



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

May 18, 2011

7:30 PM

Council Chambers
155 NW 2nd Avenue

Mayor Randy Carson

Council President Walt Daniels
Councilor Richard Ares
Councilor Traci Hensley

Councilor Brian Hodson
Councilor Jason Padden
Councilor Greg Parker

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- B. Swearing in of New City Councilor
- C. Swearing in of New Police Officer

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 4, 2011 City Council Regular Meeting

7. RESOLUTIONS & ORDINANCES

- A. Ord. 1342, Granting a Nonexclusive Franchise to Canby Telephone Association to Provide Telecommunication Services within the City of Canby (**2nd Reading**) Pg. 1
- B. Ord. 1343, Authorizing a Contract with MV Transportation, Inc. for Transit Services (**TO BE FINALIZED MAY 16, 2011**)

8. NEW BUSINESS

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

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

13. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer 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.

ORDINANCE NO. 1342

AN ORDINANCE GRANTING A NONEXCLUSIVE FRANCHISE TO CANBY TELEPHONE ASSOCIATION TO PROVIDE TELECOMMUNICATION SERVICES WITHIN THE CITY OF CANBY, ESTABLISHING AN EFFECTIVE DATE; AND DECLARING AN EMERGENCY.

WHEREAS, Canby Telephone Association, an Oregon Cooperative Corporation, hereinafter referred to as "Grantee", currently provides telecommunications services, more specifically, telephone services within the City of Canby (City); and

WHEREAS, the franchise granted to Grantee by previous Ordinances No. 668, No. 845, No. 1040 and No. 1053 expired on June 7, 2010; and

WHEREAS, pursuant to Canby Municipal Code (CMC) Chapter 12.35, which governs the issuance of such franchises and provides general terms and conditions applicable thereto, the City desires to enter into a non-exclusive franchise with Grantee to provide telecommunication services to the citizens of Canby; and

WHEREAS, the City has evaluated the technical, legal and financial capability of the Grantee to continue to provide such service to its citizens, and believes it is in the best interests of the City to promote the offering of competitive telecommunications services, subject to the City's lawful authority to regulate the use of its rights-of-way; and

WHEREAS, the City and Grantee have negotiated an updated nonexclusive Franchise Agreement to provide telecommunication service to customers within the City of Canby, Oregon; and

WHEREAS, the City Council finds based on its assessment of community needs that the proposed nonexclusive Franchise Agreement, attached hereto as Exhibit "A", and by this reference incorporated herein, meets those community needs and that it should therefore grant the updated nonexclusive franchise agreement as requested, consistent with the terms and conditions of Exhibit "A"; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City hereby grants to Canby Telephone Association of Canby, Oregon, a nonexclusive franchise on the terms and conditions in the attached Exhibit "A", for a five (5) year term from the effective date of June 7, 2010, to provide

telecommunication services, specifically, telephone services, to its customers in the City of Canby.

Section 2. In order to avoid a break in the continuity of the telephone services currently provided by Canby Telephone Association, and to better promote the safety, health and welfare of the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall retroactively take effect on June 7, 2010 as directed by the Canby City Council.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 4, 2011 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 18, 2011, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on May 18, 2011, by the following vote:

YEAS _____

NAYS _____

Randy Carson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder



City of Canby Bi-Monthly Report

Department: Administration

For Months of: March and April 2011

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, CMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist
Through: Greg Ellis, City Administrator
Date: May 9, 2011

- 1. Business Licenses** – Twenty-four new business licenses were issued during the months of March and April 2011. This compares to 37 new licenses issued during March and April 2010. Thirty seven business licenses were inactivated during the months of March and April. This compares to 39 licenses inactivated during the same period in 2010. One hundred seventy-one business license renewals were sent out. The total number of businesses currently licensed with the City of Canby is 1,010 and 646 of these have Canby addresses.
- 2. Complaints/Inquiries** – Twenty-one complaints/inquiries were received during March and April. Nineteen have been resolved and seven were resolved within 24 hours. Six follow-up cards were mailed and three were returned with Excellent and Good ratings. We received no Poor ratings during this tracking period.

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

“Very good response.”

“I wish I could (should) remember the lady’s name that helped me at the counter. She was very helpful and friendly!”

“Thanks for such prompt repair!”

- 3. Training/Meetings** –
3/11/11 – Erin Burckhard attended a New Horizons computer class
3/22/11 – Kim Scheafer and Melissa York attended the WMCA Academy Class
4/1/11 – Kim Scheafer and Melissa York attended the OAMR Academy Class
4/5/11 – Kim Scheafer attended a Emergency Operation Procedures Committee Meeting
4/27/11 – Kim Scheafer attended the CIS Spring Supervisor Training
- 4. Liquor Licenses** – One new liquor license was processed in April.
- 5. Special Animal Permits** – Two Special Animal Permits were issued during March and April.



City of Canby Bi-Monthly Monthly Report

Department: Court

For Months of: March and April, 2011

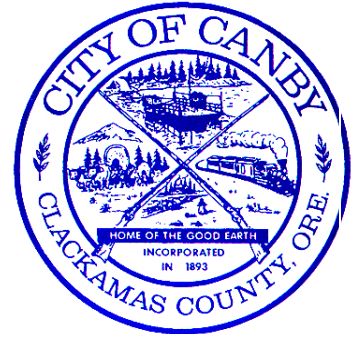
To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, CMC, City Recorder
Prepared by: Kathy Mashek, Office Specialist
Date: May 6, 2011

- Sixteen people attended the seatbelt class for the months of March & April. This generated \$240.00 towards the purchase of helmets.
- Court trials for the months of March & April were held for 26 defendants. This required 11 officers, at various times, to come to testify.
- Five hundred forty six cases were filed and 478 cases were concluded during these months.
- Revenue for both months was \$117,624.39. Out of this amount, Oregon Department of Revenue received checks totaling \$9,128.94, Oregon Judicial Department \$576.00 and Clackamas County received \$2,715.12.
- Thirty-four defendants appeared with attorneys. With the defendants there were a total of eight different attorneys present.

Training/Meetings:

- Kathy Mashek and Judge Grafe attended the Judicial Education Conference in Glenden Beach on March 2, 3 and 4, 2011. Kathy also attended a class for Word, level I on March 11, 2011 in Salem.
- Dana Wipff attended the Oregon Association for Court Administration in Newport on April 17, 18 and 19, 2011.

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
March - April 2011



TO: Honorable Mayor Carson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: May 5, 2011

Increased use. In March and April, the library circulated 58,887 items—a 7.3% increase over the same two month period in 2010. Staff and volunteers also filled 12,963 holds, a 10.2% increase over the same period last year.

Community involvement. Volunteers donated 537 hours in March and April, 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. An outstanding volunteer during this time period was Michael Ivie, who volunteers each week pulling holds and shelving.

Planning for a new library. In early March, Canby's Urban Renewal Agency approved \$8.5 million in funding for the new Canby Public Library. With this commitment in hand, city staff will begin negotiations for the two properties on First Avenue on the proposed library site, and library staff will continue laying the groundwork to reach the \$1 million fundraising goal. Our first major grant proposal, to the National Endowment for the Humanities, was submitted this spring. If funded, this matching grant will provide \$258,851 in matching funds.

Programming. Community events during March and April included ongoing family evenings, educational events, musical events, book groups and storytimes. Some highlights:

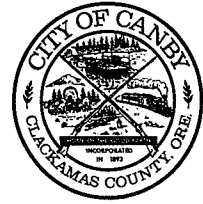
- *engAGE in community*, an OSU Extension-sponsored action initiative that seeks to establish Clackamas County as an age-friendly community. (3 sessions)
- Oregon Home Education Network (homeschoolers) panel discussion (April 7)
- A quilt exhibit and discussion on the program at Coffee Creek Correctional Facility (March 22)
- *The House that Mouse Built*, a presentation by children's book illustrator Maggie Rudy (April 28)
- National Library Week and National Volunteer Week celebration (April 16)
- Family Finance workshops: Couponing (April 12); Building a Budget That Works (April 26)

Upcoming events in May and June include a series on master gardening, managing a family food budget, genealogy and *Marking Your Territory: How to Read Local Landscapes*, a scholar-led discussion sponsored by Oregon Humanities. For younger readers, a *Fancy Nancy* tea party is planned for Saturday, May 7 at 2 p.m.

Improving services to Spanish speakers. The library's grant-funded bilingual librarian, Catherine McMullen, began her work in Canby in March. Collaborating with bilingual library assistant Angelica Novoa de Cordiero and other library staff, Catherine has led progress in several critical areas, including:

- **Improving community partnerships.** We have strengthened the library's relationship with other service providers, including the Canby School District, Canby Center and Bridging Cultures, and have gathered information from them about community needs.
- **Offering more events and programs.** In April, Angelica began offering a Saturday morning Spanish language storytime, increasing the number of weekly storytimes to four. The library also hosted a successful Día del Niño-Día del Libro (Children's Book Day) on April 30, attracting over 80 participants.
- **Enhancing the collection.** Working with input from Canby High School's librarian, Catherine revamped the library's Homework Center, comprehensively weeded the library's Spanish language collection, and filled gaps with new materials. She then restructured the shelving of these materials so that it is more user-friendly (for example, Spanish language magazines and audio books are now shelved by the print collection).

As a testament to all these efforts, March/April circulation of Spanish language materials has increased 52% over last year. We look forward to continuing this trend through the rest of 2011.



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 2011*
ECONOMIC DEVELOPMENT DEPARTMENT

Project Updates

The following projects are funded through Urban Renewal.

- **Business Recruitment and Retention activities**
 - Assisted 10 companies with business relocation or expansion plans and addressed questions regarding zoning, permitting and site availability. Three of the ten have attended or scheduled preapplication conferences.
 - Shimadzu USA is doubling their building size with a 54,000 sf addition and will break ground in early June.
 - Product Manufacturing is planning to move into the former Modcom building in August.
 - Hawksoft Engineering is proposing to build a two story office building on SE 3rd Avenue and SE Pine.
 - Created a "Welcome to Canby" Packet for new companies that have received business licenses. Developed original marketing materials with input from the Canby Chamber of Commerce and Main Street Restructuring Committees. All companies issued new businesses licenses with Canby addresses with receive a packet.
 - Submitted Canby industrial buildings for two state business recruitment leads.
- **Develop tools and resources to promote Canby**
 - **Explore Enhanced GIS system:** I coordinated an effort with Planning and other departments to determine preliminary city GIS needs, held a meeting with Dean Anderson, the Polk County GIS manager to review his well regarded and affordable Geo Moose program. Clackamas County recommended Canby consider using his system. Dean developed a \$4,290 GIS system proposal for Canby that could be implemented in 5-10 weeks. The department directors will discuss this proposal on May 9th and decide whether to proceed.
 - **Submitted an application for the Resource Assistance for Rural Environments (RARE) program** to have a graduate student assist Canby with its Main Street and Economic Development projects for 11 months. The RARE student could help update the downtown market analysis, improve the business database, develop tools and resources for the main street program, conduct research for the Economic

Development Plan and create a major industry profile directory.

- **Economic Development Website Updates:** Added links to available industrial sites and buildings (Oregon Prospector), Tools for Business Success – a comprehensive online business resource, the Canby Strategic Investment Zone program among other changes.
- **Urban Renewal Communications Strategy:** Worked with Greg Ellis and Robert Bitter to develop an information campaign on urban renewal in general and the 1st Avenue and Police Station projects in particular. The strategy includes press releases, presentations to business and community groups, and new promotional materials (Industrial Park Overview, Frequently Asked Questions, and URA Project Overview). Website enhancements are planned for May and an Annual Report will be developed in June.
- **Business Stakeholder and Community Leader Outreach Visits:** met with three city council members, the Chamber of Commerce Director, the Manager of the County Fair, Canby Telcom leaders, industrial real estate brokers, and office and redevelopment minded property owners. I will continue to reach out to business leaders in industrial companies and promote city resources and programs.
- **Budget:** Assisted the City Manager with budget preparation including researching costs, preparing a balanced budget and enhancing the budget message format for FY 2011-12.
- **Provide Economic Development Perspective to Advisory Committees**
 - 1st Avenue Project
 - 99 E Corridor Plan
 - Main Street Visioning Forum

MEMORANDUM



TO: Chair Rich Ares and Urban Renewal Agency
FROM: Ami Keiffer, Main Street Manager
DATE: May 6, 2011
THROUGH: Greg Ellis, City Administration
Renate Mengelberg, Economic Development

RE: BI-MONTHLY STAFF REPORT March-April 2011
ECONOMIC DEVELOPMENT DEPARTMENT/URBAN RENEWAL

Project Updates

The following report provides an update on events that occurred in the Main Street program and staff.

1. Business Outreach

- Participated in business outreach with Renate; made contact with roughly 2/3 of the downtown businesses, providing information about the visioning session, the façade improvement program, a flyer about Main Street, and the Tools for Business Success handout.
- Organized Downtown Visioning Session. (*Session outcomes are attached to this report for your review.*) Approximately 25 participants contributed to this event, including many new businesses that have not been active before. We received two articles in the Canby Herald about this event, handed out the flyer to the businesses we visited during the business outreach effort, listed the event on the city web site as well as the Canby Main Street Facebook page and an online survey was developed that allowed people to express their interest in the vision of downtown if they weren't able to come to the event. This will be a very powerful tool to continue to use.

2. Design

The Committee and I looked at previous walking tour brochures and are making recommendations on which buildings or historical sites to feature in the first phase of the walking tour.

3. Economic Restructuring

Renate and Bev Doolittle from the Chamber presented the "Welcome Packets" to the committee and discussed how the committee could be involved in welcoming new downtown businesses. The committee agreed, when feasible, to assist with physically distributing the packet to businesses.

4. Promotions

Committee members did pricing and I have been working on the layout for downtown visitors map. We are exploring a new direction for the map to include all businesses. Businesses would

have the option to pay for advertising space; this creates an impartial map but allows some businesses the chance to stand out, as well as raise revenue for future promotion efforts.

5. Beautification

- Assisted with the final design and move into the new Business Services Office. Contracted with Aurora landscape to move wine barrels from outside old office to our new location; will be looking into drought resistant plants to fill those barrels.
- Worked with the Chamber of Commerce to coordinate flower basket and planters for installation on 2nd Avenue. This year, Swan Island Dahlia's has donated dahlia's to be featured in the planters. These will be installed on May 12th.

6. Professional Development

- Completed the League of Oregon Cities training, Effective Local Government Management, in Salem and attended the Oregon Heritage Conference in Astoria; learned about civic tourism and historic preservation as economic development. Also attended quarterly Oregon Main Street Network meeting and training in Bandon.



The Community's Vision for Downtown Canby

Prepared for:

City of Canby.
April 26, 2011

Prepared by:

Sheri Stuart, Coordinator
Oregon Main Street
725 Summer St., Suite C
Salem, OR 97301

Oregon Main Street is jointly administered by Business Oregon and the
State Historic Preservation Office (Oregon Parks and Recreation)

Introduction

Canby's Downtown Vision Development service was conducted by Sheri Stuart, Coordinator, Oregon Main Street. Approximately 28 members of the Canby community participated in the community process on April 26, 2011. Participants represented a broad spectrum of the community, including representatives of the City, County, National Trust for Historic Preservation, community organizations, business and property owners, and community members.

The Visioning Process establishes community consensus about what the downtown should become in the future. It is a powerful element in the strategic planning process. A defined vision offers insight and direction that can be used to effectively shape an organization's:

- Mission
- Values and purpose
- Overall direction and structure
- Work plans

The strategic planning flow chart illustrates how the community's vision for downtown Canby can be used to guide the plan of work for downtown.



Methodology

The Visioning methodology consists of a two-part process:

- At a public meeting, community representatives provide input about various aspects of downtown by answering a series of questions independently. Then, participants are divided into small working groups to discuss the series of questions and then come to agreement on the responses and complete a written group reporting form. Finally, the small group responses are written on flip charts and participants individually prioritize the items that have been identified through the small group process.
- That information is then distilled, organized, and “word-smithed” into a structured format. Using the words and items identified directly by community representatives, the facilitator developed a recap of the top priorities, crafted a draft downtown vision

statement, and identified suggested goals and objectives for downtown revitalization. These items can be used by the community in planning its revitalization activities. Projects should support and be developed based on the resulting vision, goals, and objectives.

Elements of the Visioning Process

The following pages are the result of Canby's Downtown Vision Development session. The components include:

- Draft Vision Statement:** The Vision Statement was developed by identifying and rearranging the major themes and vision items identified by the group. The items are written in a concise, structured format that captures the essence of the community's preferred future for downtown. This statement is a draft only. Community representatives should review, discuss, and revise the statement to most accurately reflect their preferred future for downtown.
- Full Recap:** A complete transcription of all responses recorded on forms from the small group discussions.
- Recap of Top Priorities:** Following individual voting on top issues and priorities, the points per answer were tabulated. The top priorities were sorted out and recorded in this section.
- Items Sorted by The Four Points:** To develop a useable format and to meet the Main Street structure, priority items were sorted into the areas of Organization, Design, Promotion/Marketing, and Economic Restructuring. Some items may appear in multiple points.
- Draft Committee Goals & Objectives:** Using the priority items as a base, broader goals and more specific (measurable) objectives were developed. The essence and intent, as well as most of the original language of participants, remains intact. In some instances, suggested activities were included if identified through the Recap process.

Using the Vision and Committee Goals and Objectives

It is critical that the Vision Process not be an end unto itself. The materials developed should be used in the following way:

- To remind the community of the ultimate goal of downtown revitalization and what it is you want to achieve in the downtown.
- To serve as a system of checks and balances for the downtown revitalization effort. When developing downtown projects, ask yourself “Does this support our vision? Does this activity meet one of our objectives and help us achieve our goals.” If not, the program may want to reconsider whether or not to take on an activity.
- To provide structure for the revitalization effort. The Community Vision Statement and the Committee Goals and Objectives should be used as a basis for planning the revitalization effort’s projects.

Next Steps:

- Review and revise the draft Vision Statement and the Committee Goals and Objectives.
- Obtain the input of any key individuals, downtown stakeholders, or organizations that were not represented in the process. They may offer important additions.
- Publicize the results of the Vision Development Process. Results should be shared with other individuals, groups, organizations, and the media. Let people know what you want the downtown to be!
- Plan specific projects and activities according to the framework of the goals and objectives. Within each committee, review the goal and its objectives. Brainstorm projects that will help achieve each objective, and prioritize those projects according to which are most important and are feasible for the committee to implement.



VISION DEVELOPMENT Draft Vision Statement

Canby, Oregon
April 26, 2011

In the future, Canby will be a charming town known as “The Garden Spot” of Oregon—a destination location that delights and surprises residents and visitors alike. Downtown will remain the heart of the community, providing an identity and sense of place and be a source of community pride.

Continuity of architecture and inviting businesses in restored and well-maintained façades enhance the unique character of downtown. Attractive gateways will welcome people to the district and encourage people to turn off Highway 99E. Improved common areas will provide gathering spots and a focal point for community activities.

Downtown will have a good mix of business types and be a place that is fun and convenient to shop whether on foot, by bike, or by car. Sidewalks will be alive and used for open air business and dining.

Through well-planned, regularly scheduled events and activities, downtown will be a lively place where things are happening. Local money will be kept local by connecting residents with the goods and services available downtown.

By improving community livability, Canby will be known as a friendly, safe place to raise children in a community with a diverse business district open at all times of day. Local residents will be able to shop and recreate in the community and more people and businesses will want to move here.



VISION DEVELOPMENT

Draft Committee Goals and Objectives

Canby, Oregon
April 26, 2011

Organization Goal: Develop the leadership and appropriate organizational structure to support a well-funded downtown revitalization effort involving all community stakeholders.

Organization Objectives:

- Build consensus and establish resources to implement the vision.
- Improve overall communication, especially between business owners, and between business owners and city staff.
- Increase community participation and involvement.

Design Goal: Enhance the visual appeal of downtown through façade beautification and well-maintained public areas that builds on the sense of history and community character.

Design Objectives:

- Encourage façade improvements sensitive to the historic character of downtown while allowing for compatible infill and appropriate second story development.
- Create more inviting public areas.
- Encourage use of sidewalks for outdoor business and dining opportunities.
- Improve connections to Highway 99E.

Economic Restructuring Goal: Strengthen and enhance downtown's economic base.

Economic Restructuring Objectives:

- Develop and market incentive programs for downtown business and property improvements.
- Provide assistance to help retain local businesses.
- Develop a recruitment strategy to fill vacancies and enhance the business mix.
- Explore opportunities to encourage outdoor business and dining opportunities.

Promotion Goal: Promote and market downtown’s unique character as a lively and inviting destination for residents and visitors.

Promotion Objectives:

- Create more downtown events and activities.
Potential Activities:
 - Create an event based on the “Garden Spot” theme
 - Consider potential events or activities to tie into Historic Preservation Month in May
- Market “downtown” better.
Potential Activities:
 - Information kiosk
 - Maps/business directories
 - Event schedules
 - Develop a marketing plan
- Develop activities to reach local customers to help keep local money local
Potential Activities:
 - Develop a “shop local” program.
 - Create events to draw people into downtown businesses (e.g., Art & Wine Walk, Chocolate Lover’s Walk, etc.)



VISION DEVELOPMENT Recap of Top Priorities

Canby, Oregon

April 26, 2011

1. What are the four greatest assets of downtown Canby?

- Quaint/small town feel not far from the river (13)
- Wide streets with convenient and easy parking (11)
- Very pedestrian friendly (11)
- Friendly, inviting people and business owners (8)
- Welcoming, well-kept parks and green spaces (flowers) (7)
- Variety of locally owned businesses (6)

2. What are downtown Canby's four greatest liabilities?

- Lack of good restaurants/not open late (14)
- No theme/not visually interesting (13)
- Empty spaces and lack of activity after 5 pm (13)
- RR and 99E noise and traffic (13)

3. What are the four greatest opportunities for downtown Canby?

- More events/activities/more frequent activities/local businesses bringing together community (14)
- Opportunity to use 99 to draw traffic and people into community of Canby (13)
- Create a destination point build on "Garden Spot" theme (10)
- Build on sense of history/character (6)
- Main Street project/URA (6)
- Opportunities for enhancing retail/maximize empty storefronts/pop-up stores/a different mix of businesses (6)

4. What are the four greatest challenges for downtown Canby?

- Getting business owners to collaborate (13)
- Run down buildings and lack of money for renovations (10)
- Lack of creativity (8)
- Absentee landlords (7)
- Need for investors to buy-in to the vision (6)
- Visibility/signage from highway (5)
- Keeping dollars local (5)

5. What are four reasons why the downtown is important to the Canby community?

- Small town feel, community pride (16)
- Vibrant business core keeps local economy strong/downtown businesses give back (12)
- Give the town an identity and sense of belonging (10)
- Central location/heart of town (10)
- Local business owners/unique character (6)
- It's historical and gives definition, historical sites are downtown – need to maintain them, history (4)

6. As you visualize a successful downtown in the future, list five qualities Or characteristics it will possess -- how will it look, feel and function?

- Sidewalks used more as open air business and dining/street scene (water feature, outside restaurants, common areas)/restaurants (17)
- Shopable, vibrant, active business district (13)
- Façade beautification, businesses look nice and inviting/ Cleanliness, care to buildings, and environment/continuity of architecture/safe and welcoming (11)
- Make 99 more attractive and inviting to turn off hwy and into town, clean and inviting from 99E (5)
- Lively/place where things are happening (3)
- Info kiosks, maps, event schedules (3)

7. Describe, in one sentence, what you would like downtown Canby to be known for in five years.

- A charming town with a unified theme (The Garden Spot) that is fun and convenient to shop whether on foot, by bike, or by car (14)
- A friendly, safe place to raise children in a community with a diverse business district open at all times of day (5)
- A destination location that delights and surprises people (4)
- Showcasing local resources, gathering to the Garden Spot – come grow with us (4)

8. What are four benefits you anticipate from achieving your vision?

- Community pride, increased identity for our community, sense of community (15)
- Economic stability, keeping local money local, economic growth (15)
- Improve community livability, more people and businesses want to mover here, able to shop and recreate in our own community (13)
- Local business improvement, good mix of business types, thriving businesses (7)
- Being known as a destination point (5)

9. What are the top four organizational issues facing downtown Canby?

- Shortage of visionary investment (18)
- No coordinating of events/happenings with minimal staffing and \$ support (15)
- Lack of community participation (11)
- Communication between business owners and city staff (9)
- City departments/communication between departments (3)

10. What are the top four design issues facing downtown Canby?

- No theme, concept, too many potential themes (RR, Garden, Ag.)/lack of theme direction (15)
- No historically interesting buildings/buildings too spread out/no second story buildings/stores need to be closer together/more two-story buildings = balance (12)
- RR (8)
- Need wider sidewalks for cafes/more visually interesting streets (7)

11. What are the top four promotional issues facing downtown Canby?

- Lack of partnerships/participation/cohesiveness (13)
- Need services people want to purchase, retail to attract discretionary spending (12)
- Lack of a theme/identity (11)
- Isolated from surrounding communities (8)
- 99E/Train (6)
- No visible marketing plan/Not enough promotional events/nothing to do here (5)

12. What are the top four economic restructuring issues facing downtown Canby?

- Not enough customers, struggling merchants (9)
- Define and market what is “downtown” (9)
- Lack of appropriate business mix (7)
- Not enough deep pockets, incentives for business owners (6)
- Limited money outside urban renewal district (3)

13. Which first four steps need to be taken to begin implementing our vision for downtown Canby?

- Get a vision, make the vision known, build consensus on the vision (14)
- Align businesses in same direction (9)
- Getting city involved in both listening and acting on community input and suggestions/
Coordinate efforts with merchants and city staff (8)
- Establish resources for implementation of the vision/budget allocation (7)



VISION DEVELOPMENT

Recap of Top Priorities Sorted by the Four Points

Canby, Oregon
April 26, 2011

General

- RR and 99E noise and traffic
- Small town feel, community pride
- Give the town an identity and sense of belonging
- Central location/heart of town
- Community pride, increased identity for our community, sense of community
- City departments/communication between departments

Organization

- Getting business owners to collaborate
- Need for investors to buy-in to the vision
- Lack of creativity
- Lack of community participation
- Communication between business owners and city staff
- Lack of partnerships/participation/cohesiveness
- Get a vision, make the vision known, build consensus on the vision
- Align businesses in same direction
- Getting city involved in both listening and acting on community input and suggestions/
Coordinate efforts with merchants and city staff
- Establish resources for implementation of the vision/budget allocation

Design

- Quaint/small town feel not far from the river
- Wide streets with convenient and easy parking
- Very pedestrian friendly
- Welcoming, well-kept parks and green spaces (flowers)
- No theme/not visually interesting
- Build on sense of history/character
- Main Street project/URA

- Sidewalks used more as open air business and dining/street scene (water feature, outside restaurants, common areas)/restaurants
- Run down buildings and lack of money for renovations
- Absentee landlords
- Need for investors to buy-in to the vision
- Façade beautification, businesses look nice and inviting/ Cleanliness, care to buildings, and environment/continuity of architecture/safe and welcoming
- Make 99 more attractive and inviting to turn off hwy and into town, clean and inviting from 99E
- Visibility/signage from highway
- It's historical and gives definition, historical sites are downtown – need to maintain them, history
- No theme, concept, too many potential themes (RR, Garden, Ag.)/lack of theme direction
- No historically interesting buildings/buildings too spread out/no second story buildings/stores need to be closer together/more two-story buildings = balance
- RR
- Need wider sidewalks for cafes/more visually interesting streets

Economic Restructuring

- Vibrant business core keeps local economy strong/downtown businesses give back
- Friendly, inviting people and business owners
- Variety of locally owned businesses
- Lack of good restaurants/not open late
- Empty spaces and lack of activity after 5 pm
- Opportunities for enhancing retail/maximize empty storefronts/pop-up stores/a different mix of businesses
- Getting business owners to collaborate
- Keeping dollars local
- Local business owners/unique character
- Sidewalks used more as open air business and dining/street scene (water feature, outside restaurants, common areas)/restaurants
- Lively/place where things are happening
- Info kiosks, maps, event schedules
- Shopable, vibrant, active business district
- Local business owners/unique character
- Economic stability, keeping local money local, economic growth
- Improve community livability, more people and businesses want to mover here, able to shop and recreate in our own community
- Local business improvement, good mix of business types, thriving businesses
- Shortage of visionary investment
- Need services people want to purchase, retail to attract discretionary spending
- Not enough customers, struggling merchants

- Define and market what is “downtown”
- Lack of appropriate business mix
- Not enough deep pockets, incentives for business owners
- Limited money outside urban renewal district

Promotion

- No coordinating of events/happenings with minimal staffing and \$ support
- Build on sense of history/character
- Friendly, inviting people and business owners
- Variety of locally owned businesses
- Lack of good restaurants/not open late
- More events/activities/more frequent activities/local businesses bringing together community
- Opportunity to use 99 to draw traffic and people into community of Canby
- Create a destination point build on “Garden Spot” theme
- Getting business owners to collaborate
- Keeping dollars local
- Local business owners/unique character
- Lively/place where things are happening
- Info kiosks, maps, event schedules
- Local business owners/unique character
- Being known as a destination point
- Need services people want to purchase, retail to attract discretionary spending
- Lack of a theme/identity
- Isolated from surrounding communities
- 99E/Train
- No visible marketing plan/Not enough promotional events/nothing to do here



VISION DEVELOPMENT

Full Recap

Canby, Oregon

April 26, 2011

1. What are the four greatest assets of downtown Canby?

- Quaint/small town feel not far from the river (13)
- Wide streets with convenient and easy parking (11)
- Very pedestrian friendly (11)
- Friendly, inviting people and business owners (8)
- Welcoming, well-kept parks and green spaces (flowers) (7)
- Variety of locally owned businesses (6)
- Room for future growth (3)
- Access from highway 99, Knight Bridge, center of town (1)
- Urban renewal district (0)

2. What are downtown Canby's four greatest liabilities?

- Lack of good restaurants/not open late (14)
- No theme/not visually interesting (13)
- Empty spaces and lack of activity after 5 pm (13)
- RR and 99E noise and traffic (13)
- Not enough history (2)
- Lack of business leaders (2)
- Appearance of First Avenue/cleanliness of streets (2)
- Old buildings on small lots (1)
- Lack of implementation of downtown vision (1)
- Budget issues (0)

3. What are the four greatest opportunities for downtown Canby?

- More events/activities/more frequent activities/local businesses bringing together community (14)

- Opportunity to use 99 to draw traffic and people into community of Canby (13)
- Create a destination point build on “Garden Spot” theme (10)
- Build on sense of history/character (6)
- Main Street project/URA (6)
- Opportunities for enhancing retail/maximize empty storefronts/pop-up stores/a different mix of businesses (6)
- New library, police station (4)
- Ability to grown and change (1)
- Beautification (1)
- Development of potential (1)

4. What are the four greatest challenges for downtown Canby?

- Getting business owners to collaborate (13)
- Run down buildings and lack of money for renovations (10)
- Lack of creativity (8)
- Absentee landlords (7)
- Need for investors to buy-in to the vision (6)
- Visibility/signage from highway (5)
- Keeping dollars local (5)
- Bringing people downtown from highway 99E (reason to come downtown) (3)
- Train crossings and confusing intersections (3)
- Inertia/growth continuing smoothly (2)
- Negative perception of there being no reason to frequent downtown (2)
- Upkeep on highway 99E (1)
- Public money for facilities and events (1)
- Attracting more businesses to downtown (1)
- Tough economic climate (0)
- Main Street project/1st Avenue development (0)

5. What are four reasons why the downtown is important to the Canby community?

- Small town feel, community pride (16)
- Vibrant business core keeps local economy strong/downtown businesses give back (12)
- Give the town an identity and sense of belonging (10)
- Central location/heart of town (10)
- Local business owners/unique character (6)
- It’s historical and gives definition, historical sites are downtown – need to maintain them, history (4)
- Viable, thriving downtown, unify, that you can build on (3)
- Every city needs an anchor/hub (0)
- Important to livability (0)

- Safety, community comes together and know each other (0)
- Municipal hub (0)
- Provides jobs! (0)
- Centrally located commerce (0)

8. As you visualize a successful downtown in the future, list five qualities Or characteristics it will possess -- how will it look, feel and function?

- Sidewalks used more as open air business and dining/street scene (water feature, outside restaurants, common areas)/restaurants (17)
- Shopable, vibrant, active business district (13)
- Façade beautification, businesses look nice and inviting/ Cleanliness, care to buildings, and environment/continuity of architecture/safe and welcoming (11)
- Make 99 more attractive and inviting to turn off hwy and into town, clean and inviting from 99E (5)
- Lively/place where things are happening (3)
- Info kiosks, maps, event schedules (3)
- More green, nature (1)
- Housing (1)
- Cohesive vision and design, well-kept, visually interesting (0)
- Prosperous (0)
- Unique, high quality goods and services (0)

9. Describe, in one sentence, what you would like downtown Canby to be known for in five years.

- A charming town with a unified theme (The Garden Spot) that is fun and convenient to shop whether on foot, by bike, or by car (14)
- A friendly, safe place to raise children in a community with a diverse business district open at all times of day (5)
- A destination location that delights and surprises people (4)
- Showcasing local resources, gathering to the Garden Spot – come grow with us (4)
- A popular weekend and evening destination for surrounding communities (0)

8. What are four benefits you anticipate from achieving your vision?

- Community pride, increased identity for our community, sense of community (15)
- Economic stability, keeping local money local, economic growth (15)
- Improve community livability, more people and businesses want to mover here, able to shop and recreate in our own community (13)
- Local business improvement, good mix of business types, thriving businesses (7)
- Being known as a destination point (5)
- More consumer traffic (1)
- More businesses/ desire to open a business here (1)

- Community support (0)
- Reduced transportation costs (0)

9. What are the top four organizational issues facing downtown Canby?

- Shortage of visionary investment (18)
- No coordinating of events/happenings with minimal staffing and \$ support (15)
- Lack of community participation (11)
- Communication between business owners and city staff (9)
- City departments/communication between departments (3)
- Frequent turn-over of officials (2)
- Scarcity mentality – survival mode focuses on schools (2)
- Budgeting (1)
- Parking (0)
- Vehicular and pedestrian traffic (0)

10. What are the top four design issues facing downtown Canby?

- No theme, concept, too many potential themes (RR, Garden, Ag.)/lack of theme direction (15)
- No historically interesting buildings/buildings too spread out/no second story buildings/stores need to be closer together/more two-story buildings = balance (12)
- RR (8)
- Need wider sidewalks for cafes/more visually interesting streets (7)
- We should avoid one-way streets (2)
- 99 (2)
- Vision->design->money to follow through with plan (1)
- Building code not easily accessible to business owners (1)
- Not gateways (1)
- Streetscaping, landscaping, etc. = curb appeal (1)
- Inappropriate renovations done/some not done (0)

11. What are the top four promotional issues facing downtown Canby?

- Lack of partnerships/participation/cohesiveness (13)
- Need services people want to purchase, retail to attract discretionary spending (12)
- Lack of a theme/identity (11)
- Isolated from surrounding communities (8)
- 99E/Train (6)
- No visible marketing plan/ Not enough promotional events/nothing to do here (5)
- Lack of money and staff to promote the district (1)
- Lack of flow/continuity/harmony (0)
- Limited media opportunities (0)

12. What are the top four economic restructuring issues facing downtown Canby?

- Not enough customers, struggling merchants (9)
- Define and market what is “downtown” (9)
- Lack of appropriate business mix (7)
- Not enough deep pockets, incentives for business owners (6)
- Limited money outside urban renewal district (3)
- Empty storefronts (2)
- Lack of downtown anchor (1)
- Collaboration (1)
- Absentee landlords (1)
- Define industrial parks to entice large employers to attract commuter business to downtown (1)

13. Which first four steps need to be taken to begin implementing our vision for downtown Canby?

- Get a vision, make the vision known, build consensus on the vision (14)
- Align businesses in same direction (9)
- Getting city involved in both listening and acting on community input and suggestions (7)
- Establish resources for implementation of the vision/budget allocation (7)
- Theme, continuity, more attractive (2)
- Develop pride in downtown by community (1)
- Coordinate efforts with merchants and city staff (1)
- Communicate and collaborate (1)
- More avenues to advertise, get the word out (0)
- Support buy-in, participation (0)

PLANNING & BUILDING DEPARTMENT

March/April, 2011 UPDATE



TO: *Honorable Mayor Carson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *May 6, 2011*
THROUGH: *Greg Ellis, City Administrator*

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

Plan Preparation

- 1. Transportation System Plan Update.** We are waiting for American Legal Publishing to return a published version of the TSP code changes and other recent code amendments to allow update of the Canby Municipal Code that is available on the City's website.
- 2. Highway 99E TGM Gateway & STA Grant.** The City was awarded TGM grant to address beautification, accessibility and safety considerations along Highway 99E through town - especially within the downtown portion, where the Oregon Transportation Commission approved our request for a Special Transportation Area (STA) designation. DKS and Associates and OTAC have been selected as project consultants, with the City and ODOT as partners.
 - * During this period staff advocated for and was successful in obtaining an additional approved monetary amendment as a part of this grant project to assist with the future Otto Road connection to the industrial park and associated land use modifications that will be needed to the NE Canby Master Plan as a result of our recent previous TSP update work that has provided a solution to address increased traffic on 99E with a new truck route plan.
 - * A Public Community Workshop was held on April 7 at Hope Village Community Center. A small but fairly diverse representation of citizens attended to learn about the project and provide feedback on the specific direction the planning effort should take with regard to a wide variety of issues to be addressed such as: pedestrian orientation improvements, possible crosswalks, medians, other access controls or shared driveways, beautification and identity ideas, gateway treatments and signage, lighting, and others.
 - * Next up is a tour of the gateway corridor project area by members of the Gateway Plan Advisory Committee the first week in May.
- 3. NE Canby Master Plan.** The Gateway TGM Grant project mentioned above is now scoped to include work to overcome ODOT's previous lack of support of the Plan due to highway congestion issues that would result from the increased density of development set forth in the Plan prior to the Otto Road truck route solution indicated in our newly adopted TSP.

4. **Redwood Master Plan.** Early discussions and strategizing are now occurring between the Mayor, city administrator, and the senior long range planner and grant funding entities to identify and position the City for obtaining possible grant assistance in preparing a master plan for the north Redwood Street area which is the largest remaining land area designated for future residential development within the Canby urban growth boundary next to the NE Canby Master Plan area. There is an important stream corridor through this area that must be preserved to assist with critical surface storm-water runoff control management for this future urbanizing area along with needed open space. Past historical planning efforts and annexation attempts by individual property owners, point to the need to move forward with development of a City led overall Plan to guide and thus facilitate the ability of individual property owners to move forward with possible future urbanization of this area.
5. **Canby Land Needs Study.** It is time for the City to update our 1999 Land Needs Study. Such studies are very technical and call for following set protocols, good mapping capabilities, and time to devote to analyzing the City's current buildable land supply and compare it too available supply. Such a study requires that we work closely with DLCD, Metro and Clackamas County on determining whether an appropriate population growth forecast exists or must be done to complete such a study. Current thoughts are to consider working on the land inventory in-house while seeking needed outside grant assistance for determining and coordinating a suitable population forecast to utilize.

Municipal Code Improvements (Legislative Text Amendments)

6. **Legislative Text Amendments.** *No Change or New Amendments This Period.* The following four recent CMC Text Amendments are awaiting formal integration into the City Code by American Legal Publishing our municipal code updating service prior to appearing on the Code version available on our city website. Planning staff continue to email and distribute new code provisions as needed to development inquiries.

CPA 10-01/TA 10-02: Transportation System Plan Update.

TA 10-03 Sign Code Revisions.

TA 10-04 Low Impact Development Smart Code Amendments.

TA 11-01 Mural Program: Ordinance No. 1341 setting forth a new Canby mural program was reviewed by the Planning Commission and approved by the Council. Final ordinance reading was on March 2.

City Program/Project Participation

7. **Transportation/Parks System Development Charge Methodology Study & Fee Update.** It is imperative after adopting new public facility master plans and associated capital needs inventory that the City follow up with updating our System Development Charge methodology analysis and fee structure to be sure we are accurately and fairly apportioning the costs of needed public facility improvements that are directly related to new development growth to those projects. The City has recently completed and adopted a new Transportation System Plan and updated components of our Parks & Recreation Master Plan. Over time, public capital improvements are completed and new projects are identified and prioritized and the components of each of those projects related to and intended to serve "new growth" should be identified and their cost assessed to that new growth at the time building permits

are issued in order to recoup costs to lessen the burden of growth on existing residents. We made the decision to move forward with contacting and obtaining specialized consulting assistance to help staff complete these two SDC update projects.

- 8. Budget Preparation.** March and April are budget preparation time intensive months. Initial staffing needs and look at proposed budgets and the general fund balance occurred the first of March. Department objectives were shared shortly after at the Council Goal Setting Session. A budget balancing meeting was held on March 24. Director attended Budget Committee meeting on April 13.
- 9. Code Enforcement Issues.** Staff provided assistance with the following zoning and building code enforcement matters this period:
 - Assisted concerned resident who would like to see the public pedestrian pathway closed near 379 SE 7th Way due to undesirable activity. Police have been notified of concern and planning is still considering the merits of the request in light of the community benefits of interconnected pathways within the community.

Regional Program/Project Participation

10. Metro Items/Urban and Rural Reserves Designation Process.

- Metro and Washington County agreed on a revised reserves agreement as a response back to the Land Conservation and Development Commission in March. Metro will continue to move forward with consideration of its role evaluating a possible expansion of the urban growth boundary.
- Metro Greenhouse Gas Reduction Targets: It appears that Canby is within the Clackamas County boundary which is a part of the Metro area requirements to move toward reduced greenhouse gas emissions. LCDC held a rule making hearing in April. These “administrative rules” will set specifics of how compliance may eventually need to occur. Staff intends to monitor how all of this may impact Canby’s land use and transportation alternative’s future.
- The Metro 2035 Forecast of Households and Employment. Metro has specifically reached out to surrounding outlying communities to solicit and receive any data we have related to how they calculate the supply of land available for use in their forecast modeling. We have compared their estimated data with that utilized with our TSP update and found it to be similar. They make assumptions about “refill or redevelopment” supply capacity as well as vacant zoned land in order to model how much and where new land should be brought into the Portland Metro Urban Growth Boundary and allocate a certain amount of growth to all areas. Metro must determine the capacity of the region to absorb housing and employment growth, and their modeling is now also reaching out to include outlying areas like Canby for spill over effects.

11. French Prairie Forum Meetings. Ongoing. Staff attended the meeting held in January:

- Members of French Prairie Forum were invited to attend a tour of the Grand Ronde Tribal Government Center and facilities in April.
- Baldock Rest Area Master Planning & ODOT’s Solar Panel Project: Director attended a subcommittee meeting with ODOT director to hear answers to concerns expressed from

participants in the Baldock Rest Area Master Planning about the proposed Solar Panel project. ODOT appears determined to move forward in utilizing 6 acres of the rest area site to promote their solar highway program objectives and has assisted the Travel Information Council in seeing where suitable areas exist outside of their solar use area to provide new visitor services, etc.

Miscellaneous Dept. Activities

- City Manager and Director explored possible alternative building service scenarios.
- Assisted with interviews for choosing contractor for the Development Services Building.
- Director attended 3 Police Facility design public meetings.
- Participated with 1st Avenue Redevelopment public meetings and review of design options.
- Worked with City Engineer on Design Options for 3rd & 4th Avenue CDBG Pedestrian Improvement project.
- Director attended two Oregon City Planning Director Board Meetings, one in Salem and one by conference call.
- Assisted Ami and Robert with review of cubicle options for Development Services Building.
- Matilda continues to assist with Park & Recreation Board meetings and Markus with the Bike & Pedestrian Committee meetings.
- Director attended League of Oregon City's Sponsored training session on "How to Write an RFP".
- Participated in new GIS - Geographic Information System improvement initiative by attending agency kick off meeting, in-house next step meeting, and review of consultant proposal.
- Along with Mayor Carson, attended meeting with ODOT Rail consultant seeking stakeholder views about High Speed Rail considerations with a study now being kicked off.
- Senior planner involved with work on street improvement project adjacent to Wait Park in an effort to address how to preserve street trees with the reconstruction of the street pavement.

Development Projects/Activity.

12. Construction Finals/Certificate of Occupancy.

- Construction of three single family homes was completed.
- City of Canby Development Services Building Tenant Remodel was completed.

13. New Land Use Applications Submitted March through April, 2011. New applications for this period have included: (See attached Land Use Tracking Chart for all applications

currently in some process stage).

- A Type II Modification (MOD 11-01/LLA 11-02) for Pioneer Pump for a warehouse expansion and lot line adjustment at 310 S Sequoia Parkway.
- A Type I Modification/Paving (MOD 11-02) for Potter Industries to pave a previous gravel outdoor storage and maneuvering area internal to the site at 350 N. Baker Drive.
- A Type II Site & Design Review (DR 11-01) for O'Reilly Auto Parts which will remove the old Bowling Alley and replace with a 6000 sq. ft. + retail space at 24145 SW 1st Avenue.
- A Type II Lot Line Adjustment (LLA 11-02) for Darren Monen to reconfigure the lot line on two residential lots in the opposite direction at 116 NE 9th Avenue.
- A Type III Site & Design Review (DR 11-02) for a new City of Canby Police Facility at 1175 NW 3rd Avenue.
- A Type I Modification (MOD 11-03) for Potter Industries to construct a 12,000 square foot warehouse addition at 350 N. Baker Drive.

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

- PRA 11-08: A pre-application conference held for a 54,000 square foot manufacturing and warehouse expansion to Shimadzu at 1900 SE 4th Avenue.
- PRA 11-09: A pre-application conference held for a Product Manufacturing, metal machining operation which desires to relocate to Canby within an existing structure at 555 SW 2nd Avenue.
- PRA 11-010: A pre-application conference held for owners of a 20 acre track wishing to equally divide it when lying within both the City and County. Started as a Withdrawal from Territory application and is now being recommended by both the City and County to be a Minor Partition coordinated between both local governments.
- PRA 11-11: A pre-application conference has been scheduled for Hawksoft, a commercial call center operation wishing to locate at SE 3rd & SE Pine Street.

15. Pre-Construction Conferences.

- None

16. Land Use Consultations.

- A possible rezoning with a client.

17. Building and Inspections Summary for March & April, 2011.





Building Permits and Valuation for March and April 2011

18 Permits were issued in March with a total valuation of \$211,895





15 Permits were issued in April with a total valuation of \$168,714

Building Permits issued:

March

-  3 Commercial tenant improvement
-  2 Demolitions
-  2 Façade Improvements
-  1 Sign

April

-  1 Fire Suppression System
-  3 Tenant Improvements
-  1 Re-Roof Permit
-  3 Sign Permits

Mechanical Permits issued:





5 Mechanical Permits were issued in March.

5 Mechanical Permits were issued in April.




*Includes heating and air conditioning replacement or new, commercial and residential.




Permits Final led

March

-  1 Residential Mechanical Permits
-  1 Residential Remodel
-  1 Single Family Residence
-  1 Commercial Mechanical

April

-  3 Residential Single Family Homes
-  1 Commercial Mechanical
-  2 Office Remodels

-  1 Residential Remodel
-  1 Commercial Change of Occupancy
-  1 Sign Installation

**City of Canby
Land Use Application Tracking
March and April 2011**

5/6/2011

File Number	Application	Description	Owner/Applicant	Property Address	Fee	Date Received	Status
DR-08-01 / SUB-08-01	Subdivision & Site and Design Review	Construct a 4-Unit Multi-family Structure	Snegirev	486 N.E. 3rd Ave, 463 N.E. 4th Ave	3,200.00	3/21/2008	PC Approved 4/13/2009; Sub Expired Oct 2010 - No longer Needed; PD Granted Site & Design 1 yr. extension to Apr 2011; PC Granted 3 yr Extension to 1.24.14
MLP-08-05	Minor Land Partition	Subdivide industrial zoned tract into 3 lots	AAI Engineering	SW/c of SE 1st & Mulino Rd	1,280.00	7/24/2008	Approved by PC 1/26/2009; Plat not yet recorded; PC granted 3 yr Extension to 1.24.14
SUB-08-03	Subdivision	Subdivide industrial zoned tract into 7 lots Annex 4.77 acres,	AAI Engineering	SW/c of SE 1st Ave & SE Walnut Street	1,985.00	7/24/2008	Approved by Plan Comm 1/26/2009; Plat not recorded; PC Granted 3 yr Extension to 1.24.14
ANN-09-01	Annexation	including Pine Street ROW, assign R1 zoning & R1.5 to 1/2 ROW	Beck	1732 N Pine St	2,220.00	2/26/2009	Approved by voters 11/2/10 State Cadastral Office Sent Corrected Map with Bearings
LLA-09-01	Lot Line Adjustment - replat	Reconfiguration of 2 industrial parcels	Parsons/Burden	400 Block of S. Sequoia Pkwy	520.00	5/21/2009	Approved 6/10/2009; Replat not recorded; PD Granted Extension to 6/10/11
LLA 10-03	Lot Line Adjustment	Adjustment of lot sizes of 2 residential lots	John Meredith	377/401 Territorial	520.00	9/10/2010	PD Approved 10-18-10 - Plat Recordation Due By 10.18.11
LLA 10-04	Lot Line Adjustment	Reconfiguration of 2 industrial parcels	Parsons	23625 S Mulino Road	520.00	9/1/3010	PD Approved 11/9/10 - Plat Recordation Due By 11.09.11
LLA 11-01	Lot Line Adjustment	Move lot lines around existing structure	Thelma's Place	352 NW 2nd Avenue	520.00	1/7/2010	Revision Required for Approval
PRA 11-01	Pre-Application	Add 11 Manufactured Home Sites	Village on the Lochs	400 Block of SE Elm Street	N/A	1/21/2011	Pre-App held 2/3/11; Working on Wetland Delineation
PRA 11-07	Pre-Application	Construct 12,000 sq. ft. steel building primarily for dance studio	Darren Monen	500 Block SE 2nd Ave.	N/A	2/25/2011	Pre-App held 3.31.11
ANN 11-01/ ZC 11-01	Annexation and Zone Change	Annex 4 acres with CR zoning to construct 66 Senior Housing Units	Hope Village, Inc.	E side of 1700 Block of S. Fir Street	4,910.00	2/28/2011	Completeness Letter 3.24.11
MOD 11-01	Modification of Previous Site & Design Review	38,442 sq. ft. warehouse addition	Pioneer Pump	310 S Sequoia Parkway	720.00	3/3/11	Approved by PC on 4/25/11
PRA 11-08	Modification of Previous Site & Design Review	54,000 sq. ft. manufacturing & warehouse expansion	Shimadzu	1900 SE 4th Avenue	N/A	3/11/11	Pre App Held 3/29/11
MOD 11-02	Modification of Previous Site & Design Review	Paving of Outdoor Gravel Storage Area	Potters Industries	350 N Baker Drive	100.00	3/22/11	Approved by Director
DR 11-01	Site & Design Review	Remove existing Bowling Alley & Construct 6,000 sq. ft. Retail Auto Parts Store	S T J 1 LLC for O'Reilly Auto Parts	24145 SW 1st Avenue	1,800.00	3/25/11	Approved by Director
PRA 11-09	Paving	Occupy Existing Light Industrial Building & Modify Site Paving	Product Manufacturer	555 SW 2nd Avenue	N/A	3/25/11	Pre App Held 4/7/11
LLA 11-02	Lot Line Adjustment	Adjust Property Line to Remove from Proposed Warehouse Site	Pioneer Pump	310 S Sequoia Parkway	520.00	3/29/11	Approved by PC 4/25/11

**City of Canby
Land Use Application Tracking
March and April 2011**

5/6/2011

File Number	Application	Description	Owner/Applicant	Property Address	Fee	Date Received	Status
LLA 11-03	Lot Line Adjustment	Reconfigure Lot Direction Between 2 Lots to Create New Home Site	Darren Monen	116 NE 9th Avenue	520.00	3/29/11	Approved by Director
PRA 11-10	Withdrawal from City	Divide 20 acre parcel lying in City & County into two equal size Lots	Tyler/Hale	996 Territorial Road	N/A	4/4/11	Pre App Held 4/19/11; City/County advised that County Partition Possible
DR 11-02	Site & Design Review	Construct New Police Facility	City of Canby	1175 NW 3rd Avenue	2,956.00	4/14/11	PC Worksession 5/09/11; Public Hearing 5/23/11
MOD 11-04	Modification	Construct a 10,000 sq. ft. storage building	Potters Industries	350 N Baker Drive	100.00	4/26/11	Completeness letter 5/06/11; Awaiting Decision
PRA 11-11	Site and Design Review	Construct a 14,000 sq. ft. 2-story call center office	Hawksoft	SE 3rd and SE Pine Street	N/A	4/26/11	Pre App Scheduled 5/10/11



City of Canby Bi-Monthly Report

Department: Police

March & April 2011

To: The Honorable Mayor Carson & City Council
From: Chief Bret Smith
Date: May 5, 2011

Monthly Stats

Description	March	April
Calls for Service	1009	1290
Juvenile Arrests	16	21
Adult Arrests	67	86
Injury Accidents	2	2
Non injury Accidents	7	4
All other Crime Reports	57	80
Traffic Citations	200	327
Parking Citations	4	7
Alarm Calls for Service	29	26
Abandoned Vehicles Complaints	1	2
Animal Complaints	4	1
Parking Complaints	12	12
All other Code Violation Complaints	30	21

Community Programs by the Traffic Unit

- Pedestrian crossing sting grant preparation
- ODOT Truck Inspections
- Car Seat Inspections & Installations
- Seatbelt Class coordination
- Conducted a DUII/Passenger Safety Assembly at Ackerman Middle School
- Conducted both DUII and Seatbelt enforcement blitzes

Detectives Significant Cases

Detectives conducted a knock and talk where they had information that subjects at the address were selling pills. This resulted in 3 arrests and the seizure of almost 300 Oxycontin pills, 3 ounces of marijuana and over \$10,000 in cash. They also assisted the Oregon DOJ with a search warrant resulting from a long investigation into a heroin distribution. This search yielded 12 ounces of heroin, over \$30,000 and seizure of an ATV. They are currently working 11 active investigations and closed or suspended 7 cases in March and April.

School Resource Officer Activity

- Attended all home boys & girls basketball games and wrestling matches

- Spent 10 hours in classrooms talking about criminal justice, criminal laws & law enforcement generally.
- Attended the active shooter training
- Assisted in several administrator interviews such as policy violations (off campus, skipping class) and influence of marijuana
- Custodies include Criminal Mischief II, PCS within 1,000 feet of school, MIP tobacco, Criminal Trespass II, Possession of drug paraphernalia and located 2 runaway juveniles.

Other Community

On Saturday, April 30th, the Canby Police department conducted the 2nd annual Drug Take Back event aimed at reducing avoidable poisonings, preventing intentional misuse of drugs especially by teenagers, and protecting water quality. Kari Innes, Code Enforcement Officer and Don Hemstreet, Property & Evidence technician collected six total boxes of unwanted drugs totaling 179 lbs including:

- Over the Counter Drugs 67 lbs.
- Prescription drugs 92 lbs.
- Controlled Substances 20 lbs.

K-9 Activity

There were no callouts in March and one in April, a reported burglary. K9 was used to assist on perimeter containment. No force used, three subjects contacted inside and subjects were all intoxicated at residence with permission. Officer Warren and Freddy completed 12 hours of training in March and 32 hours of training in April including the Oregon Police Canine Conference.

Training

On March 21, several members of the TET team attended a multi agency active shooter training hosted by the Marion County Sheriff's Office and N. Marion Schools. It included active shooter scenarios utilizing simmunitions. Other training for the period included:

Officer Christman	Taser Instructor Recertification	3/7 & 3/8
All Officers	Firearms Qualifications	
Detectives. Mead & Scharmota, Officer Floyd & Sgt. Kitzmiller	Dept. of Justice Conference	3/16 – 3/18
Lupita Robles, Records	Communications & Professionalism	3/21
Sgts. Schoenfeld & Green, Officer Smith	FBI – LEOKA LE Officer Killed & Assaulted	3/22
Officer Macom	Firearms Training	3/28 – 3/30
Lupita Robles, Records	FARA (Alarms Programs)	4/4- 4/7
Officers Farmer & Warren	Oregon Police Canine Spring Sem.	4/17-4/19
Liz Carson, Records	Mgmt. Skills for Support staff	4/6
Sgt. Schoenfeld, Officer Smith	DEA Follow the Money	4/6 – 4/8
Sgt. Kitzmiller, Officer Floyd, Detectives Scharmota & Mead	PowerPoint for Narcotic Operations	4/7-4/8
Court Officer Ken Poggi	Court Security Training	4/14-4/15
Officer Christman & Kari Inness, Code Enforcement Officer	2011 Graffiti Summit	4/19

Community Activities

3/1 Chamber Lunch, Lt. Tro
3/4 Rotary, Lt. Tro
3/9 OCTS TV Show w/Karen Hill (new facility), Chief Smith
3/11 Rotary, Lt. Tro
3/29 Terrific Kids 91 school, Lt. Tro
3/31 Terrific Kids Knight school, Lt. Tro
4/1 Rotary, Lt. Tro
4/7 Clackamas Co. Children's Center Opening, Chief Smith
4/7 Canby Adult Center Lunch service, Lt. Tro
4/8 Rotary, Lt. Tro
4/21 Shred Day Event, Chief Smith
4/21 Nothing but Net/Rotary, Lt. Tro
4/21 Terrific Kids Lee school, Lt. Tro
4/22 Rotary, Lt. Tro
4/22 Easter Egg Hunt Hope Village, Lt. Tro
4/22 Cable TV Show / Karen Hill Host to discuss Police Facility – Chief Smith
4/28 Terrific Kids Eccles & Knight, Lt. Tro
4/29 Rotary, Lt. Tro

Department Activities

3/2 Sergeant's Promotional Process, Chief Smith
3/2 City EOC Exercise, Lt. Tro
3/3 Facility Pre-Application Meeting, Chief Smith & Lt. Tro
3/3 MGTF / ATF Press Conference, Chief Smith
3/5 City Council Goal Setting Session, Chief Smith
3/10 Sgt. Promotional Process Interview/Presentation, Chief Smith
3/15 Recruit Interview, Lt. Tro & M. Thompson
3/21 Marion County Active Shooter, Chief Smith & Dept. members
3/24 Police Candidate Interviews, Chief Smith
4/5 EOP City Hall, Lt. Tro
4/6 Exercise Planning Team, Lt. Tro
4/6 CC Swearing in Kyle Krupicka & Tim Warren,
4/11 Tour of Independence Police department, Chief Smith & Lt. Tro
4/13 OACP Conference, Chief Smith & Lt. Tro
4/25 Tour new Clackamas County Sheriff's Office, Chief Smith & Lt. Tro
4/29 Eugene PD Memorial Service, Chief Smith & Lt. Tro

Meetings

3/1 Monthly Chief's Meeting, Oregon City, Chief Smith
3/4 Facility Planning Team, Chief Smith & Lt. Tro
3/9 CMGC, Chief Smith & Lt. Tro
3/11 Group Mackenzie Sustainability Charette, Chief Smith & Lt. Tro
3/14 Convergent Technologies (Facility), Chief Smith & Lt. Tro
3/15 Spacesaver (Facility), Chief Smith, Lt. Tro, M. Thompson
3/15 Public Meeting Facility Overview, Chief Smith, Lt. Tro, M. Thompson
3/16 Jeff Rose Superintendent CSD, Lt. Tro
3/17 MGTF (Metro Gang Task Force) TOG, Chief Smith

3/18 Group Mackenzie, Chief Smith & Lt. Tro
 3/21 9/11 Steering Committee, Chief Smith
 3/24 MGTF (Metro Gang Task Force), Chief Smith & M. Thompson
 3/24 WCCA Regional Radio, Chief Smith
 3/24 CCOM / WCCCA Strategic Planning Meeting, Chief Smith
 3/28 CMGC RFP Review Selection, Chief Smith, Lt. Tro & M. Thompson
 3/30 Mayor Carson, Lt. Tro
 3/31 MGTF, Chief Smith & M. Thompson
 3/31 Computer replacements w/ Kintech, Lt. Tro & M. Thompson
 4/1 Interview CMGC finalists, Chief Smith, Lt. Tro & M. Thompson
 4/4 CCOM Chief Ed Kirchhofer, Ted Kunze, Karen Strejc, Chief Smith
 4/5 Monthly Chief's, Chief Smith
 4/5 Chief Russell/MGTF, Chief Smith
 4/8 Group Mackenzie/P & C Construction, Chief Smith & Lt. Tro
 4/12 Furniture Vendor (facility), Chief Smith, Lt. Tro & M. Thompson
 4/18 Regional Training Discussion, Lt. Tro
 4/19 Clackamas County Peace Officers Benevolent Foundation, Lt. Tro
 4/20 CCOM Member Board, Lt. Tro
 4/21 MGTF (Metro Gang Task Force) TOG, Chief Smith
 4/22 Police Facility Planning, Chief Smith, Lt. Tro & M. Thompson
 4/29 Audio/Visual Equipment & Access Controls, Chief Smith, Lt. Tro, M. Thompson
 4/29 Trost School/gangs, Lt. Tro

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: May 6, 2011

Re: March & April 2011 Report

The Canby Swim Center has been very busy over the last two months. The morning water exercise, noon lap, evening public lessons and evening public swims have all eclipsed previous Spring marks. Noon lap swim, always busier when the Gator Grinder Triathlon is approaching, has also outpaced previous years. The Triathlon will be finished when you read this and we are confident of another great community event.

March/April Attendance (+200 swims) and Revenue (+\$2,100) were both ahead of last year. We are still down for the year, due largely to the extended closure in September, but we have closed the gap to -4,000 swims and -\$4,700 respectively and are on pace to finish close to last year's mark.

It seems like spring just started, but we are already gearing up for Summer programming beginning June 13th. Class registrations are already underway and the weekend rentals are beginning to fill up. As always, the pool will be full from 5am until 9pm or later through the middle of August.

The Canby Gators finished their short-course season in March and had several Sectional qualifiers. Competitive swimming is a year round sport and the long course season kicked off on April 11 at the world class facility in Federal Way, WA where Gators posted 97% best times and placed several swimmers on the podium.

The Staff is obviously very interested in the May 17th election and will be watching the results closely.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR MARCH 2011
DATE: MAY 6, 2011

CANBY SWIM CENTER MARCH 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 09-10	YTD TOTAL 10-11
MORNING LAP	92	52	314	327	406	379	3009	2903
ADULT RECREATION SWIM	115	71	574	585	689	656	5711	5250
MORNING WATER EXERCISE	324	89	0	312	324	401	2581	2680
PARENT/ CHILD	186	162	0	0	186	162	1301	1054
MORNING PUBLIC LESSONS	222	247	0	0	222	247	3597	4359
SCHOOL LESSONS	0	268	0	0	0	268	920	1118
NOON LAP	91	93	192	342	283	435	2421	2571
TRIATHLON CLASS	57	91	0	0	57	91	57	91
AFTERNOON PUBLIC	800	435	18	5	818	440	3565	2978
PENGUIN CLUB	0	0	0	0	0	0	645	587
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2921	2140
CANBY GATORS	0	0	695	701	695	701	7510	6840
MASTER SWIMMING	4	0	4	0	8	0	295	0
EVENING LESSONS	880	1146	0	0	880	1146	7249	6904
EVENING LAP SWIM	48	72	57	76	105	148	1055	1009
EVENING PUBLIC SWIM	451	491	53	32	504	523	4645	3990
EVENING WATER EXERCISE	159	101	0	61	159	162	1364	1368
ADULT LESSONS	20	30	0	0	20	30	162	111
GROUPS AND RENTALS	440	350	0	0	440	350	3164	2424
KAYAK	0	0	0	0	0	0	2	0
OUTREACH SWIMMING	0	0	0	0	0	0	487	448
TOTAL ATTENDANCE	3,889	3,698	1,907	2,441	5,796	6,139	52661	48825

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR APRIL 2011
DATE: MAY 6, 2011

CANBY SWIM CENTER APRIL 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 09-10	YTD TOTAL 10-11
MORNING LAP	93	61	322	288	415	349	3424	3252
ADULT RECREATION SWIM	122	62	512	563	634	625	6345	5875
MORNING WATER EXERCISE	332	87	0	362	332	449	2913	3129
PARENT/ CHILD	204	182	0	0	204	182	1505	1236
MORNING PUBLIC LESSONS	315	290	0	0	315	290	3912	4649
SCHOOL LESSONS	1780	872	0	0	1780	872	2700	1990
NOON LAP	122	106	211	386	333	492	2754	3063
TRIATHLON CLASS	82	47	0	0	82	47	139	138
AFTERNOON PUBLIC	166	231	15	5	181	236	3746	3214
PENGUIN CLUB	0	0	230	140	230	140	875	727
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2921	2140
CANBY GATORS	0	0	857	765	857	765	8367	7605
MASTER SWIMMING	3	0	3	0	6	0	301	0
EVENING LESSONS	952	1264	0	0	952	1264	8201	8168
EVENING LAP SWIM	49	46	45	59	94	105	1149	1114
EVENING PUBLIC SWIM	451	756	61	59	512	815	5157	4805
EVENING WATER EXERCISE	181	98	0	49	181	147	1545	1515
ADULT LESSONS	0	7	0	0	0	7	162	118
GROUPS AND RENTALS	380	525	0	0	380	525	3544	2949
KAYAK	0	0	0	0	0	0	2	0
OUTREACH SWIMMING	0	0	0	0	0	0	487	448
TOTAL ATTENDANCE	5,232	4,634	2,256	2,676	7,488	7,310	60149	56135



March and April, 2011
Monthly Reports

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

Department: Facilities Maintenance

For Months of: March and April 2011

Prepared By: Dan Mickelsen

Is it Spring yet? It's hard to believe two more months have come and gone. I don't know how the month of March turned out, but with five days still remaining in April we were at the forth wettest April in history. Quite a bit of fill in time was spent on the very first facilities budget. I would like to thank Susan Duffy for all her help. I came up with some numbers needed for projects and after a lot of discussion she managed to turn it into a usable budget. Time will tell as it is a first. I also attended the three day Water Environmental Short School at Clackamas Community College to keep up on my needed CEU's for my license.

Police Dept. 6 w/o repairs. I finished up replacing electric motors on roof top exhaust fans and helped out with the graffiti device. 17.75 total hrs.

Adult Center: 6 w/o repairs. Currently I am seeking out additional price quotes for painting the interior at the center. This job will be done in our current budget cycle. Other things done, repairing the ADA panic button for the front door, repairing emergency exit lights, installing legal address numbers on the building, trouble shooting and repairing what could have led to water damage on the front overhang and some ballast replacement. 12.25 total hrs.

City Hall / Courts: 6 w/o repairs. The second week of April I received a call and was informed that water was running out the doors in the Council Chambers. I did call for assistance with fans and de humidifiers but after I removed sheetrock and got every thing dried out put things back together and alls well now. Other jobs included adding insulation above the drop ceiling to deaden sound from one room to the next, emergency lighting repair, repaired downspouts, sprayed for insects and weeds around buildings and assembled a shelving unit. 45.25 total hrs.

Finance / Transit: 4 w/o repairs. The clocks at the transit station needed to spring forward, mounted a mailbox for one of the employees and hauled numerous items off site to go to state surplus. 4.5 total hrs.

Library: 11 w/o repairs. Well the inevitable happened last month, part of the stucco failed on the soffit at the library. This has been a concern for awhile and I'm getting price quotes to make the repairs. It's a little difficult do to the fact no one knows what the future of the building will be. So how much do I spend on repairs? This is a work order in progress. Other requests were fixing frayed carpeting, repairing book carts, hanging pictures, moving furniture for an office swap, ballast repair and unplugging the storm drains in the alley. 17.75 total hrs.

Planning / Building: 3 w/o repairs. Getting the new building ready to be occupied took some time, hanging light fixtures taking care of some plumbing issues, and hanging pictures. I also assisted NWNG on checking out flows to the new building and delivered tables to be used temporarily while the move was taking place. 31.25 total hrs.

Shop complex: 9 w/o repairs. Mostly small items, such as fixing leaky gutters, shop heater maintenance, repairing plugged downspouts, repairing yard lights etc. 16.25 total hrs.

Public Works: 8 w/o. A home owner was referred to me with roof drainage problems in the Township Village subdivision. I met with the owner and told them of some options and gave them a drawing of a rain garden that they could easily install to take care of their problems. They seemed to really like the idea and will tie it into future landscaping this spring. I also dealt with issues at the Country Side living project, met with engineers for the 1st Ave. project, met with engineer on the Police Department project and did plan previews and pre application meetings for the Police Dept, Shimadzu, a Dance studio, Product Mfg. Inc. and for the de annexation of property belonging to the Hale family. 28.25 total hrs.

Department: Fleet
For Months of: March and April 2011
Prepared By: Joe Witt, Lead Mechanic

March 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	3	\$614.25	\$62.94	\$171.63	\$848.82
Adult Center	1	\$300.00	\$48.87	\$425.05	\$773.92
Building	1	\$48.75	\$0.00	\$0.00	\$48.75
Wastewater Collections	4	\$1,897.50	\$3,515.59	\$296.29	\$5,709.38
Wastewater Treatment	3	\$1,107.00	\$800.53	\$302.87	\$2,210.40
Parks	16	\$4,186.50	\$984.30	\$865.14	\$6,035.94
Police	27	\$8,363.25	\$1,925.40	\$5,592.64	\$15,881.29
Streets	19	\$6,638.25	\$1,949.09	\$2,006.61	\$10,593.95
Fleet Services	1	\$75.00	\$28.42	\$240.78	\$344.20
Canby Area Transit (CAT)	35	\$18,453.00	\$6,335.01	\$11,498.16	\$36,286.17
Total Work Orders Processed for the Month	110	Totals*			\$78,732.82

*Total includes labor, materials and fuel for all departments

April 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	3	\$371.25	\$26.12	\$38.70	\$436.07
Adult Center	0	\$0.00	\$0.00	\$216.72	\$216.72
Building	2	\$63.75	\$0.00	\$0.00	\$63.75
Wastewater Collections	4	\$963.75	\$0.00	\$130.28	\$1,094.03
Wastewater Treatment	4	\$990.00	\$61.74	\$0.00	\$1,051.74
Parks	10	\$1,815.00	\$497.25	\$342.12	\$2,654.37
Police	28	\$12,375.00	\$3,962.12	\$2,975.31	\$19,312.43
Streets	13	\$7,061.25	\$1,742.59	\$715.76	\$9,519.60
Fleet Services	1	\$408.75	\$66.86	\$128.71	\$604.32
Canby Area Transit (CAT)	35	\$15,423.75	\$4,731.96	\$5,823.70	\$25,979.41
Total Work Orders Processed for the Month	100	Totals*			\$60,932.44

**Fleet Service
Highlights**

Bruce Gulleff attended the annual Vehicle Maintenance Management Conference and completed Certification Compliance of OSHA Fleet Tire Service Program. Shane Hester and Joe Witt attend the Oregon Mechanics Conference at Brooks, Oregon and completed training in Lube/Oils 101, Duramax and Ford Diesel Engines.

Department: Parks
For Months of: March and April 2011
Prepared By: Jeff Snyder, Parks Maintenance Lead Worker

Park Renovations

The Eco Park was the spot that the Canby Rotary Club did their One Day Service Project. On April the 23rd 14 Rotary volunteer's provided a total of 28 hours of labor cutting ivy three inches in diameter out of the fir trees throughout the park. The Ivy which reaches into the canopy of the firs should start to show signs of dying within the next year.

On April the 2nd the Canby Kiwanis performed their One Day Service Project at Arneson Gardens. This group was comprised of 30 volunteers from the High Schools Key Club, Canby Builders Club and members of the Kiwanis Group. The volunteers spread 50 cubic yards of bark dust in the shrub beds at Arneson Gardens. The bark dust spreading volunteers provided 81 hours of labor to the City of Canby.

Park Maintenance

All of the parks playgrounds receiver their spring safety inspections, all the major concerns were addressed. The shrub beds that the department is responsible for received a fresh coat of bark dust. Over 150 cubic yards of bark dust was spread throughout the park system. Trees were also trimmed over the last couple of months and the chips were utilized on the nature trails. All of the turf areas in the parks were edged and fertilized for the growing season. The spraying of weeds has also started and needed irrigation repairs were addressed. All of the restrooms and the drinking fountains were un-winterized and made operational. The Klohe fountain at the Canby Cinema had its pump motor replaced, due to a failure. The pump lasted two seasons.

In the North parking lot of Maple St. Park shrubs were planted in the planter strip. Sweeping of the Forest Rd. walking path and the parks parking lots were performed.

The Parks Department spent 19 hours addressing graffiti and vandalism the last two months. Regular maintenance was performed at the 28 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, Wait Park & Willow Creek Wetlands.

Clackamas County Corrections Crews

The crew spent the majority of the last two months at Eco Park, Arneson Gardens and Community Park weeding, raking and picking 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 committee meeting and had flagger training in Hillsboro.

I wrote the reviews for the two park Maintenance II workers and had them turned in by April 7th

I attended the last two Park and Recreation Board Meetings.

I submitted and attended the last budget committee meeting.

Two meetings were held with all the Lead workers to discuss work orders and proper reporting procedures.

Information of Interest.

Board Certified Master Arborist Terrence Flanagan conducted a review of the trees that boarder Wait Park. A review was requested after proposed street and park improvements were discussed. The Parks Department is responsible for 200 acres of property.

Department: Public Works
For Month of: March and April 2011
Prepared By: Ronda Rozzell

1. Streets:

During the month of March the Public Works crew re-installed two stop bars at railroad crossing on Township Road. Painted curb lines along S Birch and SW 4th Avenues. Relieved numerous flooding issues due to the copious amounts rain and spread gravel in our right-of-ways on NE 10th Avenue. Filled and repaired numerous potholes around the City.

The crew received and located 73 locates for March.

Streets	Total Hours
Street Sweeping	135.5
Street Maintenance	156.5
Sidewalks	2
Street Sign Manufacturing	29.5
Street Sign Maintenance	27.5
Street Sign Installation	26.5
Street Light Repair	26.5
Tree Trimming	3
Tree Removal	42.5
Dump Truck Usage	4.5

2. Sewer and Storm System:

The crew cleaned lift stations in Canby. Repaired sewer lateral.

Sewer	Total Hours
Sewer Cleaning	14.5
Sewer Maintenance	26.5
Sewer Laterals TV	13
Sewer Laterals	61.5
Lift Station Maintenance	7
Locating Utilities	61
Vactor Usage	13
Drying Beds Maintenance	1
Storm	
Catch Basin Maintenance	51
Drywell Maintenance	2
Storm Line Inspections	1.5
Vactor Usage	10
Drying Beds	11

3. Street Sign/Trees/Lights:

The crew during the month of March has trimmed limbs out of the right-of-way and removed arborvitae.

The crew replaced numerous street and stop signs.

The crew fixed or repaired 19 street lights for January.

4. Miscellaneous:

Miscellaneous	Total Hours
Meetings	16.5
Warehouse Maintenance	50
Equipment Cleaning	5.5
Work Orders	18.25

April 2011

1. Streets:

The Streets crew

The crew received and located 85 locates for April.

The crew repaired numerous potholes around town.

Streets	Total Hours
Street Sweeping	63
Street Maintenance	168
Sidewalks	2
Street Sign Manufacturing	1.5
Street Sign Maintenance	97
Street Sign Installation	22.5
Street Light Repair	6
Tree Trimming	22.5
Tree Removal	79
Dump Truck	6
Vactor Usage	2

2. Sewer and Storm System:

The crew unplugged or repaired 5 sewer laterals for April and cleared roots out of main line sewer.

The crew unplugged or repaired 1 catch basins.

The crew cleaned all lift station in Canby.

Sewer	Total Hours
Sewer Cleaning	16.5
Sewer Maintenance	15.5
Sewer TV'ing	9
Sewer Laterals	28.5
Lift Station Maintenance	7
Locating Utilities	75.5
Sewer Inspections	2
Vactor Usage	7
Drying Beds	1.5
Storm	
Catch Basin Maintenance	1
Storm Line Inspections	2
Vactor Usage	6
Drying Beds	19.5

3. Street Sign/Trees/Lights:

The crew during the month of April has trimmed limbs out of the right-of-way and removed hazardous trees from NW 2nd Ave, N Grant Street, S Ivy and Township Road and N Birch Streets totaling 9 trees. The crew replanted 2 new trees at N Birch Street. A contractor completed stump grinding at all the tree removals the crew took down. Finished tree root inspection for the outer trees near the sidewalks around Wait Park.

The crew fixed knocked down sign and changed out street signs which were faded.

The crew fixed or repaired 6 street lights for April.

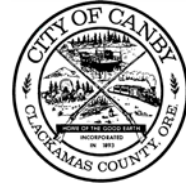
4. Miscellaneous:

A request for fixing the drip system along NW 2nd was completed by the a few crew members; the system is operational with a few minor repairs.

Miscellaneous	Total Hours
Meetings	27
Warehouse Maintenance	16
Equipment Cleaning	12.5
Work Orders	9
Training	12

City of Canby Bi-Monthly Report

Department: Transit



For: the months of March & April, 2011

Date: May 6, 2011

Prepared by: Julie Wehling

Through: Greg Ellis, City Administrator

1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports for TriMet were submitted.
- b) ARRA reports submitted to ODOT.
- c) Approval on the following funding applications expected on May 18th : STF Discretionary funding for a (minivan \$40,000), two years of preventive maintenance (\$147,600), installation of electronic destination signs on all buses (\$42,500); Job Access Reverse Commute (JARC) funding (\$166,933 over two years) and New Freedom funding (\$113,919 over 2 years).
- d) The Business Energy Tax Credit (BETC) program scheduled to sunset June 30, 2012 has received a lot of attention at the legislature. Several bills are circulating. Passage of legislation that extends the conservation piece of BETC program is critical for ongoing transit funding state wide. Canby Area Transit depends heavily on BETC for its operational budget (17% in FY 09-10 & 10-11).
- e) Transit Budget was submitted to the budget committee in mid April.
- f) New information regarding budgeted BETC funding was made available following the Transit Budget submission. Making it necessary to eliminate BETC funding from the Transit Budget. These revisions will be reviewed and discussed by the budget committee at the meeting on May 11, 2011.

2) Ridership:

CAT provided:

- a) 19,471 rides in March (1.94 % decrease as compared to March 2010).
- b) 18,183 rides in April (3.27% decrease as compared to April 2010).

Saturday service was provided during the first two months of FY 2009-10. A year to date comparison of weekdays alone shows a 3.25 percent increase in ridership over last fiscal year. Year to date total ridership is up about 2 percent.

3) Updates:

- a) Published a Request for Proposal (RFP) for the provision of Canby Area Transit services on March 18th. Four companies responded to the RFP by April 15th. A

four member selection committee scored the proposals. MV Transportation, Inc. of Fairfield, CA. was the successful proposer with a score of 94 percent.

Transportation received a score of 94%.

- b) Transit Center revision work has been completed.
- c) Equipment for the signage project will be purchased prior to June 30, 2011.

4) Collisions

- a) On March 23, 2011 bus 14 collided with a cement post at Mid Valley Plaza in Woodburn. No one was injured.

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

- a) The Regional Transportation Coordination Council (RTCC) meeting in March and April (Julie Wehling and Nancy Muller).
- b) Attended Transit Day in Salem. Represented the city and Canby Area Transit (CAT) at the legislature. Nancy Muller and Julie Wehling met with Representative Bill Kennemer to discuss special transportation issues and the impact of the Business Energy Tax Credit (CAT) program on CAT.



M E M O R A N D U M

TO: *Honorable Mayor Carson and City Council*
FROM: *Robert Bitter, Urban Renewal Project Manager*
THROUGH: *Greg Ellis, City Administrator*

RE: *BI-MONTHLY STAFF REPORT MARCH-APRIL 2011 FOR URBAN RENEWAL*

Project Updates

The following projects are funded through Urban Renewal.

1. First Avenue Redevelopment. Refining Design.

An advisory committee selected the LRS/DLA team to create design. To get broad input, did significant outreach via small group, one-on-one, advisory committee and community meetings. Arrived at consensus design, a traditional street with parallel parking and a parking lot with diagonal parking and gateway features at each end. The design is now being refined for a June 20th final public presentation.

2. New Police Facility. Design Development.

Design Development (30%) phase complete. Issued RFP for and selected P & C Construction as CM/GC (general contractor.) The site design review application has been filed, with hearings scheduled in May and June. Ground breaking is targeted for mid-July.

3. Lighting of Gateway Signs. Installation Scheduled.

Ordered lighting from Security Signs. Issued RFP and selected Integrated Solar Design (Canby Firm) to design and install solar system to light signs. Installation is scheduled for late May/ early June.

4. Tenant Improvements for Development Services Building. Moved.

Completed tenant improvements; installed inter-building network connections; installed recycled modular furniture; and completed move on 4/29. Clean-up work remains.

5. Install new fence along Railroad tracks. Completed.

Designed and installed new security fence at Pine Street crossing of Union Pacific Railroad tracks. Dedication scheduled for May 20th.

Wastewater Treatment
By Darvin Tramel, Wastewater Treatment Supervisor
March - April 2011

Facility Operations & Maintenance & Construction:

The water quality for the months of March and April remained excellent with no interruption of services. The City of Canby did receive a warning letter from DEQ for the exceedance of the Ecoli permit limit in January. However, DEQ did not issue a fine for the exceedance, due to the quick work and remedial actions taken by the City staff. Staff believes that we have worked out all of the issues related to the siphon problem on the new UV system.

Operations over the past two months have been excellent with only minor changes to the process to accommodate for the rainy and colder weather. All staff members continue to appropriate time for the training and required maintenance of the new equipment for the biosolids drying and UV disinfection processes.

Staff continued to keep up with preventative maintenance and worked on several major maintenance activities that included the following:

- Replaced control board fuse on Blower #3.
- Pulled SCFM controller on Blower #1 and sent for repair.
- Completed the draining and cleaning of the storage ponds.
- Plumbed air bleed lines to recirculation pump and U.V module.
- Pulled RAW Pump #2 and sent in for repair.
- Continued work on Therma Flite malfunctions and operating procedures.
- Replaced drive roller and lag roller on biosolids conveyor.
- Built temporary steps to cross pipes in UV building.
- Prepped area for asphalt repair done by R&G.
- Completed several walk through inspections for punch list items and repairs by R&G.
- Continued work on Therma Flite malfunctions (crew spent one day helping clean it out after a freeze up). Back up and testing again.
- Routine daily maintenance, repairs, and cleaning of plant equipment.

Construction activities for the months of March and April are all focused on process training and meeting the design specifications for the Therma-Flite biosolids dryer. The drying unit is having problems meeting the specified volume of solids processed per day and has been prone to several minor shutdowns and equipment failures. Staff is currently working with the manufacturer, City engineers and R&G to try and remedy the problems.

The UV system and Solids Receiving station are both working fine and all other punch list items have been completed by R&G Excavating. The City has chosen not to award substantial completion of the project until such time the equipment meets performance standards.

March 2011

New Connections	0	Monthly Averages	
Total Connections	5749	Effluent BOD	5
Average Flow	0.9715	Effluent CBOD	4
E. Coli	4	Effluent TSS	10

April 2011

New Connections	0	Monthly Averages	
Total Connections	5749	Effluent BOD	5
Average Flow	0.9728	Effluent CBOD	3
E. Coli	6	Effluent TSS	9

Biosolids Program:

The City of Canby hauled 428 cubic yards of biosolids to the Riverbend Landfill. The City will be hauling biosolids to the landfill until the completion of the biosolids drying project. Due to the contractor's inability to get the Therma-Flite unit running by January, the City was forced into storage of liquid biosolids in the treatment facility ponds.

The ponds were full in January and February, which led to several odor complaints from the members of the golf course. The City staff has worked diligently to remove the biosolids from the storage ponds. The ponds have been empty since April and the treatment facility has not received an odor complaint since the ponds have been dry.

In April I completed and submitted to DEQ the revised City of Canby Biosolids Management Plan, which includes the new requirements for preparing and giving away Class A biosolids.

Pretreatment:

In March and April, Dave Conner and staff continued to inspect businesses and restaurants for proper operation of fats, oils and grease removal devices. Staff inspected 23 restaurants in the two month period.

March was a busy month as I prepared and submitted to DEQ the Industrial Pretreatment Annual Report. The report showed no deficiencies or violations concerning Industrial pretreatment for the year 2010.

Meetings and Training Attended

I attended meetings with Oregon DEQ, City Management, NW Industrial Pretreatment and Curran & McLeod Engineering. Dave Conner attended meetings with the union, CIS supervisor training, the ACWA preferred pumper committee, electrical troubleshooting and Curran & McLeod engineering. Staff participated in training on facility equipment operations and emergency procedures, lift station telemetry training, and C.C.C. Wastewater Short School.

Management Team Meeting Minutes

May 2, 2011

2:30 PM

City Hall Conference Room

In attendance: Greg Ellis, Bryan Brown, Bret Smith, Renate Mengelberg, Amanda Klock, Sue Engels, Eric Laitinen, Penny Hummel, John Kelley, and Kim Scheafer.

Kim Scheafer

- Will be at the IIMC Conference next week
- Need Bi-Monthly Reports for March and April by Friday
- Please turn in any items for the May 18 CC and Agency meeting by Friday

Julie Wehling

- Resolving budget issue due to Business Energy Tax Credit issue

Amanda Klock

- Let her know if you need New Horizon vouchers for the next fiscal year

Bret Smith

- Traffic base fines have been reduced. Several other cities are reducing theirs also. Will be contacting the newspaper.
- Canby was represented at the Eugene police officer's memorial on Friday

Penny Hummel

- Around 80 people attended Día de los niños on Saturday
- Reviewed list of upcoming events at Library in May
- Working on behavioral rules for the library

Greg Ellis

- May need to pull IGA's from City Council and Agency Agendas
- First Avenue meeting last Monday was well attended

Sue Engels

- City Council and Urban Renewal Budget Committees will adopt budgets on May 11
- Received proposals to have fixed assets put in Caselle, have a risk analysis done, and implementation of GASB 54

Eric Laitinen

- Triathlon will be held on Saturday
- May is Water Safety Month

Bryan Brown

- Planning Commission is holding a work session on May 9 to hear information about the proposed police station
- Robert Bitter did a fantastic job organizing the move to the new building
- Code Enforcement was successful in removing a homeless camp by Fred Meyer
- Need to do new parks and streets SDC methodology

Renate Mengelberg

- Visioning session went well last week
- Received a proposal for GIS services
- Saturday Market is proposing to move back to their old location

Minutes taken by Kim Scheafer