



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

March 16, 2011

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Randy Carson

Council President Walt Daniels

Councilor Richard Ares

Councilor John Henri

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

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

A. Approval of Minutes of the March 2, 2011 City Council Work Session and Regular Meeting

7. RESOLUTIONS & ORDINANCES

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.



City of Canby Bi-Monthly Report

Department: Administration

For Months of: January and February 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: March 7, 2011

- 1. Business Licenses** – Thirty (30) new business licenses were issued during the months of January and February 2011. This compares to 35 new licenses issued during January and February 2010. Thirty-four (34) business licenses were inactivated during the months of January and February. This compares to 28 licenses inactivated during the same period in 2010. One hundred sixty-six (166) business license renewals were sent out. The total number of businesses currently licensed with the City of Canby is 1018, and 653 of these have Canby addresses.
- 2. Complaints/Inquiries** – Twenty six (26) complaints/inquiries were received during January and February. Twenty-four (24) have been resolved and 7 were resolved within 24 hours. Eight (8) follow-up cards were mailed and 5 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:

*"Your immediate attention to this was a blessing! Big thumbs up to the City of Canby!"
(Street light outage)*

- 3. Training/Meetings** –
1/25-26, 2/1-2 – Kim Scheafer attended a LOC Supervision Series Class
- 4. Special Animal Permits** – No Special Animal Permit were issued

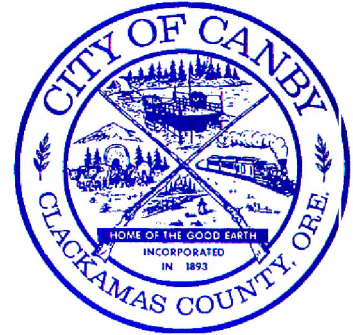


City of Canby Bi-Monthly Monthly Report
Department: Court
For Months of: January and February, 2011

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, CMC, City Recorder
Prepared by: Kathy Mashek, Office Specialist
Date: March 1, 2011

- Twelve people attended the seatbelt class for the months of January & February. This generated \$180.00 towards the purchase of helmets.
- Court trials for the months of January & February were held for 25 defendants. This required 10 officers, at various times, to come to testify.
- Four hundred sixty cases were filed and 434 cases were concluded during these months.
- Revenue for both months was \$102,045.19. Out of this amount, Oregon Department of Revenue received checks totaling \$8,231.05, Oregon Judicial Department \$555.00 and Clackamas County received \$2,320.29.
- Twenty-four defendants appeared with attorneys. With the defendants there were a total of six different attorneys present.

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
January - February 2011



TO: Honorable Mayor Carson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: March 5, 2011

Increased use. Circulation at the library is showing a consistent increase over last year. In January and February, the library circulated 55,304 items—a significant 10.9% increase over the same two month period in 2010. Staff and volunteers also filled 11,932 holds, a 9.7% increase over the same period last year. Clearly, having more open hours is having a very positive result!

Community involvement. Volunteers donated 610 hours in January and February, helping the library keep up with patron demand by pulling holds, sorting, shelving, processing and mending books as well as staffing the Friends of the Library Bookstore. An outstanding volunteer during this time period was 20-year-old Polya Basargin, who not only faithfully shelved and handled the “pick list” (holds for other LINCC libraries) each Friday, but who also contributed her graphic design skills to create creative signage for the teen graphic novel collection.

Planning for a new library. Library staff and the city administrator presented a funding plan for the new Canby Public Library to the Urban Renewal Agency in mid-January. Based on feedback from that meeting, they will return in early March to again discuss this topic.

Fundraising. Fundraising effort in January and February has been focused on preparing a major matching grant proposal to the National Endowment for the Humanities for support of the new library. Depending upon the outcome of the Urban Renewal Agency meeting in March, this proposal will be submitted this spring, or held until public funding for the new library has been secured.

Reaching out to young families. In January and February, library staff members Peggy Wickwire and Angelica Novoa de Cordeiro continued their success with the *Reading for Healthy Families (RFHF)* program in Canby, achieving the project’s annual goal for number of families reached in Canby within the first few months of implementation. RFHF is a statewide program that strives to help every Oregon child get ready to learn when they start kindergarten by teaching parents how to help their children develop the skills they need to know *before* they start kindergarten.

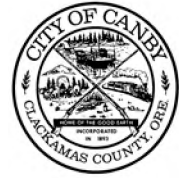
Enhancements to the LINCC catalog. Working together, the LINCC libraries have upgraded the catalog with several great new tools that provide even better service to our patrons:

- **LibraryThing:** This fun tool provides valuable info about library books and materials, and has three features that have been added to the online Item Details screen. The first is "Similar Books," which will appear under the cover image on the right and will provide direct links for up to five books in our catalog which are similar to the book being viewed. Directly under the "Similar Books" is a tag cloud, drawn from the 65 million tags that LibraryThing members have used to tag books. Clicking on a tag will bring up a tag browser, where patrons can see other books that share the tag and use them as an additional discovery tool for the catalog. Reviews from library patrons around the country form the third new feature, and LINCC patrons can create a LibraryThing account so they can rate and review books themselves.
- **LibraryAnywhere (mobile app):** When patrons browse to www.lincc.org on their mobile phone, they will see a popup that asks them if they want to use the mobile optimized site. If they select yes, it will take them to the version of Library Anywhere for their specific device—on an Android it will go to the Android version, on an iPhone it will go to the iPhone version, and any other device will be sent to the Universal Version.

Programming. Community events during January and February included ongoing family evenings, musical events, book groups and storytimes. Two recent cultural programs were a particular success. *Borderless: Migration, Globalization and Changing Communities* explored population shifts both locally and globally and their relationship to economic change. Led by Lewis & Clark College professor Elliott Young, the program attracted 22 people, a quarter of whom were Latino. The lively bilingual discussion that resulted was a first for Oregon Humanities, the statewide agency that funded the program. The February reading by Oregon's poet laureate Paulann Petersen, drew 26 similarly enthusiastic people. Our success with both of these programs indicates that there is demand in Canby for thoughtful and engaging adult programming.

Service enhancements. Work continues on weeding the collection of outdated and worn items and purchasing replacements. In addition, during this time period the library implemented three service improvements:

- A self-check machine was installed in early February, allowing patrons to check out materials on their own without waiting in line.
- The majority of the DVD collection (all except those recently acquired by the library) was placed directly out in the library, which makes the collection more accessible to the public and reduces staff workload in exchanging dummy cases.
- The library's policy on the forms of ID accepted to get a library card was revised to include a broader range of forms of picture ID, thereby removing a barrier to potential patrons who lack an Oregon-issued ID.



Canby Main Street January/February 2011

TO: Honorable Mayor Carson and City Council

FROM: Ami Keiffer, Main Street Manager

DATE: March 8, 2011

THROUGH: Greg Ellis, City Administrator

The following report provides an update on events that occurred in the Main Street program the months of January and February 2011. Please feel free to call Ami Keiffer, Main Street Manager for specific questions.

Thank you,

Ami Keiffer
Keiffera@ci.canby.or.us
503-266-7001

Staff activities for January 2010:

- Held committee meetings for each of the three main street committees;
 - Design
 - Promotions
 - Economic Restructuring
- Toured the Food Innovation Center in Portland regarding the economic restructuring committee project for a food production business incubator.
- Toured upper story housing projects in Albany, Oregon with Clackamas County Main Street and Economic Development office.
- Assisted committee with developing criteria for hiring consultants for 1st Avenue redevelopment project.
- Met with City Planning staff to discuss downtown plan update and visioning session.
- Met with Sheri Stuart, State Main Street coordinator to discuss Canby Main Street organizational structure and visioning session options.
- Presented to URA previous quarter work update.
- Met with new Estacada Main Street manager.
- Attended Bright Lights lecture series in Portland regarding the Portland Plan and creating vibrant public spaces.
- Met with Councilor Parker to update him on happenings with Main Street and program goals.
- Met with business development professional about creating new business service “library” and trainings at the Canby Chapel.



Summary of the events of the committee meeting as follows:

- Design – Moving forward on completing a walking tour of downtown Canby.
- Promotions – Have decided to create a “Explore Historic Downtown Canby” map aimed and bringing people to downtown from other city, county and state locations.
- Economic Restructuring – Met with the consultant hired to conduct the feasibility study to hear about their project/report parameters and projected outcomes.

Staff activities for February 2011:

- Held committee meetings for each of the three main street committees;
 - Design
 - Promotions
- Attended the quarterly Oregon Main Street Managers networking meeting in Mollala.
- Attended and completed Project Manager training through League of Oregon Cities.
- Met with representative of Canby Community Garden Association regarding new community garden classes they are holding and ways to be involved with downtown activities.
- Met with furniture contractor regarding new office furniture for Business and Development Services building.
- Toured downtown Camas, Washington with Molalla Main Street manager to gather ideas of parking, façade improvement programs and marketing.
- Met with Terri Cummings, Canby High School teacher. Her class puts together the flower baskets for downtown. Met with her to discuss new purchasing/ordering agreements for buying flowers for downtown.
- Met with Peggy Savage to discuss National Trust for Historic Preservation grants and to glean her knowledge of Canby’s history for the walking tour.
- Met with new applicant for design services grant for the façade improvement program.
- Met with Kuri Gill, State of Oregon CLG coordinator regarding City CLG status and bringing back the historic review board.
- Assisted Robert Bitter with design for new Business and Development Services building.

Summary of the events of the committee meeting as follows:

- Design – Discussed walking tour, but also interested in creating general Downtown Canby banner for non holiday or flower basket times.
- Promotions – Created price calculator and project parameters for new map.

PLANNING & BUILDING DEPARTMENT

January/February, 2011 UPDATE



TO: *Honorable Mayor Carson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *March 7, 2011*
THROUGH: *Greg Ellis, City Administrator*

The following report provides an update on the major planning and building activities through the months of January and February, 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.** The final 2nd reading of Ordinance 1340 adopting the updated TSP occurred on January 19, 2011. Planning staff formatted the new code changes within Chapter 16 of the CMC for our own use and we will send to company that otherwise makes updates to our overall CMC soon so the website version can be updated.
- 2. Highway 99E TGM Gateway & STA Grant.** The City was awarded another 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. The consulting team is gathering and preparing background data for this endeavor with the first public input meetings set for April. The City recently purchased new up-to-date aerial photography for use with this project and day to day planning activities down the road. The STA designation and design considerations in the downtown portion of the highway will strive to balance the through traffic and freight purposes of the highway with the need to slow traffic and provide an improved pedestrian and business friendly environment with improved aesthetics, parking, and accessibility safety considerations. This project is to be heavily loaded with public input to drive the project vision and objectives at the beginning so acceptance of the recommended improvements will have greater support in the end. A large Gateway Project Advisory Committee membership has been established. DKS and Associates and OTAC have been selected as project consultants, with the City and ODOT as partners.
- 3. NE Canby Master Plan.** The Gateway TGM Grant project mentioned above is scoped to include some work to assist with the future Otto Road connection to the industrial park and modifications that will be needed to the NE Canby Master Plan as a result of the TSP Update work that has provided a solution to address increased traffic on 99E with a new truck route plan. ODOT's previous lack of support of the Plan was due to highway congestion issues that would result from the increased density of development set forth in the Plan.

Municipal Code Improvements (Legislative Text Amendments)

- 4. Legislative Text Amendments.** The following four recent CMC Text Amendments are awaiting formal integration into the City Code by the municipal code updating service prior to appearing on the Code version available on our city website. Planning staff is e-mailing and distributing 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.

Departmental Program/Project Area Participation

- 5. Council Presentation.** Staff reported on a request to establish a fee by resolution and application for processing a potential request to “Withdraw Territory” from the City of Canby which was approved for use.
- 6. Metro Items/Urban and Rural Reserves Designation Process.**
- On March 15th at a Metro/Washington county Reserves hearing in Hillsboro, decision makers will take public comment on a revised reserves agreement that will constitute a response back to direction previously given by the Land Conservation and Development Commission. If the revised designations are eventually accepted, Metro can move forward with consideration of its role evaluating a possible expansion of the urban growth boundary. The reserves plan being debated is based on an eventual 60 percent increase in population with only an 11 percent increase in the urban footprint.
- 7. French Prairie Forum Meetings. Ongoing.** Staff attended the meeting held in January:
- State Legislative Agenda: Greg Leo, the French Prairie Forum Convener continued to provide information to the group on State legislative agenda items and how these might be expected to impact communities in the area. There are bills impacting “industrial land supply” and cities ability to annex island properties over 20 acres in size. There is a bill to redirect the availability of “BETSY” economic development funds.
 - Aurora Airport: There continues to be concern by local communities about the Aurora Airport Master Planning process. For Canby, the primary impacts of possible future expansion of the Airport and runways are industrial competition and impact on Arndt Road - our important connection to I-5.
 - Baldock Rest Area Master Planning & ODOT’s Solar Panel Project: ODOT rejected local pressure to move the solar project out of the rest area to a site at the North Willamette Valley Research Station as not being a suitable alternative. Master planning of the rest area has been stalled due to the uncertainty of whether the solar project is moving forward or not and in what manner it would be presented. ODOT is now responding to several specific concerns raised in an early March meeting about the site

design, how the company supplying the solar panels would be tied to the project, among others. The director of ODOT indicated his resolve that ODOT's solar highway program, and installation at this site can be compatible with the Master Planning process to improve the rest areas.

8. Code Enforcement Issues. Planning staff provided assistance with or in resolving the following zoning and building code enforcement matters this period:

- Previously agreed to and implemented changes for an auto detail business are being reassessed due to additional complaints received.

9. Miscellaneous Items:

- Director attended two meetings sponsored by Metro/Clackamas County, one of which Canby hosted, concerning their request for review and input from surrounding cities on their 2045 population forecast and housing and employment allocation to traffic analysis zones. This is their attempt to determine realistic expectations related to the capacity of the region to absorb housing and employment growth.
- Met with architect in planning for the remodel of the new Development Services Building and creation of the contractor bid documents.
- Director participated in Economic Development Director candidate presentations and for two rounds of interviews for the selection of the Public Works Director.
- Participated in two legal review sessions with city attorney – first concerning authority for request from citizen to withdraw territory from the city, and second concerning drafting of storm-water swale maintenance agreement for Countryside South Memory Care facility.
- Assisted with request before the City Council from Hope Village for an exemption of the Development Concept Plan requirement with their annexation application.
- Assisted with support for Council Resolution in support of Safe Routes to School grant application.
- Preparation began for the 2011-2012 fiscal year budgets.

Development Projects/Activity.

10. Construction Finals/Certificate of Occupancy.

- Two new habitats for humanity homes were completed.

11. New Land Use Applications Submitted January through February, 2011. New applications for this period have included: (See attached Land Use Tracking Chart for all applications currently in some process stage).

- A Type I Final Plat (FP-11-01) for Wholesale Real Estate creating 2-lots at 238 NE 10th Ave.
- A Temporary Vendor Permit (TV 11-01) for Canby Music Boosters for a fireworks stand at 207 SW 1st Avenue.
- An Annexation/Zone Change (ANN 11-01/ZC 11-01) for Hope Village with a November, 2011 target ballot date for which the Council waived the requirement for submittal of a

Concept Development Plan.

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

- PRA 11-01: A pre-application conference held for an 11 unit manufactured home park addition to the Village on the Lochs off of S. Elm Street.
- PRA 11-02: A pre-application conference held for a proposed 4 acre annexation and zone change to CR Residential/Commercial District for Hope Village.
- PRA 11-03: A pre-application conference held for a 34,000 square foot warehouse expansion for Pioneer Pump at 310 Sequoia Parkway.
- PRA 11-05: A pre-application conference held for a new O'Reilly's Auto Parts store at 145 SW 1st Avenue.
- PRA 11-06: A pre-application scheduled for the new Canby Police facility at 1175 NW 3rd Avenue.
- PRA 11-07: A pre-application scheduled for a possible dance studio by Darren Monen.

13. Pre-Construction Conferences.

- None

14. Land Use Consultations.

- New redevelopment possibilities within the Hi-Way Market Shopping Center.
- Possible rezoning with three different clients.
- Project ideas for vacant land along 99E.
- Consultation with Potter's Industries about a warehouse and paving expansion area.
- Future considerations with Johnson Controls.
- Changes to garden center at Fred Myers.
- Canby's new police building facility.

15. Land Use Application Tracking Chart Updated through February, 2011. (Attached)

16. Building and Inspections Summary for November & December, 2010.

Building Permits for January and February 2011

16 Permits were issued in January with a total valuation of \$87,500

18 Permits were issued in February with a total valuation of \$1,221,853

Building Permits issued included:

January

- ✚ 1 Commercial tenant improvement
- ✚ 2 Commercial repair
- ✚ 1 Residential garage demo/sidewalk approach
- ✚ 2 Sign Permits

February

- ✚ 1 Single Family Residence
- ✚ 2 Sign Permits
- ✚ 1 Commercial Structure

Mechanical Permits issued:

9 Mechanical Permits were issued in January.

2 Mechanical Permits were issued in February.

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

Permits Finalled

January

- ✚ 20 Residential Mechanical Permits
- ✚ 3 Tenant Improvements– Eye Clinic, Edward Jones, Racking
- ✚ 1 Residential Remodel
- ✚ 1 Commercial Change of Occupancy
- ✚ 1 Sign Installation

February

- ✚ 2 Residential Single Family Homes
- ✚ 3 Sign Installations
- ✚ 2 Residential Remodel
- ✚ 1 Professional Office Building
- ✚ 14 Single Family Mechanicals
- ✚ 15 Commercial Mechanicals
- ✚ 1 Mobile Home Installation

City of Canby
Land Use Application Tracking
January and February 2011

3/8/2011

File Number	Application Description	Owner/Applicant	Property Address	Fee	Date Received	Status
DR-08-01 / SUB-08-01	Subdivision & Site and Design Review	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
CPA-08-01 / ZC-08-01	Zone Change and Comp Plan Amendment	Root Holdings	1793 SE 1st Ave, 1907 SE 1st Ave	5,860.00	6/3/2008	Applicant Requested Hold; Law Firm Requested History of File; PC Granted Extension of Application Fee to 1.24.14
MLP-08-05	Minor Land Partition	AAI Engineering	Southeast of intersection of S.E. 1st Ave and S.E. Walnut Street	1,280.00	7/24/2008	Approved by PC 1/26/2009; Plat not yet recorded; One-Year extension granted to Jan 2011; PC granted 3 yr Extension to 1.24.14
SUB-08-03	Subdivision	AAI Engineering	Southwest of intersection of S.E. 1st Ave and S.E. Walnut Street	1,985.00	7/24/2008	Approved by Plan Comm 1/26/2009; Plat not yet recorded; Six-Month extension granted to Jan 2011; PC Granted 3 yr Extension to 1.24.14
ANN-09-01	Annexation	Beck	1732 N Pine St	2,220.00	2/26/2009	Approved by voters 11/2/10 State Cadastral Office Needs Corrected Map
LLA-09-01	Lot Line Adjustment - <i>replat</i>	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	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	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 Lint Adjustment	Thelma's Place	352 NW 2nd Avenue	520.00	1/7/2010	Revision Required for Approval
PRA 11-02	Pre-Application	Hope Village	Tax Lots 900 & 1000	N/A	1/21/2011	Pre-App held 2/9/11
PRA 11-01	Pre-Application	Village on the Lochs	11 Lots to be added	N/A		Pre-App held 2/3/11
PRA 11-03	Pre-Application	Pioneer Pump	310 Sequoia Parkway	N/A		Pre App held 2/17/11 Modification Application Received 3/1/11
PRA 11-04	Pre-Application	Darren Monen	116 NE 9th Avenue	N/A	1/27/2011	Pre-application Conf. Waived
PRA 11-05	Pre-Application	STJ/O'Reilly's Auto	145 SW 1st Avenue	N/A	1/31/2011	Pre-App held 2/24/11
FP 11-01	Final Plat	Wholesale Real Estate	238 NE 10th Avenue	100.00	2/4/2011	Approved 2/7/11
TV 11-01	Temporary Vendor	Canby Music Boosters	207 SW 1st Avenue	80.00	2/22/2011	Approved 2/22/2011
PRA 11-06	Pre-Application	Canby Police Facility	1175 NW 3rd Avenue	N/A	2/18/2011	Pre-App held 3/3/11
PRA 11-07	Pre-Application	Dance Studio	Tax Lot 41E04BB 300	N/A	2/25/2011	Awaiting Pre-App
TV 11-02	Temporary Vendor	Bowco Mobile Trailer	155 S Hazel Dell Way		pending	Draft Approval Ready To Go
ANN 11-01/ ZC 11-01	Annexation and Zone Change	Hope Village	Tax Lots 900 & 1000	4,910.00	2/28/2011	Awaiting Completeness Check

City of Canby
Land Use Application Tracking
January and February 2011

3/8/2011

File Number	Application Description	Owner/Applicant	Property Address	Fee	Date Received	Status



City of Canby Bi-Monthly Report
Department: Police
For Months of: January & February 2011

To: The Honorable Mayor Carson & City Council
From: Chief Bret Smith
Prepared by: Lt. Jorge Tro
Date: March 8, 2011

Community Meetings

Canby Adult Center / Serve Lunch, Lt. Tro
Kiwanis / Prescription Drug Abuse Presentation, Det. Scharmota, Lt. Tro, Chief Smith
Canby Christian Church / Crime Prevention for seniors, Officer Swanberg
Troost School / Terrific Kids Presentation, Lt. Tro
Knight School / Terrific Kids Presentation, Lt. Tro
Lee School / Terrific Kids Presentation, Officer Macom
Eccles School/ Terrific Kids Presentation, Officer Macom
Canby Christian Church / Preschool Fair, Officer Ethington
Canby High School / Drivers Education Presentation, Officer Macom
Troost School / K-9 Presentation, Officer Farmer
Troost School / Cat in the Hat Book Read, Officer Farmer

Monthly Crime Statistics

January

Calls for Service: 1146
Crime Reports: 88
Adult Arrests: 84
Juvenile Custodies: 24
Injury Crashes: 1
Non-Injury Crashes: 8
Citations: 183
Front Counter Contacts: 102

February

Calls for Service: 1076
Crime Reports: 76
Adult Arrests: 76
Juvenile Custodies: 16
Injury Crashes: 0
Non-Injury Crashes: 6
Citations: 230
Front Counter Contacts: 100

Training

Emergency Vehicle Operations Course / Portland International Raceway, all sworn Officers
First Aid/CPR / Canby Fire Department, all sworn officers
Firearm Qualifications / Canby Gun Club, all sworn officers
Standardized Field Sobriety Tests Training / Canby, all sworn officers
Executive Leadership Seminar / Seaside, Chief Smith
Russian Gangs and Culture / Keizer, Officers Ethington and Farmer
Major Crime Conference / Eugene, Det. Scharmota

Meetings

Rainer Chief Memorial Service / Portland, Lt. Tro, Chief Smith
Monthly Chief's Meeting / Oregon City, Chief Smith
Police Building Planning Meetings / Canby, Lt. Tro, Chief Smith
Rotary / Canby, Lt Tro
CCOM Board Meetings / Oregon City, Chief Smith
C800 Radio Group / Oregon City, Chief Smith
Metro Gang Task Force Board Meeting / Portland, Chief Smith
Emergency Exercise Meeting / Oregon City, Lt. Tro
All Hands Meeting / Willamette Country Club, Chief Smith

Other Activities

Detectives assisted investigations involving Lincoln City Officer shooting

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: March 7, 2011

Re: November & December 2010 Report

The Canby Swim Center hosted several swimming meets this past two months including Canby High School meets, Canby Gator dual meets, the Gators Valentine Invitational and the Oregon Masters Animal Meet. The Valentines Meet attracted 220 swimmers from the Greater Portland and Salem areas. The meet ran from 7am to 1pm and was followed up by the Canby Masters Animal Meet which included 60 Northwest swimmers from age 19 to 80. The Masters meet finished up at 6:00pm after a very full day of swimming.

This past two months' Attendance and Revenue were very close to last year. Revenue was almost identical to January and February of 2010, which means we are still down about \$6,000.00 for the year. I am confident we will make it up as the year continues. As for attendance, January was even with last year and February was a down about 500 swims, due largely to rentals and changes in the swim team schedules. Overall we are still down about 4,200 swims for the year.

Our Spring Schedule is underway which means more swimming lessons and evening lap swims. It also means that the Canby Gator Grinder is not far away. As always, the triathlon falls on the Saturday before Mother's Day, May 7th. Though a Canby Gator hosted event, the Swim Center benefits as well as Lap swims pick up as people get ready for the race and we offer our fourth annual "Tri-It" workshop, a Triathlon specific swimming class. The class is offered one day a week for several weeks leading up to the race and all 24 spots fill every year.

The Canby High School Team just finished high school state and sent six swimmers to finals. Two Canby High School swimmers made the finals individually Samantha Smith in the 200 IM (5th) and the 100 Fly (2nd) and Tyson Polack in the 100 back (6th) and the 200 IM (6th). Taylor Scroggy, who trains with the Canby Swim Club but competes for Jesuit High School, also made finals in the 50 (6th) and 100 free (3rd).

The Canby Gators also are in the midst of the Championship season. Ten and under state was February 19 & 20, eleven to fourteen state was February 24-17 and Senior state is March 3-6th. After the State meets there will be a Tall Timbers league season ending meet and a couple Sectional Meets in Washington. Pretty much all 75 current Gators will be swimming at one or more of these meets. The short course season finishes up at the beginning of spring break, but the long course season begins after spring break as swimming is a year round sport.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JANUARY 2011
DATE: MARCH 7, 2011

CANBY SWIM CENTER JANUARY 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 09-10	YTD TOTAL 10-11
MORNING LAP	69	37	288	320	357	357	2254	2230
ADULT RECREATION SWIM	102	73	544	595	646	668	4354	3921
MORNING WATER EXERCISE	282	136	0	277	282	413	1973	1940
PARENT/ CHILD	0	0	0	0	0	0	1027	780
MORNING PUBLIC LESSONS	157	223	0	0	157	223	3158	3894
SCHOOL LESSONS	235	258	0	0	235	258	685	678
NOON LAP	121	80	204	260	325	340	1820	1748
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	290	229	28	17	318	246	2464	2291
PENGUIN CLUB	0	0	0	0	0	0	645	587
CANBY H.S. SWIM TEAM	0	0	896	743	896	743	2437	1883
CANBY GATORS	0	0	817	875	817	875	5777	5183
MASTER SWIMMING	7	0	7	0	14	0	278	0
EVENING LESSONS	344	357	0	0	344	357	5734	4945
EVENING LAP SWIM	33	50	34	73	67	123	851	775
EVENING PUBLIC SWIM	365	329	31	38	396	367	3716	3159
EVENING WATER EXERCISE	161	114	0	42	161	156	1003	1028
ADULT LESSONS	0	0	0	0	0	0	106	0
GROUPS AND RENTALS	367	263	0	0	367	263	2155	1760
KAYAK	0	0	0	0	0	0	2	0
OUTREACH SWIMMING	0	0	0	0	0	0	487	448
TOTAL ATTENDANCE	2,533	2,149	2,849	3,240	5,382	5,389	40926	37250

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR FEBRUARY 2011
DATE: MARCH 7, 2011

CANBY SWIM CENTER FEBRUARY 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 09-10	YTD TOTAL 10-11
MORNING LAP	76	33	273	261	349	294	2603	2524
ADULT RECREATION SWIM	144	76	524	597	668	673	5022	4594
MORNING WATER EXERCISE	284	102	0	237	284	339	2257	2279
PARENT/ CHILD	88	112	0	0	88	112	1115	892
MORNING PUBLIC LESSONS	217	218	0	0	217	218	3375	4112
SCHOOL LESSONS	235	172	0	0	235	172	920	850
NOON LAP	115	93	203	295	318	388	2138	2136
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	267	247	16	0	283	247	2747	2538
PENGUIN CLUB	0	0	0	0	0	0	645	587
CANBY H.S. SWIM TEAM	0	0	484	257	484	257	2921	2140
CANBY GATORS	0	0	1038	956	1038	956	6815	6139
MASTER SWIMMING	4	0	5	0	9	0	287	0
EVENING LESSONS	635	813	0	0	635	813	6369	5758
EVENING LAP SWIM	58	32	41	54	99	86	950	861
EVENING PUBLIC SWIM	377	290	48	18	425	308	4141	3467
EVENING WATER EXERCISE	202	130	0	48	202	178	1205	1206
ADULT LESSONS	36	81	0	0	36	81	142	81
GROUPS AND RENTALS	569	314	0	0	569	314	2724	2074
KAYAK	0	0	0	0	0	0	2	0
OUTREACH SWIMMING	0	0	0	0	0	0	487	448
TOTAL ATTENDANCE	3,307	2,713	2,632	2,723	5,939	5,436	46865	42686

City of Canby Bi-Monthly Report

Public Works

January-February 2011



TO: *Honorable Mayor Carson and City Council*
FROM: *Darvin Tramel, Public Works Supervisor*
DATE: *March 7, 2011*
THROUGH: *Greg Ellis, City Administrator*

Please find below a summary of Public Works major projects followed by status reports from:

- Streets, Storm Sewer and Sewer Collection – Darvin Tramel, Public Works Supervisor
- Wastewater Treatment - Darvin Tramel, WWTP Supervisor
- Parks Maintenance - Jeff Snyder, Parks Lead
- Fleet - Joe Witt, Lead Mechanic
- Facilities - Dan Mickelsen, PW Lead/Facilities

Knights bridge Road Reconstruction:

The ODOT inspection and audit was completed at the end of February, all punch list items are complete and the project will be officially closed with ODOT soon.

Wastewater Treatment Plant Phase III Improvements:

The Wastewater Treatment Phase III improvements are 95% complete. The UV disinfection system is on line and functioning well. The Therma-Flite biosolids drying unit had some mechanical and program issues that slowed production down in January. The problems were corrected in February and final testing and training of staff will start March 7th.

Engineering and City staff has completed the final punch list for the Phase III Wastewater project and expect the items to be taken care of by the end of March. R&G Excavating has submitted the paper work for substantial completion and the warranty period should begin following the completion of the punch list items.

Walnut Street Improvements:

The vacations and multiple lot line adjustments to reconfigure driveways to the new Walnut Street alignment will continue and occur over the next few months. ODOT inspected the project and approved reimbursement of the grant money (\$180,896), which has not been received to date.

Canby Transit Center Modifications:

Canby Transit Center improvements are complete and final walkthrough and inspection was completed in January. The only work remaining is an additional request by Transit for an installation of another security camera.

NW Third and Fourth Avenue CDBG:

This project will most likely include development of a NE 3rd and NE 4th Avenue one way loop to improve vehicle and pedestrian safety east of Locust Street. This CDBG project is not anticipated to go to construction until late 2011.

Design is 40% complete and we are submitting the paperwork for environmental approval from Clackamas County and NOAA. Once the design is complete City staff will provide copies of the design to stakeholders.

Transfer of County Roads to City of Canby:

As with the prior months report, we continue to explore costs and means to finance the jurisdictional transfer of roads from Clackamas County to City property. These include North Pine, North Maple, North Redwood, South Redwood and South Fir streets.

99E Median Located in Front of Fred Meyer Shopping Center:

Public Works staff received three bids for the excavation of soil in the 99E median, filling with concrete and surfacing with a brick stamp design in the median. T.L.C. Excavating of Molalla was the low bidder at \$26,400. The project should start in March or early April, weather permitting.

2011 Street Maintenance Project

Staff and Engineering have had several meetings to establish the scope of the 2011 project list. Engineering is currently working on the contract documents and should be ready to bid in May or early June.

Public Works

January & February 2011

Prepared by: Ronda Rozzell

1. Streets:

During the month of January the street crew installed an 18' street light pole for video surveillance at the Canby Transit Station. The crew removed bushes between the fence line of the City's parking lot on NE 2nd Avenue by the cinema and Scott Beck's property. Crew filled in numerous potholes around the City.

The crew received and located 51 locates for January.

Streets	Total Hours
Street Sweeping	56
Street Maintenance	185.5
Street Sign Manufacturing	16.5
Street Sign Maintenance	4.5
Street Sign Installation	24
Street Light Repair	28.5
Tree Trimming	5
Dump Truck Usage	2.5

2. Sewer and Storm System:

The crew cleaned lift stations in Canby.

Sewer	Total Hours
Sewer Cleaning	13
Sewer Maintenance	21
Sewer Laterals TV	6.5
Lift Station Maintenance	37.5
Locating Utilities	44.5
Vactor Usage	28
Drying Beds Maintenance	18
Storm	
Catch Basin Maintenance	1
Dump Truck	3.5

3. Street Sign/Trees/Lights:

The crew during the month of January 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 36 street lights for January.

1. Streets:

The Streets crew installed sidewalk crossing on Knight Bridge Road at N Cedar Street and at the sewer lift station. Reinstalled stop clearance stop bars in front of the railroad track on N Redwood and N Grant Streets. The crew did an emergency excavation for a trench line at Waste Water Treatment Plant for electrical conduit. Streets crew placed banners up at NE 2nd Avenue at the request of Main Street Manager, Ami Keiffer.

The crew received and located 57 locates for February.

The crew repaired 12 potholes.

Streets	Total Hours
Street Sweeping	15
Street Maintenance	247.5
Sidewalks	7
Driveway Approach Inspections	2
Street Sign Manufacturing	25
Street Sign Maintenance	9.5
Street Sign Installation	15
Street Light Repair	26.5
Tree Trimming	7
Tree Removal	1.5
Dump Truck	1
Vactor Usage	3

2. Sewer and Storm System:

The crew unplugged or repaired 3 sewer laterals for February and cleared roots out of a main line.

The crew unplugged or repaired 2 catch basins.

The crew cleaned all lift station in Canby.

Sewer	Total Hours
Sewer Cleaning	14
Sewer Maintenance	14
Sewer TV'ing	27
Sewer Laterals	7.5
Lift Station Maintenance	47.5
Locating Utilities	52
Sewer Inspections	2
Vactor Usage	30
Storm	
Catch Basin Maintenance	21
Storm Line Maintenance	3.5
Storm Line Inspections	.5
Vactor Usage	5

3. Street Sign/Trees/Lights:

The crew during the month of February has trimmed limbs out of the right-of-way and consulted with citizen's requests for removal of trees. The crew fixed knocked down sign and changed out street signs which were faded. The crew fixed or repaired 16 street lights for February.

4. Miscellaneous:

Streets crew removed graffiti from a brick wall near the Township Village entrance.

Wastewater Treatment
By Darvin Tramel, Wastewater Treatment Supervisor
January - February 2011

Facility Operations & Maintenance & Construction:

The water quality for the months of January and February remained excellent with no interruption of services. However, during the month of January the City did have a possible violation for exceeding the ECOLI permit limit. The violation occurred due to a failure of a valve on the new UV system, which allowed the system to bypass a small amount of water untreated. The valve has since been replaced and an anti siphon device installed. The facility has had no problems with ECOLI counts for the past month. DEQ has yet to determine if they will issue the City a permit violation or fine due to the new equipment malfunction.

Operations over the past two months have been excellent with only minor changes to the process to accommodate for the 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 electro/mechanical relay on hydra press.
- Replaced starter in biosolids odor scrubber.
- Located conduit run, for fiber to blower communications.
- Replaced float on filtrate pump.
- Worked on repair of electrical ground failure of main feeder to several pieces of equipment, system back on line in 7 days.
- Evaluating the process of converting from lime to caustic for ph control.
- Replaced drive roller on temporary conveyor.
- Replaced diaphragm on W.A.S. pump.
- Collected bids to replace broken communication line with fiber.
- Repaired electrical components on the U.V system (both channels operable now).
- Continued to work with Therma-Flite on process and equipment issues.
- Routine daily maintenance, repairs, and cleaning of plant equipment.

Construction activities for the months of January and February are focused on completing the installation and process control adjustments on the Therma-Flite biosolids dryer. The Phase III project is nearly complete and R&G Excavating has submitted the paperwork for substantial completion. The punch list items have been submitted to R&G for completion. The training of staff in process control and testing of the Therma-Flite unit begins March 7th, and will last for approximately two weeks.

January 2011

New Connections	0	Monthly Averages	
Total Connections	5746	Effluent BOD	4
Average Flow	0.9400	Effluent CBOD	2
E. Coli	8	Effluent TSS	6

February 2011

New Connections	3	Monthly Averages	
Total Connections	5749	Effluent BOD	5
Average Flow	0.9628	Effluent CBOD	3
E. Coli	3	Effluent TSS	7

Biosolids Program:

The City of Canby hauled 163 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 has led to several odor complaints from the members of the golf course. The City staff has been working diligently to remove the biosolids from the storage ponds. One pond was drained at the end of February and the second should be empty by the end of March.

Pretreatment:

In January and February, Dave Conner and staff continued to inspect businesses and restaurants for proper operation of fats, oils and grease removal devices. Staff inspected 22 restaurants in the two month period.

The newly formed Stormwater Committee met to begin addressing the regulatory issues related to the DEQ approved, City of Canby Total Maximum Daily Load (TMDL) Implementation Manual and the upcoming Water Pollution Control Facility permit.

Meetings and Training Attended

I attended meetings with Oregon DEQ, City Management, City Stormwater committee and Curran & McLeod Engineering. Dave Conner attended meetings with the union, City safety committee, the ACWA preferred pumper committee and Curran & McLeod engineering. Staff participated in training on facility equipment operations and emergency procedures.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
January-February 2011

Park Renovations

The park amenities that were reviewed and voted on by the Park and Recreation Board regarding Northwoods Park were submitted to the Kennedy / Jenks Consultants. Matilda and I met with Gordon Munro, P.E. to develop plans that can be sent out for bid after the appropriate committees review and approve the plans.

The flag poles at Maple St. Park once again have flags flying on them. This was a joint project between the Son of the American Legion and the City of Canby. Solar lights were installed on the flag poles to address flag etiquette issues.

Park Maintenance

In the beginning of January we finished putting away all the Christmas decoration. The citizens of Canby continue to utilize the annual tree drop off program; we disposed of 230 Christmas trees that were dropped off at Maple St. Park this year. The trimming of trees/shrubs and the cleaning of shrub beds was performed before bark dust was installed in the shrub beds.

The Shop Complex warehouses were cleaned and a safety inspection of the complex was performed. A bark dust bunker was also developed at the shop yard, the bunker holds 70 cubic yards of bark dust. Wayne Guild dug 50 azalea plants from the Arneson family home. The azaleas were delivered to the Arneson Garden Park where we planted them.

100 cubic yards of engineered wood fiber was installed in all the playgrounds that require safety surfacing. Playground repairs were also addressed at that same time.

Ben designed and built tool racks for the new trucks and a chipper box for our triple tipper truck.

The Parks Department spent 19 hours addressing graffiti and vandalism the last two months.

Regular maintenance was performed at the 27 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CIP sign, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, 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 Maple Park, Wait Park, Eco Park, Arneson Gardens and Community Park weeding, raking and picking up debris.

C.C.C.C. performed approximately 432 hours of labor for the City of Canby in the months of January and February.

Meetings attended:

Mike Leis attended the city safety committee meeting and attended safety committee training. Michael Nakano did a safety inspection of the shop complex. We all attended a crew safety meeting.

I met with Matilda to discuss Northwoods future development and the Community Park pond.

I attended the Park and Recreation Board Meeting in January.

We all attended an Oregon Recreation and Park Association workshop sponsored by the Maintenance and Construction Section on chemical spills and reading material safety data sheets.

Information of Interest.

The 2011-2012 budget was submitted for the Parks Department.

The Parks Department is responsible for 200 acres of property.

Fleet Services
By Joe Witt, Lead Mechanic
January-February 2011

January 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$258.75	\$180.71	\$23.88	\$463.34
Adult Center	3	\$232.50	\$69.00	\$316.04	\$617.54
Building	1	\$71.25	\$25.06	\$0.00	\$96.31
Wastewater Collections	9	\$3,810.00	\$8,017.50	\$106.54	\$11,934.04
Wastewater Treatment	6	\$1,845.00	\$1,218.54	\$887.27	\$3,950.81
Parks	11	\$5,358.75	\$2,135.02	\$547.01	\$8,040.78
Police	32	\$8,801.25	\$7,677.11	\$5,971.52	\$22,449.88
Streets	11	\$4,410.00	\$2,884.63	\$989.34	\$8,283.97
Fleet Services	9	\$2,280.00	\$1,021.55	\$166.44	\$3,467.99
Canby Area Transit (CAT)	37	\$14,715.00	\$7,577.53	\$9,030.55	\$31,323.08
Total Work Orders for the Month	120	Totals*			\$90,627.74

*Total includes labor, materials and fuel for all departments

February 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$168.75		\$39.71	\$208.46
Adult Center				\$320.27	\$320.27
Building	1	\$93.75		\$54.48	\$148.23
Wastewater Collections	9	\$4,125.00	\$1,333.17	\$500.19	\$5,958.36
Wastewater Treatment	3	\$1,136.25	\$296.73	\$589.62	\$2,022.60
Parks	4	\$1,571.25	\$1,427.16	\$592.51	\$3,590.92
Police	34	\$9,690.00	\$4,626.23	\$5,050.05	\$19,366.28
Streets	8	\$2,235.00	\$1,913.24	\$635.78	\$4,784.02
Fleet Services	2	\$1,120.12	\$690.00	\$84.51	\$1,894.63
Canby Area Transit (CAT)	31	\$19,710.00	\$6,143.75	\$9,880.51	\$35,734.26
Total Work Orders for the Month	93	Totals*			\$74,028.03

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

Fleet Service Highlights

Fleet Service working with the Police Department kept the City's Police Fleet on the road and serving the public during January's and February's Inclement Weather Conditions
Fleet Service working with the Transit Department kept the City's Bus Fleet on the road and serving the public during January's and February's Inclement Weather Conditions

FACILITIES MAINTENANCE

By Dan Mickelsen
January-February 2011

We all started off the new year with freezing temperatures and if it wasn't freezing it was flooding. Happy New Year? I started updating my list of facility maintenance items that I was going to need funding for in 2011/2012 and low and behold I've been thrown into the budget preparation process. I did spend quite a bit of time on the new facilities budget in hopes all goes off without a hitch, we'll see.

Police Dept: 6 w/o. Currently I am working on replacement of two of three electric motors that power exhaust fans in the police department. I also helped out with the Graffiti device a few times, repaired the door leading into the secured areas, moved a bunch of records to the basement of City Hall and took care of a couple plumbing issues as well. 8.25 total hrs.

Adult Center: 4 w/o repairs. With all the rain I was called to come out and check the roof drain overflow. I cleared the overflow on the roof and again removed more debris from the roof, for the life of me I don't know where it comes from. I also installed a lockout on the fire alarm system breaker so it can't be accidentally shut off, and called a meeting of the minds to bring their kitchen grease trap into compliance. 6 total hrs.

City Hall /Courts: 10 w/o repairs. City Hall was one of the locations with HVAC problems. Due to a short in the thermostat the compressor burned up and had to be replaced. Additional parts are on order and will be installed as soon as they are received. Other repairs included replacing a toilet, fixing the flag pole, removing the good looking phone booth outside and treating for moss, to name a few. 19.75 total hrs.

Finance / Transit: 15 w/o repairs. More HVAC problems. These problems were found during quarterly inspections, but after those repairs were made a wire shorted in a conduit causing a fuse to blow which prevented additional damage to the thermostat. I also hung up a shelving unit, repaired some damaged or loose laminate, changed out florescent lamps, did some plumbing repairs and added additional exit signs due to a safety inspection. 25 total hrs.

Library: 4 w/o repairs. The Library also had needed HVAC repairs done. They were also part of a quarterly inspection but one unit did have to go down for about a week while parts were being shipped. I anchored several book cases to the wall as they could have become a "tip over hazard". I was also called to a mysterious one day leak on the south wall of the children's library and have not had a problem since. A desk was also transported and delivered to the library for a new employee. 6.5 total hrs.

Planning / Building: 3 w/o repairs. Guess what more HVAC issues. They were put back in service for a discounted amount because of repeat calls on the same problem. Handled plumbing issues as well. 5 total hrs.

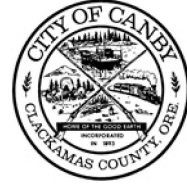
Facility Maintenance page 2:

Shop Complex: 15 w/o repairs. I am still working on getting one of the 10 kw. Heaters back in service in the Fleet Department. After replacing numerous parts and having several pretty good explosions I decided it was time to remove the heater and send it back to the manufacturer for repairs. We also had some major HVAC problems here at the shops and they have been a problem for years. The duct work was installed improperly possibly from the get go. Everyone is now comfortable after changes made to the ducting system. Some of the other items repaired were replacing all of the door sweeps on exterior doors, rebuilding exhaust fans, rebuilding flush valves and trying to repair a leak in the roof in the Fleet Dept. 67.75 total hrs.

Public Works: 19 w/o. I had my annual hearing test and attended the safety meeting. I didn't even know how to track my time spent on the Country Side living along with reviewing plans and making comments I received over 45 e-mails on this site alone. Things may be starting to pick up one would hope as I did three ESC inspections, and attended 5 pre application / construction conferences. I assisted PW in securing bids for the N. Birch storm water job which was completed and is a huge improvement along with dealing with planning commission requirements for a lot line adjustment on the corner of NE 10th avenue and N Juniper St. All the work was done to our standards and I drafted a letter and sent it off to the proper persons involved. Another area I spent time on was the development for WVCC at the end of NE 34th avenue. We had some engineering hurdles to jump pertaining to installation of equipment to make our Lift Station more user friendly in case of an emergency. I also assisted Jerry Nelzen of PW on gathering price quotes for the Median project on 99-E at the N. Redwood intersection. 25.25 total hrs plus Country Side Living.

City of Canby Bi-Monthly Report

Department: Transit



For: the months of January and February, 2011

Date: March 3, 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. Report schedule changed by ODOT as of January 21st to approximately biweekly.
- c) ODOT Quarterly Reports submitted.
- d) Our annual funding application submitted for Special Transportation Fund (STF) formula operational funds was approved (\$115,704) and the contract was received in late February.
- e) Our funding application for STF Discretionary funding requesting a vehicle (minivan \$40,000), two years of preventive maintenance (\$147,600), and installation of electronic destination signs on all buses (\$42,500) was approved at the local level and forwarded to ODOT for final approval by the Oregon Transportation Commission (OTC) sometime in April.
- f) Funding applications for Job Access Reverse Commute (JARC) funding (\$166,933 over two years) and New Freedom funding (\$113,919 over 2 years) were submitted on February 28, 2011.

2) Ridership:

CAT provided:

- a) 17,140 rides in January (4.7% increase as compared to January 2010).
- b) 16,188 rides in February (9.5% decrease as compared to February 2010).

Saturday service was provided during the first two months of FY 2009-10. A year to date comparison to last fiscal year shows our total system ridership up 3.5 % and a weekday only comparison shows ridership up by 4.9 percent year to date.

3) Updates:

- a) Transit Center revision work has been completed except for the installation of one security camera.
- b) As required by ODOT, an AMERICANS WITH DISABILITIES ACT (ADA) Plan for CAT was approved by council on January.

4) Collisions

No collisions to report during this period

5) Transit Master Plan

- a) A draft of the document is complete with the exception of the finance chapter. Due to staffing shortages and workload we have not had time to focus on the TMP. We expect to have time for it once the service provider selection and ARRA projects are completed.

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

- a) The Regional Transportation Coordination Council (RTCC) meeting in January and February (Julie Wehling and Nancy Muller).
- b) Special Transportation Fund Advisory Committee (STFAC). On January 7, 2011 Julie Wehling presented a Canby Area Transit's applications for STF Discretionary and Formula funds.

Management Team Meeting Minutes

March 1, 2011

9:00 AM

City Hall Conference Room

In attendance: Greg Ellis, Bryan Brown, Sue Engels, Julie Wehling, Amanda Klock, John Kelley, Bret Smith, Darvin Tramel, and Kim Scheafer.

Greg Ellis

- Out of office at meeting all day on March 7
- Next Management Meeting will be at 9 AM on March 8

Amanda Klock

- Renate Mengelberg will start as the new Economic Development Director on March 2
- Be sure to let her know when an employee is out of the office sick three or more days

Bret Smith

- Melody Thompson will start as the new Administrative Assistant on March 7
- Still working on filling officer positions

Darvin Tramel

- Working on budget and rate study
- Reviewed how biosolids process works

Bryan Brown

- Pre-application for Police Department will be held on Thursday

John Kelley

- Will be on vacation starting March 7 for two weeks. Out of office rest of month, but is available by phone and email.

Julie Wehling

- Working on RFP for transit services
- Submitted several grant applications

Sue Engels

- Handed out new Department Directors Budget Calendar

Kim Scheafer

- Bi-Monthly Reports are due by March 7

Minutes taken by Kim Scheafer

Management Team Meeting Minutes

March 8, 2011

9:00 AM

City Hall Conference Room

In attendance: Greg Ellis, Bryan Brown, Renate Mengelberg, Julie Wehling, Amanda Klock, Darwin Tramel, Eric Laitinen, and Kim Scheafer.

Kim Scheafer

- Reviewed Agendas for March 16 City Council and URA meetings.
- John Kelley is on vacation for two weeks. Out-of-office rest of month, but is available by phone and email.

Amanda Klock

- Conditional offer has been made to Public Works Director applicant and a police officer applicant
- Catherine McMullen (Library) and Melody Thompson (Police) started yesterday
- Spending majority of time working on new police facility project

Bryan Brown

- Received inquiry from resident on 7th Way that wants to close a public access trail near their home. They will be sending a letter to the City Administrator.
- Moving forward on PD traffic impact study
- Received an inquiry from a local business owner that may be expanding
- Transportation methodology needs to be done

Greg Ellis

- Please copy Greg and Kim on all emails to the Council. Greg will respond directly to Council when staff time is requested.
- City Council would like to receive a five year plan from each department that includes goals, action plan, responsible party, budget, target completion date. Kim will schedule an entire day at the end of April for Directors to meet to discuss their goals with each other.

Darwin Tramel

- Working on rate study. Will also be doing an SDC study.
- Holding ponds are being emptied

Renate Mengelberg

- Launching a Main Street Visioning process in early April
- Met with two prospects for the Pioneer Industrial Park last week

Julie Wehling

- Working on RFP for transit services

Eric Laitinen

- Will be having a lifeguard course during spring break
- Extra swim sessions are scheduled for spring break

Minutes taken by Kim Scheafer