



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

November 16, 2011

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Randy Carson

Council President Walt Daniels

Councilor Richard Ares

Councilor Tim Dale

Councilor Traci Hensley

Councilor Brian Hodson

Councilor Greg Parker

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

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

B. Reappointment to Planning Commission Pg. 1

7. PUBLIC HEARING

A. Establishing a Fare Structure for Canby Area Transit Pg. 7

8. RESOLUTIONS & ORDINANCES

A. Res. 1116, Adopting a Fund Balance Policy for the City of Canby Pg. 2

B. Res. 1117, Establishing a Fare Structure for Canby Area Transit Pg. 7

9. NEW BUSINESS

10. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

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

14. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City’s web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

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

Date: November 2nd 2011
 Name: JOHN PROCTOR Occupation: INSURANCE
 Home Address: 980 NE 12TH PL
 Employer: STATE FARM Position: AGENT/MARKETING
 Daytime Phone: (503) 577-0907 Evening Phone: " "
 E-Mail Address: Japroctor@embargo.net
 For which position are you applying? Planning Commission
 What are your community interests (committees, organizations, special activities)?
Budget Committee, Planning Commission,
 Experience and educational background: B.A. History B.A. Political Science
University of Rhode Island
 Reason for your interest in this position: My term is running up and I wish to continue to serve
 List any other City or County positions on which you serve or have served: Budget Committee
Treasurer of Billot Neser 3-374 PPR
 Information on any special membership requirements:
 Referred by (if applicable): Joe Dwyer

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

Phone: 503.266.4021 Fax: 503.266.7961 Email: Scheaferk@ci.canby.or.us

Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.

12-4-07

M E M O R A N D U M

DATE: November 3, 2011
TO: Honorable Mayor Carson and City Council
FROM: Sue Engels, Finance Director
THROUGH: Greg Ellis, City Administrator
RE: Adoption of a Fund Balance Policy

Issue: Adoption of a Fund Balance Policy.

Background: In a workshop last spring, the Council learned of the requirements of GASB No. 54 regarding the categorization of the components of fund balance for governmental financial statements. The attached resolution adopts a fund balance policy that conforms to GASB No. 54 and requires that the policy be applied to the preparation of the 2010-11 financial statements and all subsequent statements.

Recommendation: Staff recommends that the Council approve Resolution 1116.

Attached: Resolution No. 1116

RESOLUTION NO. 1116

A RESOLUTION ADOPTING A FUND BALANCE POLICY FOR THE CITY OF CANBY.

WHEREAS, the Governmental Accounting Standards Board (GASB) Statement No. 54, “Fund Balance Reporting and Government Fund Type Definitions”, requires financial statements for fiscal year 2010-11 and after to indicate the breakdown of fund balance into five categories as described in GASB No. 54; and

WHEREAS, the City wishes its financial statements to conform to current generally accepted accounting standards (GAAP); and

WHEREAS, there is attached hereto as Exhibit “A” to this Resolution a “City of Canby Fund Balance Policy” which incorporates the requirements of GASB No. 54; now therefore

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

1. The “City of Canby Fund Balance Policy”, as shown in Exhibit “A”, is hereby adopted.
2. The policy will be applied in the preparation of the fiscal year 2010-11 financial statements and subsequent financial statements.

This resolution will take effect on November 16, 2011.

ADOPTED this 16th day of November 2011 by the City of Canby City Council.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

EXHIBIT "A"

CITY OF CANBY FUND BALANCE POLICY

DATE ADOPTED: November 16, 2011

PURPOSE OF POLICY: The purpose of this policy is to outline the procedure for categorizing the different components of ending fund balance in conformity with GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions". The goal of Statement 54 is to better define the constraints placed on the different components that make up fund balance.

FUND BALANCE DEFINITION: Accountants use the term **FUND BALANCE** to describe the difference between the assets and liabilities reported in a governmental fund. Typically a financial reporting unit (i.e. business, proprietary fund, fiduciary fund) reports all related assets and all related liabilities. The difference between the two is labeled NET ASSETS and might be described as a measure of net worth. Because governmental funds report only a subset of related assets (i.e. financial assets) and liabilities (i.e. those normally expected to be liquidated with current financial resource), the difference between the two is more of a measure of liquidity than of net worth. Accountants underscore this distinction by using the term FUND BALANCE in governmental funds, rather than the term net assets employed elsewhere. As an approximate measure of liquidity, fund balance is similar to the working capital of a private-sector business.

BACKGROUND: GASB adopted Statement No. 54 "FUND BALANCE REPORTING" in February 2009 with an effective date starting with fiscal year 2010-11. Starting with the 2010-11 fiscal year the Financial Statements shall indicate the breakdown of fund balance into five categories as follows:

POLICY: The components of fund balance will be categorized into one of five categories:

- 1.Non-spendable fund balance** (Inherently non-spendable) – A portion of net resources that cannot be spent because of their form and/or cannot be spent because they must be maintained intact. Examples include:
 - 1.Pre-paid items (i.e. paying insurance premium ahead of time)
 - 2.Inventories of supplies (a major bulk buying item i.e. water pipe)
 - 3.Long-term portion of loans receivable (inter fund loan)
 - 4.Financial assets held for resale such as foreclosure properties
 - 5.Principal of an endowment (judiciary fund i.e. library)
 - 6.Capital of a revolving loan fund
- 2.Restricted fund balance** (externally enforceable limitations on use) – Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments. Limitations may also be imposed by law through constitutional provisions or enabling legislation. Examples include:
 1. Specific Purpose Grants
 2. State Gas Tax Funds
 3. Restriction from other governments through laws and regulations
 4. Creditors through debt covenants
 5. Contributors for specific purposes

6. PEG (Public, Educational and Governmental) fees

3. Committed fund balance (self-imposed limitations set in place prior to the end of the period by highest level of decision making – City Council) – Limitation imposed at highest level of decision making (recommended to be in the form of a resolution) that requires formal action at the same level to remove. Examples include:

1. City Council decision to commit franchise fees to transportation projects in Street Fund
2. Stabilization arrangements (rainy day funds)

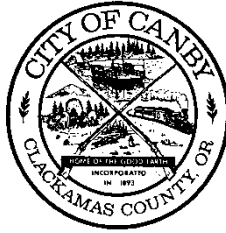
4. Assigned fund balance (limitation resulting from intended use) – City Council has delegated decision making authority to some other body (i.e. budget committee, Management Team, etc) designated for that purpose or by official (i.e. Budget Officer or City Manager/Executive Director/General Manager) designated for that purpose. Less formality is necessary in the case of assigned fund balance. Examples include:

1. City Council delegates amount to save for purchasing a dump truck to the City Administrator who sets aside \$20,000/year with a \$100,000 goal.
2. City Council delegates to the City Administrator the amount used to reflect the appropriation of a portion of existing fund balance to eliminate a projected deficit in the subsequent year's budget.
3. City Council delegates to the City Administrator the responsibility to insure that unappropriated ending fund balance along with other cash carry forward is adequate to fund operations until tax revenue is available in November each year.
4. The City will consider all amounts as budgeted to be designated as **assigned**, unless amounts are otherwise committed in the form of resolution or restricted if it meets the limitations discussed above. Any balances that are budgeted as unappropriated will be considered by the City to be unassigned.

5. Unassigned fund balance (residual net resources) – For the general fund this classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. Total fund balance in the general fund in excess of other categories (surplus). In funds other than general fund, if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance. (deficit)

6. Order of spending resources- When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources (committed, assigned and unassigned) as they are needed. When unrestricted resources (committed, assigned and unassigned) are available for use it is the City's policy to use committed resources first, then assigned, and then unassigned as they are needed.

In summary, new categories for fund balance consider "the extent to which the government is bound to honor constraints on the specific purposes for which amounts in the fund can be spent".



MEMORANDUM

DATE: NOVEMBER 4, 2011
TO: MAYOR CARSON AND CANBY CITY COUNCIL
FROM: JULIE WEHLING, TRANSIT DIRECTOR
THROUGH: GREG ELLIS, CITY ADMINISTRATOR
RE: ESTABLISH FARE STRUCTURE FOR CANBY AREA TRANSIT (CAT)

Issue: Impose a fare structure for services provided by Canby Area Transit.

Background: Since its inception the Transit Advisory Committee has monitored the feasibility of charging a fare for CAT services and agreed not to implement a fare until collection of fares was cost effective. The new CAT service provider (MV Transportation, Inc.) has offered to collect fares without an increase to their service hour rate. This provides an opportunity to collect fares without increasing operational costs.

The Transit Advisory Committee supports establishing a fare structure. On October 12, 2011 the committee voted to recommend that the City Council consider implementing a \$1 fare for all CAT services. The committee also supports a phased implementation process which will be completed as funding for the purchase and installation of fare boxes becomes available. Further, the committee supports a fare assistance program for customers who demonstrate an inability to pay the \$1 fare.

Recommendation: The Transit Advisory Committee and the Transit Director recommend that the City Council establish a fare structure for CAT services to be implemented in phases beginning with the General Public Dial-A-Ride service. And upon purchase and installation of fare boxes in CAT vehicles; collection of fares be implemented on the Fixed-Route and Complementary Paratransit services.

Motion: “I move 1117, A RESOLUTION ESTABLISHING A FARE FOR CANBY AREA TRANSIT SERVICES.

Attached: 10-26-2010 Memo - Exhibit “A”

MEMORANDUM

Date: October 26, 2011

To: Honorable Mayor and City Council

From: Julie Wehling, Transit Director

Subject: Transit Advisory Committee Bus Fare Recommendation

At their regular meeting on October 12, 2011 the Transit Advisory Committee (TAC) voted (3-1) to recommend that the City Council consider implementing a \$1 fare for all Canby Area Transit (CAT) services.

Discussion began with a recommendation from the Transit Director that the committee consider supporting a \$1 fare for the General Public Dial-A-Ride service. She explained that the new subcontractor, MV Transportation, Inc. (MV) has offered to collect customer fares without an increase in the rate the city is charged. She further explained that because of the nature of Dial-A-Ride service it would be possible to implement both a fare for the General Public riders and a donation process for the ADA Dial-A-Ride customers. This could be done without purchasing fare box equipment. She recommended the General Public Dial-A-Ride fare as a first step.

The committee discussed the differences between Fixed-Route and Dial-A-Ride and the fact that implementing a fare on the Fixed-Route would require purchasing fare boxes and present other challenges; therefore it would take longer to implement. Following a lengthy discussion the committee voted to recommend that the City Council consider implementing a fare for all CAT services rather than just the Dial-A-Ride service. This recommendation was made with the understanding that it would take longer to implement a fare on the Fixed-Route.

History of the Bus Fare Conversation

The Transit Advisory Committee has discussed the feasibility of charging a fare at many times over the years. During the Transit Master Plan process members of the committee and staff researched the subject and decided that implementation of a fare would not be cost effective. Although it was agreed that implementing fares should remain an option and be reevaluated as service and demand grew.

At that time, the largest deterrent was the cost of collecting the fares. These estimates were based on a quote from Oregon Housing and Associated Services

and the cost for the City to collect the fare. These estimates also included the cost of purchasing fare boxes for the buses.

Current Considerations

On June 27th, CAT services were cut by over 30% and the service design has changed significantly. The most significant change is the elimination of the local Fixed-Routes and the implementation of a General Public Dial-A-Ride service. The new General Public Dial-A-Ride service is already at capacity during some hours of the day. There are policy and service changes in the works designed to address some of the capacity issues; but ultimately we are not able to give everyone the exact ride they want.

- A fare can be implemented on the General Public Dial-A-Ride service at no cost to us. At the same time, we can implement the donation program for the ADA Dial-A-Ride customers that the Transit Advisory Committee recommended last year. This can be done quickly and it will be a good trial of MV's fare collection process.
- Fares are often used to address shrinking capacity. For instance, free shopping shuttles encourage riders to travel at the same times and help the service maximize its resources. Since we do not charge a fare this option isn't available to us right now.
- Other transit services in our region charge for General Public Dial-A-Ride and of course some also charge for all services.
- A fare on the General Public Dial-A-Ride will not require fare boxes to implement.
- Implementing a fare will answer those critics who say everyone should pay their fair share.
- Once a fare is in place it will become a dependable source of revenue for the CAT system.
- The TAC supports implementing a fare assistance program for individual riders who are not able to afford even the \$1 fare.

The TAC members were in agreement that if a fare is imposed it should be across the whole system. Should a fare be imposed, the members stressed the importance of informing the riders of the intent to charge a fare system wide even if it is implemented in phases. Challenges specific to implementation on the Fixed-Route are:

- Fare boxes and driver security
- The impact to riders who are making connections with other bus services.
- Implementation of a bus pass system for regular riders

- Implementation of a bus transfer system for riders transferring between CAT buses and to other bus systems.

There are certainly other considerations. These are a few that have been discussed at length by the Transit Advisory Committee.

It should also be mentioned that at each of the public meetings in June, August and September members of the community who ride the bus recommended that CAT charge a fare. Charging a fare was suggested at each meeting and recommended by the Transit Director at the meeting in September. There was no public comment against charging a fare at any of these meetings even when it was explained that a fare would not restore services that have been eliminated.

RESOLUTION NO. 1117

A RESOLUTION ESTABLISHING A FARE FOR CANBY AREA TRANSIT SERVICES.

WHEREAS, the Transit Advisory Committee and Canby City Council have deemed that it is necessary to establish a fare structure for Canby Area Transit (CAT).

WHEREAS, the fares will provide revenue for the Transit Fund and contribute to the cost of providing public transportation services.

WHEREAS, the City Council wishes to establish fares for Canby Area Transit (CAT) services attached hereto as Exhibit "A" to this Resolution, now therefore.

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

1. Fares shall be charged for public transportation as shown in Exhibit "A".
2. The collection of fares will be implemented in phases beginning with the General Public Dial-A-Ride service on January 2, 2012.
3. Upon the purchase and installation of fare boxes in CAT vehicles; collection of fares will be implemented on the Fixed-Route service and Complementary Paratransit services. This phase will be implemented with at least 30 day prior notice.
4. The fares imposed by this resolution are not taxes subject to the property limitation of Article XI Section 11(b) of the Oregon Constitution.

This resolution will take effect on January 2, 2012.

ADOPTED this 16th day of November 2011 by the City of Canby City Council.

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

Canby Area Transit - Fare Schedule	
Fee Description	Fee Amount
Dial-A-Ride GENERAL PUBLIC	1.00 per boarding
Dial-A-Ride COMPLEMENTARY PARATRANSIT	1.00 per boarding
Dial-A-Ride PREMIUM (Oregon City Door-to-Door)	1.00 per boarding
Shopping Shuttle Services	no charge
Fixed-Route Bus Service (Orange Line)	1.00 per boarding
Fare Assistance Pass	no charge



City of Canby Bi-Monthly Report

Department: Administration

For Months of: September and October 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: November 7, 2011

- 1. Business Licenses** – Sixty-two (62) new business licenses were issued during the months of September and October, 2011. This compares to twenty-one (21) new licenses issued during September and October 2010. Forty-three (43) business licenses were inactivated during the months of September and October 2011. This compares to twenty-five (25) licenses inactivated during the same period in 2010. One hundred fifty-two (152) business license renewals were sent out.
- 2. Complaints/Inquiries** – Twenty-six complaints/inquiries were received during September and October. Twenty-one (21) complaints have been resolved and fifteen (15) were resolved within 24 hours. Ten (10) follow-up cards were mailed and five (5) were returned with Excellent and Good ratings. We received no Poor ratings during this tracking period.

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

“Very helpful and quick response – I was pleasantly surprised. Thank you!”

“Thank you for the prompt service.”

“All City staff were informative, helpful and very polite! The tree blocking the stop sign was trimmed immediately. Thank you to everyone that helped.”

“Good job! Thank you!”

- 3. Training/Meetings** – Kim Scheafer and Sue Ryan attended the OAMR Conference on September 22 and 23.
Sue Ryan attended an OAMR Records Management Meeting on October 24.
- 4. Special Animal Permits** – There were three (3) Special Animal Permits issued during the months of September and October 2011.
- 5. Liquor Licenses Issued** – There were three (3) new liquor licenses applied for in the months of September & October 2011.



City of Canby Bi-Monthly Monthly Report
Department: Court
For Months of: September and October, 2011

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

- Twenty-eight people attended the seatbelt class for the months of September & October. This generated \$420.00 towards the purchase of helmets.
- Court trials for the months of September & October were held for 14 defendants. This required seven officers, at various times, to come to testify.
- Four hundred ninety-five cases were filed and 506 cases were concluded during these months.
- Revenue for both months was \$87,776.29. Out of this amount, Oregon Department of Revenue received checks totaling \$7,019.95, Oregon Judicial Department \$547.34 and Clackamas County received \$2,150.05.
- Twenty-five defendants appeared with attorneys. With the defendants there were a total of five different attorneys present.

Training/Meetings:

I attended a workshop at West Linn Municipal Court on October 24th. This workshop was dealing with new legislature that will have an impact on the collection and distribution of fees collected on all citations.

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

RE: *BI-MONTHLY STAFF REPORT September – October 2011*
For the Economic Development and Main Street Programs
ECONOMIC DEVELOPMENT DEPARTMENT / URBAN RENEWAL

Economic Development Project Updates

The following projects are funded through Urban Renewal.

- **Business Recruitment and Retention activities**
 - Worked with Shimadzu USA Manufacturing and Pioneer Pump, Inc. for their submittals for Canby SDC reimbursement grants. Shimadzu will create 54 jobs and has requested a future \$36,500 SDC reimbursement once all jobs are created and maintained for 2 years. Pioneer Pump will create 54 jobs and has requested an SDC reimbursement of \$59,727.
 - Assisted Product Manufacturing, Inc. with a number of issues regarding their move to their new building. All equipment has been installed and final permits are in the process for approval.
 - Assisted Hawksoft with ground breaking details and press coverage for their October 27th ceremony. The story was covered by the Portland Business Journal, Oregonian, and Canby Herald. This coverage raises the profile of Canby in the region.
 - Met with two local developers, IDM and Perlo Construction to better understand how they can partner on build to suit proposals and to learn about their new flexibility and pricing on sites they represent in Canby.
 - Submitted three preliminary proposals including 3 sites for a manufacturing lead needing 20 – 25 acres, a food processing facility needing rail access, and an applesauce manufacturer.
- **Business Outreach:** Met with business owners or managers of JV Northwest, Bold Ideas, and Cutsforths to discuss potential business opportunities and connected them to partners and resources. Am assisting a local developer to apply for a \$5,000 three dimensional development modeling grant from Clackamas County.
- Worked with an external advisory team to launch a business survey to be conducted November 2011 to March 2012. The team revised and updated questions for four business sectors including industrial, downtown core, home-based and Highway 99E Corridor businesses. The survey will provide valuable insight into Canby business needs and opportunities as well as input into the economic development strategy. Results will be presented to the City Council and Canby Chamber on completion.
- **Business Resources:** The Economic Development team evaluated an online business resource “ShopQA” as a tool to promote and connect Canby businesses. The program features a sortable directory of all Canby businesses, mini websites for those that don’t

have one, a communications and online payment option and a listing of available sites and buildings. Discussed the program with internal and external partners including the Canby Chamber among others. We are in the final stages of evaluation and if we proceed, will begin implementation Nov. 15th.

- **Canby Industrial Land Tour:** Coordinated an orientation and tour of the Canby Pioneer Industrial Park for 14 attendees including city councilors, staff and Molalla business leaders.
- **Resource Assistance for Rural Environments (RARE) program:** Annie Tran joined the Canby team on September 12th. A work plan has been developed and approved. Annie has started on business research, main street support, and parking analysis work. With Ami Keiffer's departure she will lead the First Friday, Light the Night coordination efforts, and conduct business outreach among other projects.
- **UR Land preparation:** Managed land clearing of the 6.1 acre former police facility site. Worked with contractors to remove blackberries, nursery pots and now trees from the site. The site should be completely cleared, holes filled and grass planted by Nov. 18th.
- **Professional Development:** Renate attended the Oregon Economic Development Association Conference and Ami, Renate and Annie attended the Oregon Main Street Conference in Baker City to learn about best practices and tools for Canby.

Main Street Project Updates

The following projects are funded through Urban Renewal.

1. Design:

- Recommendations for an enhanced façade improvement program and revisions to the current façade improvement program were approved by the Agency on September 14th. The program is now much more business friendly and accessible. It provides enhanced incentives for projects on 1st Avenue in conjunction with streetscape improvement planned for Spring 2012.
- Park Avenue Salon, Canby Quilts, Douglas Harmon CPA and Cutsforths are all in various stages of submitting façade improvement proposals.

2. Promotions

- Continue support Canby First Friday, an evening business open house event that has grown from 5 to 13 participants by October. Staff meets monthly after each event to offer on-going technical support, graphic design and labor for getting signs and balloons distributed.
- Ongoing updates are made to the Canby Main Street Facebook page.
- Began coordinating with the Canby School District, Canby Livability Coalition and City staff on changes to the Flower Basket and Planter program for 2012. The goal is to streamline the process and reduce costs now that this has become a city program. Flower baskets have been removed and planters are in the process of being cleaned out.

Facilities Maintenance September & October 2011 Prepared by Dan Mickelsen

Well, fall is upon us. I spent time finishing up loose ends on jobs before the weather turned on me and getting ready for fall and winter. It was a good couple months for getting things done though at times I sure felt like my wheels were spinning. I still have work to be done on Phase II of the roof project at the shop complex. Another job that's on the slate is finally getting the front of the Library fixed now that all the engineering is done again. I found it difficult to track my time as it was hit and miss but I did spend more time getting additional bids for installing Fire Alarm systems. The systems are now all in place in City Hall, Court, Council Chambers, Finance, Transit, and the Economic Development Services Building. I felt that installing this equipment was important to protect our essential infrastructure.

Police Dept: 8 w/o repairs. I wrapped and covered exposed telephone wires, helped with the graffiti device three times, cleaned the roof and scuppers of debris, repaired the AC unit in the server room, and dealt with a strange smell emitting from the Sergeants' Office. 8.5 total hrs.

Adult Center: 6 w/o repairs. It was reported that water was leaking from the frost proof valve outside the kitchen. I found parts and rebuilt the valve. Also dealt with failed ballast, changed out more stained ceiling tiles, cleaned the roof and scuppers of debris, and winterized the swamp cooler on the roof. 14.25 total hrs.

City Hall / Courts: 4 w/o repairs. Replaced the flag pole lights, altered the Council Chambers podium, and secured a loose floor board in the attic. 7.25 total hrs.

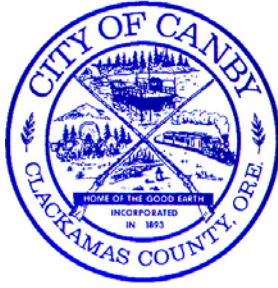
Finance / Transit: 5 w/o repairs. I saved the day by retrieving a contact lens that was washed down the drain. Replaced locksets and dealt with several issues at the bus shelter. 9 total hrs.

Library: 6 w/o repairs. Kind of slow at the library but I did repair a broken book cart, repaired a lockset, re hung curtain brackets in the children's area and re set the thermostats for winter hours. 10.75 total hrs.

Planning and Building: 5 w/o repairs. I hung up additional fire extinguishers and signed all extinguishers then did some edge banding repair to name a few. 6.75 total hrs.

Shop Complex: 16 w/o repairs. Most of my time was spent on getting the shops office building painted. I had this in my budget to be done and figured now's the time. I really was not expecting to blow off as much paint as I did while pressure washing, but the place had not been painted since we moved in some 24 years ago. After lots of priming and masking, the paint job turned out nice. I also painted some of the doors leading into various shops with equipment enamel but the weather is getting too cool for paint to dry properly. I also repaired loose and leaky gutters, repaired frost proof valves here as well. I replaced all of the rollers on four of the overhead doors, ordered and took delivery of additional materials needed for phase II of the roof project, submitted four building permits, and rehung the KFU heater that we keep having warranty issues with. 114.25 total hrs.

Public Works: 9w/o. I attended two pre cons one for the NE 3rd and 4th job and the other for construction around Wait Park. I met with two property owners and helped walk them through their ESC applications. This is a service that I provide to home owners who are not up to speed on the Erosion process and feel that it is good customer service. Finals were also issued to O'Rielly Auto Parts, Countryside Living and Potters Industries. I have also been keeping an eye on the Police Dept. job, Pioneer Pump and HawkSoft. I attended the Public Works safety meeting and two Leadman meetings. 27.5 total hrs.



Bi-Monthly Finance Department Report

To: Mayor Randy Carson & City Council Members
From: Sue Engels, Finance Director
Through: Greg Ellis, City Administrator
Covering: September & October 2011
Compiled by: Suzan Duffy

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

- Closing entries for the 2010-2011 fiscal year were completed this period and **auditors were on site for field work** for a week in October. We expect the annual financials to be drafted in the next few weeks, and the formal CAFR report to be completed before the end of December.
- As new staff members come on board and others are newly-authorized to spend appropriations, we assist in bringing people up to speed on how to **track their budgets and gain understanding of expenses and reimbursements**. As the year progresses, we are making note of areas that may require **budget adjustment** due to changing circumstances.
- This period, the process to **upgrade the Business License system** and implement the **new system for Transit Tax** began in earnest. Activities included combing the current database to locate errors, adjust balances and inactivate businesses no longer in our service area. The conversion is scheduled for November.
- In addition to the License/Tax upgrade, we are also planning to upgrade the **Payroll system** to the latest version of Caselle in February. As the systems age, we find that support for the older version tends to degrade.
- We spent time brushing up in areas of **cross-training** this period. It is an on-going challenge to be prepared to back-up various tasks while also

maintaining the **segregation of duties** recommended by the auditor, but we have made strides in this area.

- **Inquiries from title companies** regarding City liens are on the increase. Many are confirming low or zero balances, but we have been able to collect significant sums on several utility accounts. Several realtors and investors have come forward to pay off **past due utility balances** on properties that had been foreclosed. Examples include payoffs of \$864 and \$566. This encourages us that patience, applying various methods, and providing excellent customer service can result in eventual collection.

- Assistance provided by **Administration staff** in assisting with records retention and Business License data cleanup this period was much appreciated.

Statistics this period:

- **Accounts Payable**

Invoices:	894
Invoice entries:	1273
Encumbrances:	21
Manual checks:	13
Total checks:	461

- **Payroll**

Total checks and ACH payments:	165
New hires/separations:	7/2

- **Transit Tax Collection**

Forms sent:	596
Reminders letters sent:	130
Accounts opened/closed:	59/11
Returns posted:	349

- **Utility Billing**

Bills sent:	8988
Counter payments:	327
Accounts opened and closed:	114
Lien payoffs:	2
Lien payoff inquiries:	28
Collection notices sent:	0 (done quarterly)
Accounts sent to collections:	0 (done quarterly)

- **General Ledger**

Total journal entries:	380
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- **Cash Receipts Processed**

Finance:	823
Utility:	515

- **Cemetery**

Total property purchases recorded:	3
Total interments recorded:	6

Fleet Services

Bi-Monthly Report : September / October 2011

Prepared by Joe Witt, Lead Mechanic

September 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$487.50	\$78.65	\$103.54	\$669.69
Adult Center	3	\$738.75	\$132.44	\$477.22	\$1,348.41
Building	0	\$0.00	\$0.00	\$51.58	\$51.58
Collections	7	\$4,038.75	\$1,890.49	\$316.22	\$6,245.46
Facilities	1	\$33.75	\$0.00	\$73.47	\$107.22
Fleet Service	2	\$131.25	\$17.85	\$0.00	\$149.10
Parks	3	\$1,117.50	\$61.12	\$496.80	\$1,675.42
Police	13	\$4,480.25	\$1,038.84	\$6,460.34	\$11,979.43
Streets	9	\$4,638.75	\$1,176.20	\$2,135.77	\$7,950.72
Transit (CAT)	21	\$11,889.00	\$5,116.40	\$7,480.45	\$24,485.85
Wastewater Treatment	2	\$603.75	\$447.92	\$171.23	\$1,222.90
Total Work Orders Processed for the Month	63	Totals*			\$55,885.78

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

October 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	3	\$547.50	\$355.88	\$127.79	\$1,031.17
Adult Center	1	\$277.50	\$231.20	\$382.35	\$891.05
Building	1	\$18.75	\$6.33	\$0.00	\$25.08
Collections	4	\$1,500.00	\$494.59	\$230.56	\$2,225.15
Facilities	1	\$22.50	\$0.00	\$75.29	\$97.79
Fleet Service	2	\$18.75	\$1.25	\$146.97	\$166.97
Parks	9	\$5,051.25	\$3,086.41	\$861.22	\$8,998.88
Police	23	\$7,338.75	\$4,222.35	\$6,069.89	\$17,630.99
Streets	10	\$2,951.25	\$1,292.19	\$2,138.89	\$6,382.33
Transit (CAT)	20	\$9,124.40	\$3,685.81	\$7,414.63	\$20,224.84
Wastewater Treatment	1	\$168.75	\$0.00	\$279.58	\$448.33
Total Work Orders Processed for the Month	75	Totals*			\$58,122.58

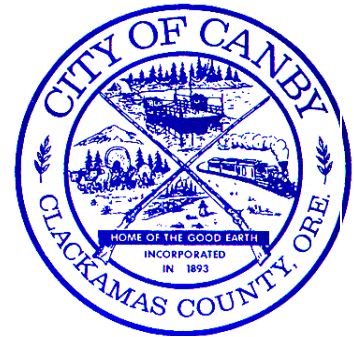
*Total includes labor, materials and fuel for all departments:

Fleet Service Highlights

* Fleet Service is now operating with (2) Fleet Technicians

* Fleet working with assistance from other City Departments has kept the City's Fleet on the road and performing their duties; with this lower staffing level.

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
September – October 2011



TO: Honorable Mayor Carson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: November 4, 2011

Circulation. In September and October, circulation totaled 56,238 items, which is slightly lower than the same period last year, probably due in part to the road construction in front of and to the side of the library and around nearby Wait Park. We look forward to when the improvements are completed with restored parking options for library patrons.

E-books. In September, Kindle users gained access to a wonderful asset—their public library! Library2Go (the statewide e-book provider) now offers Kindle-friendly titles to LINCC library users. In response to the rapid rise in e-readers, your Canby Public Library is now offering informal weekly sessions to provide community members with the opportunity to touch and feel different e-readers, and to learn how to download free e-books through Library2Go. These are scheduled each Wednesday morning at 11 AM in November.

Community involvement. Volunteers donated 522 hours in September and October (the equivalent of 1.6 full time employees), helping the library keep up with patron demand by pulling holds, sorting, shelving, processing and mending books as well as staffing the Friends of the Library Bookstore.

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

Fall Programming. It's been a busy, well-attended season. In September, we began weekly computer classes in both English and Spanish on Wednesdays mornings. Topics include *Introduction to Computers, Internet Searching, Creating a Free E-mail Account, Introduction to Microsoft Word, Navigating the Library Catalog* and *Introduction to Microsoft Excel*. These have enjoyed capacity attendance and have given staff the opportunity to provide people from all walks of life with the basic information they need to access online information.

Another huge hit this fall was *Lego Building Night!*, which brought almost 100 people of all ages together to play with these popular building blocks. With many requests for more Lego opportunities, the library is working with local Lego expert John Mazek (the program's

presenter) to make this a regular event.

Programming for November and December will focus on the library's ongoing offerings, including:

- Five weekly storytimes (one in Spanish);
- Two *Family Movie Nights at the Library* each month (one in English, one in Spanish)
- Monthly Saturday *Music in the Stacks* performances (November 11: Johnson Creek Brass; December 10: old time country music with Henry Weeks and Moggy).
- Let's Talk Together/*Vamos a Intercambiar!* (English/Spanish conversation; Mondays at 10:30).
- Weekly computer and e-book classes.

In November and December, the library will also feature an exhibit of mixed media by Jean Gale and friends.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker

September – October 2011

Park Renovations

At the Vietnam Era Veterans Memorial we have been working with the Memorial President Mike Breshears to finalize all of their construction punch list items at the site.

At Maple St. Park, Pro-Line Industries finished the new layout design and asphalt striping. The asphalt overlay project looks good and was finished in early September.

Six bollards were built and replaced on the Molalla Forest Road walking path.

A fence at Maple St. Park between the tennis courts and the Marshall property was removed to make the site more maintenance friendly.

The street construction project around Wait Park seems to be on schedule. The project has been making day to day maintenance somewhat of a challenge.

Park Maintenance

The mowing of the turf areas started to slow down by the end of October. The focus of staff started to change from mowing and turf maintenance to shrub bed maintenance and tree trimming. All the natural area boom mowing was completed for the year and trail improvements were started. Building maintenance repairs were made and irrigation time clocks were adjusted to the cooling weather. All the playgrounds received an inspection and needed repairs were addressed after a full summer of use.

The Parks Department spent 16 hours addressing graffiti and vandalism the last two months. Regular maintenance was performed at the 29 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands.

Clackamas County Corrections Crews

The crew spent the majority of the last two months at Community Park string trimming, weeding shrub beds at the Swim Center and the Adult Center.

C.C.C.C. performed approximately 336 hours of labor for the City of Canby in the months of September and October.

Meetings attended

I attended the Park and Rec. meeting.

I attended the Lead Workers meeting.

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

For your Information

The Parks Department is responsible for 200 acres of property.

Mike Leis has taken a new position with the Collections Department. Mike started with the Parks Department in March of 2008. Dave Frahm is Mike's replacement and started with the Parks Department on October the 17th. Congratulations to all!

PLANNING & BUILDING DEPARTMENT

Sept./Oct. 2011 BI-MONTHLY UPDATE



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

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

Plan Preparation

- 1. Highway 99E TGM Gateway & STA Grant.** Agreement on the type of design features that will be allowed within the ODOT right-of-way is still being hashed out by various ODOT representatives in differing areas. Although this is taking time, the project is still moving forward within the overall expected timeframe towards completion at this point. As a reminder, the TGM grant is intended to address beautification, gateway enhancements, accessibility, multimodal provisions, special STA mobility standards, and safety considerations along Highway 99E through town – with special emphasis on the downtown portion, where the Oregon Transportation Commission approved our request for a Special Transportation Area (STA) designation. DKS and Associates and OTAC are our project consultants, with the City and ODOT as partners.
- 2. NE Canby Master Plan.** The 99E TGM Gateway grant project is no longer expected to solve the Otto Road truck route land use issues and how they relate to getting the NE Canby Master Plan satisfactorily amended to accommodate an alternative truck route in order to gain ODOT support of the Plan for eventual City adoption. Staff will need to develop a new work plan on our own that will lead to approvable changes that have both ODOT and the impacted property owners support.
- 3. Redwood Master Plan.** *No Change.* The Land Needs study and long-range consideration of how to proceed with a tertiary regional storm water treatment facility on City property east of the sewer treatment facility is currently receiving priority status as these two projects will assist with a Redwood Master Plan. Staff continues to monitor possible grant funding opportunities that are needed to assist in the preparation of such a master plan.
- 4. Canby Land Needs Study.** A land needs study technical assistance grant application prepared and submitted to DLCD was not funded due to increased

competition and reduced monetary availability. Staff is working on alternate process for partial funding to get a land needs study update done sooner rather than later.

City Program/Project Participation

- 5. Transportation/Parks System Development Charge Study & Fee Update.** Staff has arrived at an agreed upon proposal and scope of work from our direct personal services firm selection of the FCS Group and has prepared two Personal Service Agreements for City Attorney review and execution - one for the Parks SDC and one for the Transportation SDC work - which will be done in tandem to save on costs. This work will be paid from the respective SDC funds.
- 6. Tertiary Storm Water Treatment Facility.** *No Change.*
- 7. Community Park Improvements.** An initial design and cost estimates have been completed with a Phase I walkway path and stairs around the lake. The details are available from Matilda.
- 8. Dog Park Design.** Public out-reach has begun as we move toward a scheduled public community meeting to facilitate the creation of a design for Canby's first "dog park". Staff is researching best design practices to provide the greatest number of positives and reduction of negatives and risks to meet this surveyed desired need.
- 9. Code Enforcement Issues.** Off-site A-frame signage issues adjacent to the Vietnam Memorial are being dealt with. The business at the southeast corner of SE 1st Avenue and S Knot Street is now resolving outstanding building permit issues.

Regional Program/Project Participation

- 10. Metro Actions.** A decision on where urban growth boundary expansion areas are to occur this 5-year increment in order to maintain a 20-year land supply have been voted on by Metro. It does not include any new areas in Clackamas County. This will be sent to DLCD for ratification.
- 11. Metro Greenhouse Gas Reduction Targets:** *No New Update to Report.*
- 12. Clackamas County Transportation System Plan.** This new county project is just now moving forward with announcement in the County citizen newsletter. Staff has not yet been contacted about the project but has requested to be kept apprised so we can advocate for projects that will help Canby.
- 13. Metro 2035 Forecast of Households and Employment.** Metro has continued to modify their Metroscope Modeling to determine the "capacity" of the region – including Canby – to accommodate the expected population forecast as far as 60 years out. Canby has been allocated a generous amount under their supply data assumptions. The model will direct and allocate where the growth is likely to go based on the capacity assumptions entered into the model.
- 14. French Prairie Forum Meetings.** *Ongoing.* Staff has missed the last two meetings due to high building inspection office activity and shortage of staffing.
- 15. Baldock Rest Area Coalition Master Plan.** *No Update Since Solar Installation on back 6 acres, improved coffee house for travelers, relocation of homeless, and increased level of maintenance and patrol.*

Miscellaneous Dept. Activities

- Planning's new Office Assistant – Laney Fouse started work October 10, and Associate Planner – Angie Lehnert started work on October 17. Temporary help continued to assist with building permits and inspections program.
- Planning is coordinating responses and resolution of differing opinions on certain aspects of the newly drafted Engineering Specifications and Design Standards. Once staff level agreement is achieved the new revision will be brought before the Council for formal adoption and use with all new public and private development.
- Shimadzu's proposed interim shared access easement agreement for closing adjacent existing driveways on Sequoia Parkway for the Trend Business Center with Shimadzu's future driveway to Sequoia Parkway remains unresolved with property owners involved.

Development Projects/Activity.

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

- None Staff discussed running a revised proposal through a second pre-application conference for a proposed Dance Studio adjacent to Product Manufacturing's new building across from the high school.

12. New Land Use Applications Submitted September through October, 2011.

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

- Vacation application (VAC 11-01) by the City of Canby for the abandoned portion of South Walnut Street south of its recent realignment was approved by the Council.
- A complete application for the City's 1st Avenue Redevelopment project is expected by the second week in November.

13. Pre-Construction Meetings.

- Hawksoft groundbreaking ceremony held at the end of October.

14. Land Use Consultations.

- Held two meetings to discuss church expansion plans.

15. Building and Inspections Summary for September & October, 2011.

23 Permits were issued in September with a total valuation of 1,014,143

12 Permits were issued in October with a total valuation of \$2,028,215

Building Permits issued included:

September

-  1 New Single Family Residence
-  3 Sign Permits

- ✚ 1 Church Remodel
- ✚ 2 Commercial Tenant Improvements
- ✚ 1 Commercial Erosion Control
- ✚ 2 Commercial Racking Permits
- ✚ 9 Commercial Re-Roof Permits
- ✚ 1 Single Family Garage
- ✚ 2 Fire Systems
- ✚ 1 Single Family Car Port

October

- ✚ 1 New Industrial Building (Hawksoft)
- ✚ 2 Sign Permits
- ✚ 2 Commercial Tenant Improvement
- ✚ 2 Commercial Re-Roof
- ✚ 2 Fire Sprinkler Protection
- ✚ 1 Residential Patio Cover
- ✚ 1 Commercial Shelving
- ✚ 1 Demo

Mechanical Permits issued:

14 Mechanical Permits were issued in September

15 Mechanical Permits were issued in October

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

Permits Finalled

September

- ✚ 10 Commercial Re-Roof Permits
- ✚ 1 Industrial Building
- ✚ 5 Commercial Mechanicals
- ✚ 9 Residential Mechanicals

October

- ✚ 1 Residential Patio Cover
- ✚ 3 Tenant Improvements Fred Meyer
- ✚ 1 New Retail Store O'Reiley's Automotive
- ✚ 1 Church Cross Installation
- ✚ 3 Commercial Mechanical
- ✚ 5 Residential Mechanicals

File Number	Application	Description	Owner/Applicant	Property Address	Fee	Date Received	Date Approved	Status
DR-08-01 / SUB-08-01	Subdivision & Site and Design Review	Construct a 4-Unit Multi-family Structure	Snegirev	486 N.E. 3rd Ave, 463 N.E. 4th Ave	3,200.00	3/21/2008	4/13/2009	PC Granted 3 yr Extension for DR to 1.24.14
MLP-08-05	Minor Land Partition	Subdivide industrial zoned tract into 3 lots	AAI Engineering	SW/c of SE 1st & Mulino Rd	1,280.00	7/24/2008	1/26/2009	Plat not yet recorded; PC granted 3 yr Extension to 1.24.14
SUB-08-03	Subdivision	Subdivide industrial zoned tract into 7 lots	AAI Engineering	SW/c of SE 1st Ave & SE Walnut Street	1,985.00	7/24/2008	1/26/2009	Plat not recorded; PC Granted 3 yr Extension to 1.24.14
ANN-09-01	Annexation	Annex 4.77 acres, including Pine Street ROW, assign R1 zoning & R1.5 to 1/2 ROW	Beck	1732 N Pine St	2,220.00	2/26/2009	11/2/2010	Corrected Map with Bearings Sent to State Cadastral Office
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	6/10/2009	PD Granted Replat Recording 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	10/18/2010	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	11/9/2010	Plat Recordation Due By 11.09.11
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 Sight Distance Issue. Awaiting submittal
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; Applicant Planning to Resubmit for follow-up Pre-ap soon
ANN 11-01/ ZC 11-01	Annexation and Zone Change	Annex 4 acres, Assign R2 Zoning to construct Senior Housing Units	Hope Village, Inc.	E side of 1700 Block of S. Fir Street	4,910.00	2/28/2011		PC Hearing July 11. CC Hearing Aug. 3; Awaiting Vote - 11.08.11
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	4/25/11	Building Permit Issued; Under Construction
MOD 11-03	Modification of Previous Site & Design Review	54,000 sq. ft. manufacturing & warehouse expansion	Shimadzu	1900 SE 4th Avenue				Building Permit Issued; Under Construction
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	4/18/11	Construction Completed - Final Inspection
DR 11-01	Site & Design Review	Remove Bowling Alley & Construct 6,000 sq. ft. Retail Auto Parts Store	S T J 1 LLC for O'Reilly Auto Parts	24145 SW 1st Avenue	1,800.00	3/25/11	4/26/11	Permit Issued; Construction Complete; Occupancy Permit Issued 11.04.11
PRA 11-09	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; Change of Use/Inspection Completed; Occupancy Allowed
LLA 11-02	Lot Line Adjustment	Adjust Property Line to Remove from Proposed Warehouse Site	Pioneer Pump	310 S Sequoia Parkway	520.00	3/29/11	4/25/11	Plat Recordation Due 5/25/12
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	4/26/11	Plat Recorded; Home Permits Obtained; Under Construction

File Number	Application	Description	Owner/Applicant	Property Address	Fee	Date Received	Date Approved	Status
DR 11-02	Site & Design Review	Construct New Police Facility	City of Canby	1175 NW 3rd Avenue	2,956.00	4/14/11	5/23/11	Pre-construction Mtg. Held; Phase I Foundation Building Permit Issued; Phase II Building Plan Review Completed
MOD 11-04	Modification	Construct a 10,000 sq. ft. storage building	Potters Industries	350 N Baker Drive	100.00	4/26/11	6/6/11	Building Permit Issued; Construction Completed - Occupancy Permit Issued
DR 11-03	Site and Design Review	Construct a 14,000 sq. ft. 2-story call center office	Hawksoft	SE 3rd and SE Pine Street	N/A	6/27/11		Building Permit Issued; Under Construction
VAC 11-01	Street Vacation	Vacat abandoned portion of S. Walnut Street	City of Canby	S. Walnut St. from point of re-alignment to intersection with SE 4th Ave.	N/A	8/23/2011	10/19/2011	CC Approved; ORD No. 1351
DR 11-04	Site & Design Review	10-Unit Manufactured Home Park	Tom Petitt	S. Elm Street	\$2,600	8/19/2011		PC Mtg. 10.10.11; Continued Public Hearing to 11.21.11
CUP 11-02	Conditional Use Permit							Approved by PC 9.12.11; Building Plan Review Completed
CUP 11-01	Conditional Use Permit	Jim Blackwell		1105 S Elm Street	\$2,040	8/16/2011		
PRA 11-13	Pre-Application	First Ave. Redevelopment	City of Canby	1st Ave from Ivy to Elm between businesses on 1st Ave & railroad	\$300	8/26/2011		Pre-application conference held 10.11.11; Application Pending



City of Canby Bi-Monthly Report
Department: Police
September & October 2011

To: The Honorable Mayor Carson & City Council
From: Chief Bret Smith
Date: October 7, 2011

Monthly Stats

Description	Sept.	Oct.
Calls for Service	1351	1407
Juvenile Arrests	16	78
Adult Arrests	109	68
Injury Accidents	1	0
Non injury Accidents	7	6
All Crime Reports	93	78
Traffic Citations	221	267
Parking Citations	4	8
False Alarm Calls for Service	41	19
Abandoned Vehicle Complaints	4	3
Animal Complaints	3	3
Parking Complaints	13	27
All other Code Violation Complaints	27	16
Records Phone & Counter Contacts	492	306

Community Programs by the Traffic Unit

- Car Seat Inspections & Installations
- Trost School 1st Graders Program
- Driver education class
- Commercial Truck Inspections
- Seatbelt grant Enforcement & Seatbelt Class
- DUII grant enforcement

Detectives Significant Cases

Detectives Scharmota, Mead, Floyd

- Analyzed Digital Evidence, cell phones related to cases – Encouraging Child Sex Abuse (Child Porn), Homicide (Gladstone Case), Assault 1
- Ongoing investigation – one 2010, 5 2011 cases (DCS Methamphetamine, Marijuana, Oxycontin, Drug Overdose).
- Closed Cases – Attempt Assault I, Gang Activity, Assault II/Burglary I, PCS Heroin, MCS Marijuana

- Completed investigation, forwarded to DA Home Invasion Robbery in SE Canby
- Completed Investigation, no suspect information available Marijuana grow on private property

Training

Officer	September/October 2011 Department Training
Ethington, Scharmota, M. Smith	Taser Instruction Re-certification
All Officers	Firearms Qualifications
Inness	OCEA Summer Conference
Warren	Incident Command - ICS 300/400
Floyd, Mead, Scharmota, Hemstreet	Major Crimes Conference
Farmer	Fall K-9 Conference
M. Smith, Green, Macom	Search Warrant Writing Class
Robles	Criminal Justice Information System Conference
Thompson, Carson	Law Enforcement Records Conference
Koehnke	G.R.E.A.T. Instructor Training
Ethington, Wallbaum	OTOA Basic Swat

Community Activities

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

The G.R.E.A.T. Program started up again this year for 5th graders at Trost and Eccles Elementary Schools, taught by Officer Wallbaum (Eccles) and Officer Koehnke (Trost). Gang Resistance Education And Training (G.R.E.A.T.) is a gang and violence prevention program built around school-based, law enforcement officer-instructed classroom curricula. G.R.E.A.T. lessons focus on providing life skills to students to help them avoid using delinquent behavior and violence to solve problems.

The Police department hosted a presentation to “Bridging Cultures” attended by more than 75 people to discuss and educate the public around police contact and traffic stops. Bridging Cultures is a group that works to strengthen community by bridging cultures through “mutually transformative relationships.”

Check out the Department’s newest “Neighborhood Watch News” e-newsletter available on the website at www.canbypolice.com and in print at City Hall and Police department locations. For more community activities, see the Meetings and Community Events section of the report.

Department Activities

Chief Smith received the department’s official 2011 Accreditation recognition during the September Oregon Chief’s Association meeting. A presentation was made to the City during a regular City Council meeting.

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

Meetings & Events Attended – Chief Smith / Lt. Tro

- 9/11 Joint Fire Department/Police Department Memorial dedication
- “All Hands” Meeting (Fire Chief, School Superintendent, CU Manager, Police Chief) - Monthly
- Metro Gang Task Force TOG
- Volunteers of America – Latino Businesses Networking
- Clackamas County Criminal Justice Council Meeting
- C.E.R.T. (Community Emergency Response Team) presentation
- John Hartsock, C800 Group
- Joe Witt – Fleet Dept. re: new vehicles
- Bridging Cultures Dinner
- Tom O’Connor – Canby Fire Dept.
- Ford Leadership program luncheon
- Regional Disaster Debris Management Planning Group Mtg.
- Pat Johnson – Canby HS Principal
- Capt. Ron Schwarz, West Linn PD
- Sandy Police Department Facility dedication
- Ribbon Cutting – Countryside Living South
- The Canby Center – open house
- Capt. Rash – Milwaukie PD
- JTTF Executive Board Meeting
- Alan Peters, FBI ASA Agent in Charge
- DPSST Graduation – Recruit Stephanie Wasserberger
- Metro Law Enforcement Quarterly Dinner
- Clackamas County Communications (CCOM 911) User Meetings – Monthly
- CCOM 800 Meeting - Monthly
- Rotary – Weekly
- Canby Adult Center lunch service – Monthly

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: November 7, 2011

Re: September - October 2011 Report

The Canby Swim Center annual maintenance was completed in one week as planned. The roof over the pool was re-coated and should be good for five years. Electrical service was replaced for the first time since the pool was built 41 years ago. The filter sand was replaced and the pool pumps were serviced. As always, the tank was emptied, cleaned and filled and many surfaces were painted. David and Nathan did a great job making sure everything was done on time and was up to par.

Revenue and Attendance numbers were ahead of 2010 for September and October. Revenue was up by almost \$10,000 and attendance by 2,700 swims. This is a great start to the year and we hope that it will continue. Clearly, part of the great start is due to a one-week closure vs. three-weeks in 2010, but so far this year's numbers are very good. We have already had our first group of second graders come through for lessons as Eccles likes to schedule early in the school year.

November 14th we switch to our winter schedule as Canby High School swimming begins. The morning schedule stays the same for the most part, but evenings get shuffled up a bit. We look forward to seeing how the Canby Cougars and the Canby Gators do this upcoming season.

By the council meeting we should know how the vote went for the Canby Swim Center. I hope that the city residents have decided to continue their generous support of the Canby Swim Center. We would hope that the Canby Swim Center will continue to offer a year-round, safety, fitness and recreational provider for a long time.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR SEPTEMBER 2011
DATE: NOVEMBER 7, 2011

CANBY SWIM CENTER SEPTEMBER 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	20	43	123	215	143	258	699	884
ADULT RECREATION SWIM	31	35	237	494	268	529	1521	1954
MORNING WATER EXERCISE	26	60	73	306	99	366	639	1100
PARENT/ CHILD	80	200	0	0	80	200	566	921
MORNING PUBLIC LESSONS	113	238	0	0	113	238	3087	3102
SCHOOL LESSONS	0	680	0	0	0	680	0	680
NOON LAP	16	59	85	181	101	240	471	727
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	21	111	0	5	21	116	1306	1356
PENGUIN CLUB	0	0	0	0	0	0	587	712
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	468	696	468	696	1449	1594
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	410	644	0	0	410	644	3037	2929
EVENING LAP SWIM	29	38	37	67	66	105	324	437
EVENING PUBLIC SWIM	153	205	13	20	166	225	1946	1899
EVENING WATER EXERCISE	93	62	0	42	93	104	476	488
ADULT LESSONS	0	13	0	0	0	13	0	13
GROUPS AND RENTALS	99	109	0	0	99	109	542	421
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
TOTAL ATTENDANCE	1,091	2,497	1,036	2,026	2,127	4,523	17098	19740

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR OCTOBER 2011
DATE: NOVEMBER 7, 2011

CANBY SWIM CENTER OCTOBER 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	53	60	352	300	405	360	699	884
ADULT RECREATION SWIM	49	48	517	541	566	589	1521	1954
MORNING WATER EXERCISE	97	72	198	380	295	452	639	1100
PARENT/ CHILD	214	284	0	0	214	284	566	921
MORNING PUBLIC LESSONS	200	152	0	0	200	152	3087	3102
SCHOOL LESSONS	0	0	0	0	0	0	0	680
NOON LAP	50	53	243	280	293	333	471	727
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	115	136	5	11	120	147	1306	1356
PENGUIN CLUB	0	0	0	0	0	0	587	712
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	1116	893	1116	893	1449	1594
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	859	826	0	0	859	826	3037	2929
EVENING LAP SWIM	51	37	104	65	155	102	324	437
EVENING PUBLIC SWIM	217	200	66	19	283	219	1946	1899
EVENING WATER EXERCISE	107	73	46	60	153	133	476	488
ADULT LESSONS	0	27	0	0	0	27	0	13
GROUPS AND RENTALS	348	451	0	0	348	451	542	421
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
TOTAL ATTENDANCE	2,360	2,419	2,647	2,549	5,007	4,968	17098	19740

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

RE: *BI-MONTHLY STAFF REPORT September-October*
ECOMONIC DEVELOPMENT DEPARTMENT/URBAN RENEWAL

Project Updates

The following projects are funded through Urban Renewal.

1. First Avenue Redevelopment.

The Technical Advisory Committee held a meeting on September 22 to kick off the design and construction phase of the project. On October 25th, the First Avenue Working Group met and reached consensus on a number of issues, including location of utility vaults, hardscape design, and plant selection. A request for formal written bids was sent out for the underground conversion of the electrical lines. The work involves routing lines from the vaults to be provided by CUB to the various individual connections servicing the businesses along 1st Avenue. A preapplication conference with various City departments was held and a formal application for design review was submitted to the Planning Department for their review and approval. Survey work needed for the construction phase was also completed during this time period.

2. New Police Facility.

The final bid package was opened in September, completing the formal bid process. In aggregate, all bid packages came in under estimates and the project remains within budget, with adequate amounts set aside for contingencies. The contractor, P and C construction, has been working with BOLI, and has settled the claims from Right Choice Underground, who was called off the job in early September. Crestview Construction, the next lowest bidder, is now the subcontractor responsible for the earthwork. The change in subcontractor has not affected the construction schedule, and the facility is expected to be substantially complete in May. Most of the earthwork and underground utilities have been completed. All foundations, piers and basement walls have been poured, and the brick work is in progress. The team is currently working to finalize interior finishes, furniture and equipment.

3. Lighting of Gateway Signs.

The solar lighted gateway signs appear to be working but were originally set to come on at 8:00 pm. The lighting of the solar signs will be changed to come on earlier. Costs of converting the signs to conventional electrical power have been received from CUB, and an estimate from an electrical contractor is in progress.

4. Facilities Plan

Staff met with the DLR group, to update the Facilities Plan completed for the City in 2004. The update will determine current and future needs for the City administrative functions. The DLR group also completed a 2009 study to determine the needs for a new library.

Wastewater Treatment
By Dave Conner, Lead Operator
September-October 2011

Facility Operations & Maintenance

The water quality for the months of September and October remained excellent with no violations or interruption of services for either month. The wastewater operators worked on odor control testing and monitoring of the dryer during its operation. Plant Operators continue daily operations of the plant and equipment along with summer compliance monitoring for DEQ. The city remains in the mediation process over the dryer at this time. We hope for a speedy outcome or remedy to the ongoing deficiencies of the dryer.

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

- Worked on rebuilding plant operations emergency manual.
- Sent U.V recirc. pump in for warranty work and installed temporary pump.
- Replaced diaphragms on secondary sludge pumps.
- Completed painting of trim and doors on control building.
- Set up multiple odor control testing equipment in different sites over a month period.
- Pulled blower motor off odor scrubber for testing.
- Inventory of shop parts.
- Replaced all suction hoses for portable pumps.
- Replaced UPS system for the city server.
- Worked on benchmark testing for U.V lights.
- Rodded all spray jets on clarifiers and aeration basin.
- Aquionics made warranty replacements on quartz tubes in module #1.
- Performed routine daily maintenance, repairs, and cleaning of plant equipment.

Biosolids Program:

The City of Canby hauled 306 cubic yards of biosolids to the Riverbend Landfill in September and October. The amount of biosolids hauled to the dump in the last few months are do to the operational decision of discontinuing the use of the dryer .

Odor testing was completed in September and October. The odors we were trying to contain while running the dryer will need dealt with on a different level (than masking), with continued use of the dryer.

Meetings and Training Attended

Don attended the City safety meeting and all staff attended the shop safety meeting. I attended the monthly preferred pumper meeting and a few general meetings with Greg and Amanda. I also completed a warranty walk through on some plant equipment with Curran-McLeod engineering. For emergency purposes and assurance plant personnel continue to train on facility equipment malfunctions and emergency procedures to combat possible failures or permit violations.

Management Team Meeting Minutes
October 31, 2011
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Darvin Tramel, Amanda Klock, Bryan Brown, Eric Laitinen, Penny Hummel, Renate Mengelberg, Sue Engels, and Kim Scheafer.

Bret Smith

- Will be out of office until November 14

Amanda Klock

- Has been working with Sue Ryan on archiving HR documents

Renate Mengelberg

- Looking at on-line software for businesses that can be used for economic development
- Haunted House is open today
- Groundbreaking for HawkSoft was on October 27

Greg Ellis

- Saturday's *Canby Herald* had article in it about Ami Keiffer
- Not filling Main Street position at this time

Darvin Tramel

- Inspected Johnson Controls
- WWTP will be having a DEQ audit
- Attending training on Wednesday regarding sustainable energy
- Working on WCPF Permit
- Stormwater Committee will meet in early November
- Moving his office to Development Services Building

Julie Wehling

- The Work Session with City Council on Wednesday is regarding proposed fares

Penny Hummel

- Eva Castellanoz will be at Library on Tuesday

Bryan Brown

- Hoping to receive IGA from County for Building Official Services this week
- First Avenue Redevelopment Application should be submitted by tomorrow morning

Sue Engels

- Conversion for business license module is next week
- Will be out of office next week
- Discussed November 30 Budget Committee Meeting
- Will have a resolution on the November 16 City Council Meeting regarding fund balance titles

Kim Scheafer

- Reviewed Agenda for November 9 URA Meeting
- City Council will make a decision on December 7 about cancelling their December 21 meeting

Minutes taken by Kim Scheafer

Management Team Meeting Minutes
November 7, 2011
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Darvin Tramel, Amanda Klock, Bryan Brown, Eric Laitinen, Penny Hummel, Renate Mengelberg, Jorge Tro, Julie Wehling, and Kim Scheafer.

Kim Scheafer

- Will need a designee from each department to act as a Records Coordinator. Will be having a records retention procedure training in January for those people.
- Deadline for next newsletter is November 23. Trying to keep it to two pages for ease of reading.
- Kiwanis will be at the December 7 City Council Meeting to pick up canned food and toys. We will have a box at City Hall if staff wants to donate.
- Reviewed Agenda for November 16 City Council Meeting

Renate Mengelberg

- Launching a business survey
- Had a welcoming for Anderson Springs last week
- Canby Livability Coalition is cleaning the planters. Working with JillMarie Wiles on what to plant next year.

Darvin Tramel

- Working on SDC's for stormwater and wastewater
- DEQ audit tomorrow

Bryan Brown

- Working with Jerry Nelzen on Wait Park sidewalk issues
- Working on driveway issue in Pioneer Industrial Park

Eric Laitinen

- Will be having special swim times on Veterans Day
- Free admission at pool with two cans of food or one unwrapped toy

Julie Wehling

- Work Session with City Council went well
- Working with Jerry Nelzen on handicapped drop-off site by Wait Park
- Will be out of the office on Thursday

Jorge Tro

- Burglaries and car breaks in are up. A few people were arrested last week.
- Person was caught doing graffiti last week
- Spoke about how the K-9's are used
- Teenager was caught exposing himself on the Logging Road last week
- Annual coat drive at the Police Department is going on now through the end of December
- Police Department's November newsletter is posted on website

Amanda Klock

- All evaluations need to be done before the end of the year
- Staff needs to lock their computers if leaving their work area. Monitoring is being done to make sure computers are being used properly.
- IT audits will be done in each department over the next few months to help with budgeting
- Fire alarms were installed. If you set one off, let City Hall know.
- Supervisors need to watch each timecard they sign. Be sure staff has leave available, if on FMLA it should be noted on timecard, and if a person is gone for more than three days Amanda needs to be notified.
- Management Team VEBA will go into effect January 1, 2012 with a \$50 employee contribution
- CIS has a new program for reducing rates. They have recommended the City use its grant money for supervisor and all staff training.
- Sol Jacobsen has been officially designated as the City Forester

Penny Hummel

- Over 100 people attended the two programs last week
- Letter of Appeal will go out this week
- Working on documentation for a library foundation

Minutes taken by Kim Scheafer