



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

July 20, 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

-
1. **CALL TO ORDER – 6:00 PM – City Hall Conference Room** – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM (in the Council Chambers).
 2. **EXECUTIVE SESSION:** ORS 192.660(2)(d) Labor Negotiations and ORS 192.660(2)(h) Pending Litigation
 3. **OPENING CEREMONIES (7:30 PM - Council Chambers)**
 4. **CALL TO ORDER**
 - A. Pledge of Allegiance and Moment of Silence
 - B. Swearing In of New City Councilor
 - C. Geography Awareness Week Proclamation
 5. **COMMUNICATIONS**
 6. **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.)
 7. **MAYOR'S BUSINESS**
 8. **COUNCILOR COMMENTS & LIAISON REPORTS**
 9. **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 July 6, 2011 City Council Regular Meeting
 - B. Reappointment to City Budget Committee

Pg. 1

Pg. 2

10. RESOLUTIONS & ORDINANCES

- A. Ord. 1346, Authorizing a Contract Extension with Julie Wehling of JWL Consulting, LLC for Professional Services for Management of Canby Area Transit Service (**2nd Reading**) Pg. 3
- B. Ord. 1347, Amending the Cable Television Franchise Agreement Between the City of Canby and Wave Division VII, LLC (**2nd Reading**) Pg. 5
- C. Ord. 1348, Authorizing a Contract with Envirosight, LLC for the Purchase of Sewer Camera Equipment with Owen Equipment of Portland Acting as the Local Sales Representative for the Equipment Pg. 10

11. NEW BUSINESS

- A. Discussion Regarding Swimming Pool Operating Levy Rate
- B. Discussion Regarding Liaison Assignments Pg. 14

12. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

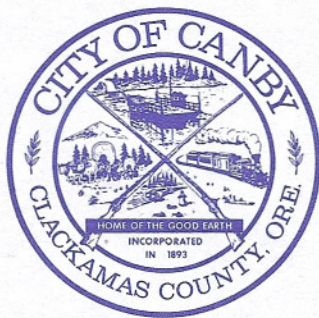
13. CITIZEN INPUT

14. ACTION REVIEW

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

16. 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.



Office of the Mayor

Proclamation

“Geography Awareness Week”

WHEREAS, The National Council for Geographic Education is holding its annual geography conference in Portland, Oregon, from August 1 to August 7, 2011; and

WHEREAS, Geography teachers from throughout the State of Oregon are invited to participate in the national meeting; and

WHEREAS, The study of geography is essential to understanding our relationship with our environment and the world around us; and

WHEREAS, The State of Oregon is dedicated to ensuring the study of geography is properly emphasized at all levels of our education system and communities; and

WHEREAS, Our city and state strive to have the nation's best educated workforce; and

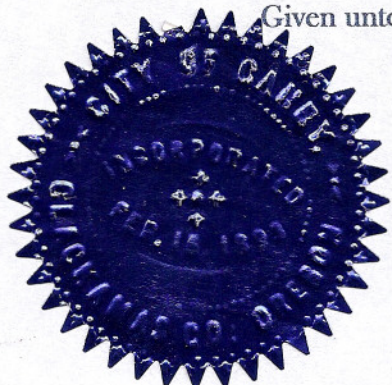
WHEREAS, We encourage all teachers to take advantage of the many resources available at the conference and in professional organizations to become more knowledgeable about geography as we go forward in an ever-changing world.

NOW, THEREFORE, I, Randy Carson, by the virtue of the authority vested in me as the Mayor of the City of Canby, hereby August 1 through 7, 2011 to be:

Geography Awareness Week

in Canby and encourage all citizens to join in this observance.

Given unto my hand this 20th day of July 2011.



Randy Carson
Mayor

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

Date: July 7, 2011
 Name: Ronald S. Berg (RON) Occupation: Retired CPA
 Home Address: _____ Canby, OR 97013 -4143

Employer: _____ Position: _____

Daytime Phone: _____ Evening Phone: Same

E-Mail Address: _____

For which position are you applying? City Budget Committee

What are your community interests (committees, organizations, special activities)? Very Active in my church. Member of Canby and Aurora Historical Societies.

Experience and educational background: Bachelors degree in Business Administration (emphasis in Accounting). CPA certificate for many years - now Retired.

Reason for your interest in this position: I have always felt that a person should be involved in civic service. I have done so since 1994, and have enjoyed serving "my" city.

List any other City or County positions on which you serve or have served: Canby Utility Board of Directors 1994-2001. URD Advisory Committee 2001-2002 (Chair in 2002). City Budget Committee 2003 - Present.

Information on any special membership requirements: I do not know of any special requirements. However, I am aware of Local Budget Law and have spent 8 yrs. on the committee

Referred by (if applicable): _____

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

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

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

RECEIVED

JUL 06 2011

CITY OF CANBY

12-4-07

ORDINANCE NO. 1346

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT EXTENSION WITH JULIE WEHLING OF JWL CONSULTING, LLC FOR PROFESSIONAL SERVICES FOR MANAGEMENT OF CANBY AREA TRANSIT SERVICE; AND DECLARING AN EMERGENCY.

WHEREAS, the City currently employs Julie Wehling of JWL Consulting LLC, as an independent contractor to manage the Canby Area Transit Service and wishes to continue to employ Julie Wehling of JWL Consulting, LLC, as an independent contractor under a personal services contract for the purpose of carrying out the these activities; and

WHEREAS, Julie Wehling of JWL Consulting, LLC, has proposed an extension of existing personal services contract which is acceptable to the City; and

WHEREAS, the personal services contract entered into in September of 2010 provides for additional one year extensions beginning July 1, 2011 to June 30, 2012 provided the scope of work and agreed upon rate of compensation is acceptable to the City; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this proposal, reviewed the staff report and finds that the contract extension with Julie Wehling is acceptable to the City and is in the best interest of the City to enter into; now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Julie Wehling of JWL Consulting, LLC, the copy of said contract is attached hereto and marked as Exhibit "A" and by this reference fully incorporated herein to be effective retroactively to July 1, 2011.

Section 2. Emergency Declared.

It being necessary for the health, safety, and general welfare of the citizens of Canby that there be no interruption in service for the Canby Area Transit program, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 6, 2011, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, July 20, 2011, commencing at the hour of 7:30 PM in the City Council Chambers located at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th day of July, 2011, by the following vote:

YEAS_____

NAYS_____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

ORDINANCE NO. 1347

AN ORDINANCE AMENDING THE CABLE TELEVISION FRANCHISE AGREEMENT BETWEEN THE CITY OF CANBY AND WAVEDIVISION VII, LLC AND DECLARING AN EMERGENCY.

WHEREAS, on April 8, 1999, the City of Canby granted a twelve year franchise to Willamette Broadband, LLC, effective May 7, 1999 (the “Franchise”). The Franchise was subsequently assigned to North Willamette Broadband, LLC in 2001, and the City approved the transfer to WaveDivision VII, LLC, a Washington Limited Liability Company, doing business as Wave Broadband (“Wave”) in 2007 ; and

WHEREAS, the Franchise was to expire on May 7, 2011, and the parties agreed to extend the term through June 6, 2011, to allow additional time to reach agreement on a longer term extension of the agreement; and

WHEREAS, the City and Wave did not intend to allow the franchise to expire without extension, but the City inadvertently did not extend the Franchise while discussions about the longer term extensions continued; and

WHEREAS, the City and Wave have agreed to extend the term of the Franchise to expire on March 4, 2017, which is consistent with the expiration date of the cable franchise agreement the City granted to a competitive cable service provider in the City, Canby Telephone Association; and

WHEREAS, the City and Wave have agreed to amend the Franchise to reflect the new expiration date and to address several other issues raised by Wave; and

WHEREAS, the City finds it is in the public interest to amend Franchise as set forth in this Ordinance, and that such amendment be effective as of June 6, 2011, to ensure that Wave has a continuous franchise from the City; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City of Canby hereby amends the Franchise with Wave as follows, with all other provisions, terms and conditions of the Franchise remaining unchanged and in full force and effect except as expressly stated herein:

- A. All references in the Franchise to “Grantee,” “Franchisee,” or “North Willamette Telecom” shall mean WaveDivision VII, LLC.

- B. Section 1.1 of the Franchise shall read as follows: “The City of Canby, Oregon (hereafter Grantor) is authorized to and by this Franchise agreement does grant to WaveDivision VII, LLC (hereafter Grantee) a nonexclusive Franchise through March 4, 2017, revocable as provided herein, to construct, operate and maintain a cable communications system in the City.”
- C. Section 3.1: The phrase “for a 12-year period” shall be deleted from the first sentence.
- D. The first sentence of the first paragraph of Section 3.3 of the Franchise shall be deleted in its entirety and replaced with the following: “Except as otherwise provided herein for revocation, the term of this Franchise and all rights, privileges, obligations and restrictions pertaining thereto shall be through March 4, 2017, at which time the franchise shall expire and be of no force and effect.”
- E. The phrase “twelve (12) year” shall be deleted from the first sentence of the second paragraph and from the last sentence of the last paragraph of Section 3.3 of the Franchise.
- F. Section 6.5(c)(i): The phrase “and continuing throughout its term,” shall be deleted from the first sentence of Section 6.5(c)(i). After the first sentence of Section 6.5(c)(i), the following sentence shall be added: “No sooner than August 1, 2011, Grantee shall provide one percent (1%) of its gross revenues earned providing cable services within the City as support for PEG access.” After the first paragraph in Section 6.5(c)(i), the following paragraph shall be added: “In the event of a change in federal law that permits the Grantor or its Designated Access Provider to use the support set forth in this Section 6.5(c)(i) for non-capital costs without such support being treated as a franchise fee, Grantee shall, within sixty (60) days of the effective date of the change in law, provide a total of two percent (2%) of its gross revenues earned providing cable services within the City as support for PEG access.”
- G. The following paragraph shall be added at the end of Section 6.5(c)(ii): “Grantor shall cause Canby Telephone Association, a competitive cable service provider in the City, to contribute eight hundred sixty two dollars (\$862.00) per month to Grantor, which Grantor shall promptly pay to the Grantee. Grantor and Grantee agree that this amount represents one half (1/2) of the rent for the portion of the access facility occupied by Grantor’s Designated Access Provider as of June 6, 2011 (which is approximately eighty-seven percent (87%) of the leased space), the remainder of which is used by the Grantee. In the event that the rent for the leased space changes during the term of this Agreement pursuant to the terms of a valid lease agreement between Grantee and the owner of the leased space, then Grantor shall cause Canby Telephone Association to contribute one half (1/2) of the adjusted rental amount for the portion of the access facility occupied by Grantor’s Designated Access Provider. Grantor and Grantee further agree that if the Designated Access Provider’s proportionate use of the access facility increases or decreases by five percent (5%) or more, the payment required under this paragraph shall be increased or decreased in

proportion to the change. Grantor's obligation to make the payment set forth in this paragraph shall cease if Canby Telephone Association no longer provides cable services in the City or if the Designated Access Provider stops using the access facility.

- H. Section 9.1 shall be deleted in its entirety and replaced with the following: "The parties shall be subject to the provisions of 47 U.S.C. 547 (Section 627 of the Cable Act), as amended from time to time. It is not intended that this Agreement diminish the rights of either Grantor or Grantee under Section 627 of the Cable Act, and any provision of the Agreement that purports to diminish such right shall be deemed superseded by the Cable Act."

Section 2. The amendments to the Franchise set forth in this Ordinance shall take effect as of June 6, 2011, provided that Wave files with the City its written acceptance of the amendments, in the form attached hereto as Exhibit A, by the effective date of this Ordinance. If Wave fails to timely file its written acceptance, this Ordinance shall be null and void and the Franchise will be of no further force or effect.

Section 3. Emergency Declared. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to ensure uninterrupted cable service, an emergency is hereby declared to exist and this Ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 6, 2011, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, July 20, 2011, commencing at the hour of 7:30 PM in the City Council Chambers located at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th day of July, 2011, by the following vote:

YEAS_____

NAYS_____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

EXHIBIT A

ACCEPTANCE

City Administrator
City of Canby
P.O. Box 930
Canby, Oregon 97013

The undersigned, WaveDivision VII, LLC, does hereby accept the amendments to its Franchise with the City of Canby as set forth in Ordinance No.1347, approved at first reading on July 6, 2011, and does hereby agree that it will comply with and abide by all of the provisions, terms and conditions of the Franchise as amended, subject to applicable federal, state and local law. This acceptance is conditioned upon passage and approval of Ordinance No. 1347 by the City of Canby at second reading on July 20, 2011.

WAVEDIVISION VII, LLC

BY: _____

TITLE: _____

DATE: _____



MEMORANDUM

July 12, 2011

To: Greg Ellis
Amanda Klock
John Kelley

From: Chris Goetz

Re: Sewer Camera Equipment

We received three bids for sewer camera equipment and installation into our existing van.

General Equipment (Rausch), Portland, OR -----	\$119,875.00
Aries, Fresno, CA -----	\$116,674.00
Owen Equipment (Envirosight), Portland, OR-----	\$105,599.07

We would like to utilize Envirosight to purchase the camera equipment and Owen Equipment will be installing and providing a maintenance contract agreement for the equipment. We were given three options in purchasing the equipment.

One payment -----	\$105,599.07
Five yearly payments with interest of 3.775% -----	\$22,713.26
Monthly payments for five years with interest of 3.588% -----	\$1,925.20

We are recommending the yearly payment program of \$22,713.26 for five years.

One Year Maintenance Agreement Contract with Owen Equipment----- Included

cc: Jerry Nelzen
File

ORDINANCE NO. 1348

AN ORDINANCE AUTHORIZING THE MAYOR OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH ENVIROSIGHT, LLC OF RANDOPLH, NEW JERSEY FOR THE PURCHASE OF SEWER CAMERA EQUIPMENT WITH OWEN EQUIPMENT OF PORTLAND OREGON ACTING AS THE LOCAL SALES REPRESENTATIVE FOR THE EQUIPMENT; AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to the City of Canby's public contracting rules, the City has heretofore received three (3) written quotes for the purchase of sanitary sewer camera equipment for use by the City's Public Works Department for inspection and maintenance of sanitary sewer lines in the City; and

WHEREAS, the quoting companies are as listed below and a tabulation of all items is attached herein:

No.	Company	Total Basic Quote
1.	General Equipment of Portland, OR	\$ 119,875.00
2.	Aries of Fresno, CA	\$ 116,674.00
3.	Owen Equipment of Portland, OR	\$ 105,599.07

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, July 20, 2011, and considered the quotes and reports and recommendations of the City staff, including the staff recommendation that the low responsive quote be selected; and

WHEREAS, the Canby City Council determined that the low responsive quote was that of Owen Equipment of Portland, Oregon for the Envirosight camera equipment; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Envirosight, LLC of Randolph, New Jersey for the purchase of sanitary sewer camera equipment with Owen Equipment of Portland, Oregon acting as the local sales representative for the quoted amount of \$ 105,599.07. A copy of the HGACBuy Contract Pricing Worksheet is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to complete this purchase as soon as possible to obtain the camera equipment for immediate use by the City's Public Works Department, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 20, 2011; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, August 3, 2011, after the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 3rd day of August, 2011, by the following vote:

YEAS_____

NAYS_____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

HGACBuy

Contract
No.:

Date
Prepared:

1/29/2011

Buying Agency:	City of Canby	Contractor:	Envirosight LLC
Contact Person:	Chris Goetz	Prepared By:	Jim Brown
Phone:	503-226-4021	Phone:	503-927-2497
Fax:	503-266-7238	Fax:	503-256-3880
Email:	goetzc@ci.canby.or.us	Email:	jbrown@owenequipment.com

Product Code:	E018	Description:	Supervision 140 Package
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract:	80.952
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B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

[illegible]

C. Unpublished Options - Itemize below - Attach additional sheet if necessary
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Blue Aggressive Wheels for 8" (2)	563.74		
		Subtotal From Additional Sheet(s):	
		Subtotal C:	563.74

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

For this transaction the percentage is:

1%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	102849.07	=	Subtotal D:	102849.07
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E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

[illegible]**Delivery Date:****F. Total Purchase Price (D+E):**

105599.07

CITY OF CANBY COMMITTEE LIAISONS

BIKE AND PEDESTRIAN COMMITTEE

Meets last Tuesday of each month at 6:00 PM in the City Hall Conference Room. 5 members, 3 year terms.

Committee Chair: Kevin Batridge

Staff Liaison:

Council Liaison: Greg Parker

BUDGET COMMITTEE

Meets as needed. City Council plus 6 members at large, 3 year terms.

Committee Chair: Walt Daniels

Staff Liaison: Sue Engels

CANBY PUBLIC LIBRARY BOARD

Meets 2nd Tuesday of each month at 6:15 PM in the City Hall Conference Room. 5 members, 4 year terms.

Committee Chair: Cathleen Whiting

Staff Liaison: Penny Hummel

Council Liaison: _____

CANBY UTILITY BOARD

Meets 2nd & 4th Tuesday of each month at 7:30 PM in the CUB Board Room. 5 members, 3 year terms.

Committee Chair: Virginia Molamphy

Council Liaison: _____

HISTORICAL REVIEW BOARD (NOT ACTIVE – NO MEMBERS)

PARKS AND RECREATION ADVISORY BOARD

Meets 3rd Tuesday of each month at 7:00 PM PM in the City Hall Conference Room. 7 members, 3 year terms.

Committee Chair: Ryan Oliver

Council Liaison: Richard Ares

Staff Liaison: Matilda Deas

PLANNING COMMISSION

Meets 2nd and 4th Monday of each month at 7:00 PM in the Council Chambers. 7 members, 3 year terms.

Committee Chair: Dan Ewert

Council Liaison: Brian Hodson

Staff Liaison: Bryan Brown

TRAFFIC SAFETY COMMISSION (NOT ACTIVE - NO MEMBERS)

CITY OF CANBY COMMITTEE LIAISONS

TRANSIT ADVISORY COMMITTEE

Meets 2nd Wednesday of each month at 5:30 PM in the City Hall Conference Room. 7 members, 3 year terms.

Committee Chair: Sandra Cranston & April Chavez

Staff Liaison: Julie Wehling

Council Liaison: Walt Daniels

OTHER LIAISONS:

Aurora Airport Master Planning Committee Council Liaison: _____

Canby Adult Center

Council Liaison: Richard Ares

Canby Historical Society/Canby Depot Museum

Council Liaison: Walt Daniels

Canby School District

Council Liaison: Greg Parker

Clack Co. Coordinating Committee

Council Liaison: Brian Hodson

w/_____ as alternate

Council Liaison: Walt Daniels

Main Street Program

Council Liaison: Greg Parker

NE Canby Neighborhood Association

Council Liaison: _____

Riverside Neighborhood Association

Council Liaison: _____

SE Canby Neighborhood Association

Council Liaison: Brian Hodson

SW Canby Neighborhood Association

Council Liaison: _____

Management Team Meeting Minutes

July 11, 2011

2:00 PM

City Hall Conference Room

In attendance: Amanda Klock, Bret Smith, Bryan Brown, Renate Mengelberg, Eric Laitinen, Penny Hummel, and Kim Scheafer.

Kim Scheafer

- Reviewed Agenda for July 20 City Council meeting

Penny Hummel

- Circulation went up last year
- Reviewed statistics from bi-monthly report

Amanda Klock

- Tentative agreement on AFSCME contract
- Participating in a youth dialog on Tuesday for four juveniles who were caught doing graffiti
- Benefits fair will be held on July 19

Bryan Brown

- Markus Mead's last day is Friday

Renate Mengelberg

- Martin & Ziegler will be opening soon
- Mountain Glass has closed
- Canby Industrial and Commercial Development Workshop will be held on July 21
- Attending International Development Conference next Monday-Wednesday.

Eric Laitinen

- City Council will be putting the swimming pool operating levy on the November ballot

Minutes taken by Kim Scheafer



City of Canby Bi-Monthly Report

Department: Administration

For Months of: May and June 2011

To: The Honorable Mayor Thompson & City Council
From: Kim Scheafer, CMC, City Recorder
Prepared by: Valerie Kraxberger, Office Specialist
Through: Greg Ellis, City Administrator
Date: July 11, 2011

- 1. Business Licenses** – Fifty-four new business licenses were issued during the months of May and June, 2011. This compares to 36 new licenses issued during May and June 2010. Twenty-one business licenses were inactivated during the months of May and June. This compares to 32 licenses inactivated during the same period in 2010. Two hundred twenty-one business license renewals were sent out.
- 2. Complaints/Inquiries** – Twenty-two complaints/inquiries were received during May and June, 2011. Twenty-one complaints have been resolved and 9 were resolved within 24 hours. Eighteen follow-up cards were mailed and seven 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:

"Prompt and excellent response to problem."
Street light out: Sol Jacobsen and Craig Pottratz

"It was nice that the workmen said thank you for calling. Thank you. Nice job."
Pothole: Jerry Nelzen, Chris Goetz and Dustin Breese.

"They were out here the very same day repairing the potholes. Thank you."
Pothole: Sol Jacobsen

"Far more attention to my concerns. Thank you very much. It was really fast. Again, thank you."
Speeding/speed limit signs: Jorge Tro

"The person answering the phone and taking the information was friendly and courteous. The repairman came promptly and fixed the street sign. They were friendly. Thank you!!"
Down street sign: Erin Burckhard, Sol Jacobsen and Dustin Breese

Training/Meetings –

- Kim Scheafer attended the IIMC Conference May 7-13.
- Kim Scheafer and Erin Burckhard attended a class on customer service on June 3.
- Greg Ellis attended the RDI Conference on June 24-25.
- Erin Burckhard attending a class on Oregon Ethics laws.

3. Special Animal Permits – One special animal permit was issued during May and June.

4. Liquor Licenses – Nineteen special event liquor licenses and one temporary liquor license were processed during May and June.



City of Canby Bi-Monthly Monthly Report

Department: Court

For Months of: May & June, 2011

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

- Thirty-four people attended the seatbelt class for the months of May & June. This generated \$510.00 towards the purchase of helmets.
- Court trials for the months of May & June were held for 27 defendants. This required 11 officers, at various times, to come to testify.
- Six hundred thirty-eight cases were filed and 686 cases were concluded during these months.
- Revenue for both months was \$124,067.26. Out of this amount, Oregon Department of Revenue received checks totaling \$10,263.74, Oregon Judicial Department \$656.50 and Clackamas County received \$3,029.40.
- Thirty-five defendants appeared with attorneys. With the defendants there were a total of 11 different attorneys present.

Training/Meetings –

- Kathy Mashek and Kim Scheafer attended a class on customer service on June 3.
- Kathy Mashek met with other local Court Clerks during the month of June to discuss court procedures and pending legislation.



M E M O R A N D U M

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

RE: *BI-MONTHLY STAFF REPORT May - June 2011*
ECOMONIC DEVELOPMENT DEPARTMENT

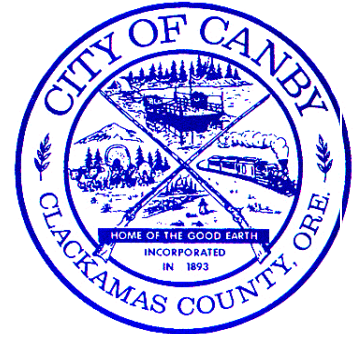
Project Updates

The following projects are funded through Urban Renewal.

- **Business Recruitment and Retention activities**
 - Provided information or assistance to six companies with business relocation or expansion plans. Provided site options, addressed questions regarding zoning, permitting, financing options, incentives and general business / community information. Product Manufacturing will open in October, Martin and Ziegler moved into their new building on July 8th and the Mt. Glass building has a new owner that will be moving in soon. Reviewed plans and participated in three preapplication / preconstruction meetings with companies.
- **Urban Renewal Communications Strategy:** Coordinated with Greg Ellis and Robert Bitter to implement an information campaign on urban renewal. The strategy included press releases, presentations to business and community groups, and new promotional materials. Several articles on urban renewal and projects were featured in the Canby Herald and most recently in the Clackamas Weekly section of the Oregonian and in Oregon Live. Developed a PowerPoint presentation that explains urban renewal and the cities accomplishments to date. Coordinated urban renewal presentations to the Chamber of Commerce, Neighborhood Associations, Lions, and Kiwanis clubs. The final presentation to the Rotary club is scheduled for July 22nd. I am coordinating with project managers to overhaul the Urban Renewal Website and add project specific sections for the 1st Avenue, 99E, and Main Street initiatives.
- **Other Urban Renewal Support**
 - Launched city membership in Association of Oregon Redevelopment Agencies and 3 UR staff attended the state's spring workshop to share best practices.
 - Coordinated input from planning, main street and UR staff for a draft 5 year plan that outlines projects, timelines and estimated costs.

- **Develop tools and resources to promote Canby**
 - **Explore Enhanced Geographic Information System (GIS):** Clackamas County is withdrawing their support for Canby's existing basic system. Department Directors approved a \$4,290 consulting proposal from Dean Anderson to implement his well-regarded and affordable Geo Moose program in Canby. Once the contract is finalized, a new system could be implemented over several months.
 - **Brochure rack and Canby merchandise displays:** The new Development Services building now has a display rack (reclaimed from the library and rebuilt by public works staff at nominal cost) that is filled with business and development related brochures and flyers. Topic highlights include Urban Renewal, Main Street, parks, business resources and building codes. Canby mugs, chocolates and tee-shirts are on also on display and available for sale.
- **Resource Assistance for Rural Environments (RARE) program** – The city application for a RARE Student was approved. Next, staff will interview 4 graduate student candidates in mid-July. The student would begin in mid-September to assist Canby with its Main Street and Economic Development projects for 11 months. The RARE student will help update the downtown market analysis and parking study, improve the business database, develop tools and resources for the main street program, conduct research for the Economic Development Plan and create a major industry profile directory.
- **Business Stakeholder and Community Leader Outreach Visits:** Met with Product Manufacturing, Martin and Ziegler, and Pioneer Pump to facilitate their relocation or expansion in the City. Met with the Chamber of Commerce Board to share business recruitment / retention highlights. Held two coordination meetings with the Canby Fair and Event Center Director to discuss cross promotion and better signage to downtown. I will continue to reach out to business leaders in industrial companies and promote city resources and programs.
- **Economic Development Plan Research** – Launched a coordinated effort with the Oregon Employment Department labor force economist to analyze Canby business license statistics to gain an in-depth understanding of the city's economic base, to discover business clusters, understand trends, and identify areas for strategic focus.
- **Provide Economic Development Perspective to Advisory Committees**
 - 1st Avenue Project
 - 99 E Corridor Plan

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
May - June 2011



TO: Honorable Mayor Carson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: July 8, 2011

The statistics for FY11 are in—and use of the Canby library is clearly on the rise!

- **Annual circulation rose to 342,968, a 9.7% increase over FY10.** That works out to over 13 books checked out or renewed by every man, woman and child in our service area! Since library district funding began in July 2009, circulation has risen over 18%.
- **Circulation of Spanish language materials rose by over 60% in the last year,** from 4,841 to 7,771, due to greater outreach and an improved collection.
- **Holds filled rose 14%** from 62,722 in FY10 to 71,803 in FY11.
- **The total number of Items added annually to the collection increased by 82%,** from 6,075 items in FY10 to 11,086 items in FY11. In that same time period, the Spanish language collection grew by over a thousand items. Since we have been thoughtfully weeding outdated items at the same time, the overall result is a slightly smaller collection of higher quality.
- **The turnover rate, which measures “how hard the collection is working,” has increased—a good thing!** In libraries, turnover is calculated by dividing total circulation by the number of physical items owned—and the higher the number, the better. In FY10, CPL’s turnover rate was 4.38; in FY11, it rose to 5.3. The LINCC average in FY11 is 5.5; examples of turnover rates for other members are 4.52 (Gladstone), 5.97 (West Linn), 3.89 (Wilsonville) and 5.74 (Lake Oswego).
- **Program attendance has increased by 52%,** from 3,089 in FY10 to 4,708 in FY11.

Overall, what these statistics show that the ongoing support of the Clackamas County library district is having a significant impact within our community. We look forward to building upon this success in the year to come.

Community involvement. Volunteers donated 570 hours in May and June, 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. During this time period, we recognized the contributions of Ana Maria Stanescu, a recent college graduate who assisted the library in setting up a donor database.

Programming. Community events during May and June included ongoing family evenings, educational events, musical events, book groups and storytimes. In June, the library began a weekly *Let's talk together/Vamos a Intercambiar* Spanish/English conversation group, which provides a growing group of native English and Spanish speakers with the opportunity to practice a second language each Monday morning. Our first monthly Spanish language movie night in June was equally successful, attracting 28 people with little publicity. Currently, the library is gearing up to participate in the Canby Cares Fair in Wait Park on July 16. We will showcase health resources available in both Spanish and English and encourage library card signups.

The annual Summer Reading program is also in full swing, with over 900 children and teens participating so far. This year, we also have over 250 adults participating in their own summer reading program, a first for the library. We thank Cutsforth's Thriftway for providing prizes (\$20 gift certificates) for this new program.

Service improvements. This spring, the Canby Library Board reviewed and approved new behavior guidelines that will assist us in ensuring that everyone's experience at the library is pleasant and safe. Use of the library's self-check machine increases each month (from 6.5% in February to 11.3% in June), freeing up staff time to help customers individually or attend to other tasks. Also during this time period, we created permanent displays of our collections of small business resources and books, DVDs, CDs and other tools for English language learners.

MEMORANDUM



TO: Mayor Carson and Council
FROM: Ami Keiffer, Main Street Manager
DATE: July 7, 2011
THROUGH: Greg Ellis, City Administration
Renate Mengelberg, Economic Development

RE: BI-MONTHLY STAFF REPORT May-June 2011
ECONOMIC DEVELOPMENT DEPARTMENT/URBAN RENEWAL

Project Updates

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

1. Design:

- Recommendations have been made for an enhanced façade improvement program; This will be presented to the Agency at the July 13th meeting.
- Assisted with the design and recommendations for approving the Ebner's Custom Meats façade improvement grant.
- Looking into changing the façade improvement program to into sub categories such as; a paint program, an awning program, and blade sign program. Will move forward in creating literature for a blade sign program to include images of "before" and "after" so businesses can see what the changes would be like. I recommend that the City Departments lead the way with a blade sign for their buildup.

2. Economic Restructuring

- Met with consultants to go over the final draft of the feasibility study. Will be making changes/suggestions and forwarding the report onto the committee for "next step" recommendations.

3. Promotions

- Kicked off Canby First Friday, an evening business open house event; met with small group of merchants interested in bringing this concept back. Offered technical support, graphic design and labor for getting signs and balloons distributed. Made a onetime offer to pay for advertisement for the July First Friday event with the hope that this will create a format for self sufficient advertisement in the future. Will continue to meet with the working committee to develop a format for participation on the Canby Main Street website and how to market this event.
- Several a-frame signs have been distributed; there are now 22 total signs on the streets of Canby. This program continues to grow.

4. Beautification

- Flower baskets are up and the planters are doing well; Canby Livability "dead-headed" the planters – a big Thank You! to that group.

5. Wait Park and Street Closure requests

- Reservations are up this year: have received a total of 12 reservation requests for Wait Park some of which are for multiple days, such as Slice of Summer and the Summer Reading Program. Last year there were 7 reservations. For Street Closure and Railroad Parking lot requests there were approximately 8 reservations last year and 12 so far this year; still receiving requests for street closures for neighborhood block parties, etc.
- Working on creating online reservation system that will streamline all reservation forms and electronic payment. Waiting for quote from web designer for this.

6. Professional Development

- Attended National Main Street conference with 3 other city representatives. A summary of what was learned/observed is attached to this report.
- Prepared the Main Street annual report to agency
- Attended Regards to Rural conference at OSU – this is in preparation for Canby to take part in the Ford Leadership Institute in the following spring. Notes from my attendance are also attached to this report.

Conference Summary

National Main Street Conference

May 22-26

Des Moines, Iowa

Participants:

Ami Keiffer

Renate Mingleberg

Robert Bitter

Greg Parker

Summary of events and observations:

Conference agenda was very busy with daily breakout sessions and many networking opportunities.

- Change is slow –The programs featured as the National Main Street Award Winners were programs that have been in operation for over 20 years and have slowly made strides to redevelop their buildings and create the economic conditions for expansion and recruitment of businesses.
- Greg and Renate spent the first day attending Main Street 101 sessions, a great introduction into the concepts that anchor Main Street programs. (Robert and Ami attended these sessions in Oklahoma City at last year's national conference.)
- Sometimes it's that one special thing – Pulling the trigger on one project that might or might not spur other private development can be a challenge. Ami attended a session about a group in Maine that started their own hometown "made in Maine" store for their downtown. It was a huge risk but has been paying off in spades; they have expanded to include a community kitchen to teach cooking classes using local ingredients. Value added economy is very worthwhile when exploded and used to its full potential.
- Robert learned of ways to communicate streetscape improvement construction information to businesses and the public. A great idea was to use block leaders to distribute information to businesses; one person/business owner is the contact for one block, and then is responsible for spreading the word to their neighboring businesses.
- One last thing I would like to include was some points by the opening speaker, Ed McMahan of the Urban Land Institute. He spoke to the trend in redevelopment of the commercial strip (downtowns/Main Streets) as destinations are more popular

then continued development of the traditional mall. Malls are on the decline; people are retreating to traditional commercial spaces for the everyday. "People stay longer, spend more money and come back more to places that attract their affection." (Source: Urban Design and the Bottom Line, ULI, 2009) For us, this means that our continued focus on the redevelopment of downtown will produce long term results. We need to stay positive that results will produce over time.

- Here is the link to the National Main Street Conference website; if you are interested in conference handouts please let me know and I can provide you a sign in/password.

<http://www.preservationnation.org/main-street/training/conference/2011-des-moines/>

PLANNING & BUILDING DEPARTMENT

May/June, 2011 UPDATE



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

The following report provides an update on the major planning and building activities through the months of May and June, 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.** This 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.
* On June 2 a public input meeting was advertised and held focusing on the Otto Road/99E Connection and adjacent land use patterns at the Hope Village meeting room. Land use modifications are needed to the draft NE Canby Master Plan as a result of our recent TSP update work that provided Otto Road as a solution to address the need for an alternative truck route. The public input from area property owners indicate that considerable re-evaluation of the land use mix may be necessary to successfully move the NE Canby Master Plan forward for adoption.
- 2. NE Canby Master Plan.** As part of the 99E TGM Gateway Grant project initial work on determining how the land use designations around the newly configured Otto Road was explored at a June 2 public meeting.
- 3. Redwood Master Plan.** *No Change.* Staff continues to monitor possible grant funding opportunities for assistance in preparing a master plan for the north Redwood Street area which is the largest remaining land area designated for future residential development within the Canby urban growth boundary next to the NE Canby Master Plan area. An important stream corridor must be preserved to assist with critical surface storm-water runoff control management for this future urbanizing area along with needed open space. A City led overall Plan is needed to guide and facilitate the ability of individual property owners to move forward with possible future annexations and urbanization of this area.
- 4. Canby Land Needs Study.** It is time for the City to update our 1999 Land Needs Study. Staff is considering our ability and time to work on the land inventory in-house while seeking

needed outside grant assistance for determining and coordinating associated population forecast to utilize with such an updated study.

Municipal Code Improvements (Legislative Text Amendments)

5. Legislative Text Amendments. *No New Amendments This Period.*

City Program/Project Participation

- 6. Transportation/Parks System Development Charge Methodology Study & Fee Update.** *No Change.* It is imperative after adopting new public facility master plans and associated capital needs inventory that the City follow up with updating our System Development Charge methodology analysis and fee to be sure we are accurately and fairly apportioning the costs of needed public facility improvements that are directly related to new development growth to those projects. SDC's recoup infrastructure costs related to growth and development to lessen the burden of that growth on existing residents. Staff will be obtaining specialized consulting assistance to help complete both park and transportation SDC updates.
- 7. Budget Preparation.** Final individual department and City fiscal year budgets were set during this reporting period.
- 8. Code Enforcement Issues.** *No activity this period.*

Regional Program/Project Participation

9. Metro Items that Impact Canby.

- Urban Growth Boundary Expansion. Metro has been evaluating where to propose possible expansion of the urban growth boundary. Public comments are now being solicited on the areas up for consideration through the month of July. A decision is expect to be made in October. There is an area on the east side of Wilsonville and an area in Oregon City that are under consideration. The likely push is to expand in the Hillsboro area and near Tigard where infrastructure can be best put in place.
- Metro Greenhouse Gas Reduction Targets: Canby is within Clackamas County which is a part of the Metro boundary subject to new "administrative rules" which will direct measures to move toward reduced greenhouse gas emissions. These are expected to require alternative scenario planning before expanding UGB's with emissions reduction entering into the land use design choice made.
- The Metro 2035 Forecast of Households and Employment. Metro has repeatedly reached out to surrounding communities, including Canby, to solicit and receive any data we have related to how to calculate the supply of land available to accommodate population growth for use in their forecast modeling. We have compared their estimates made from assumptions with that utilized with our TSP update and found it to be similar. A review of the final allocations made by their model is set for a meeting in July for all area planners.

10. French Prairie Forum Meetings. *Ongoing.* Staff attended the meeting held in June:

- Legislative Issues. Discussed the last minute efforts for PERS reforms, passage of SB 766 Industrial Lands Bill, and passage of HB 3225 dealing with building roads on lands in an urban reserve which have not yet been added to the UGB.

- Legislative Redistricting Plan. Afforded opportunity to review the final redistricting map which now places Charbonneau in Canby's district by mostly following school district boundaries.
- Aurora Airport Master Plan. The public comment period on the Plan ended in June. Different scenarios include a 1,000 foot runway extension to the south which would close a critical road. Runway extensions to the north include "limited use". August will be the last meeting of the Airport Policy Advisory Committee.
- Baldock Rest Area. Renaming is moving forward to give it a place name like "French Prairie" along with the historical biographical name associated with Baldock – a noteworthy highway engineer. ODOT and OTIC are ironing out who has authority to master plan the rest area. Solar panels will be erected this summer on the rear 6 acres of the rest area.
- City/County Updates. Everyone talked about health care costs being the biggest impact to their employees and agencies with more cost sharing expected, finding money for infrastructure improvements out doing land use issues in the future, consensus that the property tax funding system is broke, that more services will be contracted out and stuff will just not get done with additional loss of employees, and that the fee for service model will predominate going forward in order to recover costs where ever possible in order to maintain providing services, discussed wastewater charges per person rather than per house.

Miscellaneous Dept. Activities

- On-site construction meeting held for new Countryside assisted living center to resolve civil work within the right-of-way at 406 NW 2nd Ave.
- Planning Commission work session held on Police Facility with emphasis on traffic study mitigation recommendations.
- Building official attends solar installation workshop sponsored by Clackamas County.
- The Development Services Building ribbon cutting by Chamber and open house held on May 20.
- Directed consulted with party about the Bancroft Bonding Act and possible 10-yr. financing option of SDC charges.
- Planning staff attended Storm water Committee meeting and provided follow-up minutes.
- Departmental staff, along with City Administrator, met with Mayor Carson to hear his views on important projects and provide an update and direction they were taking.
- A meeting was held to review and move forward with the newly prepared and revised Public Works Engineering Specifications and Design Standards prepared to revised the street cross sections taken out of the new TSP and incorporate new storm water low impact design options.
- Researched and developed modest changes to planning fee to be included with the City's Master Fee Schedule update.
- Planning staff were invited and attended Shimadzu's groundbreaking ceremony.

- Director's met to review 5-Year Goals & Action Plan after individual departments worked on developing them this period.
- Director participated in interview process for public works director.
- Met with City Administrator & City Attorney to discuss how to handle land use conditions of approval assigned to police facility.
- Attended 1st Ave. Redevelopment Project's 3rd and final public design meeting.
- Director attended LOC sponsored "Emerging Leaders Lunch" in Wilsonville that featured Oregon Chief Operating Office – Michael Jordan.

Development Projects/Activity.

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

- PRA 11-11: A pre-application conference held for Hawksoft, a commercial software company wishing to relocate and expand operations at SE 3rd & SE Pine Street.

12. New Land Use Applications Submitted May through June, 2011. New applications for this period included: (See attached Land Use Tracking Chart for all applications currently in some process stage).

- A Type I Modification (MOD 11-03) for Shimadzu for a 54,000 square foot manufacturing & warehouse expansion at 1900 SE 4th Avenue was submitted, reviewed, and approved within a record unprecedented 25 days.
- A Type II Site & Design Review (DR 11-03) for Hawksoft to construct a 15,000 square foot commercial office building at SE 3rd & SE Pine Street submitted on June 27.

13. Pre-Construction Meetings.

- O'Reilly Auto Parts construction plan review held on June 1.
- Shimadzu manufacturing expansion construction plan review held on June 14.
- Police Facility construction plan review held on June 15.

14. Land Use Consultations.

- Held two meetings to discuss City's position with regards to the Spinning Wheel property owner's proposal to the County for a zone change from rural residential to rural commercial. Although generally in agreement, we are not able to support the application until land use designations are firmed up with adoption of the NE Canby Master Plan since the current Comprehensive Plan supports residential uses.

15. Building and Inspections Summary for May & June, 2011.






Building Permits for May and June 2011

10 Permits were issued in May with a total valuation of \$138,571








17 Permits were issued in June with a total valuation of \$2,194,545

Building Permits issued included:

May

-  3 Commercial Fire Sprinkler Updates
-  2 Demolitions
-  3 Residential Remodels
-  1 Commercial Remodel
-  1 Commercial Grading Permit

June

-  1 Grading Permit
-  2 Sign Permit
-  1 Commercial Building (O'Reilly's A/P)
-  5 Commercial Tenant Improvement
-  3 Commercial Re-Roof
-  2 Fire Sprinkler Protection
-  3 SFR Remodel

Mechanical Permits issued:






10 Mechanical Permits were issued in May.

22 Mechanical Permits were issued in June.








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

Construction Permits Final led/Certificate of Occupancy

May

-  1 Residential Single Family Home
-  2 Residential Remodel
-  2 Commercial Remodels
-  3 Commercial Mechanical
-  3 Residential Mechanical

June

-  1 Residential Addition
-  2 Sign
-  1 Commercial Alteration
-  1 Commercial Demolition
-  1 Commercial Mechanical
-  4 Residential Mechanicals
-  1 Sign Installation

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

7/11/2011

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 On Hold
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
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	Pending Building Permit
PRA 11-08	Modification of Previous Site & Design Review	54,000 sq. ft. manufacturing & warehouse expansion	Shimadzu	1900 SE 4th Avenue	N/A	3/11/11	5/25/11	Building Permit Issued
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 Plans Approved
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	Ddecision Notice 5/4/11; Building Permit Issued
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; Site & Design Modification Pending
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 Recordation Due 4/26/12
PRA 11-10	Withdrawal from City	Divide 20 acre parcel lying in City & County into two equal size Lots	Tyler/Hale	996 Territorial Road	N/A	4/4/11		Pre App Held 4/19/11; City/County advised that County Partition Possible
DR 11-02	Site & Design Review	Construct New Police Facility	City of Canby	1175 NW 3rd Avenue	2,956.00	4/14/11	5/23/11	Pre-construction Mtg. Held

7/11/2011

[illegible]



City of Canby Bi-Monthly Report

Department: Police

May & June 2011

To: The Honorable Mayor Carson & City Council
From: Chief Bret Smith
Date: July 11, 2011

Monthly Stats

Description	May	June
Calls for Service	1414	1246
Juvenile Arrests	17	11
Adult Arrests	94	87
Injury Accidents	0	0
Non injury Accidents	13	3
All other Crime Reports	92	72
Traffic Citations	354	265
Parking Citations	3	11
Alarm Calls for Service	27	26
Abandoned Vehicles Complaints	2	1
Animal Complaints	0	1
Parking Complaints	9	16
All other Code Violation Complaints	30	
Office Counter Contacts	184	305

Community Programs by the Traffic Unit

- Three Flags Safety Belt Blitz 5/22 thru 6/5
- Enhanced DUII enforcement over Memorial Day Weekend
- Car Seat Inspections & Installations
- Seatbelt Class coordination
- Terrific Kids Presentations
- Commercial Truck Inspections
- Wal-Mart Bike Rodeo
- Cub Scout Group Presentation

Detectives Significant Cases

At the end of May, Detectives Chris Mead and Chris Scharmota responded to a MCT callout - a homicide investigation in Gladstone which is a continuing case. Additionally, investigations continue in several drug cases involving Methamphetamine, Marijuana, and Oxycontin.

School Resource Officer Activity

- Worked closely with CHS Administration on several investigations regarding violation of school policies

- Attended home softball/baseball games and State playoff game
- Spent 6-8 hours in class rooms talking about law enforcement and criminal justice systems
- Several non-law violations contacts with students at CHS
- Attended expulsions hearing at School District office
- Handicap parking citations, 3 Theft II Reports, Runaway Juvenile located/Custody

K-9 Activity

Sgt. Warren and Officer Farmer Callouts for May & June included:

- Burglary in for Clackamas County Sheriff's Office (CCSO) in Mulino
- UUV (stolen vehicle) for CCSO in Woodburn
- Homicide for CCSO in Milwaukie
- Endangered Juvenile for Canby
- Residence search and alarm call, no suspects located in Canby
- 16 hours of training for each, in months of May and June

Training

The Tactical Entry Team (Officers Koehnke, Wallbaum, Smith, Feters, Scharmota, and Sgts. Green, Schoenfeld and Kitzmiller) attended the Pacific NW Tactical Officers conference. Sessions included Wooded Movement, Critical Incidents for Patrol, Tactical Handgun/Rifle, Officer Rescue and Diversionary device/chemical munitions, Supervision and Liability.

Officer	May/June 2011 Department Training
Smith, Ethington	Firearms Instructor Development
Macom	North American Motor Officers Association
All Officers	Firearms Qualifications
Warren, B. Smith	Leadership, Walking the Narrow Road
Tro, B. Smith	Legal Risk Management, Use of Force
Inness	Oregon Child Development Coalition
Floyd	ODOJ Internet Crimes Against Children
Koehnke, Ethington	FTEP
All Officers	Defensive Tactics
M. Smith	DPSST Detective Academy
Tro, B. Smith	OACP Conference (Oregon Assoc. Chiefs of Police)

Community Activities

On June 4th, the Police Department hosted the annual Bike Rodeo at Knight Elementary. Along with outstanding community volunteers and organizations contributing donations, we were able to educate nearly 200 kids about bicycle safety. Over 170 bicycle helmets were given out during the Rodeo and the Legacy Health organizations provided helmet fitting and instruction to each child. Chief Smith congratulated each participant and handed out certificates at the event's end.

Other community activities included attendance at the 7th Annual Mayor's Prayer Breakfast, Chamber of Commerce luncheons and ribbon cutting events, "GREAT" program graduations at Baker Prairie and "Terrific Kids" presentations at Knight Elementary, and meeting with Canby School District superintendent candidate finalists.

Department Activities

The Department has been aggressively working on completing Accreditation documentation in preparation for a re-assessment on July 11th and 12th. The department first obtained the recognition in 2004 and was re-accredited in 2008.

Accreditation establishes a uniform set of “Best Practices” for police agencies in the form of 142 standards dealing with life, health, safety and high liability exposure -that are then assessed by an independent body to determine compliance. Every standard is intended to make an agency more professional while at the same time improving its services to the community. The process creates accountability to the community, elected policy makers, and the line officers who are performing the day to day work.

Another important activity occurring are the many meetings related to development and construction of the new Police Facility. The core City team of City team consisting of Robert Bitter, Chief Smith, Lt. Tro and Amanda Klock, meet weekly with project architects Group Mackenzie, P&C Construction and project manager Bill Harper. A variety of vendors meetings are also taking place to receive cost estimates and make decisions for office furniture, building access and security, and technology related needs.

Meetings – Chief Smith / Lt. Tro

- Law Enforcement Executives with FBI Director Robert S. Mueller III
- Clackamas County Criminal Justice Council Meeting (Special Meeting)
- “All Hands” Meeting (Fire Chief, School Superintendent, CU Manager, Police Chief) - Monthly
- Clackamas County DDA Greg Horner
- Oregon City Police Chief Mike Conrad
- Metro Gang Task Force Board Meeting – Every 2 months
- Tim Kimble, Kintech
- Fire Chief Ted Kunze
- Mayor Randy Carson
- Judge Rod Graffe
- Pam Hiller – Clackamas County Health
- Andrea Rohm, Parrott Creek Juvenile Diversion Program Coordinator
- Clackamas County Communications (CCOM 911) User Meetings - Monthly
- Emergency Exercise Planning
- Rotary – Weekly
- Canby Adult Center lunch service – Monthly
- Vietnam Memorial inauguration planning
- Canby School Superintendent Finalists

Year End Report

From: Eric Laitinen, Aquatic Program Manager

Date: July 11, 2011

Re: 2011 Year End Report

The Canby Swim Center had a very good fiscal year. We collected \$189,000 in revenue, \$6,000 more than last year. Attendance was 2,000 swims behind last year at 72,300 total swims, due largely to the extended closure in September. This maintenance period allowed David to paint the tank, install a tablet chlorination system and add ultraviolet light which provides an additional level of sanitation and provides a more pleasant swimming experience.

In January we kicked off a new staff training program that was the result of a collaboration with new staff member, and current TVFR Captain David Allen. The result was a scenario-based session targeting “low-frequency, high risk” situations. Topics change quarterly, with sessions provided monthly. All staff must hit each of the four topics. So far it has gone exceptionally well.

Nathan Templeman offered another Tri fit class for triathletes that need to tune-up their swimming skills in preparation for the Gator Grinder and the triathlon season. As usual it was a great success and there were many satisfied customers.

This year our biggest challenge will be securing long-term funding for the Canby Swim Center. Funding runs out July 1, 2012 and it is important to get another measure on the November ballot to avoid a gap in funding.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR MAY 2011
DATE: JULY 5, 2011

CANBY SWIM CENTER MAY 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 09-10	YTD TOTAL 10-11
MORNING LAP	88	54	300	256	388	310	3812	3562
ADULT RECREATION SWIM	109	74	516	581	625	655	6970	6530
MORNING WATER EXERCISE	281	93	0	295	281	388	3194	3517
PARENT/ CHILD	192	228	0	0	192	228	1697	1464
MORNING PUBLIC LESSONS	311	331	0	0	311	331	4223	4980
SCHOOL LESSONS	1260	1240	0	0	1260	1240	3960	3230
NOON LAP	96	84	197	303	293	387	3047	3450
TRIATHLON CLASS	0	19	0	0	0	19	139	157
AFTERNOON PUBLIC	179	210	6	4	185	214	3931	3428
PENGUIN CLUB	0	0	211	360	211	360	1086	1087
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2921	2140
CANBY GATORS	0	0	914	1054	914	1054	9281	8659
MASTER SWIMMING	0	0	0	0	0	0	301	0
EVENING LESSONS	944	1309	0	0	944	1309	9145	9477
EVENING LAP SWIM	52	47	42	59	94	106	1243	1220
EVENING PUBLIC SWIM	392	658	29	45	421	703	5578	5508
EVENING WATER EXERCISE	180	100	0	60	180	160	1725	1675
ADULT LESSONS	0	0	0	0	0	0	162	118
GROUPS AND RENTALS	395	379	0	0	395	379	3939	3328
KAYAK	0	0	0	0	0	0	2	0
OUTREACH SWIMMING	0	0	0	0	0	0	487	448
TOTAL ATTENDANCE	4,479	4,826	2,215	3,017	6,694	7,843	66843	63978

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JUNE 2011
DATE: JULY 5, 2011

CANBY SWIM CENTER JUNE 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 09-10	YTD TOTAL 10-11
MORNING LAP	59	57	294	284	353	341	4165	3903
ADULT RECREATION SWIM	97	66	588	601	685	667	7655	7197
MORNING WATER EXERCISE	185	117	94	271	279	388	3473	3905
PARENT/ CHILD	326	380	0	0	326	380	2023	1844
MORNING PUBLIC LESSONS	1044	1168	0	0	1044	1168	5267	6148
SCHOOL LESSONS	0	0	0	0	0	0	3960	3230
NOON LAP	81	83	189	267	270	350	3337	3800
TRIATHLON CLASS	0	0	0	0	0	0	139	157
AFTERNOON PUBLIC	478	516	33	46	511	562	4442	3990
PENGUIN CLUB	0	0	330	487	330	487	1416	1574
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2921	2140
CANBY GATORS	0	0	733	799	733	799	10014	9458
MASTER SWIMMING	0	0	0	0	0	0	301	0
EVENING LESSONS	1176	1327	0	0	1176	1327	10321	10804
EVENING LAP SWIM	45	39	69	97	114	136	1357	1356
EVENING PUBLIC SWIM	849	908	73	72	922	980	6500	6488
EVENING WATER EXERCISE	253	84	0	48	253	132	1978	1807
ADULT LESSONS	0	0	0	0	0	0	162	118
GROUPS AND RENTALS	654	505	0	0	654	505	4593	3833
KAYAK	0	0	0	0	0	0	2	0
OUTREACH SWIMMING	98	168	0	0	98	168	585	616
TOTAL ATTENDANCE	5,345	5,418	2,403	2,972	7,748	8,390	74611	72368



May and June, 2011
Monthly Reports

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

Facilities Maintenance

May & June 2011

Prepared by Dan Mickelsen

It's summer, or is it? The last couple months brought some very unstable weather. On the 27th of May, the start of the Memorial Day weekend I would wager it rained at least an inch in maybe 15 minutes, and it may have been in ten minutes. Water was starting to flood into the offices at the Shop Complex and luckily I got things sandbagged before any damage was done. I was thankful that it did not happen on a weekend because the outlook may have been a lot different. Measures have been taken to avoid any chance of flooding in the future. The entire town was a mess for nearly 4 hrs. before the water receded. As it stands currently I have 11 open work orders on the go that I'm trying to get completed and more keep filtering in.

Police Dept: 8 w/o repairs. Most of the time was spent on the new Police Station doing the plan preview and having meetings dealing with storm, sanitary and erosion issues. I also helped out with the installation of a new water purifier and with the graffiti device. 32.25 total hrs.

Adult Center: 2 w/o repairs. I did some damage repair on the front fourier but the majority of time was spent on getting the interior paint job completed. I had on price quote that was from August of 2010 but the Adult center opted for new thermostats rather than a paint job at the time. I had some difficulty finding paint contractors in our area to give price quotes. Anyhow I did receive three quotes and got the job done so it could be paid for out of the 2010-2011 budget cycle. If you haven't been to the Adult Center it looks great. 24.5 total hrs.

City Hall/Courts: 7 w/o repairs. I repaired the flag pole a couple times, took care of a jammed lockset, moved printers and computers, repaired their shop vac and did some ballast repairs. 8.5 total hrs.

Transit/Finance: 3 w/o repairs. I did some graffiti removal, ballast repairs and repaired damaged bollards. 1.75 total hrs.

Library: 6w/o repairs. The damage to the soffit of the Library has created some what of a challenge. Most contractors aren't nuts about taking responsibility for repairing the damage done. I did come up with a solution to totally wrap the soffit with a concrete siding product. I had a structural engineer review my plan and he did all the necessary calculations so I could obtain a building permit. I did have some questions on the nailing or screw pattern and contacted the manufacturer, and during the time that I found the product and had the engineering done the product was discontinued. So now I had to start all over. I have found another product to make the repairs but due to needed engineering and getting the product ordered I had to put it off for the moment. I also was called to the Library for a freak water leak that was coming in through the HVAC duct work and attributed it to washing off the cooling coils the previous day. I also moved shelving units and removed a large copy machine to name a few. 28 total hrs.

Planning and Building: 11 w/o repairs. At the start of May there was still a lot of moving going on from one location to their new home. I spent a lot of time removing items from the old place and re hanging most of it in the 111 2nd ave. location. I also was asked to come up with someway for them to display tri folds and forms and the likes, so I built a device for them to make these forms available to the public. I also hung up signs, added more light fixtures, and re worked the payment box for St. Maintenance and Sewer payments. 63.75 total hrs.

Shop Complex: 5 w/o repairs. I coordinated repairs to the HVAC system, though the contract is with Canby Utility I have worked extensively with the repair technicians. I repaired light fixtures and moved IT equipment from here to there. Currently I am working on filling cracks and doing a seal and wax job on the floor for Fleet services. 2.25 total hrs.

Public Works: I assisted four or five times on the Country side living project with engineering mistakes on elevations at the alley, on the sidewalks and with the paving. I also did plan review and attended pre application or pre construction meetings for Hawksoft, O'reilly Auto Parts, Shimadzu, Hope Village and numerous meetings pertaining to the new Police Department. There have also been numerous issues to be dealt with on the WVCC job. I did the approvals on one of the many pervious pavement jobs currently being installed in town and helped out with a couple Sanitary Sewer issues. I also did six E.S.C. application approvals. Minimum 60.75 total hrs.

Fleet Services

Bi-Monthly Report : May / June 2011

Prepared by Joe Witt, Lead Mechanic

May 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$37.50	\$6.33	\$204.42	\$248.25
Adult Center	0	\$0.00	\$0.00	\$556.82	\$556.82
Building	1	\$48.75	\$0.00	\$57.90	\$106.65
Wastewater Collections	3	\$2,021.25	\$63.64	\$524.29	\$2,609.18
Wastewater Treatment	4	\$1,657.50	\$13.20	\$359.74	\$2,030.44
Parks	10	\$3,757.50	\$2,046.89	\$1,240.95	\$7,045.34
Police	17	\$8,542.50	\$2,590.44	\$10,369.86	\$21,502.80
Streets	15	\$6,461.25	\$1,396.27	\$2,251.73	\$10,109.25
Fleet Services	2	\$172.50	\$878.72	\$159.36	\$1,210.58
Canby Area Transit (CAT)	33	\$16,710.00	\$2,471.90	\$18,160.63	\$37,342.53
Total Work Orders Processed for the Month	86	Totals*			\$82,761.84

*Total includes labor, materials and fuel for all departments: **Note: May Fuel Costs Includes: April 16, 2011 to April 30, 2011. (\$9,558.01)**

June 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$63.75	\$6.33	\$42.66	\$112.74
Adult Center	2	\$746.25	\$369.53	\$301.72	\$1,417.50
Building	1	\$45.00	\$6.33	\$0.00	\$51.33
Wastewater Collections	4	\$1,976.25	\$302.18	\$351.59	\$2,630.02
Wastewater Treatment	8	\$1,447.50	\$1,665.36	\$674.42	\$3,787.28
Parks	13	\$4,196.25	\$8,886.69	\$940.55	\$14,023.49
Police	26	\$8,415.00	\$2,547.75	\$5,851.37	\$16,814.12
Streets	17	\$6,427.50	\$2,370.46	\$1,958.70	\$10,756.66
Fleet Services	1	\$18.75	\$0.00	\$133.48	\$152.23
Canby Area Transit (CAT)	36	\$18,086.25	\$6,991.91	\$10,533.91	\$35,612.07
Total Work Orders Processed for the Month	109	Totals*			\$85,357.44

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

Fleet Service Highlights

Fleet Service working with our customers: Administration, Adult Center, Building, Collections, Parks, Police, Streets, W.W.T.P. and Transit. Completed the budget year with the City's vehicles on the road and the department personnel performing their duties.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker

May – June 2011

Park Renovations

Quotes have been obtained from three contractors to overlay the parking lots at Maple St. Park. The apparent low bidder for the project is Eagle Elsner, Inc. If all goes as planned the park should be overlaid by the end of July.

Park Maintenance

May started off with lots of mowing, string trimming, edging and fertilizing. By June staff was well into adjusting and repairing irrigation systems for the summer months. Shrub bed maintenance, weed spraying and pruning also dominated staff time. Valley Green was contracted to do weed control on the turf areas for the parks. The weed control application saves the department time as summer gets underway; we are not spending so much time mowing just the weeds as things start to dry out. The John Deere flail mower was used to cut the Fish Eddy trails, control the brush along the Forest Rd. Walking Path and the area below the Skate Park. At Community Park three extra porta-potties were installed to accommodate park users during the high use months.

The Parks Department spent 38 hours addressing graffiti and vandalism the last two months. Regular maintenance was performed at the 28 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Simmitt 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 the Eco Park, Swim Center, Forest road walking path and Community Park weeding, raking and picking up debris.

C.C.C.C. performed approximately 384 hours of labor for the City of Canby in the months of May and June.

Meetings attended:

We all attended the crew safety meeting.

I attended the Park and Rec. meeting.

I attended a meeting on the development of Northwood's Park.

I attended the preconstruction meeting for the new Police Dept.

I attended a meeting at Community Park and met with Russell Hall from Wilderness International Inc. to discuss pond enhancement / development projects.

Information of Interest.

The Parks Department is responsible for 200 acres of property.

Department: Public Works
For Month of: May and June 2011
Date: June 1, 2011
Prepared by: Jerry Nelzen

1. Streets:

During the month of May the Public Works crew installed stop bars at NW 5th Avenue by Eccles School. Repaired a couple of manholes making noise and relieved numerous flooding issues due to the copious amounts rain around town. Filled and repaired numerous potholes around the City.

The crew received and located 98 locates for May.

Streets	Total Hours
Street Sweeping	102.5
Street Maintenance	258.5
Sidewalks	8.5
Driveway Approach	1
Street Sign Manufacturing	27.5
Street Sign Maintenance	24.5
Street Sign Installation	39.5
Street Light Repair	10.5
Tree Trimming	8.5
Tree Removal	11

2. Sewer and Storm System:

The crew cleaned lift stations in Canby. Repaired and TV'd sewer laterals.

Sewer	Total Hours
Sewer Cleaning	34
Sewer Maintenance	9
Sewer Laterals TV	15
Sewer Laterals	7
Lift Station Maintenance	23
Locating Utilities	71.5
Sewer Inspections	2
Vactor Usage	2
Drying Beds Maintenance	29.5
Storm	
Catch Basin Maintenance	1
Storm Line Inspections	1
Vactor Usage	8
Drying Beds	32.5

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

The crew during the month of May has trimmed limbs out of the right-of-way.

The crew replaced numerous street and stop signs.

The crew fixed or repaired 12 street lights for May.

4. **Miscellaneous:**

Miscellaneous	Total Hours
Meetings	16..5
Warehouse Maintenance	3
Equipment Cleaning	2

June 2011

1. **Streets:**

The Streets crew removed tree limbs, bushes and landscaping away from our right-of-way in preparation for the Street Maintenance Paving projects. Paint spill was removed from NW 2nd Avenue. Large sink hole was fixed around a manhole on Laurelwood Loop. Contracted a company to remove landscaping from 99E's median in front of Fred Meyers and replaced with concrete.

The crew received and located 110 locates for June.

The crew repaired numerous potholes around town.

Streets	Total Hours
Street Sweeping	101.5
Street Maintenance	256.5
Sidewalks	16.5
Driveway Approach Inspections	8
Street Sign Manufacturing	12.5
Street Sign Maintenance	10.5
Street Sign Installation	10.5
Street Light Repair	4
Tree Trimming	96.5
Tree Removal	2
Vactor Usage	5.5

2. Sewer and Storm System:

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

The crew repaired 2 noisy manhole lids.

Sewer	Total Hours
Sewer Cleaning	1
Sewer TV'ing	18
Sewer Laterals	13
Locating Utilities	88
Sewer Inspections	10
Vactor Usage	2
Drying Beds	6
Storm	
Catch Basin Maintenance	10
Drywell Maintenance/Inspections	41.5
Storm Line Inspections	1
Drying Beds	6.5

3. Street Sign/Trees/Lights:

The crew during the month of June trimmed limbs out of the right-of-way for clearance issues for signs and site distances for intersections.

The crew added, fixed and changed out street and stop signs.

The crew fixed or repaired 8 street lights for June.

4. Miscellaneous:

Worked with Downtown management making sure all needs were met for events around town.

Miscellaneous	Total Hours
Meetings	45
Warehouse Maintenance	1.5
Equipment Cleaning	13

City of Canby Bi-Monthly Report

Department: Transit



For: the months of May and June, 2011

Date: July 1, 2011

Prepared by: Julie Wehling

Through: Greg Ellis, City Administrator

1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports for TriMet were submitted.
- b) ARRA reports submitted to ODOT.
- c) On May 11th following a recommendation by the Transit Director and the Transit Advisory Committee the City's Budget Committee approved the removal of all Business Energy Tax Credit (BETC) funding from the FY 2011-12 Budget which resulted in a \$283,000 cut to the CAT operations budget.
- d) On May 18th STF Discretionary funding was approved: for a (minivan \$40,000), two years of preventive maintenance (\$147,600), installation of electronic destination signs on all buses (\$42,500); Job Access Reverse Commute (JARC) funding (\$166,933 over two years) and New Freedom funding (\$113,919 over 2 years). Contracts were received and executed in June.
- e) The contract (valid for until June 30, 2013) for State of Good Repair funding for two large vehicles was received, signed and returned to ODOT for execution.

2) Ridership:

CAT provided:

- a) 18,619 rides in May (7.32% increase as compared to May 2010).
- b) 18,287 rides in June (4 decrease as compared to June 2010).

In FY 2010-11 CAT provided 218,440 rides which is a 2 percent increase over the 214,007 rides CAT provided in FY 2009-10. Saturday service was provided during the first two months of FY 2009-10 so a weekday comparison is the most accurate. CAT provided 3 percent more weekday rides in FY 2010-11 than in FY 2009-10.

3) Updates:

- a) On June 8, 2011 the proposed service changes were presented at a publicized public meeting of the Transit Advisory Committee. At least 30 people attended the meeting. Following the service change presentation attendees provided input regarding the location of the Neighborhood Shuttles.

- b) Service Changes were implemented on June 27th reducing the number of service hours from approximately 84 hours of service per day to 56 hours of service per day. The changes included:
- Reduced Orange Line service (between Canby and Woodburn and between Oregon City and Woodburn). The number of trips to Woodburn was reduced from 9 to 6 per day. The number of trips to Oregon City was reduced from 24 to 18 per day.
 - The Blue, Green and CAT's portion of the Purple Line were replaced by a general public Dial-A-Ride service and neighborhood shuttles (3 times per day). This service is available to anyone traveling within the Canby Urban Growth Boundary (CUGB) on a space available basis.
 - The Complimentary Paratransit Dial-A-Ride service for eligible customers who are not able to ride the fixed-route (Orange Line) continues as before. The only change to this service is the service area. From June 27, 2011 forward qualified customers within ¾ mile of the Orange Line and also within the CUGB will be eligible for this service.
 - CAT's Premium Service which provides door-to-door service to eligible customers traveling between Canby and locations within the Oregon City city limits will continue. After June 27, 2011 the service will be limited to specific trip purposes (medical, educational, employment and state or county social service appointments).
- c) On June 1st and June 15th press releases were posted on FlashAlert regarding the budget cut and service changes which resulted in articles in the Oregonian and the Canby Herald.
- d) Between June 15th and 19th new schedules and service information brochures were posted on the CAT website as they became available (English and Spanish). By June 20th signs were posted at key transit connections and new schedules were available on the buses (English and Spanish). By June 23rd new schedules and service information had been delivered to all distribution points from Oregon City to Woodburn and around Canby.
- e) MV Transportation, Inc. began operating Canby Area Transit on July 1, 2011. The City's contract with Oregon Housing and Associated Services (OHAS) ended on June 30, 2011. The transition complies with Department of Labor regulations. Qualified employees formerly employed by OHAS have been hired by MV Transportation, Inc. and retain their seniority, wages and benefits.
- f) Equipment purchase for the signage project completed prior to June 30, 2011.

4) Collisions

- a) No collisions in May or June.

- 5) Training/Meetings/Conferences Attended: City staff, contractors and/or volunteers represented CAT at:
- a) On May 31st and June 1st Julie Wehling and Nancy Muller attended a training in Salem for the Oregon Public Transit Information System (OPTIS). This was a training for the new online reporting system used by ODOT's Public Transit Division.
 - b) On June 6th Nancy Muller attended a regular meeting of the Clackamas County Transportation Consortium meeting in Oregon City. Nancy report the pending service changes to those in attendance.
 - c) On June 8th and 15th Julie Wehling attended (via conference call) the TriMet Committee on Accessible Transportation meetings of the committee and the executive committee respectively. During each meeting she answered questions regarding the proposed changes to Canby Area Transit's service as it relates to the City's Intergovernmental Agreement (IGA) with TriMet and services to customers who travel between Oregon City and Canby.
 - d) On June 22nd and 23rd Nancy Muller attended a National Transit Institute (NTI) training in Salem regarding Paratransit Management & Operations and received a certification.



M E M O R A N D U M

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

RE: *BI-MONTHLY STAFF REPORT May-June 2011*
ECOMONIC DEVELOPMENT DEPARTMENT/URBAN RENEWAL

Project Updates

The following projects are funded through Urban Renewal.

1. First Avenue Redevelopment. Finalizing Design.

Technical Advisory Committee completed review and recommendations. Plan presented in final community meeting and received great support. Worked with Canby Utility and determined that undergrounding of power is very attainable as part of project. Union Pacific Railroad denied request for landscape easement, limiting options on parking lot. Consultants are completing cost estimates prior to moving to construction design.

2. New Police Facility. Design and Budget Refinement.

Site and facility plans are being finalized in preparation for Construction Documents and issuance of bid package 1. Significant focus has been on budget and detailed owner requirements to meet schedule. Key decisions made: emergency road will use current easement behind Darcy Estates; basement will have no finish work; sewer will drain to 3rd Ave.; additional stabilization will be added to land adjacent to Molalla River. Approvals gained from Planning Commission and building permit to be issued shortly. Site mobilization is scheduled to begin on August 8th.

3. Lighting of Gateway Signs. Installation Complete.

Security Signs has installed LEDs in five signs, and is awaiting delivery of flood lamps for two large signs. Integrated Solar Design (a Canby business) has completed installation of solar panels for all locations and five signs are lit at night.

4. Tenant Improvements for Development Services Building. Project Complete.

All detail work is complete on project. Final costs for project were \$90,000.

Wastewater Treatment
By Darwin Tramel, Wastewater Treatment Supervisor
May - June 2011

Facility Operations & Maintenance & Construction:

The water quality for the months of May and June remained excellent with no violations or interruption of services for either month. The wastewater staff was busy with our spring cleaning and yard maintenance program for the past two months. Now that our summer NPDES permit has started, staff continually monitors all treatment processes to assure we meet our more stringent discharge limits that started in May. 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 fan motor on laboratory BOD refrigerator.
- Treatment facility staff installed new lime slurry feed line to primary clarifier.
- Staff installed air relief piping on #2 UV module to eliminate potential for overheating.
- Roger's machinery installed new pressure diaphragms on air compressor #1.
- Staff installed CAT 5 communications cable from programmable logic controllers to all three aeration basin blowers.
- Roth Heating replaced an A/C blower motor on blower building heating unit.
- Installed new hoses and back flow device for solids drying unit nitrogen gas feed tank.
- Treatment facility staff engineered and constructed algae screen for effluent splitter box.
- Staff continued work on Therma Flite malfunctions and operating procedures.
- Routine daily maintenance, repairs, and cleaning of plant equipment.

Construction activities for the months of May and June were focused on process training and meeting the design specifications for the Therma-Flite biosolids dryer. The biosolids drying unit is running a lot better and making a consistent product on a daily basis. However, the drying unit continues to be unable to meet performance specifications concerning the amount of water removed per hour of processing. Staff, City management and engineering continue to meet with Therma-Flite to discuss the ability of the equipment to meet the required capacity specifications and are striving to negotiate a reasonable outcome and closure to the project.

May 2011

New Connections	0	Monthly Averages	
Total Connections	5749	Effluent BOD	3
Average Flow	0.9678	Effluent CBOD	2
E. Coli	13	Effluent TSS	5

June 2011

New Connections	0	Monthly Averages	
Total Connections	5749	Effluent BOD	3
Average Flow	0.9537	Effluent CBOD	2
E. Coli	7	Effluent TSS	5

Biosolids Program:

The City of Canby hauled 135 cubic yards of biosolids to the Riverbend Landfill in May and only 19 cubic yards in June. The City is now operating the biosolids dryer on a consistent basis and the amount hauled to the landfill will be minimal in the upcoming months.

There were no biosolids being stored in the ponds during the months of May and June and the staff received no odor complaints from the neighboring houses or golf course members. However, recently the golf course members notified the City that there are odors coming from the City wastewater treatment facility. Engineering and staff are working on solutions to reduce or eliminate problem odors coming from the new biosolids dryer and older process equipment.

Pretreatment, Stormwater, Collections:

In May and June, Dave Conner and staff continued to inspect businesses and restaurants for proper operation of fats, oils and grease removal devices. Staff inspected only 8 restaurants in the two month period due to better scheduling and coordination of restaurants with inspectors and pumpers. Currently there are only a few businesses that do not comply with the grease management program.

May and June were busy months for regulatory oversight as I prepared and submitted the Inflow and Infiltration Annual Report for sewer collections and the Total Maximum Daily Load Annual Report for the City of Canby stormwater program.

Meetings and Training Attended

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