



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

September 21, 2011

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Randy Carson

Council President Walt Daniels

Councilor Richard Ares

Councilor Tim Dale

Councilor Traci Hensley

Councilor Brian Hodson

Councilor Greg Parker

CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER – 6:00 PM – City Hall Conference Room – The Council will immediately go into Executive Session the Work Session following at 6:30 PM (City Hall Conference Room) and the Regular Session following at 7:30 PM (in the Council Chambers).**
 2. **EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation**
-

WORK SESSION

6:30 P.M.

City Hall Conference Room

182 N Holly

This Work Session will be attended by the Mayor and City Council to discuss departmental goals and action plans.

CITY COUNCIL REGULAR MEETING

3. **OPENING CEREMONIES (7:30 PM - Council Chambers)**
 - A. Pledge of Allegiance and Moment of Silence
 - B. Oregon Days of Culture Proclamation
4. **COMMUNICATIONS**
5. **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.)
6. **MAYOR'S BUSINESS**
7. **COUNCILOR COMMENTS & LIAISON REPORTS**

Pg. 1

8. 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 September 7, 2011 City Council Work Session & Regular Meeting

9. RESOLUTIONS & ORDINANCES

- A. Ord. 1350, Authorizing a Contract with Canby Excavating, Inc. in the Amount of \$559,979 for the NW 3rd, NW 4th, N Grant, and N Holly Street Reconstruction Project **(2nd Reading)** Pg. 2

10. NEW BUSINESS

11. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

12. CITIZEN INPUT

13. ACTION REVIEW

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

15. 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

Oregon Days of Culture

WHEREAS, Culture draws us together in common purpose, understanding and celebration; and

WHEREAS, Oregon's 1,300 arts, heritage and humanities nonprofits – museums, libraries, theaters, historical societies, arts centers and heritage sites – are the heart of our communities; and

WHEREAS, The Oregon Culture Trust presents Oregon Days of Culture, October 1 – 8, during National Arts and Humanities month, to encourage Oregonians to Celebrate! Participate! and Give! to Oregon culture; and

WHEREAS, October 8, 2011 marks the 9th anniversary of Oregon's innovative cultural tax credit, encouraging new public and private investment in Oregon culture; and

WHEREAS, The Oregon Cultural Trust is smart public policy, like vote-by-mail, the bottle and beach bills, that makes Oregon a proud thought-leader nationwide; and

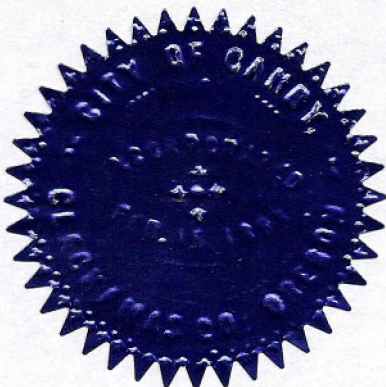
WHEREAS, Supporting culture, by giving to cultural nonprofits and to the Oregon Cultural Trust, is vital to preserving the past, sustaining the present and creating the future.

NOW, Therefore, I, Randy Carson, by virtue of the authority vested in me as the Mayor of the City of Canby, do hereby proclaim October 1 – 8, 2011 to be

Oregon Days of Culture

in Canby, and call upon Oregonians, especially during that eight-day week, to participate in Oregon culture, to celebrate its vibrancy and depth, and to give to the arts, heritage and humanities to ensure their future vitality.

Given unto my hand this 21st day of September 2011 in the City of Canby, Oregon.



Randy Carson
Mayor

ORDINANCE NO. 1350

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY EXCAVATING, INC. IN THE AMOUNT OF \$559,979 FOR THE NW 3RD, NW 4TH, N GRANT & N HOLLY STREET RECONSTRUCTION PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has heretofore advertised and received ten (10) bids for the 3rd, 4th, Grant & Holly Street Reconstruction; and

WHEREAS, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on August 15, 2011; and

WHEREAS, bids were received and opened on August 30, 2011 at 2:00 pm in the City Hall Conference Room of the City of Canby and the bids were read aloud:

WHEREAS, the bidders are as listed below and a detailed tabulation of all items is attached herein as Exhibit "B" and summarized as follows:

Canby Excavating, Inc.	\$559,979.00
Good Fellows Bros, Inc.	\$599,657.50
M. L. Houck Construction, Co.	\$603,114.00
Dirt & Aggregate Interchange, Inc.	\$621,880.75
Eagle-Elsner, Inc.	\$622,027.50
R&R General Contractors, Inc.	\$625,562.75
Jim Smith Excavating, Inc.	\$648,477.00
Pacific Excavation, Inc.	\$659,850.00
Brown Contracting, Inc.	\$745,390.00
Kodiak Pacific Construction, Inc.	\$774,774.00

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, September 7, 2011, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

WHEREAS, the Canby City Council determined that the low responsive bid was that of Canby Excavating, Inc.; 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 Canby Excavating, Inc. for the 3rd, 4th, Grant & Holly Street Reconstruction in the
2nd Reading

amount of \$559,979.00. A copy of the contract with Canby Excavating, Inc. 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 project as soon as possible, 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, September 7, 2011; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, September 21, 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 21st day of September 2011, by the following vote:

YEAS _____

NAYS _____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

2nd Reading



City of Canby Bi-Monthly Report

Department: Administration

For Months of: July and August 2011

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, CMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist
Through: Greg Ellis, City Administrator
Date: September 12, 2011

- 1. Business Licenses** – Forty-two (42) new business licenses were issued during the months of July and August, 2011. This compares to 26 new licenses issued during July and August 2010. Thirty-six (36) business licenses were inactivated during the months of July and August 2011. This compares to 33 licenses inactivated during the same period in 2010. One hundred sixty-four (164) business license renewals were sent out.
- 2. Complaints/Inquiries** – Thirty-seven (37) complaints/inquiries were received during July and August, 2011. Thirty-six (36) complaints have been resolved and 15 were resolved within 24 hours. Fourteen (14) follow-up cards were mailed and nine were returned with Excellent and Good ratings. We received one Poor rating during this tracking period due to length of time it took for a street light to be fixed. The City's bucket truck was in the shop for repair which delayed the repair.

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

- *"I walked to the park today and "WOW" what a great change."*
- *"Very appreciative of the receptionist's concern and professionalism; and amazed at the promptness and quality of the work performed in solving the problem. An earnest "thank You" to all concerned."*
- *"Very good!"*
- *"Thank you for the quick response!"*

- 3. Special Animal Permits** – None issued.
- 4. Liquor Licenses Issued** – None issued.
- 5. Miscellaneous** – On July 27 Sue Ryan joined the Administration staff as the new Deputy City Recorder. We are excited to have her on our team.



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

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

- Thirty people attended the seatbelt class for the months of July & August. This generated \$450.00 towards the purchase of helmets.
- Court trials for the months of July & August were held for 25 defendants and there was one jury trial. This required 9 officers, at various times, to come to testify.
- Four hundred twenty-eight cases were filed and 484 cases were concluded during these months.
- Revenue for both months was \$101,551.73. Out of this amount, Oregon Department of Revenue received checks totaling \$9,124.35, Oregon Judicial Department \$700.66 and Clackamas County received \$2,800.85.
- Forty-one defendants appeared with attorneys. With the defendants there were a total of eight different attorneys present.

Miscellaneous

- On August 30 Jane Moe-Wright joined the Court staff as a Court Clerk.



Bi-Monthly Finance Department Report

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

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

- The City has received the **Certificate of Achievement for Excellence in Financial Reporting** from the Government Finance Officers Association (GFOA) for the City's comprehensive annual financial report (CAFR) for the year ended June 30, 2010. This is the 8th consecutive year we have received this award.

- **Ending one fiscal year and beginning a new one involved:** Finalizing and issuing the budget document; posting 332 accruals; doing approximately 104 calculations to allocate payroll to the correct year and determine new salary rates; creation of new allocations and transfers to align with the new budget; compilation and posting of 24 fixed assets and capitalized projects.

- The **Master Fee Schedule** was updated and effective July 1st; **new sewer rates** were programmed into the Utility module and customer notifications were made.

- **The annual benefits fair** was held at a new location this year – the Adult Center, and included new vendors explaining the **new health insurance plan**. Various actions were needed to implement the benefit changes quickly.

- We continue to pursue **past due Transit and Utility accounts** with the tools we have available. Positive outcomes include finally receiving two years' worth of past due Transit taxes from one business, and payment in full of six months' worth of Sewer and Street Maintenance fees from a customer who had been sent to collections.

- The **new PERS reporting system** that began in June contains flaws that have resulted in some records being rejected. We have been assured that the State is working to correct this at their end.
- Issuance of the **Urban Renewal bond** to fund the new police facility required various meeting and conference calls.
- An **interim audit** review of internal controls was performed in July as a precursor to the 2010-11 audit scheduled in October.
- Due to staffing changes, possible relocation of the **Utility customer service payment station** was discussed.
- A consultant met with staff to continue work on developing flow charts to illustrate **internal controls**.
- Miscellaneous other projects coordinated with other departments: lease purchases (Public Works and Fleet); Amazon.com book order account (Library); internal review of Forfeiture Fund (Police).

Statistics this period:

- **Accounts Payable**

Invoices:	809
Invoice entries:	1160
Encumbrances:	38
Manual checks:	25
Total checks:	493

- **Payroll**

Total checks and ACH payments:	181
New hires/separations:	3/6

- **Transit Tax Collection**

Forms sent:	0 (sent quarterly)
Accounts opened/closed:	48/0
Returns posted:	529

- **Utility Billing**

Bills sent:	8982
Counter payments:	312
Accounts opened and closed:	100
Lien payoffs:	5
Collection notices sent:	27
Accounts sent to collections:	29

- **General Ledger**

Total journal entries:	708 (includes accrual entries this period)
------------------------	--

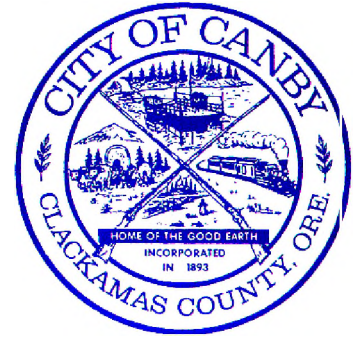
- **Cash Receipts Processed**

Finance:	896
Utility:	504

- **Cemetery**

Total property purchases recorded:	7
Total interments recorded:	9

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
July - August 2011



TO: Honorable Mayor Carson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: September 8, 2011

Circulation. A year after increasing the library's open hours to seven days a week, we are seeing circulation level off to an average of about 29,000 circulations a month. This compares to an average of 24,000 circulations a month in FY08-09, the year just prior to district funding (overall, a 20% circulation increase in the last two years).

E-books. Recent statistics show that Canby area residents are making healthy use of the e-books offered by LINCC (through the statewide platform Library2Go). Comparing ourselves with Sandy and Molalla, the two libraries with print/CD/DVD circulation closest to us in FY11-12 (Sandy: 374,045; Molalla: 352,651; Canby: 347,233), our e-book circulation in FY11-12 is significantly higher (Canby: 4,265; Sandy: 3,591; Molalla: 2,959).

There is also a much smaller gap between Canby's e-book circulation and that of the biggest LINCC libraries in comparison to print/CD/DVD circulation. For example, Lake Oswego circulated 1,352,929 print/CD/DVD items in FY11-12, almost four times Canby's circ. However, their e-book circulation in the same time period was 8,940, just over double Canby's total of 4,265. Given that the Lake Oswego Library serves about 50% more people than does the Canby Library, the real difference between the two libraries in terms of e-book use is even smaller. What this suggests is that when offered library services of the same quality as those available elsewhere in the county, people from Canby respond just as enthusiastically.

Later this fall, the library will offer an introductory workshop on how to download free library audio and e-books through Library2Go onto different e-readers.

Collection Development. According to recent LINCC statistics, the Canby Public Library added 8,185 books to its collection in FY11-12, third only to the Lake Oswego (12,646) and Wilsonville (10,675) libraries in such additions. This significant improvement in our collection has been accomplished in part by careful consideration of all materials donated to the library by the community; about 200 quality books and DVDs are added each month, with an annual value of about \$36,000.

Community involvement. Volunteers donated 681 hours in July and August (the equivalent of 2.1 full time employees), helping the library keep up with patron demand by pulling holds, sorting, shelving, processing and mending books as well as staffing the Friends of the Library Bookstore. On July 4 (General Canby Day), the Friends of the Canby Public Library hosted their annual book sale, which raised revenue to support library programming and special projects.

Summer Reading. This annual extravaganza helps kids return to school ready to learn. Over 1,100 children and youth participated by filling out reading logs; our top reader was Emma Evans with 205 hours (beating her 2010 record of 165 hours!) and our two top teen readers were Victoria Flaherty and Sarena Laitenin, who both logged in 105 hours. Almost 900 participants enjoyed 13 summer reading programs including a ukulele workshop, bugs from OMSI and the Noise Guy. Support for Summer Reading was provided this year by the Friends of the Canby Public Library and a Ready to Read grant from the Oregon State Library.

This year, we were also pleased to offer our first adult summer reading program, which attracted 327 entries. Five won \$20 gift certificates generously provided by Cutsforth's Thriftway. We thank them for this important support of the library.

Outreach. Bilingual staff Angelica Novoa de Cordeiro and Catherine McMullen staffed a table at the July 16 Canby Cares Fair at Wait Park, connecting with 300 people (70% Spanish speaking) and providing information about library services. The library also initiated a new outreach program, called Book by Book/Libro por Libro. Designed to get more books into the homes of economically disadvantaged kids in our community, Book by Book works with local service providers to provide community bookshelves with free books for youth, as well as information about library events and services. Research shows that the more books a child has in his or her home, the further they will go in school, regardless of their parents' educational or economic status. Book by Book/Libro por Libro, as well as our ongoing Reading for Healthy Families trainings for young at-risk families, are both being supported with a \$2,000 grant from Target that the library received in late July.

We also thank The Place to Be Café for partnering with the library in September on National Library Card Sign up Month. For the entire month, anyone showing their library card at The Place to Be Café will receive a 10% discount. Celebrated by libraries throughout the U.S., National Library Card Sign Up Month encourages families who are gearing up for the school year to make sure that they have the smartest school supply for each of their children: a library card!

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

Upcoming Programming. The library has a full roster of events planned for fall, including:

- *Movie Nights at the Library.* In English: *Mars Needs Moms* (September 8 at 6:15 p.m.) and *Lemonade Mouth* (October 13 at 6:15 p.m.). In Spanish: *Sleeping Beauty* (September 15 at 6:00 p.m.) and *Spooky Buddies* (October 20 at 6:00 p.m.)
- *The Canby Library Book Group*, which explores the classics this fall: *The Great Gatsby* (September 15 at 2:00 pm.) and *My Antonia* (October 20 at 2:00 p.m.)
- *Music in the Stacks* kicks off its 2011-12 season with a concert by South American folk musicians Grupo Condor (September 17, 3 p.m.)
- *Painting People*, an exhibition by 12 Portland artists through November 7th, with an artists' reception (September 17, 3 p.m.)
- *Seed Saving*, a workshop by horticulturist Melissa Richmond on how to save seeds using items found in your kitchen (September 20 at 6:30 p.m.)
- *Kindermusic*, featuring Shira Fogel, who will lead a singing, dancing and activity workshop for very young children.
- *A Jane Austen Education: How six novels taught me about love, friendship, and the things that really matter*, a reading by William Deresiewicz from his recently published book (September 27 at 6:30 p.m.)
- *Lego Building Night!!*, a fun family evening with supplies provided by local Lego wizard John Mazek (September 29 at 6:30 p.m.)
- *Fall Decorations in Origami*, a craft workshop led by Yuki Martin (October 4 at 6:00 p.m.)
- *Gluten Free 101*, a workshop on adapting to a delicious, gluten-free diet (October 11 at 6:30 p.m.)
- *Talking About Shakespeare*, an informal discussion about the play *Macbeth* (October 13 at 2 p.m.)
- *Music in the Stacks*, with Eric John Kaiser, "Portland's French Troubadour" (October 15 at 2:30 p.m.)

In September, the library begins weekly computer classes in both English and Spanish on Wednesdays at 10:00 a.m. Topics include *Introduction to Computers*, *Internet Searching*, *Creating a Free E-mail Account*, *Introduction to Microsoft Word*, *Navigating the Library Catalog* and *Introduction to Microsoft Excel*.

Continuing weekly programs include Let's Talk Together/*Vamos a Intercambiar!* (English/Spanish conversation; Mondays at 10:30) and five weekly storytimes (for toddlers, babies, Spanish speakers and all ages).



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 July – August 2011*
ECOMONIC DEVELOPMENT DEPARTMENT

Project Updates

The following projects are funded through Urban Renewal.

- **Business Recruitment and Retention activities** - Provided preliminary site and community information to three prospective companies in response to state or broker leads. Continued to support Product Manufacturing and Anderson Quality Springs in their relocation to Canby. Anderson Quality Springs will open in mid-September and Product Manufacturing is on track to open their doors in October.
- **Business Outreach** – Met with owners or managers of Potters Industries, Shimadzu, Pioneer Pump, Marcinkiewicz among others to understand their issues and connect them to the right city, county or state programs.
- **Business Resources:** Developed a current inventory of commercial and industrial land and buildings actively on the market in Canby with our summer intern. This notebook is now available at the Development Services counter. This information will help new businesses and prospective developers find suitable locations.
- **Workshop:** Coordinated an Industrial and Commercial Real Estate Development Workshop in July with the Pizutti Group - national site selection and development experts. They provided their perceptions of Canby and shared information about national real estate trends, and ideas on how Canby can position itself for economic development success. A cross section of business and community leaders attended including 22 property owners, real estate brokers, city council and staff.
- **Business Advocacy:** Provided Economic Development related input on Canby Utility Board proposed electricity rate increases to encourage business friendly options.
- **Resource Assistance for Rural Environments (RARE) program** – Interviewed six rare student candidates with other city staff and selected Annie Tran. She will join us and begin supporting economic and main street efforts on September 13th. One of her first projects will be to update the Canby Downtown Parking Study. This is timely given the changes and future developments planned for downtown (1st Avenue, Police Station move, future Library.
- **Economic Development Plan Research** – Worked with our summer intern and the Oregon Employment Department labor force economist to update the business license data base to fill significant data gaps.

MEMORANDUM



TO: Mayor Carson and Council
FROM: Ami Keiffer, Main Street Manager
DATE: September 9, 2011
THROUGH: Greg Ellis, City Administration
Renate Mengelberg, Economic Development

RE: BI-MONTHLY STAFF REPORT July-August 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 as well as revision to the current façade improvement program; this will be presented to the Agency at the September 14, 2011 meeting.
- Worked with Ebner's Meat on their façade improvements, trouble-shooting design issues as they come up.
- Worked with Canby Chapel to get their paint project through to approval.
- Met with Douglass Harmon CPA on the first steps for their façade project.
- Met with owner of Park Avenue Salon and Canby Quilts properties about their participation in the program; offered several design options and color considerations. They are seeking bids for their application to the program.
- Finalized Cutsforth's and Countryside Living payments.

2. Economic Restructuring

- Made edits to the draft feasibility study with Cascadia Consulting Partnership. Will be making changes/suggestions and forwarding the report onto the committee for "next step" recommendations.
- One-on-one meetings with 3 businesses to assist with business needs.

3. Promotions

- Continue to work with local businesses on Canby First Friday, an evening business open house event; meet monthly after each event to offer on-going technical support, graphic design and labor for getting signs and balloons distributed. Worked with the Canby Herald to create group rates for First Friday advertising. 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 28 total signs on the streets of Canby. This program continues to grow.
- Sponsored a 'hole' at the Chamber Golf Tournament. Was able to distribute information about First Friday and other information about the Main Street program.

- Staffed a City of Canby table at the Clackamas County Fair; shared information about Main Street as well as other programs and projects going on with the City. Held a drawing for a couple of prizes and added names to our City and Main Street mailing list.
- Created and distributed flyer about events going on during Canby's Big Weekend.

4. Professional Development

- Attended Quarterly Main Street meeting in McMinnville; this meeting offered training for businesses from John Schallart, national businesses development expert. 3 business owners attended this training as did Councilor Parker. All expressed great interest in having him come speak in Canby. Will be researching costs and ways to pay for his visit to our community.

PLANNING & BUILDING DEPARTMENT

July/August, 2011 UPDATE



TO: *Honorable Mayor Carson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *September 12, 2011*
THROUGH: *Greg Ellis, City Administrator*

The following report provides an update on the major planning and building activities through the months of July and August, 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.** The consultant completed initial draft designs the past 2-months related to possible highway improvement features and the project management team is now providing feedback on those. Matilda has specifically been working with ODOT to get the permit process moving forward for whatever design improvements we come up with for the logging road bridge over highway 99E. As a reminder, the TGM grant is intended to address beautification, gateway enhancements, accessibility, multimodal provisions, special STA mobility standards, and safety considerations along Highway 99E through town – with special emphasis on the downtown portion, where the Oregon Transportation Commission approved our request for a Special Transportation Area (STA) designation. DKS and Associates and OTAC are our project consultants, with the City and ODOT as partners.
- 2. NE Canby Master Plan.** Staff has considered how to proceed since receiving quite a lot of public input from our June community meeting about the current draft of the NE Canby Master Plan and how it might need to be amended to address Otto Road as a future truck route. We are targeting to recommence meetings in January, 2012. DKS is providing development parameters we must meet in order to keep ODOT approval of the plan. This will help us coral and focus what degree or type of changes can be considered from the input we recently received and will be receiving. The original Plan document was a consultant lead product and it is important that staff keep the scope of necessary changes within bounds that will allow ODOT to agree and approve the Plan document.
- 3. Redwood Master Plan.** *No Change.* The Land Needs study and long-range consideration of how to proceed with our need for a tertiary storm water treatment facility on City property east of the sewer treatment facility is currently receiving priority as they will assist with this Master Plan. Staff continues to monitor possible grant funding opportunities that are likely to be needed for preparing a master plan for the north Redwood Street area.

4. **Canby Land Needs Study.** Staff has prepared a land needs study technical assistance grant application and submitted it to DLCD. They requested some format changes which were quickly done and submitted to assist their review of these very competitive grants. Staff is working on alternate process to get the land needs study update done using more staff time and potentially without grant assistance as DLCD has indicated less money is available and the number of applicants has substantially increased.

City Program/Project Participation

5. **Transportation/Parks System Development Charge Methodology Study & Fee Update.** Staff solicited and is now reviewing a consultant proposal pertaining to an update of the SDC methodology for Transportation and Parks. We have asked for a revised proposal that separates out the costs according to parks and transportation.
6. **Code Enforcement Issues.** We continued to deal with building permit remodeling issues (i.e.: internal stairs and heating & air conditioning) pertaining to the Canby psychic property located at the southeast corner of SE 1st Avenue and S Knot Street.

Regional Program/Project Participation

7. **Metro Items that Impact Canby.**

- We were asked to complete and send our annual building & demolition permit accounting to Portland State for their annual population projection.
- DLCD approved the Portland Metropolitan Urban and Rural Reserves two year designation process. Metro is now deciding where the next Urban Growth Boundary Expansion will occur.
- Metro Greenhouse Gas Reduction Targets: *No New Update to Report.* 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. Director attended a Metro region wide meeting of Planning Directors to obtain information on how Metro’s research and outreach to local jurisdictions is leading to and being utilized to calculate the supply of land available and thus where to expand the Portland UGB.

8. **French Prairie Forum Meetings. *Ongoing.***

- The upcoming September 21st Forum meeting from 2:00 PM to 4:00 PM will focus on Transit coordination within the French Prairie. We are inviting the Directors of SMART, CAT, CART, Cherriots and Woodburn Transit to come to the Forum and discuss intra-district coordination of routes, schedule and opportunities for efficiencies.
- Baldock Rest Area. ODOT has moved forward with the actual construction of the largest highway solar generation project in the nation on 7 acres in the back of the north rest stop area.

Miscellaneous Dept. Activities

- Recruitment of replacement positions took place during this period.

- Planning is coordinating responses requested from Public Works on newly drafted Engineering Specifications and Design Standards prepared to revised the street cross sections taken out of the new TSP and which also incorporate storm water low impact design options, and revisions to existing engineering specifications. They are to be brought before the Council for formal adoption.
- Staff worked with Hope Village on an additional annexation application for another 1 acre parcel adjacent to their current request which was approved by the Council and is heading for a vote of the people in November. The new application is now expected to short for the following November ballot.
- Met with Shamadzu attorney to review needed shared access easement and agreement for driveway to Sequoia Parkway.

Development Projects/Activity.

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

- PRA 11-12: A pre-application conference held for Zoar Lutheran Church for their proposed Phase II Expansion at 190 SW 3rd Avenue in August.

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

- A Type II Intermediate Modification (CUP 11-01) for Canby Learning Center preschool to allow an increased accommodation of children through amendment of a previous condition of approval through an internal remodel of the existing building at 1105 S. Elm Street.
- A Type III Site & Design Review (DR 11-04) & Conditional Use Permit (CUP 11-02) for Village on the Lochs expansion for 10 manufactured homes on South Elm Street.
- A Vacation application (VAC 11-01) by the City of Canby for the abandoned portion of South Walnut Street south of its recent realignment.

13. Pre-Construction Meetings.

- Hawksoft construction plan review held in August.
- Police Facility groundbreaking held.

14. Land Use Consultations.

- Held two meetings to discuss church expansion plans.

15. Building and Inspections Summary for July & August, 2011.

Building Permits for July and August 2011

11 Permits were issued in July with a total valuation of \$7,459,324

14 Permits were issued in August with a total valuation of \$3,084,547

Building Permits issued included:

July

- ✚ 3 New Industrial Building (Shimadzu-Potters Ind. & Pioneer Pump)
- ✚ 2 Commercial Fire Sprinkler Updates
- ✚ 1 Sign Permit
- ✚ 1 Residential Remodel
- ✚ 3 Commercial Tenant Improvements
- ✚ 1 Commercial Erosion Control

August

- ✚ 2 New Single Family Homes
- ✚ 1 Sign Permit
- ✚ 1 Commercial Addition (Johnson Controls)
- ✚ 1 Commercial Tenant Improvement
- ✚ 2 Commercial Re-Roof
- ✚ 3 Fire Sprinkler Protection
- ✚ 1 Grading and Foundation for Police Department
- ✚ 2 residential remodels

Mechanical Permits issued:

17 Mechanical Permits were issued in July

7 Mechanical Permits were issued in August

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

Permits Finalled

July

- ✚ 3 Commercial Re-Roofs
- ✚ 3 Residential Remodels
- ✚ 3 Commercial Remodels
- ✚ 1 Commercial Additions
- ✚ 4 Commercial Mechanicals
- ✚ 18 Residential Mechanicals

August

- ✚ 1 Residential Patio
- ✚ 2 Commercial Re-Roofs
- ✚ 1 Commercial Alteration
- ✚ 1 Commercial Demolition
- ✚ 1 Commercial Mechanical
- ✚ 4 Residential Mechanicals



City of Canby Bi-Monthly Report

Department: Police

July & August 2011

To: The Honorable Mayor Carson & City Council
From: Chief Bret Smith
Date: September 12, 2011

Monthly Stats

Description	July	August
Calls for Service	1281	1233
Juvenile Arrests	15	8
Adult Arrests	88	71
Injury Accidents	2	1
Non injury Accidents	4	4
All other Crime Reports	74	53
Traffic Citations	239	190
Parking Citations	3	3
Alarm Calls for Service	33	27
Abandoned Vehicles Complaints	5	52
Animal Complaints	6	6
Parking Complaints	16	16
All other Code Violation Complaints	8	10
Office Counter Contacts	251	272

Community Programs by the Traffic Unit

- Car Seat Inspections & Installations
- Driver education class
- Commercial Truck Inspections
- Seatbelt grant Enforcement & Seatbelt Class
- DUII grant enforcement
- Bicycle safety presentation to Cub Scout group

Detectives Significant Cases

Detectives Chris Scharmota, Chris Mead, Steven Floyd

- Conducted knock & talk Canby at a residence reportedly place of frequent drug use. Resident arrested for probation violation and other charges related to theft investigation.
- Assisted the South Metro Gang Task Force (SMGTF) with search warrant and narcotics buys.
- Acted on a tip of attempt to solicit murder for hire of local attorney/pro-tem judge. Suspect arrested and lodged.
- Responded to an anonymous tip - seized stolen art from a residence and referred case on to Milwaukie PD for follow-up.

- Assisted Milwaukie PD with Walgreen's prescription robbery.
- Continued to investigate four drug cases (Oxycontin, Methamphetamine, Marijuana) and a Manslaughter II case.
- Conducted computer forensics examination on cases: Delivery of Controlled Substances, Encouraging Child Sex Abuse (child pornography) and Gladstone Homicide.
- Continue investigations: Drug cases involving Methamphetamine, Marijuana, and Oxycontin.

School Resource Officer Activity

Officer Larrison was assigned patrol during the summer months and will return to SRO duties in September.

Training

Officer	July/August 2011 Department Training
Scharmota, Floyd, Mead	Domestic Violence Awareness Training
All Officers	Active Shooter Training
All Officers	Len Bias Investigations
All Officers	PIT Training
Chief Smith	Anti-Human Sex Trafficking Training
All Officers	Firearms Training / Qualification
All Officers	Defensive Tactics Training
Green, Warren	ODOT/DPSST Supervisors Conference
Smith, Schoenfeld	National Gang Violence Conference
Macom	Police Motors High Speed Training
Koehnke	G.R.E.A.T. Instructor Training
Ethington, Wallbaum	OTOA Basic Swat

Community Activities

The department continues to appear on an OCTS Channel 5 cable show hosted by Karen Hill several times each month. In July and August, topics included an update on construction progress of the new police facility, traffic safety, the G.R.E.A.T. program (Gang Resistance Education And Training), and fingerprinting services provided by the department.

Continuing the tradition, Canby Police again hosted National Nite Out at Wait Park in August. Thanks to Thriftway (donated ice cream), Canby Foursquare Church (provided activities) and appearances by the Clackamas County's Mounted Posse and Canby Fire Department, the event was a huge success. Several hundred residents attended the 2 hour event, which was organized by Crime Scene Technician Don Hemstreet.

Detective Chris Scharmota has begun working the community members on a teen prescription drug awareness program, "*No One*", aimed at raising awareness of teen prescription drug use dangers. Volunteers contributed over 250 hours staffing a booth at the county fair, and made numerous contacts with people in the health care and education community that will assist the effort in the future.

The Department has begun a new monthly series titled the "Neighborhood Watch News" which contains valuable crime resistant tips and information. The publication is available on the website, and in print at City

Hall and Police department locations. For more community activities, see the Meetings and Community Events section of the report.

Department Activities

The Department successfully passed the Accreditation assessment conducted in July completing months of preparation, involving efforts of the entire organization. The department initially obtained Accreditation in 2004 and was re-accredited in 2008. Chief Smith will formally receive 2011 Accreditation recognition at the next Oregon Chief's Association meeting.

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

Meetings & Events Attended – Chief Smith / Lt. Tro

- Canby Area Chamber of Commerce/Canby Telecom annual golf tournament
- “All Hands” Meeting (Fire Chief, School Superintendent, CU Manager, Police Chief) - Monthly
- Chief Rod Lucich Swearing in - Molalla PD
- Chief Jerry Giger Retirement – Molalla PD
- Ground Breaking Ceremony – New Police Department Facility
- John Steach, Canby School District Superintendent
- Ribbon Cutting – Brandon Chase / Hot Chix Bento
- Chief Scott Russell – Woodburn PD
- Clackamas County Chamber Lunch – Fairgrounds
- Vietnam Era Veterans' Memorial Dedication
- Chief Mike Conrad – Oregon City PD
- Asst. Chief Jim Ferraris – Salem PD
- Darcy Estates Home Owner's Association
- Prescription Drugs Community Concern Presentation – Canby H.S.
- Clackamas County Communications (CCOM 911) User Meetings – Monthly
- CCOM 800 Meeting - Monthly
- Chief Jordan, Capt. Bartol – Milwaukie PD
- Lt. Band – Oregon City PD
- Clackamas County Community Organizations - Emergency Exercise Planning
- Rotary – Weekly
- Canby Adult Center lunch service – Monthly
- Captain Ron Schwarz – West Linn PD

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: September 12, 2011

Re: July and August 2011 Report

The Canby Swim Center has been closed the past 10 days for our annual maintenance, we are re-opening today. This has been a short closure this year which means a lot was stuffed into a little time. David has been working very hard to get everything done in time. The electrical panel was a bigger job then originally thought, but as usual David is making it all work. The exterior coating on the roof was actually done the week before we closed and that went very well. Besides the roof and electrical panel the usual painting and cleaning was completed.

Revenue and Attendance numbers are both up for the July & August. Revenue is ahead by about \$2,500 and attendance was up 250 swims. If the year continues on this trend it could make for a great year.

We are back to our fall schedule today. We will continue with swimming lessons in the mornings and evenings, Monday through Thursdays. This school year we are trying an additional water exercise class on Tuesdays and Thursdays from 9:00-10:00am. We are also getting a jump start on the second grade swimming lessons, as our first school is coming in beginning next week.

The Canby Swim Club also begins this week and they will continue with practices through next summer. The Gators had a great summer season and sent several swimmers on to the next level as they are off to swim at college this fall. Canby Gators are swimming this fall at Witworth, Linfield, Pacific, TCU and Wooster. The Canby High school team starts November 14th and goes through mid February. Former Canby High School swimmer Morgan Scroggy has finished at Georgia and is now spending the next year preparing for the Olympic Trials next summer.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JULY 2011
DATE: SEPTEMBER 6, 2011

CANBY SWIM CENTER JULY 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 10-11	YTD TOTAL II-12
MORNING LAP	9	47	260	246	269	293	269	293
ADULT RECREATION SWIM	82	95	576	563	658	658	658	658
MORNING WATER EXERCISE	107	80	167	306	274	386	274	386
PARENT/ CHILD	332	288	0	0	332	288	332	288
MORNING PUBLIC LESSONS	1784	1448	0	0	1784	1448	1784	1448
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	50	56	145	195	195	251	195	251
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	676	604	43	39	719	643	719	643
PENGUIN CLUB	0	0	431	457	431	457	431	457
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	694	707	694	707	694	707
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1443	1235	0	0	1443	1235	1443	1235
EVENING LAP SWIM	30	39	79	97	109	136	109	136
EVENING PUBLIC SWIM	942	915	68	86	1010	1001	1010	1001
EVENING WATER EXERCISE	161	98	40	84	201	182	201	182
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	238	152	0	0	238	152	238	152
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	448	523	0	0	448	523	448	523
TOTAL ATTENDANCE	6,302	5,580	2,503	2,780	8,805	8,360	8805	8360

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR AUGUST 2011
DATE: SEPTEMBER 6, 2011

CANBY SWIM CENTER AUGUST 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 10-11	YTD TOTAL II-12
MORNING LAP	44	35	243	298	287	333	556	626
ADULT RECREATION SWIM	93	87	502	680	595	767	1253	1425
MORNING WATER EXERCISE	96	70	170	278	266	348	540	734
PARENT/ CHILD	154	433	0	0	154	433	486	721
MORNING PUBLIC LESSONS	1190	1416	0	0	1190	1416	2974	2864
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	63	50	112	186	175	236	370	487
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	526	557	40	40	566	597	1285	1240
PENGUIN CLUB	0	0	156	255	156	255	587	712
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	287	191	287	191	981	898
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	1184	1050	0	0	1184	1050	2627	2285
EVENING LAP SWIM	63	94	86	102	149	196	258	332
EVENING PUBLIC SWIM	718	615	52	58	770	673	1780	1674
EVENING WATER EXERCISE	40	130	142	72	182	202	383	384
ADULT LESSONS	0	0	0	0	0	0	0	0
GROUPS AND RENTALS	205	160	0	0	205	160	443	312
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
TOTAL ATTENDANCE	4,376	4,697	1,790	2,160	6,166	6,857	14971	15217



July and August, 2011
Monthly Reports

Facilities Maintenance – Dan Mickelson
Fleet Service – Joe Witt
Public Works – Jerry Nelzen

Facilities Maintenance

July & August 2011

Prepared by Dan Mickelsen

I usually start out my Bi-monthly reports complaining about the rain, wind or freezing temperatures...I've got nothing to complain about. What beautiful summer it has been. During the last couple months I was able to take about 2 ½ weeks off to put up hay, get my house painted and hit a couple Rodeo's along with working our Canby Rodeo.

Police Dept: 8 w/o repairs. The girls in records needed their desks altered due to the addition of updated monitors. Also I adjusted door closers, re glued weather stripping, helped with the graffiti device a couple times, installed a gun safe and dealt with blown fuses and a failed capacitor on the HVAC system. 13 total hrs.

Adult Center: At the start of July when the weather started to change the HVAC problems began. Bad solder joints and burned up circuit boards were the problem. My hats off to Roth heating for helping out with the problems, and for monitoring the unit. I replaced all of the stained or missing ceiling tiles, most have needed it since the days of a leaking roof. I also touched up some damaged sheet rock and painted. I'm currently do repairs on a failed frost proof valve. 26.25 total hrs.

City Hall/ Courts: 5 w/o repairs. I was called to finally lower the awnings at City Hall now that we know there is a sun. I also repaired one of the HVAC vents, hung up a white board for the IT guys, and moved a lot of old computer equipment from here to there. Currently in the works is getting the mailbox in front of City Hall painted or replaced. No one seemed to know who to contact to get this done, not even the Post office. I finally found someone who agreed with me that it looks terrible and it's in the works. 7.25 total hrs.

Finance /Transit Dept: 10 w/o repairs. Most of the time dealt with the Transit Department. The transit station needed sprayed due to a hatch of red spiders, they were everywhere. Also removed some graffiti, reset the clock tower after a power outage, replaced doors stops, moved desks, file cabinets and book shelves. There was an area of failing paint on the exterior that needed some attention so I removed the peeling paint, primed and re painted. There was also a couple calls to deal with plumbing problems as well. 19.25 total hrs.

Library: 9 w/o repairs. Plumbing issues led the way; I unplugged the kitchen sink which evidently had not been draining correctly for some time and was called out on the men's rest room toilet twice. The second time I pulled the toilet and found that a youngster had flushed his own I.D. badge down the john (not much of a criminal mind). I also moved the Library out of a rented storage unit, lots of trips and removed then replaced a bunch of magazine racks. 25 total hrs.

Planning and Building: 6 w/o repairs. I'm not for sure but I think it took a few months for all the rust and crud to break loose in the cast iron drain pipes and plug up they did. I took the pipes apart and borrowed a small TV camera to see what was plugging things up. I was then able to

free the blockage and get the drains flowing. I also removed the company name and address off of the old Planning and Building offices, hung up a new notice board on the exterior of the building and installed more lighting in the office area. 17.25 total hrs.

Shop complex: 3 w/o repairs. I'm happy with the way the floor in Fleet services turned out. I chalked the cracks, scraped, pressure washed, and squeegeed to get the floor clean. I then applied three coats of sealer and three coats of traffic wax to bring out the shine. This makes the floor look shinier and it is much easier to clean. I also removed one of the KFU heaters and sent it back to the factory for warranty repairs. I also helped the security company trouble shoot a failed sensor on the security system. Phase II of the re roof project is under way I ordered and took delivery of the metal needed to do the job and contractors will be on site to install sometime near the end of September. I'm currently working on washing and painting the shops office building which has never been re painted. 73 total hrs.

Public Works: 18 w/o. My time in Public Works was scattered, with pre-cons, some approvals and inspections for Hawksoft, Zoar Lutheran Church, Pioneer Pump, the new Police Station, Product Mfg, WVCC, Potters Industries, and Country Side Living. Also in the mix were seven ESC applications that either needed approvals or to be Finaled. I also attended the meeting for the Street maintenance re paving projects and first aid and CPR training. I was also chosen to be the new keeper of the solar panels around town so I took awhile to familiarize myself with the equipment. 48.25

Fleet Services

Bi-Monthly Report : July / August 2011

Prepared by Joe Witt, Lead Mechanic

July 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	3	\$637.50	\$19.01	\$69.96	\$726.47
Adult Center	0	\$0.00	\$0.00	\$399.43	\$399.43
Building	2	\$296.25	\$18.56	\$68.47	\$383.28
Collections	1	\$963.75	\$0.00	\$81.80	\$1,045.55
Facilities	1	\$90.00	\$0.00	\$84.58	\$174.58
Fleet Service	1	\$0.00	\$239.27	\$252.41	\$491.68
Parks	13	\$4,958.25	\$515.78	\$1,290.67	\$6,764.70
Police	22	\$12,847.50	\$2,267.86	\$5,856.33	\$20,971.69
Streets	5	\$3,026.25	\$446.48	\$919.47	\$4,392.20
Transit (CAT)	32	\$15,787.50	\$3,621.19	\$6,033.32	\$25,442.01
Wastewater Treatment	3	\$1,181.25	\$44.03	\$152.13	\$1,377.41
Total Work Orders Processed for the Month	83	Totals*			\$62,169.00

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

August 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$86.25	\$17.26	\$136.02	\$239.53
Adult Center	0	\$0.00	\$0.00	\$415.70	\$415.70
Building	1	\$37.50	\$0.00	\$39.00	\$76.50
Collections	2	\$465.00	\$59.78	\$256.68	\$781.46
Facilities	4	\$933.75	\$205.63	\$51.50	\$1,190.88
Fleet Service	3	\$412.50	\$159.21	\$139.99	\$711.70
Parks	6	\$2,006.25	\$789.89	\$697.98	\$3,494.12
Police	28	\$12,723.75	\$3,043.87	\$6,428.10	\$22,195.72
Streets	15	\$8,673.75	\$7,090.42	\$1,371.59	\$17,135.76
Transit (CAT)	36	\$15,491.25	\$6,749.70	\$8,634.38	\$30,875.33
Wastewater Treatment	5	\$1,222.50	\$108.60	\$168.16	\$1,499.26
Total Work Orders Processed for the Month	101	Totals*			\$78,615.96

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

Fleet Service Highlights

- * Fleet Service added a new Department to it's list of Customers: Facilities Maintenance
- * Fleet Service working with the Street Department had the Hi-Ranger Bucket Truck's Annual Inspection Performed.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker

July – August 2011

Park Renovations

Eagle Elsner, Inc. paved Maple St. Park on August 29th. Pro-Line Industries will be doing the asphalt layout and painting on the 8th of September.

Matilda and I walked the proposed disc golf course sight off of the Forest Rd walking path with Ryan Gwillim. The proposed site location and the annual level of maintenance need to maintain the disc golf course seems to be acceptable.

Park staff spread bark dust, removed reader board sign and shored up a Chamber of Commerce sign at the Vietnam Era Memorial site in preparation of the dedication ceremony.

Park Maintenance

July mowing, edging and string trimming were still in full swing. Irrigation and adjustment and repairs were addressed as needed. The Parks turf areas were fertilized towards the end of July and the shrubs were trimmed and fertilized as needed. The spraying of weeds and fence lines started to slow by the middle of August. Playground repairs were addressed as found and all the natural areas and trail edges have been cut down to reduce the fire hazard risk. This island in the pond at Community Park was trimmed down for the wild life. Bee's nests in the parks were sprayed out once found. Doors, fountains and other amenities were repaired as needed. The Parks Department spent 3 hours addressing graffiti and vandalism the last two months which is down 92% from the previous two months.

Regular maintenance was performed at the 28 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Wait Park & Willow Creek Wetlands.

Clackamas County Corrections Crews

The crew spent the majority of the last two months at 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 July and August.

Meetings attended:

I attended the Park and Rec. meeting.

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

I met with Ben Johnston and gave him his annual performance evaluation.

I met with Mr. Ellis and Renate Mengelberg to discuss future maintenance for the 6.1 acres of property off of Sequoia Parkway.

Information of Interest.

The Parks Department is responsible for 200 acres of property.

There were 27 events in Wait Park this summer.

Madeline Benson earned her Silver Award from the Girl Scouts for an invasive species removal project she completed in Eco Park on July 16th.

Department: PUBLIC WORKS

For Month of: July and August 2011

Date: September 1, 2011

Prepared by: Jerry Nelzen

1. Streets:

During the month of July the Public Works crew applied melt down for the stop sign, turn lane arrows and railroad crossing at the intersection of NE 1st and N Ivy streets. The crew worked with Canby Utility Water Department locating utilities at SW 2nd Avenue. They filled in numerous pot holes around Wait park for the coming events at the park and also supplied barricades for the weekly events. Repaired sink hole at SW 4th Avenue.

The crew received and located 75 locates for July.

Streets	Total Hours
Street Sweeping	28
Street Maintenance	192
Sidewalks	2.5
Driveway Approach	1
Street Sign Manufacturing	9
Street Sign Maintenance	23
Street Sign Installation	14.5
Street Light Repair	5.5
Tree Trimming	4
Vactor Usage	7.5

2. Sewer and Storm System:

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

Sewer	Total Hours
Sewer Cleaning	4
Sewer Maintenance	2
Sewer Laterals TV	10
Sewer Laterals	3
Lift Station Maintenance	30.5
Locating Utilities	70.5
Storm	
Catch Basin Maintenance	3.5
Dry Well Maintenance	2
Storm Line Inspections	1
Vactor Usage	3
Drying Beds	3

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

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

The crew replaced numerous street and stop signs.

The crew fixed or repaired 4 street lights for July.

4. **Miscellaneous:**

The crew worked with the Vietnam Memorial volunteers on a sidewalk project.

Miscellaneous	Total Hours
Meetings	30.5
Warehouse Maintenance	5.5
Equipment Cleaning	21
Work Orders	10
Other	4

August 2011

1. Streets:

The Public Works Department had the contractor for the Street Maintenance project put in pervious asphalt in several places around Canby; N Locust, NE 11th, N Laurelwood Loop, NE 9th, Knights Bridge Road and NW 13th Avenue to help alleviate problem areas for standing water. The Streets crew removed tree limbs, bushes and landscaping away from our right-of-way.

The crew received and located 92 locates for August.

Streets	Total Hours
Street Sweeping	33.5
Street Maintenance	330.5
Sidewalks	1.5
Street Sign Manufacturing	15
Street Sign Maintenance	11
Street Sign Installation	28.5
Street Light Repair	23
Tree Trimming	19.5

2. Sewer and Storm System:

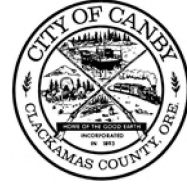
The crew unplugged or repaired 2 sewer laterals for August and cleared roots out of main line sewer.

The crew repaired a noisy manhole lid and cleaned the storm system and drywell in SW 2nd Avenue behind Canby Builders to keep the area clear of standing water.

Sewer	Total Hours
Sewer Cleaning	3
Sewer TV'ing	11
Sewer Laterals	17
Lift Station Maintenance	1
Locating Utilities	74
Sewer Inspections	8
Drying Beds	5
Storm	
Catch Basin Maintenance	19
Drywell Maintenance/Inspections	11
Storm Line Inspections	28
Vactor Usage	7
Drying Beds	2

City of Canby Bi-Monthly Report

Department: Transit



For: the months of July and August, 2011

Date: September 9, 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) Final ARRA report submitted to ODOT.
- c) Quarterly and year-end reports were submitted to ODOT

2) Ridership:

Effective June 27, 2011 CAT services were reduced by nearly 33 percent (from 83.25 to 56 service hours per day). During the first two months of reduced service the total ridership was down by 31 percent.

The usual “same month previous year” comparisons are only meaningful for the Orange Line and Dial-A-Ride services with understanding that the services are only similar and not an exact service comparison. All local fixed route services were eliminated and neighborhood shuttles and a general public Dial-A-Ride were implemented. The Oregon City portion of the Orange Line was reduced from 24 to 18 trips per day (a 25% decrease in service). The Woodburn portion of the Orange Line was reduced from 9 to 6 trips per day (a 33.3 % decrease in service).

CAT provided:

- a) 12,571 rides in July (36 % fewer than July of 2010).
 - 1,437 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 92.4 % more rides than were provided during July of 2010.
 - 7,565 to Oregon City (19.8 % fewer rides than July of 2010)
 - 3,569 to Woodburn (20.2 % fewer rides than July of 2010)
- b) 14,348 rides in August (26% fewer rides than August of 2010).
 - 1,637 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 113 % more rides than were provided during August of 2010.
 - 8,453 to Oregon City (15% fewer rides than August of 2010)
 - 4,258 to Woodburn (2.8% more rides than August of 2010)

Over the first two months the total drop in ridership is proportional to the drop in service hours. This is evidence that appropriate services were eliminated and we have successfully reduced costs with minimal loss of ridership. The 2.8% increase in ridership on the Woodburn portion of the Orange Line during the month of August is remarkable and encouraging because service hours for that service were reduced by more than 33%.

3) Updates:

- a) On July 13th the Transit Advisory Committee met for their usual meeting.
- b) On August 10th a publicized public meeting was held at the Hope Village Community Center service changes were discussed members of the Transit Advisory Committee were in attendance. At least 30 people attended the meeting. Following the service change presentation attendees provided input regarding the success of the Neighborhood Shuttles, changes to the Orange Line and suggestions for additional changes including a Shopping Shuttle service.
- c) On August 8, 2011 MV Transportation, Inc. named Dell Donoho as the General Manager (GM) for Canby Area Transit's service. Geogenia Bettencourt, the temporary GM, left for her next position on August 17th.

4) Collisions

- a) No collisions in July or August.
- b) On August 19, 2011 there was a serious injury incident involving a passenger who fell backward from the top step of the entry into the bus. The passenger sustained shoulder and head injuries and was transported to Emmanuel Hospital. As of this report, the passenger is still under care and condition will be updated as it becomes available. MV's investigation determined that the driver was not at fault. The passenger possibly blacked out and fell backwards without warning.

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

- a) MV Transit conducted Safety Meetings for their drivers on July 16th and August 27th.
- b) On July 17th CAT staff members met with Woodburn Transit staff to discuss coordination and the location of CAT stops in Woodburn.
- c) On August 15th Julie Wehling spoke to the Kiwanis at the luncheon regarding CAT service changes.

Wastewater Treatment
By Darwin Tramel, Wastewater Treatment Supervisor
July - August 2011

Facility Operations & Maintenance & Construction:

The water quality for the months of July and August remained excellent with no violations or interruption of services for either month. The wastewater staff was busy operating and maintaining the new biosolids dryer, keeping up with summer grounds maintenance and completing summer compliance monitoring for DEQ. To date, all staff members continue to appropriate time for the training and required maintenance of the new biosolids drying unit.

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

- Repaired clogging problem on Smith & Loveless Pista Grit.
- Installed High Temp Pump for odor control.
- Staff continued to work on Therma-Flite equipment malfunctions and responded to process alarms during the day and after hours.
- Sent in gas detector for new sensors.
- Replaced seal on Raw Sewage Pump.
- Replaced broken underground water pipe.
- Trimming and edging of yards and shrubs.
- Installed more duct work from odor scrubber to Dryer room.
- Continued to train with Therma-Flite on operating procedures.
- Prepped outside of main office building for painting.
- Cleaned lime silo mixing tank.
- Re-calibrated the U-Vectors on UV modules.
- Performed routine daily maintenance, repairs, and cleaning of plant equipment.

Construction activities for the months of July and August continue to be focused on operating the Therma-Flite biosolids dryer. The dryer continues to have equipment malfunctions resulting in alarms and process problems that require excess operator attention and staff time. The Therma-Flite dryer unit to date is incapable of meeting the required capacity specifications for amount of water removed per hour of processing as outlined in the contract with R&G Excavating. Staff, City management and engineering continue to meet with Therma-Flite and R&G Excavating 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.

July 2011

New Connections	0	Monthly Averages	
Total Connections	5749	Effluent BOD	2
Average Flow	0.9456	Effluent CBOD	2
E. Coli	21	Effluent TSS	3

August 2011

New Connections	0	Monthly Averages	
Total Connections	5749	Effluent BOD	4
Average Flow	0.9522	Effluent CBOD	2
E. Coli	7	Effluent TSS	4

Biosolids Program:

The City of Canby hauled 158 cubic yards of biosolids to the Riverbend Landfill in July and August. The amount of biosolids hauled to the dump in the past two months has risen due to equipment malfunctions and down time of the dryer unit in late July and early August. A malfunction in the unit caused a major plugging of the discharge cooling auger and rotary valve.

The City continues to receive odor complaints from neighbors of the treatment facility when the biosolids dryer is in operation. Engineering and staff are working diligently on solutions to reduce or eliminate problem odors coming from the new biosolids dryer.

Pretreatment, Stormwater, Collections:

In July and August, Dave Conner and staff continued to inspect businesses and restaurants for proper operation of fats, oils and grease removal devices. Staff inspected approximately 13 restaurants in the two month period due to better scheduling and coordination of restaurants with inspectors and pumpers.

The Stormwater TMDL Annual report submitted to DEQ had no violations and DEQ thanked the City for a job well done. Industrial pretreatment focused on summer compliance monitoring and inspection of Johnson Controls and the City NPDES permit effluent sampling for metals, organics and a bioassay. All the sampling and monitoring was in compliance with the NPDES permit and there were no problems associated with the effluent discharge.

Meetings and Training Attended

I attended meetings with 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 CPR first aid training and continued training on facility equipment operations and emergency procedures.

Management Team Meeting Minutes
September 12, 2011
2:00 PM
City Hall Conference Room

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

Kim Scheafer

- Reviewed Agenda for the September 21 City Council Meeting
- Sue Ryan will be training key staff in upcoming months to work on scheduling records for destruction

Penny Hummel

- On vacation next week
- Library Board meeting September 13
- Will be asking Friends of the Library for grant money

Eric Laitinen

- Pool reopened today
- Annual maintenance consisted of new sand was put in filter, painting, recoated part of roof, and replaced electrical boxes

Bret Smith

- Will be submitting several traffic grants next week
- Concrete will soon be poured at the new Police Department
- Spoke with Jesus Navarro about a better relationship with businesses in Canby
- Officers Nate Wallbaum and Chris Koehnke will be instructors for the G.R.E.A.T. Program
- Stephanie Wasserberger graduates from the Police Academy on Friday
- “Never Forget” memorial site looks very nice. Will be submitting pictures and articles to national law enforcements publications regarding this site.

Greg Ellis

- A Councilor has requested more information on project updates. It was felt that the Directors Meeting minutes contain updates on all projects when there is something to report on them. The Bi-Monthly Reports and Departmental Goals documents also contain information about projects and timelines.
- Attending a mediation on Thursday morning for the WWTP digester
- Will be in late on Friday

Renate Mengelberg

- Working on getting City property cleared on Sequoia. Crews will be back this week. Getting bids to have some trees removed, grading, and having a Geo Tech supervise.
- Ebners façade improvement looks great
- Countryside Living had their grand opening last week
- Ami Keiffer will be presenting information at the next Urban Renewal Agency meeting regarding the Façade Improvement Program

- Anderson Springs should be moved in next week to the former Mountain Glass building
- Bringing back an applicant for a second interview for the Planning/Urban Renewal OS II position

Bryan Brown

- Delivered Certificate of Occupancy to Countryside Living last week
- Learning Tree scheduled for the Planning Commission meeting tonight
- Still having issues with getting a quorum for Planning Commission meetings and being notified if they are attending
- Zoar Lutheran has requested a one-year extension to a Development Agreement that was done for Phase I seven years ago
- Hope Village is delaying their submission of a one acre annexation. They will submit in time for the November 2012 ballot.
- Received a complaint about Pre-application fees

Sue Engels

- Received quotes for upgrades to accounting software. Business license and transit modules will be upgraded first.
- Paperwork needs to be submitted in a timely manner to Finance when making credit card purchases. If a receipt is not given then a memo should be done and submitted to Finance in its place.

Amanda Klock

- Bob Godon will be retiring at the end of September
- So far three long term employees have stated that they are retiring this year. Money will be used from contingency to pay their retirement payout.
- Will be researching on recruiting a City Attorney that can also prosecute
- Non-represented staff can now start contributing to a VEBA. Money goes in pre-tax and comes out with no tax. Will be having further discussions in the future to agree on an amount.
- Looking for a location to have the staff holiday luncheon at

Minutes taken by Kim Scheafer