

# AGENDA

## CANBY CITY COUNCIL REGULAR MEETING

July 21, 2010

7:30 PM

Council Chambers

155 NW 2<sup>nd</sup> Avenue

*Mayor Melody Thompson*

*Council President Walt Daniels*

*Councilor Richard Ares*

*Councilor Robert Bitter*

*Councilor John Henri*

*Councilor Brian Hodson*

*Councilor Jason Padden*

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## CITY COUNCIL REGULAR MEETING

### 1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

B. Marguerite Hofferber Day Proclamation

Pg. 1

### 2. COMMUNICATIONS

### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

### 4. MAYOR'S BUSINESS

### 5. COUNCILOR COMMENTS & LIAISON REPORTS

### 6. CONSENT AGENDA

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

A. Approval of Minutes of the June 30, 2010 City Council & Planning Commission Work Session

B. Approval of Minutes of the July 7, 2010 City Council Work Session and Regular Meeting

C. Off-Premises Sales Liquor License Application for La Conasuper Pg. 2

D. Interagency Agreement with Canby Adult Center Pg. 4

### 7. RESOLUTIONS & ORDINANCES

A. Ord. 1333, Amending Canby Municipal Code Section 5.12.020 Establishing an Annual Sidewalk Vendor Permit Fee and Section 5.12.030 Regarding the Permit Application (*2<sup>nd</sup> Reading*) Pg. 8

B. Ord. 1334, Authorizing a Contract with Julie Wehling of JWL Consulting, LLC for Professional Services for Management of Canby Area Transit Pg. 11

**8. NEW BUSINESS**

**9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

**10. CITIZEN INPUT**

**11. ACTION REVIEW**

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

**13. ADJOURN**

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at [www.ci.canby.or.us](http://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

## “Marguerite Hofferber Day”

WHEREAS, The vision of the Oregon Lions Sight & Hearing Foundation is to ensure that everyone in need of the programs and the services of the Lions Foundation receives them; and

WHEREAS, The Oregon Lions Sight & Hearing Foundation will celebrate its first annual Hall of Fame Gala on July 31; and

WHEREAS, Marguerite Hofferber was the first woman Board Chair of this foundation in 1988; and

WHEREAS, Ms. Hofferber continues to volunteer every Tuesday at 92 years young.

NOW, THEREFORE, I, Melody Thompson, by the virtue of the authority vested in me as the Mayor of the City of Canby, hereby proclaim Saturday, July 31, 2010 as:

Marguerite Hofferber Day

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

Given unto my hand this 21<sup>st</sup> day of July 2010.



Melody Thompson  
Mayor



# Memo

To: Mayor Thompson & Members of City Council

From: Bret J. Smith, Chief of Police

CC: Kim Scheafer, General Administration

Date: June 29, 2010

Re: Liquor License Application / La Conasuper



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I have reviewed the attached liquor license application completed by the applicant, Alfredo Lua Lopez for La Conasuper located at 733 SE 1<sup>st</sup> Avenue, Canby, Oregon.

In addition, I spoke with the applicant; and we discussed laws involving the sale of alcoholic beverages. He told me that they would be working closely with OLCC as it relates to training for his employees on pertinent laws involving alcohol related violations and crimes.

I recommend that the Canby City Council recommend approval of this application to the Oregon Liquor Control Commission (OLCC).



OREGON LIQUOR CONTROL COMMISSION  
LIQUOR LICENSE APPLICATION

RECEIVED

JUN 28 2010

CITY OF CANBY

*Requesting  
Temporary  
Please*

PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)  
☐ Commercial Establishment  
☐ Caterer  
☐ Passenger Carrier  
☐ Other Public Location  
☐ Private Club  
☐ Limited On-Premises Sales (\$202.60/yr)  
☒ Off-Premises Sales (\$100/yr)  
☐ with Fuel Pumps  
☐ Brewery Public House (\$252.60)  
☐ Winery (\$250/yr)  
☐ Other: \_\_\_\_\_

ACTIONS

- ☐ Change Ownership  
☒ New Outlet  
☐ Greater Privilege  
☐ Additional Privilege  
☐ Other: \_\_\_\_\_

Applying as:

- ☐ Limited Partnership  
☐ Corporation  
☐ Limited Liability Company  
☒ Individuals

FOR CITY AND COUNTY USE ONLY  
The city council or county commission:

(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: \_\_\_\_\_  
(signature) (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

OLCC USE ONLY

Application Rec'd by: K. Lynn

Date: 4/16/10

90-day authority: ☒ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide].

① Alfredo Lva Lopez ③ \_\_\_\_\_

② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): La Conasuper

3. Business Location: 733 SE 1<sup>st</sup> Ave Canby Clackamas OR 97013  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: Same  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (503) 266-8982 N/A  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: N/A Type of License: N/A EXP 3/2009

8. Former Business Name: La Mexicana

9. Will you have a manager? ☐ Yes ☒ No Name: \_\_\_\_\_  
(manager must fill out an individual history form)

10. What is the local governing body where your business is located? City of Canby  
(name of city or county)

11. Contact person for this application: Julio C. Valera 503-830-2977  
(name) (phone number(s))  
1574 Coburg rd #866 Eugene OR 97401 Julio.know@gmail.com  
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date 4/1/10 ③ \_\_\_\_\_ Date \_\_\_\_\_

② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_

1-800-452-OLCC (6522)  
www.oregon.gov/olcc

(rev. 12/07)



## CITY OF CANBY

### INTERAGENCY AGREEMENT

This agreement is entered into between the CITY OF CANBY, hereinafter referred to as "CITY", a municipal corporation, and The Friends of the Canby Adult Center Inc., an Oregon non-profit corporation, hereinafter called "SERVICE AGENCY". This agreement is made and entered into between these parties on the date of the latest of the signatures hereto.

The purpose of this Agreement is to enable the SERVICE AGENCY to implement the contracts between the CITY and Clackamas County Area Agency on Aging (CCAAA), and to utilize the Canby Adult Center building (the "Adult Center") built with federal funds for the purpose of serving senior citizens and qualifying disabled persons and to provide services for CITY and area citizens as described below:

#### I. SCOPE OF SERVICES:

##### A. SERVICE AGENCY SHALL:

1. Provide services for senior citizens and qualifying disabled persons including but not limited to meals, transportation, outreach, health screening, information and referral, and recreation, utilizing the Adult Center and the equipment located at the Adult Center within the equipment and building use policies established by the CITY.
2. Provide such furnishings, equipment and decorations for the Adult Center as may be necessary to the conduct of its services. All such property, whether provided by or given to the SERVICE AGENCY, shall be and remain the property of the SERVICE AGENCY. SERVICE AGENCY shall not install new equipment requiring structural, electrical, plumbing or other building changes in the Adult Center without the approval of the CITY.
3. Maintain and repair all furnishings and office equipment in the Adult Center including, but not limited to, office equipment, kitchen equipment (dishwasher, stoves, steamers, etc.).
4. Provide janitorial services for the operation of the Adult Center, including the replacement of interior lamps/bulbs, and keep kitchen and dining areas clean, in such a way as to meet the standards of the State of Oregon and the Clackamas County Community Health Division.
5. Operate the Adult Center in such a way as to keep it open during reasonable business hours to seniors and disabled persons, but no less than the minimum hours required by the CCAAA. The SERVICE AGENCY shall schedule all uses of the Adult Center. Services for senior citizens and qualifying disabled persons shall have first priority; official meetings of the CITY shall have second priority; and all other uses shall have third priority.

6. Provide all personnel for operating the Adult Center and be responsible for supervising Adult Center staff

7. Pay all utility bills, including the phone bill.

8. Obtain all licenses and permits which may be required in the administration of its services.

9. Contract for and provide bookkeeping and auditing services for the Adult Center.

10. Reimburse the CITY for fuel used by the Adult Center vehicles.

11. Obtain any and all legal services needed beyond those needed to review contracts which directly involve the services provided by the CITY for the Adult Center.

12. Work with CITY staff to plan for current and future maintenance for the Adult Center. The Center Director shall keep the CITY informed of needed maintenance and arrange for service calls or repairs that cost less than \$250.00. The bills for such service calls shall be conveyed to the CITY's Director of Public Works for approval and payment. The SERVICE AGENCY and its staff are in the best position to assess day to day maintenance needs. Each year the parties shall work together to compile the maintenance budget request for the CITY budget process. See CITY portion of this section for a description of the CITY's obligations regarding the Adult Center.

13. Reimburse the CITY at the rate of \$500.00 per month as reasonable rent for the use of the Adult Center, with the first payment due on July 15, 2010 and a similar payment to be made on or before the fifteenth day of each month thereafter throughout the term of this agreement. The parties acknowledge that the rent payable under this Agreement has been established to reflect the savings of below market rent resulting from the City's and Service Agency's respective exemption from taxation. CITY may increase the rental amount by providing notice to Service Agency on or before April 1<sup>st</sup> of the existing year to allow the Service Agency to budget for any increase required. CITY agrees that the rental rate will only increase, if at all, when the Canby School District increases the rent to the CITY for the real property that the CITY leases from the Canby School District.

#### B. CITY SHALL:

1. Provide fire, theft, and all-risk insurance in an amount not less than the appraised value of the Adult Center and contents.

2. Provide garbage service.

3. Provide legal services to review contracts which directly involve the services that the CITY provides for the Adult Center.

4. Provide for the upkeep of the building and grounds, including the repair of sidewalks, driveways, service areas, curbs and parking areas; maintenance of lawn and any other landscape features; making any structural repairs to the building itself; maintenance functions such as exterior and interior painting, woodwork repair, maintenance of heating ventilation and air conditioning systems, wiring, plumbing, hot water heater, replacement of exterior lighting, and for the labor and installation of overhead lamps in the multi-purpose room are the responsibility of the CITY. Requests for CITY maintenance shall be made through the Director of Public Works. The CITY shall work together with SERVICE AGENCY staff to compile maintenance needs for the CITY budget process. .

5. Provide insurance for the Adult Center vehicles.

II. INDEMNITY: The SERVICE AGENCY (the "Indemnitor") shall indemnify, save, and hold harmless the CITY, and its officers, agents and employees (collectively the "Indemnitee"), from any and all claims for losses, injuries, damages and liabilities incurred by the Indemnitee occasioned wholly or in part by the acts or omissions of the Indemnitor and/or its agents, officers, and employees in the course of the Indemnitor's use of, maintenance, or activities in connection with the Adult Center or otherwise in the performance of the Indemnitor's obligations under this Agreement.

III. INSURANCE: The SERVICE AGENCY shall maintain a commercial general liability insurance policy naming the CITY as an additional insured in an amount of one million dollars (\$1,000,000), combined single limit including bodily injury and property damage. Such insurance provided by the SERVICE AGENCY, and naming the CITY as an additional insured, is for coverage during SERVICE AGENCY activities, occasioned wholly or in part by the acts or omissions of the SERVICE AGENCY, its officers, agents, participants and employees while using the CITY facilities or otherwise performing its activities in agreement with the CITY. CITY will maintain a commercial general liability policy to cover accidents and injuries to persons or property at the SERVICE AGENCY Center caused by the negligent acts of City, its agents, officers and/or employees.

IV. BREACH OF CONTRACT: In the event of any breach of any of the terms or provisions of this AGREEMENT, each party shall have, in addition to any other recourse, the right to immediately terminate this AGREEMENT. If the SERVICE AGENCY breaches this agreement, the CITY shall also have the right to enter and obtain possession of the CITY owned facilities being utilized by the SERVICE AGENCY under this agreement.

V. INSPECTION BY CITY: The CITY shall have the right to make inspections of the Adult Center at any reasonable time after giving prior notice to ensure compliance with this AGREEMENT.

VI. SPECIAL EVENTS ALCOHOL POLICY: The SERVICE AGENCY and the CITY may hold special events for fund raising and other purposes, which events include rentals of the Adult Center by the SERVICE AGENCY and alcoholic beverages may be served at such events subject to the following rules for each party:



1. A Temporary Sales Liquor License must be obtained through the OLCC which must be approved by the City Administrator and the Canby Police Chief. Neither the City Administrator nor Police Chief will unreasonably withhold approval.
2. All alcohol must be served by an OLCC permitted service provider.
3. Events are limited to no more than 5 events within a calendar month, unless specially approved by the City Administrator.
4. Liquor liability insurance coverage must be obtained with limits of no less than \$500,000 per occurrence and \$1,000,000 aggregate naming both the other party and Canby School District as additional named insured.

VII. SAVINGS: Should any provision of this AGREEMENT be found to be in conflict with any federal law, state statute, or final decision of any court of competent jurisdiction, said provision shall be modified to comply with said law or decision, but all other provisions of this AGREEMENT shall remain in full force and effect.

VIII. AMENDMENT BY MUTUAL AGREEMENT: The parties hereto may, upon mutual agreement, amend the terms and conditions herein.

IX. TERMINATION: Either party may terminate this agreement by giving the other party not less than one hundred twenty (120) days prior written notices of its intention to terminate. Except with respect to property of the SERVICE AGENCY, as provided in Section I.A.2 above, the SERVICE AGENCY agrees that it will deliver the Adult Center including any attached fixtures or improvements to the CITY at the termination of this AGREEMENT in as good a condition and state of repair as when received, except for ordinary wear and tear or loss or damage caused by an act of GOD or natural disaster.

X. SUCCESSORS: This Agreement shall be binding upon any assignee or successor-in-interest to the CITY, including the Canby School District.

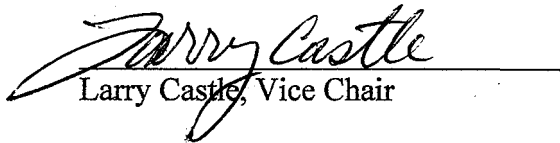
IN TESTIMONY of which, this AGREEMENT has been executed on behalf of the CITY by its Mayor and attested by its City Administrator and has been executed by or on behalf of the above

SERVICE AGENCY:

CITY OF CANBY:



Bonnie Schaefer, Board Chair



Larry Castle, Vice Chair

Melody Thompson, Mayor

Greg Ellis, City Administrator

Date: 7/8/10

Date: \_\_\_\_\_

## ORDINANCE NO. 1333

### AN ORDINANCE AMENDING CANBY MUNICIPAL CODE SECTION 5.12.020 ESTABLISHING AN ANNUAL SIDEWALK VENDOR PERMIT FEE AND SECTION 5.12.030 REGARDING THE PERMIT APPLICATION.

**WHEREAS**, Canby Municipal Code (CMC) Chapter 5.12 establishes a permitting process for sidewalk vendors that wish to operate with the City of Canby; and

**WHEREAS**, CMC 5.12.020 establishes a fee for a sidewalk vendor's permit, but does not state that the fee is an annual fee and the Council wishes to clear up any misunderstanding regarding this issue;

**WHEREAS**, CMC 5.12.030, establishes a procedure to follow for applying for a sidewalk vending application, but contains language that is outdated; now therefore

#### THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Canby Municipal Code Section 5.12.020 shall be amended as follows:

(Added text is illustrated below in **red underlined font**.)

5.12.020 **Permit** ~~License~~ required; fee.

No person shall conduct business as defined in this chapter on any city sidewalk without first obtaining a ~~sidewalk vendor's business license from the office of the City Recorder~~, **a sidewalk vending permit**, and paying the required **sidewalk vending permit** fee **to** the office of the City Recorder. **Fees are annual and shall be payable upon the business license renewal date.** It is unlawful for any person to sell any goods on any sidewalk within the city except as provided by this chapter.

Section 2. Canby Municipal Code Section 5.12.030 shall be amended as follows:

5.12.030 **Permit** ~~License~~ application.

A. Application for a **permit** ~~license~~ to conduct business on a sidewalk shall be made at the office of the City Recorder on a form deemed appropriate by the City Recorder. This application shall include but not be limited to the following information:

2nd Reading

1. Name and address of the applicant;
2. Type of items sold. Individual applications shall be accepted for **one** + type of product;
3. A valid copy of all necessary **licenses or** permits required by state or local health authorities; ~~including business name registration with the state;~~
4. A signed **Indemnity Agreement stating** ~~statement~~ that the permittee shall hold harmless the city, its officers and employees, and shall indemnify the city, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit;
5. The permittee shall furnish and maintain this public liability, food products liability and property damage insurance as will protect permittee, property owners and the city from all claims for damage to property or bodily injury, including death, which may arise from operations under the permit or in connection there with. This insurance shall provide coverage of not less than **\$1,000,000.00** ~~\$100,000~~ for bodily injury **and property damage for each occurrence** ~~for each person, \$300,000 for each occurrence and not less than \$1,000,000.00 \$100,000 in the aggregate. for property damage per occurrence.~~ **The permittee shall provide the City with a Certificate of Liability Insurance.** This insurance shall be without prejudice to coverage otherwise existing therein; shall name as additional insured the city, its officers and employees; and shall further provide that the policy shall not terminate or be canceled prior to the completion of the contract without 30 days' written notice to the **City** Recorder of the city;
- ~~6. 5.~~ Means to be used in conducting business, including but not limited to a description of any mobile container or device, to be used for transport or to display approved items or services; and
- ~~7. 6.~~ The proposed location for conducting business, along with a signed statement that the permittee shall hold harmless the adjacent property owner(s) for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the permit. No application shall apply to more than **one** + location. Location must be approved by the City Administrator.

B. A separate **sidewalk vending permit** application **and fee** shall be required for each mobile container or device to be used for transportation or display.

2nd Reading



C. No food vendor application will be accepted for a location where a restaurant or fruit and vegetable market, with direct access to the sidewalk, is adjacent or within 100 feet on the same block. No application will be accepted for a flower vendor for a location where a flower shop, with direct access to the sidewalk, is adjacent or within 100 feet on the same block. The above requirement may be waived if the application is submitted with the written consent of the proprietor of the restaurant, fruit and vegetable market or flower shop. The consent must be submitted on a form deemed appropriate by the City Recorder.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, July 7, 2010, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, July 21, 2010, commencing at the hour of 7:30 p.m. in the Council Chambers located at 155 N.W. 2<sup>nd</sup> Avenue, Canby, Oregon.

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Kimberly Scheafer, CMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 21<sup>st</sup> of July 2010, by the following vote:

YEAS\_\_\_\_\_

NAYS\_\_\_\_\_

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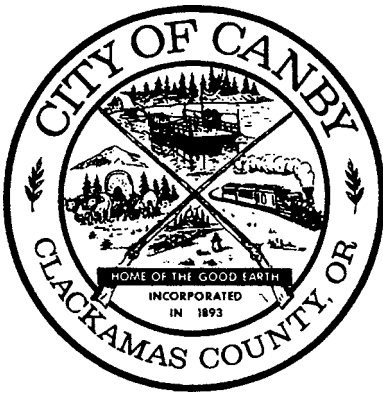
Melody Thompson, Mayor

ATTEST:

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Kimberly Scheafer, CMC  
City Recorder

2nd Reading



# City of Canby

Office of the City Attorney

July 13, 2010

Memo to: Mayor/City Council

From: John H. Kelley, City Attorney

Re: Transit Director Personal Services Agreement

Attached is Ordinance No. 1334. It proposes that the City enter into a personal services agreement with Julie Wehling of JWL Consulting, LLC., to provide management services for the Canby Transit System for the year 2010-2011.

As you know, Cynthia Thompson has given notice that she is resigning from the position of Director of the Canby Transit System effective August 15, 2010.

Pursuant to the City's Public Contracting rules, Amanda sent out an RFQ to 5 different persons/firms that are known to contract for management services for Transit Districts. Of those 5, only two responded. Julie Wehling JWL Consulting, LLC, with a proposal for \$84,000 per year and Christian Watchie of Transwatch in Eugene with a proposal for \$130,000 per year.

Julie Wehling has been doing most, if not all of the work here for Cynthia this past year as a subcontractor, so we are all very familiar with her work, not to mention the fact that she is \$46,000 less than the other quote.

Staff, therefore, recommends that the Council approve Ordinance No. 1334 authorizing the Mayor and City Administrator to enter into the proposed contract which is identified as Exhibit "A" to the Ordinance. (In case you want to review that contract, I will get it to you as soon as we finish up with a couple of issues yet to resolve)

Call me if you have any questions about this process after reviewing the material.

## **ORDINANCE NO. 1334**

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

**WHEREAS**, the City of Canby currently has need of management services for Canby Area Transit to prepare and submit grants, monitor existing grants, assist with budget analysis and development, assist with future planning, and other such activities; and

**WHEREAS**, in accordance with ORS Chapter 279 and the City of Canby's Public Contracting Rules, the HR Director heretofore solicited Requests for Quotations (RFQ) from at least three interested parties, including Julie Wehling of JWL Consulting, LLC; and

**WHEREAS**, the City wishes 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 a personal services contract which 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 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.

Section 2. Emergency Declared.

It being necessary for the health, safety, and general welfare of the citizens of Canby that the new Director of the Transit Service in Canby assume her position as soon as possible, 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 21, 2010, 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, August 4, 2010, commencing at the hour of 7:30 PM in the Council Meeting Chambers at Canby City Hall 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 4<sup>th</sup> day of August 2010, by the following vote:

YEAS\_\_\_\_\_

NAYS\_\_\_\_\_

\_\_\_\_\_  
Melody Thompson, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, CMC  
City Recorder



# City of Canby Bi-Monthly Report

## Department: Administration

### For Months of: May and June 2010

To: The Honorable Mayor Thompson & City Council  
From: Kim Scheafer, CMC, City Recorder  
Prepared by: Lisa Potter, Office Specialist  
Through: Greg Ellis, City Administrator  
Date: July 12, 2010

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- 1. Business Licenses** – Thirty-six new business licenses were issued during the months of May and June 2010. This compares to 43 new licenses issued during May and June 2009. Thirty-two business licenses were inactivated during the months of May and June 2010. This compares to 37 licenses inactivated during the same period in 2009. Two hundred-nineteen renewals were sent out.
- 2. Complaints/Inquiries** – Forty-three complaints/inquiries were received during May and June. Thirty-seven complaints have been resolved and 13 were resolved within 24 hours. Twelve follow-up cards were mailed and eight 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:

*"The crew responded fast [to a sewer problem]. They did an awesome job of getting things going again. They were the best. Great crew!"*

*"Kudos to Canby employees! [potholes repaired by Solomon Jacobsen and Dustin Breese]"*

*"Very courteous, prompt and helpful." [tree removed by Solomon Jacobsen, Jerry Nelzen and Craig Pottratz]*

*"This is the way a town should be run. It was a pleasure to be involved."*  
[Territorial/Logging Road crosswalk lighting system failure corrected by Jeff Snyder]

*"Thank you very much. The mowing job was above and beyond anything I expected. My dog says thank you also."* [Ben Johnston mowed the Farmers Trail near the Logging Road]

*"I was very impressed with your customer service—it was excellent! Thank you."*

- 3. Training/Meetings** –
  - May 14 - Kim Scheafer attended an OAMR Records Management meeting
  - May 23-28 - Kim Scheafer attended the IIMC Conference in Reno
  - June 8 - City All-Staff meeting at the Canby Adult Center
  - June 20-25 - Melissa York attended the Northwest Clerks Institute PD III in Tacoma

4. **Special Animal Permits** – One Special Animal Permit was approved. The resident requested housing ducks on her property.
5. **Street Vendor/Vending Cart Permits** – The permit packet was developed by several members of the Administration team. The first permit was issued in June to Hot Dog Dudes LLC.
6. **Street Closure Requests** – Two street closure requests were approved during May and June: 1] American Legion Post 122 annual Memorial Day barbeque; and 2] Canby Police Department's National Night Out. Street closure requests are now managed by Ami Keiffer, Main Street Manager.
7. **Railroad Parking Lot Event Reservation Requests** – Two railroad parking lot use requests were approved during May and June: 1] Canby Saturday Market; and 2] Canby Lions plant sale. Railroad Parking Lot event reservations are now managed by Ami Keiffer, Main Street Manager.



# City of Canby Monthly Report

Department: Court

For Month of: May & June  
Date prepared: July 9, 2010  
Prepared by: Kathy Mashek  
From: Sue Engels, Court & Finance Director

- 20 attended the seatbelt class for the months of March & April. This generated \$300.00 towards the purchase of helmets.
- Court trials for the months of May & June were held for 34 defendants. This required 9 officers, at various times, to come to testify.
- 599 cases were filed and 518 cases were concluded during these months.
- Revenue for both months was \$84,843.16. Out of this amount, Oregon Department of Revenue received checks totaling \$6,971.82, Oregon Judicial Department \$535.50 and Clackamas County received \$1,264.82.
- 47 defendants appeared with attorneys. With the defendants there were a total of 6 different attorneys present.

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Catherine Comer, Director, Economic Development and Urban Renewal*  
**THROUGH:** *Greg Ellis, City Administrator*

**RE:** *BI-MONTHLY STAFF REPORT May-June 2010*  
*ECOMONIC DEVELOPMENT DEPARTMENT/URBAN RENEWAL*

**Project Updates**

The following projects are funded through Urban Renewal.

**1. 2<sup>nd</sup> Avenue/Public Parking Lot. Completed**

**2. Main Street Program. Ongoing**

46 people attended the Main Street kick-off meeting on June 24<sup>th</sup>. New Main Street Manager, Ami Keiffer outlined the work plan for the year and presented the process for organizing four committees: Promotion, Design, Economic Restructuring, and Organization. Current committee counts are Promotion 9, Design 8, Econ. Restructuring 6, and Organization 7. (Main Street Manager and ED/URA Director are included in these numbers.)

*Background: The URA has funded \$150,000 to implement a Main Street Program for downtown Canby which will focus on the Main Street Four Point Approach of Organization, Design, Promotion, and Economic Restructuring. The City Council has funded \$10,000 for promotion and event coordination as these activities are not eligible under the urban renewal plan. The goal is to continue revitalization efforts in the downtown area and to create an economically viable city center that will draw business and community.*

**3. Marketing. Ongoing.**

Staff responds to requests as presented. Due to staff time constraints, our marketing efforts are reactive. The majority of Economic Development staff time is spent on infrastructure projects to encourage new business and working with industrial brokers to market the Canby Pioneer Industrial Park.

**4. Downtown Redevelopment Grants. Ongoing.**

We continue to work on a conceptual plan for NW 1<sup>st</sup> Avenue as the next planned redevelopment area in the historic downtown core.

*Background: This program has been restructured to allow for special projects*

**5. Facade Improvement Program. Ongoing.** Our new Main Street Manager has assumed management and marketing of our Façade Improvement Program to property owners located in the downtown and within URD boundaries. The URA has approved a new program offering matching grants. Up to \$1,500 match for the design phase and up to \$25,000 for the construction phase will be offered to property owners who qualify under the new program guidelines. We currently have 2 new applications and 1 participant which is Cutsforth Thriftway.

*Background: The URA has approved the use of funds to partner with private property owners to revitalize the downtown area.*

6. **Canby Pioneer Industrial Park Activity. Ongoing.** There is continued interest in the property in the CPIP.

7. **Canby Gateways Project: Ongoing - Phase One Completed.** Phase Two of this project will be to light the seven entry signs. We are working on a cost analysis as there is not electricity available to most of the sites, therefore will be expensive due to the need for meters.

*Background: The URA has funded the Canby Gateways Project to help add visual identifiers to the community. The Agency approved \$145,170 to construct replacement signs for 7 existing Welcome signs.*

8. **Walnut Street Extension Completed.** This project was completed at the end of June. Final paperwork will be completed in July and we will then request our grant funds from the Immediate Opportunity Fund that was awarded last Spring.

9. **Partnership with Library Facilities Needs Assessment Ongoing** The Economic Development Director will continue to work with the Library Director, towards a library concept plan. The URA has approved funds for a preliminary architectural report which will provide a concept and cost analysis for this project.

*Background: This is a project that the URA has co-funded in this fiscal year to determine the feasibility of expanding or building a new library.*

10. **URD/Economic Development Long-Range Planning Ongoing**

Staff continues to work on a draft of a 10-year Urban Renewal District Plan currently scheduled to come before the Agency in September. Following several Agency work sessions and working with consultants, the draft plan will include conceptual projects and URD projected revenues.

*Background: The Urban Renewal District is scheduled to sunset in ten years, therefore, the Agency has directed staff to work on a 10-year plan and revenue projection report that will help the Agency determine how best to use projected funds before the end of Urban Renewal. Focus of the 10-year plan are the downtown core and Highway 99E as much investment in the first 10 years was in the Canby Pioneer Industrial Park to create jobs through a strong industrial base.*

11. **Partnership with Police Department for new facility: Ongoing**

The URA is considering the use of 13.6 acres located on NW 3<sup>rd</sup> Ave which is owned by the City as a possible site for a new police facility. The ED/URA Director is working with the Police Chief on this concept plan. We have hired various consultants to determine if this site is buildable. We received a letter from DEQ stating that no further action is required to use this site, however, we now need to complete a geotechnical report to determine what process may need to occur because this site was a former landfill. The URA has also approved funding a preliminary architectural report which will provide a concept and cost analysis for this project.

*Background: In 2005, a facility needs assessment determined that the current police facility and parking access in not adequate for needs of the department. The City and URA are seeking other funding sources to build phase I of a police facility.*

**12. Partnership with Transit for a new Transit Station: *Ongoing***

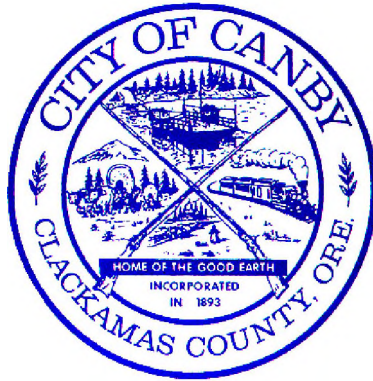
The URA has approved use of Urban Renewal funds for a feasibility study of whether a new Transit Station could fit on the 13.6 acre site being considered for a future police department. The ED/URA Director will continue to work with the Transit Directors and various consultants to bring forward more information about this concept. The URA approved funding a preliminary architectural report which will provide a concept and cost analysis for this project.

**13. Purchase of former K&L Lighting Building and Relocation of Planning, Building, Economic Development, and Utility Collection Departments: *Ongoing***

The URA has purchased a building located at 111 NW 2<sup>nd</sup> Ave to move these departments and allow the City to own a facility instead of paying a lease and would insure that the City will have control of this section of the block for a future city hall and/or public library.

*Background:*

*The Agency has previously directed staff to work towards a long range plan for downtown development and City facility needs. This purchase has been discussed in these long-range planning sessions by current and previous Agency members.*



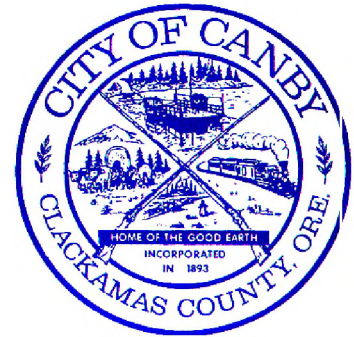
## **Bi-Monthly Finance Department Report**

**To:** Mayor Melody Thompson & City Council Members  
**From:** Sue Engels, Finance & Court Services Director  
**Through:** Greg Ellis, City Administrator  
**Covering:** May & June, 2010

- The budget process continued. A few changes to the proposed budget of the City and Urban Renewal Agency were presented at the May 12 budget meetings. Both budgets were approved with the changes.
- Public hearings were held June 16 for both budgets. There were a few proposed changes to the City budget, none of which exceeded 10% of any fund. There were no proposed changes for the Agency budget. Both budgets passed. Resolutions and an ordinance were passed which adopted the budgets, levied taxes, and fulfilled requirements to receive shared revenues from the state such as gasoline, liquor and cigarette taxes.
- Utility staff made a strong effort to collect past due accounts in June. \$13,971 was collected by June 30, and \$10,604 in past due accounts were turned over to a collections agency.
- Transit tax forms were mailed in mid June for the 2<sup>nd</sup> quarter of 2010 which ended June 30. Returns and payments are due by July 31. Tax receipts from the 2<sup>nd</sup> quarter will be included in the 2009-2010 results even though most of the payments will be received after July 1, 2010.
- Preparations were made for year-end closing, and the new budget numbers were loaded into the accounting software.



CANBY PUBLIC LIBRARY  
BI-MONTHLY STAFF REPORT  
May – June 2010



TO: Honorable Mayor Thompson and City Council

FROM: Penny Hummel, Library Director

THROUGH: Greg Ellis, City Administrator

DATE: July 7, 2010

As we complete our first year of funding from the Clackamas County library district, we see the happy results of the increased hours and improved services that this support has made possible. In FY09-10, circulation reached 312,379, an 8.1% increase over FY08-09. That's over 12 books checked out or renewed for every man, woman and child in Canby and in our surrounding service area! We look forward to building on this success in the new year.

**Grants.** In June, good news came twice to the library twice with respect to grants applications submitted earlier this year. The first one is for a five part "Let's Talk About It" reading and discussion series that is planned for this fall and winter. Led by faculty from the English department at Clackamas Community College, the series "Making Tracks" will have a railroad-focused theme that is perfect for Canby! This grant is made possible by the National Endowment for the Humanities, the Institute for Museum and Library Services and the American Library Association.

The second honor we received will assist us in expanding library services and programming for people over 50. Library Assistant Hanna Hofer has been selected as a fellow in a yearlong training program called *Transforming Life After 50* that begins this fall. Funded by the national Institute for Museum and Library Services, the fellowship program will involve library staff from 11 states.

The library's recent grant successes were featured in a June 16 cover story in the *Canby Herald*, followed by a supportive letter to the editor by library board president Cathy Whiting.

**Community involvement.** Volunteers donated 517 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. In the last year, we have added 16 new volunteers, a testament to the talents of staff member Marty Moretty, who makes perfect use of their many talents. In May, we were fortunate to welcome volunteer Tracie Heidt to the library. An experienced early literacy educator with extensive library experience, Tracie initiated a new weekly preschooler storytime on Wednesdays at 10:30 which has been an immediate hit.

**Planning for a new library.** In addition to participating in recent Urban Renewal Agency work sessions discussing possible new directions for downtown redevelopment, the library director has been working with Economic Development staff on an RFP for a preliminary architectural report

to a limited number of qualified firms later this summer.

**Programming.** Events and exhibits for the community during May and June included:

- Monthly Music in the Stacks programs, with well attended programs by the bluegrass/country group Misty Mamas (May) and cello jazz/fusion by Gideon Freundman (June).
- “Coupon Express,” a hugely popular one hour workshop that detailed how to get many grocery and household items for free through the use of coupons. We are grateful for the support from the Friends of the Library for this and other library programming.
- An exhibit of quilts from the Canby chapter of Relay for Life.
- *Life Transformations After 50* sessions that explored volunteering and successful care giving.
- Twice-monthly book groups, and weekly storytimes and knitting circles.

Summer Reading also began mid-June with a splash and we are expecting over 1,000 signups this year. With weekly craft and entertainment programs (including the wildly popular Reptile Man and juggler Leapin’ Louie), youth from toddlers to teens are developing lifelong learning skills and preparing for success in schools. Kids who read, succeed!

**Service enhancements.** Work continues on weeding the collection of outdated and worn items, and purchasing replacements. To make the CD collection more easily browsable, we have put the CDs out in the library and eliminated the use of dummy cases. Work is also underway for a redesign of the library’s website, slated to be unveiled later this summer.

# ***PLANNING & BUILDING DEPARTMENT***

## ***March/April, 2010 UPDATE***



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Bryan Brown, Planning Director*  
**DATE:** *July 7, 2010*  
**THROUGH:** *Greg Ellis, City Administrator*

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The following report provides an update on the major planning and building projects and activities through the months of May and June, 2010. 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. Attachments provided at the end of this report list the new and on-going land use applications being processed, and the building permit and inspection activity highlights for this period.

- 1. Urban and Rural Reserves Designation Process.** The Director was asked and agreed to participate on LCDC's Metro Reserves Rules Advisory Workgroup. Several areas have been suggested as needing refinement to the State Administrative Rules put in place with the new legislation passed to implement the Metro Urban and Rural Reserves. The most controversial area of discussion has had to do with whether an "exception process" of some sort should be available to allow consideration of major transportation improvements or new major roadways outside of the UGB in designated urban or rural reserves. Should we allow the potential for roads to be built on farm land through the newly designated reserve areas within the next 50 years? We held 3 meetings in the last two months and expect only one more meeting on July 15 before forwarding a recommendation to LCDC.
- 2. French Prairie Forum Meetings. Ongoing.** The director attended the May meeting where a newly invited representative – Siobhan Taylor - from the Confederated Tribes of Grand Ronde was welcomed and invited to attend on an ongoing basis and collaborate on topics of interest. An update about the proposed French Prairie Coastal Bypass Toll Road indicated that it appears to have died with little to no support garnered, especially from a lack of willing property owners to entertain the proposal. The Forum group is also monitoring the advancement of Newberg's Industrial Land Needs Study as it pertains to a push to bring new industrial lands into Newburg's UGB. This could complete with local industrial parks in Canby, Aurora, and Wilsonville. Discussion about the on-going High Speed Rail Study indicated a survey in May was assessing whether people preferred trains that could reach speeds of up to 120 mph or whether they would prefer more frequent trains with potentially more stops at slower speeds.
- 3. North Baldock Travel Center Coalition.** Enforcement efforts which were begun during this reporting period to address the transient and homeless population at the I-5 Baldock Rest Areas are showing results and have been done in a very caring and helpful manner with relocation assistance to many of the previous "residents" of this area. So called "shadow" people who work during the day and return to sleep in cars at night are still occurring but cannot stay over 12 hours at one time which is now being enforced. The new manager of the

rest area – Oregon Travel Information Council – is eager to get on with planning for new buildings and facilities in the rest area.

4. **Canby Parks Master Plan & Acquisition Plan Update.** The work for this project is complete and received. Payment has been made. A final bound copy with cover is still pending from “Community Planning Workshop – CPW at the University of Oregon. The report includes a market analysis of the demand and need for a community center/pool and sports complex with a financial feasibility assessment and site location review.
5. **Transportation System Plan Update.** Work continued at a furious rate the last two months, with a public meeting with Downtown business owners held on May 25 to review the draft plan with emphasis focused on the one-way alternative solution in the downtown area to alleviate future projected congestion and improve safety. On May 27 an open house on the TSP draft was held at the Adult Community Center to provide the public an opportunity to review the work that has been done and raise any possible questions or issues that might still need to be addressed. Refinements and final drafts of several sections of the Plan were provided for staff review and comment, as a final draft is readied for PC & CC public hearing review and adoption. Staff will have copies made soon for people to check out or purchase at our cost to have them produced prior to the public hearings.
6. **Highway 99E TGM Gateway & STA Grant.** It is official now that the City of Canby has received another TGM grant to address beautification and accessibility and safety considerations of Highway 99E through town especially within the downtown portion. The STA designation and design considerations in the downtown portion of the highway would balance the through traffic and freight purposes of the highway with the need to slow traffic and provide an improved pedestrian and business friendly environment with improved aesthetics, parking, and accessibility safety considerations. Final scoping and the amount of this grant project are still being determined. Work to select and secure consultants can begin soon.
7. **NE Canby Master Plan.** The scoping work on the new Gateway TGM Grant project is being focused to include work on the necessary modifications that will be needed to the Plan as a result of the TSP Update work that has provided a solution to address the Plans increased traffic impact on 99E. This is a best case scenario for moving forward with getting the NE Canby Master Plan modified to enable future support from ODOT for the Plan that prevented its previous adoption.
8. **Develop a Phased Process/Schedule for Update of the Comprehensive Plan.** *No Change.* Staff will continue to discuss this project with our local DLCD representative for selection of an appropriate model Comprehensive Plan format to assist in outlining the overall framework and content which our updated Comp Plan should have.
9. **Low Impact Development Code Design Standards.** A project management team meeting was held on May 12. Some modifications to the text amendments were addressed as a result of the public information sessions to review the proposed regulations held in April. On June 30 a joint work session with the Planning Commission and City Council was held to provide a complete overview of the changes being proposed to the city development code to address low impact design standards and related subdivision regulation topic issues such as night lighting and subdivision and trail fencing requirements.
10. **Historic Review Board.** *No Change.* The HRB is in need of new and additional volunteers

in order to have a functioning Board. The City needs a decision making body to administer our existing Historic Preservation Overlay District and the designated city land marks listed therein. Staff intends to explore tying these duties to the Main Street program design committee.

- 11. Fairgrounds Overlay Zoning District.** *No Change.* Staff held a meeting on March 24, 2010 with the new County Event Center director and Board chair to discuss both short term and long term needs related to the Master Fairgrounds Plan. They may work with staff this fall to explore preparing an overlay zoning district which could help facilitate the process for approval of some of the larger long-range projects identified within their Master Plan.
- 12. Update of Land Use Application Forms.** Staff has received approval from the Planning Commission to put into use a revised Site and Design Review application form which adds additional submittal requirements that is intended to help assure complete applications at the time of submittal rather than staff having to ask for additional information later which slows down the review process.
- 13. Implement Credit Card Use at Front Counter.** Finance department has scheduled a training class for July 7 that the building permits technician and planning administrative specialist will attend on getting the street maintenance fee and sewer billing system working before expanding credit card service to the planning and building department.
- 14. Planning Land Use Fee Schedule Update.** *No Change.* Staff has held off in advancing a fee increase due to the economic conditions. However, an inflationary increase could easily be justified since fees have not been raised since 2002. Two studies have been performed since 2002 but neither resulted in an adopted fee change.
- 15. Training Opportunities.** The planning director attended the National Main Street Conference the first week of May in Oklahoma City. Both the director and long range project planner attended sessions at the annual Oregon American Planning Association sponsored conference held in Portland on May 13 & 14. The Director attended an Oregon City Planning Director's Association Board Meeting in Cottage Grove on June 18 where we also met with Oregon County Planning Director Association Board Members.
- 16. Miscellaneous Items.** Advertisement and screening of applicant's for the half-time Associate Planner vacancy and initial interviews were held in the selection process. Selected candidates were requested to return for a follow-up interview in July.
- 17. Legislative Text Amendments.** Staff is currently processing or considering the following text amendments:
  - TA 10-01 This housekeeping matter that will align the language for how appointments are made to the planning commission in CMC Chapter 16 with the Council adopted Operating Policies was adopted through Ordinance No. on 1329.
  - SNC-10-01 Ordinance No. 1330 was passed by the City Council in June renamed a 570-foot long cul-de-sac segment of NE 11<sup>th</sup> Avenue located east of N Pine Street to NE 11<sup>th</sup> Place.
  - The Planning Director and Economic Development Director agreed to move forward with amendments to the Sign Ordinance with assistance from the Angelo Planning Group after reviewing recommended suggestions from the consultants in June on how we might deal with the issues outlined by staff and the Sign Code Committee. It was agreed that



the dominant applicability of the proposed amendments would apply to and be beneficial to businesses within the Urban Renewal District allowing the agency to contract for the consulting assistance with the Code changes. Staff reviewed and commented on a first draft of the proposed code amendments in June and is preparing to take these to a work session with the Planning Commission at the end of July.

**18. New Land Use Applications Submitted May through June, 2010.** New applications for this period have included: (See attached Chart for All Land Use Applications Currently in Process).

- A Type II Lot Line Adjustment request for the Evangelical Church at 339/315 SE Township Rd.
- A Type I dual Minor Modification and Paving Plan application for Pioneer Pump 310 S Sequoia Parkway.
- A Type I Temporary Vendor Permit for a fireworks stand in the Thriftway parking lot.
- A sign permit for Cutsforth at 223 NE 2<sup>nd</sup> Avenue.
- A permit for multiple signs for Columbia Bank on 2<sup>nd</sup> Avenue.
- A Type III Site and Design Review application from DCS-Morgan for an office building at 1535 SE 3rd Court.
- A Type III Minor Land Partition application from Wholesale Real Estate LLC to divide a tract into two parcels at 228 NE 10<sup>th</sup> Avenue.
- The Beck Development Plan Agreement and Annexation on N. Pine Street continues to make its way for a vote of the people on an annexation election in Nov., 2010.
- The Planning Director approved a six-month extension to a tentative subdivision for 20 acres of land located southwest of the intersection of SE 1<sup>st</sup> Ave and SE Walnut Street (SUB-08-03) in recognition of the economic hardship of the times we are in.

**19. Pre-Application and Pre-Construction Conferences.** Scheduled conferences for this period have included:

- No pre-application conferences
- Pre-construction meeting to move forward with signoff on the public improvement plans associated with a minor partition for two lots on the Willamette Valley Country Club.

Attachments:

Land Use Application Tracking Chart for May & June, 2010

Building and Inspections Summary for May & June, 2010

**City of Canby  
Land Use Application Tracking  
May and June 2010**

7/7/2010

File Number	Application Description	Owner/Applicant	Property Address	Fee	Date Received	Status
DR-08-01 / SUB-08-01	Subdivision & Site and Design Review	Snegirev	486 N.E. 3rd Ave, 463 N.E. 4th Ave	3,200.00	3/21/2008	Approved by Plan Comm 4/13/2009; Plat not yet recorded; Six-Month extension granted for Sub to Oct 2010, One-Year extension granted for SiteDesignRev to Apr 2011
CPA-08-01 / ZC-08-01	Zone Change and Comp Plan Amendment	Root Holdings	1793 SE 1st Ave, 1907 SE 1st Ave	5,860.00	6/3/2008	Applicant Requested On Hold
MLP-08-05	Minor Land Partition	AAI Engineering	Southeast of intersection of S.E. 1st Ave and S.E. Walnut Street	1,280.00	7/24/2008	Approved by Plan Comm 1/26/2009; Plat not yet recorded; One-Year extension granted to Jan 2011
SUB-08-03	Subdivision	AAI Engineering	Southwest of intersection of S.E. 1st Ave and S.E. Walnut Street	1,985.00	7/24/2008	Approved by Plan Comm 1/26/2009; Plat not yet recorded; Six-Month extension granted to July 2010
ANN-09-01	Annexation	Beck	1732 N Pine St	2,220.00	2/26/2009	Approved by City Council for Nov 2010 election
LLA-09-01	Lot Line Adjustment - <i>replat</i>	Parsons/Burden	400 Block of S. Sequoia Pkwy	520.00	5/21/2009	Approved 6/10/2009; Replat not recorded yet
ANN-10-01	Annexation	Man Dan, LLC	1176/1212/1234 N. Redwood Street	2,270.00	2/26/2010	Application Not Complete Yet. Applicant also working on a Concept Plan submittal.
TA-10-01	Text Amendment - Planning Commission Appointments	City of Canby	N/A	N/A	7/1/2009	Public Hearing 4/12/2010. Scheduled for C.Council review 5/19/2010.
MOD-10-02	Modification of Previous Site & Design Review Approval DR 05-04 - Thriftway N Elevation Façade Improvements	Brooks Cutsforth/Curran McLeod, Inc.	225 N.E. 2nd Avenue	100.00	4/19/2010	Awaiting submittals
SNC-10-01	Street Name Change	City of Canby	N.E. 11th Avenue (the westerly one)	N/A	4/26/2010	Planning Commission to hold Public Hearing 4/26/2010 to decide whether to initiate street name change. CC approve 5/19/10. 1st Reading of Ord 1330 on 6/16/10
PRA 10-04	Pre-application Conference	Robert Zimmer	489 N Holly Street	N/A	5/6/2010	Conference held 5/25/10

**City of Canby  
Land Use Application Tracking  
May and June 2010**

7/7/2010

File Number	Application Description	Owner/Applicant	Property Address	Fee	Date Received	Status
TV 10-01	Temporary Vendor - Fireworks Stand	Scott Investment/Canby Music Boosters	207 SW 1st Avenue	100.00	4/22/2010	Approved by Planning Director
TV 10-02	Temporary Vendor - Fireworks Stand	Cutsforth Thriftway/Canby 4 Square Church	225 NE 2nd Avenue	50.00	5/21/2010	Approved by Planning Director
LLA 10-01	Lot Line Adjustment	Canby Evangelical Church/ Patricia Johnston	339/315 SE Township Rd	520.00	5/19/2010	Approved by Planning Director
MOD 10-03/PLP 10-01	Modification of Previous Site & Design Review Approval DR 05-04 and Paving Plan - Outdoor Storage Area	Pioneer Pump/Renne Construction	310 S Sequoia Parkway	400.00	5/27/2010	Approved by Planning Director
MOD 10-04	Modification of Conditional Use from 1978 to install a propane tank	Millar Hiway Tire	1175 SE 1st Avenue	100.00	6/2/2010	Approved by Planning Director
SN 10-09	Sign Permit	Cutsforth/Vancouver Sign	223 NE 2nd Avenue		6/3/2010	Approved
DR 10-01	Site and Design Review	DCS-Morgan/Caufield	1535 SE 3rd Court	1,500.00	5/14/2010	Planning Commission approved after Public Hearing on 6/28/10
MLP 10-01	Minor Land Partition	Wholesale Real Estate LLC/Gerry Engler	228 NE 10th Avenue	1,280.00	5/28/2010	Planning Commission to hold Public Hearing 7/26/10
PRC 10-01	Pre-construction Conference	Willamette Valley Country Club/Jay Head		100.00	6/10/2010	Conference held 6/29/10

## **Building Permits/Inspections for May & June 2010**

May saw a big jump in permits/inspections, going from 16 in April to 24 in May. Of even bigger note is that the dollar value of permits went from \$195,500 to \$705,133. However, with the exception of two residential patio covers, all the permits issued are for commercial uses. June saw 22 permits issued totaling \$304,415. None of the permits were for new residential units.

### **Mechanical Permits issued:**

Eighteen (18) Mechanical Permits were issued in May & June

### **Building Permits issued included:**

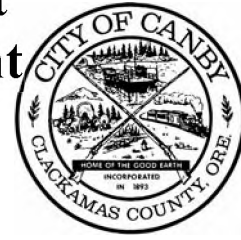
- ✚ One demolition permit
- ✚ Three patio covers
- ✚ Tenant Improvements for the Andrus Building
- ✚ Tenant Improvements 195 S Hazel Dell Way for a veterinary clinic
- ✚ Tenant Improvements for Cutsforth's Thriftway
- ✚ Tenant Improvement for the Police Department
- ✚ Siding for Orchards Apartment at Pine & Township
- ✚ Tenant Improvement for Mountain Glass on S Hazel Dell
- ✚ Reroof for Dave's Prescriptions
- ✚ Continued permits for El Torito Meat Market
- ✚ Tenant Improvement for State Farm on NW 2<sup>nd</sup> Avenue
- ✚ Tenant Improvement for Coldwell Realty on SW 2-1<sup>st</sup>
- ✚ Fire repair for an apartment and a duplex

### **Permits Finalled**

1. A Tenant Improvement for Canby Telephone Engineering Offices
2. SFR addition
3. Sign for Sun's-up Tanning
4. Tenant Improvement for the Andrus Building
5. Tenant Improvements for Cutsforth's

# City of Canby Monthly Report

## Department: Police Department



**To:** Greg Ellis, City Administrator  
**From:** Bret J. Smith, Chief of Police

**For Months Of:** May 2010 - June 2010

### Community Activities

- 5/6/2010 Canby Adult Center / Volunteer in serving lunch, CSO Kari Inness
- 5/6/2010 Cutsforth's Thriftway / 6th Annual Mayor's Prayer Breakfast, Chief Smith and Lt. Tro
- 5/8/2010 Cutsforth's Thriftway / K9 Demonstration, Officer Farmer
- 5/11/2010 Canby High School / Drivers Education Class Presentation, Sgt. Cunningham
- 5/14/2010 Ackerman Middle School / Oregon Impact Video Presentation, Sgt. Cunningham and Officer Fetters
- 5/17/2010 Cutsforth's Thriftway / Verbal Presentation on personal safety awareness and neighborhood watch at Kiwanis Club meeting, Don Hemstreet
- 5/20/2010 Colton, Oregon / Presentation to Private School - Officer Friendly, Country Christian Junior High, Sgt. Cunningham
- 5/25/2010 Oregon City / C.C.C. Race Relation - Prestnation of Dealing with Minorities in L.E. as a Minority, Officer DiCenzo
- 5/27/2010 Canby / Verbal presentation with Vivar Family regarding Gang Issues, Officer Di Cenzo
- 5/27/2010 Canby High School / Crime Scene Investigation presentation, Evidence Officer Hemstreet
- 5/28/2010 Trost Elementary / Kiwanis Terrific Kids Presentation, Lt. Tro
- 6/1/2010 Country Chrisitan Church / Police Talk, Lt. Tro
- 6/1/2010 Canby PD / Two tours of the Police Department for 2nd grade classrooms, Officer Christman
- 6/3/2010 Canby High School / Gang Awareness presentation to the Canby Center, School Resource Officer Greg Larrison



## Community Activities

- 6/3/2010 Knight Elementary School / Kiwanis Terrific Kids Presentation, Lt. Tro
- 6/4/2010 Eccles School / Kiwanis Terrific Kids Presentation, Lt. Tro
- 6/7/2010 Redland / Presentation of Stranger Danger to kindergarten class, School Resource Officer Greg Larrison
- 6/8/2010 Lee School / Canby Kiwanis Terrific Kids Presentation, Lt. Tro
- 6/9/2010 Canby Police Department / CSI Presentation to private citizens, Evidence Tech. Don Hemstreet
- 6/19/2010 Canby Fire Dept. / Car Seat Clinic, Officer Macom and CSO Inness
- 6/29/2010 Canby / Pre-School Fingerprinting Event, Don Hemstreet and Chief Smith

## Department Activity

- 5/1/2010 Canby Area / Seatbelt Enforcement Detail via Grant Money, Sworn officers of the department
- 5/1/2010 Baker Prairie Middle School / ORPAT Testing for officer applicants, Chief Smith, Lt. Tro, and other instructors for ORPAT from department
- 5/1/2010 Canby area / Gang Enforcement Detail in Canby, Det. Mead and Det. Scharmota
- 5/6/2010 DPSST in Aumsville, OR / Law Enforcement Memorial, Chief Smith and Lt. Tro
- 5/22/2010 Canby Police Dept. / Prescription Drug Drop Program, Lt. Tro, Kari Inness, and Officer Feters
- 5/28/2010 Canby PD / Police Officer Applicant Interviews, Lt. Tro
- 6/5/2010 Canby Knight Elementary / Bike Rodeo, Canby Police Traffic Unit
- 6/7/2010 Canby / Pedestrian Crosswalk Detail, Volunteers and members of the Canby Police Dept.
- 6/16/2010 Canby Council Chambers / New Officer Nathan Wallbaum's swearing in ceremony, members of the police department
- 6/29/2010 Canby / M.A.T.T. Detail with other Clackamas County Agencies, Traffic Unit

## Meetings

- 5/3/2010 Canby City Hall / Director's Meeting, Chief Smith
- 5/3/2010 Canby Chamber Office / Meeting regarding Chamber Golf, Lt. Tro

## Meetings

5/4/2010 Oregon City Elks / Monthly Chief's Meeting, Chief Smith  
5/4/2010 Canby PD / Responder Life and Focus on the Family, Chief Smith  
5/5/2010 Canby Police Dept. / Staff Meeting, Chief Smith, Lt. Tro, Toni Tracy, and Sergeants  
5/5/2010 Canby Area / Meeting with Canby Police Association, Chief Smith  
5/6/2010 Canby PD / Meeting with Human Resource Director Amanda Klock regarding hiring process for police officer applicants, Chief Smith and Lt. Tro  
5/7/2010 Woodburn PD / Gang Task Force Meeting, Lt. Tro  
5/10/2010 Cutsforth's Thriftway / Meeting with Brandon Wooters, Chief Smith  
5/11/2010 Convention Center / Chief's Counsel, Chief Smith  
5/11/2010 Canby PD / Meeting with Dave Northcraft and Jim Phillips for CLASS connection switchover, Lt. Tro, Sgt. Sommer, and Toni Tracy  
5/11/2010 Canby Police Dept. / Meeting with City Attorney John Kelley, Chief Smith  
5/12/2010 CCOM / CCOM Law Service Committee Meeting  
5/17/2010 Canby City Hall / City Director's Staff Meeting, Chief Smith  
5/19/2010 Canby Police Dept. / Staff Meeting, Chief Smith, Lt. Tro, Toni Tracy, and Sergeants  
5/20/2010 Canby Police Dept. / Meeting with Officer Di Cenzo, Chief Smith  
5/20/2010 Canby Police Dept. / Meeting with DDA Bryon Brock and DDA Bill Stewart, Chief Smith  
5/21/2010 Cutsforth's Thriftway / Rotary Club Meeting, Lt. Tro  
5/26/2010 Canby Police Dept. / Meeting with Canby Police Assoc. and Officer Di Cenzo, Chief Smith  
5/27/2010 Portland Police Bureau, North Precinct / Gang Task Force Meeting, Chief Smith  
5/27/2010 Canby Police Dept. / Meeting with Mark McDonnell, Chief Smith  
5/31/2010 Canby City Hall / City Director's Staff Meeting, Chief Smith  
6/1/2010 Beaverton / Meeting with Brian Martinek, Chief Smith  
6/2/2010 Canby / Meeting with Human Resource Director Amanda Klock, Chief Smith

## Meetings

- 6/2/2010 Canby / Meeting with Canby Police Assoc., Chief Smith, Officer Macom, Officer Farmer, and Don Hemstreet
- 6/3/2010 Canby area / Meeting with City Administrator Greg Ellis, Chief Smith
- 6/3/2010 Canby Police Dept. / Meeting with Canby Herald Ray Hughey, Chief Smith, Sgt. Schoenfeld, and Detective Mead
- 6/7/2010 Canby Police Dept. / Meeting with Human Resource Director Amanda Klock regarding Police Officer Candidates, Chief Smith and Lt. Tro
- 6/7/2010 Canby City Hall / City Director's Staff Meeting, Chief Smith
- 6/8/2010 Canby Planning Dept. / Meeting with City Administrator Greg Ellis, Chief Smith
- 6/8/2010 Canby Adult Center / City-wide Staff Meeting, Members of the police department
- 6/8/2010 Canby Planning Dept. / Meeting with Rich Foster, Chief Smith
- 6/9/2010 Baker Prairie Middle School / Meeting with Principal Rivinus and Mark McDonnell regarding GREAT program, Chief Smith
- 6/11/2010 Custforth's Thriftway / Rotary Club Meeting, Lt. Tro
- 6/14/2010 Canby City Hall / City Director's Staff Meeting, Chief Smith
- 6/14/2010 Tualatin / Meeting with Chief Mike Reese, Chief Smith
- 6/15/2010 Canby Police Dept. / Meeting with Karen Hill regarding OCT Channel 5, Chief Smith
- 6/15/2010 Tualatin / OACP Meeting, Chief Smith
- 6/16/2010 Canby City Council Chambers / Urban Renewal Agency Police Dept. Proposal, Chief Smith
- 6/17/2010 Canby Chamber of Commerce / Meeting with Bev Doolittle, Chief Smith
- 6/21/2010 Canby City Hall / City Director's Staff Meeting, Chief Smith
- 6/22/2010 Woodburn Police Dept. / South Metro Gang Task Force meeting, Chief Smith and Det. Sgt. Frank Schoenfeld
- 6/23/2010 Aurora / Meeting with Aurora Police Chief Mike Reedy, Chief Smith
- 6/23/2010 Canby Police Dept. / Staff Meeting, Chief Smith, Toni Tracy, and Sergeants
- 6/23/2010 Canby City Hall / Meeting with Human Resource Director Amanda Klock, Chief Smith
- 6/28/2010 Canby City Hall / City Director's Meeting, Chief Smith

## Meetings

6/29/2010 Canby / Meeting with Councilor Brian Hodson  
6/30/2010 Canby / Allen Peters, Chief Smith

## Monthly Stats

5/31/2010 Stats - May 2010

- \*Calls for Service / 1609
- \*Crime Reports / 76
- \*Adult Arrests / 117
- \*Juvenile Custody / 29
- \*Injury Crashes / 0
- \*Non-Injury Crashes / 13
- \*Citations Issued / 265
- \*Front Counter contacts / 35

5/31/2010 K9 Activity - May 2010 - Warren/Freddy

- \*Two call-outs
- \*12 hours of training

K9 Activity - May 2010 - Farmer/Doerak

- \*Three call-outs
- \*12 hours of training

6/30/2010 Stats - June 2010

- \*Calls for Service / 1374
- \*Crime Reports / 69
- \*Adult Arrests / 97
- \*Juvenile Custody / 21
- \*Injury Crashes / 3
- \*Non-Injury Crashes / 5
- \*Citations Issued / 236
- \*Front Counter contacts / 42

6/30/2010 K9 Activity - June 2010 - Warren/Freddy

- \*One call-out
- \*20 hours of training

K9 Activity - June 2010 - Farmer/Doerak

- \*No call-outs
- \*16 hours of training

## Other Activities

- 5/4/2010 Beaverton City Library / Beaverton Police Dept. Awards Ceremony, Chief Smith
- 5/6/2010 DPSST in Aumsville, OR / Oregon State Police Graduation, Lt. Tro
- 5/10/2010 Clackamas area / CCSO Memorial Ceremony, Chief Smith
- 5/12/2010 Woodburn Police Dept. / Tom Tenant Memorial, Lt. Tro
- 5/21/2010 Lake Oswego City Hall / Remembrance/Retirement Reception for Chief Dan Duncan, Chief Smith, Lt. Tro, Sgt. Kitzmiller, Sgt. Schoenfeld, Toni Tracy
- 5/26/2010 Oregon City PD / Assist with interviews at Oregon City PD, Chief Smith
- 6/2/2010 Oregon City Police Department / Participated on Sergeants Interview Panel for OCPD, Lt. Tro
- 6/4/2010 Tualatin / Memorial Service for Chief Daniel K. Duncan, Lt. Tro, Sgt. Schoenfeld, and Toni Tracy
- 6/4/2010 Oregon Air National Guard Base / National Guard Operation Yellow Ribbon Reintegration Program, Chief Smith
- 6/21/2010 Canby Rod and Gun Club / Presentation of plaque to Canby Gun Club for the PD appreciation, Chief Smith
- 6/23/2010 Portland / Metro Law Enforcement Quarterly Dinner, Chief Smith, Sgt. Kitzmiller, and Det. Sgt. Schoenfeld
- 6/24/2010 Canby / Main Street Kick Off, Chief Smith
- 6/30/2010 Portland / PPB Promotion Ceremony, Chief Smith

## Training

- 5/3/2010 Clackamas County Area / T.E.T. Training, Canby Police members of TET
- 5/12/2010 Canby Rod and Gun Club / Firearms Training, Sworn members of the police department
- 6/9/2010 Canby Gun Club / Mandatory Firearms Training, Sworn officers



# Year End Report

**From:** Eric Laitinen, Aquatic Program Manager

**Date:** July 6, 2010

**Re:** 2010 Year End Report

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The Canby Swim Center had a very good fiscal year. 2009-2010 has been a record revenue year with over \$180,000 in revenue which is \$6,000 more than last year. Attendance was 3,500 swims ahead of last year and we finished with 74,600 total swims. This month completes a whole year with our online lesson registration program, and overall I think it has been a success. It gives patrons more options for registering for swimming lessons. They can now register online or if they still want the personal touch we will register for them over the phone or in person.

In May the Canby Gators Swim Club held their 6<sup>th</sup> Annual Gator Grinder triathlon in and around the Canby Swim Center. As usual it was a great success and the weather held up for the race. Even a couple of days before the race forecasters were calling for rain, but it was a beautiful day before Mother's day and all went well.

Nathan Templeman has been teaching new Triathlon, learn to swim, and learn to swim better classes the last couple of years. The classes run one day a week for a couple of months and finishes right before the Gator Grinder. Both classes have been well attended and all the triathletes have made great progress and have been extremely pleased with the classes.

Summer has started off very well, lessons are full, and the Swim Center is kept busy all day from 5am until 9pm or later every evening. We have two public swims a day and three lap swims and a plethora of other summer programs. It looks like summer weather may finally reach Canby this week which will mean more swimmers for the public swims as people look for a safe way to get out of the heat.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR MAY 2010  
**DATE:** July 6, 2010

CANBY SWIM CENTER MAY 2010	ADMIT 2009	ADMIT 2010	PASS 2009	PASS 2010	TOTAL 2009	TOTAL 2010	YTD TOTAL 08-09	YTD TOTAL 09-10
MORNING LAP	55	88	246	300	301	388	3440	3812
ADULT RECREATION SWIM	82	109	474	516	556	625	5802	6970
MORNING WATER EXERCISE	266	281	0	0	266	281	2555	3194
PARENT/ CHILD	114	192	0	0	114	192	1266	1697
MORNING PUBLIC LESSONS	168	311	0	0	168	311	3847	4223
SCHOOL LESSONS	1175	1260	0	0	1175	1260	4424	3960
NOON LAP	118	96	227	197	345	293	3285	3047
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	208	179	19	6	227	185	4685	3931
PENGUIN CLUB	0	0	137	211	137	211	1036	1086
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2754	2921
CANBY GATORS	0	0	987	914	987	914	7522	9281
MASTER SWIMMING	20	0	20	0	40	0	442	301
EVENING LESSONS	918	944	0	0	918	944	8647	9145
EVENING LAP SWIM	39	52	35	42	74	94	1102	1243
EVENING PUBLIC SWIM	637	392	20	29	657	421	5439	5578
EVENING WATER EXERCISE	171	180	0	0	171	180	1804	1725
ADULT LESSONS	9	0	0	0	9	0	251	244
GROUPS AND RENTALS	387	395	0	0	387	395	4163	3939
KAYAK	0	0	0	0	0	0	39	2
OUTREACH SWIMMING	0	0	0	0	0	0	601	544
<b>TOTAL ATTENDANCE</b>	<b>4,367</b>	<b>4,479</b>	<b>2,165</b>	<b>2,215</b>	<b>6,532</b>	<b>6,694</b>	<b>63104</b>	<b>66843</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR JUNE 2010  
**DATE:** July 6, 2010

CANBY SWIM CENTER JUNE 2010	ADMIT 2009	ADMIT 2010	PASS 2009	PASS 2010	TOTAL 2009	TOTAL 2010	YTD TOTAL 08-09	YTD TOTAL 09-10
MORNING LAP	73	59	311	294	384	353	3824	4165
ADULT RECREATION SWIM	100	97	554	588	654	685	6456	7655
MORNING WATER EXERCISE	314	185	0	94	314	279	2869	3473
PARENT/ CHILD	252	326	0	0	252	326	1518	2023
MORNING PUBLIC LESSONS	1060	1044	0	0	1060	1044	4907	5267
SCHOOL LESSONS	55	0	0	0	55	0	4479	3960
NOON LAP	112	81	195	189	307	270	3592	3317
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	401	478	48	33	449	511	5134	4442
PENGUIN CLUB	0	0	306	330	306	330	1342	1416
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2754	2921
CANBY GATORS	0	0	764	733	764	733	8286	10014
MASTER SWIMMING	10	0	10	0	20	0	462	301
EVENING LESSONS	1361	1176	0	0	1361	1176	10008	10321
EVENING LAP SWIM	45	45	64	69	109	114	1211	1357
EVENING PUBLIC SWIM	863	849	84	73	947	922	6386	6500
EVENING WATER EXERCISE	198	253	0	0	198	253	2002	1978
ADULT LESSONS	0	0	0	0	0	0	251	244
GROUPS AND RENTALS	596	654	0	0	596	654	4759	4593
KAYAK	0	0	0	0	0	0	39	2
OUTREACH SWIMMING	62	98	0	0	62	98	663	642
<b>TOTAL ATTENDANCE</b>	<b>5,502</b>	<b>5,345</b>	<b>2,336</b>	<b>2,403</b>	<b>7,838</b>	<b>7,748</b>	<b>70942</b>	<b>74591</b>

# City of Canby Bi-Monthly Report

## Public Works

### May – June 2010



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Darvin Tramel, Public Works Supervisor*  
**DATE:** *July 12, 2010*  
**THROUGH:** *Greg Ellis, City Administrator*

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

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

#### ***Knights Bridge Road Reconstruction:***

Construction of the sanitary sewer pumping station with Canby Excavating is nearly complete, and Aurora Landscape's contract work has begun on restoration of the residential property where the station is located. Final electrical work will be completed in July and the station placed in-service.

Street reconstruction with Parker Northwest Paving began in late June and will extend through early September. Most sidewalks have been excavated and new concrete is anticipated to be placed beginning the week of July 12th.

#### ***NE 2nd Avenue Redevelopment:***

The construction contract and punch list was completed in June for the Cinema complex. The City finished the irrigation system for Cutsforth and the ADA access ramps on the North side of the Thriftway building are complete.

Aurora Landscaping and maintenance as of July 1<sup>st</sup> will be taking care of the Cinema parking lot and landscaping areas. The contract is for a one year term and we will take a look at all options for maintenance on Second Street during the next fiscal year. Aurora Landscaping also met with staff to discuss the yearly maintenance requirements on second street and the Cinema complex.

#### ***Wastewater Treatment Plant Phase III Improvements:***

The City is now two months into the Wastewater Treatment Plant improvement project and is approximately 40% complete with construction. The bulk of this work is dependent upon receiving equipment with long lead times, so site work to-date has been minimal. This project is scheduled for completion in November 2010.

### ***Walnut Street Improvements:***

Street and utility improvements were completed in early July for this Urban Renewal Agency project and final paperwork has been submitted to close out the contract with Ground Hawk Environmental. Additional property modifications yet need to be completed and the Council will be asked to approve final LID assessments in the fall.

### ***Canby Transit Center Modifications:***

Construction work is scheduled to begin in late July on modifications to the transit center at North 1st and Ivy Street. This project is funded entirely through an ARRA grant award through the Canby Area Transit. Construction activities should be complete by September.

### ***2010 Street Maintenance Program:***

Contracts for the 2010 Street Maintenance Projects with Roy L. Houck Construction were approved at second reading in the July 7th council meeting, and work is scheduled to begin in early August for completion by mid-September. A press release was sent out following council approval of the project and a copy of the press release and project map are to be posted on the City Web page.

### **NW Third Avenue CDBG:**

Public Works is working with the planning department to determine the final scope of work for this project. This CDBG project is not anticipated to go to construction until 2011.

## **PUBLIC WORKS**

**May & June**

**By Darwin Tramel, Interim Public Works Supervisor**

### **Street Maintenance Program:**

During the months of May and June the street crew mowed, string trimmed and sprayed weeds around several areas in the City right-of-ways. The crew focused on the downtown corridor in June and completed the striping for all of the parking areas and crosswalks and street cleaning for the General Canby days. They also striped S. Redwood Street and numerous cross walks located near schools. The crew was busy placing barricades around Wait Park, street closures and the Railroad parking lots for different events during the past two months. The street crew repaired and filled a large number of pot holes around town. The streets and collections crew also completed the following tasks:

- The crew received and completed 220 utility locates for May and June.
- In May and June the crew trimmed limbs out of specific right-of-way's and consulted with citizen's requests for removal of trees.
- The PW crew fixed or repaired 11 street lights for May and June.
- The PW department poured new concrete bays for asphalt, barkdust, rock and sand.
- Weeded landscape area and cleaned parking lot at Canby Cinema.
- Installed new chain and finished bollards at Canby Cinema.
- The PW crew changed out street signs in areas of town where the signs had faded.

Street Maintenance	666.0 Hours
Tree Trimming & Removal	6.0 Hours
Street Light Repair	14.0 Hours
Street Sign Repair and Installation	29.5 Hours
Sidewalk Repair and Installation	10.5 Hours
Street Sweeping	53.5 Hours

### **Sewer and Storm Water Collection**

The collections crew inspected all lift stations for proper operations throughout the City to alleviate any possible problems for the month. The PW crew unplugged or repaired 8 sewer laterals for May and June.

Timberline contracting tore out part of our storm system on S. Locust Avenue. The PW crew provided materials for the catch basin and storm line piping and the contractor installed materials and re-tapped the storm system.

Lift Station Maintenance	123.5 Hours
Sewer Lateral Repair	11.0 Hours
Catch Basin Cleaning	2.0 Hours
Sewer and Storm Line Locating	144.0 Hours
Drywell Cleaning	0.0 Hours
Sewer Line Cleaning	0.5 Hours
Sewer/Storm Inspections and TV	10.0 Hours
Vactor Usage	2.0 Hours
Misc. Sewer Maintenance	0.0 Hours

## **Wastewater Treatment**

**May & June**

**By Darvin Tramel, Wastewater Treatment Supervisor**

### **Facility Operations & Maintenance & Construction:**

The water quality for the months of May and June 2010 remain excellent with no interruption of services or violations for either month. The wastewater staff is still busy with our spring cleaning and yard maintenance program. Now that our summer NPDES permit has started staff continually monitors all processes of treatment to assure we meet our more stringent discharge limits. The staff continues to assist the collections crew and public works on projects involving lift station maintenance, and is busy with preventative maintenance and processing biosolids.

Staff continues to keep up with preventative maintenance on the equipment resulting in only a few repairs the last couple of months.

- Repaired portable biosolids conveyor.
  - Replaced both diaphragms on the south waste activated sludge pump.
  - Drained and power washed launder troughs on both secondary clarifiers.
  - Completed new tool and parts purchases.
- 
- Put odor scrubber on line with continued operational maintenance.
  - Routine daily maintenance, repairs, and cleaning.



Construction activities for the months of May and June include continued meetings with Curran & McLeod Engineering and R&G Excavating on the progress and scheduling of construction. The receiving station located in the public works parking lot is about 40% complete at this time.

#### **May 2010**

New Connections	0	Monthly Averages	
Total Connections	5741	Effluent BOD	3
Average Flow	0.9736	Effluent CBOD	1
E. Coli	4	Effluent TSS	6

#### **June 2010**

New Connections	0	Monthly Averages	
Total Connections	5741	Effluent BOD	3
Average Flow	0.9687	Effluent CBOD	2
E. Coli	7	Effluent TSS	6

#### **Biosolids Program:**

Due to the lack of application sites 334 cubic yards of biosolids was hauled to Riverbend landfill in the months of May and June. The city staff is continuing to coordinate and schedule application sites for the spring and summer months.

To date we have had no odor complaints from any sites for the year of 2010.

#### **Pretreatment:**

In May and June Dave Conner has continued to inspect businesses and restaurants helping to train them in best management practices for the control of fats oils and grease in our collection system. Dave has nearly completed the schedules for the pumping intervals of the restaurants traps and interceptors and is now on a regular inspection schedule to insure they are getting done. Since late January the staff has noticed a considerable reduction in grease accumulation in the collection system and treatment plant. I anticipate more reduction in fats, oils and grease (FOG) as our program becomes more efficient.

In June I submitted the draft City of Canby Water Quality Management Plan for the Willamette and Molalla Rivers. Comments have been received by the DEQ and I will work to complete the final draft by July 31, 2010. To date I have received no comments from DEQ concerning the City NPDES permit renewal, Local Limits development or the Reasonable Potential Analysis.

#### **Meetings and Training Attended**

I attended meetings with Oregon ACWA pretreatment, Oregon DEQ, City Preconstruction and Curran & McLeod Engineering. Dave Conner attended union meetings, City safety meetings, the ACWA preferred pumper committee and Curran & McLeod engineering. Staff participated in the all city staff meeting and continually train in house on equipment operations and emergency procedures.

## **PARKS MAINTENANCE**

### **May & June**

By Jeff Snyder, Parks Maintenance Lead Worker

#### **Park Renovations**

The Molalla Forest Road lighted crosswalk system was repaired. The internal components of the system failed, the Light Guard Co. sent out a new unit free of charge and the system works fine now. Dirt was delivered to the site and the construction site was grade out and seeded. A Northwoods Park enhancement plan was presented to the Park and Recreation Advisory Board on June the 15<sup>th</sup>. I was asked to prepare the cost estimates for the proposed enhancements. The Park and Recreation Advisory Board recommendations were forwarded to the City Council for their consideration.

#### **Park Maintenance**

May started off with lots of mowing, string trimming, edging and fertilizing. By June staff was well into adjusting and repairing the 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 under way; 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 property, control the brush along the Forest Rd. Walking Path and the area below the Skate Park. Staff spent 8 hours removing graffiti over the last two months.

Playground inspections were performed and needed repairs were made and the equipment was pressure washed.

Porta-potties were also delivered to Community Park to try to handle the extra park patrons in the hot weather.

Regular maintenance was performed at the 27 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Wait Park & Willow Creek Wetlands.

#### **Clackamas County Corrections Crews**

The crew spent the majority of the last two months at the Adult Center, Wait Park, Eco Park and Community Park raking, picking up debris and string trimming grass.

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

#### **Meetings attended:**

Michael Nakano attended the city safety committee meetings and did a safety inspection of the fire extinguishers and the shop complex.

I met with Beth Saul and Matilda Deas to discuss future development projects for North Woods

Park.

I met with Terri from Canby Community Education to discuss their programs at Maple St. Park.

We all attended a city wide informational meeting at the Canby Adult Center.

I attended a pre-construction meeting for the Transit Bus stop area.

### **Information of Interest.**

The Parks Department is responsible for 200 acres of property.

Rachel Johnson a student from Chemeketa Community College organized her biology 101 class to do a volunteer service project for the City of Canby. Rachel and her crew removed Japanese Knotweed from the banks of Community Park on May 5<sup>th</sup>. Cultural practices were employed by using the manual control method. The invasive species was pulled dried and bagged. Staff removed the material and followed up the removal process with a herbicide application a month later.

Dr. David Peter organized an invasive ivy and holly removal project in the Eco Park on June 27<sup>th</sup> for the Canby Livability Coalition. Turnout was low for the service project but DR. Peter was able to eradicate 70 holly trees.

### **FLEET SERVICES May & June By Joe Witt, Lead Mechanic**

May 2010					
Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$63.00	\$12.66	\$42.88	\$118.54
Adult Center	1	\$245.00	\$97.16	\$214.12	\$556.28
Building	1	\$31.50	\$0.00	\$22.91	\$54.41
Wastewater Collections	9	\$4,669.00	\$4,114.38	\$201.04	\$8,984.42
Wastewater Treatment	4	\$735.00	\$34.24	\$216.98	\$986.22
Parks	11	\$2,908.50	\$1,989.48	\$713.44	\$5,611.42
Police	19	\$6,359.50	\$2,824.93	\$5,093.78	\$14,278.21
Streets	16	\$6,254.50	\$345.11	\$788.45	\$7,388.06
Fleet Services	2	\$189.00	\$0.00	\$102.75	\$291.75
Canby Area Transit (CAT)	28	\$15,116.50	\$9,283.01	\$7,976.39	\$32,375.90
Total Work Orders Processed for the Month	92	Totals*			\$70,645.21

## June 2010

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$17.50	\$0.00	\$88.08	\$105.58
Adult Center	4	\$822.50	\$563.39	\$464.06	\$1,849.95
Building	1	\$17.50	\$0.00	\$0.00	\$17.50
Wastewater Collections	10	\$11,110.50	\$3,905.46	\$241.33	\$15,257.29
Wastewater Treatment	5	\$1,728.50	\$230.19	\$270.03	\$2,228.72
Parks	12	\$3,978.25	\$818.01	\$1,104.37	\$5,900.63
Police	20	\$4,793.50	\$3,015.60	\$4,690.73	\$12,499.83
Streets	4	\$654.50	\$68.95	\$793.39	\$1,516.84
Fleet Services	1	\$17.50	\$49.19	\$110.63	\$177.32
Canby Area Transit (CAT)	33	\$15,144.00	\$9,650.19	\$8,422.70	\$33,216.89
Total Work Orders Processed for the Month	91	Totals*			\$72,770.55

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

### Fleet Service Highlights

Tech Bruce Gulleff attended a four day Vactor's mechanics training school for the Collection's departments vactor truck

Tech Shane Hester attended a two day Elgin sweeper mechanics training school for the Street's departments new street sweeper

## FACILITIES MAINTENANCE

### May & June

#### By Dan Mickelsen, Public Works Lead/Facility

My last report started with "What unpredictable weather for the Month of March and April" This past two months was a lot more predictable, ITS GOING TO RAIN!

We are now past the third wettest May in history and within the first week of June we were over three times the average rainfall for the entire month. Needless to say outside work was a bit of a challenge. I did manage to squeeze in a nice week long vacation.

**Police Department: 7 w/o repairs.** I started the Month devising a way to mount a device to combat graffiti. I fabricated three separate mounting brackets, made the signs and installed the three units. Other jobs included moving furniture, rest room repair, and plugged roof drains. I was asked to build a new office for the computer forensic lab. I drew up a plan which was submitted to the building department then secured the building and mechanical permits along with the electrical permit from Clackamas County. I framed, sheet rocked, tapped and textured, painted and installed the needed trim work. The job is now complete except for the door knob. 91.75 total hrs.

**Adult Center: 6 w/o repairs.** Most of my time at the Adult Center was spent trying to finalize the roof project between rain storms. The first week of June with only two to three days left on

the project, we had a roof leak that was second to none. Cabinets had to be removed and the area needed a total dry out and then I re-installed the cabinets. With all that water only a USP device was damaged which was replaced at the contractors expense. There were some unforeseen problems with the roof crickets which we all dealt with but there was an additional cost involved. The roof is now complete and I will be doing a final walk through inspection this week. I have awarded the paint contract and painting is to begin in mid July. We are still under budget for the project. The heavy rains also taxed some of the area drains outside the kitchen but with a good cleaning they are now functioning properly. 29.75 total hrs.

**City Hall: 1 w/o repair.** I moved a computer server in to the basement. 1 hr.

Transit Department: 8 w/o repairs. Mostly graffiti related issues. Rest room valve repair, faulty ballasts and resetting the clock towers were among the others 8.25 total hrs.

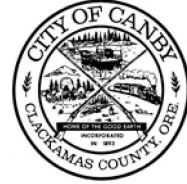
**Library: 1 w/o repair.** Only w/o was for the occasional sewer smell in the building that comes from un used floor and sink drains. A healthy dose of olive oil in each lasts nearly six months. 1 hr total

**Shop Complex: 6 w/o repairs.** Months ago I was asked when I had time to build a new cabinet for the front office flourier. Dwayne had received a bid for this then turned it over to me. I completed the project for less than one half the bid price. Also I spent time on securing funding for the roof project here at the shops. I will be writing up a bid packet for the removal and installation of the new roof. Cleaning up the shops and repairing Sloan valves were also on the list of to dos. 26 hrs total

I also helped out by doing three driveway inspections (before pouring concrete) plan preview for Pioneer Pump project, attended City wide staff meeting, site review for Willamette Valley Country Club and pre application meeting and a meeting on re routing the General Canby parade route. 11.5 hrs total

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of May and June 2010

Date: July 10, 2010

Prepared by: Julie Wehling

Through: Greg Ellis, City Administrator

### 1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports for TriMet were submitted.
- b) Weekly ARRA reports submitted to ODOT
- c) ODOT Quarterly Reports submitted
- d) Submitted application to ODOT for the "State of Good Repair" funding process. Requested two large coaches and replacement of two minivans.
- e) Submitted application for BETC funding for the period July 1, 2010 – June 30, 2011.

### 2) Ridership:

CAT provided:

- a) 17,348 weekday rides in May (8.3% increase as compared to May 09). May rides were actually up by 13 rides as compared to total rides provided in May of 09.
- b) 19,057 weekday rides in June (6.9% increase as compared to June 09). June rides were up by 124 rides as compared to total rides provided in June of 09.
- c) 212,188 weekday rides in FY 09-10 (.759% increase compared to FY 08-09)
- d) A total of 214,007 in fiscal year 09-10 which is a 4.5% decrease from 08-09. It should be noted that Saturday service was suspended in September of 09 and rides were up slightly when comparing weekday service alone.

### 3) Updates:

- a) Two new cut-away buses were delivered on June 10, 2010. As of this report the vehicles are in service. Although they will be returned to EK Coaches for some interior detail work to be corrected.
- b) Parker-Northwest Paving Co. was selected for the Transit Center revision project. The contract was signed on June, 10<sup>th</sup> and the Notice to Proceed was dated June 21, 2010. The dates of Substantial Completion and Final Completion are September 4, 2010 and October 4, 2010.
- c) The computer hardware upgrades have been installed on 2 of the Transit Department Computers. A total of five workstations will be upgraded and a transit server with appropriate back-up system will be installed to accommodate upgraded



scheduling software for the Transit Department.

- d) The transit management contract with BCB Consulting (Cynthia Thompson) was extended until September.
- e) We were notified by Oregon Department of Transportation (ODOT) that they had mistakenly informed us that no permits were required for the placement of each CAT bus stop along 99E between Oregon City, Canby and Woodburn. Actually, two permits will be required. One for signs in Clackamas County and one for signs in Marion County. The review process is completed and permits will be issued to coincide with the sign installation project.

No collisions to report during this period.

4) Transit Master Plan

- a) A second draft of the Transit Master Plan (TMP) was presented to the Transit Advisory Committee for review. The committee met on May 12<sup>th</sup>, May 26<sup>th</sup>, June 9<sup>th</sup> and June 14<sup>th</sup> to review future transit hubs and transit system financing.
- b) The next meeting is scheduled for July 14<sup>th</sup>.
- c) The TMP and the TSP will be presented at separate public meetings and be adopted separately although they are following a parallel timeline.

5) Training/Meetings/Conferences Attended: BCB Associates and City staff represented CAT at:

- a) Regional Transportation Coordination Council (RTCC) meetings in May and June.
- b) In May Julie Wehling attended a tour of TriMet's new mobility assessment center in Portland.
- c) On June 3<sup>rd</sup> Ken Daniel and Julie Wehling met with Woodburn Transit's new manager, Martin Warner to discuss coordination between our systems and the changes in Woodburn Transit Systems (WTS) services.
- d) On June 23&24 Nancy Muller and Ken Daniel attended NTI's Advanced Mobility Device Securement training at Lane Transit in Eugene.
- e) In June, Nancy Muller completed the Easter Seals "Excellence in Service Paratransit Managers" training and received a certificate of completion.
- f) On June 28<sup>th</sup> Nancy Muller completed employee Drug and Alcohol training.

**Management Team Meeting Minutes**  
**July 12, 2010**  
**9:00 AM**  
**City Hall Conference Room**

In Attendance: Greg Ellis, Bryan Brown, Bret Smith, Eric Laitinen, Catherine Comer, Penny Hummel, Julie Wehling, Kim Scheafer, Amanda Klock, and John Kelley.

Kim Scheafer

- Reviewed Agenda for July 21 URA Agenda & CC Agenda

Greg Ellis

- An informational letter from the City was mailed regarding the TSP
- Will be at OCCMA Conference Tuesday – Friday

Bret Smith

- No problems on the 4<sup>th</sup> of July
- Working on filling two positions
- Gang Task Force has started
- County is doing a gang assessment
- Fundraiser still going on for the anti-graffiti program

Bryan Brown

- Working on sign code amendments with Sign Committee. Planning Commission will hold a work session on July 26 regarding amendments.
- Referring issues of sign code pictures and sign code text being consistent to consultant
- An informational sheet was sent out regarding the TSP Update

Penny Hummel

- Circulation is up 8%
- Book sale made \$900

Julie Wehling

- Ridership was down 4.5% from last year for total rides
- Ridership was up .75% for weekday service

Eric Laitinen

- Swim Center income was up \$6,000 from last year
- Total swims were up 3,500 from last year

Catherine Comer

- Working on 10 Year URD Plan. Will present at URA meeting in September.
- Cost estimate for overpass is 18 million dollars. Will be submitting grant application at end of month.
- Main Street committee meetings have started

Amanda Klock

- Quotes were received from transit consultant services. JWL Consulting had the lowest quote.
- Tentative offer was made for Associate Planner position

Minutes taken by Kim Scheafer