

AGENDA

CANBY CITY COUNCIL REGULAR MEETING

May 20, 2009

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Walt Daniels

Councilor Robert Bitter

Councilor Tony Helbling

Councilor John Henri

Councilor Wayne Oliver

Councilor Jason Padden

WORK SESSION

6:15 P.M.

City Hall Conference Room

182 N Holly

This Work Session will be attended by the Mayor and City Council to discuss the Main Street Program.

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

A. Approval of Minutes of the May 6, 2009 City Council Work Session and Regular Meeting

B. Reappointment to City Budget Committee

Pg. 1

C. Change of Location Liquor License Application for Rite Aid #5325

Pg. 2

7. RESOLUTIONS & ORDINANCES

- A. Res. 1024, Adopting an IGA with Clackamas County Library District and Member Cities for the Purpose of Supporting and Providing Library Services to Their Residents Pg. 4
- B. Ord. 1306, Authorizing Reimbursement of Funds Not to Exceed \$23,060.00 from the Park Development Fund to Canby Utility for System Development Charges for Water Service Extended to Northwood's Park Phase I (2nd Reading) Pg. 19
- C. Ord. 1308, Authorizing Payment of Personal Service Contracts with Dan Kelly Investigations LLC of Beaverton, Oregon and Alan Corson & Associates of Tualatin, Oregon for Administrative Personnel Investigation Services Provided to the City of Canby (2nd Reading) Pg. 21
- D. Ord. 1309, Authorizing Contract with Eagle-Elsner Inc. for the Darcy Estates Asphaltic Concrete Paving (2nd Reading) Pg. 23

8. NEW BUSINESS

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

12. EXECUTIVE SESSION: ORS 192.660(2)(e) Real Property and ORS 192.660(2)(h) Pending Litigation

13. ADJOURN

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

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

Date: 5.10.09Name: GARY A POTTER Occupation: retired

Home Address: _____

Employer: n/a Position: n/aDaytime Phone: _____ Evening Phone: same

E-Mail Address: _____

For which position are you applying? Budget Committee

What are your community interests (committees, organizations, special activities)? _____

City Budget Committee (1 term)Administrator of Jackson Scholars program (ODOT)Experience and educational background: Bachelor of Science-Oregon St. Univ;
35 years work history in Oregon government across 3 departments
and experience in IT project management as a consultantReason for your interest in this position: Extend my current term because
of current budget stress

List any other City or County positions on which you serve or have served: _____

Budget committeeInformation on any special membership requirements: Budget development, oversight
and development in 3 Oregon State departments (ODOT, Employment
and Human Resources)Referred by (if applicable): Originally: Paul Carlson

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

RECEIVED

MAY 11 2009

CITY OF CANBY

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY


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

Phone: 503.266.4021 Fax: 503.266.7061 Email: Scheepker@canby.or.us

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

[Signature] 5-13-09

Memo

To: Mayor Thompson & Members of City Council
From: Acting Chief Jorge Tro 
CC: Kim Scheafer, General Administration
Date: May 11, 2009
Re: Liquor License Application / Rite Aid #5325

I have reviewed the attached liquor license application. The original applicant was Ronda Williams. The new applicant is Linda Smith, and she advised me she contacted OLCC, and they will accept this application for the business even though the applicant's name is different. I spoke with Linda Smith regarding the OLCC Liquor License Application for Rite Aid #5325, 891 SE 1st Avenue, Canby, Oregon. I discussed with her the laws involving the sale of alcoholic beverages. Ms. Smith me that she would be working closely with OLCC as it relates to training for her employees on pertinent laws involving alcohol related violations and crimes.

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

Per 90 day

PA 7500
OK 4856353

RECEIVED

MAY 03 2009

CITY OF CANBY,



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

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 OLCC

P22238
L103777

Applying as:

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

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: JK

Date: 4-20-09

90-day authority: ☐ Yes ☐ No

1. Applicant(s): [See SECTION 1 of the Guide]

① Thrifty Payless, Inc. ③ _____

② _____ ④ _____

2. Trade Name (dba): Rite Aid # 5325

3. Business Location: 891 SE 1st Ave Canby Clackamas OR 97013-3811
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: PO Box 3165 Harrisburg PA 17105
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-266-6381 503-266-6751
(phone) (fax)

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

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☒ Yes ☐ No Name: Ronda Williams
(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: Tina Macier 717/214-8851
(name) (phone number(s))
PO Box 3165 Harrisburg PA 17105 717/730-7762 kmacie@riteaid.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 1/29/09 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

1-800-452-OLCC (6522)

www.olcc.state.or.us

(rev. 09/02)

DATE: May 11, 2009

MEMO TO: Honorable Mayor Thompson and City Councilors

FROM: Beth Saul, Special Projects Manager

Through: Mark Adcock, City Administrator

RE: Intergovernmental Agreement between the City of Canby and the Clackamas County Library District

Issue:

In order to implement the new Clackamas County Library District as of July 1, 2009, a Cooperative Intergovernmental Agreement is proposed between the new District and each member City. The City Attorney, City Administrator, Canby Public Library Board and library staff have reviewed the proposed agreement and recommend approving the agreement through Resolution 1024. This agreement governs the disbursement of district funding to each member City, as well as adopting service goals for participating libraries.

Recommendation:

Staff recommends approval of Resolution 1024 to become a signatory to the Cooperative Intergovernmental Agreement between the Clackamas County Library District and Member Cities.

Background:

Before the November 2008 vote that established the Clackamas County Library District, Clackamas County had been disbursing funds to the member cities for the provision of library services to citizens both inside and outside of city limits. This source of funding was dwindling away due to the loss of timber tax revenue and other fiscal stresses. The County put the issue to a vote and the citizens approved formation of the new Clackamas County Library District along with a permanent rate of taxation (about 40 cents/thousand). In order to establish the legal partnership status of the District and each participating City, this Cooperative Intergovernmental Agreement was developed by the parties and will be ratified by the Clackamas County Commissioners.

Fiscal Impact:

No funding is required to adopt this resolution, but by entering into this agreement the City of Canby becomes a member of the District and eligible to receive District funding in return for providing library services to citizens throughout the District.

RESOLUTION NO. 1024

A RESOLUTION ADOPTING AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF CANBY (CITY) AND CLACKAMAS COUNTY LIBRARY DISTRICT AND MEMBER CITIES FOR THE PURPOSE OF SUPPORTING AND PROVIDING LIBRARY SERVICES TO THEIR RESIDENTS.

WHEREAS, the voters approved formation of a Clackamas County Library District to provide financial support to the library service providers of Clackamas County; and

WHEREAS, Clackamas County and the various member cities of Clackamas County wish to enter into a cooperative intergovernmental agreements (IGA) with each other to collect and administer the tax for the district; and

WHEREAS, the Library District of Clackamas County has proposed a form of IGA that is acceptable to the City; now therefore

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

1. That the attached IGA, marked as Exhibit "A" and by this reference incorporated herein, by and between the Library District of Clackamas County and the City of Canby is hereby adopted. The Mayor is authorized to sign the IGA on behalf of the City.
2. This resolution shall take effect on May 20, 2009.

ADOPTED this 20th day of May, 2009, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Melissa York
Deputy City Recorder

Exhibit "A"

COOPERATIVE INTERGOVERNMENTAL AGREEMENT BETWEEN THE LIBRARY DISTRICT OF CLACKAMAS COUNTY AND MEMBER CITIES

THIS COOPERATIVE INTERGOVERNMENTAL AGREEMENT (this "Agreement"), is entered into this ____ day of _____, 2009, by and between the Library District of Clackamas County (the "District") a county service district formed under ORS Chapter 451, and each of the Cities of Barlow, Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Rivergrove, Sandy, West Linn, and Wilsonville (each, a "City" and collectively, the "Cities").

WHEREAS, voters approved formation of the District to provide financial support to the library service providers of Clackamas County (the "Library Cities"); and

WHEREAS, the Parties desire to work in a cooperative manner to support and provide library services to their residents; and

WHEREAS, many of the Cities participate in the Clackamas County-supported Library Network of Clackamas County, which is discussed in an intergovernmental agreement by and between the participating Cities and Clackamas County; and

WHEREAS, the Cities desire funding by the District and to provide the levels of service described herein;

NOW, THEREFORE, the District and Cities each covenant and agree to the following:

Section 1 Obligations of the District

- 1.1 District Board. The Board of County Commissioners acting under the provisions of ORS 451 is the governing body of the District and shall be known as the District Board.
- 1.2 District Advisory Committee. The District Board shall organize and appoint a District Advisory Committee consisting of one nominee from each Library City consistent with the policies and procedures of Clackamas County and/or the District for advisory committees. The District Board shall appoint the individual nominated by the Library City governing body to fill the service area's representative seat. The District Advisory Committee shall be responsible for meeting at least annually to consider: (i) the evaluation reports of participating libraries as submitted pursuant to Section 2.3, (ii) any proposed changes to this Agreement pursuant to the amendment process described in Section 3.3, and (iii) any impact of the annexation or withdrawal of territory from the District pursuant to Sections 3.4 and 3.5 hereof.

- 1.3 District Budget Committee. State law also requires that the District constitute a Budget Committee consisting of the members of the District Board and an equal number of citizens, who may be nominated pursuant to existing County budget committee procedures. The role and responsibilities of the Budget Committee shall be as set forth in the applicable statutes.
- 1.4 District Revenue. The District has a permanent tax rate of \$0.3974 per \$1,000 of assessed value, collected from all parcels of real property in the District.
- 1.5 Distribution of Revenue. Revenues generated by the District permanent rate, including delinquent taxes, are allocated, appropriated and expended pursuant to the budget adopted by the District Board. The District Board agrees to allocate, appropriate, and distribute the funds of the District pursuant to the formula as defined on Attachment A (the "Formula") for the service areas as shown on the maps included as Attachment B ("Service Area Maps"). The Formula may be reevaluated as necessary by the Parties to this Agreement. Any change to the Formula shall occur as an amendment to this Agreement.
- 1.6 Transition Payments. The parties hereto acknowledge and agree that the District shall distribute funds to Clackamas County for the operation of the Clackamas Corner and Oak Lodge Libraries pursuant to the alternative Service Area Maps described on Attachment B until such time as the City of Happy Valley and the City of Gladstone construct facilities sufficient to serve such area. During the term of such distributions, the Parties anticipate that the County libraries will be operated in a manner consistent with the Service Standards. Upon completion of such facilities, distributions shall be made based on the indicated Service Area Maps. To the extent the annual distribution of funds to Clackamas County is greater than the annual need to operate such libraries, the District shall retain such funds in trust for the Cities of Gladstone and/or Happy Valley, respectively, for distribution at such time as such City is constructing new library facilities.
- 1.7 Library Authority. Clackamas County operates public libraries pursuant to a board order creating public libraries for all Clackamas County residents dated July 9, 1938, as amended and updated pursuant to Board Order 85-1221 dated October 31, 1985. The District has received a delegation of such authority from Clackamas County to operate as a public library for the benefit of incorporated and unincorporated residents of Clackamas County pursuant to an Intergovernmental Agreement. To the extent necessary to insure the legal and effective functioning of the public libraries of Clackamas County but in no way intended to limit or otherwise restrict the powers or abilities of the City service providers to operate public libraries, the District hereby delegates such authority to operate public libraries for the benefit of incorporated and unincorporated residents of Clackamas County to each City service provider a party hereto or as may join this Agreement from time to time.

Section 2 Obligations of the Cities

- 2.1 Use of Funds. The Library Cities will use District revenue to provide public library service, and shall expend the entire library revenue paid under this Agreement in accordance with the purpose for which it was provided by implementing a plan to achieve the Service Standards. For the purposes of this Agreement, “Service Standards” shall mean (i) the standards described on Attachment C, (ii) the provision of services to all District residents on the same terms, and (iii) the proper expenditure of funds as described in this Section 2.1. District funds may not be used to support general overhead or administrative costs of Cities except to the extent such overhead or administrative costs are directly related to the provision of library services and/or the operation of a public library. It is the intention of the parties to work cooperatively in helping each city make progress in meeting the Service Standards.
- 2.2 Library Management. Library Cities retain administrative control over the library and library services in its service population. Each such City is responsible for developing library services based on the needs of its service population and the available revenue. The Library Cities will cooperate with the District Advisory Committee to assist in the review of library services to District residents.
- 2.3 Cooperation and Reporting. Each Library City will cooperate to the maximum extent practicable with other participating Cities to form standardized rules, procedures, and programs that affect the District and the provision of library services in Clackamas County as a whole. Each Library City will provide the District with (i) copies of its annual report to the State of Oregon regarding the provision of library services, (ii) a report on its efforts to meet OLA Threshold Standards as defined on Attachment C, and (iii) any supplemental reports that the District through both the District Advisory Committee and the District Board may require.

Section 3 Term and Amendment

- 3.1 Term. This Agreement shall commence on July 1, 2009 and continue until terminated as set forth herein.
- 3.2 Termination. This Agreement shall terminate upon the dissolution of the District.
- 3.3 Amendment. Except as specifically provided in Section 4.14, this Agreement may be amended at any time upon the agreement of the District and two-thirds of the Library Cities; *provided, however*, that any amendment that would amend that portion of the Formula providing for the return of one hundred percent (100%) of revenue collected within a City service provider’s boundaries to such City service provider shall require the unanimous consent of all Cities serving on the District Advisory Committee.

- 3.4 Changes in District Territory. The parties hereto recognize that during the term of this Agreement changes in the District territory may occur, such as (i) territory outside the District may annex into the District, (ii) territory currently in the District may withdraw by annexation into a non-participating City, or (iii) unincorporated territory currently in the District may annex into a participating City. The District shall inform the District Advisory Committee of any such changes, and the District Advisory Committee shall review the Service Area Maps and the Formula and recommend any amendments to this Agreement necessary to adjust for such changes.
- 3.5 Incorporation of a City within District Boundaries. Should an unincorporated area within the District choose to incorporate during the life of the District, the District Advisory Committee shall make a recommendation to the District Board of whether the newly-incorporated city qualifies as a service provider as such term is generally used in this Agreement, and if so to what extent the Formula should be adjusted to allow for a distribution to such new service provider. If the newly-incorporated city does not qualify as a service provider, the District Advisory Committee shall make a recommendation to the District Board regarding the impact, if any, of the new city on the provision of library services. Any proposed changes shall be addressed as an amendment to this Agreement.

Section 4 General Provisions

- 4.1 Indemnification. Each party shall release, defend, indemnify and/or hold harmless the other, its officers, commissioners, councilors, elected officials, employees, and agents, from and against all damages, claims, injuries, costs, or judgments that may in any manner arise as a result of the party's performance under this contract, subject to Oregon Tort claims limitations.
- 4.2 Governing Law. This Agreement shall be construed and governed in all respects in accordance with laws of the State of Oregon, without giving effect to the conflict of law provisions thereof.
- 4.3 Savings. Should any portion of this Agreement or amendment there to be adjudged by a Court of appropriate final jurisdiction to be in violation of any local, state or federal law, then such portion or portions shall become null and void, and the balance of the Agreement shall remain in effect. All Parties shall immediately renegotiate any part of this Agreement found to be in such violation by the Court and to bring it into compliance with said laws.
- 4.4 Reasonable Attorney's Fees. In the event any action is brought to enforce, modify or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys fees and costs incurred in connection with such action or on appeal or review; said amount to be set by the court before which the matter is heard.

- 4.5 Notices. Formal notices, demands and communications between the Parties shall be deemed given three (3) business days after being sent by registered or certified mail, postage prepaid, return receipt requested to the principal offices of the party hereto, or upon confirmation of receipt via facsimile, electronic transmission, or hand delivery. Such written notices, demands and communication may be sent in the same manner to such other addresses and to such other persons and entities as either party may from time to time designate by mail as provided in this section.
- 4.6 No Personal Liability. No member, official, agent, or employee of the County, the District, or any City shall be personally liable to the other or any successor-in-interest thereto in the event of any default or breach by such entity.
- 4.7 No Agency. Neither anything in this Agreement nor any acts of the parties hereto shall be deemed or construed by the parties hereto, or any of them, or by any third person, to create the relationship of principal and agent, or of partnership, or of joint venture, or of any association between any of the parties to this Agreement. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- 4.8 Entire Agreement. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties or the predecessors in interest with respect to all or any part of the subject matter hereof. All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the party granting such waiver.
- 4.9 Further Action. The parties hereto shall, without additional consideration, acknowledge, execute, and deliver from time to time such further instruments as a requesting party may reasonably require to accomplish the purposes of this Agreement.
- 4.10 Non-Waiver of Rights. The failure of a party to insist on the strict performance of any provision of this Agreement or to exercise any right, power or remedy upon a breach of any provision of this Agreement shall not constitute a waiver of any provision of this Agreement or limit the party's right thereafter to enforce any provision or exercise any right.
- 4.11 Time is of the Essence. A material consideration of the parties entering into this Agreement is that the parties will perform all obligations under this Agreement in a timely manner. Time is of the essence as to each and every provision of this Agreement.
- 4.12 Restricted Assignment. No party hereto may assign its rights, responsibilities or obligations hereunder to another party, by operation of law or otherwise, without (i) seeking and receiving an amendment of this Agreement, (ii) having said party join this Agreement on the terms, conditions and covenants herewith, and (iii) with a demonstration that such new party has the capability and

durability to meet or exceed the levels of library service currently being provided by the party seeking to assign. The District Advisory Committee shall evaluate any request for assignment and make a recommendation to the District Board regarding the granting or denial of the same based on the above criteria, including the District Advisory Committee's determination of criteria (iii) above.

4.13 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.

4.14 Enforcement of Terms. The Parties hereto recognize that the District is relying on the good faith and commitments of the Library Cities to utilize the funding provided by the District in the promised manner. The Parties expect that to the extent there is any noncompliance or breach of this Agreement, the Parties will discuss such noncompliance or breach in the District Advisory Committee and encourage an effort towards compliance. If discussions and encouragement do not remedy the continued failure of a party to meet the Service Standards or other term of this Agreement, then the District Advisory Committee shall meet to consider an amendment to this Agreement to create incentives for compliance, including but not limited to withholding of District funds, reallocation of unincorporated residents to neighboring service areas, or other such actions as may be deemed appropriate. The Parties hereto agree that in an event of a material breach of this Agreement by one of the Parties, an amendment proposed to specifically address such breach shall require a two-thirds vote of the Library Cities, including but not limited to any amendment which would reduce the breaching City's 100% return on assessments within such City's boundaries, either via a Formula amendment or otherwise.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers or representatives as of the day and year first above written.

CLACKAMAS COUNTY BOARD OF COMMISSIONERS, AS THE GOVERNING BODY OF THE
LIBRARY DISTRICT OF CLACKAMAS COUNTY
By: _____
Title: <u>Chair</u>
ATTEST: _____

THE CITY OF BARLOW	THE CITY OF CANBY
By: _____ Title: _____	By: _____ Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF ESTACADA	THE CITY OF GLADSTONE
By: _____ Title: _____	By: _____ Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF HAPPY VALLEY	THE CITY OF LAKE OSWEGO
By: _____ Title: _____	By: _____ Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF MILWAUKIE	THE CITY OF MOLALLA
By: _____ Title: _____	By: _____ Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF OREGON CITY	THE CITY OF RIVERGROVE
By: _____ Title: _____	By: _____ Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF SANDY	THE CITY OF WEST LINN
By: _____ Title: _____	By: _____ Title: _____
ATTEST: _____	ATTEST: _____

THE CITY OF WILSONVILLE	
By: _____ Title: _____	
ATTEST: _____	

Attachment A

1. For the purposes of this Agreement, the “Formula” shall be calculated consistent with the following concepts:

a. The District rate is \$0.3974 per \$1000 of assessed value.

b. Each year the District will receive the amount collected for the year plus delinquent taxes recovered from the previous year. The District will distribute funds when received using the formula described below and shown in the example.

2. The Formula has two components:

a. City Assessed Value Component: The annual distribution to a Library City for properties within its boundaries shall equal the assessed value of such Library City’s properties, as established annually by the Clackamas County Assessor, divided by the total assessed value of all properties in the District. This determines the Assessed Value Percentage Rate for each Library City. Each Library City will receive funds equal to the Assessed Value fund amount multiplied by its individual Assessed Value Percentage Rate.

b. Unincorporated Population Served Component: After calculation of each Library City’s Assessed Value fund amount, the District shall calculate the remaining funds to be distributed (the “Remainder Amount”) and distribute those funds based on the Unincorporated Population Served Percentage Rate based on the Service Area Maps attached to this Agreement as Attachment B. The term “Unincorporated Population” will also include residents of those cities that do not provide library services.

The Unincorporated Population Served Percentage Rate is determined by the number of unincorporated residents served by each City as allocated on the Service Area Maps divided by the total number of unincorporated residents within the District. Each Library City will receive funds equal to the Remainder Amount multiplied by its individual Unincorporated Service Area Percentage Rate.

3. Prior year recovered delinquencies and interest earned: Recovered delinquent taxes combined with any interest earned will be distributed to Library Cities based on the distribution percentage allocations calculated in the previous tax year.

Below are examples of the distribution of funds based on 2008 assessed values and population figures. The spreadsheet assumes the new Gladstone/Oak Lodge and Happy Valley libraries have not yet been constructed.

Library District Distribution Formula

<i>Assessed Value 2008</i>		
Total County Assessed Value (AV)	\$32,936,836,893	100%
Less: Non-Participating City AV	\$(1,239,770,249)	-4%
Equals: Total Library District AV	<u>\$31,697,066,644</u>	<u>96%</u>
Participating Cities:	Assessed Value	
Canby	\$999,941,295	6%
Estacada	\$179,662,976	1%
Gladstone	\$635,886,719	4%
Happy Valley	\$1,508,430,197	9%
Lake Oswego	\$4,756,391,295	28%
Milwaukie	\$1,467,817,328	9%
Molalla	\$409,821,923	2%
Oregon City	\$2,002,572,357	12%
Sandy	\$551,473,814	3%
West Linn	\$2,655,549,376	16%
Wilsonville	\$1,652,437,025	10%
Total Participating Cities AV	<u>\$16,819,984,305</u>	<u>100%</u>
Total Library District AV	\$31,697,066,644	100%
Less: Participating Cities AV	\$(16,819,984,305)	-53%
Equals: Unincorporated AV in District	<u>\$14,877,082,339</u>	<u>47%</u>
<i>Unincorporated Population Served 2008</i>		
Canby	10,221	6%
Estacada	16,802	9%
Gladstone	8,506	5%
Happy Valley (Town Center)	32,373	18%
Lake Oswego	3,305	2%
Milwaukie	10,756	6%
Molalla	15,001	8%
Oregon City	28,015	15%
Sandy	22,236	12%
West Linn	5,691	3%
Wilsonville	3,421	2%
Oak Lodge	28,036	15%
	<u>184,363</u>	<u>100%</u>

<i>Example Distribution Calculation</i> <i>Assuming \$12 million in tax receipts</i>		
Total District Tax Receipts		
Total Tax Collected	\$12,000,000	100%
City Assessed Value	\$6,367,776	53%
Unincorporated Population Served	\$5,632,224	47%

City Distribution of Receipts				
	<i>Assessed Value</i>	<i>Pop Served</i>	<i>Total</i>	
			\$	%
Canby	\$378,562	\$312,248	\$690,810	6%
Estacada	\$68,018	\$513,295	\$581,313	5%
Gladstone	\$240,736	\$259,855	\$500,592	4%
Happy Valley (Town Center)	\$571,067	\$988,984	\$1,560,051	13%
Lake Oswego	\$1,800,693	\$100,967	\$1,901,660	16%
Milwaukie	\$555,692	\$328,592	\$884,284	7%
Molalla	\$155,152	\$458,275	\$613,427	5%
Oregon City	\$758,142	\$855,848	\$1,613,990	13%
Sandy	\$208,779	\$679,302	\$888,081	7%
West Linn	\$1,005,348	\$173,858	\$1,179,206	10%
Wilsonville	\$625,586	\$104,510	\$730,096	6%
Oak Lodge	\$-	\$856,490	\$856,490	7%
	\$6,367,776	\$5,632,224	\$12,000,000	100%

Attachment B

Service population maps are included as Attachment B.

1. The maps divide Clackamas County into library service areas. These areas are based on distance, roads, rivers, travel patterns, etc. and are intended to define where people are most likely to receive library service, and to give a Library City the ability to meet the library threshold standards in Attachment C. Each Library City's service area has been constructed by assigning Census tracts into library service areas. Based on census data compiled every 10 years, the population in each census tract will be verified and then the total unincorporated population within each service area will be used to calculate the Formula.
2. For the continuation of library service to the citizens in the Oak Lodge and Clackamas Corner areas, the service area boundaries and population served totals will not change until the new Happy Valley Library is open and the new Gladstone/Oak Lodge Library is open. As each new facility is opened to the public, the service population will be adjusted to the new agreed-upon boundaries found in this Attachment. The population service area changes and resulting increase in payments for unincorporated population served will take place in the fiscal year following the library opening.

[See attached maps]

Attachment C
Service Standards

The Parties agree that all library service providers shall strive to meet OLA Threshold Standards, with a particular emphasis on:

STAFFING: Provide qualified staff employed by the library as outlined in the table below:

Population Served	Threshold Staffing Level
0 - 2,499	0.5 FTE, with high school diploma
2,500 - 4,999	0.35 FTE/1,000 served. Director has B.A.
5,000 - 9,999	0.35 FTE/1,000 served. Director has B.A.
10,000 - 24,999	0.35 FTE/1,000 served. Director has MLS.
25,000 - 49,999	0.35 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.
50,000 - 499,999	0.33 FTE/1,000 served. Director has MLS. 1/5 of staff has MLS.

MATERIALS: Provide the number of volumes in the library's total collection as spelled out in the table below:

Population served	Threshold Materials
0 - 49,999	Material collection of 5,000 items or two items per capita, whichever is greater.
50,000+	Material collection of two items per capita.

ACCESS: Provide and post open hours which fit the community's need, including evening and weekend hours, and provide the minimum standards listed in the table below:

Population served	Threshold
0 - 4,999	20 hours
5,000 - 9,999	30 hours
10,000 - 24,999	40 hours
25,000 +	50 hours

NOTE: Total staffing levels and material volumes may be constrained by current facility size limitations. The Parties understand and agree that a strategic plan that recognizes such size limitations and adjusts staff and material goals accordingly is an acceptable implementation of this standard.

ORDINANCE NO. 1306

AN ORDINANCE AUTHORIZING REIMBURSEMENT OF FUNDS NOT TO EXCEED \$23,060.00 FROM THE PARK DEVELOPMENT FUND TO CANBY UTILITY FOR SYSTEM DEVELOPMENT CHARGES FOR WATER SERVICE EXTENDED TO NORTHWOODS PARK PHASE I.

WHEREAS, during the construction of Northwood Park Phase I, a water hook-up, including one 2" water meter, was installed by Canby Utility in order to provide water service for the Park facility. As part of this project, system development charges are due Canby Utility in the amount of \$23,060.00. Canby Utility has submitted an Invoice for these charges to the City of Canby in the total amount of \$23,060.00. A copy of the Invoice is attached hereto as Exhibit "A" and by this reference incorporated herein; and

WHEREAS, the City of Canby has sufficient funds for payment of these charges in its Park Development Fund, Account # 215-215-455-7645; and

WHEREAS, the City Administrator has reviewed the completed improvement and believes that the charge is reasonable and necessary and therefore recommends approval of the request for reimbursement to Canby Utility; now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby authorizes payment not to exceed \$23,060.00 from Park Development Fund, Account # 215-215-455-7645, to reimburse Canby Utility for system development charges as submitted in Exhibit "A" to this Ordinance associated with providing water service to Northwoods Park Phase I.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 6, 2009; 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, May 20, 2009, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder Pro-Tem

2nd Reading

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th day of May, 2009, by the following vote:

YEAS_____

NAYS_____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder Pro-Tem

2nd Reading

ORDINANCE NO. 1308

AN ORDINANCE AUTHORIZING PAYMENT OF PERSONAL SERVICE CONTRACTS WITH DAN KELLY INVESTIGATIONS LLC OF BEAVERTON, OREGON AND ALAN CORSON & ASSOCIATES OF TUALATIN, OREGON FOR ADMINISTRATIVE PERSONNEL INVESTIGATION SERVICES PROVIDED TO THE CITY OF CANBY; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wished to contract with private investigators to conduct an administrative personnel investigation on behalf of the City of Canby; and

WHEREAS, the City of Canby entered into Personal Service Agreements with Dan Kelly Investigations LLC of Beaverton, Oregon and Alan Corson & Associates of Tualatin, Oregon on December 2, 2008 to carry out the investigation. A copy each Agreement is attached hereto as Exhibits "A" and "B" respectively; and

WHEREAS, the investigation requested by the City of Canby has been completed with a report being furnished to the City by Dan Kelly and Alan Corson; and

WHEREAS, Dan Kelly has submitted a statement for services rendered in the total amount of \$31,130.46 and Alan Corson has submitted a statement for services rendered in the total amount of \$24,637.63. Copies of the statements are attached hereto as Exhibits "C" and "D"; and

WHEREAS, the City Council believes the amounts requested for payment are fair and reasonable and are now due and owing to Dan Kelly and Alan Corson;

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make payment to Dan Kelly Investigations, LLC of Beaverton, Oregon in the amount of \$31,130.46 and to Alan Corson & Associates of Tualatin, Oregon in the amount of \$24, 637.63 for investigative services rendered to the City of Canby.

Section 2. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to pay the above referenced statements of services rendered without further delay, and to better serve the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on May 6, 2009, 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 May 20, 2009, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th day of May, 2009, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder - Pro Tem

ORDINANCE NO. 1309

AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH EAGLE-ELSNER, INC. FOR THE DARCY ESTATES ASPHALTIC CONCRETE PAVING; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to pave certain public streets within the Darcy Estates Subdivision; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing rules as set forth in Ordinance No. 1170 and Resolution No. 897, the City of Canby has heretofore solicited bids for the project. The notice of call for bids was duly and regularly solicited through a formal request on April 7th, 2009; and

WHEREAS, bids were received and opened on April 21st, 2009 at 2:00 pm in the Planning Department Conference Room and the bids were read aloud:

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

Eagle-Elsner, Inc.	P.O. Box 23294 Tigard, OR 97281	\$88,650.00
Oregon Asphalt Paving Company	21455 SW 120 th Avenue Tualatin, OR 97062	\$90,200.00
Portland Road and Driveway Company	10500 SE Jennifer Street Clackamas, OR 97015	\$104,800.00

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, May 6th, 2009, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

WHEREAS, the Canby City Council determined that the low responsive bid was that of Eagle-Elsner, Inc.; now therefore

2nd Reading

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Eagle-Elsner, Inc. for Darcy Estates Asphaltic Concrete Paving, for the bid amount of \$88,650.00. A copy of the contract with Eagle-Elsner, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 6th, 2009; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, May 20th, 2009, after the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 20th May, 2009 the following vote:

YEAS_____

NAYS_____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder Pro Tem

2nd Reading



City of Canby Bi-Monthly Report

Department: Administration

For Months of:

March & April 2009

To: The Honorable Mayor Thompson & City Council
From: Kim Scheafer, CMC,
Executive Assistant/City Recorder Pro Tem
Prepared by: Lisa Potter, Office Specialist
Through: Mark Adcock, City Administrator
Date: May 11, 2008

- 1. Business Licenses** – Fifty-nine new business licenses were issued and 35 business licenses were inactivated during the months of March and April 2009. One hundred fifty-seven renewals were sent out.
- 2. Complaints/Inquiries** – Thirty-one complaints/inquiries were received for March and April. All thirty-one complaints have been resolved and seven were resolved within 24 hours. Eleven follow-up cards were mailed and nine were returned with Excellent and Good ratings. We have received no Poor ratings in this tracking period.
- 3. Liquor License Applications** – One liquor license application was received in February. The application was approved by the Council in March.

City of Canby Monthly Report

Department: Court

For Month of: March & April
Date prepared: May 11, 2009
Prepared by: Kathy Mashek
From: Sue Engels, Court & Finance Director

- 43 attended the seatbelt class for the months of January & February. This generated \$645.00 towards the purchase of helmets.
- Court trials for the months of March & April were held for 23 defendants. This required 9 officers, at various times, to come to testify.
- 481 cases were filed and 557 cases were concluded during these months.
- Revenue for the both months was \$131,452.25. Out of this amount, Oregon Department of Revenue received checks totaling \$8,886.15, Oregon Judicial Department \$582.00 and Clackamas County received \$2,665.35.
- 53 defendants appeared with attorneys. With the defendants there were a total of 9 different attorneys present.



M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*
FROM: *Catherine Comer, Economic Development Manager*
THROUGH: *Mark C. Adcock, City Administrator*

RE: ***BI-MONTHLY STAFF REPORT – March-April 2009***
ECOMONIC DEVELOPMENT DEPARTMENT

Economic Development Project Updates

The following projects are funded through Urban Renewal.

1. **Canby Cinema. Ongoing.** The Ground Breaking Ceremony for Canby Cinema 8 and 2nd Avenue / Parking Lot Redevelopment was held on March 18, 2009. The Urban Renewal Agency awarded the contract for NE 2nd Avenue / Parking Lot project to Northwest Earthmovers Inc. Skyward Construction Inc. is the contractor for the Cinema. NE 2nd Avenue northeast of Ivy was closed on April 27th and will remain closed for the duration of this project. Traffic to Thriftway and other businesses is being routed through Juniper Street. The street/parking lot/cinema projects are all going well. The General Contractor for the city has been working with the Economic Development Manager and City Engineer and local businesses to coordinate the closures. Anticipated completion date of Street and Parking Lot is September '09. Anticipated Cinema opening; October 26, 2009. We hold regular project meetings and other meetings as necessary.
Background: Known as Project Popcorn, the Economic Development Department worked for three years to bring a movie theater to Canby. Early economic studies, demonstrated that Canby was losing over \$2M each year in ticket sales and support business by not having a movie theater. A community survey demonstrated 94% support in bringing a theater to Canby. In 2008, the Canby Urban Renewal Agency partnered with Cinemagic Theatres LLC and with private property owners to locate a site for an 8-plex theater in Canby's downtown.
2. **Development of ED Web Site** (www.canbybusiness.com). Our new website is online. We are still working on adding information which will help us market our community.
Background: The goal is to have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information.
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. We are currently designing new marketing packets to better represent our community. Marketing packets will be completed in May.
4. **Downtown Redevelopment Grants. No change - ongoing.** Three of the four projects that grants were awarded are moving forward at this time. The Agency approved using
Council Packet Page 27 of 57

redevelopment grant funds to obtain an appraisal on the Railroad parking lot on NW 1st Avenue to determine the viability of redeveloping this area for downtown. We have received a grant award from the state who will do a Conceptual Plan for this area. This should be completed by Fall of 2009.

Background: The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby's commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.

5. **Facade improvement program. Ongoing.** We have awarded a façade grant to Cutsforth Properties to design a façade on the north side of Thriftway Store and a new entrance to the Town Hall. This will better market the area as a “village” across from the new cinema.

Background: The URD has approved the use of funds for up to five grants for façade design work and no-interest loans for construction work. The design budget will be \$1,500 requiring 50% matching funds from the property owner in the amount of \$750. The program also offers zero-interest loans with a three-year payback period for construction activities.

6. **Canby Pioneer Industrial Park Activity. Ongoing.** We have received two recent inquiries for lands in the industrial park. We are currently working with a business who is interested in locating in the industrial park and have set up meetings with county and state representatives for assistance.

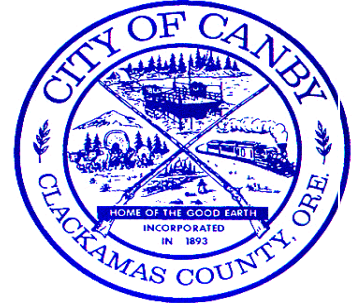
Industrial businesses in Canby have reported that business is down due to the current economy. There have been layoffs. American Steel currently has 79 employees, however is hopeful that the economy will improve after this year. Kendal Floral has expanded within their new building taking up the 40,000 square feet that they were going to lease. Total building size is 120,000 of which they initially occupied 80,000. They report that business has expanded due to a new contract with Fred Meyer.

7. **Canby Gateways Project: Ongoing.** The URA has funded the Canby Gateways Project to help add visual identifiers to the community. The project received a \$15,000 grant from Clackamas County Tourism Development Council through the Canby Chamber of Commerce to design new welcome signs throughout Canby. URD funds will be used to build the signs. The designs were completed and presented to the Agency on April 15th. The Agency approved \$145,170 to construct replacement signs for 7 existing signs. Project will begin July 1 and should be completed by early fall. Security Signs who is also the company constructing the new fairgrounds sign is the contractor chosen from three proposals received.

8. **Walnut Street Extension Ongoing.** The City will be constructing this project and forming an LID to fund the project at the request of the property owners. Construction is scheduled for Summer 09. We have applied for funds for the Governor's Immediate Opportunity Fund to help with costs of this project. Staff is meeting with representatives from ODOT in May to work further on this request.

Background: The Agency has determined that improvement of S. Walnut Street is necessary to continued development of the Canby Pioneer Industrial Park.

CANBY PUBLIC LIBRARY
BI-MONTHLY REPORT
March - April 2009



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Special Projects
Manager
PREPARED BY: Marty Moretty, Library Coordinator
DATE: May 5, 2009

Facility:

- *Lights and AC “routine maintenance” issues – no emergencies!
- *New door bell “ding dong” was put outside in the alley at the storage room door. Book donations will now be dropped off at the double doors and a different “sound” for the buzzer was put in so staff will know which alley door to open!
- *A space heater has also been installed in the storage room since the relocation of the donation book storage. This way, Friends will have a nice toasty work area during the cold season.
- *New computer staff area for Mariann and Lori with access to Network database. Phone and electrical outlets have also been added to workspace.

Staff:

- *The Library Marketing Committee is attended by Hanna to work on a united strategy for the new tax district in promoting library services countywide.
- *Linda and Marty are also attending special Reference and Technical Services Committees to gear up for the new countywide system and working on projects as requested by Network to clean up the existing database before moving over to the new Symphony program.
- *Marty and Linda are attending the Circulation Committee being held twice a month from now until the new system is up and running. They also met for several hours in the initial training for the Circulation module of the new Symphony system. Joanna Rood, Network Director did the training and it will be quite an adjustment! The “going live” date is still scheduled for July 30, 2009.
- *Mariann Hagland attends the Safety Committee monthly.
- *Children’s Librarian Peggy Wickwire is in regular attendance at the Network Kids Committee and things are starting to gear up for the summer reading program.
- *Hanna and Lori attended one day session of the OLA Conference in Salem.

Programs:

- *Family Nite was held on the 4th Thursday in March and featured Oregon illustrator Deborah Hopkinson as she gave a powerpoint presentation of book "Apples to Oregon". This book was selected as the children's book for the *Oregon Reads 2009* celebrating Oregon's 150th birthday.
The Family Nite program for April was a craft activity – frogs seemed to be the theme and there were around 100 in attendance.
- *Once again, "The Muses" brought down the house or should I say, packed the house, with a special Celtic music program brought back by popular demand.
- *Knight Elementary School has a photography display on bulletin boards in the Northwest Room for the months of March-April. The students recently finished a schoolwide art literacy class on landscape photography featuring artist Ansel Adams. After learning of the artist and his art, students used a camera to take landscape photos around the campus.
- *On March 19th, there was a movie screening of "On Paper Wings" and producer/director Ilana Sol attended as well as answered questions about the making of the film. This is a story of four Japanese women who working on balloon bombs, the families of those killed in the US and the man whose actions brought them all together 40 years later. This was another *Oregon Reads 2009* celebrating Oregon's sesquicentennial.
- *The March Family Movie was "Kit Kittredge" and for April it was "The Tale of Despereaux".
- *Forms are available at the circulation desk and throughout the library to fill out the name of your favorite children's book for a bulletin board display in the Addison Room – we'd love to gather at least 150! Peggy, of course, has designed a great display.
- *Business was brisk supplying citizens with information about filing their 2008 taxes.
- *Twenty-five quilts made by the Coffee Creek Quilters were on display and for sale through the month of March. All proceeds benefit the quilting program.
- *The Doodles Storytellers Club with Chris Donner is meeting twice a month in the children's room.....and they can come in pj's.
- *Willamette Falls Hospital continues to send a nurse to the library every 2nd Wednesday for a blood pressure clinic by the fireplace.
- *April 12-18th was National Library Week and April 19-25 was Volunteer Recognition Week so we did a lot of celebrating!
- *Garden Treasures Photography by local Diane Schnickels has been on display for the month of April. All framed photos are for sale and they ar4 just the touch to help us enter into spring. She is also selling prints and postcards of her works as well.
- *Several raffles including a quilt/pillow set and a massage certificate

donated by faithful patrons.

Grants:

- *The grant application for the Ready to Read Grant has been submitted with focus on the summer reading program of '09.
- *Canby Telcom has contacted the Library to ask our computer needs In conjunction with a grant that they will be applying for in the near future. We have always been so grateful for our partnership with them – or is that vice-versa?! This could not have come at a more opportune time with our computer needs for migration to Symphony.

Volunteers:

- *The Library honored its many volunteers during the National Volunteer Week during the week of April 20th. Lots of goodies and many thanks for all they do for us.
- *Contributed 316 hours for March and 279.5 hours in April for assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.
- *The transition program and their instructors continue to come to the library on Wednesday afternoons to study, check out books and help with shelving and other special projects.

Friends of the Library:

- *Sorting and shelving donations.
- *The Friends Board appointed their new slate of officers at the March meeting. Congratulations and grateful appreciation to President Gary Field, Vice Presidents Dale Liberty, Secretary Linda Bruno, Treasurer Roberta Stutz, and members-at-large Loryn Moore, and Suzanne VanAmburgh and Karen Batridge.
- *Karen Batridge and the bookstore volunteers continue to simplify the process and make sure that the stock is rotated frequently to keep faithful users checking for new deals. And, it's being noticed by consistent, great weekly profits.
- *Spring vacation saw a big book sale on children's books.
- *The book club met in March to review "The Stubborn Twig" by Lauren Kessler and the April selection was "The Color of Water by James McBride. The May selection will be "Spade and Archer" by Joe Gores and then the book club will take their summer vacation resuming in September.



MEMORANDUM

TO: Honorable Mayor Thompson and City Council
FROM: Bryan C. Brown, Planning Director
THROUGH: Mark C. Adcock, City Administrator

**RE: PLANNING AND BUILDING DEPARTMENT
 March/April 2009 BI-MONTHLY PROJECTS UPDATE REPORT**

Following is an update of major community planning projects and initiatives. Many planning projects that encompass the coordinated efforts of more than one department are listed here with a focus on the planning department's activity for the past two month's with the current status of the project. At the end of this report you will find a list of planning application activity and the building department's permit, plan review, and inspection activity.

STATE/REGIONAL/COUNTY PLANNING & LAND USE ISSUES

Urban & Rural Reserves Designation Process. *Recent Activity/Status:* The Council, with staff's assistance, recently determined and mapped the location and extent of land estimated and likely to be needed for future urban expansion for the City of Canby within the next 40 to 50 years and communicated that local aspiration to Metro and Clackamas County. To date they have indicated that they will honor this local "land use aspiration" by not designating these lands as a rural reserve. If honored, this would exclude the designated future area primarily east of town from receiving the rural reserve designation even though it arguably otherwise meets the necessary review criteria for having such a designation. Current maps designating the area as a potential future rural reserve have been reported to be for continued discussion purposes until maps are revised based on the public input received from the recent public meetings held specifying potential lands to be included on each list. General agreement on the properties to be included within each designation is targeted for September, 2009. *Objective:* Senate Bill 1011 passed in 2007 provided an alternative method of determining how to expand the Metro UGB that could provide a great deal more certainty for the agricultural and development communities over a 40 to 50 year period of time through the designation of lands subject to future development pressures as either an urban or rural reserve. The Counties in the Metro area are vested with determining which lands should remain working farms and forests or natural areas while Metro is vested with determining which lands are most suitable for possible future expansion of the Metro UGB for urbanization.

PLAN & CODE AMENDMENT PROJECTS

Canby Parks Master Plan & Acquisition Plan Update. *Recent Activity/Status:* A community survey was mailed out to a random sample of registered voters in the Canby Area Parks and Recreation District Boundary. Results will be reviewed by the stake holder's group in the first week of June. *Objective:* The City has entered into a professional service contract with the "Community Service Center/Planning Workshop" at the University of Oregon to provide an update to the existing Canby Parks Master Plan and Acquisition Plan with a market analysis to evaluate demand and need for park and recreation services and a specific financial feasibility assessment and location site review for a community center and sports complex. *Project Budget:*

\$40,000. Schedule: Commenced on December 15, 2008. Phase I Completion targeted for June 30, 2009, Phase II Completion for August 31, 2009, and Final Phase III Completion on November 30, 2009.

Transportation System Plan Update. Recent Activity/Status: A Transportation Growth Management (TGM) grant in combination with a City match has been secured from the Oregon Department of Transportation (ODOT) and the Department of Land, Conservation and Development (DLCD). The consulting firm of DKS and Associates has been brought on board to assist in completing the defined Statement of Work. The final order to proceed with the project is awaiting a final review by the State Department of Justice which became necessary due to the final dollar amount of the project. Preliminary work completed to date includes formation of a Technical Advisory Committee (TAC) and a Citizen Advisory Committee (CAC) and some initial traffic counts have been performed. Studying the needs to best accommodate truck circulation to and from and within the industrial park and in a manner that reduces their impact on the community to the greatest degree is one of the first project task priorities. Objective: This project is to prepare an update to the adopted Canby Transportation Plan (2000) including reformatting to improve ease of administration, necessary integration amendments to the City's Comprehensive Plan, implementing development code amendments and development of a list of prioritized transportation system improvements and a funding program. The objective is to proactively look at means to ease growing traffic congestion, to look at ways to support and improve access and use of alternative transportation modes, address compliance with all federal and state requirements including completion of the local periodic review process, and plan to adequately support planned land uses over the next 20 years. Project Budget: \$141,450; Schedule: Approximately 1yr. (June, 2009 to June, 2010).

Low Impact Development (LID) Subdivision Design Standards Project. Recent Activity/Status: This project is being approached in two major phases. The Phase I project kick off meeting was held on April 9, 2009. A Project Management Team (PMT) and a Citizen Technical Advisory Committee (CTAC) were formed. The first code research analysis meeting of the PMT is scheduled in May. Objective: The purpose of this project is to develop new subdivision design standards that more accurately reflect what citizens perceive are elements of a livable neighborhood and that incorporate progressive smart development principles and elements that are mindful of low impact development practices as they relate to storm water, landscaping, lighting, streets, parking lots, and open spaces. Project design objectives will address street and sidewalk standards in consideration of storm water, traffic calming, bike and pedestrian safety, public transportation, and safe routes to schools; landscape and lighting standards that incorporate LID principles; entry signage, fence standards, street trees, off-street parking requirements, open spaces/parks/natural features; building orientation, setbacks, and elevations. Project Budget: Paid entirely by Grant Funds – an approximate value equal to \$30,000. Schedule: Phase I targeted to conclude at the end of July, 2009.

Downtown Rail Road Parking Lot Redevelopment Concept Plan. Recent Activity/Status: The scope of work was completed and a consultant selected. The consulting firm of OTAK was selected and the scope of work negotiated. The consultant is currently pulling together a list of stakeholders. Objective: The project is funded from a grant secured by planning staff from the TGM Quick Response Program to explore several possible redevelopment alternatives for the area between SE 1st Avenue and the Union Pacific Railroad between N. Ivy and N. Elm Streets. The guiding parameters are to address traffic and pedestrian circulation and safety, and

incorporate Canby's history and branding as "Canby the Garden Spot". The railroad properties are included within the urban renewal district which is expected to budget funds to purchase the railroad properties to facilitate redevelopment upon completion and evaluation of the viability of the concept plans. Schedule: Finalization of the statement of work and start of the project is set for May, 2009. Completion is targeted for the end of October, 2009.

Storm Water Master Plan. Recent Activity/Status: Staff is currently pursuing possible grant funding opportunities to make this important needed project a reality considering the City's current restricted alternative funding mechanisms. Planning staff is coordinating with our consulting engineer Curt McLeod, and Public Works director Dwayne Barnes and supervisor Jeff Crowther to specify the parameters for the scope of work needed. Staff has met with consultants to discuss possible storm water fees/SDC methodology review and update.

Objective: Changing Federal and State requirements and mandates pertaining to storm water runoff along with evolving best management practices and techniques are pressing the need to produce a long-range holistic vision and approach for storm water disposal and a maintenance and financing plan. This project is to help move the City toward meeting DEQ/EPA requirements and make the best choices for the environment, improve cost efficiency, and achieve community acceptance for the implementation techniques and solutions to be decided upon with this project.

NE Canby Master Plan. Recent Activity/Status: Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling within the TSP. Objective: This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1st Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park. Schedule: Final adoption of this plan with necessary revisions will proceed after the TSP update is completed around spring, 2010.

OTHER PLANNING RELATED PROJECTS, INITIATIVES, & PARTICIPATION

Development of Economic Development Web Site (www.canbybusiness.com). Recent Activity/Status: Our new website is online. We are still working on adding information which will help us market our community. Objective: To have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information. Schedule: Ongoing.

Canby Gateways Project: Recent Activity/Status: See Economic Development Department bi-monthly report. Objective: The URA has funded the Canby Gateways Project to help add visual identifiers to the community. The project received a \$15,000 grant from Clackamas County Tourism Development Council through the Canby Chamber of Commerce to design new welcome signs throughout Canby. URD funds will be used to build the signs.

Canby Pioneer Industrial Park Activity. Recent activities involving the planning department on projects which are currently underway in the public realm are listed below. Additional industrial park initiatives are indicated in the Economic Development Department bi-monthly report. Economic development efforts continue on a variety of leads and projects that are still in the research inquiry stage and/or remain confidential at this point.

- **CPA-08-01/ZC-08-01 Root Holdings Comprehensive Plan Amendment and Zone Change.** *Recent Activity/Status:* Staff has advised and continues to wait for the applicant to submit a traffic impact study and reconfigure the boundaries of their proposed zone change. *Objective:* This land use application was submitted 06/03/08, and involves 14 acres located between Hazel Dell Way and SE 1st Avenue. The property is currently zoned a combination of Light Industrial (L-1) and Commercial Manufacturing (CM). The applicant seeks to have the entire property zoned Commercial Manufacturing (CM).
- **Walnut Street Improvement.** *Recent Activity/Status:* Construction is currently scheduled for summer, 2009. *Objective:* The Urban Renewal Agency has determined that improvement of S. Walnut Street is necessary to the successful continued development of the Canby Pioneer Industrial Park. The City will be constructing this project and forming an LID to fund the project at the request of the adjacent property owners.

Neighborhood Traffic Calming Program. *Recent Activity/Status:* With help from a technical committee of local experts from engineering, Public Works, and the Canby fire district enough research and discussion has been completed to develop a workable traffic calming program for use by the City and as we work with neighborhood associations. A joint City Council/Planning Commission workshop has been scheduled for Wednesday, June 3 at 6 pm to review/revise the proposed program parameters. *Project Goal:* The City Council approved the use of street system development charge (SDC) funds for traffic calming purposes during the FY 2007-2008 year. Several candidate project sites have been identified with neighborhood input and are now entering the design engineering implementation process. Lessons learned on the first projects will be applied to possible calming measures on additional streets in the future as funding becomes available. The projects may require Council approval based on final cost and in consideration of budget availability. Current active projects for which the Planning Department has provided assistance to address neighborhood traffic livability issues are identified below. An adopted program will be presented to all four official neighborhood associations to familiarize them with the program when adopted for use.

CDBG Applications. *Recent Activity/Status:* The City's funding application for the 2009/2011 round of funding has been secured. Design work for these projects is schedule for completion by Public Works by this fall with construction planned for summer/fall of 2010. They include street, sidewalk, and storm water improvements on NW 3rd and Holly Street. See Public Works bi-monthly report for awarded project status. *Objective:* The City applied for federal funding through the Community Development Block Grant program for qualifying low/moderate income qualifying areas to assist with needed community improvement infrastructure related projects that have been identified through an inclusive public input process by citizens within the eligible qualifying area for use of the awarded funds. An assessment of areas needing work was done and the flooding near the library was determined to be a priority. This was a qualifying eligible

public infrastructure project for funding.

Neighborhood Association Formation/Support. *Recent Activity/Status:* Representatives of all neighborhood associations are now represented on advisory committees for grant funded projects. *Objective:* The city wants to facilitate public participation and the formation and communication through Neighborhood Associations are one good means to that end. Both the SE and SW neighborhood Associations are awaiting the results of the TSP industrial area refinement plan and truck routes review to better understand the impacts on their neighborhood.

Main Street & Historic Preservation Program. *Recent Activity/Status:* A work session has been scheduled for Wednesday, May 20, 2009 at 6:30 pm with the Urban Renewal Agency by the Economic Development Manager to present the benefits offered by expanding to the next level within the Oregon/Clackamas County Main Street program through funding of a Main Street manager. *Objective:* The Economic Development Manager, with the URA's support, is proposing to expand the Downtown area business promotion and revitalization efforts through expansion of the City's participation in the National and Oregon Main Street program through the funding of a Main Street manager for Downtown Canby with Urban Renewal District funding. One of the primary building blocks of the program is the identification and promotion of the protection and restoration of historic resources within the downtown Main Street District to assist in preserving the unique character that helps set downtown business districts apart and as the heart of a community.

Update of Land Use Application Forms. *Recent Activity/Status:* Draft forms were completed and reviewed in April. Final revisions are expected to be complete in May. *Objective:* The update became necessary due to the adoption of the downtown design standards and to update the checklists of submittal requirements to the current Code.

Customer Survey. *Recent Activity/Status:* The last departmental customer survey was administered in October, 2008 and covered the period between January 2, 2008 and September 30, 2008. Plans are to continue with this survey on an annual basis with the next survey planned to go out in October, 2009. *Objective:* The Planning and Building Department began administering a mail out customer survey to everyone that applied for a building permit or submitted a planning application in 2004. The results of six customer surveys have been compiled to date. This initiative corresponds with an ongoing and current Council Goal #1 – To Provide a skilled, responsive, customer service oriented City organization ... which includes a continuation with customer service activities, such as surveys and web page improvements.

LAND USE APPLICATION/SUBMITTAL ACTIVITY

The attached *Planning Application Tracking Chart* allows you to see what new projects have been submitted and to track projects that are still in some stage of the application review process. Activity highlights for this review period include:

- (ANN 09-01) Beck. This is an annexation of 4.47 acres located East of N. Pine St. and South of Territorial Rd. which is part of a newly designated "Annexation Development Agreement" area. A draft of an annexation development agreement is expected in May and work on the necessary traffic study to be paid for by the applicant should also commence then. The applicant is aiming for placement on a May, 2010 ballot for a vote of the people.

- (PLP 09-02) Cutsforth. We are processing an application to construct a new 14-space parking lot in the downtown area to serve the employees of the Wells Fargo Bank, with the intent to free up space for the planned Village at Canby Station development project on 2nd.

BUILDING PERMIT ACTIVITY

The attached *Bi-Monthly (March–April) Building Permits & Fees Collection Report* allows you to assess the specific recent development permitting and subsequent revenue collection activity for the community. In addition you may review the attached *Building Permits & Fees Collection Annual Summary Report for 2009*. A third additional attachment provides a *Current Year Monthly Assessment and Historical Yearly Compilation of New Residential Dwelling Units by Type* for the City of Canby.

Residential Development Permit Highlights for this period include:

- One (1) Single-family Residence in Darcy's County Estates (\$121,000)
- A Triplex with a value of (\$392,400)
- Six (6) remodel or additions to residences
- PECO Aerospace Fasteners – Tenant Improvements (\$22,700)
- Cutsforth Groceries Remodel (\$270,000)
- Mexican Grocery Remodel (\$38,000)
- St. Patrick's Church Remodel (\$290,000)
- Kendal Floral (\$15,000) Remodel and Change of Occupancy
- Canby Cinema New Commercial Permit (\$2,515,143)
- Baseball Dug-out at Maple Street Park (\$6,000)
- Rite-Aid Store at S. Pine & 99E is Expected to Seek CO in May

Attachments:

Planning Application Tracking Chart

Building Permits and Fees Collection

Current Year Monthly Assessment

Building Permits and Fees Collection Annual Summary for 2009

[illegible]

City of Canby
Building Permits and Fees Collection
Bi-Monthly March - April 2009 Report

BUILDING PERMIT DATA				
PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Mar	Apr	Mar	Apr
<i>BUILDING PERMITS - SFR</i>	<i>1</i>	<i>-</i>	<i>\$243,628</i>	<i>\$0</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>1</i>	<i>-</i>	<i>\$392,436</i>	<i>\$0</i>
<i>MECHANICAL</i>	<i>14</i>	<i>17</i>	<i>\$0</i>	<i>\$0</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>4</i>	<i>4</i>	<i>\$160,800</i>	<i>\$358,191</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>2</i>	<i>5</i>	<i>\$19,221</i>	<i>\$175,307</i>
<i>OTHER</i>	<i>4</i>	<i>5</i>	<i>\$10,133</i>	<i>\$2,515,143</i>
<i>MONTH</i>	<i>26</i>	<i>31</i>	<i>\$826,218</i>	<i>\$3,048,641</i>
<i>YEAR</i>	<i>54</i>	<i>85</i>	<i>\$1,507,151</i>	<i>\$4,555,792</i>

SDC FEES AND CHARGES UPDATE			
	MONTH		YEAR
	Mar	Apr	
<i>Stormwater Fees</i>	<i>460</i>	<i>1,506</i>	<i>2,066</i>
<i>Sewer SDC Fees</i>	<i>9,421</i>	<i>11,674</i>	<i>21,095</i>
<i>Construction Excise Tax</i>	<i>3,305</i>	<i>295</i>	<i>6,131</i>
<i>Parks SDC Fees</i>	<i>16,332</i>	<i>2,263</i>	<i>18,595</i>
<i>Transportation Improvement</i>	<i>7,488</i>	<i>38,393</i>	<i>45,881</i>
<i>Planning Department Fees</i>	<i>435</i>	<i>807</i>	<i>1,587</i>
<i>Advanced Financing</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Business License</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Building Department Fees</i>	<i>10,785</i>	<i>47,782</i>	<i>71,009</i>
<i>School Excise Tax</i>	<i>5,276</i>	<i>9,967</i>	<i>18,900</i>

INSPECTIONS		
	Mar	Apr
MONTH	<i>60</i>	<i>58</i>
YEAR	<i>177</i>	<i>235</i>

City of Canby
Current Year Monthly Assessment
and
Historical Yearly Compilation of New Residential Dwelling Units by Type
For Month Ending April 30, 2009

YEAR	SFR*	MH*	MFR*	TOTAL*
1977	205	0	160	365
1978	157	0	22	179
1979	64	0	12	76
1980	49	0	5	54
1981	29	0	24	53
1982	12	0	38	50
1983	7	0	0	7
1984	21	0	0	21
1985	21	20	0	41
1986	22	46	0	68
1987	37	34	0	71
1988	40	10	1	51
1989	47	6	37	90
1990	85	6	42	133
1991	84	21	10	115
1992	69	8	9	86
1993	108	32	59	199
1994	150	38	34	222
1995	51	54	58	163
1996	71	53	104	228
1997	89	25	189	303
1998	77	4	24	105
1999	139	3	62	204
2000	96	3	17	116
2001	122	0	13	135
2002	131	2	104	237
2003	85	1	72	158
2004	61	0	52	113
2005	123	2	4	129
2006	201	3	1	205
2007	73	3	0	76
2008	15	0	1	15
2009	2	0	1	3
TOTAL	SFR	MH	MFR	TOTAL
1977 - 2009	2543	374	1155	4072
% of Total	62.5%	9.2%	28.4%	

2009				
MONTH	SFR*	MH*	MFR*	TOTAL*
Jan	1	0	0	1
Feb	0	0	0	1
Mar	1	0	1	3
Apr	0	0	0	3
May	0	0	0	3
Jun	0	0	0	3
Jul	0	0	0	3
Aug	0	0	0	3
Sep	0	0	0	3
Oct	0	0	0	3
Nov	0	0	0	3
Dec	0	0	0	3
Total	2	0	1	3
% of Total	66.7%	0.0%	33.3%	

* Totals do not include demolitions or replacements.

* Duplexes are included as MFR.

SFR = Single Family Residential

MH = Manufactured Housing

MFR = Multi-Family Residential

TOTAL	SFR	MH	MFR	TOTAL
1980 - 1989	285	116	105	506
% of Total	56.3%	22.9%	20.8%	
1990 - 1999	923	244	591	1758
% of Total	52.5%	13.9%	33.6%	
2000 - 2009	909	14	265	1187
% of Total	76.6%	1.2%	22.3%	

* Totals do not include demolitions or replacements; identifies total number of new dwelling units not new permits.

City of Canby
Building Permits and Fees Collection Annual Summary Report for 2009

BUILDING PERMIT DATA															
PERMIT TYPE	PERMITS ISSUED												YTD Total		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
BUILDING PERMITS - SFR	1	-	1	-	-	-	-	-	-	-	-	-	1	2	
BUILDING PERMITS MULTIFAMILY	-	-	1	-	-	-	-	-	-	-	-	-	-	41	
MECHANICAL	5	5	14	17	-	-	-	-	-	-	-	-	-	13	
ADDITIONS NONRESIDENTIAL	-	5	4	4	-	-	-	-	-	-	-	-	-	10	
ADDITIONS RESIDENTIAL	2	1	2	5	-	-	-	-	-	-	-	-	-	18	
OTHER	1	8	4	5	-	-	-	-	-	-	-	-	-	-	
MONTH	9	19	26	31	85	85	85	85	85	85	85	85	85	-	
YEAR	9	28	54	85	-	-	-	-	-	-	-	-	-	-	
VALUATION OF PERMITS ISSUED															
BUILDING PERMITS - SFR	391,051	-	243,628	-	-	-	-	-	-	-	-	-	-	634,679	
BUILDING PERMITS MULTIFAMILY	-	-	392,436	-	-	-	-	-	-	-	-	-	-	392,436	
MECHANICAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ADDITIONS NONRESIDENTIAL	-	71,690	160,800	358,191	-	-	-	-	-	-	-	-	-	590,681	
ADDITIONS RESIDENTIAL	95,232	20,670	19,221	175,307	-	-	-	-	-	-	-	-	-	310,430	
OTHER	25,000	77,290	10,133	2,515,143	-	-	-	-	-	-	-	-	-	2,627,566	
MONTH	511,283	169,650	826,218	3,048,641	-	-	-	-	-	-	-	-	-	-	
YEAR	511,283	680,933	1,507,151	4,555,792	4,555,792	4,555,792	4,555,792	4,555,792	4,555,792	4,555,792	4,555,792	4,555,792	4,555,792	-	
SDC FEES AND CHARGES UPDATE															
Stormwater Fees	100	-	460	1,506	-	-	-	-	-	-	-	-	-	2,066	
Sewer SDC Fees	-	-	9,421	11,674	-	-	-	-	-	-	-	-	-	6,131	
Construction Excise Tax	2,532	-	3,305	295	-	-	-	-	-	-	-	-	-	18,595	
Parks SDC Fees	-	-	16,332	2,263	-	-	-	-	-	-	-	-	-	45,881	
Transportation Improvement	-	-	7,488	38,393	-	-	-	-	-	-	-	-	-	1,587	
Planning Department Fees	70	275	435	807	-	-	-	-	-	-	-	-	-	-	
Advanced Financing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Business License	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Building Department Fees	7,492	4,950	10,785	47,782	-	-	-	-	-	-	-	-	-	71,009	
School Excise Tax	3,657	-	5,276	9,967	-	-	-	-	-	-	-	-	-	18,900	
MONTH	13,851	19,076	72,578	185,264	185,264	185,264	185,264	185,264	185,264	185,264	185,264	185,264	185,264	-	
YEAR	13,851	19,076	72,578	185,264	185,264	185,264	185,264	185,264	185,264	185,264	185,264	185,264	185,264	-	
INSPECTIONS															
Jan	71	46	60	58	-	-	-	-	-	-	-	-	-	-	
Feb	71	117	177	235	-	-	-	-	-	-	-	-	-	-	
Mar	-	-	-	-	235	235	235	235	235	235	235	235	235	-	
Apr	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Jun	-	-	-	-	-	235	235	235	235	235	235	235	235	-	
Jul	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Aug	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sep	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Oct	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Dec	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
MONTH	71	46	60	58	-	-	-	-	-	-	-	-	-	-	
YEAR	71	117	177	235	235	235	235	235	235	235	235	235	235	235	

R:\Monthly Reports\2009\2009 Monthly Reports.xls

City of Canby Monthly Report

Department: Police Department

To:
From: Mark Adcock, City Administrator
Jorge Tro, Acting Chief of Police
For Months Of: March 2009 - April 2009



Community Activities

- 3/2/2009 Trost Elementary / Dr. Seuss Day Celebration - Asssembly and Reading to Students, Lt. Tro
- 3/5/2009 Canby Adult Center / Volunteer serving lunch, Lt. Tro
- 3/12/2009 Canby Area / Student job shadow from Canby High School, Officer Feters
- 3/12/2009 Canby High School / Presentation to Canby High School Driver's Education Class, Sgt. Cunningham
- 3/13/2009 Trost School / Kiwanis Terrific Kids Presentation, Lt. Tro
- 3/13/2009 Trost School / Kiwanis Terrific Kids Presentation, Sgt. Cunningham
- 3/18/2009 Canby / Cinema Ground Breaking, Lt. Tro
- 3/18/2009 Canby PD / Tour of Police Department for Boy Scout Troop #266, Sgt. Cunningham
- 3/19/2009 Knight Elementary / Kiwanis Terrific Kids Presentation, Lt. Tro
- 3/19/2009 Lee Elementary / Kiwanis Terrific Kids Presentation, Lt. Tro
- 3/20/2009 Eccles School / Kiwanis Terrific Kids Presentation, Lt. Tro
- 3/20/2009 Trost School / Kiwanis Terrific Kids Presentation, Lt. Tro
- 4/2/2009 Canby Adult Center / Volunteer in serving lunch, Sgt. Schoenfeld
- 4/8/2009 Canby Grove Conference Center / Drug Awareness presentation, Don Hemstreet
- 4/8/2009 Calvary Mennonite Church / Officer Friendly, Stranger Danger, and Fingerprinting presentation to Pre-School class, Officer Larrison
- 4/9/2009 Trost Elementary / Bicycle Safety presentation to elementary school children, Officer Ethington
- 4/10/2009 Trost School / Terrific Kids Presentation, Sgt. Green

Community Activities

- 4/16/2009 Lee School / Kiwanis Terrific Kids Presentation, Acting Chief Tro
- 4/21/2009 Canby High School / Career Orientation, Don Hemstreet
- 4/24/2009 Eccles School / Kiwanis Terrific Kids Presentation, Acting Chief Tro
- 4/25/2009 Canby Center / Rotary Project, Acting Chief Tro
- 4/25/2009 Canby Area / Councilman Bitter did a ride-a-long, Sgt. Cunningham
- 4/27/2009 Canby High School / Drug Awareness and Career Orientation, Officer Larrison

Department Activity

- 3/17/2009 Milwaukie Area / T.E.T. assisted Canby Detective Division in service of search warrant. Resulted in the seizure of numerous firearms and an unknown amount of methamphetamine, T.E.T. and Canby Detective Division
- 4/13/2009 Canby / T.E.T. obstacle course try-outs, Officer Mike Smith and Officer Alex Stidham

Meetings

- 3/2/2009 Canby City Hall / Negotiations, Lt. Tro
- 3/5/2009 Canby City Hall / Weekly Meeting with Mark Adcock regarding PD Operations, Lt. Tro
- 3/5/2009 Oregon City / CCITF Meeting, Lt. Tro
- 3/9/2009 Canby City Hall / Agenda Meeting, Lt. Tro
- 3/10/2009 Canby PD / Meeting with Suburban Auto Group regarding leasing detective vehicles, Lt. Tro and Sgt. Schoenfeld
- 3/11/2009 Canby City Hall / Meeting with City Council regarding Goals, Lt. Tro
- 3/12/2009 Canby City Hall / Meeting with Amanda Klock regarding police negotiations, Lt. Tro
- 3/12/2009 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Lt. Tro
- 3/12/2009 Clackamas PSTC / CCCJC Meeting, Lt. Tro
- 3/12/2009 Canby City Hall / Benefit Advisory committee, Lt. Tro
- 3/13/2009 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
- 3/13/2009 Canby Council Chambers / Contract Negotiations, Lt. Tro

Meetings

- 3/13/2009 Canby City Hall / Meeting with Amanda to discuss afternoon meeting for Police contract negotiations, Lt. Tro
- 3/13/2009 Canby City Hall / Meeting with Police Union attorney and Police Union President regarding police contract negotiations, Lt. Tro
- 3/16/2009 CPD / Canby POD conclusion Section discussion and agreement, Lt. Tro
- 3/17/2009 Baker Prairie Middle School / Canby coalition, Lt. Tro
- 3/19/2009 CCOM / Homeland Security Task Force Meeting, Lt. Tro
- 3/19/2009 Canby City Hall / Volunteer Meeting, Sgt. Cunningham and Liz Carson
- 3/20/2009 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
- 4/3/2009 Canby / Robary Board Meeting, Acting Chief Tro
- 4/3/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro
- 4/3/2009 Canby Council Chambers / Contract Negotiations, Acting Chief Tro
- 4/7/2009 Canby City Hall / Agenda Meeting, Acting Chief Tro
- 4/7/2009 Cutsforth's Thriftway / Chamber Luncheon, Acting Chief Tro
- 4/7/2009 Canby PD / Meeting regarding COPS Grant Application, Acting Chief Tro and Toni Tracy
- 4/15/2009 Canby PD / All-Day Staff Meeting, Acting Chief Tro, Toni Tracy, and all Sergeants
- 4/16/2009 CC EOC / Homeland Security Task Force Meeting, Acting Chief Tro
- 4/17/2009 Canby PD / Phone Conference with Doug Ferrara of CrimeReports.com, Acting Chief Tro
- 4/17/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro
- 4/22/2009 Canby / Meeting with Rick Reid for citizen concerns, Sgt. Cunningham
- 4/22/2009 CCOM / C800 Meeting, Acting Chief Tro
- 4/23/2009 Canby City Hall / Weekly meeting with Mark Adcock, Acting Chief Tro
- 4/23/2009 CC PSTC / CCJC, Acting Chief Tro
- 4/27/2009 Canby City Hall / Agenda Meeting, Acting Chief Tro
- 4/28/2009 Canby PD / Meeting with Dwayne Barnes and Joe Witt regarding Fleet, Acting Chief Tro and Sgt. Schoenfeld
- 4/29/2009 Oregon City / Meeting with Dixon Andrews regarding task force, Acting Chief Tro
- 4/29/2009 Canby PD / Staff Meeting, Acting Chief Tro, Toni Tracy, and Sergeants

Meetings

4/30/2009 Canby City Hall / Budget Meeting, Acting Chief Tro

Monthly Stats

3/31/2009 Gang Related Calls / March 2009 - 42

3/31/2009 K9 Activity - March 2009 - Warren/Freddy

- *One call-out

- *18.5 hours of training

K9 Activity - March 2009 - Farmer/Patriot

- * Patriot is still injured

3/31/2009 Department Stats - March 2009

- *Calls for Service / 1233

- *Crime Reports / 96

- *Adult Arrests / 111

- *Juvenile Custody / 30

- *Injury Crashes / 1

- *Non-Injury Crashes / 9

- *Citations Issued / 222

- *Front Counter contacts / 300

4/30/2009 Department Stats - April 2009

- *Calls for Service / 1209

- *Crime Reports / 91

- *Adult Arrests / 94

- *Juvenile Custody / 18

- *Injury Crashes / 1

- *Non-Injury Crashes / 7

- *Citations Issued / 279

- *Front Counter contacts / 400

4/30/2009 Gang Related Calls / April 2009 - 48

4/30/2009 K9 Activity - April 2009 - Warren/Freddy

- *Two call-outs

- *42 hours of training

Other Activities

3/4/2009 Oregon City Police Dept. / Oregon City Lieutenant Interviews, Lt. Tro

Other Activities

- 3/23/2009 Oregon City / Oregon City Police Department Sergeant interviews, Sgt. Schoenfeld
- 3/26/2009 Oregon City / CCITF Sergeant Interviews, Lt. Tro

Training

- 3/18/2009 Canby / Department Firearms Qualifications at Canby Rod and Gun Club, Sworn Officers
- 3/26/2009 Canby / T.E.T. training-Active Shooter, Canby High School, T.E.T. members
- 3/27/2009 Canby City Hall / Mandatory Harassment/Discrimination/Diversity Training, Scheduled Police Department Employees
- 4/1/2009 Canby Adult Center / Mandatory Harassment/Discrimination/Diversity Training, Scheduled Police Department Employees
- 4/2/2009 Tualatin / CIS Supervisory Training, Lt. Tro
- 4/8/2009 Eugene / OACP Conference, Acting Chief Tro and Sgt. Schoenfeld
- 4/29/2009 Old Wilco Building in Canby / T.E.T. 4-hour training on building clearance and room entry tactics, T.E.T. members

Canby Swim Center Report-May 2009

From: Eric Laitinen, Aquatic Program Manager

Date: May 11, 2009

Re: March & April 2009 Report

The Canby Swim Center's attendance numbers are very good. Attendance is up in almost everything except school lessons for March and April over last year. Overall for the year we are still up 3,300 swims over last year for the attendance totals.

Revenue is a little unusual over the past two months as we were up in March by about \$4,000.00 and down in April about \$5,000.00 from last year's numbers. This puts us \$500.00 behind last year for total revenue. The reason revenue is down for April is that we put off starting summer lesson registration until May.

To improve customer service options, the Canby Swim Center has just begun taking lesson registrations on-line with Active Net. As of May 5th our summer lessons are available for on-line registration. Active Net could not schedule our set up and training of the Canby Swim Center full time staff until April, so I chose to delay the start of summer lesson registrations so we could start using the on-line system for all of them. We will be adding other modules of the on-line registration program, such as passes and pool rentals, over the next few months. I expect we will catch up with our last year revenue numbers as lessons fill up for the summer. Our summer programs and schedule begins Monday June 15th.

The Canby Swim Center is very busy right now getting ready for this Saturday's triathlon. The Gator Grinder Triathlon is May 9th and many athletes are trying to get last minute training in before the race. The Canby Gators really enjoy putting on the race as it is not only for swimmers but for many athletes in the community and beyond. I know they really appreciate the help and support of the community in putting on this popular race.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR MARCH 2009
DATE: MAY 11, 2009

CANBY SWIM CENTER MARCH 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 07-08	YTD TOTAL 08-09
MORNING LAP	40	49	210	266	250	315	2380	2790
ADULT RECREATION SWIM	56	94	440	470	496	564	4722	4659
MORNING WATER EXERCISE	278	253	0	0	278	253	2275	2018
PARENT/ CHILD	110	104	0	0	110	104	1256	964
MORNING PUBLIC LESSONS	102	146	0	0	102	146	3855	3493
SCHOOL LESSONS	1087	172	0	0	1087	172	2547	2241
NOON LAP	77	139	187	243	264	382	1956	2582
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	577	494	28	32	605	526	3224	4210
PENGUIN CLUB	0	0	0	20	0	20	1208	750
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2115	2754
CANBY GATORS	0	0	434	570	434	570	5525	5702
MASTER SWIMMING	32	32	32	32	64	64	440	364
EVENING LESSONS	681	799	0	0	681	799	5273	6534
EVENING LAP SWIM	68	58	32	41	100	99	828	946
EVENING PUBLIC SWIM	539	613	80	19	619	632	4166	4173
EVENING WATER EXERCISE	83	192	0	0	83	192	692	1429
ADULT LESSONS	0	52	0	0	0	52	101	133
GROUPS AND RENTALS	453	417	0	0	453	417	3249	3473
KAYAK	14	5	0	0	14	5	40	39
OUTREACH SWIMMING	105	70	0	0	105	70	594	671
TOTAL ATTENDANCE	4,302	3,689	1,443	1,693	5,745	5,382	46446	49925

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR APRIL 2009
DATE: MAY 11, 2009

CANBY SWIM CENTER APRIL 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 07-08	YTD TOTAL 08-09
MORNING LAP	45	70	219	279	264	349	2644	3139
ADULT RECREATION SWIM	72	103	480	484	552	587	5274	5246
MORNING WATER EXERCISE	286	271	0	0	286	271	2561	2289
PARENT/ CHILD	136	188	0	0	136	188	1392	1152
MORNING PUBLIC LESSONS	163	186	0	0	163	186	4018	3679
SCHOOL LESSONS	1872	1008	0	0	1872	1008	4419	3249
NOON LAP	99	151	234	237	333	388	2289	2970
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	284	237	1	11	285	248	3509	4458
PENGUIN CLUB	0	0	200	149	200	149	1408	899
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2115	2754
CANBY GATORS	0	0	565	833	565	833	6090	6535
MASTER SWIMMING	27	19	27	19	54	38	494	402

EVENING LESSONS	972	1195	0	0	972	1195	6245	7729
EVENING LAP SWIM	76	44	25	38	101	82	929	1028
EVENING PUBLIC SWIM	549	594	49	15	598	609	4764	4782
EVENING WATER EXERCISE	104	204	0	0	104	204	796	1633
ADULT LESSONS	63	39	0	0	63	39	164	172
GROUPS AND RENTALS	332	303	0	0	332	303	3581	3776
KAYAK	18	0	0	0	18	0	58	39
OUTREACH SWIMMING	0	0	0	0	0	0	594	671

TOTAL ATTENDANCE	5,098	4,612	1,800	2,065	6,898	6,677	53344	56602
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City of Canby Bi-Monthly Report

Department: Public Works

For Months of: March & April 2009



TO: *Honorable Mayor Thompson and City Council*
FROM: *Dwayne Barnes, Director of Public Works*
DATE: *May 8, 2009*
THROUGH: *Mark C. Adcock, City Administrator*

The most significant highlight of the last few months has been the award of \$324,632 from the American Recovery and Reinvestment Act, better known as stimulus funds. While the award was only a fraction of the over \$15 million we requested for transportation projects, it's still a very welcome addition. The revenue from the award will be included in the Knights Bridge Road reconstruction project. Listed below are brief updates of current Public Works projects followed by reports from each of the divisions.

Knights Bridge Road Reconstruction:

As a result of receiving stimulus funding for the Knights Bridge Road reconstruction project, the City Engineer is currently modifying plans to meet ODOT format requirements. The project will need application information prepared to meet the ODOT program and is scheduled for bid in December 2009, which is the earliest that ODOT could schedule the opening.

NE 2nd Avenue Redevelopment:

Construction of NE 2nd Avenue and the parking lot are well underway. The parking lot is being excavated and base rock is being placed. Storm drain and waterlines are also being constructed. We have met with the landscaper and electrician for the street lights and planter areas and should have a change order to bring to the Agency for approval in early June for these budgeted efforts.

Wastewater Treatment Plant Improvements:

Plans are complete for improvements to the UV system, effluent filtration, scum pumping, biosolids drying and RV dump station improvements.

Walnut Street Improvements:

Plans and specifications for the street improvements are essentially complete. Lot line adjustments and right-of-way dedication need to be completed prior to advertising for bids. This project has an application with OECD for an Immediate Opportunity Grant, which the results should be known by the end of June.

Darcy Estates Paving:

The Ordinance passed the first reading at the May 6 Council meeting and is scheduled for the second reading on May 20.

Public Works

By Jeff Crowther, Public Works Supervisor

Street Maintenance Program:

Staff coordinated with the school district for the installation of a handicap entrance to the ball fields off SW 13th Ave. The project includes pouring approximately 400 feet of sidewalk and relocating the entrance to the ball fields. Staff was also busy repairing and patching streets after the winter storms.

Street Sweeping	54.5 Hours
Street Maintenance	246.0 Hours
Tree Trimming	54.5 Hours
Street Light Repair	34.0 Hours
Street Sign Repair and Installation	82.0 Hours
Sidewalk Repair and Installation	392.5 Hours

Sewer and Storm Water Collection

Staff repaired and replaced several lateral sewer lines that were damaged due to roots and offset joints. We also responded and repaired sewer lines that were damaged due to fiber optic installation. Staff is continuing the sewer line cleaning program identifying areas of the collection system that require a more aggressive maintenance program.

Lift Station Maintenance	50.5 Hours
Sewer Lateral Repair	89.5 Hours
Catch Basin Cleaning	27.5 Hours
Sewer and Storm Line Locating	126.5 Hours
Drywell Cleaning	27.5 Hours
Sewer Line Cleaning	85.0 Hours

Wastewater Treatment

By Darwin Tramel, Wastewater Treatment Supervisor

Facility Operations & Maintenance & Construction:

The water quality for the months of March and April was excellent with no interruption of services or violations for either month. The staff has been busy preparing for the summer permit which begins in May. The odor scrubbers have been put back on line for the spring and summer months during the warmer weather. Process adjustments have been made for the more stringent summer permit and all vital process equipment is in service and ready to roll. The filamentous organism that was disrupting the process the past few months has been eliminated and the effluent quality is excellent as we head into the summer permit.

During the past two months wastewater staff has focused on the repair and maintenance of equipment that was shut down for the winter and began the spring cleaning process and grounds maintenance. Staff continued to keep up with preventative maintenance and worked on several major maintenance activities that included the following:

- Replaced starters and overloads on Vulcan Hydra Press.
- Installed new slide rail for center well pump.
- Installed new Flygt pump.
- Installed new filters and rebuilt logic board on new silo.
- Replaced contactors on Vulcan Hydra Press.
- Continuous repairs on odor scrubber until running.
- Semi-annual power washing of secondary clarifiers.
- Replaced transducer on effluent filtration unit.
- Replaced refrigeration unit on influent sampler.
- Annual fire alarm check throughout buildings.
- Install and repair of new pole and electrical service at Piuser site.
- Conducted a training and plant tour for Clackamas Community College students.
- Routine daily maintenance, repairs, and cleaning.

Construction activities for the months of March and April included discussions with Curran & McLeod Engineering to evaluate the proposed Phase III Facility Upgrade.

March 2009

New Connections	2	Monthly Averages	
Total Connections	5736	Effluent BOD	5
Average Flow	0.9835 mgd	Effluent CBOD	3
E. Coli	2	Effluent TSS	8

April 2009

New Connections	1	Monthly Averages	
Total Connections	5737	Effluent BOD	5
Average Flow	0.9705	Effluent CBOD	2
E. Coli	1	Effluent TSS	8

Biosolids Program:

The City hauled 348 cubic yards of biosolids to the Allen properties in the months of March and April. Staff also completed the second quarter sampling and analysis of biosolids for nutrients and metals and soil nutrient analysis on specific biosolids application sites. In April I completed and submitted the City of Canby 2009 Biosolids Management Plan to the DEQ for review. Bob Wengert assisted with the compilation of data for the management plan.

In March the WWTP purchased large flotation tires for the manure spreader in order to keep from rutting the application sites during the rainy season. The tires enabled us to go on fields that normally site owners would not allow us to spread on because of the damage caused by the narrow tires on the manure spreader.

Pretreatment:

During the months of March and April I continued to work on preparing data for the NPDES permit renewal, Reasonable Potential Analysis, and Local Limits development. I completed the technically based Local Limits in March and the Reasonable Potential Analysis data packet and NPDES permit renewal documents in April. All of the documents were submitted to DEQ for review and approval.

The WWTP staff and I completed two sampling and analysis of the Willamette River for organics, pesticides and methyl mercury in March and completed the bi-annual analysis and sampling of the treatment facility effluent for metals and nutrients.

Pretreatment inspections and activities for the past two months included review of several business license applications and an inspection and analysis of Johnson Controls discharge for metals and pollutants. Also in March I completed an inspection and walk through of the PECO Aerospace industry located in the new industrial park.

Meetings and Training Attended

The staff and I attended the City diversity/harassment training and all staff members attended the Clackamas Community College Wastewater short school. Dave Conner attended labor management meetings with the union and a management Career Trac training. All staff member's participated in emergency procedures training on belt misalignment and U.V. breaker reset.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker

Park Renovations

Canby Kiwanis organized a bark dust spreading project at Arneson Gardens on April the 4th. The volunteers spread 50 cubic yards of bark dust in the garden in five hours. The project was a great help to the City of Canby and it looks wonderful. Arneson Gardens will be in full bloom by the middle of May, I would encourage people to visit.

Wildcats softball (Canby Kids) proposed installing new dugouts on field No.1 at Maple St. Park. Project plans were submitted to the City and approved. City staff dug the holes for the dugouts and the Canby Kids volunteers assembled their creation. The project looks great and enhanced the look of the facility.

A new park rules sign was installed at the Skate Park.

Park Maintenance

March started off the mowing season and all the parks turf areas were fertilized. Bark dust was spread in all the shrub beds and weed spraying has started. The trimming of Shrubs and hedges has started and a couple of hazard trees were removed. All of the restrooms have been opened for the season and the drinking fountains have all been cleaned and turned on. The playgrounds all received a safety inspection and the necessary repairs were made. 100 cubic yards of new safety surfacing was also placed in the uses zones of all the playgrounds. Storm debris cleanup has still been keep staff busy. By the end of April the second round of fertilizer was applied along with the weed control in the turf areas.

Regular maintenance was performed at the 25 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), 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, 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.

City Facility Maintenance

Facilities maintenance request forms were received from City Hall (2), Transit (6), Planning (1), Finance (2), Adult Center (2) and the Library (3). It took 18 hours to complete the 16 request forms. Ronda Rozzell also had 14 hours of administrative time related to facilities maintenance. 32 hours total.

Clackamas County Corrections Crews

C.C.C.C. weeded shrub beds at four sites and removed brush from the 19th loop natural area. They also picked up storm debris in the parks and spread wood chips in the Eco Park. C.C.C.C. performed approximately 540 hours of labor for the City of Canby in the months of March and April.

Meetings attended:

The Parks crew attended training on Harassment / Discrimination and Diversity Training.
I met with The Wildcat volunteers for the Maple St. Park Project.
I met with Interstate Roofing to get quotes for a new roof, siding and windows for the Canby Adult Center.
I met with Paul Dayfield from Mold Testing Services of OR, LLC, to have an inspection done at the Adult Center. Plumbing repairs were scheduled and performed at the Adult Center and the sheet rocker has been scheduled. These repairs will address all the concerns found by the mold inspection.
I met with Beth Saul to address a facility maintenance needs costs estimate.
I met with Dwayne Barnes to discuss the park budget.
Contact was made with Davetta OeDell from Canby Community Education to inform them the summer program rooms are ready for them at Maple and Legacy Parks this year.

Other Information of Interest.

April 4th was the first softball tournament of the year.
Eighteen hours was spent the last two months repairing vandalism and painting over graffiti.
Portions of the old bleachers from Maple St. Park were donated to the Clackamas County Fairgrounds.
The Parks Department is responsible for 182 acres of property.

Fleet Service
By Joe Witt, Lead Mechanic

March 2009

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	87.5		101.8	189
Adult Center	3	276.5	300.26	271.47	848
Building	0				0
Wastewater Collections	4	1659	493.92	354.88	2,508
Wastewater Treatment	2	35	680.5	175.54	891
Parks	4	189	36.74	318.82	545
Police	29	5922	3377.42	3799.57	13,099
Streets	12	4973.5	6968.72	477.23	12,419
Fleet Services	3	910	409.79	71.4	1,391
Canby Area Transit (CAT)	37	11291	9474.89		20,766
Canby Fire District	5	1452.5	620.19		2,073
Total	100		Totals*		\$54,729

April 2009

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	486.5	217.5	98.57	803
Adult Center	1	91	22.31	276.99	390
Building	3	325.5	58.3	29.03	413
Wastewater Collections	1	280	0	116.49	396
Wastewater Treatment	7	1442	511.06	500.08	2,453
Parks	11	2905	1368.07	472.22	4,745
Police	32	6058.5	5616.24	4000.29	15,675
Streets	14	4105.5	1427.93	696.95	6,230
Fleet Services	3	952	472.31	210.96	1,635
Canby Area Transit (CAT)	25	11175.5	1810.63		12,986
Canby Fire District	5	868	610.15		1,478
Total	104		Totals*		\$47,206

*Total includes labor, materials and fuel for all departments with the exception of CAT and Canby Fire purchase their own fuel.

Fleet Service Highlights

Bruce Gulleff attended Cummins Engine Systems Insite Computer Maintenance Software Training April 21 & 22. Shane Hester attended Heavy Duty Brake Systems Training March 5. Joe Witt attended Heavy Duty Brake System Training March 5 and Air Conditioning Training April 15

City of Canby Bi-Monthly Report

Department: Transit



For: the months of March and April 2009

Date: May 11, 2009

Prepared by: Julie Wehling

Through: Mark Adcock, City Administrator

1. Funding Issues:

- a. Monthly Elderly and Disabled transportation reports for TriMet were submitted.
- b. Quarterly Reports and billings submitted to ODOT and TriMet.
- c. On May 8th we were notified that our applications for Special Transportation Fund (STF) discretionary funds (\$131,893 to purchase 2 vehicles and \$37,700 for preventive maintenance) and Job Access Reverse Commute (JARC) funds (\$140,026 over two years) were recommended by ODOT's Public Transit Division and forwarded to the Public Transit Advisory Committee (PTAC) for approval. The requests have been forwarded to the Oregon Transportation Commission (OTC) for final approval on May 20th.
- d. We applied for and were granted \$175,137 in capital funding through the American Recovery and Reinvestment Act (ARRA) program which was offered to 5311 program recipients. We received funds to purchase new scheduling software, computer equipment, bus stop signs and funds to improve the transit center at Canby Station. Contracts for this funding have already arrived and will be executed shortly.
- e. Completed the required CPA Audit for the BETC project period ended December 31, 2009. The final application was submitted and we are now in line to find a pass-through partner for this project.

2. Ridership:

CAT provided:

- a. 18,848 rides in March (4.2% decrease as compared to March 08)
- b. 18,365 rides in April (18% decrease as compared to April 08)

For the first 10 months of the year rides are down by 8.1 percent as compared to last fiscal year.

3. Service Update:

Service schedules were updated to show the minimal time changes made by SMART on the Purple Line route. The changes were made to the schedules and updated on the website.

A press release and rider alerts were posted regarding the closure of 2nd Avenue from April 27th until August 12th. During street improvement construction fixed route buses exiting the Thriftway parking lot will cross 2nd Avenue at the marked crossing and travel along N Juniper Street and NE 3rd Avenue to N Ivy Street. The bus stop directly in front of Thriftway is closed during construction. The Transit Center at Canby Station will remain open. So far the detour seems to be working well.

Staff participated in a conference call regarding transit and the swine flu and followed recommendations that were suggested. A notice was posted on the buses reminding customers to wash their hands, cover their cough and to stay home if they are feeling sick. Drivers were reminded to use disinfectant to wipe down all “touch surfaces” on the buses.

There were no vehicle accidents during March or April.

4. Meetings/Conferences Attended: BCB Associates and City staff represented CAT at:

- a. Clackamas County Transportation Consortium meeting
- b. Regional Transportation Coordinating Council (RTCC) meeting.
- c. Special Transportation Fund Advisory Committee Meetings (Julie Wehling and Clair Kuppenbender)