

AGENDA

CANBY CITY COUNCIL REGULAR MEETING

July 15, 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

6:00 P.M.

City Hall Conference Room

182 N Holly

This Work Session will be attended by the Mayor and City Council to discuss the establishment of sidewalk cafes in the downtown area that would be allowed to serve alcohol with food.

Pg. 1

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 June 25, 2009 City Council Special Meeting
- B. Approval of Minutes of the July 1, 2009 City Council Regular Meeting
- C. Reappointment to Library Board Pg. 3
- D. Appointment to Canby Utility Board Pg. 4
- E. Change of Ownership Liquor License Application for Marvel's Lone Elder Pizza Pg. 5

7. RESOLUTIONS & ORDINANCES

- A. Res. 1036, Limiting Vehicle Parking in the Triangle Park Area Located on N Holly Street to a Maximum of Two Hours Pg. 7
- B. Ord. 1312, Establishing Nomination Procedures for Elective Office; Adding Chapter 2.10 to the Canby Municipal Code (2nd Reading) Pg. 9
- C. Ord. 1313, Amending Canby Municipal Code Chapter 12.08 Regarding Street Excavations (2nd Reading) Pg. 11
- D. Ord. 1314, Authorizing Purchase of One Vehicle for Canby Area Transit from Emmett Koelsch Coaches, Inc. of Oregon City (2nd Reading) Pg. 12

8. NEW BUSINESS

- A. Request for Waiver of Construction Excise Tax/SDC Charges and Plan Check Fee from Habitat for Humanity Pg. 14
- B. Deed for Partial Conveyance of Shop Property to Canby Utility Pg. 17
- C. Main Street Program Estimated Costs for Downtown Promotions Pg. 29

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

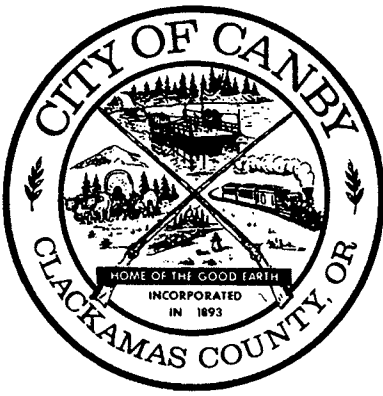
10. CITIZEN INPUT

11. ACTION REVIEW

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

13. ADJOURN

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

Office of the City Attorney

June 30, 2009

Memo to: Mayor/City Council

From: John H. Kelley, City Attorney

Re: Request for change in City Policy and amendment to CMC to allow outside sidewalk cafes in the public right-of-way where food and alcohol could be served. Legal issues associated with the request.

Catherine Comer and I have scheduled a workshop to discuss the subject of serving alcohol outside at "sidewalk cafes" here in Canby. Some of the local businesses, in particular, Puddin River Chocolates, have expressed their desire to be able to serve alcohol in combination with food at small tables on the public sidewalks in front of their various establishments. Because of these inquiries, we wanted the council to discuss whether it favored allowing liquor to be served on public rights-of-way in a setting where it could hear from staff and also businesses interested in the concept.

Currently, CMC 9.24.060 regulates "Drinking in Public Places". It prohibits consuming alcohol in or on a street, alley, mall, public or private parking lot, in motor vehicles, public grounds or other public places within a Commercial C-1 or C-2 zone, unless the place has been licensed by the OLCC. That definition would include sidewalks, but arguably not on sidewalks in front of establishments licensed by the OLCC. I don't accept that argument, but I understand someone making it. I believe that the use of the word "place" means a building licensed by OLCC, not the sidewalk in front of it.

CMC 9.24.010 also prohibits "Obstruction of Sidewalks" which along with ADA requirements for unobstructed passage of public rights-of-way could create issues concerning outside tables and chairs on a sidewalk that is only 6-7 feet wide in some locations. We would require 4 feet for unobstructed clearance, leaving only 2 to 3 feet for tables and chairs. That may not be workable in all instances.

Finally, CMC 12.12 discusses "Sidewalk Displays" and places several limitations on sidewalk displays including prohibiting them from obstructing the sidewalk in a manner which "interferes with pedestrians passing along the sidewalks". However, CMC 12.12.035A does provides an exemption for businesses selling food and/or **nonalcoholic** beverages allowing them to place tables and chairs on the sidewalk in front of their businesses, provided there remains at least 4 feet of unobstructed passage available for pedestrian passage.

If, after hearing from staff and local business owners, the Council favors the concept of sidewalk cafes, clearly our ordinances would have to be amended to allow sidewalk cafes to serve alcohol outside on the public rights-of-way.

Catherine and I could bring back a sample ordinance for you to review at a future meeting. There are several jurisdictions that do allow sidewalk cafes to serve food and alcohol, including Portland, Hillsboro, Eugene, Corvallis, Bend, Ashland, Lake Oswego, Medford and Lincoln City and we have collected those ordinances to review and plagiarize from should that be your wish.

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

Date: 6/29/09
 Name: Madeleine Henderson Occupation: Retired Teacher
 Home Address: Canby, OR. 97013
 Employer: Chemeketa Community College Position: Instructor/Coordinator
Woodburn Center
 Daytime Phone: _____ Evening Phone: Same
 E-Mail Address: _____
 For which position are you applying? Library Board

What are your community interests (committees, organizations, special activities)?
Canby Community Concert Assoc. (Volunteer)
Canby Public Library (Volunteer)

Experience and educational background:
35 yrs. of Teaching: Language Arts incl. English & French
at various levels, also Basic Math.
Master of Arts Degree in Teaching

Reason for your interest in this position: I've served on the board for
the last eight years, and, I wish to "re-up" so
to speak. I would very much like to be part of the
transition to a new director, a new district as
well as work toward an expanded facility.
 List any other City or County positions on which you serve or have served: _____

Information on any special membership requirements: _____

Referred by (if applicable): Beth Saul currently serving as
our library Director
 Feel free to attach a copy of your resume and use additional sheets if necessary

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

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

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

RECEIVED

JUN 30 2009

CITY OF CANBY

12-4-07

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

Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or e-mail to the addresses listed below.

**RECEIVED
MAY 20 2009**

Date: 05/18/2009

CITY OF CANBY

Name: Todd Wagner

Occupation: Licensed Tax Preparer

Home Address:

Canby, OR, 97013

Employer: Canby Tax Center

Position: Licensed Tax Preparer

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Canby Utility Board

What are your community interests (committees, organizations, special activities)? I coach boy's basketball for the Canby Junior Basketball Assoc., and am interested in becoming involved with Canby Kids, Inc. athletics. I am also interested in serving on the Budget Committee when a position becomes available.

Experience and educational background: State of Oregon: Licensed Tax Preparer (Dec. 2004-Present); Bachelor of Science: Mechanical Engineering, George Fox University (May 2, 2009)

Reason for your interest in this position: To do my part in serving my community and help the City of Canby continue as a wonderful place to live.

List any other City or County positions on which you serve or have served: City of Barlow Budget Committee.

Information on any special membership requirements:

Referred by (if applicable):

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY


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

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

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

12-4-07

Memo

To: Mayor Thompson & Members of City Council
From: Jorge Tro, Acting Chief of Police 
CC: Kim Scheafer, General Administration
Date: July 6, 2009
Re: Liquor License Application / Marvel's Lone Elder Pizza

I have reviewed the attached liquor license application completed by the applicant, Marvel Ellis, for Marvel's Lone Elder Pizza, located at 207 SW 1st Avenue, Canby, Oregon.

I met with Ms. Ellis on July 6, 2009. We discussed laws involving the sale of alcoholic beverages. Ms. Ellis told 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 recommend approval of this application to the Oregon Liquor Control Commission (OLCC).

RECEIVED

JUL 07 2009

\$7500

receipt

874359

Requesting 90-day
Temporary

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 _____

P18856

L11927

Applying as:

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

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

City of Canby

(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By:

(signature)

(date)

Name: Melody Thompson

Title: Mayor

OLCC USE ONLY

Application Rec'd by: STEVE BRINICKOFF

Date: 07/01/09

90-day authority: ☒ Yes ☐ No

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

① Marvel Ellis ③ _____

② _____ ④ _____

2. Trade Name (dba): Marvel's Lone Elder Pizza

3. Business Location: 207 SW 1st Canby Clackamas Co. 97013
(number, street, rural route) (city) (county) (state) (ZIP code)4. Business Mailing Address: Canby Dr. 97013
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-266-1888 (phone) (fax)

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

7. If yes to whom: JET Inc. Sherri Dominie Type of License: Beer & Wine - full on premis.

8. Former Business Name: Lone Elder Pizza

9. Will you have a manager? ☐ Yes ☒ No Name: _____
(manager must fill out an individual history form)10. What is the local governing body where your business is located? Canby
(name of city or county)11. Contact person for this application: Marvel Ellis
(name) (phone number(s))

(address)

(fax number)

(e-mail address)

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

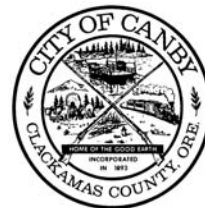
Applicant(s) Signature(s) and Date:

① Marvel Ellis Date 6/15/09 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

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

(rev. 12/07)



M E M O R A N D U M

TO: ***Honorable Mayor Thompson and City Council***
FROM: ***Dwayne Barnes, Public Works Operations Manager***
DATE: ***June 29, 2009***
THROUGH: ***Mark C. Adcock, City Administrator***

Issue: Restrict parking in the vehicle pullout area on the westerly side of Triangle Park on Holly Street adjacent to NW 7th Ave.

Synopsis: Council action is required to create parking restrictions.

Recommendation: Staff recommends that the City Council adopt Resolution 1036 limiting vehicle parking in the Triangle Park area located on N. Holly Street to a maximum of two hours.

Rationale: Neighboring residents have been using the Triangle Park pullout area to park vehicles and RV's for extended periods of time. The extended parking restricts park maintenance staff's ability to maintain the park.

Background: Triangle Park has a vehicle pullout area on the westerly side of the park on N. Holly Street adjacent to NW 7th Ave. The purpose of the pullout is to allow people to visit the park, or take a stretch break and get a drink of water and then move on. Park Maintenance Staff informed me that neighboring residents have been parking in the pullout for extended periods of time limiting their ability to maintain the park as well as people's ability to use the park.

RESOLUTION NO. 1036

**A RESOLUTION LIMITING VEHICLE PARKING IN THE TRIANGLE PARK AREA
LOCATED ON NORTH HOLLY STREET TO A MAXIMUM OF TWO HOURS.**

WHEREAS, § 10.04.130 of the Canby Municipal Code sets forth the duties of the Public Works Director relative to installation of specific new traffic control devices and subject to the approval of the City Council by resolution or motion; and

WHEREAS, § 10.04.130 D of the Canby Municipal Code provides that the Director of Public Works designate areas in which the time of parking is to be limited; and

WHEREAS, Parks Department Staff has requested the creation of a parking restriction to allow for on-going maintenance of Triangle Park; and

WHEREAS, Un-restricted parking has allowed area residents to use the pullout area for long term parking limiting public access to the park for extended periods of time; and

WHEREAS, The Director of Public Works finds restricting parking in the Triangle Park to be warranted for the aforementioned reasons; now therefore,

BE IT RESOLVED that the vehicle pullout area of Triangle Park located on N. Holly Street be designated as two (2) hour parking by a method approved by the Director of Public Works.

This resolution shall take effect on July 15, 2009.

ADOPTED this 15th day of July 15, 2009, by the Canby City Council.

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

ORDINANCE NO. 1312

AN ORDINANCE ESTABLISHING NOMINATION PROCEDURES FOR ELECTIVE OFFICE; ADDING CHAPTER 2.10 TO THE CANBY MUNICIPAL CODE; AND DECLARING AN EMERGENCY.

THE CITY OF CANBY DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.10 is added to the Canby Municipal Code, to provide:

Chapter 2.10

CANDIDATE NOMINATIONS FOR ELECTIVE OFFICE

2.10.010 Nominations.

A. A petition nominating a qualified elector to be a candidate for election to the Canby City Council or to the office of Mayor shall be signed by not fewer than fifty (50) electors. No elector shall sign more than one nomination petition for each office to be filled. No elector shall sign more than one nomination petition for the office of Mayor. If an elector signs more nomination petitions than permitted by this subsection, the elector's signature shall be valid only on the first petition filed for the office.

B. The form of petition for nomination for all candidates for elective positions within the City shall substantially conform to the form designated by the Secretary of State.

C. All pages comprising a petition for nomination shall be assembled and filed with the City Recorder as one instrument in the manner provided by the Secretary of State not less than 75 days before the election. The City Recorder shall make a record of the exact time at which each petition for nomination is filed and shall take and keep on file the name and address of the person by whom it is filed.

D. Within five days after the filing, the City Recorder shall notify the nominee and the person who filed the petition for nomination whether or not the petition is valid. If it is found insufficient, the City Recorder shall return it immediately to the person who filed it, with a statement certifying that the petition for nomination is insufficient and stating the reason(s).

E. Within the time allowed for the filing of petitions for nomination, an insufficient petition may be amended and filed again as a new petition, or a different petition may be filed for the same nominee. Any qualified elector for whom a valid petition for nomination has been filed shall have his or her name printed on the ballot for the election if, within five days after the City Recorder notifies the nominee of a valid nomination, an acceptance of nomination is filed with the City Recorder on the nominee's behalf.

F. The petition for nomination for a nominee who is successfully elected shall be filed in the office of the City Recorder until the expiration of the term of office for which the nominee is elected.

Section 2. Emergency Declared. The electors of the City of Canby have enacted a new Charter which becomes effective July 1, 2009. The above provisions were present in the former Charter, but were not retained. It being necessary for the health, safety, and general welfare of the citizens of Canby that this project be completed as soon as possible, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 1, 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 Wednesday, July 15, 2009, commencing at the hour of 7:30 PM in the Council Meeting Chambers at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 15th day of July 2009, by the following vote:

YEAS_____

NAYS_____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

ORDINANCE NO. 1313

AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 12.08 REGARDING STREET EXCAVATIONS.

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Sections 12.08.010 through 12.08.200 of Chapter 12.08 of the Canby Municipal Code, are hereby amended to read as set forth in Exhibit "A" to this Ordinance and incorporated as if fully set forth herein.

Section 2. These amendments shall apply only to Chapter 12.08 as set forth in the Canby Municipal Code. All other provisions of the Code shall continue in full force and effect.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 1, 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 Wednesday, July 15, 2009, commencing at the hour of 7:30 PM in the Council Meeting Chambers at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 15th day of July 2009, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

2nd Reading

ORDINANCE NO. 1314

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO PURCHASE ONE (1) VEHICLE FOR CANBY AREA TRANSIT FROM EMMETT KOELSCH COACHES, INC. OF OREGON CITY; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby/Canby Area Transit (CAT) wish to purchase one (1) 20 passenger, 26' STARTRANS Senator Heavy Duty accessible transit vehicle; and

WHEREAS, based on Federal Transit Administration useful life standards bus #2 (VIN# 1FDXE45F52HA20586) in CAT's current fleet has exceeded these standards; and

WHEREAS, the Federal program (49 U.S.C. 5309) provides capital assistance for three primary activities: modernization of existing rail systems, new and replacement buses and facilities, new fixed guideway systems.

WHEREAS, CAT received an allocation of \$78,331 in (49 U.S.C. 5309) funds to provide 83% of the funding to purchase replacement vehicles; and

WHEREAS, the grants from the Federal Transit Administration and the proposed purchase of the vehicle are included in the approved fiscal year 2008/09 budget for the City of Canby; and

WHEREAS, the purchase will comply with ORS 279.820 - 279.855 and will be made utilizing Statewide Price Agreement number 9706 which was approved under Solicitation #ITB 102-1402-08 establishing multiple award price agreements for use by the State of Oregon and authorized Participants of the State of Oregon Cooperative Purchasing Program (ORCPP) to purchase American Disabilities Act (ADA) transit vehicles; and

WHEREAS, Emmett Koelsch Coaches, Inc. DBA EK Coaches of Oregon City has supplied a quote under Price Agreement 9706 for STARTRANS Senator Heavy Duty accessible vehicles in the amount of \$94,374 each, including all scheduled options.

WHEREAS, In accordance with Statewide Price Agreement 9706 all Purchase Orders accepted by EK Coaches shall create a separate Contract between parties. The City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed the Purchase Order and believes it to be in the best interest of the City to submit such Purchase Order for the vehicle purchase to EK Coaches; now therefore

2nd Reading

THE CITY OF CANBY ORDAINS AS FOLLOWS:

1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby (Canby Area Transit) and on its behalf, an appropriate Purchase Order (contract) with Emmett Koelsch Coaches, Inc. DBA EK Coaches of Oregon City, Oregon for one (1) 20 passenger, 26' STARTRANS Senator Heavy Duty accessible transit vehicle for the quoted amount of Ninety-four thousand, three hundred seventy-four dollars (\$94,374).

2. Inasmuch as it is in the best interests of the City of Canby and Canby Area Transit to put this vehicle into service as quickly as possible, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 1, 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 Wednesday, July 15, 2009 commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 15th day of July 2009, by the following vote:

YEAS _____

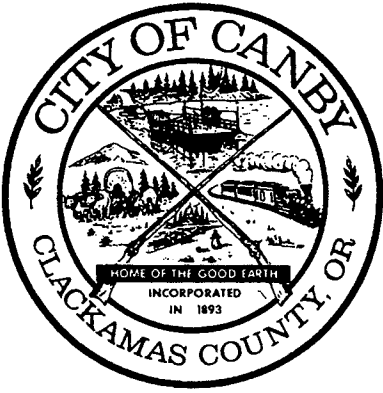
NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder

2nd Reading



City of Canby

Office of the City Attorney

June 30, 2009

Memo to: Mayor/City Council

From: John H. Kelley, City Attorney 

Re: Request for waiver of construction excise tax/SDC charges and plan check fee for house being built by Habitat for Humanity

Thomas C. Bauman, Chairman of the Board for the North Willamette Valley Habitat for Humanity has submitted a request for waiver of the planning department plan check fee (\$ 45.00), construction excise tax (\$243.76), SDC charges (\$9,785.00) owed to the City for the construction of a residence in the City for a single mother and her son that will occupy it. The residence is being constructed at 519 N. Locust Street.

We have traditionally granted the waiver in the past (2005 and 2007) as the City's contribution to this very worthy project.

In order to qualify for waivers of the excise tax and SDC fees, the occupants must be persons with incomes "less than 50% of the median income" (construction excise tax – CMC 3.20.090(A) (3) and be of "very low income" under the HUD criteria (SDC's – CMC 4.20.120(E)). Habitat has verified that the occupants meet these income criteria.

In the past, we have also waived the planning department's plan check fee for Habitat homes.

Should you wish to approve this request, a motion to waive the planning department's plan check fee, Construction Excise Tax and System Development Charges' for the Habitat for Humanity project located at 519 N. Locust Street would be the proper motion.



*Building
houses,
building
hope*

July 2, 2009

Mayor Melody Thompson
City of Canby
PO Box 930
Canby, OR 97013

RECEIVED

JUL 06 2009

CITY OF CANBY

Dear Mayor Thompson,

North Willamette Valley Habitat for Humanity is embarking on its fourth home build in Canby for a hardworking, deserving family. We are quite excited to work in Canby again! We will be engaging volunteers from all over Clackamas and Marion County to build a home at 519 N Locust St.

Habitat for Humanity is a non-profit, ecumenical Christian housing ministry. Through volunteer labor, gifts in-kind, and financial contributions from businesses, individuals and faith partners such as Thrivent Financial, we build homes with hardworking families, who must contribute at least 500 hours of labor as sweat equity. We sell the homes to the family partners on interest-free mortgages. We do not profit from the sales. The financial contributions and in-kind gifts from donors allow us to keep the cost of our homes relatively low, allowing family partners to fulfill their dreams of homeownership. Our program is only possible because of volunteer labor and donations.

For this build, Habitat is building an attractive, two-bedroom home with a hardworking single mother and her son. The mother earns \$21,823 a year at her job with the Woodburn School District. This income figure is less than 50 percent of the median income for a family of two in Clackamas County of \$56,000. Families in this income range qualify as "very low income" according to HUD (Federal Housing and Urban Development). Section E of Chapter 4.20.120 of the City of Canby's Code of Ordinances provides an exemption from System Development Charges to housing specifically for very low income persons or families as defined by the most recent HUD criteria. Because NWVHFH is working with a very low income family for the build, we request an exemption from the city's System Development Charges.

Additionally, in accordance with Chapter 3.20 of the City of Canby's Code of Ordinances, Habitat requests an exemption from Canby's Construction Excise Tax. Section B of Chapter 3.20.040 of the Code of Ordinances states that the City Administrator can exempt from the tax imposed by Chapter 3.20.070 any entity that would be entitled to rebate pursuant to chapter 3.20.090. Chapter 3.20.090, specifically section A-2, states that the City Administrator shall provide a rebate to the entity that paid the tax, as long as the entity is a 501 (c) (3), the construction is used for residential purposes, and the property is restricted to being occupied by persons with income less than 50 percent of the median income.

PO Box 852
Mt. Angel, OR 97362
225 Franklin St
Mt. Angel, OR 97362
Phone: (503) 845-2434
Toll Free: (877) 873-0901
Fax: (503) 845-9408
Tax ID # 91-6133006

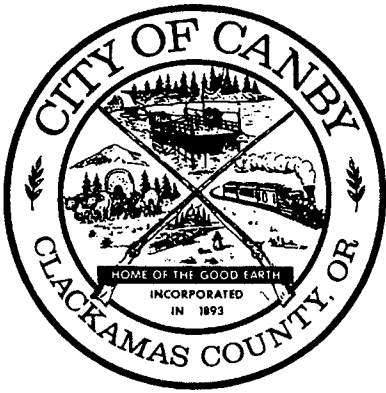
NWVHFH meets all of these requirements. It is a 501 (c) (3) registered non-profit, this project is a residence, and the family earns less than 50 percent of the median income for a family of two in Clackamas County. Additionally, upon sale of this home, the homeowner will add tax revenue to the City of Canby and its school system. If possible, NWVHFH would also appreciate an exemption from the Plan Review Fee.

The City of Canby's generosity in the past has allowed Habitat to build affordable homes and help families in need. We ask that the City of Canby please consider extending these exemptions to North Willamette Valley Habitat for Humanity for this project. Please feel free to contact us if you have any questions about this proposal. Thanks again for supporting Habitat for Humanity's mission in the past, and for considering this request.

Sincerely,

A handwritten signature in black ink that reads "Thomas C. Bauman". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Thomas C. Bauman
Chair—Board of Directors
North Willamette Valley Habitat for Humanity



City of Canby

Office of the City Attorney

July 8, 2009

Memo to: Mayor/City Council

From: John H. Kelley, City Attorney

Re: Request for Council to execute a Deed granting Canby Utility an interest in 54.3% of the real property where the City shops are located (1470 NE Territorial Road.)

As you can see from the enclosed staff report drafted by Matt Michel, Asst General Manager of the Canby Utility, at the time the public works/Canby Utility shop buildings were constructed on NE Territorial Road, it was agreed that the purchase price of the property (contributed by the City) would be divided according to an IGA entered into in 1986. That Agreement established an ownership allocation formula of 54.3% Canby Utility and 45.7% City of Canby. The Agreement provided that Canby Utility was to pay the sum of \$14,784.00 for its portion of the real property to the City of Canby. No deed however, was ever created recognizing the undivided percentage of ownership between the two parties at that time.

The proposed Quit-Claim Deed included in the packet recognizes that agreement and provides for an undivided ownership according to the percentage agreement of the IGA of 1986.

There was one unresolved issue about what the total acreage of the "project" included as it is referred to in the IGA. By using an extrapolation formula based upon the original purchase price and tax assessed value of real property in 1985-86, Matt and I have agreed that the total acreage of the "project" was approximately 6.50 acres. This figure actually represents a figure that was negotiated with Canby Utility and I want to acknowledge Matt Michel's role in resolving the issue amicably.

A motion to authorize the City Administrator to execute a Quit-Claim Deed on behalf of the City of Canby to recognize the undivided 54.3% interest of Canby Utility for real property located at 1470 NE Territorial Road would be the appropriate motion.



MEMORANDUM

TO: John Kelley, City Attorney
City of Canby

FR: Matt Michel, Assistant General Manager *Matt*
Canby Utility

DT: July 1, 2009

RE: Request to Record Conveyance to Canby Utility Board of 54.3% Real Property
Ownership in the Shops Project at 1470 NE Territorial

SUMMARY

In 1986, the Canby City Council agreed to convey to the Canby Utility Board a 54.3% fee simple interest in real property located at 1470 NE Territorial Road in Canby—the shared “Shops” facility currently occupied by both the City and the Utility. However, as you and I have discovered, that conveyance was never recorded.

On behalf of the Utility I request that the City record the conveyance to the Utility of a 54.3% joint ownership in the Shops property. I have provided you a draft quitclaim deed for your review and the relevant deeds for the property that contain the applicable legal description of the property on which the Shops exists.

You’ll note that the draft deed references two intergovernmental agreements (IGAs) between the City and Utility to define the conveyed property as the “Project,” and not an actual acreage amount. This is because we do not know the exact acreage conveyed. There is an undated drawing of the Project facility that does not reference the extent of the real property used by the Project. The existing Shops operations footprint necessarily defines the Project.

Without being able to re-construct the actual acreage conveyed, I propose the conveyance instead reference the Project as defined in the IGAs. If and when either the City or Utility wants to buy the other’s ownership share, the sale price can be negotiated on the basis of the actual Shops operations footprint without having to create a fictional acreage amount sold to the Utility in 1986.

DISCUSSION

Canby Utility paid the City of Canby for joint ownership of the Shops facilities and real property. The exact acreage that equates to a 54.3% ownership interest is lost to history. There is

no record of what acreage the City sold to the Utility by way of a May 1986 IGA and a September 1986 Addendum to that IGA.

The May 1986 IGA defines the relevant real property as follows (emphasis in bold added):

[the 54.3% CUB and 45.7% City] allocation formula will be used for the following purposes:

(b) to allocate joint ownership between the parties of the Project facilities, including the shop facility and **adjacent and underlying real property within the Project boundaries**. Each party shall have joint ownership of the Project in direct proportion to their share derived from the allocation formula.

(c) to determine the monetary consideration that CUB shall pay Canby to acquire joint ownership of the **unimproved pre-Project real property included within the Project**. It is assumed that all real property needed for the Project is in the initial ownership of Canby. Any value of the pre-allocated real property shall be assumed to be equivalent to the assessed value of the property as determined by the Clackamas County Assessor for the tax year 1985-1986.

We do not know the acreage of the “adjacent and underlying real property within the Project boundaries” and “unimproved pre-Project real property included within the Project”. Further, there may have been other consideration given at the time or other project costs negotiated and not memorialized.

The terms of the May 1986 IGA provide a vague clue to the value of the land conveyed. Section 3(c) of the IGA provides:

Any value of the pre-allocated real property shall be assumed to be equivalent to the assessed value of the property as determined by the Clackamas County Assessor for the tax year 1985-1986.

Even so, tax years are a calendar year—January through December—so the term “tax year 1985-1986” in the IGA appears vague. Does the 1985 tax year value apply? Does the 1986 tax year value apply? Does an average of the 1985 and 1986 tax year values apply? There is no clear answer to re-formulate the amount of acreage conveyed in 1986.

The Shops project as it operates currently is the best estimate of what the City conveyed the Utility. As such, the conveyance should reference the conveyed property operationally as the “Project” defined by the two IGAs and not create a fiction of a specific acreage conveyed. I believe that the draft deed language I’ve provided to you does just that.

In conclusion, Canby Utility owns 54.3% of the Shops Project property. That conveyance needs to be recorded by the City.

AFTER RECORDING, RETURN TO:

Attn:

**UNTIL A CHANGE IS REQUESTED, ALL
TAX STATEMENTS SHALL BE SENT TO
THE FOLLOWING ADDRESS:**

QUIT-CLAIM DEED STATUTORY FORM

CITY OF CANBY, an Oregon municipal corporation as Grantor, releases and quitclaims to the CANBY UTILITY BOARD, an Oregon municipal corporation as Grantee, all right, title and interest in and to the following described real property:

An undivided 54.3 per cent interest in that portion of land comprising 6.50 acres and referred to as the "Project" in an Intergovernmental Cooperative Agreement Between City of Canby and Canby Utility Board, signed May 27, 1986 and the subsequent Addendum last dated September 23, 1986 to said Agreement, each together attached hereto as EXHIBIT A, a parcel of land situated in the Northwest quarter of Section 27, Township 3 South, Range 1 East of the Willamette Meridian and more particularly described as follows:

Beginning at the Southeast corner of that certain tract of land conveyed to Mary L. Collins, et al. by deed recorded in Deed Book 377, page 429, Record of Deeds, Clackamas County, Oregon;

Thence from the Southeast corner of said Collins tract North along the East line of said tract a distance of 1677.89 feet to the most southerly Southeast corner of the tract conveyed to the City of Canby by instrument recorded May 29, 1970 as Rec. Fee Nos. 70-10260 through 70-10262, Film Records;

Thence West 740.42 feet along the southerly line of said City of Canby tract to the East line of the Molalla Forest Road as described in instrument recorded April 26, 1967 in Book 689, page 101, Deed Records;

Thence Southerly along the Easterly line of said Molalla Forest Road to a point in the center of the Oregon City-Salem Territorial Road in said Section 27;

Thence Northeasterly along said center line 852.00 feet, more or less, to the point of beginning.

TOGETHER WITH a permanent non-exclusive easement, including the terms and provisions thereof, as set forth in instrument recorded April 26, 1967 in Book 689, page 101, Deed Records, and a permanent non-exclusive easement from the Oregon City-Salem Territorial Road in said Section 27 to the Project along the East line of that certain tract of land conveyed to Mary L. Collins, et al. by deed recorded in Deed Book 377, page 429, Record of Deeds, Clackamas County, Oregon.

SUBJECT TO:

1. The 1975-76 taxes and possible prior year's taxes have included relief by reason of "Potential Forest Land" pursuant to ORS 321.605 to 321.680. If the land becomes disqualified for the special assessment, an additional tax may be levied.
2. The rights of the public in and to that portion of the above property lying within the boundaries of roads.
3. Easement for Sewer purposes, 10 feet in width as contained in Deed, from Mary L. Collins, a single woman, et al., to the City of Canby, a municipal corporation of Clackamas County, recorded on June 6, 1955 in Book 496, page 579, Deed Records.
4. 18 inch sewer trunk line and 10 foot access road easement as disclosed by Public Survey No. 3460

The true consideration for this conveyance was \$14,784.00 (fourteen thousand seven hundred and eighty-four dollars and no cents).

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF

ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.

Dated this ____ day of ____, 20__.

By: _____
On behalf of CITY OF CANBY, Grantor

STATE OF OREGON)
) ss.
County of Clackamas)

On this ____ day of _____, 20__, personally appeared before me, the above named person, _____, known to me to be the person whose signature is above subscribed, and acknowledged to me that this is a free act and deed, for the uses and purposes therein expressed. In witness whereof, I have hereunto set my hand and affixed by official seal on the day and year last above written.

(Notary Signature)

Notary Public for Oregon
My Commission Expires: _____

CONVEYANCE APPROVED:

By: _____
On behalf of CANBY UTILITY BOARD, Grantee

Date

STATE OF OREGON)
) ss.
County of Clackamas)

On this ____ day of _____, 20__, personally appeared before me, the above named person, _____, known to me to be the person whose signature is above subscribed, and acknowledged to me that this is a free act and deed, for the uses and purposes therein expressed. In witness whereof, I have hereunto set my hand and affixed by official seal on the day and year last above written.

(Notary Signature)

Notary Public for Oregon
My Commission Expires: _____

INTERGOVERNMENTAL COOPERATIVE AGREEMENT
BETWEEN CITY OF CANBY AND CANBY UTILITY BOARD

This agreement is made and entered into by and between the CITY OF CANBY, an Oregon municipal corporation (hereinafter "Canby") and the CANBY UTILITY BOARD, an independent governmental subdivision of the City of Canby (hereinafter "CUB").

WITNESSETH:

RECITALS:

1. Canby and CUB are desirous of entering into an intergovernmental cooperative agreement to provide for the joint ownership and operation of a proposed City/CUB shop facility (hereinafter "Project"). The proposed shop facility would be constructed on real property presently owned by Canby and would be jointly owned and utilized by both Canby and CUB. The parties are desirous that the percentage of ownership of the facility and the proportionate responsibility for construction, operation and maintenance expenses between the parties be generally proportionate to the respective use of the property by Canby and CUB.

2. The parties acknowledge that they have authority to execute this cooperative intergovernmental agreement pursuant to the powers granted to them from the Canby Municipal Charter and pursuant to ORS 190.010.

NOW, THEREFORE, the premises being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

1. Plans and Specifications. Canby and CUB shall share equally the cost of preparation of plans and specifications for the Project. It is estimated that the total cost will be approximately \$28,500. The parties agree to commit funding for their share of these costs prior to entering into a contract with the Project designer. After completion of the plans and specifications and at any time prior to final acceptance of construction bids for the Project, if either Canby or CUB declines to proceed with construction of the Project, the Project will be abandoned.

2. Determination of Allocation of Use Formula. If the Project is not abandoned pursuant to Section 1 of this agreement, the parties, after submission of and before acceptance of bids for the construction of the Project, shall

attempt to determine an allocation between the parties of interior square footage usage of the shop facility. If both parties can agree on such an allocation formula, their decision shall be memorialized in an amendment to this agreement. If the parties are unable to agree on such an allocation formula, the project will be abandoned. In no event shall construction bids be accepted for the project until an allocation formula is agreed upon by both parties. Construction bids must be accepted by both parties to be valid.

3. Use of the Allocation Formula. If the parties agree upon an allocation formula of usage of the interior floor space of the shop facility, and further if both parties accept a construction bid submitted for the Project, then that allocation formula will be used for the following purposes:

(a) to allocate responsibility for all construction costs of the Project between the parties, excluding costs relating to preliminary land clearing and leveling of the Project site, which latter costs shall be shared equally by the parties.

(b) to allocate joint ownership between the parties of the Project facilities, including the shop facility and adjacent and underlying real property within the Project boundaries. Each party shall have joint ownership of the Project in direct proportion to their share derived from the allocation formula.

(c) to determine the monetary consideration that CUB shall pay Canby to acquire joint ownership of the unimproved pre-Project real property included within the Project. It is assumed that all real property needed for the Project is in the initial ownership of Canby. Any value of the pre-allocated real property shall be assumed to be equivalent to the assessed value of the property as determined by the Clackamas County Assessor for the tax year 1985-86. If any additional real property is required for the Project, which property is neither owned by Canby nor CUB, the acquisition costs of that real property shall be shared by the parties in proportion to their respective share derived from the allocation formula.

(d) to allocate responsibility between the parties as to continuing maintenance and operational expenses of the Project, excluding utility expenses, which will be shared equally by the parties. Each party shall be responsible for budgeting sufficient funds to meet its anticipated share of continuing maintenance and operational expenses for each succeeding fiscal year.

(e) to allocate the right to use portions of the interior and exterior of the shop facility. Each party's allocated share of the interior square footage and exterior square footage of the facility shall be reflected on a diagram which will be made a part of this agreement by amendment. Each party shall have primary use of the allocated areas, but may allow temporary use by the other party.

4. Operational Control of the Project. The parties shall share equally operational control of the Project, including the construction phases thereof. All operational decisions must be concurred in by both parties. The governing body of each party may delegate to an official of that party the right to make operational decisions on its behalf.

5. Periodic Review of Allocation Formula. The parties will periodically review the actual use of the interior and exterior square footage of the shop facility and the needs of both parties to determine if it is necessary to adjust the allocation formula because of changing conditions. If it is found necessary to do so, the parties shall agree upon a satisfactory method for monetary adjustment of ownership interests. If such an agreement cannot be reached by the parties, the allocation formula shall not be changed and the parties will retain primary use of the allocated areas pursuant to the existent allocation formula. Changes to the allocation formula shall be memorialized by amendment to this agreement.

6. Amendment Provisions. The terms of this agreement may be amended by mutual agreement of the parties. Any amendment shall be in writing and shall refer specifically to this agreement and shall be executed by the parties.

7. Attorney's Fees. In the event any suit or action is instituted to enforce any of the provisions of this agreement, the parties agree that prevailing party shall receive from the other party such sum as the trial court may adjudge reasonable as attorney's fees to be allowed in said suit or action and if an appeal is taken from any judgment or any decree of such trial court, the parties further agree to pay such sum as the appellate court shall adjudge reasonable as the prevailing party's attorney's fees on such appeal.

8. Written Notice Addresses. All written notices required under this agreement shall be sent to:

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

CUB: Manager
Canby Utility Board
P.O. Box 470
Canby, Oregon 97013

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals this 27th day of May, 1986.

The Canby City Council has acted in this matter by unanimous motion at a regular City Council meeting on the 21st day of May, 1986.

The Canby Utility Board has acted in this matter by unanimous motion at a regular board meeting on the 27th day of May, 1986.

CITY OF CANBY, by and through
its City officials.

BY: William F. Pulver
William F. Pulver, Mayor

BY: Marilyn K. Perrett
Marilyn K. Perrett, City Recorder

CANBY UTILITY BOARD, by and through
its appointed officials.

BY: Robert D. Westcott
Chairman

BY: Spencer Culmore
Board Secretary

ADDENDUM TO INTERGOVERNMENTAL
COOPERATIVE AGREEMENT
BETWEEN CITY OF CANBY
AND CANBY UTILITY BOARD

THIS AGREEMENT is made and entered into by and between the CITY OF CANBY, an Oregon municipal corporation (hereinafter "Canby") and the CANBY UTILITY BOARD, an independent governmental subdivision of the City of Canby (hereinafter "CUB").

W I T N E S S E T H:

RECITALS:

1. Canby and CUB have previously entered into an intergovernmental relating to joint ownership and operation of a proposed City/CUB shop facility (hereinafter "Project"). The parties have solicited competitive bids for the construction of the aforesaid Project and the apparent low bidder for the Project appears to be Elliott & Jochimsen of Salem, Oregon. The apparent low bid is in the amount of \$818,000. The intergovernmental cooperative agreement previously entered into by the parties provides that before acceptance of bids for the construction of the Project, the parties must by an addendum to this agreement determine an allocation between the parties of interior square footage usage of the shop facility. The allocation formula so chosen, among other things, shall allocate construction costs for the Project between the parties and shall allocate the percent of joint ownership between the parties of the Project facilities. The purpose of this addendum is to reflect the agreement of the parties as to this allocation formula.

2. The parties acknowledge that they have authority to execute this cooperative intergovernmental agreement pursuant to the powers granted to them from the Canby Municipal Charter and pursuant to ORS 190.010.

NOW, THEREFORE, the premises being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

(1) Determination of Allocation Formula. The allocation of use formula for the shop facility is determined to be as follows:

City of Canby	45.7%
Canby Utility Board	54.3%

This formula is based upon Canby's agreement to pay \$374,000 toward the \$818,000 construction bid for the Project and CUB's agreement to pay \$444,000. The formula represents the percentage of each party's contribution toward the construction bid price. In addition, the parties are responsible equally for architect's fees, grading and compaction related costs in the approximate amount of \$37,000. The parties further acknowledge that pursuant to the allocation formula, CUB shall pay to Canby the additional sum of \$14,784 representing 54.3% of the value of the real property which Canby is providing to the Project. The parties further agree that the allocation formula so determined shall be used by the parties pursuant to paragraph 3 of the intergovernmental cooperative agreement dated May 27, 1986, to which this agreement is an addendum thereof.

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals this ____ day of _____, 1986.

The Canby City Council has acted in this matter by motion at a regular City Council meeting on the 17th day of September 1986.

The Canby Utility Board has acted in this matter by motion at a regular board meeting on the 23rd day of September, 1986.

CITY OF CANBY, by and
through its City officials

By: William F. Pulver
William F. Pulver, Mayor

By: Marilyn K. Perrett
Marilyn K. Perrett,
City Recorder

CANBY UTILITY BOARD, by and
through its appointed officials

By: Robert D. Westcott
Chairman

By: Spencer Belmore
Board Secretary



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*
DATE: *July 6, 2009 for City Council Meeting July 15, 2008*

Issue: **Main Street Program Estimated Costs for Downtown Promotions**

Summary:

The Council, at the July 1st meeting, directed staff to determine an estimated cost of providing staff time and materials to manage promotions and events that impact the downtown area. The Urban Renewal Agency is hiring a Main Street Coordinator and it was proposed at an Agency meeting that the costs of management of promotions and events be taken out of the general fund as Urban Renewal District funds cannot be used for promotions.

Recommendation

Staff recommends that the Council approve \$10,000 towards funding the Main Street Program for staff time and materials for promotions and events out of the General Fund.

Rationale

Because the Main Street Coordinator position will be in place and the coordinator will be trained to manage promotions and events, this would be a cost effective way to provide staff time for management of promotions and events.

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Background:

The Agency has approved a \$150,000 Main Street Project for fiscal year 2009-10 developing a Main Street Approach™ to focus on revitalizing the downtown area. This program will include hiring a Main Street Coordinator, organizing focus committees, developing a business recruitment plan, managing events and promoting façade and sign projects. ***Council Goal #2....Following the Canby Downtown Master Plan, continue revitalization efforts by creating a Main Street Program.***

Financial Impact: This proposal will increase expenses in the General Fund Administrative Department budget by \$10,000--\$8,000 in personal services, and \$2,000 in materials and services. A transfer from contingency will be necessary to fund these expenses.



City of Canby Bi-Monthly Report

Department: Administration

For Months of: May & June 2009

To: The Honorable Mayor Thompson & City Council
From: Kim Scheafer, CMC, City Recorder
Prepared by: Lisa Potter, Office Specialist
Through: Mark Adcock, City Administrator
Date: July 6, 2008

- 1. Business Licenses** – Forty-four new business licenses were issued during the months of May and June 2009. This compares to 31 new business licenses issued during May and June 2008. Thirty-six business licenses were inactivated during the months of May and June 2009. This compares to 32 business licenses inactivated during May and June 2008. Two-hundred ten renewals were sent out.

June 2009 marks the completion of a one-year project of updating the business license account files. Businesses with an outdated or no application on file were mailed a business license application in conjunction with their annual renewal cycle. This has significantly improved the quantity and integrity of the accounts on file. All updated applications received are shared with Tracy Harris, Transit Tax Office Specialist.

- 2. Complaints/Inquiries** – Thirty-five complaints/inquiries were received for May and June. Thirty-one complaints have been resolved and 10 were resolved within 24 hours. Seventeen follow-up cards were mailed and eight 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 and approved by the Council in May and one was received and approved by the Council in June.

City of Canby Monthly Report

Department: Court

For Month of: May & June
Date prepared: July 6, 2009
Prepared by: Kathy Mashek
From: Sue Engels, Court & Finance Director

- 46 attended the seatbelt class for the months of May & June. This generated \$920.00 towards the purchase of helmets.
- Court trials for the months of May & June were held for 26 defendants. This required 11 officers, at various times, to come to testify.
- 541 cases were filed and 611 cases were concluded during these months.
- Revenue for both months was \$120,281.00. Out of this amount, Oregon Department of Revenue received checks totaling \$8,351.00, Oregon Judicial Department \$617.00 and Clackamas County received \$2,587.00.
- 49 defendants appeared with attorneys. With the defendants there were a total of 8 different attorneys present.



MEMORANDUM

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

RE: *BI-MONTHLY STAFF REPORT – May-June 2009*
ECOMONIC DEVELOPMENT DEPARTMENT

Economic Development Project Updates

The following projects are funded through Urban Renewal.

- 1. Canby Cinema. Ongoing.** Construction is progressing on schedule for both the cinema and the NE 2nd Ave/Parking Lot Project. We hold regular project meetings and other meetings as necessary. Anticipated Cinema opening; October 26, 2009.
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. The URA has invested \$1.7million into building a new streetscape for NE 2nd Avenue and a new 154-space parking lot.
- 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 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 continue to receive inquiries from prospective clients for the Canby Pioneer Industrial Park. The economy has definitely affected both existing businesses and prospects for new businesses relocating.

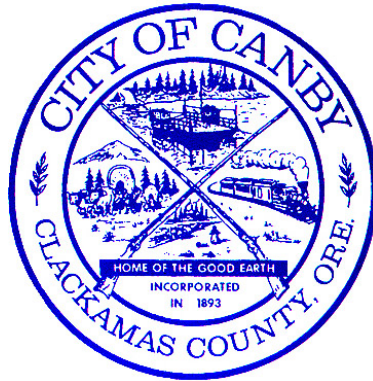
7. **Canby Gateways Project: Ongoing.** We are working on the permitting process for construction of the Welcome signs. Construction is anticipated to begin in late July.

Background: The URA has funded the Canby Gateways Project to help add visual identifiers to the community. The Agency approved \$145,170 to construct replacement signs for 7 existing Welcome signs. 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.** On June 23rd, the Oregon Department of Transportation (ODOT) Commission awarded an Immediate Opportunity Fund grant of \$290,000 to the City of Canby to help fund the South Walnut Street Project in the Canby Pioneer Industrial Park. The award from the Immediate Opportunity Fund is the first Type C: Preparation of Oregon Certified Project Ready Industrial Sites to be awarded. The ODOT Commission thanked the City of Canby for their leadership in applying for the Type C grant stating that this will set a precedent for other communities to apply.

The grant will reduce overall construction costs for property owners along Walnut Street who will pay for the street through a Local Improvement District fund. The City will be constructing this project and forming the LID at the request of the property owners. Construction is scheduled to begin early Fall 09. Staff has scheduled a meeting on July 19th to update the property owners on the project.

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

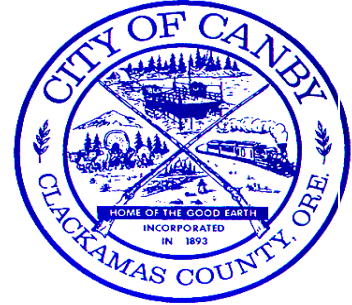


Bi-Monthly Finance Department Report

To: Mayor Melody Thompson & City Council Members
From: Sue Engels, Finance Director
Through: Mark Adcock, City Administrator
Covering: May & June, 2009

- Finance Department activities in May and June were dominated by the myriad tasks required to produce the 2009-10 budgets for the City and the Urban Renewal Agency. Everyone in the department participated in some way.
- Second quarter transit payroll tax forms were mailed. Collection efforts for past-due accounts brought in over \$4,800 in back taxes, penalties and interest in May and June.
- The utility billing process continues to go more smoothly each month, allowing more time to contact overdue accounts.
- We have leased a new copier/printer/fax with features we have needed for some time. The ability to print color copies will help in the production of the budget document.
- Much time in June is spent preparing to close the old budget year and set up for the new. This involves reviewing all the accounts in each department. It also means a lot of physically moving and storing records to make room for the new year's documents. Document destruction of outdated records is an important part of this process so that we will have room for those we are still required to keep.

CANBY PUBLIC LIBRARY
BI-MONTHLY REPORT
May - June 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: July 6, 2009

Facility:

- *Reference desk has been set up and will be operating with new hours starting July 6th.
- *Arrangements to change the lettering on the front door have been made to coincide with our new hours.
- *More shifting of the paperbacks have been made as part of a bigger shift to create a small space for a reference desk.
- *After speaking with Canby Telcom, the local payphones are soon going to be obsolete. Apparently, new wiring system will no longer support this "old" technology. Payphones, rotary dial, what's next??

Staff:

- *The Library Marketing Committee which is attended by Hanna is hard at work on a united strategy for the new tax district in promoting library services countywide. A new logo is in the works.
- *Linda and Marty are also attending special Circulation, 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.
- *Staff has been attending special training sessions at Network to start giving everyone a look at the new system. Linda has been creating training worksheets and a practice module on all the computers. The "going live" date will be 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 sign-up the summer reading program started like an open flood gate on June 19th with over 150 people in attendance to see the juggler. Weather didn't

permit the event to be held at Wait Park so the Library was brimming that day. Interesting.....a juggler inside!!

*Members of staff and the Library Board held interviews for the new Library Director and page positions after job announcements for both positions were advertised. What an exciting day it will be when these positions are filled!

*New staff schedules have been created and will start July 6th.

Programs:

*Family Nite was held on the 4th Thursday in May and featured “Bolt” and the June movie was “Hotel for Dogs”.

*The Family Nite program for May was “Nana Banana” with Cinda Tilgner and for June there was an enthusiastic “Magic Show” with Bob Eaton – parents were having just as much fun as the kids.

*Special programs included “Tips for Hoby Gamblers” seminar by Joan Hibbs on May 6th, ongoing Doodles Storytellers Club on May 21st, and a special daytime program presented by the Better Business Bureau on *Internet Scams and Identity Theft*.

*On May 15th through the Clackamas County Department of Tourism, Canby hosted the sesquicentennial van with all kinds of activities planned with a big 150th birthday cake.

*Many summer reading events are happening for youth and teens.

*Willamette Falls Hospital continues to send a nurse to the library every 2nd Wednesday for a blood pressure clinic. Nurse Renee sets up over by the fireplace area monthly.

*Relay for Life quilts are on display for future silent auction event.

*On June 18th, our own Library Friends board member, patron, book club leader, and local attorney Dale Liberty was here for a book signing – his two published books, “Strange Justice” and “All that Glistens is not Gold” were available for sale....of course, the library happens to have several copies for check out.

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 submitted our computer needs requests in conjunction with a grant they have applied for and now we are awaiting the outcome. They have always been great partners with the Library and once again, this has come at an opportune time considering our computer needs as we migrate to the new countywide database “Symphony”.

*Volunteers:

*Contributed 272 hours for May and 302 hours in June for assisting

in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.

*The transition program and their instructors came in May through the school year on Wednesday afternoons to study, check out books and help with shelving and other special projects.

*Several high school students completed community service volunteer hours as part of the requirement for graduation. We took full advantage of their services with outside cleaning, watering, shelving, and interior straightening. We even had one student who laboriously removed at least a million staples from our public bulletin boards! Happened to be a rainy day.....so he was grateful!

Friends of the Library:

*Sorting and shelving donations.

*The Friends Board slate of officers are elected and into another well-appreciated new term. They will be meeting as needed in the summer and back at regularly scheduled meetings starting in September. The meeting day might possibly be changed to accommodate working board members. Once again, we owe

this

group grateful appreciation for their generous contributions this past year.....they sustained our book budget during this extraordinary lean year.

*Karen Batridge and the bookstore volunteers Roberta, Loryn, Jean, Carol, Lee, and Kathy continue to make it a fun and varied

place

to visit and shop. They make sure that the stock is rotated frequently to keep faithful users checking for new deals. Weekly profits continue to hold steady.

*Collectibles and older books and magazines have been featured for the latest sale.

*It's coming.....the 4th of July book sale and this year everything in the store will be half price. Karen and extra crew will be on hand to serve as salespeople, cashiers, baggers, etc. Of course, the perk is that we always have front row seats for the parade!

*The book club met in May and reviewed "Spade and Archer" by Joe Gores and starting in June, the group will take their summer break resuming in September.



M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*

FROM: *Bryan C. Brown, Planning Director*

THROUGH: *Mark C. Adcock, City Administrator*

RE: **PLANNING AND BUILDING DEPARTMENT**
May/June 2009 BI-MONTHLY PROJECTS ACTIVITY REPORT

The following report is an update on the major community planning projects and initiatives that are underway in the Planning and Building Department. 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 land use application activity and the building department's permit, plan review, and inspection activity.

STATE/REGIONAL/COUNTY PLANNING & LAND USE ISSUES

State Legislation. *Land Use and Other City Related Bills Passed:* HB 2867 Public Contracting Bill - requires that prior to the City deciding to contract out a service provided that first we determine the cost of providing that service with existing employees compared to the estimated cost to be incurred by a contractor. The intent is to prohibit contracting out of services unless shown to be more cost effective and for more reasons than just lower wages charged. The legislation proscribes performance standards and penalties for non-performance to help assure that comparable service is indeed provided when contracted out.

HB 2229 "Big Look" Committee Bill – adopts overarching principles to guide the State land use program. A process for counties to re-evaluate resource land for non-resource use has been provided. The legislation provides authorization for a future audit of the land use regulations.

Metro Urban Growth Report. *FYI.* Metro recently released a preliminary draft of their Urban Growth Report which is required every five years to evaluate the capacity of the existing urban growth boundary to meet the housing and employment demands that the next 20 years of forecasted growth will place on the region. As evidenced by the on-going Reserves designation process, it behooves Canby to maintain an awareness of Metro activities even though we are not actually within their jurisdictional boundaries.

The employment component of the urban growth report estimates that there is sufficient capacity within the existing Portland Metro growth boundary to meet the 20-year demand for industrial space but new policies and investments will be needed to meet the demand. These include rezoning, more investment in transit to serve the emerging jobs areas, preservation of the industrial lands for industrial uses, urban renewal, brown-field clean-up activities, and greater investment in infrastructure. The report reminds us that we are in competition for jobs with other metropolitan areas.

The report is based on a forecast for the seven-county statistical area that indicates a 90% chance that their will be between 1.25 to 1.7 million new jobs in 2030. About 75% will locate within the current UGB. The rest will spill out into unincorporated areas or surrounding communities like Canby.

The housing component of the report indicates that the demand for new housing can be met within the current urban growth boundary if Metro and the jurisdictional local governments target public investments that enhance the market feasibility of various types of development. In September, Metro will unveil a package of proposals aimed at integrating long-term regional land use policies with transportation investments. An updated Urban Growth Report, along with recommendations on urban and rural reserve designations and a new 25-year Regional Transportation Plan are all to be adopted by the beginning of 2010. Metro serves 1.4 million people in 25 cities in 3 counties within the Portland metropolitan area.

The urban growth report is designed to help inform choices about how and where we want our region to grow, and an analysis of the capacity of the UGB to accommodate anticipated growth in the next 20 years. The value in producing the Urban Growth Report is similar to that of any land use planning efforts: to ensure we get the greatest possible return on our public investments and that our regulations aim private investment in an equally judicious manner so as to help sustain a healthy economy while protecting our natural resources and creating safe and vibrant places to live and work. Planning creates opportunities to define and articulate our collective desires and aspirations for enhancing our quality of life.

The Metro mantra, expressed within The 2040 Growth Concept, is very much aligned with the historic basis of Oregon's land use planning goals which believes that we reap the benefits of distinctive, compact cities, surrounded by farms and forests, connected by expanding light rail system with a network of parks and natural areas that link us to the coast and Cascade mountain range. When combined with the Urban Growth Boundary tool they encourage efficient use of land, support activity in centers and along main transportation corridors and protect our agricultural and natural heritage. The metro planning efforts are oriented toward achieving 6 desired outcomes all based on a future economic transformation vision for the region to an idea generating information base where talented, educated professionals can easily interact. It is clear that efforts to foster the development of compact walk-able, mixed-use communities with access to reliable transit will assist in this transformation.

The Urban Growth Report indicates that the housing capacity within the existing urban growth boundary is a product of: zoned capacity of vacant buildable land and the amount of redevelopment and infill likely to occur within the 20-year time period. In December, 2009 Metro Council will accept a 2030 population and employment range forecast and the Urban Growth Report will describe any gap in the capacity of the existing boundary that must be addressed through local and regional policy actions in 2010/2011. By the end of 2010 Metro Council will submit to LCDC its plans to accommodate any identified 20-year capacity need through efficiency measures within existing UGB areas.

Canby can do its part by anticipating changes in its population and monitoring the availability of an array of housing to meet people's needs. Our blueprint for the future should also likely revolve around considerations like: reducing greenhouse gas emissions, decreasing dependence on foreign oil sources, and retaining or increasing access to fresh, locally grown foods.

Urban & Rural Reserves Designation Process. *Recent Activity/Status:* The Clackamas County Reserves Policy Advisory Committee has agreed to recommend to the Multi-County and Metro Reserves Steering Committee that the lands estimated and mapped by Canby City Council, with staff's assistance, needed for future urban expansion within the next 40 to 50 years

primarily to the east and to a lesser amount to the north be excluded from a “rural reserve” designation. No area adjacent to Canby is being targeted for designation as an “urban reserve”. Staff has communicated to the County and Metro that their web-site information with regard to this decision has erroneously noted removal of the rural reserve designation consideration from the areas north and west of the City rather than the area east of town as agreed. General agreement on the properties to be included within each designation by the final Core 4 decision group has now been delayed from a previous September, 2009 date to near the end of 2009. The Clackamas County Reserves Policy Advisory Committee is now ready to begin review of potential urban reserve site locations having finalized the county’s recommendations for rural reserves designation. *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:* Preliminary results of a community survey mailed out to a random sample of registered voters in the Canby Area Parks and Recreation District Boundary were preliminarily reviewed and reported to the stake holder’s group (the Canby Parks & Recreation Board & CAPRD Board) at a meeting in June. Between now and early fall a full analysis of the results will be completed by our consultants so as to arrive at alternatives for what options are most likely to be supported. Initial indications are surprisingly showing very similar service desires between those district residents outside of Canby with those inside Canby. Strong continued support for the Canby Swim Center will play a big part as a strategy for developing alternative service scenarios are considered. *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 & Code Implementation Update. *Recent Activity/Status:* The TSP Update project is now moving forward with final State approval of the project funding and scope of work and Council approval of an IGA with ODOT and the State and providing the City cash match. Staff held our first coordinating conference call on the project on June 30 where detailed responsibilities were reviewed, and other matters as the consultant works to finalize a detailed project schedule for the project work. The project kickoff meeting with the Technical Advisory Committee and the Citizen Advisory Committee is scheduled for Thursday, July 23, with the TAC meeting at 4:00 pm, a bus tour, and the CAC meeting at 6:00 pm. Staff is now

gathering various maps and sources of data to provide to the consultants. The TAC and CAC membership has been set and intersection traffic counts were performed back in April so that normal traffic patterns were in place. The time frame for project completion being discussed is one year. A regular weekly conference call time between the project management team has now been set. 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).

Downtown Rail Road Parking Lot Redevelopment Concept Plan. Recent Activity/Status: Staff is waiting on finalization of the statement of work and budget to be signed off by ODOT and DLCD. The consulting firm of OTAK has been selected. The consultant is currently pulling together a list of stakeholders. Staff is pursuing with the Council the option of purchasing the parking area which is the subject of the concept plan. The property is uniquely positioned to provide some substantial opportunities to enhance the historic aspects of 1st Street and plan for uses that will provide an attractive gathering and place-making opportunity to assist in revitalizing the downtown district. 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 now set for July, 2009. Completion is targeted to take 6-months from kick-off in order to stay in line with the TGM Grant quick response program parameters.

Storm Water Master Plan. Recent Activity/Status: Activity is ongoing in terms of deciding the best options for funding a possible storm water master planning effort and improvement program. Planning continues to pursue possible grant funding opportunities to assist with this needed planning project. 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. Staff has forwarded a copy of the Plan to the TSP consultants. The TSP update work is expected to resolve the future traffic conflicts at Canby's

99E intersections which resulted in ODOT non-support for the Plan as written (even though they funded it). 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 summer, 2010.

Low Impact Development (LID) Subdivision Design Standards Project. Recent

Activity/Status: Phase I of this project concluded with a public meeting held to inform Canby citizens about the objectives and parameters of the scope of work on June 30. About 11 citizens were available to hear about the project with several providing suggestions on areas and issues they thought needed to be addressed. It was agreed that the public would be able to keep involved by checking on the City’s website where project update’s dealing with this project will be placed and by joining a list-serve list if they like. Many found those alternatives preferable to joining a committee or attending many committee meetings. The final scope of work and schedule for Phase II is now being finalized and the State has confirmed that the project funding is indeed in place to finish this project. Phase II will entail the detailed work on writing and developing alternative code language to address the issues agreed upon in the Phase I scoping that identified the most important issues to be addressed. 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 total value equal to \$40,000. Schedule: Phase I funding and work concluded on June 30. Phase II work commenced and is targeted to conclude in June of 2010.

Temporary Vendors Text Amendment. Recent Activity/Status: Staff initiated a formal code text amendment in May after exploring desired guidance from the planning commission in April. This amendment is scheduled for action by the Planning Commission at their July 13 meeting. Objective: The Planning Commission agreed with staff that we needed to focus our regulations dealing with temporary vendors in a manner that allowed if not actually encouraged them through easier an easier permitting process but one having greater location and functional and appearance controls where they operate from.

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 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:* (Refer to Economic Development Manager's bi-monthly report). Canby Utility Board has agreed to waive the collection of water SDC's for the temporary 3-year period where water service will be installed to establish landscaping at each sign location. *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 and landscape 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:* The State awarded a \$286,000 Immediate Opportunity Grant to assist with the LID funding. A necessary lot line adjustment application related to accommodating the new alignment of Walnut Street has been approved and staff is waiting for the final plat to be submitted for sign-off. This will allow for the final assessment work on the LID to move forward so construction may start in approximately 2-months. *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.
- **Dragonberry Produce Inc.** Staff held a pre-application conference with this new industrial district occupant. They are a very unique wholesale produce distribution business that speaks directly to Canby's "Garden Spot" branding. They are timing their project to assure the Walnut Street LID is completed first before building their distribution center which will take access on the new Walnut Street alignment.

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 was held to gain support and guidance with the proposed traffic calming program on June 3. With the input received, staff will proceed to schedule meetings with the neighborhood associations to share the proposed program and gain additional feedback from them before finalizing its parameters, gain official Council adoption of the program, and begin its use within the community. *Project Goal:* Several candidate project sites have been identified with neighborhood input and are ready to enter 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.

Neighborhood Association Formation/Support. *Recent Activity/Status:* Canby has four recognized neighborhood associations that encompass representation for nearly the entire city. Representatives of all neighborhood associations are now represented on advisory committees for grant funded projects. Staff has scheduled a joint Council/Planning Commission work-session for August 3 to provide staff an opportunity to share ideas on clarifying the role of neighborhood associations and how they may serve to advise the Council and staff on matters important to them. *Objective:* The city wants to facilitate public participation and good communication with its citizens and active participatory Neighborhood Associations are one good means to that end. The Council has asked staff to help clarify the advisory role that neighborhood associations can play. 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:* (Refer to Economic Development Manager's bi-monthly report). A work session was held on May 20 to present the benefits offered by expanding to the next level within the Oregon/Clackamas County Main Street program through funding a Main Street manager. Staff is pursuing support and funding to establish a full-bore Main Street program with professional oversight. *Objective:* The Economic Development Manager, with the URD agency support, is proposing to expand the Downtown area business promotion and revitalization efforts through expansion of the City's participation in the National/Oregon/Clackamas County 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:* We have decided on a somewhat different format to use to assure that all necessary information is properly submitted. We have finished two new applications to date. *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. Schedule: Ongoing, with Fall, 2009 completion targeted.

Planning Fee Schedule Update. Recent Activity/Status: Staff began review of the initial 2002 Fee Study and two subsequent studies to glean justification and a method for determining the appropriate fees for today. We expect to have a new proposed fee schedule for review within the next 2-months. Objective: The Planning Land Use Fee Schedule has not been updated since 2002. Council policy has been for fee's structures to be at least looked at on an annual basis. There have been two studies since then that looked at possible justification for adjusting the application fee's but they were not followed through. Schedule: All departments have agreed to target October, 2009 for presenting possible departmental fee adjustments to the Council.

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.

Training. Recent Activity: The planning director attended a day long seminar on Community and Media Relations on June 15 that was sponsored by the League of Oregon Cities and held in Tualatin. It was taught by experienced retired City Managers. A summary of some of the salient points deemed worthy of remembering was prepared and is available if you are interested.

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 as of the end of June. Activity highlights for the May/June review period include:

- Potential Land Use Project. Staff is working with The Canby Center as they explore possible sites to lease additional existing space for their Boys and Girls Youth program needs.
- (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. Considerable work continued with outside City attorney assistance to reach an agreed upon annexation development agreement. We are working to get the applicant to include all of the adjacent Pine Street right-of-way as a part of the application since the other side of the street was recently annexed without the right-of-way. Ownership of the street right-of-way is now being researched by the applicant. The applicant is aiming for placement of his application on a May, 2010 ballot for a vote of the people.
- (DR 09-01) Warren. We are processing a Site and Design Review application to construct a new Medical Office building on 3rd Court just east of S. Redwood. Staff has worked really closely with the applicant to expedite the processing of his application in anyway we could as

he found himself in a time bind with his current lease and construction schedule where he wanted to avoid winter construction.

BUILDING PERMIT ACTIVITY

The attached *Bi-Monthly (May-June) 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.

Permit Highlights for this period include:

29 Mechanical Permits were issued. This includes both new and replacement heating and air conditioning units

12 Building Permits were issued. They included:

- One Single Family residence (Habitat House \$102,016)
- A garage conversion addition (\$19,574)
- Two Patio Covers (roofs) (\$19,632)
- Mobile Home Installation
- Crane Installation for PECO (\$25,732)
- Carport reconstruction for Apartments on Locust (\$19,295)
- Reroof of Apartments on NE 5th Avenue

The New Rite-Aid Store at S Pine & 99E received its Certificate of Occupancy 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

**City of Canby
Planning Application Tracking Chart
May - June 2009**

7/6/2009

[illegible]

Canby Development Building Permits and Fees Collection

May - June 2009

BUILDING PERMIT DATA				
PERMIT TYPE	PERMITS ISSUED		VALUATION	
	May	Jun	May	Jun
<i>BUILDING PERMITS - SFR</i>	<i>1</i>	<i>-</i>	<i>\$102,016</i>	<i>\$0</i>
<i>BUILDING PERMITS</i>	<i>-</i>	<i>-</i>	<i>\$0</i>	<i>\$0</i>
<i>MULTIFAMILY</i>	<i>-</i>	<i>-</i>	<i>\$0</i>	<i>\$0</i>
<i>MECHANICAL</i>	<i>11</i>	<i>18</i>	<i>\$0</i>	<i>\$0</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>2</i>	<i>-</i>	<i>\$27,132</i>	<i>\$0</i>
<i>ADDITIONS</i>	<i>2</i>	<i>4</i>	<i>\$21,574</i>	<i>\$29,732</i>
<i>RESIDENTIAL</i>	<i>2</i>	<i>4</i>	<i>\$21,574</i>	<i>\$29,732</i>
<i>OTHER</i>	<i>3</i>	<i>1</i>	<i>\$19,295</i>	<i>\$0</i>
<i>MONTH</i>	<i>19</i>	<i>23</i>	<i>\$170,017</i>	<i>\$29,732</i>
<i>YEAR</i>	<i>104</i>	<i>127</i>	<i>\$4,725,809</i>	<i>\$4,755,541</i>

SDC FEES AND CHARGES UPDATE			
	MONTH		YEAR
	May	Jun	
<i>Stormwater Fees</i>	<i>-</i>	<i>-</i>	<i>2,066</i>
<i>Sewer SDC Fees</i>	<i>-</i>	<i>-</i>	<i>21,095</i>
<i>Construction Excise Tax</i>	<i>157</i>	<i>-</i>	<i>6,288</i>
<i>Parks SDC Fees</i>	<i>-</i>	<i>-</i>	<i>18,595</i>
<i>Transportation Improvement</i>	<i>-</i>	<i>-</i>	<i>45,881</i>
<i>Planning Department Fees</i>	<i>70</i>	<i>75</i>	<i>1,732</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>5,914</i>	<i>3,599</i>	<i>80,522</i>
<i>School Excise Tax</i>	<i>-</i>	<i>-</i>	<i>18,900</i>

INSPECTIONS		
	May	Jun
MONTH	<i>70</i>	<i>74</i>
YEAR	<i>305</i>	<i>379</i>

City of Canby
Current Year Monthly Assessmen
and
Historical Yearly Compilation of New Residential Dwelling Units by Type
For Month Ending June 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	3	0	1	4
TOTAL	SFR	MH	MFR	TOTAL
1977 - 2009	2544	374	1155	4073
% of Total	62.5%	9.2%	28.4%	

2009	SFR*	MH*	MFR*	TOTAL*
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	1	0	0	4
Jun	0	0	0	4
Jul	0	0	0	4
Aug	0	0	0	4
Sep	0	0	0	4
Oct	0	0	0	4
Nov	0	0	0	4
Dec	0	0	0	4
Total	3	0	1	4
% of Total	75.0%	0.0%	25.0%	

* 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	910	14	265	1188
% 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

7/6/2009

BUILDING PERMIT DATA													
PERMIT TYPE	PERMITS ISSUED												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
<i>BUILDING PERMITS - SFR</i>	<i>1</i>	<i>-</i>	<i>1</i>	<i>-</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>3</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>-</i>	<i>-</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>1</i>
<i>MECHANICAL</i>	<i>5</i>	<i>5</i>	<i>14</i>	<i>17</i>	<i>11</i>	<i>18</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>70</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>-</i>	<i>5</i>	<i>4</i>	<i>4</i>	<i>2</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>15</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>2</i>	<i>1</i>	<i>2</i>	<i>5</i>	<i>2</i>	<i>4</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>16</i>
<i>OTHER</i>	<i>1</i>	<i>8</i>	<i>4</i>	<i>5</i>	<i>3</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>22</i>
MONTH	9	19	26	31	19	23	-	-	-	-	-	-	
YEAR	9	28	54	85	104	127	127	127	127	127	127	-	
VALUATION OF PERMITS ISSUED													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<i>BUILDING PERMITS - SFR</i>	<i>391,051</i>	<i>-</i>	<i>243,628</i>	<i>-</i>	<i>102,016</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>736,695</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>-</i>	<i>-</i>	<i>392,436</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>392,436</i>
<i>MECHANICAL</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>-</i>	<i>71,690</i>	<i>160,800</i>	<i>358,191</i>	<i>27,132</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>617,813</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>95,232</i>	<i>20,670</i>	<i>19,221</i>	<i>175,307</i>	<i>21,574</i>	<i>29,732</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>361,736</i>
<i>OTHER</i>	<i>25,000</i>	<i>77,290</i>	<i>10,133</i>	<i>2,515,143</i>	<i>19,295</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>2,646,861</i>
MONTH	511,283	169,650	826,218	3,048,641	170,017	29,732	-	-	-	-	-	-	
YEAR	511,283	680,933	1,507,151	4,555,792	4,725,809	4,755,541	4,755,541	4,755,541	4,755,541	4,755,541	4,755,541		
SDC FEES AND CHARGES UPDATE													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
<i>Stormwater Fees</i>	<i>100</i>	<i>-</i>	<i>460</i>	<i>1,506</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>2,066</i>
<i>Sewer SDC Fees</i>	<i>-</i>	<i>-</i>	<i>9,421</i>	<i>11,674</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>21,095</i>
<i>Construction Excise Tax</i>	<i>2,532</i>	<i>-</i>	<i>3,305</i>	<i>295</i>	<i>157</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>6,288</i>
<i>Parks SDC Fees</i>	<i>-</i>	<i>-</i>	<i>16,332</i>	<i>2,263</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>18,595</i>
<i>Transportation Improvement</i>	<i>-</i>	<i>-</i>	<i>7,488</i>	<i>38,393</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>45,881</i>
<i>Planning Department Fees</i>	<i>70</i>	<i>275</i>	<i>435</i>	<i>807</i>	<i>70</i>	<i>75</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>1,732</i>
<i>Advanced Financing</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Business License</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Building Department Fees</i>	<i>7,492</i>	<i>4,950</i>	<i>10,785</i>	<i>47,782</i>	<i>5,914</i>	<i>3,599</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>80,522</i>
<i>School Excise Tax</i>	<i>3,657</i>	<i>-</i>	<i>5,276</i>	<i>9,967</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>18,900</i>
	<i>13,851</i>	<i>19,076</i>	<i>72,578</i>	<i>185,264</i>	<i>191,405</i>	<i>195,079</i>	<i>195,079</i>	<i>195,079</i>	<i>195,079</i>	<i>195,079</i>	<i>195,079</i>		
INSPTCTIONS													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
MONTH	<i>71</i>	<i>46</i>	<i>60</i>	<i>58</i>	<i>70</i>	<i>74</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	
YEAR	<i>71</i>	<i>117</i>	<i>177</i>	<i>235</i>	<i>305</i>	<i>379</i>	<i>379</i>	<i>379</i>	<i>379</i>	<i>379</i>	<i>379</i>		

City of Canby Monthly Report

Department: Police Department

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



Community Activities

- 5/7/2009 Canby Adult Center / Volunteer serving lunch, Acting Chief Tro
- 5/7/2009 Trost School / Evidence Technician presentation, Don Hemstreet
- 5/7/2009 Oregon City / Heart of the Matter - Parrot Creek Ranch - Breakfast, Acting Chief Tro and Toni Tracy
- 5/11/2009 Canby / K-9 Demonstration to Canby Lions, Officer Farmer and Officer Warren and "Freddy"
- 5/13/2009 Canby High School / Presentation on Crime Scene Investigations, Don Hemstreet
- 5/21/2009 Canby High School / Presentation to Driver's Education class, Sgt. Cunningham
- 5/28/2009 Baker Prairie Middle School / First Responders Presentation, members of the police department participated
- 6/2/2009 Ackerman Middle School / Presentation on Traffic Safety, Drug Awareness, and Officer Friendly, Officer Ethington
- 6/4/2009 Canby / Ribbon Cutting Ceremony for Couches Steakhouse and Grill, Acting Chief Tro
- 6/4/2009 Canby Adult Center / Volunteer to serve lunch, Kari Inness
- 6/4/2009 Lake Oswego Area / Law Enforcement Special Olympics Torch Run, Approx. five sworn members of the police department participated
- 6/6/2009 Knight Elementary School / Bike Rodeo, Sgt. Cunningham, Officer Ethington, and Officer Macom
- 6/10/2009 Trost School / K9 Presentation, K9 Unit
- 6/25/2009 Ackerman Junior High / Discussion with students regarding MIP's and DUI's, Officer Ethington

Community Activities

6/25/2009 Knight Elementary School / Assisting with "Safety Town," Officer Ethington

Department Activity

5/31/2009 Detective Unit served search warrant. This warrant yielded the following:
4.5 kilos of cocaine
4 ounces of crack cocaine'
2 ounces of Methamphetamine
4 Firearms (including 1 sawed-off shotgun)
1 Vehicle
Approximately \$20,500 cash

Meetings

5/6/2009 Baker Prairie Middle School / CYST Meeting, Officer Larrison and Officer Di Cenzo
5/7/2009 Canby City Hall / Police contract negotiations, Acting Chief Tro
5/7/2009 Canby City Hall / Budget Meeting with Directors and Mark Adcock, Acting Chief Tro
5/13/2009 Cutsforths' Thriftway / Canby Gang Task Force Meeting, Officer Di Cenzo
5/14/2009 Oregon City / MCT Meeting, Sgt. Schoenfeld, Detective Scharmota, Detective Mead, Detective Spencer, and Don Hemstreet
5/28/2009 Oregon City / Multi-Disciplinary Team meeting, Sgt. Schoenfeld, Detective Scharmota, Detective Mead and Don Hemstreet
6/1/2009 Canby PD / Meeting with Public Works for discussion of CSO duties, Acting Chief Tro, Sgt. Sommer, and Kari Inness
6/2/2009 Oregon City / Monthly Chief's Meeting, Acting Chief Tro
6/2/2009 Canby Grove / Canby Chamber Lunch, Acting Chief Tro
6/3/2009 Canby PD / Staff Meeting, Toni Tracy and Sergeants
6/3/2009 Aurora City Hall / Meet new Aurora Police Chief, Acting Chief Tro
6/5/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro
6/8/2009 Canby City Hall / Health Insurance Meeting, Acting Chief Tro
6/8/2009 Canby City Hall / Agenda Meeting, Acting Chief Tro
6/10/2009 Happy Valley / Emergency Management Workshop, Acting Chief Tro

Meetings

- 6/11/2009 Clackamas / Meeting regarding S.W.A.T., Acting Chief Tro
- 6/12/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro
- 6/15/2009 Canby City Hall / Meeting to review City's Master Fee Schedule, Acting Chief Tro
- 6/16/2009 West Linn / Meeting with Captain Treat, Lake Oswego Police Dept., Acting Chief Tro
- 6/16/2009 Baker Prairie Middle School / Canby Coalition, Acting Chief Tro
- 6/17/2009 Canby School District / Meeting with Superintendent Jeff Rose regarding School Resource Office funding, Acting Chief Tro
- 6/17/2009 Canby PD / Staff Meeting, Acting Chief Tro, Toni Tracy, and Sergeants
- 6/17/2009 Canby / Meeting with Captain O'Shaunessy with CCSO regarding Task Force and SWAT Team, Acting Chief Tro
- 6/18/2009 Canby City Hall / Police Contract Negotiations, Acting Chief Tro
- 6/19/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro
- 6/24/2009 Canby PD / Meeting with Dr. Mojie Takallou regarding Traffic Safety, Acting Chief Tro, Sergeants Green, Cunningham, Sommer, and Officer Ethington
- 6/26/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro

Monthly Stats

- 5/31/2009 Gang Related Calls / May 2009 - 27
- 5/31/2009 Stats - May 2009
 - *Calls for Service / 1331
 - *Crime Reports / 94
 - *Adult Arrests / 105
 - *Juvenile Custody / 16
 - *Injury Crashes / 1
 - *Non-Injury Crashes / 11
 - *Citations Issued / 351
 - *Front Counter contacts / 420
- 5/31/2009 K9 Activity - May 2009 - Warren/Freddy
 - *Four call-outs
 - *16 hours of training
- 6/30/2009 Gang Related Calls / June 2009 - 22

Monthly Stats

6/30/2009 Stats - June 2009

- *Calls for Service / 1346
- *Crime Reports / 75
- *Adult Arrests / 69
- *Juvenile Custody / 16
- *Injury Crashes / 0
- *Non-Injury Crashes / 8
- *Citations Issued / 265
- *Front Counter contacts / 425

6/30/2009 K9 Activity - June 2009 - Warren/Freddy

- *1 call-out
- *16 Hours of training

Other Activities

6/30/2009 CC PSTC / Deputy Pearson's Retirement Party, Acting Chief Tro and Sgt. Schoenfeld

Training

5/26/2009 Woodburn Area / Eight-hour Tactical Entry Team training utilizing Simmunitions and role players, T.E.T. Team

6/24/2009 Canby High School / Mandatory Firearms Training - Active Shooter, Sworn members

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: July 6, 2009

Re: 2009 Year End Report

The Swim Center Summer Schedule began on June 15th and it has been a busy couple of weeks. The new online registration process seems to be going very well so far. We have finished one set of summer lessons working with online program and while there is a lot for the staff to learn, we will have more information to make informed decisions for programming and resource allocation. We have only used the program for lesson registration, but will be adding passes and ticket purchases next.

This year we had 2,600 more swimmers than in 07-08. The attendance for May and June was about the same as 2007-2008. Last year the summer schedule started one week earlier thus 500 fewer swims in June in 09. David, Nathan and I are very pleased with the success of the programs this year. I believe we held strong despite current economic uncertainty because our patrons seem to recognize the value of the Swim Center and our programs. Overall, we brought in only \$600 less in 2008-09 than we did the previous year.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR MAY 2009
DATE: JULY 8, 2009

CANBY SWIM CENTER MAY 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 07-08	YTD TOTAL 08-09
MORNING LAP	41	55	178	246	219	301	2863	3440
ADULT RECREATION SWIM	71	82	483	474	554	556	5828	5802
MORNING WATER EXERCISE	214	266	0	0	214	266	2775	2555
PARENT/ CHILD	208	114	0	0	208	114	1600	1266
MORNING PUBLIC LESSONS	167	168	0	0	167	168	4185	3847
SCHOOL LESSONS	1340	1175	0	0	1340	1175	5759	4424
NOON LAP	85	118	220	227	305	345	2594	3315
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	239	208	18	19	257	227	3766	4685
PENGUIN CLUB	0	0	179	137	179	137	1587	1036
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2115	2754
CANBY GATORS	0	0	805	987	805	987	6895	7522
MASTER SWIMMING	25	20	0	20	25	40	519	442
EVENING LESSONS	832	918	0	0	832	918	7077	8647
EVENING LAP SWIM	54	39	49	35	103	74	1032	1102
EVENING PUBLIC SWIM	777	637	26	20	803	657	5567	5439
EVENING WATER EXERCISE	128	171	0	0	128	171	924	1804
ADULT LESSONS	8	9	0	0	8	9	172	181
GROUPS AND RENTALS	432	387	0	0	432	387	4013	4163
KAYAK	11	0	0	0	11	0	69	39
OUTREACH SWIMMING	0	0	0	0	0	0	594	671
TOTAL ATTENDANCE	4,632	4,367	1,958	2,165	6,590	6,532	59934	63134

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JUNE 2009
DATE: JULY 8, 2009

CANBY SWIM CENTER JUNE 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 07-08	YTD TOTAL 08-09
MORNING LAP	54	73	282	311	336	384	3199	3824
ADULT RECREATION SWIM	61	100	435	554	496	654	6324	6456
MORNING WATER EXERCISE	263	314	0	0	263	314	3038	2869
PARENT/ CHILD	292	252	0	0	292	252	1892	1518
MORNING PUBLIC LESSONS	1456	1060	0	0	1456	1060	5641	4907
SCHOOL LESSONS	0	55	0	0	0	55	5759	4479
NOON LAP	71	112	181	195	252	307	2846	3622
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	792	401	135	48	927	449	4693	5134
PENGUIN CLUB	0	0	475	306	475	306	2062	1342
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2115	2754
CANBY GATORS	0	0	594	764	594	764	7489	8286
MASTER SWIMMING	4	10	0	10	4	20	523	462

EVENING LESSONS	1423	1361	0	0	1423	1361	8500	10008
EVENING LAP SWIM	108	45	60	64	168	109	1200	1211
EVENING PUBLIC SWIM	942	863	51	84	993	947	6560	6386
EVENING WATER EXERCISE	157	198	0	0	157	198	1081	2002
ADULT LESSONS	3	0	0	0	3	0	175	181
GROUPS AND RENTALS	503	596	0	0	503	596	4516	4759
KAYAK	0	0	0	0	0	0	69	39
OUTREACH SWIMMING	24	62	0	0	24	62	618	733
TOTAL ATTENDANCE	6,153	5,502	2,213	2,336	8,366	7,838	68300	70972

City of Canby Bi-Monthly Report

Department: Public Works

For Months of: May - June 2009



TO: *Honorable Mayor Thompson and City Council*
FROM: *Dwayne Barnes, Director of Public Works*
DATE: *July 2, 2009*
THROUGH: *Mark C. Adcock, City Administrator*

Logging Road Trail Improvements

Staff is in the beginning stages of the design of the trail improvements that will include an in-road pedestrian crossing lighting system, street lighting, concrete curb/sidewalk and 10-foot paved asphalt trail. Within the next few weeks the survey and design and staff will decide which components will be constructed in-house and what will be contracted.

Street Maintenance Fee Construction Projects

Within the next two weeks staff will finalize the design and bid documents for the projects with the intent to bring construction bids to the August 5th Council Meeting. Below is a list of the projects and their respective cost estimates.

Street	From	To	Length	Width	Est. Cost
NW 6TH AVE	N CEDAR ST	N BIRCH ST	307	40	22,841
NW 13TH AVE	N HAWTHORNE CT	N GRANT ST	326	40	33,303
SW 6TH AVE	S FIR ST	Point +/- 410' west of S Fir	410	40	41,876
N ASPEN CT	KNIGHTS BRIDGE RD	Point +/- 303' North of Knights Bridge Road	303	40	30,959
N HAWTHORNE CT	NW 10TH AVE	DEAD END	258	40	19,207
N LOCUST ST	NE TERRITORIAL RD	Point +/- 461' south of Territorial Rd.	461	40	47,094
S DOUGLAS ST	SW 10TH AVE	Point +/- 397' north of SW 10th Ave	397	40	40,543
S FIR CT	SW 11TH AVE	SW 9TH AVE	641	40	101,508
SW 9TH AVE	S FIR ST	S FIR CT	313	40	49,567
S HOLLY CT	SW 10TH	DEAD END	208	40	15,473
NE 8TH PL	DEAD END	N PINE ST	215	36	19,766
NE 21ST PL	DEAD END	N MAPLE ST	209	40	15,556
NW 6TH AVE	N GRANT ST	DEAD END	590	34	37,325
NW 14TH AVE	N IVY ST	CUL DE SAC	193	40	19,720
N FIR ST	NW 2ND AVE	NW 3RD AVE	331	50	30,795
N GRANT ST	NW 12TH AVE	NW 13TH AVE	346	40	35,349
N GRANT ST	NW 13TH AVE	100 FT. NORTH OF 13TH AVE	127	40	12,963
S GRANT ST	SW 9TH AVE	SW 10TH AVE	250	40	18,604

Total Est 592,449

Knights bridge Road Reconstruction

As a result of receiving stimulus grant funding for the Knights Bridge Road transportation component, Curran McLeod Engineering is currently modifying plans to separate the wastewater pumping station and waterline construction into separate documents to solicit bids in July for construction this year. This will allow these components to be constructed without the additional administration or construction costs associated with the stimulus work. The previously complete street and storm improvement plans need to be reformatted to fit the ODOT design requirements and will not be advertised for construction until December at the earliest due to the ODOT schedule. As opposed to a bid opening in December it would be more reasonable to anticipate an early spring advertisement with construction in better weather conditions.

NE 2nd Avenue Redevelopment

Construction of NE 2nd Avenue is well underway and on schedule for completion well before the cinema time lines. Base lift of asphalt is in-place. Concrete flatwork began last week and will continue for the next several weeks. All underground utilities are in-place and the streetlights have been ordered. Work is continuing on the rain gardens and irrigation system. Due to the coordination needed with the cinema construction, the parking lot construction is temporarily on hold to allow the area to be used for the cinema staging area. Construction on the parking lot will resume at the end of July. Again, this work will be completed well before the cinema time lines.

Wastewater Treatment Plant Improvements

Plans are complete for improvements to the UV system, Effluent filtration, Scum Pumping, Biosolids Drying and RV dump station improvements. Curran McLeod is currently preparing a scope of work to utilize the budgeted funding for a construction project to proceed this fall to complete the most essential UV and solids drying components of the work.

Walnut Street Improvements

Plans and specifications for the street and utility improvements are essentially complete. The lot line adjustments to create the new connection of Walnut Street to Sequoia Parkway have been approved by the City Planning Department and right-of-way dedications can now be secured. The ODOT Immediate Opportunity Grant application was approved and the Agency will be coordinating with OECDD and ODOT over the next few weeks to execute the contracts to receive the funding. The construction schedule will be defined once the grant information is received.

The following are reports for their respective areas from Jeff Crowther, Darvin Tramel, Jeff Snyder and Joe Witt.

Public Works

By Jeff Crowther, Public Works Supervisor

Street Maintenance Program:

Staff completed the sidewalk on South 13th and ADA ramp to the ball fields providing access to sporting events. Public Works crew also completed the crosswalk and bike lane markings on south 13th from Redwood to Berg Parkway. Staff has been spraying curb line and right of way for grass and weeds reducing our manual maintenance costs and protecting our street infrastructure. Staff worked with urban renewal to install a sidewalk in front of the CPIP sign and assisted Parks Staff in preparing the area for landscaping. Darcy Estates subdivision had the 2nd lift of asphalt installed the last few days of June.

Street Maintenance	419.0 Hours
Tree Trimming	39.0 Hours
Street Light Repair	45.0 Hours
Street Sign Repair and Installation	72.0 Hours
Sidewalk Repair and Installation	300.0 Hours
Driveway Approaches	13.5 Hours

Sewer and Storm Water Collection

Staff assisted with the root cutting and debris removal in the major storm line on NW 2nd avenue. Staff will now be able to clean the storm system providing significant more capacity in the downtown surface water drainage basin. Staff cleaned and performed routine maintenance on the six sewerage lift stations.

Lift Station Maintenance	40.0 Hours
Sewer Lateral Repair	5.0 Hours
Catch Basin Cleaning	61.0 Hours
Sewer and Storm Line Locating	7 4.0 Hours
Drywell Cleaning	10.0 Hours
Sewer Line Cleaning	11.0 Hours
Erosion Inspection	10.0 Hours
Street Sweeping	95.5 Hours

Wastewater Treatment

By Darwin Tramel, Wastewater Treatment Supervisor

Facility Operations & Maintenance & Construction:

The water quality for the months of May and June was excellent with no interruption of services or violations for either month. The staff continues to be busy with summer cleaning and grounds maintenance projects. The loss of the part time summer help has shifted the work load to everyone, and we are all chipping in to make sure the facility looks clean and professional. Staff has been busy with biosolids hauling and field preparation.

I would like to thank all wastewater staff members and Craig Pottratz from public works for their tenacity and commitment in the cleaning of the Wash Tank. Everyone worked as a team and it made the project move along without any problems. Again thank you to a dedicated and professional crew. (Dave Conner, Bob Wengert, Don Steiner, Bruce Shelquist and Craig Pottratz).

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

- Poured concrete pads for propane tank.
- Repaired odor scrubber leak on feed line.
- Cleaned primary sludge line with vector truck.
- Replaced Blackmere lime pump hose.
- Fixed broken sprinklers and started sprinkler system.
- Replaced bearings and bearing housing on Skid Steer loader.

- Started painting interior of lab.
- Removed rags and debris from Waste Activated Sludge Holding tank.
- Repaired broken ram on hydra press.
- Weekly mowing, watering, bush trimming and summer yard up keep.
- Routine daily maintenance, repairs, and cleaning.

Construction activities for the months of April and May included discussions with Curran & McLeod Engineering to evaluate the proposed Phase III Facility Upgrade. Also during the month of June Therma Flite Inc, brought out their demo sludge drying unit so that we could evaluate their process using our sludge. The system worked well and produced a dry biosolids capable of meeting the requirements for class A biosolids on a continuous basis. The Therma Flite biosolids dryer produced the best product to date of the three systems we evaluated and their staff was very knowledgeable in the process and operations of the unit.

In the last week of June Curt McLeod, Dave Conner and I flew down to Oakland and spent one day meeting with their staff to go over the Phase III proposal and engineering requirements. The trip proved to be extremely resourceful as we were given the opportunity to see the units in the construction phase, which gave us great insight into the ability of this manufacture to provide service and warranty work.

May 2009

New Connections	1	Monthly Averages	
Total Connections	5738	Effluent BOD	2
Average Flow	0.9668	Effluent CBOD	1
E. Coli	1	Effluent TSS	4

June 2009 (BOD, CBOD and TSS Estimated)

New Connections	1	Monthly Averages	
Total Connections	5739	Effluent BOD	2
Average Flow	0.9554	Effluent CBOD	1
E. Coli	2	Effluent TSS	6

Biosolids Program:

The City hauled 228 cubic yards of biosolids to the Fraser property in the months of May and June. As mentioned above the Staff worked closely with Therma Flite to evaluate the sludge drying equipment

In June the spreader was attached to the biosolids application truck and we have begun to apply biosolids with the spreader truck. We have had no complaints this year concerning odors from any abutting or adjoining landowners where biosolids have been applied.

Pretreatment:

During the months of May and June I have been busy gathering data for the Total Maximum Daily Load (TMDL) and the Water Quality Management Plan that is required for the Willamette and Molalla Rivers. To date I have received no comments from DEQ concerning the City NPDES permit renewal, Local Limits development or the Reasonable Potential Analysis.

Meetings and Training Attended

The staff and I attended the City safety meeting and First Aid training class. I attended meetings with Oregon ACWA, Therma Flite Inc., Curran & McLeod Engineering and the Pacific Northwest Pretreatment Training conference. Dave Conner attended labor management meetings with the union and monthly safety meetings with the City.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
May – June 2009

Park Renovations

- The Gazebo and the restroom building at Wait Park received a fresh coat of paint for the summer event season. Kern Construction Inc. did an excellent job painting the buildings. Parks staff designed and installed an irrigation system and placed landscape fabric at the Canby Pioneer Industrial Park sign property. Aurora Landscape designed the planting theme and installed the plants. The parks department finished up the project by installing 20 yards of bark around the plants, to ensure a low maintenance landscape.
- Two trees were replaced at Legacy Park by SCC Earthworks. The contractor responded quickly regarding the replacement of the dead trees which were still under warranty.
- Park staff is preparing to install a new drinking fountain at Maple St. Park by the restroom building.

Park Maintenance

The mowing season has been in full swing the last two months. Staff has been busy spraying weeds trimming shrubs and adjusting irrigation. The rough mowing of trail edges and open areas was underway by the middle of June. Storm debris cleanup was still occupying staff time until the end of June. At Community Park three extra porta-potties were installed to accommodate park users during the high use months. There were couple of hazard trees removed and storm damaged trees were trimmed up. Graffiti and vandalism was reported to the Canby PD and addressed as it was discovered. Staff spent 12.5 hours painting over graffiti the last two months.

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 (4), Transit (5), Police (2), Finance (1), Courts (1) and the Library (1). It took 44.5 hours to complete the 14 request forms. Ronda Rozzell also had 9 hours of administrative time related to facilities maintenance. 53.5 hours total.

Clackamas County Corrections Crews

C.C.C.C. sting trimmed the wetlands trail at Community Park and the trail in the Eco Park. The crew also cut down brush and piled up the debris between Redwood St. and Hulbert's flowers along HWY. 99W. Shrub beds were also weeded at the Adult Center and the Swim Center. C.C.C.C. performed approximately 432 hours of labor for the City of Canby in the months of May and June.

Meetings attended:

- I attended a meeting to discuss the CPIP sign property project.
- We all attended First Aid and CPR training.
- I met with Tom Zonner from Canby United Soccer to discuss field usage at Legacy Park.
- I met with Gene Moorehouse to discuss needs for the softball program at Maple St. Park.
- I met with Dwayne Barnes to discuss park lands and duties acquired over the last two years.
- I attended a meeting with Canby Utility to discuss the shop complex expenses.

Other Information of Interest.

- The Parks Department is responsible for 182 acres of property.
- The Parks Department will no longer be performing the building maintenance duties.
- Michael Nakano and I attended a volunteer playground install at Broadway Park in Seaside. The install was organized by the Maintenance and Construction Section (MACS) a section member of Oregon Recreation and Park Association (ORPA).

Fleet Service
By Joe Witt, Lead Mechanic

May 2009

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	3	551.50	80.12	77.00	709
Adult Center	2	339.50	11.73	323.42	675
Building	2	423.50	10.14	32.42	466
Wastewater Collections	5	2,062.00	4.40	379.60	2,446
Wastewater Treatment	3	2,812.53	875.49	568.21	4,256
Parks	10	2,565.50	73.13	423.93	3,062
Police	20	10,737.19	1,125.48	4,453.97	16,317
Streets	9	3,986.38	1,284.20	361.14	5,632
Fleet Services	2	261.69	17.89	79.88	359
Canby Area Transit (CAT)	20	15,205.54	1,467.11		16,673
Canby Fire District	5	686.00	876.66		1,563
Total	81			Total	\$52,157

June 2009

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	4	1,627.50	384.36	71.48	2,083
Adult Center	1	245.00	23.05	219.19	487
Building	1	247.00		7.35	254
Wastewater Collections	4	1,946.00	15.36	84.27	2,046
Wastewater Treatment	6	2,429.40	778.87	202.29	3,411
Parks	12	4,256.60	482.07	472.86	5,212
Police	21	7,521.98	1,464.92	2,308.83	11,296
Streets	9	3,069.50	624.10	614.53	4,308
Fleet Services	1	41.69		107.47	149
Canby Area Transit (CAT)	31	18,946.37	5,741.13		24,688
Canby Fire District	1	52.50			52
Total	91			Total	\$53,986

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

* June fuel costs for fuel used from June 1, 2009 thru June 15, 2009

Fleet Service Highlights

Training: Bruce Gulleff attended Ricon W/C lift training May 6th and Braun W/C lift training May 12th

All three fleet tech's attended Cummins engine management training the afternoon of May 12th

All three fleet tech's attended Bosch engine management clinic May 13, 2009

Joe Witt attended Cummins Insite training June 2nd & 3rd

City of Canby Bi-Monthly Report

Department: Transit



For: the months of May and June 2009

Date: July 6, 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. Requests for Special Transportation Fund (STF) discretionary funds (\$131,893 to purchase 2 vehicles and \$37,700 for preventive maintenance) and were approved by the Oregon Transportation Commission (OTC) on May 20th. To date contracts for these projects have not arrived but are expected to arrive post dated for July 1, 2009.
- d. Two contracts for the American Recovery and Reinvestment Act (ARRA) program funding were fully executed in June. These contracts will fund the purchase of new scheduling software, computer equipment, bus stop signs and improve the transit center at Canby Station. A total in funding of \$175,137.
- e. Two contracts for operational funding were executed in June. A one year contract for 5311 funds (\$258,816 for FY 09/10) and a two year contract for Job Access Reverse Commute (JARC) funds (\$140, 026 for FYs 09/10 & 10/11).
- f. The final application was submitted for the next BETC project and we are now in line to find a pass-through partner for this project.

2. Ridership:

CAT provided:

- a. 17,335 rides in May (20.7% decrease as compared to May 08)
- b. 18,933 rides in June (17.2% decrease as compared to June 08)
- c. 224,224 rides in FY 08/09 (10% decrease as compared to FY 07/08)

A decline in ridership was expected following the service changes implemented August 25, 2009.

3. Service Update:

OHAS contract was executed for FY 09/10. The contract includes a 7.5% increase which will require service modifications in order stay within the approved budget.

A CAT bus was involved in a minor collision in the Thriftway Parking lot on June 18, 2009.

A CAT bus was involved in an incident on French Prairie Road (Charbonneau) on June 19, 2009. The CAT driver was cited for *failure to yield at an uncontrolled intersection*. There was no contact between the bus and the cyclist although the cyclist hit the curb and was transported to the hospital with non-life-threatening injuries.

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

- a. Regional Transportation Coordinating Council (RTCC) meeting.
- b. RTCC subcommittee meeting with the Travel Training Committee.