

# AGENDA

## CANBY CITY COUNCIL REGULAR MEETING

March 18, 2009

7:30 PM

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

*Mayor Melody Thompson*

*Council President Walt Daniels*

*Councilor Robert Bitter*

*Councilor Tony Helbling*

*Councilor John Henri*

*Councilor Wayne Oliver*

*Councilor Jason Padden*

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## 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 March 4, 2009 City Council Work Session &  
Regular Meeting

B. Appointment to Parks and Recreation Advisory Board Pg. 1

C. Appointment to Budget Committee Pg. 3

D. Appointment to Planning Commission Pg. 4

### 7. RESOLUTIONS & ORDINANCES

A. Ord. 1304, Amending Canby Municipal Code Chapter 16.10 for the Purpose of  
Expanding the "No Off-Street Parking" Area Downtown (2<sup>nd</sup> Reading) Pg. 5

### 8. NEW BUSINESS

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

**10. CITIZEN INPUT**

**11. ACTION REVIEW**

**12. EXECUTIVE SESSION:** ORS 192.660(2)(b) Discipline of Public Employee, ORS 192.660(2)(d) Labor Negotiations, ORS 192.660(2)(e) Real Property, and ORS 192.660(2)(h) Pending Litigation

**13. ADJOURN**

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

Term to Exp. 6.30.2010

**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 email to the addresses listed below.*

Date: 01/13/2009

Name: Herlene D Benson

Occupation: Retired

Home Address:

Employer: Previously with OHSU

Position: Researcher in Alzheimer's disease

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Parks &amp; Recreation

What are your community interests (committees, organizations, special activities)? Master Gardener, Portland Rose Society

Experience and educational background: Master Degree in Public Administration

Reason for your interest in this position: Park beautification, family &amp; youth activities

List any other City or County positions on which you serve or have served: Clackamas County Adult Services

Information on any special membership requirements:

Referred by (if applicable): NA

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](mailto: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

**RECEIVED****JAN 16 2009****CITY OF CANBY,**

Herlene Benson

Telephone and Fax

## BRIEF HISTORY

### EXPERIENCE:

Oregon Health Sciences University  
Retired 2001  
Research Associate, Alzheimer's disease programs

Gov. Kulongoski  
Volunteered State Office  
Citizen Liaison Office, 2002-2004

Ben-Ben Farms  
Part owner, 20+ years  
Thoroughbred horse farm: breeding, training, racing

Hardy Plant Society of Oregon  
Director, 2006-2008

Rosebud Nursery  
Owner, 2005-2007  
Aurora, Oregon  
Roses and perennials

### EDUCATION:

Portland State Univ., BS  
Portland State Univ., Master Public Administration 1993

### INTERESTS:

Reading, writer, rose enthusiast, golf, family (married, 2 children, 3 grandchildren), friends

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

Date: Feb 24<sup>th</sup> 2009Name: John ProctorOccupation: Unemployed for now

Home Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: Same

E-Mail Address: \_\_\_\_\_

For which position are you applying? Budget Committee

What are your community interests (committees, organizations, special activities)? My  
grandparents lived here forever and I recently moved into their home and I  
want to get involved in the community and eventually have the honor to  
represent Canby.

Experience and educational background: Volunteered for State Rep. Denis Baxley in  
Florida for 2-3 years in high school. Attended the University of Rhode Island and  
graduated in 2007 with a B.A. in History and Political Science.

Reason for your interest in this position: I would like to become a politician and to  
eventually gain experience for that responsibility through this committee.

List any other City or County positions on which you serve or have served: N/AInformation on any special membership requirements: N/AReferred by (if applicable): Joe Driggers

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

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**RECEIVED****FEB 24 2009****CITY OF CANBY**

Term to Exp. 12.31.11

RECEIVED

**CITY OF CANBY  
APPLICATION**

**JAN 27 2009**

**BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

**CITY OF CANBY**

*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 email to the addresses listed below.*

Date: 01/26/2009

Name: Ishah Ahumada

Occupation: Student/Interpreter/Recept.

Home Address:

Employer: Liberty Tax Mutual

Position: Interpreter/Receptionist

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Planning Commission

What are your community interests (committees, organizations, special activities)? My community interest are in faith-based organizations, activities with youth, elders, and children events for the betterment of the individual and the advancement of the community as a whole.

Experience and educational background: Experience in grassroots organization, interpretation, clerical duties, and community-based projects. Educational background senior in the program of Community Development B.S at Portland State University.

Reason for your interest in this position: Educational experience and hands on knowledge of my field of study. Most importantly, be knowledgeable and involved in my community.

List any other City or County positions on which you serve or have served: N/A

Information on any special membership requirements: Involvement in community projects from faith-based organizations and ecologically sustainable organizations.

Referred by (if applicable): Tony Helbling

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

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12-4-07

## **ORDINANCE NO. 1304**

### **AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 16.10 FOR THE PURPOSE OF EXPANDING THE “NO OFF-STREET PARKING” AREA DOWNTOWN.**

**WHEREAS**, the City of Canby initiated an application (application no. TA-08-05) for an amendment to the text of Title 16 for the purpose of expanding the “no off-street parking” area in downtown Canby; and

**WHEREAS**, the Planning Commission held a public hearing concerning the text amendment application on January 12, 2009, and based on their determination that the proposed amendment met all required approval criteria, voted 6-0 to forward a recommendation of approval to City Council; and

**WHEREAS**, the City Council received the text amendment application and Planning Commission recommendation, and held a second public hearing on March 04, 2009; and

**WHEREAS**, following close of public hearing, the City Council determined that expanding the “no off-street parking” area to cover an additional two blocks between N. Fir Street, N. Elm Street, N.W. First Avenue, and N.W. Third Avenue, complies with the Comprehensive Plan of the city, and with the plans and policies of the county, state, and local districts, and will preserve functions and local aspects of land conservation and development; that there is a public need for the change; that the amendment will serve the public need better than any other change which might be expected to be made; that the amendment preserves and protects the health, safety, and general welfare of the residents in Canby; and that it complies with the Statewide Planning Goals; and

**WHEREAS**, the City Council voted March 4, 2009 to approve Text Amendment No. TA 08-05 as presented, based on the findings in the Council staff report, and directed staff to present Council with an ordinance for adoption; and

**WHEREAS**, this ordinance is for the purpose of codifying Text Amendment No. TA 08-05 into law; now therefore,

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

Title 16 of the Canby Municipal Code, otherwise known as the “Land Development and Planning Ordinance of the City”, is amended as detailed in Exhibit A.

## **2ND READING**

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, March 04, 2009, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, March 18, 2009, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 N.W. 2<sup>nd</sup> Avenue, Canby, Oregon.

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Kimberly Scheafer, CMC  
City Recorder Pro-Tem

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 18th of March, 2009, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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Melody Thompson, Mayor

ATTEST:

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Kimberly Scheafer, CMC  
City Recorder Pro-Tem

**2ND READING**



# City of Canby Bi-Monthly Report

## Department: Administration

### For Months of: January & February 2009

To: The Honorable Mayor Thompson & City Council  
From: Kim Scheafer, CMC,  
Executive Assistant/City Recorder Pro Tem  
Prepared by: Lisa Potter, Office Specialist  
Through: Mark Adcock, City Administrator  
Date: March 9, 2008

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1. **Business Licenses** – Thirty-one business licenses were issued and 30 business licenses were inactivated during the months of January and February 2009. One hundred forty-nine renewals were sent out.
2. **Business License Bi-Weekly Report** – In response to numerous requests from area businesses who are attempting to increase their bottom line, staff has developed two reports. These reports summarize: 1) all businesses licensed by the City of Canby; and, 2) businesses licensed by the City of Canby with Canby addresses. These reports are now available on the City's website, are updated twice monthly and are available to the public at no charge.
3. **Complaints/Inquiries** – Forty-two complaints/inquiries were received for January and February. Forty-one of those have been resolved and 14 were resolved within 24 hours. Fifteen follow-up cards were mailed and nine were returned with Excellent and Good ratings. We have received two Poor ratings in this tracking period. The first involved a citizen's opinion that tenants, rather than landlords, should be billed for the sewer and street maintenance fees. The second involved a catch basin with a large hump that caused flooding during rain events. Public Works performed additional work; a follow-up call to the citizen resulted in her satisfaction with the final result.  
  
Three Hundred ninety-six complaints/inquiries were received for the year ending 2008. The coordinated effort implemented in early 2008 between Public Works and Administration has successfully resulted in improved accuracy and timely resolution of complaints/inquiries.
4. **Annual Liquor License Renewals** – City Hall staff was busy during the months of January and February corresponding and collecting the annual liquor license fees from 31 businesses in the city limits that have liquor licenses.
5. **City of Canby Customer Service Manual** – City Hall staff updated and enhanced the Customer Service Manual. The manual was distributed to Council members and departments in February.

**Canby Development**  
**Monthly Report**  
January - February 2009

<b>BUILDING PERMIT DATA</b>				
<b>PERMIT TYPE</b>	<b>PERMITS ISSUED</b>		<b>VALUATION</b>	
	<b>Jan</b>	<b>Feb</b>	<b>Jan</b>	<b>Feb</b>
<i>BUILDING PERMITS - SFR</i>	<i>1</i>	<i>-</i>	<i>\$391,051</i>	<i>\$0</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>-</i>	<i>-</i>	<i>\$0</i>	<i>\$0</i>
<i>MECHANICAL</i>	<i>5</i>	<i>5</i>	<i>\$0</i>	<i>\$0</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>-</i>	<i>5</i>	<i>\$0</i>	<i>\$71,690</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>2</i>	<i>1</i>	<i>\$95,232</i>	<i>\$20,670</i>
<i>OTHER</i>	<i>1</i>	<i>8</i>	<i>\$25,000</i>	<i>\$77,290</i>
<b>MONTH</b>	<b>9</b>	<b>19</b>	<b>\$511,283</b>	<b>\$169,650</b>
<b>YEAR</b>	<b>9</b>	<b>28</b>	<b>\$511,283</b>	<b>\$680,933</b>

<b>SDC FEES AND CHARGES UPDATE</b>			
	<b>MONTH</b>		<b>YEAR</b>
	<b>Jan</b>	<b>Feb</b>	
<i>Stormwater Fees</i>	<i>100</i>	<i>-</i>	<i>100</i>
<i>Sewer SDC Fees</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Construction Excise Tax</i>	<i>2,532</i>	<i>-</i>	<i>2,532</i>
<i>Parks SDC Fees</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Transportation Improvement</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Planning Department Fees</i>	<i>70</i>	<i>275</i>	<i>345</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>7,492</i>	<i>4,950</i>	<i>12,442</i>
<i>School Excise Tax</i>	<i>3,657</i>	<i>-</i>	<i>3,657</i>

<b>INSPECTIONS</b>		
	<b>Jan</b>	<b>Feb</b>
<b>MONTH</b>	<i>71</i>	<i>46</i>
<b>YEAR</b>	<i>71</i>	<i>117</i>

**City of Canby**  
**Annual Summary for 2009**

3/9/2009

BUILDING PERMITS														
PERMIT TYPE	PERMITS ISSUED													YTD Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
BUILDING PERMITS MULTIFAMILY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADDITIONS NONRESIDENTIAL	-	5	-	-	-	-	-	-	-	-	-	-	-	5
OTHER	1	8	-	-	-	-	-	-	-	-	-	-	-	9
YEAR	9	28	28	28	28	28	28	28	28	28	28	28	-	-
VALUATION OF PERMITS ISSUED														
BUILDING PERMITS MULTIFAMILY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		397,051
ADDITIONS NONRESIDENTIAL	-	71,690	-	-	-	-	-	-	-	-	-	-	-	71,690
OTHER	25,000	77,290	-	-	-	-	-	-	-	-	-	-	-	102,290
YEAR	511,283	680,933	680,933	680,933	680,933	680,933	680,933	680,933	680,933	680,933	680,933	680,933	-	-
SDC FEES AND CHARGES SCHEDULED														
Sewer SDC Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	10
Parks SDC Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planning Department Fees	70	275	-	-	-	-	-	-	-	-	-	-	-	345
Business License	-	-	-	-	-	-	-	-	-	-	-	-	-	-
School Excise Tax	3,657	-	-	-	-	-	-	-	-	-	-	-	-	3,657
INSTRUCTIONS														
MONTH	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
YEAR	71	117	117	117	117	117	117	117	117	117	117	117	-	-

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

## City of Canby Monthly Report

Department: Court

For Month of: January & February  
Date prepared: March 2, 2009  
Prepared by: Kathy Mashek  
From: Sue Engels, Court & Finance Director

- 21 attended the seatbelt class for the months of January & February. This generated \$315.00 towards the purchase of helmets.
- Court trials for the months of January & February were held for 21 defendants. This required 6 officers, at various times, to come to testify.
- 466 cases were filed and 536 cases were concluded during these months.
- Revenue for the both months was \$115,084.40. Out of this amount, Oregon Department of Revenue received checks totaling \$9,027.00, Oregon Judicial Department \$575.00 and Clackamas County received \$2,385.00.
- 62 defendants appeared with attorneys. With the defendants there were a total of 7 different attorneys present.



## **M E M O R A N D U M**

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

**RE:** ***BI-MONTHLY STAFF REPORT – January-February 2009  
ECOMONIC DEVELOPMENT DEPARTMENT***

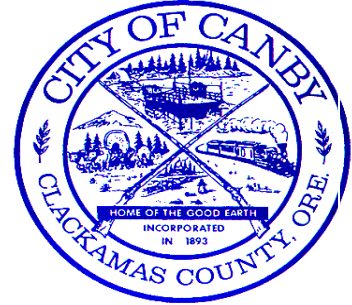
### **Economic Development Project Updates**

The following projects are funded through Urban Renewal.

- 1. Canby Cinema. *Ongoing.*** We have scheduled the Ground Breaking Ceremony for Canby Cinema 8 and 2<sup>nd</sup> Avenue / Parking Lot Redevelopment for March 18, 2009. Anticipated completion date of Street and Parking Lot is September '09. Anticipated Cinema opening; mid-October '09. We hold regular project meetings and other meetings as necessary.  
*Background:* Known as Project Popcorn, the Economic Development Department has worked for almost three years to bring a movie theater to Canby. Early economic studies, demonstrated that Canby was losing over \$2M each year in ticket sales and support business by not having a movie theater. A community survey demonstrated 94% support in bringing a theater to Canby. In 2008, the Canby Urban Renewal Agency partnered with Cinemagic Theatres LLC and with private property owners to locate a site for an 8-plex theater in Canby's downtown.
- 2. Development of ED Web Site** ([www.canbybusiness.com](http://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.
- 4. Downtown Redevelopment Grants. *No change - ongoing.*** Three of the four projects that grants were awarded are moving forward at this time.  
*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 are currently seeking projects to participate in this program.  
*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 work on a variety of leads. We are currently working with a business who is interested in locating in the industrial park and are setting up meetings with county and state representatives for assistance.  
Industrial businesses in Canby have reported that business is down due to the current economy. There have been layoffs. American Steel currently has 79 employees, however is hopeful that the economy will improve after this year. Kendal Floral is still holding at 119 employees, largely because of Valentine's Day and upcoming Mother's Day projected sales.
7. **Canby Gateways Project: *Ongoing.*** The URA has funded the Canby Gateways Project to help add visual identifiers to the community. The project received a \$15,000 grant from Clackamas County Tourism Development Council through the Canby Chamber of Commerce to design new welcome signs throughout Canby. URD funds will be used to build the signs. Staff will make a presentation to the Agency in April.
8. **Walnut Street Extension *Ongoing.*** The City will be constructing this project and forming an LID to fund the project at the request of the property owners. Construction is scheduled for Summer 09. *Background:* The Agency has determined that improvement of S. Walnut Street is necessary to continued development of the Canby Pioneer Industrial Park.

CANBY PUBLIC LIBRARY  
BI-MONTHLY REPORT  
January - February 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: March 5, 2009

Facility:

\*Art hanging system has been installed and makes the art displays look very “professionally” hung. The project was funded by the Friends and Ben Johnston with the City Public Works put up the system.

\*Staff:

\*The Library Marketing Committee which is attended by Hanna is starting up again after the November election to work on a united strategy for the new tax district in promoting library services countywide.

\*Linda and Marty are attending the Circulation, Reference, and Technical Services Committees to gear up for 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. Some of these committees are starting to meet twice a month from now until the new system is up and running. While the “going live” date isn’t set in stone, the target is July 30, 2009. We are scheduled to sit down and start initial training in March with staff training sometime in April-May.

\*Several staff members visited the other county libraries to observe some of their general processes as well as how they handle locking DVD cases, courier bags, storage, and check-in, holds, and self-check systems. It has been a very eye-opening experience. All the libraries need to have the same final outcomes but it has been valuable to see how they do similar processes under unique, local constraints such as space! We are implementing some changes in an effort to make the work and storage flow more efficient and office and staff work area changes are very apparent. The reorganization group consists of Beth, Hanna, Peggy, and Mariann.

\*Mariann Hagland attends the Safety Committee monthly.

\*Children's Librarian Peggy Wickwire is in regular attendance at the Network Kids Committee.

\*Hanna and Mariann attended a workshop sponsored by Multnomah County Library on the real world trends that are shaping the future of libraries – enlightening, provocative and inspiring!

#### Programs:

\*Family Nite was held on the 4<sup>th</sup> Thursday in January and featured "The Curt Show" with Curtis Carlyle, a juggler with a lot of comedy thrown in. The Family Nite program for February was a magic show put on by Tim Alexander and we lost count with 70 people crowded into our program area! He had everyone in stitches!

\*Mary Lou has created a questionnaire to find out what library members would like in the Large Print area.

\*The December Family Nite had to be canceled due to weather and was rescheduled for an extra program in January. *Pajama Time with Mrs. Claus* was full of storytelling and clowning and of course with special guest Donna Krewson as Mrs. Claus.

\*Mary Lou held a "first ever" teen reading discussion on January 16<sup>th</sup> on the book *Bat 6* which is the teen Oregon Reads 2009 selection in conjunction with Oregon's sesquicentennial celebration. The adult book selection is *Stubborn Twig* and for preschoolers, *Apples to Oregon*. Special events will be taking place all over the state as well as our local library.

\*The January Family Movie was "Kung Fu Panda" and for February the feature was "Kit Kittridge: An American Girl".

\*On February 12<sup>h</sup>, Kathy Stuart presented a slide show and lecture on "Medieval Engines of War". She explained building sites, architectural designs and how they played a role in protecting castle inhabitants.

\*A special Doodles' storytime "The Sad Little Princess" was held for youngsters on February 19<sup>th</sup>.

\*Forms are available at the circulation desk and throughout the library to fill out the name of your favorite children's book for a bulletin board display in the Addison Room – we'd love to gather at least 150! Peggy, of course, has designed a great display.

\*A special Chautauqua program was held on Thursday January 22<sup>nd</sup> entitled "Becoming Oregon: A Printed History". Oregon was a hot topic during 1830s and 1840s because of its endless riches, vastness, beauty, and potential for exploitation. Robert Hamm is an Oregon educator and collector of authentic maps dating back to 1574. In this presentation, he shared many of his primary resources on this subject - newspapers, woodcuts, maps, and early photos. We are always privileged to be selected

and this program is made possible by the support of the Oregon Council of the Humanities, The National Endowment for the Humanities and the Oregon Cultural Trust.

- \*\*A presentation of water colors from Lake Oswego artist Edythe Hudson was on display during these months and the colorful quilts from Coffee Creek Correctional Facility are back! All are available for sale for \$50/pc.
- \*Several weather-related tours were rescheduled for the Barlow Head Start coordinating with Peggy for a tour and storytime.
- \*Canby Livability Coalition has the architectural drawings of the Canby Greenspace and Art Park on display.
- \*Willamette Falls Hospital continues to send a nurse to the library every 2<sup>nd</sup> Wednesday for a blood pressure clinic. Nurse Renee sets up over by the fireplace area monthly.

#### Grants:

- \*The grant application for the Ready to Read Grant has been submitted with focus on the summer reading program of '09.

#### \*Volunteers:

- \*Contributed 271.5 hours for January and 275 hours in February for assisting in shelving, sorting, pick lists, cataloging, processing, book mending, programs, shelf shifting, and cleaning.
- \*The transition program and their instructors have been coming to the library on Wednesday afternoons to study, check out books and help with shelving and other special projects

#### Friends of the Library:

- \*Sorting and shelving donations.
- \*The Friends Board held their election of officers in February for the six board positions. Ballots were accepted and the officers will officially appointed at the March meeting.
- \*Karen Batridge and the bookstore volunteers had a big John Grisham, Janet Evanovich, and Patricia Cornwell book sale in January-February, a "blow out" video sale and a special Valentine's "everything for half price" sale. Karen is trying to work at simplifying the process to make sure that the stock is rotated frequently to keep faithful users checking for new deals.
- \*The book club met in January to review "Love in the Time of Cholera" by G.Garcia Marquez and the February selection was "The Glass Castle" by Jeanette Walls.

# PLANNING DEPARTMENT UPDATE



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Matilda Deas, AIC, Long Range Project Planner*  
**DATE:** *March 9, 2009*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**RE:** *Planning project status*

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Following is an update of major planning projects. Some projects encompass more than one department. In those cases I will simply call out the planning department's contribution. Please call the appropriate staff if you have any questions. At the end of this report you will also find a list of new land use applications and permit activity.

1. **13<sup>th</sup> Avenue traffic calming.** *Ongoing* Matilda is coordinating traffic calming designs with the Public Works Director. The pedestrian refuge island at Lupine (near Ackerman and Legacy Park) features the City's first public infrastructure project that includes 1% for the arts. (Oregon's 1% for the Arts program was adopted in 1975 and updated in 1977)
2. **Other traffic calming.** *Ongoing.* The City Council has approved the use of SDC funds for traffic calming projects in FY 2007-2008. These projects are now starting the design engineering process; some may require Council approval via ordinance depending on final cost. Matilda and our Public Works Director have identified the best location for a portable speed table on NE 10<sup>th</sup> Avenue and have ordered our first speed table. Matilda will involve residents in the location and evaluation of the effectiveness of the product. *Background:* Matilda and a group of interested citizens have been looking at ways to slow traffic and increase pedestrian safety. Lessons learned here will also be applied to new streets. Matilda has also been working with a technical committee of local experts, including Public Works, engineering, Canby Fire District, and First Student
3. **CDBG applications:** See public works report. Have been awarded funds.
4. **Truck routes.** *In progress.* See *Transportation System Plan Update.* engineers.
5. **Measure 37/49.** *No change.* Voters have approved Measure 49, which made many changes to Measure 37. Staff will be working with LOC and DLCD to implement any procedures/processes necessary to address this measure. *Background:* The City Council approved Ordinance 1156 establishing a process for Measure 37 claims. We are unsure at this time what changes are required, if any, to that Ordinance.
6. **Annexation process.** Matilda led a joint Council/Planning Commission discussion of annexation criteria and public information format. New code and maps have been adopted.
7. **Neighborhood Associations.** Both the SE and SW neighborhood Associations are awaiting the results of the TSP industrial area refinement plan and truck routes review before making decisions about traffic on SE 13<sup>th</sup> Avenue.
8. **Historic Review Board.** *No change.* The HRB is in need of new volunteers to keep the group energized. There are currently no regularly scheduled meetings of the HRB.
9. **NE Canby Master Plan.** *Pending adoption.* Adoption of the concept plan is on hold pending

completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* 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 1<sup>st</sup> 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. *Adoption of this plan will proceed after the TSP update is completed.*

- 10. Traffic modeling and TSP Update.** Staff procured funding from interim TGM Grant monies. Staff, selection committee members and TGM Grant Manager have approved the Scope of Work and Selected the consultant firm DKS Associates. Project is underway, and timelines, advisory committee(s) configurations etc are underway.
- 11. Subdivision design standards.** Staff procured funding from the TGM code assistance grant program. *Background:* Project will look at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached. Staff and Code Assistant Representative have approved the Scope of work and have approved the consultant. Currently working out meeting timelines and configuration of advisory committee members. Work should commence late Spring.
- 12. Staff procured grant from the TGM Quick Response Program that will develop a concept plan for redevelopment of the Rail Road Parking lot.** The redevelopment plan will recommend several possible redevelopment alternatives that will include the area between SE 1<sup>st</sup> Avenue and the UP Railroad, and between N Ivy and N Elm Streets. The alternatives will address traffic and pedestrian circulation and safety, and create design elements that will incorporate Canby's history and branding as Canby the Garden Spot.
- 13. Urban and Rural Reserves.** Ongoing. Staff is working with the City Council and the Planning Commission to determine how much land Canby needs to set aside to accommodate growth through the year 2060. Canby will send the land need requirements to the County with a request to leave the land undesignated. Metro determines Urban Reserves and the County will determine Rural Reserves (and undesignated lands).
- 14. Staff is seeking grant funds for development of a new Storm Water Master Plan For the City.**
- 15. Activity in Canby Pioneer Industrial Park.** Following is the status of the projects currently underway that are in the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.
  - **Root Holdings Zone Change and Comprehensive Plan Amendment. Ongoing** Submitted 06/03/08. 14 acres located in the pioneer industrial park between Hazel Dell Way and SE 1<sup>st</sup> Avenue. Currently zoned a combination of Light Industrial (L-1) and Commercial Manufacturing (CM). Applicant seeks to have entire property zoned Commercial Manufacturing (CM)

## **.NEW LAND USE APPLICATIONS.**

Application activity continues to be low. In addition to the 1 annexation listed below, we received one 4-lot subdivision proposal on NE 3<sup>rd</sup> Avenue, and 1 minor land partition on S Berg Parkway. The Planning Commission approved the Canby Cinema Application and the developer hopes to open the Cinema by October of this year. I'm sure Catherine will keep you informed about this fantastic project.

ANN 09-01 ((Beck) 4.47 acres located East of N. Pine St. and South of Territorial Rd. This will be zoned R-1, Low Density Residential if approved for annexation. The developer will enter into and Development Agreement with the City.

Possible Future Annexation application: Jerry Barkman from Hope Village is exploring the possibility of creating a development concept plan to expand Hope Village South to the Molalla River.

# **City of Canby Monthly Report**

## **Department: Police Department**

**To:** Mark Adcock, City Administrator  
**From:** Jorge Tro, Acting Chief of Police  
**For Months Of:** January 2009 - February 2009



### **Community Activities**

- 1/6/2009 Cutsforth's Thriftway / Mayor Thompson's State of the City Address at Chamber Luncheon, Lt. Tro, Sgt. Schoenfeld, and Toni Tracy
- 1/8/2009 Canby High School / Traffic Safety presentation with Driver's Education Class, Sgt. Cunningham
- 1/8/2009 Canby High School / Driver's Education Class presentation, Sgt. Cunningham
- 1/8/2009 Canby Alliance Church / Code Enforcement Presentation to Canby Mom's Club, Kari Inness
- 1/10/2009 N. Vine Street in Canby / Neighborhood Watch Meeting, Lt. Tro and Sgt. Cunningham
- 1/10/2009 Fred Meyers in Canby / Commercial Security Survey, Officer Floyd
- 1/22/2009 Lee School / Kiwanis Terrific Kids Presentation, Kari Inness
- 1/23/2009 Trost School / Kiwanis Terrific Kids Presentation, Lt. Tro
- 2/3/2009 Cutsforth's Thriftway / Chamber of Commerce Luncheon - Jeff Rose "State of the School" address, Lt. Tro and Toni Tracy
- 2/5/2009 Baker Prairie PTA / Stranger Danger, Theft Prevention, Personal Safety Awareness, Internet Safety/ID Theft/Computer Crime Awareness presentation, Officer Floyd
- 2/5/2009 Canby High School / Parenting Program including Child Safety Restraint Systems, Officer Macom, Officer Ethington, and CSO Inness
- 2/8/2009 Southwest Canby / Neighborhood Presentation to Southwest Canby Neighborhood Association with this areas sergeant liason, Sgt. Kitzmiller
- 2/9/2009 Trost Elementary / Officer Friendly Presentation, Officer Ethington
- 2/19/2009 Canby Police Department / Scared Straight to Junior High Student, Officer Macom

## Community Activities

- 2/19/2009 Knight Elementary / Kiwanis Terrific Kids Presentation, Lt. Tro
- 2/19/2009 Lee School / Kiwanis Terrific Kids Presentation, Lt. Tro
- 2/23/2009 Trost Elementary / Officer Friendly presentations to two 3rd grade classes, Officer Macom
- 2/23/2009 Lee School / Theft Prevention Presentation, Officer Christman

## Department Activity

- 1/30/2009 Canby area / T.E.T. members assisted Tigard PD in search warrant along with Canby PD Detectives
- 2/2/2009 Canby Area / Search warrant service, T.E.T and Canby Detective Division
- 2/27/2009 Molalla Area / Assist Molalla PD with search warrant, Canby T.E.T. members
- 2/28/2009 COPS Grant Received for annual police department Bike Rodeo for \$2800

## Meetings

- 1/5/2009 Canby City Hall / Weekly meeting with Mark Adcock, Lt. Tro
- 1/6/2009 Canby PD / Meeting regarding revision of goals document for council, Lt. Tro, Sgt. Schoenfeld, and Toni Tracy
- 1/8/2009 Oregon City / CCCJC, Lt. Tro
- 1/8/2009 Oregon City / CCITF, Lt. Tro
- 1/9/2009 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
- 1/12/2009 Canby City Hall / Agenda Meeting, Lt. Tro
- 1/15/2009 CCOM / Meeting to debrief on lessons learned from the Canby Flu Vaccination Clinic Event, Lt. Tro
- 1/15/2009 Clackamas / Meeting Regarding Law Enforcement Torch Run, Lt. Tro, Sgt. Cunningham, and Officer Macom
- 1/15/2009 CCOM / Debriefing regarding storm, Lt. Tro
- 1/16/2009 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
- 1/26/2009 DPSST / Oregon Accreditation Alliance Manager's Meeting, Lt. Tro and Toni Tracy
- 1/27/2009 Canby PD / Staff Meeting, Lt. Tro, Sergeants, and Toni Tracy

## Meetings

- 1/28/2009 Canby Finance Dept. / Meeting with Sue Engels regarding evidence collection of money seized/forfeited, Lt. Tro, Sgt. Schoenfeld, and Don Hemstreet
- 1/28/2009 Canby City Hall / Weekly meeting with Mark Adcock, Lt. Tro
- 2/6/2009 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
- 2/9/2009 Canby City Hall / Agenda Meeting, Lt. Tro
- 2/9/2009 Oregon City / C800 Technical Meeting, Lt. Tro
- 2/12/2009 CC PSTC / Clackamas County Criminal Justice Council (CCCJC) meeting, Lt. Tro
- 2/18/2009 Canby City Hall / Mid-year budget review, Lt. Tro
- 2/25/2009 CCOM / Member board meeting, Lt. Tro
- 2/25/2009 CCOM / C800 Meeting, Lt. Tro
- 2/26/2009 Canby City Hall / Hazard Mitigation Meeting, Lt. Tro

## Monthly Stats

- 1/30/2009 K9 Activity - January 2009 - Warren/Freddy
  - \*Five call-outs
  - \*17 hours of training
- K9 Activity - January 2009 - Farmer/Patriot
  - \*One call-out (After this call-out, Patriot was injured and put on 30 day rest)
  - \*13.45 hours
- 1/30/2009 Traffic Safety Report - January 2009
  - \*DUII Arrests - 8
  - \*Traffic Complaints - 27
- 1/30/2009 Gang Related Calls / January 2009 - 27

## Monthly Stats

1/30/2009 Department Stats - January 2009

- \*Calls for Service / 1067
- \*Crime Reports / 71
- \*Adult Arrests / 78
- \*Juvenile Custody / 11
- \*Injury Crashes / 1
- \*Non-Injury Crashes / 13
- \*Citations Issued / 219
- \*Front Counter contacts / 200

2/28/2009 Gang Related Calls / February 2009 - 24

2/28/2009 K9 Activity - January 2009 - Warren/Freddy

- \*Two call-outs
- \*21 hours of training

K9 Activity - February 2009 - Farmer/Patriot

- \* Patriot is still injured
- \* Officer Farmer took part in eight hours of training, and 13 hours and 45 minutes for care and maintenance.

2/28/2009 Department Stats - February 2009

- \*Calls for Service / 1107
- \*Crime Reports / 69
- \*Adult Arrests / 98
- \*Juvenile Custody / 15
- \*Injury Crashes / 0
- \*Non-Injury Crashes / 3
- \*Citations Issued / 206
- \*Front Counter contacts / 250

2/28/2009 Traffic Safety Report - February 2009

- \*DUI Arrests - 3
- \*Traffic Complaints - 10

## Other Activities

2/7/2009 Canby Area / New Council Orientation, Lt. Tro

## Training

## Training

- 1/13/2009 Portland PIR / Standard EVOC training, PIT refresher, and pursuit scenarios, three sworn officers
- 1/14/2009 Portland PIR / Standard EVOC training, PIT refresher, and pursuit scenarios, three sworn officers
- 1/21/2009 Canby Fire Dept. / Mandatory CPR and First Aid, 1/2 members of the police department
- 1/28/2009 Canby Fire Dept. / Mandatory CPR and First Aid, 1/2 members of the police department
- 1/30/2009 Canby and CC PSTC / 8 hour Tactical Entry Team (TET) firearms training day, TET members
- 2/24/2009 Canby Fire Dept. / Monthly in-service training for T.E.T. , T.E.T. Members

# Bi-Monthly Report

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

**Date:** March 9, 2009

**Re:** January and February 2009 Report

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The Canby Swim Center is holding its own during this time of uncertainty. We are continuing to stay busy and numbers are still holding strong. The attendance for this January was 1,500 swims over last January and the February numbers were up 1,000 swims. On the revenue side January was up \$3,400.00 over last year. February was down about \$6,700.00 but most of that was a payment for pool rental that we received a couple of weeks later this year, and will show up in the March numbers. Overall we are up about 4,000 swims and \$600.00 through the end of February.

What's happening at the Canby Swim Center? The Canby Swim Center is gearing up to make online registration available for swimming lessons and pool rentals, as well as, passes. It looks like our start date will be some time in May as we need to set up all the hardware and get the staff trained on how to use the software. It will take some time to get everyone up to speed but, once we are up and going it should make it easier for everyone to register.

The Canby High School team just finished their season. Twelve Canby Swimmers swam at OSAA State meet in Gresham, with Spencer Polack, Luke Welle, Seth Ruwitch, Tyson Polack, Brandi Beko, Kelsye Coyle, Anna Kralovec and Samantha Smith all qualifying for the Saturday finals. It was a great finish for a very good year for the high school team.

The Canby Gators are in the middle of championship season as there were two Canby Swimmers at 10 and under state, Madeline Meredith and Kaitlyn Hester. They also just finished up at 11-14 state where eight Canby Gators competed, and two earned Age Group Sectional times. Siblings Noah and Veronica Norris will be swimming in Federal Way, Washington at the Sectional meet March 26-28. Noah also swam to two state titles in the 50 and the 100 free.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR JANUARY 2009  
**DATE:** MARCH 9, 2009

CANBY SWIM CENTER JANUARY 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 07-08	YTD TOTAL 08-09
MORNING LAP	45	64	246	295	291	359	1856	2146
ADULT RECREATION SWIM	23	74	395	515	418	589	3719	3537
MORNING WATER EXERCISE	240	271	0	0	240	271	1727	1508
PARENT/ CHILD	0	0	0	0	0	0	1043	819
MORNING PUBLIC LESSONS	85	111	0	0	85	111	3623	3175
SCHOOL LESSONS	230	870	0	0	230	870	615	971
NOON LAP	127	79	138	195	265	274	1474	1873
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	119	363	19	25	138	388	2451	3403
PENGUIN CLUB	0	0	0	0	0	0	1208	730
CANBY H.S. SWIM TEAM	0	0	766	948	766	948	1941	2323
CANBY GATORS	0	0	866	695	866	695	4318	4376
MASTER SWIMMING	73	35	43	35	116	70	312	217
EVENING LESSONS	260	316	0	0	260	316	4052	5153
EVENING LAP SWIM	71	45	22	25	93	70	640	728
EVENING PUBLIC SWIM	337	363	81	17	418	380	3020	3158
EVENING WATER EXERCISE	80	119	0	0	80	119	536	1061
ADULT LESSONS	0	4	0	0	0	4	62	59
GROUPS AND RENTALS	351	591	0	0	351	591	2444	2534
KAYAK	4	10	0	0	4	10	21	29
OUTREACH SWIMMING	0	0	0	0	0	0	489	601
<b>TOTAL ATTENDANCE</b>	<b>2,045</b>	<b>3,315</b>	<b>2,576</b>	<b>2,750</b>	<b>4,621</b>	<b>6,065</b>	<b>35551</b>	<b>38401</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR FEBRUARY 2009  
**DATE:** MARCH 9, 2009

CANBY SWIM CENTER JANUARY 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 07-08	YTD TOTAL 08-09
MORNING LAP	33	45	241	284	274	329	2130	2475
ADULT RECREATION SWIM	38	78	469	480	507	558	4226	4095
MORNING WATER EXERCISE	270	257	0	0	270	257	1997	1765
PARENT/ CHILD	103	41	0	0	103	41	1146	860
MORNING PUBLIC LESSONS	130	172	0	0	130	172	3753	3347
SCHOOL LESSONS	845	1098	0	0	845	1098	1460	2069
NOON LAP	90	67	128	260	218	327	1692	2200
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	158	280	10	1	168	281	2619	3684
PENGUIN CLUB	0	0	0	0	0	0	1208	730
CANBY H.S. SWIM TEAM	0	0	174	431	174	431	2115	2754
CANBY GATORS	0	0	773	756	773	756	5091	5132
MASTER SWIMMING	32	60	32	23	64	83	376	300

EVENING LESSONS	540	582	0	0	540	582	4592	5735
EVENING LAP SWIM	62	48	26	71	88	119	728	847
EVENING PUBLIC SWIM	452	376	75	7	527	383	3547	3541
EVENING WATER EXERCISE	73	176	0	0	73	176	609	1237
ADULT LESSONS	39	22	0	0	39	22	101	81
GROUPS AND RENTALS	352	522	0	0	352	522	2796	3056
KAYAK	5	5	0	0	5	5	26	34
OUTREACH SWIMMING	0	0	0	0	0	0	489	601

<b>TOTAL ATTENDANCE</b>	<b>3,222</b>	<b>3,829</b>	<b>1,928</b>	<b>2,313</b>	<b>5,150</b>	<b>6,142</b>	<b>40701</b>	<b>44543</b>
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# **PUBLIC WORKS UPDATE**



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Dwayne Barnes, Director of Public Works*  
**DATE:** *March 9, 2009*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**RE:** *Public Works Bi-Monthly Report January – February 2009*

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## **Status of Major Projects**

### **Knights bridge Road Reconstruction:**

Construction plans are complete for the initial construction phase with pump station modifications. The survey crew will be on-site this week to topo the invert elevations at the sewer manholes on Cedar Street/ 7<sup>th</sup> Street; Territorial Rd/ Birch Street and at the end of Tony Poole's Property. We can then determine if the existing pump station can be eliminated and replaced with a gravity line between Knights Bridge Rd and Territorial Rd. Upon final determination, we can select dates to advertise for bids and anticipate construction in late spring through summer.

### **NE 2<sup>nd</sup> Avenue Redevelopment:**

The design drawings for reconstruction of NE 2<sup>nd</sup> Avenue and the parking lot are complete and we are finalizing specifications and bid documents. We anticipate bids will be received on March 31<sup>st</sup> and approved by the URD and Council on April 1 and April 15. Construction should begin in late April.

### **Wastewater Treatment Plant Improvements:**

Plans are complete for improvements to the UV system, Effluent filtration, Scum Pumping, Biosolids Drying and RV dump station improvements. After the purchase of the Sisters property, staff is determining available funding so the final scope of work can be determined. We anticipate bidding the project in the spring to expend approximately \$1.2 million from this year's budget and the remainder in 2009-2010.

### **Walnut Street Improvements:**

The City Engineer is preparing plans and specifications for the street improvements and anticipate bidding in April with the start of construction in June.

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## **Public Works**

By Jeff Crowther, Public Works Supervisor

### **Street Maintenance Program:**

During January and February staff focused on street sweeping and routine maintenance of the local streets. Staff cleaned catch basins and drywells that were not draining as needed to prevent flooding during heavy rainfall events.

City staff removed two residences and cleared trees and debris in preparation of the new downtown parking lot project. The lots were cleared and underground utilities and two abandoned septic tanks were removed from the property.

Street Sweeping	103.5 Man Hours
Street Maintenance	47.0 Man Hours
Tree Trimming	16.0 Man Hours
Street Light Repair	52.5 Man Hours
Street Sign Repair and Installation	135.5 Man Hours
Ice and Snow Removal	25.0 Man Hours
House Removal For Parking Lot	238.5 Man Hours

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

Staff focused on cleaning sewer mainlines as time permitted. City crews repaired two sewer laterals and installed cleanouts at the property lines. Staff is updating the collection system sewer lateral maps as lines are being cleaned.

During heavy rainfall events staff used portable pumps to remove excess water and prevent flooding. Staff filled sand bags and had them available to the public if necessary.

Lift Station Maintenance	45.0 Man Hours
Sewer Lateral Repair	25.0 Man Hours
Catch Basin Cleaning	15.5 Man Hours
Sewer and Storm Line Locating	104.5 Man Hours
Drywell Cleaning	42.5 Man Hours
Sewer Line Cleaning	88.0 Man Hours

## **Wastewater Treatment**

By Darwin Tramel, Wastewater Treatment Supervisor

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

The water quality for the months of January and February was excellent with no interruption of services or violations for either month. Operations for the winter permit in the last two months have been exceptional with only minor problems noted in controlling a filamentous organism associated with grease and oil. In the last two months staff has focused on repairing and maintaining plant equipment. The facility continues to operate without flocculation and odor scrubbing chemicals to reduce the costs of excess chemical use.

During the past two months wastewater staff focused on preparing winter application sites for biosolids and repairing damaged gutters and problems associated with the heavy snowfall. Staff continued to keep up with preventative maintenance and worked on several major maintenance activities that included the following:

- Installed new check balls on was pump.

- Replaced gears on bridge breaker.
- Replaced both electrical transformers at treatment facility.
- Hydra press broke down and we are waiting for parts.
- Repairs complete on old lime silo blower.
- Recertified all facility fire extinguishers.
- Both rear leaf springs have been replaced on biosolids truck.
- Installed Ebara pump and sent ABS in for repair (recirculation pumps).
- Changed blades on macerator.
- Installed safety chains on manure spreader.
- Gutters replaced on lab and parts of other buildings.
- Routine daily maintenance, repairs, and cleaning.

Construction activities for the months of January and February included site visits with Curran & McLeod Engineering to evaluate equipment for the Phase III Facility Upgrade. Dave Conner and I traveled to Selah, Toppenish and Odell with Curt McLeod to discuss facility operations with staff and the viability of using their equipment for our treatment process.

### **January**

New Connections	1	Monthly Averages	
Total Connections	5734	Effluent BOD	5 mg/l
Average Flow	1,001,000 gal	Effluent CBOD	3 mg/l
E. Coli	3	Effluent TSS	7 mg/l

### **February**

New Connections	1	Monthly Averages	
Total Connections	5734	Effluent BOD	5 mg/l
Average Flow	946,700 gal	Effluent CBOD	2 mg/l
E. Coli	2	Effluent TSS	7 mg/l

### **Biosolids Program:**

The City hauled 408 cubic yards of biosolids to the Allen and Piuser properties in the months of January and February. Staff also completed the first quarter sampling and analysis of biosolids for nutrients and metals.

### **Pretreatment:**

During the months of January and February I continue to work on preparing data for the NPDES permit renewal, Reasonable Potential Analysis, and Local Limits development as time allows.

Pretreatment inspections and activities for the past two months included review of several business license applications and inspection and review of Johnson Controls bi-annual pretreatment report.

### **Meetings and Training Attended**

I attended meetings with Oregon ACWA, the PNPC committee and Curran & McLeod Engineering, and Dave Conner attended labor management meetings with the union. All staff member's participated in the City monthly safety meeting and continued training on emergency procedures.

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker

### **Park Renovations**

The four new bleachers that were purchased for Maple St. Park were assembled by the Parks crew last month. The new bleachers are twenty seven feet long and each one seats seventy four people. The old storm damaged backstop netting was also removed from field number one; the park is really looking good.

Demolition permits were obtained through Clackamas County for the demolition of the house on the Simnitt Property on the NW side of town. The 1952 home was torn down and the septic system was pumped cleaned and removed. The 2.33 acre site is now prepared for future park development.

At Legacy Park the final closeout details are being attended to for the picnic shelter project. The park has turned out great and is being well received by park users.

### **Park Maintenance**

Storm debris removal occupied much of staff time in January. After all the debris was removed we focused on storm damaged trees and hedges. Community Park was closed for a few days during the flooding, not much damage was incurred but there was some silt and debris that was removed out of the lower parking area down by the river. All Public Works employees spent time filling sand bags that were made available to the citizens of Canby. Building maintenance issues were addressed and everything should be ready for spring. Staff spent time refurbishing the picnic table for the covered picnic area at Maple St. Park. Shrub bed trimming and maintenance has been started in preparation of the growing season.

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 (1), Transit (2), and the Library (5). It took 44.5 hours to complete the 8 request forms. Ronda Rozzell also had 7 hours of administrative time related to facilities maintenance. 51.5 hours total.

**Clackamas County Corrections Crews**

C.C.C.C. picked up storm debris at Community Park, Arneson Gardens and at Maple St. Park. The crew also hauled fire wood for the Boy Scouts to their wood splitting area behind the A-frame building. CCCC performed approximately 384 hours of labor for the City of Canby in the months of January and February.

**Meetings attended:**

The Parks crew attended training on Highway and Street Safety, Excavating Safety and training for competent person. The crew also went to a Park Security and Safety Workshop.

**Other Information of Interest.**

The Parks Department is responsible for 182 acres of property.

The crew chipped 200 Christmas trees for the Citizens of Canby at Maple St. Park.

Twenty six hours was spent the last two months repairing vandalism and painting over graffiti.

**Fleet Service**

By Joe Witt, Lead Mechanic

**January 2009**

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	0	0	70.98	71
Adult Center	1	0	20	104.22	124
Building	1	10.5	65	37.65	113
Wastewater Collections	2	119	90	274.7	484
Wastewater Treatment	5	1694	3043.7	369.64	5,107
Parks	3	84	76.17	328.39	489
Police	30	7696.5	2352.39	3602.43	13,651
Streets	14	4956	2390.98	660.94	8,008
Fleet Services	1	94.5	488.03	132.3	715
Canby Area Transit (CAT)	29	8218	4415.19	0	12,633
Canby Fire District	10	1869	970.24	0	2,839
Total Work Orders Processed for the Month	<b>96</b>	Totals*			<b>\$44,234</b>

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

<b>February 2009</b>					
Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	0	0	0	66.53	67
Adult Center	1	122.5	17	200.37	340
Building	0	0	0	0	0
Wastewater Collections	2	518	218.8	248.13	985
Wastewater Treatment	4	451.5	841.01	387.11	1,680
Parks	11	1676.5	676.44	257.63	2,611
Police	34	6408.5	1671.2	3452.59	11,532
Streets	15	2691.5	2375.23	1065.51	6,132
Fleet Services	1	1613.5	121.57	77.24	1,812
Canby Area Transit (CAT)	23	8256.5	5100.46	0	13,357
Canby Fire District	5	1137.5	324.31		1,462
Total Work Orders Processed for the Month	<b>96</b>	Totals*			<b>\$39,977</b>

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

### **Fleet Service Highlights**

\* Two new 2009 Dodge Chargers were placed into Service with the Canby Police Department  
 \* Training: All 3 Tech's attended a two night course on Chrysler Electronics in January  
 \* Technician Gulleff attend a two day course on Fleet Maintenance Operation Practices in February