

# AGENDA

## CANBY CITY COUNCIL REGULAR MEETING

November 18, 2009

7:30 PM

Council Chambers

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

*Mayor Melody Thompson*

*Council President Walt Daniels*

*Councilor Richard Ares*

*Councilor Robert Bitter*

*Councilor John Henri*

*Councilor Brian Hodson*

*Councilor Jason Padden*

---

### CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER (City Hall - 6:15 PM – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers)**
2. **EXECUTIVE SESSION:** ORS 192.660(2)(h) Pending Litigation
3. **OPENING CEREMONIES (Council Chambers 7:30 PM)**
  - A. Pledge of Allegiance and Moment of Silence
  - B. Certificate of Achievement for Excellence in Financial Reporting Pg. 1
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

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

  - A. Approval of Minutes of the November 4, 2009 City Council Work Session and Regular Meeting
  - B. Appointment to Transit Advisory Committee Pg. 2

**9. RESOLUTIONS & ORDINANCES**

- A. Ord. 1319, Amending Canby Municipal Code Chapter 8.04 by Requiring Local Businesses to Source Separate and Recycle Certain Solid Waste Materials, Establishing Guidelines for Source Separating, Storing and Recycling of Solid Waste Materials (2<sup>nd</sup> Reading) Pg. 3
- B. Ord. 1321, Authorizing Contract with Snyder Roofing for the Installation of a New Roof for the Canby Adult Center Building (2<sup>nd</sup> Reading) Pg. 6
- C. Ord. 1322, Authorizing Canby Urban Renewal Agency to Execute a Contract with Ground Hawg Environmental, Inc. for South Walnut Street LID Improvements Pg. 8

**10. NEW BUSINESS**

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

**12. CITIZEN INPUT**

**13. ACTION REVIEW**

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

**15. ADJOURN**

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



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

09/08/2009

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Canby** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Sue Engels, Finance and Court Services Director**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

Term to Exp. 3.31.2012

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

Date: 10-30-09  
Name: April K Chavez Occupation: Credit Administrator  
Home Address: \_\_\_\_\_  
Employer: American Metals Corp Position: Credit Admin.  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
For which position are you applying? Transportation

What are your community interests (committees, organizations, special activities)?  
I am in the Chamber of Commerce Leadership Program. I am hoping to get more involved with the City of Canby.

Experience and educational background: \_\_\_\_\_

Reason for your interest in this position: The CAT System is very important to the residents of Canby. I feel I can bring a different aspect to the Committee. I have been a resident for 4 years.

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

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](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.

**RECEIVED**  
**NOV 04 2009**  
**CITY OF CANBY**

12-4-07

## ORDINANCE NO. 1319

**AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 8.04 BY REQUIRING LOCAL BUSINESSES TO SOURCE SEPARATE AND RECYCLE CERTAIN SOLID WASTE MATERIALS, ESTABLISHING GUIDELINES FOR SOURCE SEPARATING, STORING AND RECYCLING OF SOLID WASTE MATERIALS AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby supports the reduction of solid waste generated and disposed per capita through source reduction and recycling activities; and

**WHEREAS**, businesses annually generate almost one-half of the region's garbage and dispose of more than 100,000 tons of paper and containers each year that could otherwise be recycled; and

**WHEREAS**, Metro, the regional government, has adopted Ordinance No. 08-1198 which amends the Regional Solid Waste Management Plan, 2008-2018, to include a business recycling requirement: and

**WHEREAS**, Metro has also adopted Ordinance No. 08-1200, which amends Metro Code Chapter 5.10 by adding provisions implementing a business recycling requirement; now therefore

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

Section 1. Section 8.04.010 of the CMC shall be amended to add as follows:

#### **8.04.010 Definitions**

"Business" means any entity or one or more persons, corporate or otherwise, engaged in commercial, professional, charitable, political, industrial educational or other activity that is non-residential in nature, including public bodies." This Ordinance does not apply to home based businesses.

"Source-separated or Source-separate" means that the person who last uses recyclable material separates the recyclable material from other solid waste."

Section 2. 8.04 of the CMC is hereby amended by adding a new section 8.04.020 to read as follows:

**2nd Reading**

#### **8.04.020 Business Recycling Required**

All businesses within the City shall comply with waste prevention, recycling and composting requirements as set forth in this Chapter.

- A. Businesses will Source-Separate all recyclable paper, cardboard, glass and plastic bottles and jars, and metal cans for reuse or recycling.
- B. Businesses will ensure the provision of recycling receptacles for internal and /or external maintenance or work areas where recyclable materials are collected, stored or both.
- C. Businesses will post accurate signs:
  - 1. Describing the location where recyclable materials are collected, stored or both;
  - 2. Identifying the materials the business must Source-Separate for reuse or recycling; and
  - 3. Providing recycling instructions.
- D. Persons and entities that own, manage or operate premises with business tenants and that provide garbage collection service to those business tenants, shall provide recycling collection systems adequate to enable the business tenants to comply with the requirements of subsections A., B. and C. of this section.

Section 3. Emergency Declared. Inasmuch as it is in the best interest of the City to begin this business recycling program as soon as possible, an emergency is hereby declared to exist and this ordinance shall take affect immediately upon final reading and enactment by the Canby City Council.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, November 4, 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, November 18, 2009, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue, Canby, Oregon.

---

Kimberly Scheafer, CMC  
City Recorder

**2nd Reading**

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 18<sup>th</sup> day of November 2009, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

---

Melody Thompson  
Mayor

**ATTEST:**

---

Kimberly Scheafer, CMC  
City Recorder

**2nd Reading**

## **ORDINANCE NO. 1321**

### **AN ORDINANCE AUTHORIZING THE MAYOR AND INTERIM CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH SNYDER ROOFING OF TIGARD, OREGON FOR THE INSTALLATION OF A NEW ROOF FOR THE CANBY ADULT CENTER BUILDING; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby has heretofore advertised and received three (3) quotes for the installation of a new roof on the Canby Adult Center building; and

**WHEREAS**, quotes were received and opened on October 26, 2009 at 2:00 pm in the Planning Department Conference Room and the quotes were read aloud:

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

<b>No.</b>	<b>Bidder</b>	<b>Total Basic Bid</b>
1.	Snyder Roofing	\$ 71,017.50
2.	McGilchrist & Sons Roofing	\$ 80,988.90
3.	McDonald & Wetle, Inc.	\$ 87,747.76

**WHEREAS**, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, November 4, 2009, and considered the quotes and reports and recommendations of the City staff, including the staff recommendation that the low responsive quote be selected; and

**WHEREAS**, the Canby City Council determined that the low responsive quote was that of Snyder Roofing of Tigard, Oregon; now therefore

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

Section 1. The Mayor and/or Interim City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Snyder Roofing of Tigard, Oregon for the installation of a new roof for the Canby Adult Center, for the quoted amount of \$ 71,017.50. A copy of the contract with Snyder Roofing is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

**2nd Reading**



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

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 4, 2009; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, November 18, 2009, after the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> 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 18<sup>th</sup> day of November, 2009, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

---

Melody Thompson, Mayor

ATTEST:

---

Kimberly Scheafer, CMC  
City Recorder

**2nd Reading**



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

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Catherine Comer, Economic Development Manager*  
**THROUGH:** *Amanda Klock, Interim City Administrator*  
**DATE:** *November 10, 2009 for Council Meeting November 18, 2009*

---

**Issue:** City Council Ordinance 1322  
Contract Award for Walnut Street Construction in CPIP

## **Summary**

The attached ordinance authorizes the Urban Renewal Agency to enter into a contract for construction of South Walnut Street Improvements in the Canby Pioneer Industrial Park.

## **Recommendation**

Staff recommends that the Council approve Ordinance 1322

Recommended motion *"I MOVE TO APPROVE ORDINANCE NO. 1322 AUTHORIZING THE CANBY URBAN RENEWAL AGENCY TO EXECUTE A CONTRACT WITH GROUND HAWG ENVIRONMENTAL, INC. IN THE AMOUNT OF \$555,882.01 FOR RECONSTRUCTION OF SOUTH WALNUT STREET LOCATED IN THE CANBY PIONEER INDUSTRIAL PARK AND DECLARING AN EMERGENCY."*

## **Rationale**

The Council and Urban Renewal Agency have previously approved this project.

## **Background**

In October of 2008, the City Council held a public hearing and formed a Local Improvement District at the request of property owners along the proposed alignment of South Walnut Street located in the Canby Pioneer Industrial Park. The Urban Renewal Agency has obtained a long-term loan commitment from Business Oregon, formerly the Oregon Economic and Community Development Department. URD funds will be used for the construction phase of this project, followed by obtaining the loan from Business Oregon and formation of the LID.

## **Attached**

Ordinance 1322

## **ORDINANCE NO. 1322**

**AN ORDINANCE AUTHORIZING THE CANBY URBAN RENEWAL AGENCY TO EXECUTE A CONTRACT WITH GROUND HAWG ENVIRONMENTAL, INC. FOR SOUTH WALNUT STREET LID IMPROVEMENTS; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Canby Urban Renewal Agency has heretofore advertised and received bids for the South Walnut Street LID Improvements project; and

**WHEREAS**, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on October 23, 2009; and

**WHEREAS**, nineteen bids were received and opened on November 10, 2009 at 2:00 pm in Canby City Planning Department and the following bids were read aloud:

	<b>BIDDER</b>	<b>BID PRICE</b>
1.	Ground Hawg Environmental Inc	\$555,882.01
2.	Canby Excavating, Inc.	\$598,000.00
3.	Parker Northwest Paving Co.	\$637,218.86
4.	Northwest Earthmovers Inc	\$644,155.70
5.	Stone Development, Inc.	\$649,691.00
6.	Civil Works NW, Inc.	\$666,105.00
7.	R & R General Contractors	\$693,857.00
8.	Saunders Company	\$715,748.00
9.	K & E Excavating	\$736,511.50
10.	Landis & Landis Construction	\$743,583.00
11.	Goodfellows Bros., Inc.	\$744,460.00
12.	Jim Smith Excavating, Inc.	\$749,803.00
13.	GVS Contracting, Inc.	\$771,523.98
14.	Excel Excavation, Inc.	\$829,968.00
15.	Westech Construction, Inc.	\$841,689.00

16.	Brown Contracting, Inc.	\$850,215.50
17.	Gelco Construction Co.	\$870,732.60
18.	M.L. Houck Construction	\$883,105.75
19.	NW Construction General Contracting, Inc.	\$959,156.90

**WHEREAS**, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, November 18, 2009, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

**WHEREAS**, the Canby City Council determined that the low responsive bid was that of Ground Hawg Environmental, Inc.; and therefore

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

Section 1. The Canby Urban Renewal Agency is hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Ground Hawg Environmental, Inc. for the South Walnut Street LID Improvements, for the bid amount of \$555,882.01. A copy of the contract with Ground Hog Environmental, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

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

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 18, 2009; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, December 2, 2009, after the hour of 7:30 pm at the Council Chambers located at 155 NW 2<sup>nd</sup> 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 2<sup>nd</sup> day of December, 2009, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

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

**CONTRACT FOR CONSTRUCTION**

THIS AGREEMENT is dated as of the \_\_\_\_ day of \_\_\_\_ in the year 2009 by and between

**CANBY URBAN RENEWAL AGENCY**

(hereinafter called OWNER) and

**GROUND HAWG ENVIRONMENTAL, Inc.**

(hereinafter called CONTRACTOR)

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**ARTICLE 1 - WORK**

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents:

**Canby Urban Renewal Agency  
S. Walnut Street LID Improvements**

The project consists of constructing approximately 1500 lineal feet of 32 foot roadway and approximately 225 lineal feet of ½ street improvements to include grading, curbs, concrete sidewalks, ADA ramps, asphaltic concrete paving and infiltration trenches. The work also includes the construction of approximately 3,225 lineal feet of utility trenching, utility vaults, lighting, signing and striping, and reclamation of approximately 800 feet of existing roadway to industrial standards, including removal of all asphalt and base rock.

**ARTICLE 2 - ENGINEER**

The Project has been designed by CURRAN-McLEOD, INC., Consulting Engineers, who is hereinafter called ENGINEER and who will assume all duties and responsibilities and will have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

### **ARTICLE 3 - CONTRACT TIME**

- 3.1 The Work will be substantially completed within 150 calendar days after the date when the Contract Time commences to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 30 days after the date when the issuance of the Certificate of Substantial Completion including punch list items.
- 3.2 Liquidated Damages: OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not substantially complete within the time specified in paragraph 3.1 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by OWNER if the Work is not substantially complete on time.

Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER or the OWNER may withhold from amounts due the CONTRACTOR Four Hundred Dollars (\$400.00) for each day that expires after the time specified in paragraph 3.1. for Substantial Completion until the Work is substantially complete AND/OR for each day of delay beyond the deadline for Final Completion.

### **ARTICLE 4 - CONTRACT PRICE**

- 4.1 OWNER shall pay CONTRACTOR for performance of the Work in accordance with the Contract Documents in current funds by check, an amount totaling:

Five Hundred Fifty Five Thousand, Eight Hundred Eighty two and 01/100 Dollars (\$555,882.01) as shown in the attached Bid Proposal.

### **ARTICLE 5 - PAYMENT PROCEDURES**

CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

- 5.1 Progress Payments: OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR'S Applications for Payment as recommended by ENGINEER, on or about the 25th day of each month during

## EXHIBIT "A"

construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the schedule of values provided for in paragraph 14.01 of the General Conditions.

5.1.1 Prior to Substantial Completion progress payments will be in an amount equal to:

- (a) 95 % of the Work completed; and
- (b) 95 % of materials and equipment not incorporated in the Work but delivered and suitably stored, less in each case the aggregate of payments previously made.

5.1.2 Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 95% of the value of the Contract Work completed, less such amounts as ENGINEER shall determine in accordance with paragraph 14.02 of the General Conditions.

5.2 Final Payment: Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the value of the Contract Work completed, as recommended by ENGINEER as provided in said paragraph 14.07.

## ARTICLE 6 - INTEREST

All monies not paid when due hereunder shall bear interest at the maximum rate allowed by law at the place of the Project, when requested in accordance with ORS 279C.570

## ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 7.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work.
- 7.2 CONTRACTOR has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which were relied upon by ENGINEER in



## EXHIBIT “A”

the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.

- 7.3 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in paragraph 7.2 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required by CONTRACTOR for such purposes.
- 7.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.
- 7.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

## ARTICLE 8 - CONTRACT DOCUMENTS

- 8.1 This Agreement
- 8.2 Exhibits to this Agreement.
- 8.3 Performance and other Bonds
- 8.4 Notice of Award.
- 8.5 General Conditions of the Construction Contract
- 8.6 Supplementary Conditions
- 8.7 Technical Specifications as listed in the Table of Contents.
- 8.8 Drawings bearing the following general title:
  - Canby Urban Renewal Agency
  - S. Walnut Street LID Improvements
- 8.9 Addenda number 1 of 1.
- 8.10 CONTRACTOR'S Bid

- 8.11 Any Modification, including Change Orders, duly delivered after execution of Agreement.

There are no Contract Documents other than those listed above in this ARTICLE 8. The Contract Documents may only be altered, amended or repealed by a Modification (as defined in Article 1 of the General Conditions).

## **ARTICLE 9 - MISCELLANEOUS**

- 9.1 Funding assistance for this project has been provided by the Oregon Department of Transportation (ODOT) through the Immediate Opportunity Fund. As a result, ODOT is a third party beneficiary of this resulting contract.
- 9.2 Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.
- 9.3 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically by without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- 9.4 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.
- 9.5 In the event a suit, arbitration or other legal action is required by either the OWNER or the CONTRACTOR to enforce any provisions of this Agreement, the prevailing parties shall be entitled to all reasonable costs and reasonable attorney's fees upon trial or subsequent appeal.

IN WITNESS WHEREOF, the parties hereto have signed three counterparts of this Agreement.

This Agreement will be effective on \_\_\_\_\_, 2009.

OWNER:

**Canby Urban Renewal Agency**  
\_\_\_\_\_  
**170 NW 2<sup>nd</sup> Avenue**  
\_\_\_\_\_  
**Canby, OR 97013**  
\_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

CONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Canby Bi-Monthly Report

## Department: Administration

### For Months of: September and October 2009

To: The Honorable Mayor Thompson & City Council  
From: Kim Scheafer, CMC, City Recorder  
Prepared by: Lisa Potter, Office Specialist  
Date: November 2, 2009

---

- 1. Business Licenses** – Twenty-one new business licenses were issued during the months of September and October 2009. This compares to 33 new business licenses issued during September and October 2008. Fourteen business licenses were inactivated during the months of September and October 2009. This compares to 38 business licenses inactivated during September and October 2008. One-hundred fifty-eight renewals were sent out.
- 2. Complaints/Inquiries** – Fifty-six complaints/inquiries were received for September and October. Fifty-three complaints have been resolved and 17 were resolved within 24 hours. Twenty-three follow-up cards were mailed and 11 were returned with Excellent and Good ratings. We have received no Poor ratings in this tracking period.

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

*"The officer [Sgt. Cunningham] was very good about being confidential and courteous and very informative. I had questions he answered for me. It's a great idea to send a comment card and letter. It makes me feel you cared! Thank you very much."*

*"Joyce Peters was extremely terrific when I went into the Planning office to ask about parks. Truly a great municipal employee!"*

*"I really appreciated the follow up phone call from the officer [Sgt. Cunningham] of the status of my complaint."*

*"Thank you for your prompt service. Really good street lighting helps deter crime in a neighborhood."*

*"I'm not for sure what day I called but my request was taken care of the next day."*

*"Very professional response and the call back was appreciated by me."*

*"Thank you so much for your 'caring' and 'speedy' service."*

- 3. Liquor License Applications** – One liquor license application was received in September and approved by the Council in October.

- 4. Special Animal Permits** – No special animal permits were issued during this reporting period.
- 5. Street Closure Permits** – City Hall processed no street closure permits during September or October.
- 6. Flu Shot Clinic** – The City hosted a flu shot clinic on October 27. Thirty-five employees and their spouses/dependents participated and was well received, according to those who participated in the event.

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Catherine Comer, Economic Development Manager*  
**THROUGH:** *Amanda Klock, Interim City Administrator*

**RE:** *BI-MONTHLY STAFF REPORT – September-October 2009*  
*ECOMONIC DEVELOPMENT DEPARTMENT*

**Economic Development Project Updates**

The following projects are funded through Urban Renewal.

1. **Canby Cinema. COMPLETED!!!!** Canby Cinema 8 opened to the public on October 30<sup>th</sup>. The 2<sup>nd</sup> Avenue/Parking Lot project was completed to coincide with the theater opening. A private reception was held on Thursday, October 29th with 250 guests, and a public Parking Lot/Street Dedication and Cinema Ribbon Cutting was held on Friday, the 30<sup>th</sup>. We have received positive comments from community and media.  
*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 and Public Works, approx. \$200,000 into building a new streetscape for NE 2<sup>nd</sup> Avenue and a new 154-space parking lot.*
2. **Main Street Program. Ongoing**  
We have re-advertised and received 14 applications for the new position of Main Street Manager which will be under the Economic Development Department. Our committee chose a candidate in October who unfortunately did not make it through the selection process, therefore, we decided to re-open the position. We hope to have this position filled by the end of December.  
*Background: The URA has funded \$150,000 to implement a Main Street Program for downtown Canby which will focus on the Main Street Four Point Approach of Organization, Design, Promotion, and Economic Restructuring. The City Council has funded \$10,000 for promotion and event coordination as these activities are not eligible under the urban renewal plan. The goal is to continue revitalization efforts in the downtown area and to create an economically viable city center that will draw business and community.*
3. **Marketing. Ongoing.** Staff responds to requests as presented. Due to staff time constraints, our marketing efforts are reactive. The majority of Economic Development staff time is spent on infrastructure projects to encourage new business. We are currently designing new marketing packets to better represent our community. Due to staff

commitment on other projects, this project has been postponed until we get a new Main Street Manager on board and tie the marketing packets in with a downtown component.

4. **Downtown Redevelopment Grants. *Ongoing.*** We have been working on a conceptual plan for NW 1<sup>st</sup> Avenue as the next planned redevelopment area in the historic downtown core.

*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. Cutsforths are currently working to determine what, if any, of the façade can be done in the near future. The URD Agency has given staff approval to come back with a proposal to upgrade the façade program to possibly offer grants for projects in addition to design. Many communities are doing this to encourage façade projects.

*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. Dragonberry Produce submitted a design review application on August 12, 2009 with hopes of building in early Spring 2010. There has been increasing interest in the Park in late October with confidential clients, however is an indication that growth may improve.

7. **Canby Gateways Project: *Ongoing – most signs are completed!*** Signs are currently installed for two major Welcome Signs at the 99E at Safeway and 99E at Hulbert's locations and three entrance signs to downtown, one sign at Holly and Territorial and one at 13<sup>th</sup> and Ivy. We are now working on a project to light the signs.

*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.*** Bid opening for Walnut Street is November 10, 2009.

*Background: On June 23<sup>rd</sup>, 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*

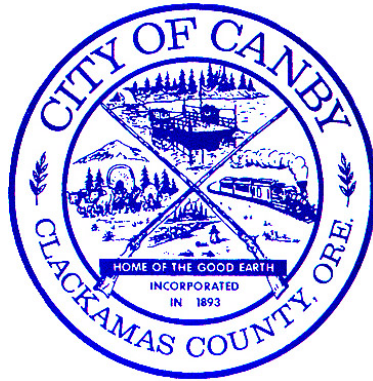
*thanked the City of Canby for their leadership in applying for the Type C grant stating that this will set a precedent for other communities to apply.*

*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 Spring 2010.*

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

- 9. Library Facilities Needs Assessment *Ongoing*** The Economic Development Manager and new Library Director, Penny Hummel are working together on a facility needs assessment with the goal of doing a library feasibility and concept plan to follow.  
*Background: This is a project that the URA has co-funded in this fiscal year to determine the feasibility of expanding or building a new library.*





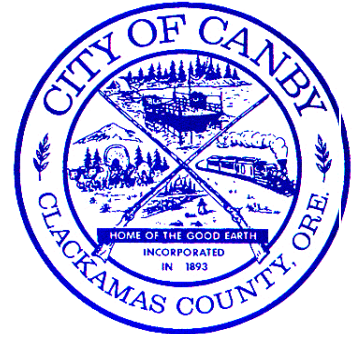
## **Bi-Monthly Finance Department Report**

**To:** Mayor Melody Thompson & City Council Members  
**From:** Sue Engels, Finance Director  
**Through:** Amanda Klock, Interim City Administrator  
**Covering:** September & October, 2009

- We received a **Certificate of Achievement for Excellence in Financial Reporting** from the Government Finance Officers Association (GFOA) for the City's comprehensive annual financial report (CAFR) for the year ended June 30, 2008.
- We prepared schedules and entries needed for the audit and the CAFR for the year ended June 30, 2009. Examples are schedules of additions and deletions to fixed assets and accrued compensated absences.
- Third quarter payroll tax report forms were mailed to all the businesses that are subject to the transit tax. Reports and payments were due October 31.
- The sewer charge increase of 5% effective October 1 was implemented. The payment due date was changed from the 10<sup>th</sup> to the 15<sup>th</sup> in response to customer request.
- We have been exploring different ways to collect past due utility bills. Late notices were sent in September and October to all customers who hadn't paid timely. There was a significant improvement after the first notice. Another notice will be sent in November.
- Information on fees charged by every department has been gathered so we can prepare a city-wide fee schedule.

CANBY PUBLIC LIBRARY  
BI-MONTHLY STAFF REPORT  
September – October 2009

TO: Honorable Mayor Thompson and City Council  
FROM: Penny Hummel, Library Director  
THROUGH: Amanda Klock, Interim City Administrator  
DATE: November 6, 2009



**Library use.** With a new online catalog and new hours effective July 6, community members are busily taking advantage of their improved access to library resources. Circulation in September and October totaled 52,581, an increase of more than 10% (over 2008) for these critical back-to-school months. During September and October, library staff and volunteers filled almost 10,000 holds for customers throughout Clackamas County.

**Volunteers.** Community members donated 475 hours in September and October, helping the library keep up with patron demand by pulling holds, sorting, shelving, processing and mending books as well as staffing the Friends of the Library Bookstore. Longtime volunteer Linda Forehand, who is relocating to Arizona after contributing approximately 10 hours each week for several years, was honored in September as the library's Volunteer of the Year.

**Staff transitions.** New Library Director Penny Hummel began her work in Canby on September 21; her arrival garnered positive coverage for the library from the [Canby Herald](#) and *The Oregonian*. The library also promoted library clerk Birgitta Clark to a vacant part-time Office Assistant I position.

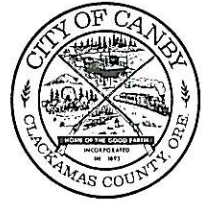
**LINCC (Libraries in Clackamas County).** A yearlong effort to create a unified brand for the LINCC network has culminated in a new LINCC logo, which will be featured on new library cards, on the LINCC website (see [www.lincc.org](http://www.lincc.org)), in publications and on other promotional vehicles. With the catalog migration now successfully accomplished, the LINCC Directors Group also began work to establish priorities for the upcoming year to better serve our collective customers and maximize opportunities for collaboration.

**Grants.** The library received two generous grants from the Friends of the Library: \$1,011 to support the purchase of online databases that provide a rich trove of resources for job seekers, prospective college students and genealogy researchers, and \$460 for family passes to five cultural institutions in the metro area (including the Japanese Garden, the Pittock Mansion and the Portland Children's Museum).

**Events.** Ongoing programming at the library included an exhibit by Woodburn artist Olga Ceballos , weekly storytimes and knitting circles, and monthly Family Nights and book groups. Children's librarian Peggy Wickwire also hosted lively library tours and storytimes for three 2<sup>nd</sup> grade classrooms from Trost Elementary School.

**Planning a new library.** In collaboration with the Department of Economic Development, the Library has contracted with DLR Group to update the library building program and site needs report that was originally prepared as part of a 2005 citywide facilities assessment. This report and recommendations for next steps in the planning process will be presented jointly by the Library and Economic Development to the City Council and Agency Board in early December.

**Community Outreach.** As part of her ongoing efforts to get to know Canby and to better understand how the library can help address the city's existing and emerging needs, the new library director met in September/October with a wide variety of community members, including elected officials, business leaders, educators and library users. This work will continue into the future.



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

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Bryan C. Brown, Planning Director*  
**THROUGH:** *Amanda Klock, Interim City Administrator*

**RE: PLANNING AND BUILDING DEPARTMENT**  
***September/October 2009 BI-MONTHLY PROJECTS ACTIVITY REPORT***

The following attachments should provide an update on the major community planning and building projects and initiatives that are underway in the Planning and Building Department. The fifth column over on the attached Planning Work Plan titled "Recent Activity/Status" will provide the Council with their bi-monthly activity update while the last column provides an estimate of the overall status of each project or work activity. Attachments provided with this bi-monthly activity report include:

- 1) Planning Division Work Plan (Updated 11.09.09)
- 2) Planning Application Tracking Chart (Projects worked on this period)
- 3) Highlights of Building Activity for September/October
- 4) Building Permits and Fees Collection for September/October
- 5) Building Permits and Fees Collection Annual Summary for 2009
- 6) Current Year Monthly Assessment & Historical Yearly Compilation of New Residential Dwelling Units by Type ending October, 2009

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
	<b>State/Regional/County Planning Issues</b>					
09-01	<b>Monitor Urban and Rural Reserves Designation Process</b> The reserves project applies a new process for identifying urban reserves in the Portland Metro area as provided by the Oregon legislature in 2007 (SB 1011). Oregon Administrative rule (OAR) 660 Division 27 sets out factors for designation of urban reserves for the purpose of designating areas outside the current Portland Metro UGB that are suitable for accommodating population and job growth for the next 40 to 50 years. The law also enables, for the first time, the creation of rural reserves to help shape the region and protect agriculture, forestry and natural features from future urban growth boundary expansions.	#8	Moderate BB	<i>The Council acted on October 27 to provide further direction in their position with regards to where the City's preference for "undesignated" status should be retained in order to advocate for just where the boundary of the "rural reserves" designation is to be drawn in and around Canby. The Core 4 decision group consisting of a representative from Clackamas, Washington, and Multnomah Counties and Metro are meeting to make a final recommendation on the quantity and location of lands to be designate as both urban and rural reserves for the next 40 to 50 years. The Metor Council and local county Boards will then prepare Interlocal Government Agreement agreements starting in Dec. 2009. Additional public hearing will be held on the final recommendation. Each local government will prepare amendments to their local comprehensive plans. Then finally, the Metro Council will designate the urban reserves and the counties will designate rural reserves in May 2010.</i>	<i>The Counties in the Metro area are vested with deternining which lands should remain working farms and forests or natural areas while Metro is vested with deternining which lands are most suitable for possible future expansion of the Metro UGB for urbanization. At this time, the core desire forwarded by the City Council for Canby's future growth needs has been heeded and the area to the east of Canby out to Central Point Rd. has been left undesignated. However, the area to the north of Canby from the current city UGB to the Willamette River has been recommeded as a Rural Reserve. This area was not seen as a primary or significant growth area but the Council 's preference was for this area to also remain as undesignated.</i>	May, 2010 80% Complete

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
On-going	<b>Maintain Awareness of State, Regional, &amp; County Activity of Interest &amp; Applicability to Canby</b>	#8	Low - BB	<p>(1) A study that was prepared for ODOT Rail has recommended that the rail line west of I-5 be designated as a Future High Speed Rail Transit Corridor. This would have the long-term effect of eliminating passenger rail service from the Union Pacific line through Canby.</p> <p>(2) A debate is ongoing in surrounding Marion and Yamhil Counties as to what agro-tourism uses - those considered to provide an amenity to the urban population - should be allowed or not on non production agricultural zoned areas. New legislative activity to create a new rural Agriculture zone designation may result. LCDC is to hold a public hearing in Novemeber to make some amendments to the Oregon Administrative Rules for Goal 3 (Agricultural Lands) pertaining to uses allowed in exclusive farm use zones. They are clarifying that schools in the EFU zones must primarily serve rural residents to assure that schools intended to serve primarily urban populations do not seek out rural sites. Model aircraft site for takeoff and landing is proposed to be allowed.</p>	<p>(1) It is not clear by staff if Canby has a preference or not in the outcome of the high speed rail designation. Pasenger service does not currently stop in Canby.</p> <p>(2) The legislative amendments can impact surrounding rural property owners.</p>	<p>(1) NA</p> <p>(2) NA</p>
On-going	<b>Monitor and Participate In French Prairie Forum</b>	#8	Low - BB	The Forum continues to monitor transportation improvements planned on I-5 in Woodburn and Wilsonville, the 99W Bypass Issue, Aurora Airport Tower, and individual local communities activities of interest in the area.		NA

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
	<b>North Baldock Coalition</b> The director has volunteered to participate on a project headed up by the Oregon Travel Information Council. Legislation from the last session included funding to plan for tourism and economic development improvements at both the north and south bound I-5 Rest stops.	#8	Low - BB	A presentation at the French Prairie Forum by Cheryl Gribskow with the Oregon Travel Information Council resulted in a recruitment for representatives of entities with interest in what can be done to further economic development and tourism activity for local economies through a Master Plan for the Baldock rest stops. The first orientation planning meeting is being scheduled for the near future.	Dec. Mtg. Being Organized with representatives from Clackamas County, Washington County, French Prairie Forum, North Clackamas Chamber of Commerce, Travel Information Council, ODOT, Canby, Charbonneau, Oregon City, Sandy, Tualatin, Wilsonville.	Time line yet to be established.
	<b>Master Plan Projects</b>					
09-05	<b>NW 1st Avenue/Railroad Parking Lot Concept Plan</b> This is an ODOT/DLCD TGM Quick Response Program funded grant. The consulting firm OTAK is leading with the objective to provide 3 possible redevelopment alternative concept plans for the area between SE 1st Avenue and the Union Pacific Railroad between N. Ivy and N. Elm Streets. The Plans shall address traffic/pedestrian/transit circulation and safety, incorporate Canby's history, promote business, and provide a downtown placemaking opportunity.	#2	Moderate - MD	With the long-range planner's coordination, the project consultants held individual meetings with previous identified local citizens to review and gain input on three alternative draft concept plans. An evening open house for public input was also provided.	The public and staff input received will be utilized to finalize the alternative concept plans. The 3 concepts were entitled: Traditional Main Street, Chicane Boulevard, and Traditional Boulevard Concept.	Dec., 2009 80% Complete
09-02	<b>Canby Parks Master Plan &amp; Acquisition Plan Update</b> The City has entered into a professional service contract in the amount of \$40,000 with the "Community Planning Workshop CPW" at the Universtiy of Oregon to provide an update to the existing Canby Parks Master Plan and Acquisition Plan including 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.	#3, #5	Low - MD, BS	Work is progressing in Phase 2 of this three phase project. This phase consists of analysis and presentation of draft recommendations on how to proceed with financing needed Park improvements, including possible funding for CAPRD. The goal of the study is to determine the most supportable and financially feasible options for the Parks & Recreation Board and CAPRD to pursue.	Stakeholders are the Canby Parks & Recreation Board and the CAPRD Board and all citizens of Canby and within the CAPRD Boundary.	Jan., 2009 50% Complete



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-03	<b>Transportation System Plan Update</b> This is a grant funded project (\$140,000) including a City cash match (\$35,000) from ODOT and awarded to DKS Associates to prepare an update to the Canby Transportation Plan (2000). It will include reformatting to improve ease of administration, necessary amendments to the Comprehensive Plan and implementing code amendments, a list of prioritized transportation system improvements and a funding program. The Plan objective is to look at ways to ease growing traffic congestion, to support and improve access and use of alternative transportation modes, address compliance with federal and state requirements including completion of the local periodic review process, and to adequately support planned land uses over the next 20 years. Solutions for truck traffic while protecting neighborhoods is a top priority.	#3	High - MD	The TSP consultants have now provided written drafts for review for four chapters within the Plan Update including existing conditions and future conditions based on our current identified land use and population and traffic conditions. Another round of public meetings were held with the Project Management Team, the Citizen Advisory Committee, and a public open house. Alternative analysis has now begun with the latest public input to determine what possible alternative transportation improvements will result in the greatest improvements to identified existing and future traffic congestion and safety problem areas.	This intensive planning project will take at least a year of work to complete. The TSP, along with a staff prepared final report and ordinance for adoption is planned for consideration by the PC and CC for Summer, 2010.	June 2010 40% Complete
09-06	<b>Storm Water Master Plan</b> Development of a new storm water Master Plan is to move the City toward meeting DEQ/EPA requirements and help move the City toward making the best choices for the environment, improve cost efficiency, and achieve community acceptance for the implementation of new techniques and solutions. With changing federal and state requirements and mandates pertaining to storm water runoff control and quality along with evolving best management practices and techniques it behooves Canby to create a new vision and develop a long-range holistic approach for storm water management and development of a sustainable financing plan.	#3	Low - MD	See Public Works Department Staff continues to monitor possible grant funding opportunities to assist with this much needed Planning project. Staff has met with consultants to discuss possible storm water fee/SDC methodologies to help fund an ongoing program.	Public Works is in charge of this initiative. The project planner will assist as needed.	On Hold



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-07	<b>NE Canby Master Plan</b> This was a \$75,000 grant funded project completed last year to create 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. ODOT's TGM Program has allowed the City to add additional analysis of traffic circulation in and out of the Pioneer Industrial Park in order to obtain ODOT's support of the proposed Plan. This is being accomplished through the TSP Update.	#3	Low - MD	The TSP Update Consultants were able to successfully integrate the implications of the proposed future land use identified in this mixed use plan into the future analysis modeling within the TSP update. The plan represents an increase in intensity and density of uses over the current adopted Comprehensive Plan. This will hopefully enable the plan to be adopted and supported by ODOT if implementation solutions are found to traffic congestion on 99E and suitable truck routes.	Final City adoption of this Plan with any necessary revisions will proceed after obtaining necessary traffic and truck route solutions from the TSP Update project in the summer, 2010.	On-Hold
09-16	<b>Assist with 5-Year Capital Improvement Plan Development</b> A CIP represents a financially feasible prioritised list arranged by year and City department or service area for all identified significant new capital or program investments.	#5	Moderate - DB,BB,MD,BS	See Public Works Department Planning continues to assist with project priorities establishment within the Parks component of the CIP funded by SDC funds.		April, 2010
09-17	<b>Develop a Phased Process/Schedule for Update of the Comprehensive Plan</b> The Council and staff have identified the need to update the Comprehensive Plan in order to maintain its relevance as the City's primary policy guide, incorporate and better match more recently updated Plans, and assure its relevance in a changing world and regional context and comply with State land use planning goals.	#3	High MD, BB	No Change	This project is to define the scope of what is needed, the process that will be utilized, and the major milestones in a proposed schedule for review and input by the Council.	May, 2010 On-Hold
09-20	<b>Adoption of Canby Natural Hazards Mitigation Plan</b> Clackamas County initiated this Planning effort for Canby in the previous fiscal year to make sure the County qualifies for disaster assistance and other grant funding.		Low MD	The Council has now acted to adopt this Planning document.	The County will now incorporate the Canby plan into the overall County Natural Hazards Mitigation Plan.	<b>Oct., 2009 COMPLETE</b>
	<b>Regulatory Code Amendments</b>					

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-04	<b>Low Impact Development Subdivision Design Standards</b> This is a consultant led two phased project funded entirely by State Grant Funds with an approximate value of (\$60,000) with staff time match. The project is intended to develop comprehensive subdivision design standards that address quality of life issues and include sustainable and low impact development design standards.	#4	High - MD, BB, DB	We are now in Phase II - Drafting of Code Language. The first chapter of the Code has been forwarded to staff for review and a meeting of the Technical Review Committee is set for Nov. 10.		June, 2010 35% Complete
09-11	<b>Temporary Vendor Permit &amp; Standards (TA 09-02)</b> Upon informing the PC of a deficiency in our Code, PC asked that staff develop regulations for temporary vendors operating on private property so as to continue to allow but with improved review and locational and appearance standards.	#4	Low - MH	The Council has approved the proposed text amendment to the Development Code.	Ordinance No. ??? Was adopted on ??? And went into effect on ???	<b>Oct., 2009 COMPLETE</b>
09-14	<b>Revise Residential Infill Compatibility Regulations (TA 09-03)</b> Various aspects of residential compatibility concerns arise whenever a new subdivision goes next to existing housing or new or redevelopment occurs within an existing neighborhood. Staff and the PC are looking at possible modifications to our existing compatibility code provisions and/or possible additional standards.	#4	Low - MH/BB	Specific direction to staff came out of the latest PC work session to draft a text amendment for consideration that would remove current residential infill standards from applicability to the R-2 High Densit District. This amendment is now scheduled for PC review on December 14. Further amendments related to our current infill standards are being contemplated.		Feb, 2010
09-16	<b>Prepare a 2009 Regulatory Code Amendment Update Package to address Minor Needed Changes.</b> This project is intended to place together several identified relatively minor code amendments that are anticipated to be non-controversial into one package to facilitate efficiency and reduce costs.	#4	Moderate BB, MD, MH	No Change	Staff is tracking items that could be included in such a package.	Feb., 2010 On-Hold
09-21	<b>Establish Fairgrounds Overlay Zoning District</b> The fairgrounds is located in a residential zoning district making it a non-conforming use which severely limits expansion or improvement plans or opportunities. A new zoning designation is needed to avoid possible future zoning conflicts.	#4	Low - BB/MH	Staff is hopeful and has asked the County to encourage the Fairground Board to create a Master Plan for the fairgrounds as it could be useful for establishing zoning parameters that would facilitate projects allready approved as part of a Master Plan.	Staff intends to research zoning alternatives to provide needed flexibility to future Fairground expansions and improvements while still maintaining City oversight.	Feb., 2010 On-Hold
	<b>Miscellaneous Planning Initiatives</b>					

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

FY 2010 Work Program  
Sep 2009  
Page 7

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-09	<b>Update of Land Use Application Forms</b> the continual evaluation process to improve the development review process it became clear that changes in both content and format could improve the land use application forms.	In #1, #4, #9	Low - MH,JT	12 application forms are now complete and available to use. Conversion to "electronic fill-in" formate for website use is proceeding with those.	This is actually a continuous process, but a comprehensive effort is being made to improve all the application forms at this time.	Dec., 2009 75% Complete
09-08	<b>Neighborhood Traffic Calming Program</b>	#5, #9	Low - MD	Staff is finalizing a user friendly handout for applicant use. Educational sessions are planned by staff at each of the four neighborhood associations to famiiliarize them with the process to have a traffic calming solution considered.	This will become an on-going program now that it has been established.	<b>PROGRAM ADOPTED</b> Handout Dec., 2009 75% Complete
09-13	<b>Clarify Advisory Role Of &amp; Staff Support to Neighborhood Associations</b>	#9	Low - MD	A joint PC and CC worksession was held in July to obtain quidance in dealing with NA's.		<b>COMLETE</b>
On-going	<b>Provide Continuing Support to Neighborhood Associations</b>	#9	Low - MD	No change or activity of significance this reporting period.	A new neighborhood association map was produced in July.	NA
On-going	<b>Assist in Downtown Revitalization and Mainstreet Program Activities</b>	#2	Low - BB	It became necessary to readvertise and continue the search for a Mainstreet Manager.	Completion of Main Street Manager hiring process is now expected towards end of January, 2010.	NA
09-12	<b>Annual Permit/Application Follow-up Customer Survey</b>	#1	Low - JT	Due to the low number of Land Use Applications staff delayed our departmental customer service survey until we had a similar number of applicants to survey. The survey has been prepared and mailed out .	This survey covers all permits/applications from Oct. 2008 through Oct. 2009. We have approximately a 12% return rate to date. We will compile results in another 10 days or so.	Nov., 2009
09-14	<b>Implement Credit Card Use at Front Counter</b>	#9	Low - SE, JT, JP,	The final implementation decision has been left is with the City Administrator and Finance Director.	This is #1 customer service improvement advocated by Planning and Building Staff. There are implementation costs involved equal to 2 to 4% of amount credited that were not specifically budgeted which may cause a delay in implementation until next fiscal year.	Jan., 2010 50 % Complete

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

FY 2010 Work Program  
Sep 2009  
Page 8

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-10	<b>Planning Land Use Fee Schedule Update</b> The planning land use fee schedule has not been updated since 2002. City/Council policy is for fee schedule's to be evaluated on an annual basis.		Moderate - BB	Staff has reviewed 2002 study, and two subsequent studies, and surrounding community rates to assist in evaluating how to set appropriate fee amounts. A melding of the methodologies used seems most supportable. Staff has held off in advancing a proposal due to the economic conditions and lack of applications.	Two previous studies since 2002 have looked at possible justification for adjusting application fee's but neither were implemented. The City is working on creating a unified Fee Schedule that could be adopted with the budget each year.	Jan., 2009 35% Complete
09-15	<b>Implement Development Review Committee Mtgs.</b> The DRC meetings were instituted as a means to facilitate internal and external communication and to resolves issues on all development related projects at any stages of review.	#4	Low - MH/BB	Meetings held this period have been found to be very valuable by those attending but attendance has been somewhat low. Staff is contemplating an expanded role for DRC Mtgs. To obtained more information up-front in the development review process rather than wait until after PC review at the pre-construction stage.	City engineer attendance is valuable but paying for his time has resulted in a reduction in how frequently these meetings can be held.	On-going development of meeting use
09-17	<b>Negotiate Planning &amp; Building Dept. Lease Renewal</b> The five-year building lease for the dept. expires Spring, 2010 and notice of intent is needed by Feb. 2010.	NA	Low - JK/BB	The lease renewal is directed to be for a 3-year term when renewed.		Feb. 2010
09-18	<b>Prepare Departmental 5-Year Plan Update</b> The Council has asked each department to continue preparing/updating a 5-Year Plan to assist in identifying key community/departmental issues, challenges, and projects ahead. Anticipated revenue streams and major expense items should be noted.	#1	Moderate - BB	Director reviewed the existing Plan in August. Staff updated our "residential subdivision approval and buildout inventory" records to provide a "vacant platted lot" count. No other additional work performed this period.	Knowing long-range issues is important when considering next year's Council goals for the department.	Dec., 2009 5 % Complete
09-19	<b>Pursue Adjusting City's Retained School CET Administrative Fee to New Allowed Maximum</b> House Bill 2014 passed in the lastest Legislative Session modifies the percentage of the Construction Excise Tax which may be retained by the City to cover our administrative costs for collection of this tax from 1 to 4 %, keeping the remaining 96% of the tax for school district use.	#4, #9	Low - BB	John Kelly coordinated with the school district officials to obtained their concurrence to continue to utilize the City for collecting the CET. The Council passed Resolution No. 1049 Amending the Intergovernmental Agreement that increases administrative retainage fee.	Finance staff will apply the new percentage with future permits as they come in. No fCET fees have been collected at all the past two-months.	<b>Nov., 2009 COMPLETE</b>
09-22	<b>Canby Mural Project</b> As a means and tool toward Downtown revitalization staff is working to create a successful mural program and accompanying authorizing Code.		Moderate - BS, CC, MD	Beth Saul, Matilda, and Catherine continue to review programs and codes applicable elsewhere to assist in setting forth a program to facilitate murals in Canby.		Spring, 2010 20% Complete

# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

FY 2010 Work Program  
Sep 2009  
Page 9

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
09-23	<b>Community Park Wetlands Demonstration Site</b> This project involves a partnership with the High School science teacher to restore the demonstration site and utilize it as an educational tool with staff providing planting guidance and direction to the teacher and students as time allows.		Low - MD	Matilda met with a high school teacher to renew coordination with her and students to help move coordination of the wetlands restoration project forward through their volunteer efforts.		Spring, 2010 20% Complete
09-24	<b>Work with County to Clean up GIS Mapping Problems</b> Accurate mapping is utilized by staff in the work we do, numerous agencies, businesses, and citizens. The County and staff are working to improved Considerable working to improve the accuracy and reliability of the base data sets, zoning, and comp plan maps.		Moderate - MD	New Zoning Maps with improved reliability have been created and printed for use. Comp Plan map is being worked on now.	The City has invested in new mapping computers which we are still working to bring on-line with full functionality to improve GIS operations in planning and public works. There are discreet goals identified, but work with GIS mapping will be an on-going endeavor.	Feb., 2009 60 % Complete
09-25	<b>City Logging Rd. Annexation</b> Staff has discovered that portions of the City owned logging road parks trail was never annexed into the City. We are researching and will secure needed tax lots and legal descriptions to enable a city sponsored annexation application to be made.		Moderate - MH	Staff discovered while working with the Beck annexation that the logging road trail north of 99E does not appear to have been annexed.	Staff will explore the suitability both north and south of Territorial Drive for annexation, depending on the location of the UGB on the north.	Feb., 2010 On-Hold
On-going	<b>Planning Web-site Improvements/Updates</b> Staff is committed to providing information and updates concerning various projects on our website as a means of keeping the citizenry informed.		Low - JT	Jill has successfully placed Planning Commission staff reports on the city website at least 7 days prior to the meeting for the last two meetings.		<b>Practiced Established COMPLETE</b>
	<b>Land Use Applications In Process</b>					
DR 09-01	<b>Site and Design Review.</b> This application is for the Dragonberry Produce Distribution warehouse, office, retail center proposed at 386 S. Sequoia Parkway in the Canby Pioneer Industrial Park.	NA	High - MH	The applicant has just recently directed her representatives to begin working on satisfying needed items from staff's completeness determination provided in Sept.	The contract to construct Walnut Street is critical to the viability of the Dragonberry Project. The contract has been bid.	February, 2010 10 % Complete
Ann 09-01	<b>Annexation.</b> This request is from owner Beck to annex an approx. 4.5 acre tract on the east side of 1732 N Pine St with a low density R1 zoning designation.	NA	High - MH	The annexation includes all the right-of-way for Pine since a previous annexation failed to include 1/2 of Pine Street. A PC Public Hearing is scheduled for Nov. 26, and a CC Hearing for Feb. 17, 2010.	An annexation Development Agreement will concurrently accompany this annexation request. The applicant seeks an annexation vote on Nov., 2010.	February, 2009 40 % Complete



# Planning Division Work Plan

## Major Planning Division Work Tasks and Activities

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
Cpa 08-01 ZC 08-01	<b>Comp Plan Amendment and Zone Change.</b> This application from Gordon Root is to amend the Comp Plan map designation of several parcels within the Pioneer Industrial Park from Light Industrial to Commercial/Manufacturing and change the zoning from LI to CM.	NA	High - MH	The applicant recently began movement on this request again by hiring a new planner/engineer to spearhead the application which will need traffic related data to support the request.	Waivers of the 120 and 180 day review parameters were waived and agreed to on this request. Staff believes traffic congestion issues and desire to tag along with potential	On-Hold Pending Renewal By Applicant
MOD 09-04	<b>Modification of Site and Design 98-08</b> Modification of Fred Meyer Shopping Center parking ratio to accommodate a Chase drive-thru ATM facility.	NA	High - MH	This application resulted in considerable analysis on staff's part to determine the exact existing parking situation and what kind of waiver was necessary to accommodate the applicant's proposal. Staff was able to support the parking reduction.	Scheduled for action by PC on Dec. 9.	Nov., 2009 90% Complete
FP 09-06	<b>Final Plat.</b> Replat of two existing platted lots to adjust boundaries on 2nd Street in Downtown Canby.	NA	High - MH	At County for Review		
	<b>Other Daily Core Activities</b>					
On-going	<b>Track &amp; Respond to Construction Activities</b>	NA	Low			
On-going	<b>Front Counter Customer Assistance</b>	NA	Moderate			
On-going	<b>Phone/E-mail City, and Project &amp; Citizen Inquiry Assistance &amp; Coordination</b>	NA	High			
On-going	<b>Professional Service and Training Opportunities</b>	NA	Low	Director was elected in October to serve a 2-Year term on the Oregon City Planning Directors Association. Project planner continues to identify webinars to assist in maintaining her professional AICP certification. Associate planner is targeting Customer Service and communication style seminars to take.	Planner's are targeting free and low cost training opportunities due to budgetary limitations.	NA
	<b>Council Directed Planning Goals</b>					
1	Further community visioning, identify plans requiring updates and to comply with State Land Use Goals, and new plans that need to be developed to sustain and improve the quality of life within the community and advance economic opportunities.					

**Planning Division Work Plan**  
**Major Planning Division Work Tasks and Activities**

Act. No.	Activity Name - Description/Objective	CC Goal #	Anticipated Staff Time (Project Manager)	Recent Activity/Status	Comments	Target Date % Completed
2	Continue to review and update City regulations to facilitate the changing needs of the community, protect residential neighborhoods and Canby's natural resources, and meet the Goals and policies of the City Council.					
3	Continually assess the land use review process for improvements, appropriate cost recovery, and for the application of suitable standards to guide development.					
4	Continually improve internal operations and promote open communication and information exchange with citizens.					

[illegible]



### **Building Permit Highlights for September & October, 2009**

Twelve (12) Mechanical Permits were issued in September and October this includes any heating and air conditioning replacement or new.

There were no new residential home permits issued in this period.

Building Permits issued included:

- Repair for the "A" frame at Community Park.
- Tenant improvement to the Fred Meyer store for the Chase Bank.
- A selection of garage additions, and patio covers.
- Multiple signs, including City of Canby entrance signs, Chase Bank, and Cinema signs.

Habitat House on N Locust was finalled by the building department in October

Canby Cinema 8 is open with the help of a Temporary Occupancy, with minor items to finish and paper work to turn in.

# Canby Development

## Building Permits and Fees Collection

September - October 2009

BUILDING PERMIT DATA				
PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Sep	Oct	Sep	Oct
<i>BUILDING PERMITS - SFR</i>	-	-	\$0	\$0
<i>BUILDING PERMITS</i>	-	-	\$0	\$0
<i>MULTIFAMILY</i>	-	-	\$0	\$0
<i>MECHANICAL</i>	9	6	\$0	\$0
<i>ADDITIONS NONRESIDENTIAL</i>	4	-	\$245,034	\$0
<i>ADDITIONS</i>	2	3	\$64,753	\$17,726
<i>RESIDENTIAL</i>	2	7	\$14,228	\$76,879
<i>OTHER</i>	17	16	\$324,015	\$94,605
<i>MONTH</i>	208	224	\$7,883,725	\$7,978,330
<i>YEAR</i>				

SDC FEES AND CHARGES UPDATE			
	MONTH		YEAR
	Sep	Oct	
<i>Stormwater Fees</i>	-	-	2,404
<i>Sewer SDC Fees</i>	-	-	23,584
<i>Construction Excise Tax</i>	-	-	6,797
<i>Parks SDC Fees</i>	-	-	19,344
<i>Transportation Improvement</i>	-	-	54,780
<i>Planning Department Fees</i>	125	160	2,614
<i>Advanced Financing</i>	-	-	-
<i>Business License</i>	-	-	-
<i>Building Department Fees</i>	7,094	3,134	121,651
<i>School Excise Tax</i>	-	-	19,916

INSPECTIONS		
	Sep	Oct
<b>MONTH</b>	76	82
<b>YEAR</b>	612	694

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

11/6/2009

<b>BUILDING PERMIT DATA</b>													
<b>PERMIT TYPE</b>	<b>PERMITS ISSUED</b>												
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD Total</b>
<i>BUILDING PERMITS - SFR</i>	1	-	1	-	1	-	-	-	-	-	-	-	3
<i>BUILDING PERMITS MULTIFAMILY</i>	-	-	1	-	-	-	-	-	-	-	-	-	1
<i>MECHANICAL</i>	5	5	14	17	11	18	19	17	9	6	-	-	121
<i>ADDITIONS NONRESIDENTIAL</i>	-	5	4	4	2	-	6	1	4	-	-	-	26
<i>ADDITIONS RESIDENTIAL</i>	2	1	2	5	2	4	6	4	2	3	-	-	31
<i>OTHER</i>	1	8	4	5	3	1	5	6	2	7	-	-	42
<b>MONTH</b>	9	19	26	31	19	23	36	28	17	16	-	-	
<b>YEAR</b>	9	28	54	85	104	127	163	191	208	224	224	-	
<b>VALUATION OF PERMITS ISSUED</b>													
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
<i>BUILDING PERMITS - SFR</i>	391,051	-	243,628	-	102,016	-	-	-	-	-	-	-	736,695
<i>BUILDING PERMITS MULTIFAMILY</i>	-	-	392,436	-	-	-	-	-	-	-	-	-	392,436
<i>MECHANICAL</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>ADDITIONS NONRESIDENTIAL</i>	-	71,690	160,800	358,191	27,132	-	330,068	35,000	245,034	-	-	-	1,227,915
<i>ADDITIONS RESIDENTIAL</i>	95,232	20,670	19,221	175,307	21,574	29,732	143,342	126,418	64,753	17,726	-	-	713,975
<i>OTHER</i>	25,000	77,290	10,133	2,515,143	19,295	-	1,878,552	290,789	14,228	76,879	-	-	4,907,309
<b>MONTH</b>	511,283	169,650	826,218	3,048,641	170,017	29,732	2,351,962	452,207	324,015	94,605	-	-	
<b>YEAR</b>	511,283	680,933	1,507,151	4,555,792	4,725,809	4,755,541	7,107,503	7,559,710	7,883,725	7,978,330	7,978,330	-	
<b>SDC FEES AND CHARGES UPDATE</b>													
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD Total</b>
<i>Stormwater Fees</i>	100	-	460	1,506	-	-	-	338	-	-	-	-	2,404
<i>Sewer SDC Fees</i>	-	-	9,421	11,674	-	-	-	2,489	-	-	-	-	23,584
<i>Construction Excise Tax</i>	2,532	-	3,305	295	157	-	284	225	-	-	-	-	6,797
<i>Parks SDC Fees</i>	-	-	16,332	2,263	-	-	-	749	-	-	-	-	19,344
<i>Transportation Improvement</i>	-	-	7,488	38,393	-	-	-	8,899	-	-	-	-	54,780
<i>Planning Department Fees</i>	70	275	435	807	70	75	250	347	125	160	-	-	2,614
<i>Advanced Financing</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Business License</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Building Department Fees</i>	7,492	4,950	10,785	47,782	5,914	3,599	18,666	12,235	7,094	3,134	-	-	121,651
<i>School Excise Tax</i>	3,657	-	5,276	9,967	-	-	-	1,017	-	-	-	-	19,916



**City of Canby**  
**Current Year Monthly Assessment**  
**and**  
**Historical Yearly Compilation of New Residential Dwelling Units by Type**  
For Month Ending October 31, 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
<b>TOTAL</b>	<b>SFR</b>	<b>MH</b>	<b>MFR</b>	<b>TOTAL</b>
1977 - 2009	2544	374	1155	4073
% of Total	62.5%	9.2%	28.4%	

2009				
MONTH	SFR*	MH*	MFR*	TOTAL*
Jan	1	0	0	1
Feb	0	0	0	1
Mar	1	0	1	3
Apr	0	0	0	3
May	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
<b>Total</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>4</b>
% 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 Monthly Report

## Department: Police Department

To: Amanda Klock, Acting City Administrator  
From: Jorge Tro, Acting Chief of Police

For Months Of: September 2009 - October 2009



### Community Activities

- 9/22/2009 Canby / Canby Co-Op Preschool bicycle safety and officer friendly presentation, Officer Ethington
- 9/25/2009 Trost Elementary School / Kiwanis Terrific Kids Presentation, Acting Chief Tro
- 10/1/2009 Canby Adult Center / Volunteer in Serving Lunch, Acting Chief Tro and Sgt. Cunningham
- 10/6/2009 Cutsforth's Thriftway / Chamber of Commerce Luncheon, Acting Chief Tro
- 10/17/2009 Canby Cinema / Presentation for Robbery Prevention, Theft Prevention, and Personal Safety Awareness, Sgt. Cunningham
- 10/20/2009 Lee School / Kiwanis Terrific Kids Presentation, Officer Floyd
- 10/20/2009 Willamette Groves Apt. / Neighborhood Watch Presentation, Officer Larrison
- 10/22/2009 Canby High School / H.S. Career Studies Class Presentation, Don Hemstreet
- 10/28/2009 Canby High School / Presentation to Driver's Education, Sgt. Cunningham
- 10/30/2009 Eccles School / Kiwanis Terrific Kids Presentation, Acting Chief Tro

### Department Activity

- 9/10/2009 Canby PD / DPSST meeting, Acting Chief Tro and Toni Tracy
- 9/11/2009 Ackerman Middle School / 9-11 Remembrance Ceremony-Peace Garden, Acting Chief Tro attended and Detective Chris Scharmota gave a speech

## Meetings

- 9/24/2009 Oregon City / MDT Meeting, Sgt. Schoenfeld, Det. Mead, Det. Scharmota, and Don Hemstreet
- 9/24/2009 Oregon City / MDT Meeting, Sgt. Schoenfeld, Detective Mead, Detective Scharmota, and Evidence Tech. Hemstreet
- 9/25/2009 Cutsforth's Thriftway / Rotary Club Meeting, Acting Chief Tro
- 9/28/2009 Canby City Hall / Agenda Meeting, Acting Chief Tro
- 9/29/2009 Canby Adult Center / City-wide staff meeting, on-duty members of the police department
- 9/30/2009 Eccles School / Meeting with Principal Turner, Acting Chief Tro
- 9/30/2009 Lee Elementary / Meeting with Principal Wood, Acting Chief Tro
- 10/1/2009 Oregon City / CCITF Meeting, Acting Chief Tro
- 10/6/2009 Oregon City / Monthly Chief's Meeting, Acting Chief Tro
- 10/7/2009 Knight Elementary School / Meeting with Principal Taylor, Acting Chief Tro
- 10/12/2009 Canby City Hall / Directors Meeting, Acting Chief Tro
- 10/16/2009 Cutsforth's Thriftway / Rotary Club Meeting, Acting Chief Tro
- 10/21/2009 Canby PD / Staff Meeting, Acting Chief Tro, Toni Tracy, and Sergeants
- 10/21/2009 Canby PD / Meeting with Joe Witt regarding vehicles, Acting Chief Tro
- 10/21/2009 Hillsboro PD / Police Records Managers' Forum, Toni Tracy
- 10/22/2009 Oregon City / MDT Meeting, Detective Sgt. Schoenfeld, Detective Mead, and Detective Scharmota
- 10/23/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro
- 10/26/2009 Canby City Hall / City Directors' Meeting, Acting Chief Tro
- 10/26/2009 Canby / Meeting with D.A. John Foote regarding forfeiture and task force, Acting Chief Tro
- 10/27/2009 Oregon City / S.W.A.T. Meeting, Acting Chief Tro
- 10/29/2009 91 School / Terrific Kids Presentation, Acting Chief Tro
- 10/30/2009 Cutsforth's Thriftway / Rotary Meeting, Acting Chief Tro

## Monthly Stats

- 9/30/2009 Gang Related Calls / September 2009 - 25



## Monthly Stats

9/30/2009 K9 Activity - September 2009 - Warren/Freddy

- \*One call-out
- \*45 Hours of training

K9 Activity - September 2009 - Farmer/Doerak

- \*Officer Farmer and Doerak began training with Clackamas County. Training will continue through the month of October.

9/30/2009 Stats - September 2009

- \*Calls for Service / 1189
- \*Crime Reports / 99
- \*Adult Arrests / 133
- \*Juvenile Custody / 26
- \*Injury Crashes / 1
- \*Non-Injury Crashes / 12
- \*Citations Issued / 290
- \*Front Counter contacts / 450

10/31/2009 K9 Activity - October 2009 - Warren/Freddy

- \*Three call-outs
- \*16 Hours of training

K9 Activity - October 2009 - Farmer/Doerak

- \*Officer Farmer and Doerak finished training and passed standards.

10/31/2009 Stats - November 2009

- \*Calls for Service / 1181
- \*Crime Reports / 79
- \*Adult Arrests / 104
- \*Juvenile Custody / 28
- \*Injury Crashes / 1
- \*Non-Injury Crashes / 9
- \*Citations Issued / 312
- \*Front Counter contacts / 455

10/31/2009 Gang Related Calls / October 2009 - 25

## Other Activities

9/1/2009 Milwaukie / Assist with Milwaukie Detective Oral Board, Sgt. Schoenfeld

### Other Activities

- 9/2/2009 Milwaukie / Milwaukie PD Promotions celebration, Acting Chief Tro
- 9/10/2009 Milwaukie / Assist Milwaukie PD with Detective Interviews, Sgt. Schoenfeld
- 9/11/2009 Canby Fire Dept. / Remembrance ceremony for 9-11, Acting Chief Tro and other members of the department

### Training

- 9/23/2009 DPSST Aumsville, OR / OSAA/OACP Fall Meetings and Executive Training Event, Acting Chief Tro (09-23 through 09-24-2009)
- 9/23/2009 Canby / Department Firearms Training, All Sworn Officers
- 10/1/2009 Canby / T.E.T. Monthly (September) training, T.E.T. members



# Bi-Monthly Report

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

**Date:** November 9, 2009

**Re:** September & October 2009 Report

---

The fall pool closure went very well this September. As usual David had everything lined up and ready to go. We had our new drain covers installed on the bottom of the pool in order to comply with “Virginia Graeme Baker Pool and Spa Safety Act”. David had already complied with the law that had been put in place last year but this was a more permanent solution. A new bench was also added under the covered area outside the entry of the building and many other cleaning and yearly maintenance items were taken care of.

September and October have gone very well. Over the past two months attendance is up about 1,400 swims and revenue is up about \$1,300.00. The yearly totals are both up about the same as after July and August we were on par with the previous year.

Once again we are offering free swims through December 15<sup>th</sup> if people bring either two cans of food or a new unwrapped toy for the Canby Community Food & Toy Drive being headed up by the Canby Kiwanis Club. It is a great way to get people to donate, and they get something back for the donation, a win, win situation.

All the programs are staying pretty busy this fall, lessons are doing very well. The Winter Schedule starts up November 8<sup>th</sup> and will last through the middle of February. The schedule lines up with the schedule for Canby High School Swim Team which starts on November 9<sup>th</sup>. We expect to have another great season as Capi Marceau heads up the team for the second year. The Canby Gators are also doing very well this fall as they won their first meet of the season The Tom Owen Invitational and will building toward the state and sectional meets in February and March of 2010.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR SEPTEMBER 2009  
**DATE:** NOVEMBER 8, 2009

CANBY SWIM CENTER SEPTEMBER 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 08-09	YTD TOTAL 09-10
MORNING LAP	46	38	168	197	214	235	914	821
ADULT RECREATION SWIM	49	62	278	457	327	519	1470	1858
MORNING WATER EXERCISE	154	244	0	0	154	244	560	850
PARENT/ CHILD	93	144	0	0	93	144	651	876
MORNING PUBLIC LESSONS	96	176	0	0	96	176	2660	2586
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	43	56	137	155	180	211	627	667
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	70	130	12	4	82	134	2273	1544
PENGUIN CLUB	0	0	0	0	0	0	730	645
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	516	731	516	731	1418	1821
MASTER SWIMMING	3	10	3	40	6	50	18	176
EVENING LESSONS	502	764	0	0	502	764	3507	3786
EVENING LAP SWIM	46	44	40	84	86	128	443	431
EVENING PUBLIC SWIM	181	379	6	16	187	395	2114	2640
EVENING WATER EXERCISE	110	154	0	0	110	154	581	537
ADULT LESSONS	4	10	0	0	4	10	36	33
GROUPS AND RENTALS	171	248	0	0	171	248	646	606
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	15	0	0	0	15	601	544
<b>TOTAL ATTENDANCE</b>	<b>1,568</b>	<b>2,474</b>	<b>1,160</b>	<b>1,684</b>	<b>2,728</b>	<b>4,158</b>	<b>19249</b>	<b>20421</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR OCTOBER 2009  
**DATE:** NOVEMBER 8, 2009

CANBY SWIM CENTER OCTOBER 2009	ADMIT 2008	ADMIT 2009	PASS 2008	PASS 2009	TOTAL 2008	TOTAL 2009	YTD TOTAL 08-09	YTD TOTAL 09-10
MORNING LAP	68	62	324	300	392	362	1306	1183
ADULT RECREATION SWIM	82	73	508	613	590	686	2060	2544
MORNING WATER EXERCISE	297	337	0	0	297	337	857	1187
PARENT/ CHILD	168	151	0	0	168	151	819	1027
MORNING PUBLIC LESSONS	172	116	0	0	172	116	2832	2702
SCHOOL LESSONS	38	0	0	0	38	0	38	0
NOON LAP	83	96	285	174	368	270	995	937
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	161	132	18	8	179	140	2452	1684
PENGUIN CLUB	0	0	0	0	0	0	730	645
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	896	1067	896	1067	2314	2888
MASTER SWIMMING	24	15	25	30	49	45	67	221
EVENING LESSONS	895	854	0	0	895	854	4402	4640
EVENING LAP SWIM	58	55	64	145	122	200	565	631
EVENING PUBLIC SWIM	224	237	16	17	240	254	2354	2894
EVENING WATER EXERCISE	182	154	0	0	182	154	763	691
ADULT LESSONS	9	16	0	0	9	16	45	49
GROUPS AND RENTALS	498	417	0	0	498	417	1144	1023
KAYAK	4	0	0	0	4	0	4	0
OUTREACH SWIMMING	0	0	0	0	0	0	601	544
<b>TOTAL ATTENDANCE</b>	<b>2,963</b>	<b>2,715</b>	<b>2,136</b>	<b>2,354</b>	<b>5,099</b>	<b>5,069</b>	<b>24348</b>	<b>25490</b>

# City of Canby Bi-Monthly Report

## Department: Public Works

### For Months of:

### September - October 2009



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Dwayne Barnes, Director of Public Works*  
**DATE:** *November 9, 2009*  
**THROUGH:** *Amanda Klock, Interim City Administrator*

---

Please find below the status of our major projects followed by status reports from:

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

#### **Logging Road Trail Improvements:**

Eagle-Elsner completed the paving and sidewalk components of the project in early October. The in-ground pedestrian crossing system is on order and is scheduled for delivery in early December.

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

The second reading for the Knights Bridge Road Pump Station contract was approved at the November 4 City Council meeting. The preconstruction meeting will be held next week and Notice to Proceed will be issued shortly thereafter. The contractor has been notified that all contracts have been executed and equipment should be placed on order. Equipment lead times are approximately 16 to 20 weeks so we will not see any field activity until early spring for this work.

The second phase of the Knights Bridge Road project is for replacement of the water lines under a contract to be awarded by Canby Utility in February of 2010. That work will be completed in March and April, in concert with the roadway improvements.

The final phase of work involves roadway reconstruction which is scheduled for a February bid date and construction to begin in late March or early April. This phase of the work is under ODOT jurisdiction due to the stimulus funding. Curran-McLeod is currently working to satisfy all environmental and design conditions for a Federal Highway Administration funded improvement. Satisfying these requirements is a difficult task and the City has retained NW Envirosearch to complete a Phase 1 Environmental Assessment and Pacific Habitat to complete a Biological Assessment for the roadway reconstruction. ODOT will also be completing archeological and historical assessments in-house, but charged against the City's grant funding.

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

The Agency work on the street and parking lot is substantially complete. The movie theater, street improvements and parking lot are functional and operational. We need to perform a walk through and prepare a punch list for the remaining items. Work was delayed due to the cinema building construction and then accelerated to meet the cinema opening schedule, so many of the work items are not totally complete.

**Wastewater Treatment Plant Improvements:**

Curran-McLeod has been working with the plant operations staff to finalize the treatment plant improvements and anticipate having a complete bid package ready for a November 17 advertisement. The project scope has been modified to meet a budget estimate of approximately \$2.5 million and will include construction of sludge drying facilities (\$1.75 million), UV disinfection (\$600,000), solids receiving station (\$100,000) and disc filter modifications (\$50,000). The bidding climate is very good; however, this budget is very tight and we may need to scope back work efforts after receiving bids. Construction is anticipated to begin in January and be complete by June. Again, this project also has several long lead items so field work may be delayed until equipment is available.

**Walnut Street LID Improvements:**

The project design is complete and was advertised for bids in October, with a bid opening scheduled for November 10. Construction is scheduled to begin in December with completion by mid 2010. The estimate of cost provided to the Urban Renewal Agency was \$820,000 plus a 15% contingency for a total of \$940,000. We anticipate substantial interest in this work and for very competitive bids. Curran-McLeod will be providing dedications to the City for approval for the new roadway alignment in the next few weeks and will need to complete several vacations of old alignments upon completion of the construction work.

**Canby Transit Center Modifications:**

Curran-McLeod has completed the design and will solicit construction bids after finalizing the schedule and details with the Transit staff. This work should be completed over the next several months.

**2009 Street Maintenance:**

All the work has been completed and we are awaiting the receipt of the project closeout documents and a final invoice before the project is finalized.

---

**Public Works**

By Jeff Crowther, Public Works Supervisor

**Street Maintenance Program:**

Staff has been working on completing the NE 2<sup>nd</sup> Avenue street improvements. Projects completed by Public Works staff included installation of the benches, low voltage wiring for lighting street trees, and banner poles and banners. City staff rebuilt and paved the alley between NE 3<sup>rd</sup> and 4th Avenue off of N Knott Street providing improved storm drainage.

Street Maintenance	719 Hours
Tree Trimming	31 Hours
Street Light Repair	18 Hours
Street Sign Repair and Installation	79 Hours
Sidewalk Repair and Installation	5 Hours

**Sewer and Storm Water Collection:**

Staff has been cleaning the stormwater collection system and catch basins preparing for the upcoming winter months. Staff had a sewer lift station pump fail. The pump was removed and replaced. Due to the time requirement to have the new pump built, a rental pump was installed to provide back protection in the event that the remaining pump failed. The new pump was installed by staff this past week. With the onset of fall, staff is sweeping and clearing leaves from public ROW daily. Crews installed new catch basins and retrofitted several existing catch basins prior to the street maintenance paving projects.

Lift Station Maintenance	24 Hours
Sewer Lateral Repair	14 Hours
Catch Basin Cleaning	78 Hours
Sewer and Storm Line Locating	74 Hours
Drywell Cleaning	16 Hours
Sewer Line Cleaning	23 Hours
Street Sweeping	127 Hours

---

**Wastewater Treatment**

By Darwin Tramel, Wastewater Treatment Supervisor

**Facility Operations & Maintenance & Construction:**

The water quality for the months of September and October was excellent with no interruption of services or violations for either month. The wastewater staff began changing some of the process control parameters to prepare for the winter permit that starts in November. The odor scrubber was turned off in late October to conserve on chemical use. The treatment facility continues to utilize lower than normal dosage rates for flocculation chemicals due to excellent operations and effluent quality. The staff continues to assist the collections crew and public works on projects involving lift station maintenance, and is busy with summer cleaning, grounds maintenance and biosolids hauling.

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

- Installed new winch line on Public Works service truck.
- Replaced and repaired one of the aeration basin recirculation pumps.
- Installed a new cutter plate on the Vogelsang Muffin Monster.
- Replaced the auxiliary fuel tank in the wastewater service truck.
- Staff power washed and cleaned both of the forty foot lime silos.
- All the spray jets were replaced on the secondary clarifiers.
- E.C. Electrical Contractors serviced the backup power generators.
- Replaced both diaphragms on the primary sludge pump.
- Continued weekly calls to Pump Tech, checking on the status of 34<sup>th</sup> lift station pump.
- Installed a secondary pressure tank on the wastewater compressor.

- Weekly mowing, watering, hedge trimming and summer grounds maintenance.
- Routine process control, daily laboratory analysis, maintenance, repairs, and cleaning.

Construction activities for the months of September and October included meetings with Curran McLeod Inc to finalize the cost estimates for equipment and construction of the Phase III Facility Upgrade. Final engineering estimates and construction plans are complete and staff hopes to have the construction bid packet ready for a November advertisement. If everything goes as planned, we would like to have the contractors' bid proposals to Council for approval in December.

#### **September 2009**

New Connections	0	Monthly Averages	
Total Connections	5740	Effluent BOD	2
Average Flow	0.9757 mgd	Effluent CBOD	1
E. Coli	2	Effluent TSS	3

#### **October 2009**

New Connections	0	Monthly Averages	
Total Connections	5740	Effluent BOD	3
Average Flow	0.9845 mgd	Effluent CBOD	2
E. Coli	1	Effluent TSS	5

#### **Biosolids Program:**

The wastewater treatment staff hauled 432 cubic yards of biosolids to the Pollack, Bristol and Ingel properties in the months of September and October. To date we have had no odor complaints from any sites for the year of 2009.

In October the City staff completed another quarterly sampling and analysis of the biosolids for nutrients and metals. Results of the metals analysis were within federal and state guidelines for the concentrations of these pollutants.

#### **Pretreatment:**

The results for the sampling and analysis of the wastewater treatment facility effluent for metals and priority pollutants were received in September. Results from the sampling and analysis had no pollutants above any of the NPDES permit limits or water quality criteria. I continue to work on the City mandated Water Quality Management Plan for the Willamette and Molalla Rivers, when time allows. To date I have received no comments from DEQ concerning the City NPDES permit renewal, local limits development or the reasonable potential analysis.

The staff and I will be working on attending and participating in the Oregon ACWA preferred pumper program. This program focuses on reducing fats, oils and grease in the collection system. All wastewater staff will begin training on interceptor and grease trap cleaning, maintenance and inspections in November. We hope to launch the preferred pumper program in January of 2010.

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

The staff and I attended a City safety meeting on Personal Protective Equipment (PPE), and I attended meetings with Oregon ACWA, Curran McLeod Inc and the Pacific Northwest Pretreatment training conference. Dave Conner attended union meetings and discussions with Curran McLeod Inc for the Phase III Facility project.

## **Parks Maintenance**

By Jeff Snyder, Parks Maintenance Lead Worker  
September – October 2009

### **Park Renovations:**

- Park staff built and installed bollards on the North Molalla Forest road walking path. Park patrons have relayed to staff that they really like the new asphalt path.
- The paths throughout Arneson Gardens received a fresh coat of rock.
- Park staff plumbed and helped install the Klohe fountain at the new Canby Cinema. Once the fountain was functioning staff selected and installed the decorative rocks around the fountain.
- Staff also helped Dwayne run a direct buried light circuit wire to a tree well and paint the yellow curb in front of the cinema.
- Park staff finished filling the cracks in Maple St. Park tennis court surface.

### **Park Maintenance:**

- Mowing has been in full swing the last two months. All the turf areas received their fall fertilization and the irrigation systems were adjusted to the cooler weather and eventually turned off by the middle of October. As park usage started to slow down the crew was able to devote additional time to shrub and tree trimming/removal as well as addressing building maintenance repairs in the parks. All the playgrounds received an inspection and needed repairs were addressed after a full summer of use. The broken wooden pickets on the 19<sup>th</sup> loop natural area bridge were replaced. Wood chips from tree trimming projects were utilized on nature trails.
- 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, 19th 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.

### **Clackamas County Corrections Crews**

- The crew string trimmed the edges of the trails in the Eco Park, and the river bank and wetlands trail at Community Park. The crew also weeded shrub beds and raked up debris at the Swim and Adult centers, Arneson Gardens and Wait Park. Leaf debris removal began at the end of October.
- C.C.C.C. performed approximately 384 hours of labor for the City of Canby in the months of September and October.

### **Meetings attended:**

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

All of us attended personal protective equipment (PPE) training.

All of us attended a city wide meeting at the Adult Center.

I met with a Sherwin Williams representative to get our line striper paint sprayer repaired.

I met with Ron Rains (Wildcat Softball) to discuss proposed improvements to the infield irrigation system at Maple Street Park.

### **Other Information of Interest**

The Parks Department is responsible for 182 acres of property.



## Fleet Services

Bi-Monthly Report : September / October 2009

Prepared by Joe Witt, Lead Mechanic

### September 2009

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	4	\$1,186.50	\$566.70	\$74.58	\$1,828
Adult Center				\$310.50	\$311
Building	1	\$157.50	\$10.50	\$0.00	\$168
Wastewater Collections	3	\$577.50	\$472.22	\$306.72	\$1,356
Wastewater Treatment	2	\$105.00	\$300.14	\$580.13	\$985
Parks	6	\$1,613.50	\$1,379.56	\$365.93	\$3,359
Police	14	\$2,884.00	\$2,351.88	\$4,299.84	\$9,536
Streets	11	\$3,076.50	\$4,932.75	\$742.54	\$8,752
Fleet Services	1	\$122.50	\$17.99	\$133.58	\$274
Canby Area Transit (CAT)	21	\$9,758.00	\$7,668.28	\$7,731.09	\$25,157
Total Work Orders Processed for the Month	<b>63</b>	Totals*			<b>\$51,726</b>

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

### October 2009

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	2	\$91.00	\$6.33	\$63.00	\$160
Adult Center	2	\$224.00	\$17.99	\$246.82	\$489
Building	2	\$56.00	\$0.00	\$25.79	\$82
Wastewater Collections	4	\$1,036.00	\$446.32	\$169.64	\$1,652
Wastewater Treatment	7	\$2,072.00	\$1,764.03	\$288.66	\$4,125
Parks	10	\$2,901.50	\$3,017.52	\$709.94	\$6,629
Police	18	\$5,045.25	\$5,640.82	\$4,851.53	\$15,538
Streets	14	\$2,502.50	\$722.28	\$985.46	\$4,210
Fleet Services	2	\$2,397.50	\$650.86	\$134.67	\$3,183
Canby Area Transit (CAT)	32	\$14,822.50	\$8,634.85	\$7,292.75	\$30,750
Total Work Orders Processed for the Month	<b>93</b>	Totals*			<b>\$66,818</b>

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

### Fleet Service Highlights

\* Tech's Bruce Gulleff and Shane Hester attend an eight hour traing seminar: Intermittent Electrical & Drivability Diagnostics Strategies

## **FACILITIES MAINTENANCE**

Dan Mickelsen

Five work orders were received during September and October for facilities maintenance (see below). Some of the larger projects that I have been working on are the roof and siding project for the Adult Center for which bids have been received. The moisture study has been completed. We are moving ahead with both phases.

Construction of a new wash rack building was completed. This has been needed for some time. After the shell was built and wired, I insulated the building and sheeted the inside. I then re-plumbed the inside with 2" copper pipe, hung new hose reels for wash down and for the steam cleaner and painted inside and out.

The latest project was repairing and repainting the City Administrator's office. I hope the new Administrator likes the color.

Police Department: 5 work order repairs from leaky roof to assembling shelves.

Adult Center: 4 work order repairs from sink drains to can lights.

Swim Center: 1 work order to install a new vault for a newly installed back flow device.

City Hall/Court: 13 work order repairs from toilets to sinks, desks to flag poles.

Transit/Finance: 5 work order repairs on doors and locks to hot water heaters.

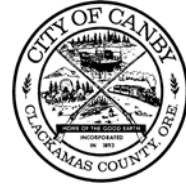
Library: 11 work order repairs on book drops, locks gates to thermostats.

Planning/Building: 4 work order repairs on light fixtures to sign installation.

Shop Complex: 12 work order repairs related to gutters to emergency lights. Gates to chimney leaks.

# City of Canby Bi-Monthly Report

## Department: Transit



For: the months of September and October 2009

Date: November 4, 2009

Prepared by: Julie Wehling

Through: Amanda Klock, Acting City Administrator

### 1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports for TriMet were submitted.
- b) Contracts for Special Transportation Fund (STF) discretionary funds (\$131,893 to purchase 2 vehicles and \$37,700 for preventive maintenance) were fully executed.
- c) Canby Area Transit submitted applications for funding for both the Special Transportation Operating (STO) Program and Jobs and Transportation Act (JTA) Program were submitted to TriMet on September 25, 2009. The applications were reviewed by the Special Transportation Fund Advisory Committee (STFAC) and the local funding determinations were made at an STFAC meeting on October 9, 2009.
- d) CAT was approved for \$86,500 in STO funding to assist with our Dial-a-Ride program operations; for \$192,395 in JTA funds to purchase two vehicles and for \$62,811 in JTA funds for preventive maintenance reimbursement. These requests will be forwarded to the Public Transit Division of ODOT and are expected to receive final approval by the Oregon Transportation Commission (OTC) by the end of December.
- e) In this same STFAC process CAT was approved for its annual allocation of Special Transportation Formula (STF) funding. This year's allocation will be \$90,825.
- f) On October 7<sup>th</sup> CAT received \$165,765 from (our Business Energy Tax Credit pass-through partner) FLIR Systems in Wilsonville.

### 2) Ridership:

CAT provided:

- a) 17,771 rides in September (2.26% decrease as compared to September 08)
- b) 17,720 rides in October (12.93% decrease as compared to October 08)

For the first four months of the fiscal year ridership is down 15.95% when compared to FY 07-08. A portion of this decline is caused by the suspension of Saturday service on September 5, 2009.

### 3) Service Update:

Chrislyn Prantl has been named the Oregon Housing and Associated Services (OHAS) interim Executive Director. She is expected to be hired as OHAS's new Executive Director.

All Saturday service was suspended on September 5, 2009.

The new bus was delivered on September 28, 2009. The logos were applied, bike rack installed, cameras and radio installed and the "stop request" system will be installed the week November 9-13. We expect fleet to accept delivery once that has been accomplished. So if all goes well we should put it into service the week of November 16 if not sooner.

Effective October 30, 2009 OHAS eliminated the road Supervisor Position and laid off a non-union FTE.

No collisions during this report period

### 4) Transit Master Plan

Compilation of the information gathered for the Transit Master Plan is finally being put together into a document. We are working with DKS the consultant working on the Transportation System Plan (TSP) to include transit information in the TSP and we are coordinating the completion of the Transit Master Plan to coincide with the TSP timeline.

The TSP technical committee met October 28, 2009 and reviewed Chapters 2, 3, and 4 of the TSP which included transit related goals, an existing conditions report for transit services and potential future transit service. A Public meeting is scheduled for November 5th.

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

- a) In September, Julie Wehling and Nancy Muller attended the Clackamas County (Transportation) Consortium meeting and the Region Transportation Coordinating Council (RTCC) meeting.
- b) Cynthia Thompson and Clair Kuppenbender represent the City of Canby and Canby Area Transit on the Special Transportation Fund Advisory Committee (STFAC). They participated as voting members during the funding allocation meeting on October 9<sup>th</sup> during which funding determinations were made.
- c) Julie Wehling, Cynthia Thompson and Ken Daniel attended the annual Oregon Transit Association (OTA) Conference in Seaside, Oregon – October 25-28.