

AGENDA

CANBY CITY COUNCIL MEETING

March 19, 2008, 7:30 P.M.

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Walt Daniels

Councilor Teresa Blackwell

Councilor Paul Carlson

Councilor Randy Carson

Councilor Tony Helbling

Councilor Wayne Oliver

CITY COUNCIL MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

B. March for Meal's Month and Mayor's Meals Day Proclamation

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2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

A. Approval of Minutes of the February 27, 2008 City Council Work Session

B. Approval of Minutes of the March 5, 2008 City Council Regular Meeting

7. HEARING REGARDING DISCIPLINE OF PUBLIC OFFICER

8. RESOLUTIONS & ORDINANCES

A. Ord. 1271, Ratifying Contract with Curran-McLeod Engineers for Engineering Services to the Logging Road Bridge Painting Project (2nd Reading)

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B. Ord. 1272, Authorizing Contract with Scott Beck Architect for Architectural Services for the Legacy Park Picnic Shelter (2nd Reading)

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9. NEW BUSINESS

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

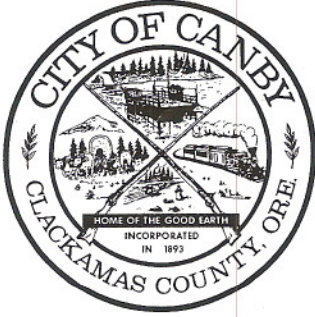
11. CITIZEN INPUT

12. ACTION REVIEW

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

14. ADJOURN

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



Office of the Mayor

Proclamation

MARCH FOR MEAL'S MONTH AND MAYOR'S MEALS DAY

WHEREAS, March is March for Meals Month; and

WHEREAS, The Meals on Wheels promise of providing a hot meal each day changes peoples lives; in many cases the recipient's only outside contact is with the Meals on Wheels driver; and

WHEREAS, The Meals delivered help make it possible for people to remain living independently in their own homes; and

WHEREAS, There were over 65,000 Clackamas County residents who were age 60 and over in 2006 and the aging population is projected to grow to 20% of the County's population by 2025; and

WHEREAS, Today Clackamas County's Senior Centers deliver over 14,000 meals each month and this number could grow to over 22,000 during the next twenty years; and

WHEREAS, Combining the services of a network of Senior Centers allows Clackamas County to provide Meals on Wheels throughout the County.

NOW THEREFORE, I, Melody Thompson, by virtue of the authority vested in me as the Mayor of the City of Canby, do hereby proclaim the entire month of March 2008 as

MARCH FOR MEALS MONTH AND MARCH 19th AS MAYOR'S FOR MEALS DAY

and do encourage citizens to volunteer their time to assist Meals on Wheels programs in their communities.

Given unto my hand this 5th day of March 2008 in the City of Canby, Oregon.

Melody Thompson
Mayor

ORDINANCE NO. 1271

AN ORDINANCE RATIFYING A CONTRACT WITH CURRAN-MCLEOD ENGINEERS OF PORTLAND, OREGON FOR ENGINEERING SERVICES TO THE LOGGING ROAD BRIDGE PAINTING PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, in April of 2007, Curran-McLeod, engineers for the City of Canby entered into a contract to provide engineering services for the painting of the Logging Road Bridge. The price for service was under \$15,000.00 and therefore did not require an ordinance for approval; and

WHEREAS, due to the complexity of dealing with federal funding and ODOT regulations, as well as the requirements of two railroad companies, the time spent exceeded the original estimate by \$5,790.00, bringing the total amount of compensation due to Curran-McLeod to \$17,790.00; and

WHEREAS, in order to comply with the Charter requirement for purchases in excess of \$15,000.00, it was necessary to present an ordinance for approval by the Council for the increased amount of \$17,790.00; and

WHEREAS, funding is available in the project's budget to cover the increased amount without exceeding the budgeted amount; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized to pay Curran-McLeod Engineers the total sum of \$17,790.00 for engineering services provided on the Logging Road Bridge painting project.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on March 5, 2008, 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 March 19, 2008, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at 155 NW 2nd Ave in Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 19th day of March, 2008, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder - Pro Tem

ORDINANCE 1272

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A PERSONAL SERVICES CONTRACT WITH SCOTT BECK, ARCHITECT FOR ARCHITECTURAL SERVICES FOR THE LEGACY PARK PICNIC SHELTER; AND DECLARING AN EMERGENCY

WHEREAS, the City of Canby wishes to construct a picnic shelter for Legacy Park; and

WHEREAS, the City wishes to employ Scott Beck, Architect, as an independent contractor under a personal services contract for the purpose of producing the necessary construction drawings and bid documents, as well as to provide assistance with the bidding and construction processes as needed; and

WHEREAS, Scott Beck, Architect has proposed a scope of work for these services which is acceptable to the City; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules set forth in Ordinance No. 1170 and Resolution No. 897, Exhibit A, section 6 B (7), the City may enter into personal service contracts not exceeding \$75,000 by direct appointment without competition; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this proposal, reviewed the staff report and finds that the contract is in the best interest of the City to enter into; now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Scott Beck, Architect for preparation of construction drawings and bid documents and additional assistance as needed. The copy of said contract is attached hereto and marked as Exhibit "A" and by this reference fully incorporated herein.

Section 2. **Emergency Declared.**

It being necessary for the health, safety and general welfare of the citizens of Canby that these services be completed as soon as possible, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 5, 2008 and ordered posted in three (3) public and

2ND READING

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, March 19, 2008, commencing at the hour of 7:30 P.M. in the Council Chambers at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder Pro-Tem

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on March 19, 2008 by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder Pro Tem

EXHIBIT "A"

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and Scott Beck, Architect (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The Parties Agree as Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby business license for conducting business in the City.**
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted by the Contractor. See Exhibit "A" attached hereto. Contractor agrees that \$20,400.00 is the not to exceed price of this contract, without prior written approval from the City.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.

- B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes.
 - C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.
5. Subcontractors and Assignment. Contractor shall neither subcontract any of the work, nor assign any rights acquired hereunder, without obtaining prior written approval from City. City, by this Agreement, incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any subcontract between Contractor and subcontractor shall require the subcontractor to comply with all applicable OSHA regulations and requirements.
6. Work is Property of City. All work performed by Contractor under this Agreement shall be the property of the City. City agrees that the Contractor may use its work in other assignments if all City of Canby data and references are removed.
7. Term.
- A. This Agreement may be terminated by:
 - 1. Mutual written consent of the parties.
 - 2. Either party, upon thirty (30) days written notice to the other, delivered by certified mail or in person.
 - 3. City, effective upon deliver of written notice to Contractor by certified mail, or in person, under any of the following:
 - a. If Contractor fails to provide services called for by this Agreement within the time specified or any extension thereof.
 - b. If services are no longer required.
8. Professional Standards. Contractor shall be responsible to the level of competency presently maintained by others practicing the same type of work in City's community, for the professional and technical soundness, accuracy and

adequacy of all work and materials furnished under this authorization.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits:
- A. Liability - \$1,000,000.00 combined single limit, including automobile coverage for any vehicle used for City business. Property damage per occurrence, \$250,000.00.
 - B. Professional liability – errors and omissions - \$1,000,000.00.

The Contractor shall provide City with copy of insurance certificate within 30 days of the date of this contract. Contractor shall name the City as an additional insured for the period of the contract. Procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by Contractor's negligence or neglect connected with the Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorneys fees, costs, and expenses as may be set by the court both at trial and all appeals therefrom.
11. Modifications. Any modification of the provisions of this Agreement shall be in writing and signed by the parties.
12. Notices. Any notice, bills, invoices, reports, or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight(48) hours after mailing unless sooner received.

CITY: Mark C. Adcock
City of Canby
PO Box 930
182 N. Holly Street
Canby, OR 97013

CONTRACTOR: Scott Beck, Architect
361 NE Third Avenue
Canby, OR 97013

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR:

CITY OF CANBY:

By:

By:

Date:

Date:

Approved as to form:
JH Kelley

EXHIBIT "A"

Scott Beck, Architect

361 N.E. Third Avenue
Canby, Oregon 97013
tel. (503) 266-9270
fax. (503) 266-5134
e-mail. beckarch@web-ster.com

2/22/08

Mrs. Beth Saul, Library & Parks Director
City of Canby
P.O. Box 930
Canby, OR 97013

Subject: Fee Proposal for Architectural Services
for Legacy Park Picnic Shelter Project.

Dear Beth,

Following is our proposed fee structure for the Legacy Park Public Picnic Shelter Facility. The scope of services will include architectural and structural drawings preparation including specifications for building permit and bidding process. Assistance with bidding procedures and the construction phase is included in the scope of the proposed services.

Normal reimbursable expenses such as auto mileage, shipping and printing cost will be billed at cost 15%.

Fee Proposal

We propose the following lump-sum fixed fee for construction documents.

Legacy Park Picnic Shelter Facility:

\$ 20,400.*

*Mechanical and Electrical work is expected to be engineered and installed on a design /build basis by the Sub-Contractors to the selected General. The Architect will not provide actual engineering, but will provide specifications for plumbing, mechanical and electrical fixtures for bidding purposes.

Please call with any questions regarding this proposal. We are prepared to begin work immediately and could complete the drawings and specs. in 3 weeks from notice to proceed.

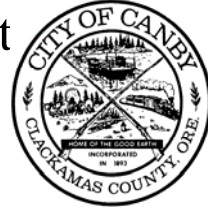
Sincerely,
Scott Beck, Architect

Scott R. Beck

Scott R. Beck, Principal

City of Canby Bi-Monthly Report

Department: Administration



For Months of: January & February 2008

Date: March 12, 2008

Prepared by: Kim Scheafer, CMC

Executive Assistant/City Recorder Pro Tem

Through: Mark Adcock

City Administrator

-
- 1. Business Licenses** – Twenty-nine business licenses were issued for the months of January and February 2008. One hundred forty-three renewals were sent out.
 - 2. Complaints/Inquiries** – Sixty-three complaints/inquiries were received for January and February. Sixty-one of those have been resolved and 35 were resolved within 24 hours. Follow-up cards that are being returned are consistently showing Excellent and Good ratings. We have only received one Poor rating in this tracking period and that was due to an address error on the location of the complaint. A phone call was made to the citizen to let them know of the error and that the issue had been resolved.

Two Hundred Ninety complaints/inquiries were received for the year ending 2007. In an effort to provide more consistency in complaint/inquiry tracking, a coordinated effort has been implemented between Public Works and Administration to ensure accuracy in complaints/inquiries intake and tracking.

- 3. Annual Liquor License Renewals** – City Hall staff was busy during the months of January and February corresponding and collecting the annual liquor license fees from 35 businesses in the city limits that have liquor licenses.

City of Canby Monthly Report

Department: Court

For Month of: January & February, 2008
Date prepared: March 10, 2008
From: Chaunee Seifried, Finance and Court Services Director
Through: Mark Adcock, City Administrator
Prepared by: Kathy Mashek, Court Clerk

- 50 attended the seatbelt class for the month of November. This generated \$750.00 towards the purchase of helmets.
- Court trials for the months of January & February were held for 42 defendants. This required 9 officers, at various times, to come to testify.
- 665 cases were filed and 714 cases were concluded during these months.
- Revenue for the both months was \$137,225.82. Out of this amount, Oregon Department of Revenue received checks totaling \$10,525.90, Oregon Judicial Department \$753.00 and Clackamas County received \$2,988.45.
- 79 defendants appeared with attorneys. With the defendants there were a total of 10 different attorneys present.



BI-MONTHLY STAFF REPORT – ECONOMIC DEVELOPMENT DEPARTMENT

TO: *Honorable Mayor Thompson and City Council*
FROM: *Catherine Comer, Economic Development Manager*
THROUGH: *Mark Adcock, City Administrator*
DATE: *March 11, 2008*

Economic Development Project Updates

The following projects are funded through Urban Renewal.

1. **Canby Cinema. Ongoing.** We are moving forward with this project with the continued hope to be open Spring 2009. Agency has approved draft MOU with the Village at Canby Station LLC as developers of the Cinema. We have appraisals for all properties, and have ordered a traffic study and environmental report. We are working on a contract with Curran Mcleod to provide initial design and engineering for 2nd Avenue and Parking Lot. We hold monthly project meetings and other meetings as necessary.
2. **Development of ED Web Site** (www.canbybusiness.com). Our new website should be up within two weeks. *Background:* The goal is to have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information.
3. **Marketing. Ongoing.** We are working on new marketing packets and an update to our Industrial Business Profile book which is three years old and now outdated. We rely on brokers to market the Industrial Park and commercial properties and we support with materials such as demographics, maps, and information on utilities, community, schools, etc. We also are a resource center for business information and connection to support agencies.
Packets distributed Jan-Feb/08: Fifteen
4. **Downtown Redevelopment Grants. No change - ongoing.** Three of the four projects that grants were awarded to are moving forward at this time. *Background:* The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby's commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.
5. **Facade improvement program. Ongoing.** We are currently seeking projects to participate in this program. *Background:* The URD has approved the use of funds for up to five grants for façade design work and no-interest loans for construction work. The design budget will be \$1,500 requiring 50% matching funds from the property owner in the

amount of \$750. The program also offers zero-interest loans with a three-year payback period for construction activities.

6. **RARE (Resource Assistance for Rural Environments) Program.** *Ongoing until September.* Our intern, Stephan Lewis has completed an update of our business database and categorized all businesses by sector. He has assigned NAICS codes (North American Industrial Classification System) to help us identify business type.

Currently, we have 1,014 active business licenses, 643 of those are located in Canby, 371 are located outside but do business in Canby. For Jan-Feb/08, there were 27 new businesses of which 11 are in Canby and 16 outside.

7. **Canby Downtown/Highway 99E Design Standards Project:** *Ongoing thru June.* Our first Planning Commission public hearing will be held on April 28th.
Background: Goal: To create an overlay zone within the historic commercial core and highway 99E which will adhere to specific design standards for new and redevelopment. This overlay zone is intended to follow the recommendations as set forth in the Canby Downtown Plan by creating specific building design and public and private landscaping designs which can be enforced as design standards. Objective: To encourage economic vitality and revitalize Canby's commercial center through consistent and compatible building design, landscaping, and signage, which will help keep businesses competitive in the commercial marketplace. A task force of 25 representatives from Canby City Council, Planning Commission, Canby Business Development, Canby Area Chamber of Commerce, Canby Livability Coalition and citizens met for 8 months followed by workshops with Planning Commission.
8. **Canby Sign Code Project:** *Ongoing* We have a task force of 12 members along with our consulting team who meet once a month to review current sign codes and determine recommendations for new standards which will be easier for the applicants and enforcement.
9. **Canby Pioneer Industrial Park Activity.** Following is the status of the projects currently underway that are in the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.

a. Trend Business Center (4 acres - Sequoia Parkway): Trend has application coming on north site for a building 30,000-32,000 sq.ft. to be leased only. Two south parcels on SE 4th each 2 ¼ acres are available as build to suit.

b. Root Holdings (9 to 13 acres - Hazel Dell Way): Grading has been done.

Background: Gordon Root is interested in a Comprehensive Plan Amendment to rezone this area to commercial, and has met with the Planning Commission, CBD Board, and Chamber Board to refine his ideas. Our goal is to ensure the project does not conflict or compete with the downtown core, so Mr. Root is focusing on users that would not fit downtown - such as a hotel and medium box stores.

c. American Steel (10 acres - Township Road): Construction continues and American Steel is hoping to be open in summer 2008.

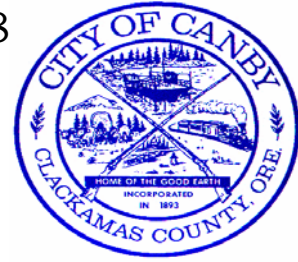
d. Wilco (5 acres - Sequoia Parkway): Construction is underway with completion scheduled for mid-2008.

e. Kendal Floral (6 acres - Hazel Dell Way): Under construction

10. Canby Pioneer Industrial Park Sign *Ongoing*. Our bids came in much higher than anticipated because of the excavation that needs to be done for utilities, therefore, we are re-grouping. We anticipate breaking the work up and bidding each piece separately to see if this will reduce our costs of one major contractor and many subs. We are also looking at different materials for the sign.

11. Walnut Street Extension *Ongoing*. Property Owners are forming an LID to fund the extension of Walnut Street to open up additional properties to transportation and enhance the marketability of parcels. Property Owners and Agency are working together on a Memorandum of Understanding to form the LID.

CANBY PUBLIC LIBRARY
BI-MONTHLY REPORT
January – February 2008



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Supervisor
DATE: March 7, 2008

Facility:

- *Envisionware was installed in late January with minimal training of staff and quick pick up from patrons. Now network IT department is working on all the unique kinks. Hats off to Linda who has “inherited” the job of local computer expert. In the past, we have been so accustomed to dealing with the very labor intensive process of logging patrons onto the internet, staff will hopefully be breathing a sigh of relief as patrons do most of the process on their own (once all the programming issues get ironed out)!
- *Shifting was completed in the Adult fiction area and it’s hard to believe, but it already looks full! Books are getting cramped again in adult non-fiction so we’re back in the visualizing stage to move things around to make more room.
- *A rearranging project is now in the conceptual stage to try to adjust for more shelving in the non-fiction area and some young volunteers will be assisting in Phase 1.
- *Kathy Stuart has donated a hanging projector screen so the performance area now has two, the smaller one allows for seating facing the west wall.

Staff:

- *As Canby Library’s representative, Hanna continues to attend the Library Marketing Committee for promoting library services countywide as a tool to educate patrons.
- *Linda and Marty are attending the Automation Committee which is meeting to see what policies and practices each library is using and if there is the possibility of standardizing some of these so there is more consistency countywide. It will also be a good housekeeping measure prior to the new system being implemented.

*Marty and Linda sat down with Joanna Rood from Network to outline our guidelines for the new internet time management program. Then representatives from each library met with the reps from the software company shortly before installation. January 25th was Canby's turn for the installation and staff and patrons were on hand when the system was ready. Hanna made many new signs to try to simplify the new procedures and bookmarks were handed out prior to the day to let patrons know they would need to know their card and pin numbers at log in.

Programs:

- *Family Nite was held on the 4th Thursday of January "Who Stole the Cookies from the Cookie Jar?" by Penny's Puppet Productions and February's Family Nite entertainment was "Gobsmacked".
- *The January Family Movie night was the new theatrical release of "Underdog" and the February movie was "Shrek the Third".
- *Library patron and Friends member Kathy Stuart began a *Travels in Great Britain* slide and lecture series; the first was held in January on "Castles of Scotland", the next in February "Hadrian's Wall" and the third will be presented in March. The wall is the best known frontier in the entire Roman Empire and the most important monument built by the Romans in Britain. Attendance has been so large that reserved signs have had to be placed on chairs so those who pre-registered would have a place to sit.....we learned the hard way after the January presentation was overwhelmed with people vying for a chair.
- *The Big Read *Fahrenheit 451* was sponsored by the National Endowment for the Arts with all of Clackamas County participating in some way. Canby Fire Department was on hand to pass out free copies of the book and reader's guides.
- *A special Chautauqua program was held on January 24th "Night of a Thousand Stars and Other Portraits of Iraq" and was attended by well over 50. Presenter photojournalist Joel Preston Smith offered a slide show and stories of an intimate portrait of Iraqis at home, work, and worship as he documented Iraqis' daily lives daily lives, rituals and struggle to survive.
- *Book signing by local author Susan Cutsforth-Freitas was held on Wednesday February 27th at 3pm.
- *A photography exhibit by local Canby High School teacher Jennifer Nelson-Dorsey was on display through February.
- *A local student is displaying three of her school project paintings in

the Homework Center as a community service requirement so we are the lucky recipients through the end of March.

- *A donation from massage therapist Ayron Haley is being raffled for the drawing with proceeds to be donated to the Library.

- *Willamette Falls Hospital continues to send a nurse to the library every 2nd Wednesday for a blood pressure clinic. She sets up over by the fireplace area and has a group of regular customers.

- *A special movie night was held on February 26th to show the original movie of "Fahrenheit 451" in conjunction with the Big Read.

Grants:

- *The Ready to Read Grant will now provide the funding for the upcoming summer reading programs of '08. All the monies have been received and plans and purchases are underway for this summer's program.

- *A settlement check from a pricing antitrust litigation has been received from the Oregon Department of Justice in the amount of \$400 and all proceeds have been spent on new music compact discs as required.

*Volunteers:

- *Contributed 413.5 hours for January and 341 hours for February assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.

Friends of the Library:

- *Sorting and shelving donations three times a week.

- *The Friends Board met and nominated officers for the upcoming year. Election will be held in March.

- *After Christmas, the Friends have had several smaller booksales with specials on romance (for Valentines) and religious books. The crew meets every Thursday morning and is averaging restocking at least twice a week.

- *Book club reviewed "Abundance: A Novel of Marie Antoinette" by Sena Jeter Naslund for January and "A Thousand Splendid Suns" by Khaled Hosseini for February. They are averaging between 15-20 members!

- *Several members of the Board attended the council workshop regarding the future plan for library funding as presented by Clackamas County Commissioners Schrader and Kennemer.

PLANNING DEPARTMENT UPDATE



TO: *Honorable Mayor Thompson and City Council*
FROM: *Matilda Deas, AICP Project Planner*
DATE: *March 10, 2008*
THROUGH: *Mark C. Adcock, City Administrator*
RE: *Planning project status*

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

1. **13th Avenue traffic calming.** Matilda is coordinating traffic calming designs with the Public Works Director. The pedestrian refuge island proposed at Lupine (near Ackerman and Legacy Park) will feature the City's first public infrastructure project that includes 1% for the arts. (Oregon's 1% for the Arts program was adopted in 1975 and updated in 1977).
Background:
2. **Other traffic calming. Ongoing.** The City Council has approved the use of SDC funds for traffic calming projects in FY 2007-2008. These projects are now starting the design engineering process; some may require Council approval via ordinance depending on final cost. Matilda is currently working with our Public Works Director to identify the best location for a portable speed table on NE 10th Avenue. Matilda will involve residents in the location and evaluation of the effectiveness of the product. *Background:* Matilda and a group of interested citizens have been looking at ways to slow traffic and increase pedestrian safety. Lessons learned here will also be applied to new streets. Matilda has also been working with a technical committee of local experts, including Public Works, engineering, Canby Fire District, and First Student.
3. **2006-2008 CDBG project (NW Canby sidewalks).** Matilda is attending a CDBG funding workshop and will work with our Public Works Director to submit a project for the next round of funding. Based on discussions with the County, the project most likely to move forward is the N. Maple Street improvements. This project includes new curbs, sidewalks and an overlay or reconstruction of the travel surface. The City has already acquired the easements necessary to bring this project forward.
4. **North Baker Drive traffic safety issue*. Completed.** Signage has been installed.
Background: Area residents brought a petition to the City to close the small access road between N. Baker Dr. and NW 6th Avenue.
5. **Truck routes. No change.** At Council's direction, staff will begin working on a review of Canby's truck routes. This work will be incorporated in a review of our street system being conducted by The Transpo Group, consulting engineers.
6. **Measure 37/49. No change.** Voters have approved Measure 49, which made many changes to Measure 37. Staff will be working with LOC and DLCD to implement any procedures/processes necessary to address this measure. *Background:* The City Council

approved Ordinance 1156 establishing a process for Measure 37 claims. We are unsure at this time what changes are required, if any, to that Ordinance.

7. **Annexation process.** Matilda led a joint Council/Planning Commission discussion of annexation criteria and public information format. Based on the workshop, Staff is preparing new code criteria and new public information format. Staff consulted with a land use attorney to verify annexation criteria parameters. Staff will have consultant review the new code language prior to adoption by the City.
8. **Neighborhood Associations.** Members of the Tofte Homeowner's Association contacted Matilda about forming a SE Neighborhood Association. Matilda is working with the neighbors to address the official City process for recognizing newly formed neighborhood associations. *Background:* This group is organizing to address truck traffic issues on SE 13th Avenue. More specifically, the group is opposed to the future connection of Sequoia Parkway to SE 13th Avenue.
9. **Historic Review Board.** *No change.* The HRB is in need of new volunteers to keep the group energized. There are currently no regularly scheduled meetings of the HRB.
10. **NE Canby Master Plan.** Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1st Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.
11. **N. Redwood Street master plan.** *Ongoing* Matilda and service providers met with a consultant to review a draft plan. The process is a difficult one as there are numerous property owners. The City has received three annexation applications located within this area. As we have not adopted the new annexation criteria as of yet, the applications will be subject to our current annexation approval criteria.
12. **Traffic modeling and TSP Update.** *Being reevaluated.* The traffic modeling program must be modified in order for the data to be useful for completing our Transportation System Plan Update. Matilda is working with the consultant to effect the necessary modifications. *Background:* This project began in 2004, and the consultant has been largely unavailable. We are working with ODOT, TPAU, and Metro Region 1 to put the project back on track.
13. **Subdivision design standards.** Matilda is working with the TGM code assistance program and Oregon State University on this project. Oregon State University will focus on the public outreach portion of the project. The project is scheduled to begin in late spring of this year. *Background:* We have received a TGM grant for this project. It proposes to look at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached.
14. **North Fairgrounds rezoning.** This project is currently on hold, due to lack of support from the neighborhood.. *Background:* Associate Planner Kevin Cook worked with residents on the

south side of NE 10th Avenue, on the north side of the County Fairgrounds, on a potential “downzoning” from medium to low density zoning.

15. Activity in Canby Pioneer Industrial Park. Following is the status of the projects currently underway that are in the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.

- a. **Trend Business Center (4 acres – Sequoia Parkway):** Trend is starting the process to build additional buildings now that the first two are fully occupied.
- b. **Root Holdings (9 to 13 acres – Hazel Dell Way):** Grading has been done and the project . *Background:* Gordon Root, an investor from West Linn, has acquired most of the remaining property between Hazel Dell Way and SE First Avenue. He is interested in a Comprehensive Plan Amendment to rezone this area to commercial, and has met with the Planning Commission, CBD Board, and Chamber Board to refine his ideas. Our goal is to ensure the project does not conflict or compete with the downtown core, so Mr. Root is focusing on users that would not fit downtown – such as a hotel and medium box stores.
- c. **American Steel (10 acres – Township Road):** Construction has started and American Steel is hoping to be open in summer 2008.
- d. **Wilco (5 acres – Sequoia Parkway):** Site work is underway with completion scheduled for mid-2008.
- e. **Kendal Floral (6 acres – Hazel Dell Way):** They have approved construction plans and site work is underway.

NEW LAND USE APPLICATIONS, February Through March 10, 2008

Application activity continues to be low. In addition to the 4 annexations listed below, we received 2 minor land partitions, one modification for batting cages at the High School, and a special permit application to allow parents to stay in a recreational vehicle for 90 days at their children’s home.

The City is moving forward with a text amendment application for the adoption of new downtown /Hwy 99E design standards.

ANN 08-01 ((Holmes) 4.85 acres located West of N. Pine St. between Territorial and 16th. Will be zoned R 1.5 (medium density residential) if annexed.

ANN 08-02 (Boyle)10.85 acres located at 1758 N Redwood. Will be zoned R-1 (low density residential) if annexed.

ANN 08-03 (Jarboe) Two acres located at 1335 N Territorial. Will be zoned R-2 (high density residential) if annexed.

ANN 08-04 (Willow Cr. Estates) Four lots totalling14.88 acres located south of SW 13th Avenue at Ivy. If annexed, the large lot (9.56 acres) would be zoned R-1 (low density residential) and the remaining three lots would be zoned R 1.5 (medium density residential).

**City of Canby
Annual Summary for 2008**

3/3/2008

BUILDING PERMIT DATA													
PERMIT TYPE	PERMITS ISSUED												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
BUILDING PERMITS - SFR	1	4	-	-	-	-	-	-	-	-	-	-	5
BUILDING PERMITS MULTIFAMILY	-	-	-	-	-	-	-	-	-	-	-	-	-
MECHANICAL	17	22	-	-	-	-	-	-	-	-	-	-	39
ADDITIONS NONRESIDENTIAL	4	-	-	-	-	-	-	-	-	-	-	-	4
ADDITIONS RESIDENTIAL	1	2	-	-	-	-	-	-	-	-	-	-	3
OTHER	7	9	-	-	-	-	-	-	-	-	-	-	16
MONTH	30	37	-	-	-	-	-	-	-	-	-	-	-
YEAR	30	67	67	67	67	67	67	67	67	67	67	-	-
VALUATION OF PERMITS ISSUED													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
BUILDING PERMITS - SFR	312,984	1,025,066	-	-	-	-	-	-	-	-	-	-	1,338,050
BUILDING PERMITS MULTIFAMILY	-	-	-	-	-	-	-	-	-	-	-	-	-
MECHANICAL	-	-	-	-	-	-	-	-	-	-	-	-	-
ADDITIONS NONRESIDENTIAL	153,100	-	-	-	-	-	-	-	-	-	-	-	153,100
ADDITIONS RESIDENTIAL	500	71,642	-	-	-	-	-	-	-	-	-	-	72,142
OTHER	35,326	12,758,390	-	-	-	-	-	-	-	-	-	-	12,793,716
MONTH	501,910	13,855,098	-	-	-	-	-	-	-	-	-	-	-
YEAR	501,910	14,357,008	14,357,008	14,357,008	14,357,008	14,357,008	14,357,008	14,357,008	14,357,008	14,357,008	14,357,008	-	-
SDC FEES AND CHARGES UPDATE													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Stormwater Fees	90	5,768	-	-	-	-	-	-	-	-	-	-	5,858
Sewer SDC Fees	-	29,839	-	-	-	-	-	-	-	-	-	-	29,839
Construction Excise Tax	1,845	5,092	-	-	-	-	-	-	-	-	-	-	6,937
Parks SDC Fees	-	16,298	-	-	-	-	-	-	-	-	-	-	16,298
Transportation Improvement	-	157,363	-	-	-	-	-	-	-	-	-	-	157,363
Planning Department Fees	395	1,004	-	-	-	-	-	-	-	-	-	-	1,399
Advanced Financing	-	-	-	-	-	-	-	-	-	-	-	-	-
Business License	-	-	-	-	-	-	-	-	-	-	-	-	-
Building Department Fees	5,854	64,003	-	-	-	-	-	-	-	-	-	-	69,857
	8,184	287,551	287,551	287,551	287,551	287,551	287,551	287,551	287,551	287,551	287,551	-	-
INSPECTIONS													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
MONTH	178	188	-	-	-	-	-	-	-	-	-	-	-
YEAR	178	366	366	366	366	366	366	366	366	366	366	-	-

Canby Development

Monthly Report

January - February 2008

BUILDING PERMIT DATA

PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Jan	Feb	Jan	Feb
<i>BUILDING PERMITS - SFR</i>	<i>1</i>	<i>4</i>	<i>\$312,984</i>	<i>\$1,025,066</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>-</i>	<i>-</i>	<i>\$0</i>	<i>\$0</i>
<i>MECHANICAL</i>	<i>17</i>	<i>22</i>	<i>\$0</i>	<i>\$0</i>
<i>ADDITIONS NONRESIDENTIAL</i>	<i>4</i>	<i>-</i>	<i>\$153,100</i>	<i>\$0</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>1</i>	<i>2</i>	<i>\$500</i>	<i>\$71,642</i>
<i>OTHER</i>	<i>7</i>	<i>9</i>	<i>\$35,326</i>	<i>\$12,758,390</i>
<i>MONTH</i>	<i>30</i>	<i>37</i>	<i>\$501,910</i>	<i>\$13,855,098</i>
<i>YEAR</i>	<i>30</i>	<i>67</i>	<i>\$501,910</i>	<i>\$14,357,008</i>

SDC FEES AND CHARGES UPDATE

	MONTH		YEAR
	Jan	Feb	
<i>Stormwater Fees</i>	<i>90</i>	<i>5,768</i>	<i>5,858</i>
<i>Sewer SDC Fees</i>	<i>-</i>	<i>29,839</i>	<i>29,839</i>
<i>Construction Excise Tax</i>	<i>1,845</i>	<i>5,092</i>	<i>6,937</i>
<i>Parks SDC Fees</i>	<i>-</i>	<i>16,298</i>	<i>16,298</i>
<i>Transportation Improvement</i>	<i>-</i>	<i>157,363</i>	<i>157,363</i>
<i>Planning Department Fees</i>	<i>395</i>	<i>1,004</i>	<i>1,399</i>
<i>Advanced Financing</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Business License</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Building Department Fees</i>	<i>5,854</i>	<i>64,003</i>	<i>69,857</i>

INSPECTIONS

	Jan	Feb
MONTH	<i>178</i>	<i>188</i>
YEAR	<i>178</i>	<i>366</i>

HOUSING UNITS WITH BUILDING PERMITS

For Month Ending February 29, 2008

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	5	0	0	5
TOTAL	SFR	MH	MFR	TOTAL
1977 - 2008	2531	374	1153	4058
% of Total	62.4%	9.2%	28.4%	

2008				
MONTH	SFR*	MH*	MFR*	TOTAL*
Jan	1	0	0	1
Feb	4	0	0	5
Mar	0	0	0	5
Apr	0	0	0	5
May	0	0	0	5
Jun	0	0	0	5
Jul	0	0	0	5
Aug	0	0	0	5
Sep	0	0	0	5
Oct	0	0	0	5
Nov	0	0	0	5
Dec	0	0	0	5
Total	5	0	0	5
% of Total	100.0%	0.0%	0.0%	

* 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 - 2008	897	14	263	1174
% of Total	76.4%	1.2%	22.4%	

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

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: March 8, 2008

Re: January and February 2008 Report

The Canby Swim Center had a great January and February. January had about the same attendance as the previous year but revenue was up \$3,000.00. February continued to do well as we start our spring schedule. February was up about 500 swims over last year, as school lessons have picked up. On the revenue side for February was up another \$3,000.00. Now the 07-08 revenue is up \$6,200.00 over 06-07 for the same period July to February.

The Canby High School swim team is in finished up sending eight swimmers to state. The girls were represented by Brandi Beko, Amy Burnham, Kelsye Coyle and Samantha Smith. They swam two relays and Kelsye Coyle finished 14th in the 100 fly. Samantha Smith finished 12th in the 100 fly and 5th in the 100 breast. The boys Luke Welle, Seth Ruwitch, Tyson Polack and Spencer Polack also qualified in a relay with Tyson Polack swimming the 500 free individually. Spencer Polack also swam individually in the 200 free, while Seth Ruwitch finished 11th in the 100 breast.

The Canby Gators hosted the Canby Open in January with about 120 swimmers in attendance. The same weekend they provided a Masters Meet for adult swimmers of Oregon with about 50 swimmers in the meet. The Master swimmers are always very happy that Canby provides this event. In February the Gators also put on a Valentines meet with another 120 swimmers in attendance. The Canby Gators sent 15 swimmers to different club state meets and 10 of the swimmers will continue on this month at the age group Sectional meet in Federal Way, Washington. The Gators are preparing for the 4th annual Gator Grinder Triathlon which is May 10 and is open to the public and has filled up faster every year.

Besides the club and high school swim teams the Canby Swim Center is rented out by many groups, other sports birthday parties, scuba classes and during the winter we have a church organization that rents the pool several times for some church sponsored swimming meets. We are pleased that so many groups can use the facility year round.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JANUARY 2008
DATE: March 8, 2008

CANBY SWIM CENTER JANUARY 2008	ADMIT 2007	ADMIT 2008	PASS 2007	PASS 2008	TOTAL 2007	TOTAL 2008	YTD TOTAL 06-07	YTD TOTAL 07-08
MORNING LAP	34	45	267	246	301	291	1708	1856
ADULT RECREATION SWIM	27	23	422	395	449	418	3470	3719
MORNING WATER EXERCISE	209	240	0	0	209	240	1520	1727
PARENT/ CHILD	12	0	0	0	12	0	978	1043
MORNING PUBLIC LESSONS	221	85	0	0	221	85	3961	3623
SCHOOL LESSONS	384	230	0	0	384	230	2107	615
NOON LAP	54	127	212	138	266	265	1410	1474
FAMILY SWIM	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	108	119	11	19	119	138	2687	2451
PENGUIN CLUB	0	0	0	0	0	0	1469	1208
CANBY H.S. SWIM TEAM	0	0	785	766	785	766	2033	1941
CANBY GATORS	0	0	781	866	781	866	4620	4318
MASTER SWIMMING	55	73	67	43	122	116	220	299
EVENING LESSONS	303	260	0	0	303	260	4750	4052
EVENING LAP SWIM	29	71	40	22	69	93	565	640
EVENING PUBLIC SWIM	311	337	69	81	380	418	3267	3020
EVENING WATER EXERCISE	85	80	0	0	85	80	590	536
ADULT LESSONS	0	0	0	0	0	0	24	75
GROUPS AND RENTALS	191	351	0	0	191	351	2162	2444
KAYAK	0	4	0	0	0	4	0	21
OUTREACH SWIMMING	0	0	0	0	0	0	589	489
TOTAL ATTENDANCE	2,023	2,045	2,654	2,576	4,677	4,621	38130	35551

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR FEBRUARY 2008
DATE: March 8, 2008

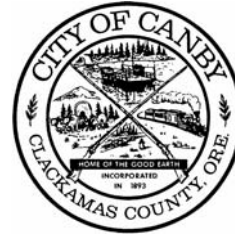
CANBY SWIM CENTER FEBRUARY 2008	ADMIT 2007	ADMIT 2008	PASS 2007	PASS 2008	TOTAL 2007	TOTAL 2008	YTD TOTAL 06-07	YTD TOTAL 07-08
MORNING LAP	64	33	257	241	321	274	2029	2130
ADULT RECREATION SWIM	34	38	412	469	446	507	3916	4226
MORNING WATER EXERCISE	225	270	0	0	225	270	1745	1997
PARENT/ CHILD	78	103	0	0	78	103	1056	1146
MORNING PUBLIC LESSONS	242	130	0	0	242	130	4203	3753
SCHOOL LESSONS	250	845	0	0	250	845	2357	1460
NOON LAP	77	90	154	128	231	218	1641	1692
FAMILY SWIM	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	220	158	4	10	224	168	2911	2619
PENGUIN CLUB	0	0	0	0	0	0	1469	1208
CANBY H.S. SWIM TEAM	0	0	231	174	231	174	2264	2115
CANBY GATORS	0	0	754	773	754	773	5374	5091
MASTER SWIMMING	11	32	58	32	69	64	289	363
EVENING LESSONS	518	540	0	0	518	540	5268	4592
EVENING LAP SWIM	39	62	36	26	75	88	640	728

EVENING PUBLIC SWIM	395	452	69	75	464	527	3731	3547
EVENING WATER EXERCISE	77	73	0	0	77	73	667	609
ADULT LESSONS	0	39	0	0	0	39	24	114
GROUPS AND RENTALS	421	352	0	0	421	352	2583	2796
KAYAK	0	5	0	0	0	5	0	26
OUTREACH SWIMMING	0	0	0	0	0	0	589	489
TOTAL ATTENDANCE	2,651	3,222	1,975	1,928	4,626	5,150	42756	40701

City of Canby Monthly Report

Department: Police Department

To: Mark Adcock, City Administrator
From: Greg Kroeplin, Police Chief
For Months Of: January 2008 - February 2008



Community Activities

- 1/3/2008 Canby Adult Center / Assist in serving lunch, Chief Kroeplin and Toni Tracy
- 1/8/2008 Cutsforth's Thriftway / Chamber Luncheon - Annual State of the "City" Address from the Mayor, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
- 1/9/2008 Eccles School / Kiwanis Terrific Kid Presentation, Kari Inness
- 1/14/2008 Charbonneau Garden Club / Information regarding Police and their Activity, Acting Lt. Schoenfeld
- 1/16/2008 Lee School / Kiwanis Terrific Kids Presentation, Kari Inness
- 1/17/2008 Connection Central / Official Ribbon Cutting Ceremony, Acting Lt. Schoenfeld
- 1/23/2008 OCTS 5 / Traffic Safety TV Show for Channel 5, Officer Green and Officer Macom
- 1/24/2008 Knight School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 1/26/2008 Willamette Country Club / Chamber Event "An Evening with the Stars," Chief Kroeplin
- 2/7/2008 Canby Adult Center / Assist in serving lunch, Acting Lt. Schoenfeld
- 2/13/2008 Eccles School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 2/27/2008 Lee School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 2/28/2008 Knight Elementary School / Traffic Safety Booth-Display, Officer Green and Sgt. Cunningham
- 2/29/2008 Lee School / Read-A-Thon, Officer Macom
- 2/29/2008 Canby High School / Mock Interviews, Kari Inness

Department Activity

- 1/5/2008 FBI Academy / Lt. Tro to FBI Academy (January-March 2008)
- 1/14/2008 California / Tour Santa Ana Police Department with Project Manager and Group Mackenzie, Chief Kroeplin and Sgt. Cunningham
- 1/18/2008 Portland Area / T.E.T. served a search warrant with two arrests, T.E.T. members
- 1/25/2008 Portland Area / T.E.T. served narcotics search warrant, T.E.T. members
- 1/31/2008 Reserve Officer Hours for January 2008
*91.5 hours
- 1/31/2008 DUII Grant
Seatbelt Grant
Gang Suppression Grant
Underage Drinking Grant
Law Enforcement Terrorism Prevention Program (LETPP) -
(Communications)
- 2/1/2008 Milwaukie Area / T.E.T. (Tactical Entry Team) executed a search warrant for Detective Division, T.E.T. members
- 2/29/2008 Reserve Officer Hours for February 2008
*99.5
- 2/29/2008 DUII Grant
Seatbelt Grant
Gang Suppression Grant
Underage Drinking Grant
Law Enforcement Terrorism Prevention Program (LETPP) -
(Communications)

Meetings

- 1/2/2008 CPD / Staff Meeting, Chief Kroeplin, Acting Lt. Schoenfeld, Sergeants, and Toni Tracy
- 1/2/2008 City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 1/3/2008 Oregon City / CCITF Meeting, Acting Lt. Schoenfeld
- 1/3/2008 City Hall / Post Agenda Meeting, Chief Kropelin
- 1/4/2008 Canby PD / Meeting with Project Manager Bill Harper for discussion on progress of new Police/Court Facility, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy

Meetings

1/7/2008 City Hall / Agenda Meeting, Acting Lt. Schoenfeld

1/9/2008 City Hall / Weekly meeting with Mark Adcock regarding PD operations, Chief Kroeplin

1/9/2008 City Hall / Meeting with Project Manager and Group Mackenzie to review programming for new Police and Court facility, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy

1/10/2008 Clackamas County PSTC / Clackamas County Criminal Justice Council, Acting Lt. Schoenfeld

1/11/2008 DPSST / Oregon Accreditation Manager's Meeting, Acting Lt. Schoenfeld

1/14/2008 Seaside Convention Center / Oregon Accreditation Alliance Executive Meeting, Acting Lt. Schoenfeld

1/16/2008 Canby PD / Meeting with Group Mackenzie and Bill Harper to finish reviewing program, Acting Lt. Schoenfeld and Toni Tracy

1/16/2008 Council Chambers / Council meeting for first reading of Ordinance to hire Group Mackenzie architects, Acting Lt. Schoenfeld

1/17/2008 City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Acting Lt. Schoenfeld

1/18/2008 City Hall / "Kick-off" Budget Meeting, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy

1/21/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

1/21/2008 Canby PD / Meeting regarding budget for Ignacio Palacio's request, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy

1/21/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

1/23/2008 Canby PD / All Day Staff Meeting for Budget, Chief Kroeplin, Acting Lt. Schoenfeld, Toni Tracy, and Sergeants

1/24/2008 CUB Conference Room / Program Committee meeting with Bill Harper and Group Mackenzie, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy

1/25/2008 Canby PD / Meeting with Bill Harper to discuss progress on the program for new Police/Court Facility, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy

1/27/2008 Canby PD / Reserve Officer Meeting, Reserve Officers and Sgt. Cunningham

Meetings

- 1/28/2008 Canby PD / Meeting with OSP Rich Hein regarding background on former Chief Pagano, Chief Kroeplin
- 1/28/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 1/28/2008 Canby City Hall / Agenda Meeting, Chief Kroeplin
- 1/29/2008 Canby PD / Budget preparation meeting, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
- 1/30/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD operations, Chief Kroeplin
- 1/30/2008 Canby PD / Meeting for budget preparation, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
- 1/31/2008 Portland / Crime Stoppers Meeting, Officer Larrison
- 1/31/2008 CCOM / Homeland Security Task Force Meeting, Acting Lt. Schoenfeld
- 2/4/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 2/5/2008 Oregon City / Monthly Chief's Meeting, Chief Kroeplin
- 2/6/2008 Canby City Hall / Weekly meeting regarding PD operations with Mark Adcock, Chief Kroeplin
- 2/6/2008 Canby City Hall / Mid-Year Council Goals Review at Council Work Session, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
- 2/7/2008 Oregon City / CCITF Meeting, Chief Kroeplin
- 2/7/2008 Canby PD / Meeting with Group Mackenzie and Bill Harper to review adjacencies, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
- 2/8/2008 Canby / All-Day Budget Meeting, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
- 2/11/2008 Canby PD / Policy review for new House Bills, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
- 2/12/2008 Canby City Hall / Agenda Meeting, Chief Kroeplin
- 2/13/2008 Canby PD / Staff Meeting, Chief Kroeplin, Acting Lt. Schoenfeld, Toni Tracy, and Sergeants
- 2/14/2008 Clackamas PSTC / Clackamas County Criminal Justice Training Council, Chief Kroeplin
- 2/14/2008 Canby Ford / Meeting with Canby Ford staff regarding fleet issues, Chief Kroeplin and Acting Lt. Schoenfeld
- 2/15/2008 Canby PD / Weekly meeting with Bill Harper regarding progress on PD/Court Facility, Chief Kroeplin

Meetings

- 2/15/2008 Canby / Meeting with Toby Forsberg to discuss public safety issues, Chief Kroeplin
- 2/21/2008 Tres Café / Volunteer Meeting, Chief Kroeplin, Toni Tracy, and Liz Carson
- 2/22/2008 Canby PD / Weekly meeting with Bill Harper regarding progress on Police/Court Facility, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
- 2/25/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 2/26/2008 Canby PD / Meeting regarding meeting Chief Kroeplin had with District Attorney's office on gang cases, Chief Kroeplin, Acting Lt. Schoenfeld, and Officer Di Cenzo
- 2/27/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Acting Lt. Schoenfeld
- 2/27/2008 Canby PD / Staff Meeting, Chief Kroeplin, Acting Lt. Schoenfeld, Sergeants and Toni Tracy
- 2/27/2008 CCOM / C800 Meeting, Chief Kroeplin
- 2/27/2008 CCOM / CCOM Member Board Meeting, Chief Kroeplin
- 2/28/2008 Canby PD / Meeting with volunteers Marilyn and Jean to finalize Home Safe letter, Chief Kroeplin and Toni Tracy
- 2/29/2008 Canby High School / Meeting with Joan from Oregon Impact and Principal Pat Johnson, Acting Lt. Schoenfeld
- 2/29/2008 Canby City Hall / Weekly meeting with Bill Harper regarding progress on Police/Court facility, Chief Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy

Monthly Stats

- 1/31/2008 Gang Related Calls / January 2008 - 22

Monthly Stats

1/31/2008 January 2008 - Department Stats

- *Calls for Service / 1206
- *Crime Reports / 56
- *Adult Arrests / 76
- *Juvenile Custody / 7
- *Injury Crashes / 2
- *Non-Injury Crashes / 12
- *Citations Issued / 283
- *Front Counter contacts / 191

2/29/2008 February 2008 - Department Stats

- *Calls for Service / 1429
- *Crime Reports / 62
- *Adult Arrests / 65
- *Juvenile Custody / 18
- *Injury Crashes / 1
- *Non-Injury Crashes / 6
- *Citations Issued / 408
- *Front Counter contacts / 86

2/29/2008 Gang Related Calls / February 2008 - 31

Other Activities

1/1/2008 Quarterly Report - Local Diversion Program Statistics (Oct. - Dec. 2007)

- Total Number of Youth Referred - 24
- Total Number of Youth Enrolled - 17
- Total Number of Youth Enrolled w/o two risk factor - 0
- Total Number of Youth with full or partial completion of IDA (agreement) - 14
- Total Number of Youth with no conditions completed on IDA (agreement) - 0
- Total Number of Youth Successfully Reviewed and Closed - 3
- Total Number of Youth referred back due to unable to contact, refused contact, inappropriate referral or recalled by the juvenile department - 4
- Total Number of Community Service Hours Assigned - 87
- Total Number of Community Service Hours Completed - 92
- Total Number of Volunteer Hours Served - 9

Other Activities

- 1/9/2008 Oregon City / Assist Oregon City Police Department with Sergeant Interviews, Sgt. Kitzmiller
- 1/11/2008 Langdon Farms / Going away lunch for John Williams, Chief Kroeplin
- 1/23/2008 Canby PD Briefing /Clackamas County Women's Services met with staff during briefing
- 2/1/2008 Portland Area / Attended funeral for Officer Mark Zylawy, Chief Kroeplin and Acting Lt. Schoenfeld
- 2/12/2008 Canby Council Chambers / Interviews for CDD, Chief Kroeplin and Acting Lt. Schoenfeld
- 2/19/2008 Clackamas PSTC / Deputy Charlie Bowen Retirement Event, Chief Kroeplin and Acting Lt. Schoenfeld

Training

- 1/15/2008 Seaside Convention Center / Executive Leadership Training (01-15 through 01-17-08), Chief Kroeplin
- 1/24/2008 Milwaukie / Krav Maga Force Training, Sworn Officer, Reserve Officer, and CSO (1/2 members on 01/24/2008 and other half on 01/31/2008)
- 1/28/2008 Canby Area / T.E.T. Monthly in-service training, T.E.T. members
- 1/29/2008 DPSST / Accreditation Manager Course, Acting Lt. Schoenfeld
- 1/31/2008 Milwaukie / Krav Maga Force Training, Sworn Officer, Reserve Officer, and CSO (1/2 members on 01/24/2008 and other half on 01/31/2008)
- 2/6/2008 Canby Council Chambers / Supervisors Training on Performance Evaluations, Chief Kroeplin, Acting Lt. Schoenfeld, Toni Tracy, and Sergeants
- 2/14/2008 Clackamas PSTC / Mandatory Firearms Training, Sworn Personnel
- 2/19/2008 Salishan Lodge / Supervisor's Conference, Sgt. Kitzmiller and Sgt. Cunningham
- 2/25/2008 Barlow Road / T.E.T. (Tactical Entry Team) 8-hour monthly training conducted, T.E.T. members
- 2/28/2008 Clackamas PSTC / Mandatory Firearms Training, Sworn Personnel

PUBLIC WORKS UPDATE



TO: *Honorable Mayor Thompson and City Council*
FROM: *Dwayne Barnes, Director of Public Works*
DATE: *March 10, 2008*
THROUGH: *Mark C. Adcock, City Administrator*
RE: *Public Works Operations Bi-Monthly Report Jan/Feb 2008*

The Months of January and February 2008 were, for the most part, uneventful with no major breakdowns. Operations staff completed common cleaning and maintenance tasks. The following paragraphs include a brief status report of the five major projects the Public Works Department is currently working on.

SEQUOIA PARKWAY:

This project is progressing well ahead of schedule. One unresolved issue that will hinder the project scheduling is the status of the right-of-way acquisition on the Bugni's property. We have received a notice from the contractor that his schedule and costs have been impacted by this delay. The specifications stated we would deliver this right-of-way by March 1st. The waterline component is 100% complete and testing will occur this week. The sanitary sewer is at approximately 35% complete. The fill on Sequoia Parkway south of Township Rd is approximately 50% complete and Phase I of the franchise utilities has been completed providing power and phone service to the American Steel project. Storm drain, roadway excavation and phase II of the franchise utilities work has not started yet.

NW CANBY SIDEWALKS (CDBG Project):

Bids for this project were opened on March 6th at the Clackamas County Community Development Office. The low bid was from Parker NW at \$138,075, which was approximately 39% below the engineer's estimate of \$225,000. We expect construction to start in early April. Construction Notification to all residents was distributed on February 25th and minor concerns from the residents related to the impact to the existing landscape and other features were discussed on the phone. No negative input has been received.

KNIGHTS BRIDGE ROAD:

The design on the street portion of the work is approximately 60% complete. Canby Utility is planning to upgrade the existing water system at their expense, Larry Hepler is awaiting input from their Engineer before the plans can be drafted. The sewer lift station design is 60% complete. Construction Notification to all residents was distributed on February 25th and minor concerns from the residents related to the impact to the existing landscape and other features were discussed on the phone and in the field. No negative input was received.

TRAFFIC CALMING ON 13th AVE:

This project design is in the final stages. Matilda from planning has presented the design to area residents for comment and received a very positive reaction. We expect the final design and bid documents to be completed soon. The Public Works Crew will construct the islands and the lighting and associated components will be completed by contractors.

WASTEWATER TREATMENT PLANT IMPROVEMENTS:

This work includes a secondary scum pumping station, UV disinfection system, RV Dump Station, Solids Drier and disc filter improvements. Curran-Mcleod has been coordinating with

Darvin on scheduling and design detail. Design work is approximately 90% complete, however, we anticipate scheduling the bid opening for spring 2009.

Following are the meeting and training events that I attended in January and February 2008

01/03/2007

- Council Meeting Debrief – Marks Office
- Directors Meeting – City Hall Conference Room

01/04/2008

- Traffic Calming Meeting and Drive Test with Matilda at SW 13th and Elm St.

01/07/2008

- Meet with Beth Saul – Fleet Matters
- Agenda Meeting – Marks Office

01/08/2008

- Meeting with CIS and Scott Gustafson – Swimming Pool and Shop Safety Issues

01/09/2008

- Street Sweeper DEMO - Elgin

01/10/2008

- Maintenance Worker Interviews
- Sequoia Parkway Pre-Construction Meeting
- Legacy Park Plan Meeting

01/11/2008

- Directors Lunch Meeting – John Williams Last Day

01/14/2008

- Good bye reception for John Williams

01/15/2008

- Hearing Test at Shop
- Project Popcorn Meeting
- Pre-application CUB Reservoir
- Safety Committee Meeting

01/16/2008

- Meet with Amanda
- Sewer Lift Station Operation Review Meeting
- Pick up New Police Car – Salem
- Labor Management Meeting

01/18/2008

- Joint Groundwater and Stormwater Committee Meeting – Durham WWTP
- Budget Kickoff Meeting

01/23/2008

- N. Redwood Master Plan Meeting
- Fleet Meeting

01/24/2008

- WWTP Phase III Review Meeting – Curran McLeod

01/25/2008

- Meet with Beth

01/28/2008

- Pervious Pavement Seminar – Lake Oswego
- Agenda Meeting – Mark's Office

01/30/2008

- Fleet Budget Meeting Joe Witt and Beth Saul

02/04/2008

- Meeting with Ignacio - Budget

02/05/2008

- Sweeper Demo – Tymco

Meeting with Mark and Amanda
02/06/2008
Supervisor Training – Council Chambers
02/07/2008
City/Union Board of Adjustment
02/08/2008
Budget Meeting – Department Directors
02/12/2008
Community Development Director Interviews
Agenda Meeting – City Hall
02/14/2008
Meeting with Ignacio – Street Budget
02/20/2008
Meeting with Ignacio – Budget
Meeting at Maple Parks – Community Education and Beth
02/21/2008
CDBG Project Meeting – Matilda and Catherine
02/25/2008
Agenda Meeting – City Hall
02/26/2008
Meeting Ignacio – Budget Issues
Safety Committee Meeting – City Hall
Meeting SW 13th Traffic Calming – Matilda
02/27/2008
Bond Rating Conference Call – Mark's Office
Meeting with CUB – Shop Roof Concerns

Following are status reports for the Wastewater Treatment Plant by Darvin Tramel, Parks Maintenance by Jeff Snyder and Fleet Maintenance by Joe Witt.

WASTEWATER TREATMENT PLANT

January and February 2008

By Darvin Tramel, WWTP Supervisor

Facility Operations & Maintenance & Construction:

The water quality for the months of January and February were again excellent with no interruption of services or violations for either month. The only major change to the winter operations was the installation of a new automated valve for controlling the air volume to our basins. Since the new valve was installed we now have more precise control of our aeration system. This control will lead to better efficiency in blower electrical demand and water quality.

During the months of January and February staff continued to keep up with preventative maintenance, but was very focused on some projects like the installation of the new air valve and replacement of the Biosolids Seepex pump with a conveyor system. Both projects went smoothly and are running flawlessly, thanks in part to the oversight of a dedicated maintenance staff. I would like to thank Dave Conner, Bob Wengert and Bruce Shelquist for their efforts on these projects. Other maintenance activities that took place for the past two months include the following:

- Replaced the Belts on the Ashbrook biosolids press
- Installed a new pH meter in the influent headworks
- Welded and repaired the tongue of the mobile conveyor belt
- Surveyed and made a maintenance list for the lift stations
- Replaced broken utility vault lid in driveway
- Repaired odor scrubber pump and acid intake lines
- Cleaned the scaling and debris from the inside of the lime silo mixer

Construction activities for the month of January and February included meetings with Curran & McLeod Engineering to review Phase III draft engineering design. Dave Conner and I went with the City Engineer on site visits to LaCenter and Centralia Washington to look at biosolids equipment. Other construction activities included getting engineering designs for the replacement conveyor in the biosolids room and going to Council for project approval.

January 2008

New Connections 1
Total Connections 5709
Average Flow 1.0488 mgd
E. Coli 1

Monthly Averages

Effluent BOD₅ 3 mg/l
Effluent CBOD₅ 2mg/l
Effluent TSS 6mg/l

February 2008

New Connections 7
Total Connections 5716
Average Flow 1.1184 mgd
E. Coli 3

Monthly Averages

Effluent BOD₅ 6 mg/l
Effluent CBOD₅ 3mg/l
Effluent TSS 8mg/l

Biosolids Program:

In January and February the City applied 244 cubic yards of biosolids to the Wilson site and 209 cubic yards were taken to the Riverbend Landfill. Repairs to the Seepex pump and installation of the conveyor were completed in January and we have returned to normal operation. However, while completing the annual biosolids report staff noted that a summer biosolids application site was applied to one week prior to the authorized effective start date. Staff immediately notified DEQ of the excursion. DEQ did issue a warning letter regarding the excursion and City staff has taken steps to review each application permit prior to commencing application.

Pretreatment & Storm Water:

The DEQ review of our new City Sewer Use Ordinance, Enforcement Response Plan and Implementation Manual went well with very few revisions needed. I will complete the revisions by March 15, 2008 and then upon DEQ approval move the documents forward to John Kelley for review prior to adoption by Council. Also during this time frame I worked on and completed the City Annual Pretreatment Report. There were no problems noted for pretreatment during the report.

In the past two months Jeff and I completed and submitted a new discharge permit to Johnson Controls and issued an Administrative Compliance Order to an industry for the installation of an oil/water separator. Pretreatment staff also completed another round of sampling for the Mercury Reduction program for the City of Canby.

Pretreatment inspections for the past two months included several restaurants and some commercial establishments with interceptor cleaning of Hope village and Safeway. Jeff and I also participated in plan review for Kendal Floral, Rite Aid and American Steel.

Jeff Crowthers finalized the first draft of the WPCF permit, completed the design guidance manual for UICs and continues to move forward with the City Storm Water Management Plan.

Meetings and Training Attended

I attended meetings with Oregon ACWA, Curran & McLeod Engineering, and City preconstruction meetings. Jeff Crowther attended meetings with the Oregon ACWA UIC committee and various preconstruction meetings. All staff member's participated in our monthly safety meeting.

Parks Maintenance Report

January – February 2008
By Jeff Snyder, Lead Worker

Park Renovations

Maple and Legacy Park restrooms had their turf areas around the foot print of the new buildings graded out and hydroseeded. The irrigation system time clock was reinstalled in the mechanical room at Maple Street Park. Tool racks were also installed in both of the mechanical rooms. Meetings and conversations were held with the MIG team to discuss the Legacy Park construction drawings and proposed amenities. The property on the South side of Knights Bridge Rd. off of Baker Dr. was cleared of shrubs and debris. After the area was graded out the property was hydroseeded by Fox Erosion Control Inc.

Park Maintenance

The Parks Department has been busy this winter spreading gravel at Community Park in preparation of an upcoming asphalt project. All the playgrounds received new safety surfacing. There was two hundred yards of safety surfacing distributed between all the playgrounds. The Parks Department is also starting to spread bark dust in the shrub beds to help control weeds. Tree trimming and shrub trimming also dominated staff time. The hand dryers at South Locust St Park have been repaired and tool racks have been built and installed in the parks trucks to help keep them organized. Graffiti and vandalism to park amenities was still an issue for us this winter. Dustin and Michael were trained on the use of the High Ranger during a tree removal project. Regular maintenance was performed at the 24 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Wait Park & Willow Creek Wetlands.

City Facility Maintenance

Facilities maintenance request forms were received from City Hall (6), Transit (6), Police (4), Finance (5) and the Library (5). It took 31.5 hours to complete the 26 request forms. Ronda Rozzell also had 16 hours of administrative time related to facilities maintenance. 42 hours total.

Clackamas County Corrections Crews

C.C.C.C. raked leaves and picked up debris the Adult Center, Swim Center, Community Park, Maple St. Park, Arneson Gardens and Wait Park. CCCC performed approximately 384 hours of labor for the City of Canby in the months of September and October.

Meetings attended:

Ben attended the City of Canby Safety Committee meetings.

We all attended the crew safety committee meeting.

I attended a Labor / Management Meeting and sat in on the interviews for the new Public Works employees. I meet with Dwayne to discuss the 08-09 budgets.

Statistics or other information of interest.

The Parks Department is responsible for 180 acres of property.

Dustin Breese made a lateral move over to the Street Department and Mike Leis came to the Parks Department from the last pool of new hires.

The men's restroom at the CAT transit bus stop area was closed to the public and was resigned for employee use. The women's restroom was also resigned to a unisex bathroom. The goal is to reduce vandalism at the site.

Fleet Services Department

January – February 2008

By Joe Witt, Lead Mechanic

Administration:

Unit # 1029 / Install New Fire Extinguisher Mount Assembly

Adult Center

Bus # 2027 WO # 1841 / Feb. 12, 2008 / Rear Door Assembly Overhaul & Reseal: \$337.88

WO # 1850 / Feb 14, 2008 / Service Call / Wheel Chair Lift: \$112.50

Will Invoice Adult Center for Repairs: Total: \$450.38

Building Department

Unit 3002 / Check for Service Due & Check Engine Compartment Fluids

Collections

Unit # 4072 / Service / Install Work Lights in Equipment Compartments / Install Replacement Exterior Area Work Light Bulbs:

Parks:

Performed Beginning Mower Season Inspections & Service : Unit # 6170 & Unit # 6275 On-going Maintenance & Repairs as needed

Police:

- Units: # 7058 / # 7059 : Picked Up Two new 2008 Dodge Chargers: Performed new Vehicle Inspections / Processes new Vehicle Information: Insurance / DMV / E Plates / Unit Numbers /
- Unit # 7088 : 2008 Chevrolet Pickup : Performed new Vehicle Inspection / Processes new Vehicle Information: Insurance / DMV / E Plate / unit number / Order Canopy / Undercoated wheel wells

- Unit # 7038 2008 Ford Explorer : Pickup and Perform Vehicle Inspection / Processes new Vehicle Information: Insurance / DMV / E Plate / Unit Number
- Unit #7021 : DEQ & New Tags from DMV
- Forfeiture vehicle pickup from Portland area, deliver to F/S Shop and Inspect (Working)
On-going Maintenance & Repairs as needed

Streets

- On-going maintenance & repairs as needed

W.W.T.P

- Unit # 10068 Sludge Truck : Serviced & Inspection
- Unit # 10086 John Deere Tractor: Service Call to Sludge Site / Renew Fuel Filter
- On-going maintenance & repairs as needed

Canby Area Transit:

- On-going maintenance & repairs as needed
- Bus # 15 : Contacted Freightliner and convinced them to repair Front Brake Issues under warranty
- Bus # 15 : Western Bus repair Wheel Chair Lift Problems under Warranty
- Bus # 16 : Body Damage being Repaired at Austen's Tentative completion date March 14, 2008

Canby Fire District:

- On-going maintenance & repairs as needed
- Work Orders Processed:
- January 2008 \$2,234.70 / Labor: \$1,617.50 / Parts: \$617.20
- February 2008 : \$1,115.69 / Labor: \$562.50 / Parts: \$553.19

Work Orders : Created

- January 2008: (76) Work Orders
- February 2008: (102) Work Orders

Training:

Bruce / Shane & Joe attend Air Conditioning Certification School and Testing at TEC Equipment Wilsonville. Note: Crew Passed Test with Flying Colors / A/C Certifications will be sent in the mail

Fleet Maintenance Program Information:

Beginning January 2008 all Repair and Maintenance Work Performed; Work Orders were created and process on new Fleet Maintenance Software.

Work Station Shelves were install on all three Tech's Tool Box's.

Working on Processing and Closing earlier created Work Orders: (228) October 2007 thru Feb. 2008.

City of Canby Bi-Monthly Report

Department: Transit



For: the months of January and February 2008

Date: March 10, 2008

Prepared by: Cynthia Thompson

Through: Mark Adcock, City Administrator

1. Funding Issues:

- a. We submitted a request for a federal earmark request totaling \$932,000. The request included:
 - \$490,000 for 7 cutaway buses (12-14 passenger).
 - \$267,000 for 2 transit coaches (30-35 passenger).
 - \$175,000 to create a master plan for a new facility this would include funding for planning, environmental assessment, preliminary design, and engineering.
- b. We submitted an application for \$90,825 in STF Formula funding. The applications will be scored and approved for funding on March 21st.
- c. BETC (Business Energy Tax Credit): We submitted application for the next timeframe (project ended June 30, 2008). We received a call from BETC staff last week informing us that they have found a potential pass-through partner for the project completed June 30, 2007.
- d. JARC (Job Access Reverse Commute) quarterly report and reimbursement request submitted.
- e. ODOT (Oregon Department of Transportation – Public Transit Division) quarterly report and reimbursement requests submitted.
- f. Monthly Elderly and Disabled transportation reports for TriMet were submitted.
- g. Annual FTA Management Information Systems (MIS) report was submitted to the FTA.
- h. Annual National Transit Database (NTD) report was submitted to ODOT for submission to the FTA.
- i. Annual 5311 verification report was submitted to ODOT.
- j. Training for the FTA reporting and billing system known as TEAM was provided to Julie Wehling and Tracy Harris by a City of Wilsonville employee. We are now prepared to take our next steps toward accessing 3 years of federal earmark money, which added together will allow us to purchase one cutaway minibus and security cameras for the vehicles and the transit center.

2. Ridership: CAT provided 163,155 rides during the first 8 months of this fiscal year. This is a 14 percent increase over the same period in fiscal year 06/07. For the month of January rides were up 6.5 percent and for the month of February rides were up 13.6 percent.
3. Service Update:
 - a. OHAS has a union contract in place.
 - b. We are very close to implementing a new voicemail system. Professional recordings were purchased from “Please Hold” and have been loaded into the phone system. Dave Fisher is meeting with OHAS and city staff tomorrow to provide training regarding the new system. The new set-up allows callers to bypass dispatch and directly access administrative staff and a special mailbox specifically for Spanish speaking customers. Additionally, we have an agreement with a translation service to provide translation services when needed.
 - c. Vehicle accidents on December 31, 2007 and February 2 ,2008 have impacted our equipment shortage. Fortunately, we have had access to SMART vehicles during this time. In each accident our drivers were not at fault.

4. Transit Master Plan:

We met with the Canby Area Chamber of Commerce regarding the master plan and have scheduled meetings with other organizations regarding the plan. A notice in the Chamber’s newsletter will inform local business owners of the planning process and ask for their input via the completion of the business survey.

An eight member focus group has been identified and will meet on March 26th to provide input regarding CAT services, in particular our Dial-A-Ride services.

5. Meetings/Conferences Attended: BCB Associates represented CAT at:

- a. Cynthia traveled to Washington DC and met with legislators regarding federal earmark requests. She had the opportunity to provide each legislator with a packet of information describing CAT and our earmark request.
- b. Monthly Regional Transportation Coordinating Council (RTCC) meetings.
- c. Two meetings of the Special Transportation Fund Advisory Committee (STFAC) regarding out of district Special Transportation Fund (STF) allocations for Fiscal year 2008/2009. A brief presentation regarding the CAT application was given at each meeting.
- d. Clackamas County Transportation Consortium meeting.