

AGENDA

CANBY CITY COUNCIL MEETING

May 21, 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. Introduction of Interim Finance Director

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

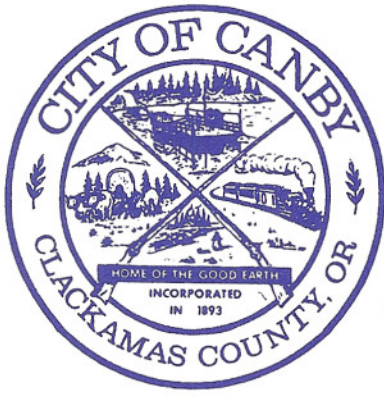
- A. Approval of Minutes of the May 7, 2008 Regular Meeting

7. RESOLUTIONS & ORDINANCES

- A. Res. 975, Declaring Certain Real Property Known as the Marshall Property Located at 1504 N. Maple Street in Canby Not Needed for Public Use Pg. 1
- B. Res. 980, Authorizing the Redemption of the City's Sewer Revenue Bonds, Series 1998 Pg. 3
- C. Res. 981, Authorizing the Filing of Applications with the Federal Transit Administration, an Operating Administration of the United States Department of Transportation, for Federal Transportation Assistance Authorized by 49 U.S.C. Chapter 53, Title 23, United States Code and Other Federal Statutes Administered by the Federal Transit Administration Pg.11
- D. Ord. 1274, Authorizing Contract with P.C.R. Inc. to Construct Improvements at Legacy Park (2nd Reading) Pg. 16

- E. Ord. 1276, Authorizing Reimbursement of Funds Not to Exceed \$41,063.25 from the Transportation SDC Fund to Willamette Falls Hospital for Completion of Certain Sequoia Parkway Improvements at the Intersection of 1st Avenue and Sequoia Parkway Pg. 18
- 8. NEW BUSINESS**
 - A. Appointment of City Recorder Pro-Tem for May 21-23, 2008 Pg. 29
- 9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**
 - B. Update on IGA with Canby Fire District Pg. 30
- 10. CITIZEN INPUT**
- 11. ACTION REVIEW**
- 12. EXECUTIVE SESSION:** ORS 192.660(2)(e) Real Property, ORS 192.660(2)(h) Pending Litigation and ORS 192.660(3) Labor Negotiations
- 13. ADJOURN**

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



City of Canby

Office of the City Attorney

May 6, 2008

Memo to: Mayor/City Council

From: John H. Kelley, City Attorney 

Re: Resolution No. 975 – Declaring Marshall property not needed for public use

Attached is Resolution No. 975. It declares that the City's property (AKA Marshall Property) located at 1504 N. Maple Street is not needed for public use.

ORS 271.310 provides that when a municipality finds that real property is no longer needed for public use, that the public interest may be furthered by the transfer of the subject property and further finds that it is necessary and convenient to sell that piece of property, it may do so.

This Resolution is intended to publicly declare that the property is no longer needed for public use. A future public hearing will be necessary under ORS 221.725 once we have completed the land use partition procedure and the property is ready to be offered to the highest bidder.

The partition was approved by the Planning Commission on April 14, 2008. The next step is to record the partition plat with the County. The survey company is attending to this procedure and should have it done within the next few weeks.

RESOLUTION NO. 975

A RESOLUTION DECLARING CERTAIN REAL PROPERTY KNOWN AS THE MARSHALL PROPERTY LOCATED AT 1504 N. MAPLE STREET IN CANBY NOT NEEDED FOR PUBLIC USE.

WHEREAS, the City of Canby owns Tax Lot 2300 of Tax Map 3S 2E 33AA located at 1504 N. Maple Street within the City of Canby. It consists of approximately 27,900 square feet of residential property; and

WHEREAS, the property was initially purchase for possible expansion of Maple Street Park and the Canby City Council finds it is no longer needed for public use, that it is in the public's interest to transfer the property and further finds that it is necessary and convenient to convey the property to others in accordance with ORS 271.310; and

WHEREAS, ORS 221.725 requires notice and public hearing prior to conveying the subject real property;

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby, that Tax Lot 2300 of Tax Map 3S 2E 33AA, a piece of real property consisting of approximately 27,900 square feet, more or less, is found to be not needed for public use, that the public interest would be furthered by transferring the property and that it is necessary and convenient to sell the subject property following a future public hearing held in accordance with ORS 221.725.

This resolution shall take effect May 21, 2008.

ADOPTED this 21st day of May, 2008.

Melody Thompson - Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder, Pro-Tem

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Darvin Tramel, Wastewater Supervisor*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *May 13, 2008*

Issue: Accelerate payment of the 1998 Sewer Bond.

Synopsis: Use funds from the City Sewer Project Reserve and Debt Service Reserve accounts to accelerate the 1998 Sewer Bond payment. The principal of the remaining 1998 Bond is approximately \$927,000. As mentioned in the 2004 Rate Survey, it would save the rate payers approximately \$320,000 over the life of the Bond.

Recommendation: Staff recommends that the City Council approve Resolution 980, a resolution authorizing the redemption of the City's Sewer Revenue Bonds, Series 1998. This redemption was budgeted for and approved by the budget committee and council during the 2007-2008 Wastewater budget process.

Rationale: There are ample funds available in the Sewer Reserve, our sewer rates and SDCs are equitable and justifiable, and we are on track for our Capital Improvements. The plan as described in the 2004 Rate Survey by Economic and Financial Analysis, was to pay the 1998 Series bond first, and then the 1997 Series bond at a later date, depending on capital projects. The benefit to the taxpayer is an estimated \$320,000 savings for paying off the 1998 Sewer Bond on an accelerated schedule.

Attached: Resolution 980

RESOLUTION NO. 980

A RESOLUTION AUTHORIZING THE REDEMPTION OF THE CITY'S SEWER REVENUE BONDS, SERIES 1998.

WHEREAS, in April of 1998, the City issued its Sewer Revenue Bonds, Series 1998 (the "1998 Sewer Bonds") in the original principal amount of \$1,500,000 to finance an aeration basin capital improvement project; and

WHEREAS, the 1998 Sewer Bonds mature on June 1 beginning in 1999 through 2018 and are subject to optional redemption on June 1, 2008 and any date thereafter without penalty; and

WHEREAS, with the amounts available in the debt service reserve account to secure the 1998 Sewer Bonds and available cash on hand, the City can pay off the outstanding 1998 Sewer Bonds principal of approximately \$927,537; and

WHEREAS, prepaying the outstanding 1998 Sewer Bonds will save the City approximately \$320,000 in interest that is accruing on the 1998 Sewer Bonds;

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby, that the City hereby authorizes the redemption of the City's outstanding 1998 Sewer Bonds. The City Administrator, Public Works Director, or the designee of these officials (the "City Official") may:

Engage the services of financial advisors, bond counsel, paying agents and any other professionals whose services are desirable for the optional redemption of the 1998 Sewer Bonds.

Execute and deliver any redemption notices and any other certificates or documents, and take any other actions which the City Official determines are desirable to optionally redeem the 1998 Sewer Bonds.

This resolution shall take effect May 21, 2008.

ADOPTED this 21st day of May, 2008.

Melody Thompson - Mayor

ATTEST:

Mark C. Adcock
City Recorder, Pro-Tem



City of Canby

Defeasance of Sewer Revenue Bonds, Series 1998

Javier Fernandez
Vice President
Ph: (503) 275-8309
jfernandez@snwsc.com

May 9, 2008



City of Canby

Defeasance of Sewer Revenue Bonds, Series 1998

Preliminary Schedule of Events; as of May 9, 2008

Financing Team		
Issuer:	City of Canby	City
Bond Counsel:	Kirkpatrick & Lockhart Preston Gates Ellis LLP	K&L
Paying Agent:	The Bank of New York Trust Company	BNY
Investment Banker/Placement Agent:	Seattle-Northwest Securities Corporation	SNW

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Done	Due Date	Event	Parties
<input checked="" type="checkbox"/>	Fri., May 9	Circulate schedule and Defeasance Analysis	SNW
	Tues. May 13	Circulate draft Defeasance Resolution and Notice of Redemption	K&L
		Confirm payoff amount with BNY	SNW/BNY
	Wed., May 14	Finalize Defeasance Resolution for Council packet	City
	Wed., May 21	Council Adopts Defeasance Resolution	City Council
	Thurs., May 22	Publish Official Notice of Redemption	BNY
	Mon., June 9	Circulate Settlement Memorandum	SNW
	Fri. June 20	Wire Funds to BNY	City
	Sat., June 21	Settlement	BNY



City of Canby
Defeasance of Sewer Revenue Bonds, Series 1998 - Distribution List

City

Mr. Mark Adcock, City Administrator

Phone: (503) 266-4021 ext 245

e-mail: adcockm@ci.canby.or.us

Mr. Darvin Tramel, Wastewater Treatment Supervisor

Phone: (503) 266-4021 ext 248

e-mail: trameld@ci.canby.or.us

Ms. Suzan Duffy, Office Specialist (Finance)

Phone: (503) 266-4021 ext 246

e-mail: duffys@ci.canby.or.us

FAX: (503) 266-7623

City of Canby, Oregon
182 North Holly Street
Canby, Oregon 97013

Bond Counsel

Ms. Carol McCoog, Esq. (Bond Counsel)

Phone: (503) 226-5717

e-mail: Carol.Mccoog@klgates.com

Ms. Margo Sharp (Paralegal)

Phone: (503) 228-3200

e-mail: Margo.Sharp@klgates.com

FAX: (503) 249-9085

Kirkpatrick & Lockhart Preston Gates Ellis LLP
222 S.W. Columbia, Suite 1400
Portland, Oregon 97201

Underwriter

Mr. Javier Fernandez, Vice President

Phone: (503) 275-8309

e-mail: jfernandez@snwsc.com

Ms. Mary Macpherson, Senior Associate

Phone: (503) 275-8307

email: mmacpherson@snwsc.com

FAX: (503) 275-8320

Seattle-Northwest Securities Corporation
1000 SW Broadway, Suite 1800
Portland, Oregon 97205

Paying Agent

Ms. Melinda Murrell

Phone: (213) 630-6459

e-mail: mmurrell@bankofny.com

FAX: (213) 630-6480

The Bank of New York
700 S Flower Street, Suite 200
Los Angeles, California 90017

SOURCES AND USES OF FUNDS

CITY OF CANBY, CLACKAMAS COUNTY, OREGON
Defeasance of 1998 Revenue Bonds
Assumes that City makes regular scheduled payment on June 1, 2008
Assumes call Notice is published on May 22, 2008
Call Date: June 21, 2008

Dated Date	05/22/2008
Delivery Date	05/22/2008

Sources:

Other Sources of Funds:

Cash Contribution from City	483,403.92
Contribution from Debt Service Reserve Account	444,134.00
	<hr/>
	927,537.92

Uses:

Refunding Escrow Deposits:

Cash Deposit	927,537.92
	<hr/>
	927,537.92

SUMMARY OF BONDS REFUNDED

CITY OF CANBY, CLACKAMAS COUNTY, OREGON

Defeasance of 1998 Revenue Bonds

Assumes that City makes regular scheduled payment on June 1, 2008

Assumes call Notice is published on May 22, 2008

Call Date: June 21, 2008

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
Revenue Bonds, Series 1998 (20 Year Maturity), 98_REV:					
SERIALS	06/01/2009	4.700%	75,000.00	06/21/2008	100.000
	06/01/2010	4.750%	75,000.00	06/21/2008	100.000
	06/01/2014	4.950%	95,000.00	06/21/2008	100.000
	06/01/2015	5.000%	100,000.00	06/21/2008	100.000
	06/01/2016	5.050%	100,000.00	06/21/2008	100.000
	06/01/2017	5.100%	110,000.00	06/21/2008	100.000
	06/01/2018	5.100%	115,000.00	06/21/2008	100.000
	06/01/2013	4.850%	255,000.00	06/21/2008	100.000
TERM2013	06/01/2013	4.850%	255,000.00	06/21/2008	100.000
			925,000.00		

ESCROW REQUIREMENTS

CITY OF CANBY, CLACKAMAS COUNTY, OREGON

Defeasance of 1998 Revenue Bonds

Assumes that City makes regular scheduled payment on June 1, 2008

Assumes call Notice is published on May 22, 2008

Call Date: June 21, 2008

Period Ending	Interest	Principal Redeemed	Total
06/21/2008	2,537.92	925,000.00	927,537.92
	2,537.92	925,000.00	927,537.92

MEMORANDUM

To: Honorable Mayor Thompson and City Council
From: Cynthia Thompson, Transit Management Consultant
CC: Mark Adcock, City Administrator
Date: May 14, 2008
Re: Resolution No. 981

Issue: A Resolution authorizing the filing and certification of applications with the Federal Transit Administration. This will authorize the City Administrator to certify as the Official for the Federal Transit Administration and will allow the Transit Manager and staff to submit applications and execute awards.

Background: The prior resolution No. 972 authorized the Finance and Court Services Director to be certified as the official.

Recommendation: That Council adopt Resolution No. 981.

Attached: Resolution No. 981
Designation of signature authority form.

RESOLUTION NO. 981

A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION.

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project; and

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost; and

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project; now therefore

IT IS HEREBY RESOLVED THAT

1. The City Administrator or his/her designee is authorized to execute and file application for Federal assistance on behalf of the City of Canby/Canby Area Transit with the Federal Transit Administration for Federal Assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration.
2. The City Administrator or his/her designee is authorized to execute and file with its application the annual certification and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. The City Administrator or his/her designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the City of Canby/Canby Area Transit.

This Resolution repeals Resolution 972 previously adopted on February 20, 2008.

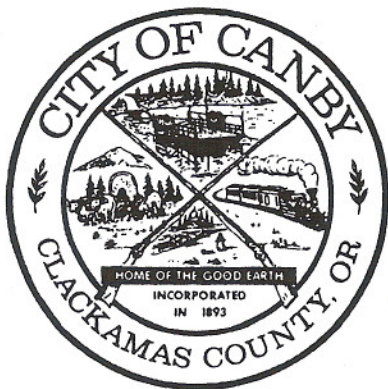
This resolution shall take effect on May 21, 2008.

ADOPTED this 21st day of May, 2008 by the Canby City Council.

Melody Thompson
Mayor

ATTEST:

Mark C. Adcock
City Recorder Pro Tem



City of Canby

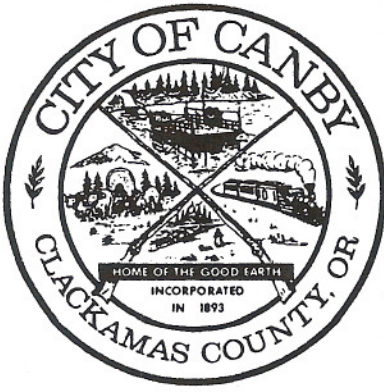
General Administration Office

DESIGNATION OF SIGNATURE AUTHORITY
For The
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT PROCESS
(TEAM)

The City of Canby hereby authorizes the City Attorney, John H. Kelley to be assigned and have use of a Personal Identification Number (PIN), for the execution of annual Certification and Assurances issued by the Federal Transit Administration (FTA), submission of all FTA grant applications, and the execution of all FTA grant awards, on behalf of the officials below, for the FTA's Transportation Electronic Award and Management System (TEAM).

Melody Thompson
Mayor of the City of Canby

Mark C. Adcock
City Administrator for the City of Canby



City of Canby

General Administration Office

DESIGNATION OF SIGNATURE AUTHORITY
For The
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT PROCESS
(TEAM)

The City of Canby hereby authorizes the City Manager, Mark C. Adcock to be assigned and have use of a Personal Identification Number (PIN), for the execution of annual Certification and Assurances issued by the Federal Transit Administration (FTA), submission of all FTA grant applications, and the execution of all FTA grant awards, on behalf of the officials below, for the FTA's Transportation Electronic Award and Management System (TEAM).

Melody Thompson
Mayor of the City of Canby

John Kelley
City Attorney for the City of Canby

ORDINANCE NO. 1274

AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH P.C.R. INC. OF BEAVERCREEK, OREGON TO CONSTRUCT IMPROVEMENTS AT LEGACY PARK FOR THE CANBY PARKS DEPARTMENT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to construct improvements within Legacy Park, and

WHEREAS, the cost of the construction project will be paid by the Canby Parks Department with funds budgeted and approved for this purpose in the 2007-2008 fiscal year budget; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, three sealed bids were obtained for the construction project:

1. P.C.R. Inc. of Beavercreek, OR	\$237,000
2. CivilWorks NW, Inc. of Vancouver, WA	\$306,300
3. JP Contractors, Inc. of Portland, OR	\$326,850

WHEREAS, P.C.R. Inc. of Beavercreek, Oregon submitted the lowest bid of \$237,000 to construct the park improvements; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this bid, reviewed the staff report and believes it to be in the best interest of the City to contract with P.C.R. Inc., to construct said improvements in Legacy Park; therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with P.C.R. Inc. to construct improvements in Legacy Park for the Canby Parks Department for a total of \$237,000

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on May 7, 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 May 21, 2008, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 21st day of May, 2008, by the following vote:

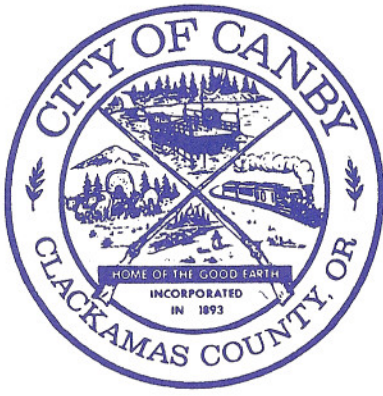
YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder - Pro Tem



City of Canby

Office of the City Attorney

May 13, 2008

Memo to: Mayor/City Council

From: John H. Kelley, City Attorney 

Re: Ordinance No. 1276 – Reimbursing Willamette Falls Hospital for street improvements at 1st Avenue and Sequoia Parkway.

Attached is Ordinance No. 1276. It authorizes the City to reimburse Willamette Falls Hospital for certain street improvements at 1st Avenue and Sequoia Parkway that were the responsibility of the City. However, since Willamette Falls was constructing street improvements for its own development, we contracted with Willamette Falls to have our portion of the improvements constructed at the same time by the same contractor (Jeff Kersey Construction). Oregon contracting law allows us to do this when it appears we will save money.

I have also attached a report from Curt McLeod explaining the history of the project.

Willamette Falls has now requested reimbursement of the amount spent on the project. Curt has reviewed it and believes it is reasonable and appropriate.

A motion to approve Ordinance No. 1276 would be in order.

Any questions, please contact me or Curt.

ORDINANCE NO. 1276

AN ORDINANCE AUTHORIZING REIMBURSEMENT OF FUNDS NOT TO EXCEED \$41,063.25 FROM THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGE FUND TO WILLAMETTE FALLS HOSPITAL FOR THE COMPLETION OF CERTAIN SEQUOIA PARKWAY IMPROVEMENTS AT THE INTERSECTION OF 1ST AVENUE AND SEQUOIA PARKWAY AND DECLARING AN EMERGENCY.

WHEREAS, during the construction of Willamette Falls Health Center located at 1st Avenue and Sequoia Parkway, the City entered into an agreement with the Willamette Falls Hospital to reimburse it for certain street improvements that were the responsibility of the City of Canby to complete at the above mentioned intersection; and

WHEREAS, Willamette Falls Hospital, through its contractor, Jeff Kersey Construction completed the aforementioned street improvements and has submitted a letter to the City of Canby requesting reimbursement in the amount of \$41,063.25 for the costs it has incurred; and

WHEREAS, the City Engineer has reviewed the completed improvements and believes that they are reasonable and necessary and therefore recommends approval of the request for reimbursement to Willamette Falls Hospital; now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby authorizes payment not to exceed \$41,063.25 from Transportation System Development Charge Improvement funds to reimburse Willamette Falls Hospital of Oregon City, Oregon for its costs in completing street improvements located at 1st Avenue and Sequoia Parkway.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to authorize this payment within the 2007-2008 fiscal year, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 21, 2008; ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 4, 2008, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder Pro-Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 4th day of June, 2008, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder Pro-Tem

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

May 12, 2008

John Kelley, Esq.
City of Canby
182 North Holly Street
Canby, OR 97013

RE: CITY OF CANBY

Dear John;

Mark asked me to provide information to the City to substantiate the invoicing received from Willamette Falls Hospital relative to the re-construction of the northerly half street at the intersection of Sequoia Parkway and SE 1st Avenue.

This project was constructed by Jeff Kersey Construction at the request of the City of Canby to modify the traffic patterns at this intersection. This modification converted this intersection from full two-way access to a one-way east-bound access only. Although this was the City of Canby's responsibility, the work was dovetailed with Kersey Construction's work on the Willamette Falls site for efficiency.

The City initiated discussions with ODOT, Canby Fire Department and the surrounding developers in August of 2006. An estimate of work scope and preliminary plans were prepared and submitted to the City by Sisul Engineers in February of 2007. John Williams subsequently approved the construction for the City of Canby as an SDC reimbursement in an email on February 26, 2007. As this exceeded Willamette Falls' SDC obligation for their phase 1 construction, John offered to apply a credit for a future phase of construction or a cash reimbursement.

In a letter from Willamette Falls Hospital on March 5, 2008, the final costs were submitted for payment. The as-constructed project included additional work required by the Fire Department and City's transportation engineering Lancaster Consultants. In particular there was additional paving required, landscape restoration, sidewalk and signage. All of the improvements were on the opposite side of the roadway from the Willamette Falls site, and all of the improvements were completed at private development cost which is less than what the City could have achieved with public bid and prevailing wage requirements.

Mr. John Kelley, Esq.
May 12, 2008
Page 2

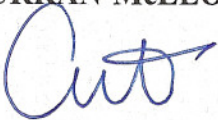
The final project cost as shown on the attached summary is \$41,063.25. Our office has been aware of every expenditure on this project and of every design decision since inception of the project. This project was initiated by the City of Canby and Willamette Falls agreed to include the work scope in their construction project contingent upon SDC reimbursement upon completion.

This invoice should be approved by the City of Canby and paid to Willamette Falls Hospital, Attn: Troy Blomquist. The funding should come from the Transportation SDC Improvement Fee as a component of the Industrial Area Master Plan project.

Let me know if you need anything additional.

Very truly yours,

CURRAN-McLEOD, INC.

A handwritten signature in blue ink, appearing to read "Curt", with a stylized flourish extending from the end.

Curt J. McLeod, P.E.

Enclosures

cc: Mr. Mark Adcock, City of Canby



March 5, 2008

City of Canby
Planning and Building Dept.
Attn: Carla Ahl
182 N. Holly St.
Canby OR 97013

Dear Carla,

Now that the public infrastructure improvements surrounding the Willamette Falls Health Center are complete, Willamette Falls Hospital is submitting for reimbursement for City requested and related improvements relating to S.E. 1st Avenue. The following costs are being submitted for reimbursement with requested documentation:

\$36,585.00 City requested 1st Ave. improvements
\$ 4,478.25 Associated engineering fees
\$41,063.25 Total fees for City of Canby associated work

Please see attached for details of each of the above line items and do not hesitate to call with any questions.

Please submit check to:

Willamette Falls Hospital
Attn: Troy Blomquist
1500 Division St.
Oregon City, OR 97045

Sincerely,

A handwritten signature in blue ink, appearing to read "Troy Blomquist", is written over the typed name.

Troy Blomquist
Willamette Falls Hospital
(503)557-2197



Project: Willamette Falls Health Center - Canby Plaza
Description: 1st Avenue / Sequoia Parkway Improvements - City of Canby Reimbursables
Date: 10/10/2007
Estimator: Justin Labhart
Issue #: NA

DESCRIPTION	QTY	UNIT	MH/UNIT	LABOR HR	\$/HR	LABOR COST	WASTE %	\$UNIT/MAT	MAT COST	SUB \$/UNIT	SUB \$	EQP.\$/UNIT	EQUIP.\$
				0		\$ -			\$ -		\$ -		\$ -
Sequoia Parkway Improvements - Jeff Kersey Construction	1	LS		0		\$ -			\$ -	\$ 22,491.00	\$ 22,491.00		\$ -
Added signs, barricades, and Bump Outs on 1st Ave per City direction - Jeff Kersey Construction	1	LS		0		\$ -			\$ -	\$ 1,898.00	\$ 1,898.00		\$ -
Remove and replace existing paving on Sequoia due to catch basin elevation - Jeff Kersey Construction	1	LS		0		\$ -			\$ -	\$ 5,384.00	\$ 5,384.00		\$ -
Construction surveying and staking on Sequoia Avenue - WB Wells	1	LS		0		\$ -			\$ -	\$ 1,500.00	\$ 1,500.00		\$ -
General Contractor supervision - LCG Pence Construction	1	LS		0		\$ -			\$ -	\$ 2,400.00	\$ 2,400.00		\$ -
				0		\$ -			\$ -		\$ -		\$ -
TOTALS				0		\$ -			\$ -		\$ 33,673.00		\$ -

Liability	0.60%	\$ -	0.60%	\$ -	0.60%	\$ 202.04	0.60%	\$ -
Subtotal		\$ -		\$ -		\$ 33,875.04		\$ -
O & P	8.00%	\$ -	8.00%	\$ -	8.00%	\$ 2,710.00	8.00%	\$ -

	Lab	\$ -
	Mat	\$ -
	Sub	\$ 36,585.04
	Equip	\$ -
Grandtotal		\$ 36,585.04
COR Total		\$ 36,585

SISUL ENGINEERING

A Division of Sisul Enterprises, Inc.

375 PORTLAND AVENUE, GLADSTONE, OREGON 97027

(503) 657-0188

FAX (503) 657-5779

March 7, 2008

Willamette Falls Hospital
1500 Division Street
Oregon City, OR 97045

ATTN: Troy Blomquist

RE: Willamette Falls Health Center – Canby Plaza, SE 1st Avenue reimbursement; SGL06-016

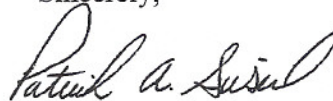
Dear Troy:

I am sending this letter to you as a follow-up to my letter of October 8, 2007 regarding our fees associated with the improvements to Sequoia Parkway and SE 1st Avenue intersection to facilitate traffic movements on Sequoia Parkway for the City of Canby. Since my earlier letter, we have charged you additional fees associated for follow-up communications and assisting with the reimbursement request in the amount of \$1,125.25.

This brings Sisul Engineering's fees associated with the City of Canby's portion of the work for this project to a total of \$4,478.25 between February, 2007 & March, 2008.

If you have any questions regarding this, please feel free to give me a call.

Sincerely,



Patrick A. Sisul, PE

pc: Bob Hill, Cascadia Development

Costs Incurred
SE 1st Avenue/Sequoia Parkway Improvements
SGL06-016A
February, 2008

Mobilization	1 LS	\$ 2,750.00 /LS	\$ 2,750.00
Erosion Control	1 LS	\$ 1,000.00 /LS	\$ 1,000.00

Removal:

Median Curb	35 LF	\$ 5.00 /LF	\$ 175.00
Curb	115 LF	\$ 5.00 /LF	\$ 575.00
Striping	1 LS	\$ 400.00 /LS	\$ 400.00
Asphalt	2,250 SF	\$ 0.80 /SF	\$ 1,800.00
Base Rock	2,250 SF	\$ 0.80 /SF	\$ 1,800.00
Signage	1 LS	\$ 100.00 /LS	\$ 100.00

Curb:

Median Curb	115 LF	\$ 16.00 /LF	\$ 1,840.00
Mountable Curb	40 LF	\$ 15.05 /LF	\$ 602.00
Standard Curb	186 LF	\$ 10.00 /LF	\$ 1,860.00

Striping:

Striping	515 LF	\$ 2.40 /LF	\$ 1,236.00
Lane Arrow	1 EA	\$ 500.00 /EA	\$ 500.00

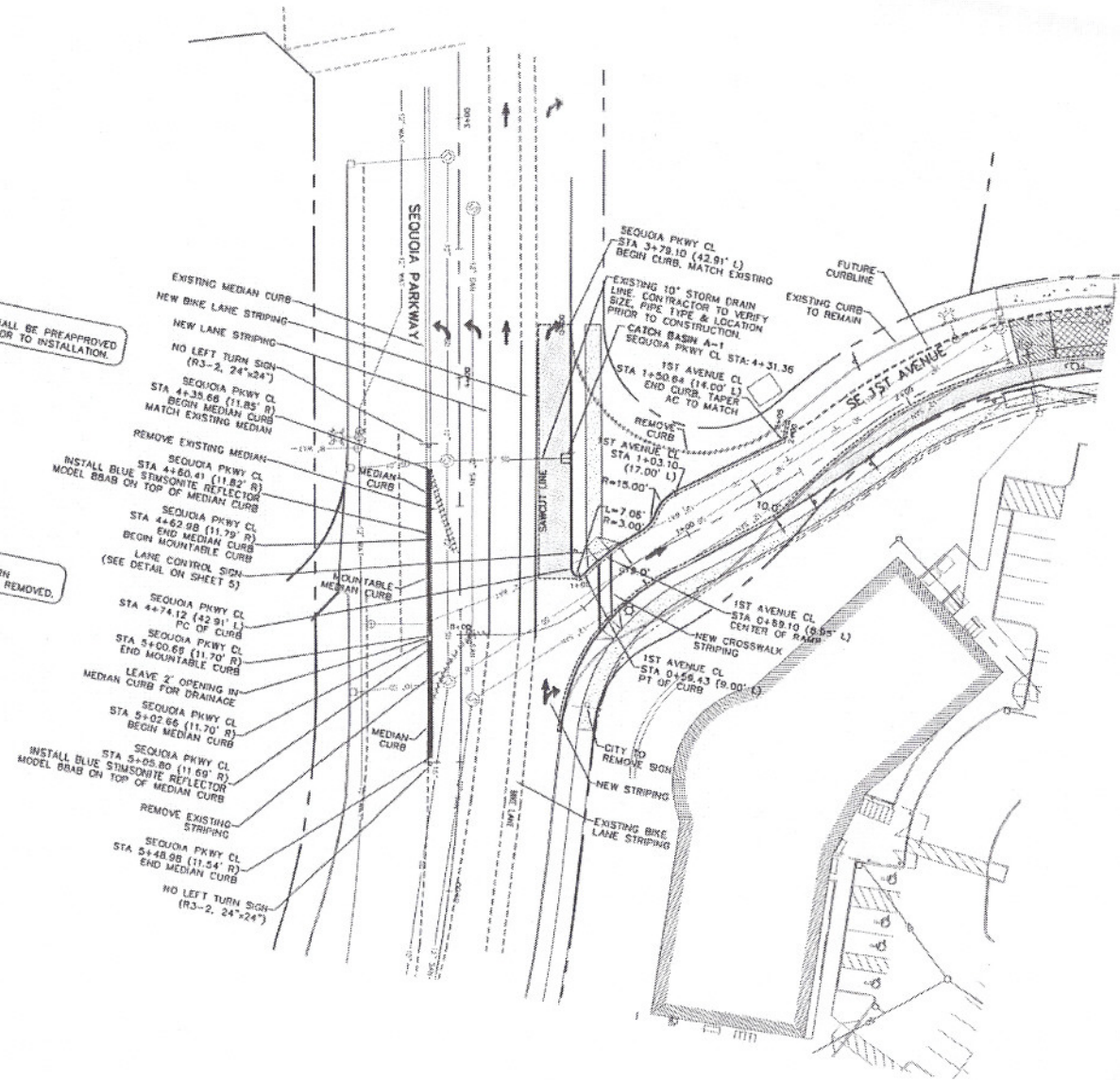
Other:

Sidewalk	510 SF	\$ 5.00 /SF	\$ 2,550.00
ADA Ramp	1 EA	\$ 1,100.00 /EA	\$ 1,100.00
Dome Pad	1 EA	\$ 400.00 /EA	\$ 400.00
Traffic Buttons	11 EA	\$ 85.00 /EA	\$ 935.00
Signs	9 EA	\$ 200.00 /EA	\$ 1,800.00
Topsoil	250 SY	\$ 3.70 /SY	\$ 925.00
Reseed	250 SY	\$ 8.10 /SY	\$ 2,025.00
Remove/replace CB	1 LS	\$ 5,400.00 /LS	\$ 5,400.00
Surveying	1 LS	\$ 1,500.00 /LS	\$ 1,500.00
Supervision	1 LS	\$ 2,400.00 /LS	\$ 2,400.00

Total	\$ 33,673.00
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NOTE:
ALL STRIPING SHALL BE PREAPPROVED
BY THE CITY PRIOR TO INSTALLATION.

NOTE:
STRIPING FOR LEFT TURN
CHANNELIZATION TO BE REMOVED.



Curt McLeod

From: "John Williams" <WilliamsJ@ci.canby.or.us>
To: "Patrick Sisul" <PatSisul@sisulengineering.com>
Cc: "Kevin Cook" <CookK@ci.canby.or.us>; "Curt McLeod" <cjm@curran-mcleod.com>
Sent: Monday, February 26, 2007 10:05 AM
Subject: Re: Sequoia - 1st Avenue

Pat,

After reviewing your cost estimate and plan of work, the City is willing to participate in the Sequoia/First traffic control project. The City will commit to covering our portion of the work as described in your Feb. 19 letter. We can pay Willamette Falls Hospital for this work either as SDC credits for future phases, or by direct reimbursement in response to invoices and progress reports.

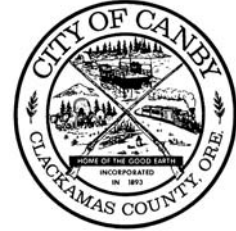
Thanks for your work on this matter.

John

Do you have a sense of timeline for construction? Also, do you expect a standard preconstruction meeting would be held prior to work?

5/8/2008

M E M O R A N D U M



TO: *Honorable Mayor Thompson and City Council*
FROM: *Kim Scheafer, CMC, Executive Assistant/City Recorder Pro-Tem*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *May 12, 2008*

Issue:

I will be out of the office May 19 – 23 at a conference. If the Council passes Resolution 980 it will need to be signed after the Council meeting on May 21. In the past when I have been out of the office documents have had to wait to be signed until my return.

Recommendation:

In order to not create a delay in signing of documents of a critical nature, staff would like for the Council to make a motion to appoint Mark C. Adcock as City Recorder Pro-Tem while I am absent from the office. If the Council concurs the motion below would be appropriate.

****I move to appoint Mark C. Adcock as City Recorder Pro-Tem during the absence of Kim Scheafer from office for the period of May 21-23, 2008.**

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Dwayne Barnes, Director of Public Works*
DATE: *May 13, 2008*
THROUGH: *Mark C. Adcock, City Administrator*

Issue: Canby Rural Fire Protection District IGA for Fleet Services

Synopsis: The IGA (Resolution 884) adopted by the City Council October 20, 2004 no longer provides adequate funds for services provided by the Fleet Services Department to cover the actual cost of services.

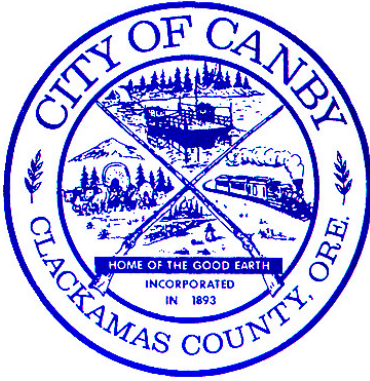
Recommendation: Staff recommends the City Council authorize the Director of Public Works to amend the IGA to cover the actual cost of services provided to the Fire District, including a 15-percent markup on parts and \$70/hr labor rate. If the Fire District does not agree to amend the IGA prior to June 1, 2008, Council authorizes the Director of Public Works to issue the thirty-day IGA termination notice as provided in section four of the IGA.

Rationale: Please see the attached memo to the City Administrator dated May 13, 2008

Options:

1. Accept all recommendations in the attached memo
2. Modify recommendations in the attached memo
3. Make no changes to the IGA

Attached: May 13, 2008 memo to City Administrator, Resolution 884 (IGA)



City of Canby

Public Works Department

MEMORANDUM

TO: Mark Adcock, City Administrator
FROM: Dwayne Barnes, Director of Public Works
SUBJECT: Canby Fire IGA
DATE: May 13, 2008

Over the past several months I have been reviewing the terms contained in the IGA between the City and Canby Fire District to determine if the funds provided for fleet services actually covers the maintenance performed. The table below delineates actual labor expenses verses the \$11,500 Fire District fixed contributions provided in the IGA.

Fire District Contribution verses Actual Labor Costs

	FY06	FY07	July –Dec 07	FY08 Projected
Fire Dist Fixed Contribution	\$11,500	\$11,500	\$5750	\$11,500
Actual Labor	\$13,398	\$19,235	\$10,587	\$18,239
Subsidy	\$1,898	\$7,735	\$4,837	\$6,739

It is very clear that the \$11,500 provided for labor in the IGA is inadequate to cover actual labor costs. In addition the City currently uses a shop rate of \$50/hour which is well below comparable department rates. Beth and I recently attended a fleet managers meeting in Salem at which we learned that 1588 hours per year per mechanic is the industry standard used for determining labor rates. The 1588 is the theoretic production hours of the average mechanic per year taking into account vacation, sick and other non-production hours. Using the 1588 production hour rate and applying it to our three mechanics and dividing the sum (4764) by the FY09 projected fleet budget of \$304,543 you get a shop rate of \$63.93/hr. It is also common among

fleet service departments in our area to charge external agencies a labor rate 10-percent above internal departments. With the 10-percent increase our external labor rate would be \$70.32/hr. That being said, at least over the last several years, internal City departments have been subsidizing the Fire District (see above table based on a \$50 labor rate).

Additional concerns in the IGA language are as follows:

- The agreement gives priority to Fire District vehicles (This should be removed).
- Fire District pays an all-inclusive payment (\$11,500) for labor in lieu of a regular shop rate (Remove and charge hourly rate of \$70/hr).
- District pays in lieu payment quarterly (City should get paid monthly).
- District will reimburse City for parts and fluids at the actual cost of parts and fluids. (City should charge a 15% markup on all parts and fluids)
- District will pay the cost of tuition and/or travel costs associated with any training that is specific to fire or emergency medical vehicles, but the City has to pay the personnel costs for the mechanics while they are attending the training. (The City does not own fire or emergency medical vehicles so attending the training is a benefit to the District, but a loss of critical staff time to the City. If the Fire District wants our mechanics to receive specialized training they should pay the labor rate as well.)

I would recommend that we contact the Fire District and request the agreement be amended to reflect comments listed above in red print. If the Fire District does not agree to amend the IGA I would recommend the City provide the required 30-day notice and terminate the IGA.

RESOLUTION NO. 884

A RESOLUTION ADOPTING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CANBY (CITY) AND THE CANBY RURAL FIRE PROTECTION DISTRICT (DISTRICT) REGARDING SHARING RESOURCES AND SERVICES FOR FLEET MAINTENANCE.

WHEREAS, the City wishes to contract with the District to provide apparatus maintenance for the mutual benefit of both entities; and

WHEREAS, the City and District recognize a common purpose in providing consistent, comprehensive, and continuing services to the residents of the City and District; and

WHEREAS, the City and District believe that sharing resources and services will reduce cost, improve effectiveness and enhance efficient services to constituents; and

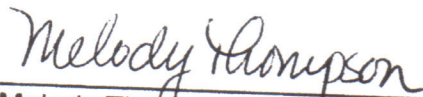
WHEREAS, The City is willing to provide said service under the terms and conditions of its proposed IGA dated October 13, 2004 attached hereto as Exhibit "A" and by this reference incorporated herein, now therefore; and

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

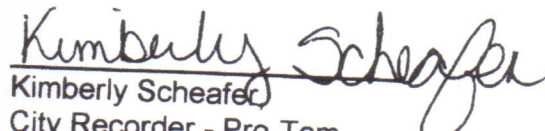
1. That the attached IGA dated October 13, 2004, marked as Exhibit "A" and by this reference incorporated here, is adopted between the City and the District.
2. That the City Administrator is directed to take the necessary action to implement the terms of the said contract.

This resolution shall take effect on October 20, 2004.

ADOPTED this 20th day of October, 2004, by the Canby City Council.


Melody Thompson - Mayor

ATTEST:


Kimberly Scheafer
City Recorder - Pro-Tem

INTERGOVERNMENTAL AGREEMENT FOR SHARING RESOURCES AND SERVICES

This AGREEMENT is entered into pursuant to the authority granted in Chapter 190 of the Oregon Revised Statutes, by and between the Canby Rural Fire Protection District No. 62, herein after called "District", a fire protection district organized and existing under the Constitution of the State of Oregon and established pursuant to Oregon Revised Statute Chapter 478, and the City of Canby, hereinafter called "City", a municipal corporation organized and existing under the Constitution of the State of Oregon and established pursuant to Oregon Revised Statute Chapter 221.

This AGREEMENT is to provide for sharing of apparatus maintenance resources, training of Mechanics, and costs for services.

Whereas, the City and District recognize a common purpose in providing consistent, comprehensive, and continuing services to the residents of the City and District; and

Whereas, the City and District desire to provide effective and efficient services at the least total cost to constituents; and

Whereas, the City and District believe that sharing resources and services will reduce cost, improve effectiveness and enhance efficient services to constituents.

In consideration of those premises as generally recited

IT IS AGREED AS FOLLOWS:

1. STATEMENT OF PURPOSE

The common objectives of the City and District in entering into this Agreement are to provide apparatus maintenance services with greater efficiency.

2. JOINT ACTIVITIES

The City and District agree to work together on services provided as outlined below. In addition, the agencies agree to further develop the goals stated herein and explore other opportunities to share services.

2.1. SERVICES

- 2.1.1. The City agrees to make apparatus maintenance services available to the District for the Districts apparatus fleet, said service shall have priority due to the emergency nature of the apparatus usage. The agencies have agreed that in lieu of a regular per hour shop rate, the District would pay to the City an all-inclusive payment for labor. That payment will be paid quarterly with the first payment

being made on or before July 30th of each year, and there after on or before October 30, January 31, and April 30 of each year.

2.1.2. Both agencies agree that the all-inclusive labor charge shall be fixed at \$11,500 per year until June 30, 2007. However, if after July 1, 2005 circumstances arise that were not apparent or known at the time of the signing of this agreement, either agency may request to renegotiate the all inclusive labor charge.

2.1.3. The District agrees to reimburse the City for any parts or fluids used in providing maintenance services at the City's actual cost for parts or fluids.

2.1.4. The commencement date of this agreement shall be July 1, 2004.

2.2. TRAINING

2.2.1. Both parties agree to provide the necessary training required to certify the mechanics at the Emergency Vehicle Technician (EVT) level.

2.2.2. The District will pay for the tuition and/or travel costs associated with any training that is specific to fire or emergency medical vehicles. The City agrees to cover the personnel costs of the mechanics while they are attending such training.

2.3. GOALS

2.3.1. Both agencies agree that each has an interest in certifying the Mechanics to the EVT level and this goal should be accomplished as soon as funding is available. The funding for this training shall be as described in section 2.2 above.

3. INTERGOVERNMENTAL COMMUNICATION
Staff and/or administrative personnel of the parties shall meet together regularly to discuss issues of interest or concern to either party. Emergency meetings may be called upon agreement of both Agency Administrators as necessary.

4. TERM OF AGREEMENT

This Agreement shall be in effect for five (5) years. The Agreement shall continue thereafter on a quarterly basis until amended or extended in writing. Either party may terminate this agreement at any time for any reason by giving thirty (30) days advance written notice that it desires to do so.

5. **FORCED LIMITATIONS**

In the event there is state-wide legislation that is beyond the control of either party, which limits either property tax or the services provided by the City or District, this Agreement may be renegotiated. Renegotiating shall begin upon the written request of either party.

6. **LIABILITY**

Each party agrees solely to be liable for and hold the other harmless from any claims, actions or suits arising from its acts or those of its employees, officers, directors, agents, or volunteers in carrying out the purposes of this Agreement. Notwithstanding the above, each party to this Agreement agrees to maintain liability insurance for risks arising out of this Agreement, which covers the other party as an additional insured or, if self-insured, to provide coverage for those risks previously carried under the liability insurance policy of the parties.

7. **DISPUTE RESOLUTION**

Both parties recognize that interpretation of the terms or intent of this agreement may be challenged from time to time. Both parties agree to meet and discuss potential resolutions to this agreement prior to serving notice for breach or implementing procedures for termination.

8. **GENERAL PROVISIONS.**

Unless otherwise specifically prescribed in the Agreement, the following provisions shall govern its interpretation and construction: When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular include the plural.

9. **CAPTIONS.**

The paragraph captions and headings in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

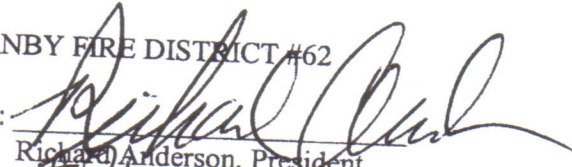
10. **AMENDMENT**

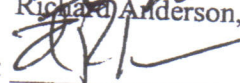
This Agreement may be amended only in writing upon the mutual consent of both parties.

This Agreement, entered into in duplicate original, is subscribed to by the following parties:

Subscribed this 20th day of October, 2004

CANBY FIRE DISTRICT #62

BY: 
Richard Anderson, President

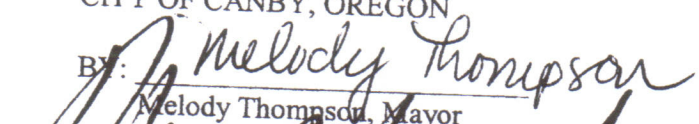
BY: 
Ted R. Kunze, Fire Chief

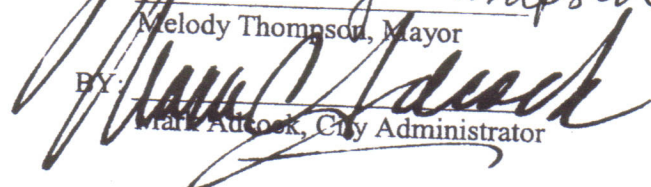
APPROVED AS TO FORM:


Legal Counsel

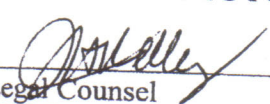
Subscribed this 20th day of October, 2004

CITY OF CANBY, OREGON

BY: 
Melody Thompson, Mayor

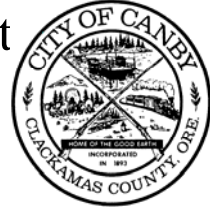
BY: 
Mark Adcock, City Administrator

APPROVED AS TO FORM:


Legal Counsel

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: March & April, 2008
Date prepared: May 6, 2008
From: Kathy Mashek, Court Clerk
Through: Mark Adcock, City Administrator

- ! 26 attended the seatbelt classes for the months of March & April. This generated \$390.00 towards the purchase of helmets.
- ! Court trials for the months of March & April were held for 45 defendants. This required 10 officers, at various times, to come to testify.
- ! 707 cases were filed and 595 cases were concluded during these months.
- ! Revenue for the both months was \$122,123.33. Out of this amount, Oregon Department of Revenue received checks totaling \$8,886.15, Oregon Judicial Department \$582.00 and Clackamas County received \$2,665.35.
- ! 76 defendants appeared with attorneys. With the defendants there were a total of 9 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: *April 30, 2008*

Economic Development Project Updates

The following projects are funded through Urban Renewal.

1. **Canby Cinema. Ongoing.** We are moving forward with this project. Our projected date to have the Cinema open is Fall 2009. Agency has approved a draft MOU with the Village at Canby Station LLC as developers of the Cinema. We have an initial site plan for the parking lot and redevelopment of 2nd Ave. We are entering into an option agreement purchase the residential property at 301 NE 3rd Ave as a critical connector street between 2nd and 3rd to control traffic. We have hired Charles Kupper to handle the financing procedures for us and are working with him to secure the loan for the entire project. We hold monthly project meetings and other meetings as necessary.
2. **Development of ED Web Site** (www.canbybusiness.com). Our new website is online. *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 Mar-Apr /08: 4
4. **Downtown Redevelopment Grants. No change - ongoing.** Three of the four projects that grants were awarded are moving forward at this time. *Background:* The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby's commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.
5. **Facade improvement program. Ongoing.** We are currently seeking projects to participate in this program. *Background:* The URD has approved the use of funds for up

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

6. **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 July.* Our first Planning Commission public hearing was held on April 28th. Due to additional public testimony at the hearing, the Planning Commission decided to continue the hearing until May 28th. This will extend the schedule through July. We will present the ordinance to the Council on July 2nd.

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. We expect to complete task force meetings by the end of June.

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.

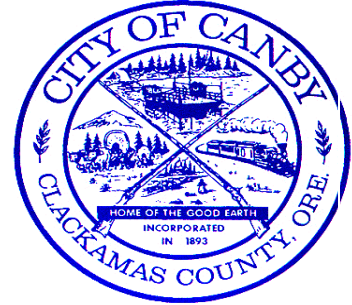
d. Wilco (5 acres - Sequoia Parkway): Construction is underway with completion scheduled for mid-2008.

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

10. Canby Pioneer Industrial Park Sign *Ongoing*. The Committee will be recommending funding to the URA in May and subject to approval of funding will begin construction of the sign this summer. Committee has recommended a metal sign with back-lit letters.

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
March - April 2008



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Supervisor
DATE: May 5, 2008

Facility:

*Envisionware is working fine and now we are just waiting for a couple of replacement computers so we can get our 15 minute station up and running. Then we'll know if we have to adjust the length of computer session minutes allowed at one time.

*Graffiti continues to be an issue.

*Canby High School Rugby Club and Head Coach Greg Perez and parents did a service work party on Friday, April 18th. They enthusiastically weeded and cleaned around the building, painted, washed windows and sills, moved planters, and swept – all on a day off from school and before a playoff game. Their involvement in the community is admirable and we'd love to have them back any time!

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. Linda is also attending a Technical Services committee which is gearing up for the same system.

*Peggy continues to attend the Kids Committee and they are working on the upcoming summer reading program.

Programs:

- *Family Nite was held on the 4th Thursday of March “The Celtic Muses” a wonderful trio of music with a zing...and April’s Family Nite was a craft activity making tissue paper flowers.
- *The March Family Movie night was the new theatrical release of “Snow Buddies” and the April movie was “Bee Movie”.
- *The Coffee Creek Quilters now have a display through the middle of April. This year, Koko Sutton, President of the Quilters spoke about the “Quilting in Prison” program on Thursday, March 20th. Quilting provides a positive “hands-on” program for the inmates to learn and practice a variety of life-enhancing skills such as perseverance, patience and problem solving. On the successful completion of three quilts, the students have developed an “I can do it” attitude. This improved self-confidence will increase the students’ opportunities for a better life upon release.
- *In the latter part of April, a presentation of work from photographer/artist Dee Browning was displayed featuring mixed media of watercolors, oils photography, and graphics.
- *On March 13th, Library patron and Friends member Kathy Stuart presented her final series on Travels in Great Britain slides and lecture on “Herriot’s County”, but the demand was so great that she graciously agreed to come back for two more.
- *On April 16th, she presented another in her series of Great Britain “Spring in the West Midlands of England” taking the patrons to the Berrington Hall estate where she stayed in the Keeper’s cottage. She will add another presentation on May 15th entitled “Tracing your Scottish Roots”.
- *On Tuesday March 11th, the Library was pleased to sponsor a Chautauqua program “Wallace Stegner: Wise Man of the West” presented by Richard Etulain. Mr. Etulain studied and interviewed Stegner and will talk about his major contributions and raises probing questions about his career as Westerner, public intellectual, and wilderness defender. The funding from these programs is made possible from the Oregon Council for the Humanities, a nonprofit affiliate of the National Endowment for the Humanities. We must apply every year and have been fortunate to been granted two this year. His presentation got rave reviews.
- *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 of a massage from massage therapist Ayron Haley was

raffled with proceeds to be donated to the Library.

Ahhhhhhh.....congratulations to Lisa Vincent!

- *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.

Grants:

- *The Ready to Read Grant will now provide the funding for the upcoming summer reading programs of '08.

*Volunteers:

- *Contributed 312.5 hours for March and 347 hours for April 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 with the election held on March 11. The newly elected officers are President Gary Field, Vice President Dale Liberty, Secretary Loryn Moore, Treasurer Roberta Stutz, and at-large members Suzanne VanAmburgh, Nancy Kopelk and Pat

Sugden.

- *The crew meets every Thursday morning and is averaging restocking at least twice a week.

- *The book club met and listened to the Chautauqua lecture about Wallace Stegner on March 11th and for their April meeting they reviewed to selections - "Angle of Repose" by Wallace Stegner and "How Starbucks Saved My Life" A Son of Privilege Learns to Live Like Everyone Else" by Michael Gill for the April meeting. They are averaging between 15-20 members!

- *The book store managed to break a weekly record over spring vacation - \$520. Whether it was the cost of gas, the weather, or the time of year, they capitalized with a children's book sale with prices that made the books too good to pass up! Thanks to all the hard work from Pat, Nancy, Jean, and Carol for sorting, stocking, and pricing and to Roberta and Loryn for bookkeeping, vacuuming, and reporting!

PLANNING DEPARTMENT UPDATE



TO: *Honorable Mayor Thompson and City Council*
FROM: *Matilda Deas, AICP Project Planner*
DATE: *May 11, 2008*
THROUGH: *Mark C. Adcock, City Administrator*
RE: *Planning project status*

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

- 1. 13th Avenue traffic calming.** *Ongoing* 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). One component of this project will restrict on street parking to the north side of 13th Avenue. Planning and Public Works are coordinating with Canby High School to stall signage to direct people attending sports events to the parking available at the High School.
- 2. Other traffic calming.** *Ongoing.* The City Council has approved the use of SDC funds for traffic calming projects in FY 2007-2008. These projects are now starting the design engineering process; some may require Council approval via ordinance depending on final cost. Matilda and our Public Works Director have identified the best location for a portable speed table on NE 10th Avenue and have ordered our first speed table. Matilda will involve residents in the location and evaluation of the effectiveness of the product. *Background:* Matilda and a group of interested citizens have been looking at ways to slow traffic and increase pedestrian safety. Lessons learned here will also be applied to new streets. Matilda has also been working with a technical committee of local experts, including Public Works, engineering, Canby Fire District, and First Student.
- 3. Next round of CDBG applications:** Matilda attended a CDBG funding workshop and discussed projects to submit for our next round of funding. Based on discussions with the County, the projects most likely to move forward would be the N. Maple Street improvements, and NE 10th Avenue pedestrian/storm water improvements. North Maple includes new curbs, sidewalks and an overlay or reconstruction of the travel surface. Matilda is working with our Public Works director to develop the scope of the project and submit the application.
- 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.** *In progress.* 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. Staff is meeting with our two northside neighborhood associations May 14th to review and discuss our proposed annexation criteria.
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. Residents in the SW part of town are also forming a neighborhood association. Matilda will assist this group with the City process for official recognition. *Background:* Both these groups are organizing to address truck traffic issues on 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.** *Pending adoption.* Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 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 two 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.** *Revised.* 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. *Update:* Matilda met with our contract traffic engineer, Metro Region 1, and our consultant and the updated project scope has been determined and is back on track. The revised model should be completed within the next few months.
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. *On hold.* 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. **Wilco (Sequoia Parkway).** Subdivision application to prepare for development of the southern portion of the Wilco site. *Incomplete application.*
- f. **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 3 annexations listed below, we received one 4-lot subdivision proposal on NE 3rd Avenue, and 3 minor modifications: Panda Express setback adjustment, Kendal Floral parking lot and landscape reconfiguration, and an amended condition of approval for the Poole minor land partition to reflect accurate road jurisdiction.

The Planning Commission continued the public hearing for adoption of the new downtown design standards and overlay zone to the regularly scheduled May 27th meeting.

The Planning Commission will consider code amendments at the May 27th meeting that are required to enact the necessary floodplain management regulations as required by FEMA.

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. **WITHDRAWN**

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 totalling 14.88 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

5/6/2008

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	7	1	-	-	-	-	-	-	-	-	13
BUILDING PERMITS MULTIFAMILY	-	-	-	-	-	-	-	-	-	-	-	-	-
MECHANICAL	17	22	20	16	-	-	-	-	-	-	-	-	75
ADDITIONS NONRESIDENTIAL	4	-	2	4	-	-	-	-	-	-	-	-	10
ADDITIONS RESIDENTIAL	1	2	5	4	-	-	-	-	-	-	-	-	12
OTHER	7	9	9	7	-	-	-	-	-	-	-	-	32
MONTH	30	37	43	32	-	-	-	-	-	-	-	-	-
YEAR	30	67	110	142	142	142	142	142	142	142	142	-	-
VALUATION OF PERMITS ISSUED													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
BUILDING PERMITS - SFR	312,983	1,025,066	1,230,635	246,412	-	-	-	-	-	-	-	-	2,815,095
BUILDING PERMITS MULTIFAMILY	-	-	-	-	-	-	-	-	-	-	-	-	-
MECHANICAL	-	-	-	-	-	-	-	-	-	-	-	-	-
ADDITIONS NONRESIDENTIAL	153,100	-	51,700	39,070	-	-	-	-	-	-	-	-	243,870
ADDITIONS RESIDENTIAL	500	71,642	207,407	231,616	-	-	-	-	-	-	-	-	501,165
OTHER	35,326	12,758,390	119,615	693,934	-	-	-	-	-	-	-	-	13,607,265
MONTH	501,910	13,835,098	1,609,355	1,201,032	-	-	-	-	-	-	-	-	-
YEAR	501,910	14,357,008	15,966,363	17,167,395	17,167,395	17,167,395	17,167,395	17,167,395	17,167,395	17,167,395	17,167,395	-	-
SDC FEES AND CHARGES UPDATE													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Stormwater Fees	90	5,763	350	199	-	-	-	-	-	-	-	-	6,399
Sewer SDC Fees	-	29,839	9,088	2,296	-	-	-	-	-	-	-	-	41,223
Construction Excise Tax	1,845	5,092	4,219	1,737	-	-	-	-	-	-	-	-	12,893
Parks SDC Fees	-	16,298	16,332	4,790	-	-	-	-	-	-	-	-	37,419
Transportation Improvement	-	151,365	7,295	17,252	-	-	-	-	-	-	-	-	182,010
Planning Department Fees	395	1,004	565	573	-	-	-	-	-	-	-	-	2,536
Advanced Engineering	-	-	2,273	-	-	-	-	-	-	-	-	-	2,273
Business License	-	-	-	-	-	-	-	-	-	-	-	-	-
Building Department Fees	3,354	64,003	12,168	11,314	-	-	-	-	-	-	-	-	98,440
School Excise Tax	8,162	287,351	347,246	392,791	392,791	392,791	392,791	392,791	392,791	392,791	392,791	-	9,604
MONTH	173	188	149	185	-	-	-	-	-	-	-	-	-
YEAR	178	366	515	700	700	700	700	700	700	700	700	-	-

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Canby Development

Monthly Report

March - April 2008

BUILDING PERMIT DATA

PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Mar	Apr	Mar	Apr
<i>BUILDING PERMITS - SFR</i>	7	1	\$1,230,633	\$246,412
<i>BUILDING PERMITS</i>	-	-	\$0	\$0
<i>MULTIFAMILY</i>				
<i>MECHANICAL</i>	20	16	\$0	\$0
<i>ADDITIONS NONRESIDENTIAL</i>	2	4	\$51,700	\$39,070
<i>ADDITIONS</i>				
<i>RESIDENTIAL</i>	5	4	\$207,407	\$221,616
<i>OTHER</i>	9	7	\$119,615	\$693,934
<i>MONTH</i>	43	32	\$1,609,355	\$1,201,032
<i>YEAR</i>	110	142	\$15,966,363	\$17,167,395

SDC FEES AND CHARGES UPDATE

	MONTH		YEAR
	Mar	Apr	
<i>Stormwater Fees</i>	350	191	6,399
<i>Sewer SDC Fees</i>	9,088	2,296	41,223
<i>Construction Excise Tax</i>	4,219	1,731	12,887
<i>Parks SDC Fees</i>	16,332	4,790	37,419
<i>Transportation Improvement</i>	7,395	17,252	182,010
<i>Planning Department Fees</i>	565	573	2,536
<i>Advanced Financing</i>	2,373	-	2,373
<i>Business License</i>	-	-	-
<i>Building Department Fees</i>	17,168	11,314	98,340
<i>School Excise Tax</i>	2,205	7,399	9,604

INSPECTIONS

	Mar	Apr
MONTH	149	185
YEAR	515	700

HOUSING UNITS WITH BUILDING PERMITS

For Month Ending April 30, 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	13	0	0	13
TOTAL	SFR	MH	MFR	TOTAL
1977 - 2008	2539	374	1153	4066
% 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	7	0	0	12
Apr	1	0	0	
May	0	0	0	
Jun	0	0	0	
Jul	0	0	0	
Aug	0	0	0	
Sep	0	0	0	
Oct	0	0	0	
Nov	0	0	0	
Dec	0	0	0	
Total	13	0	0	13
% 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	905	14	263	1182
% 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
1st Quarter Summary for 2008

5/6/2008

Year

PERMIT TYPE**PERMITS ISSUED**

Jan Feb Mar 1st Qtr Apr

2008	BUILDING PERMITS - SFR	1	4	7	12	1
2007	BUILDING PERMITS - SFR	2	1	26	29	6
2006	BUILDING PERMITS - SFR	16	34	17	67	15
2005	BUILDING PERMITS - SFR	10	9	4	23	2
2004	BUILDING PERMITS - SFR	7	14	3	24	5

2008	BUILDING PERMITS MULTIFAMILY	0	0	0	0	0
2007	BUILDING PERMITS MULTIFAMILY	1	0	0	1	0
2006	BUILDING PERMITS MULTIFAMILY	0	0	0	0	0
2005	BUILDING PERMITS MULTIFAMILY	0	0	0	0	1
2004	BUILDING PERMITS MULTIFAMILY	0	2	0	2	2

2008	MECHANICAL	17	22	20	59	16
2007	MECHANICAL	16	17	39	72	27
2006	MECHANICAL	0	36	26	62	29
2005	MECHANICAL	12	12	11	35	13
2004	MECHANICAL	15	23	14	52	11

2008	ADDITIONS NONRESIDENTIAL	4	0	2	6	4
2007	ADDITIONS NONRESIDENTIAL	0	1	1	2	2
2006	ADDITIONS NONRESIDENTIAL	1	2	3	6	6
2005	ADDITIONS NONRESIDENTIAL	3	0	1	4	1
2004	ADDITIONS NONRESIDENTIAL	0	6	2	8	3

2008	ADDITIONS RESIDENTIAL	1	2	5	8	4
2007	ADDITIONS RESIDENTIAL	4	0	4	8	2
2006	ADDITIONS RESIDENTIAL	2	0	3	5	4
2005	ADDITIONS RESIDENTIAL	1	5	0	6	0
2004	ADDITIONS RESIDENTIAL	2	3	2	7	5

2008	OTHER	7	9	9	25	7
2007	OTHER	6	9	9	24	4
2006	OTHER	3	2	6	11	2
2005	OTHER	3	4	3	10	2
2004	OTHER	8	1	7	16	5

2008	MONTH	30	37	43	110	32
2007	MONTH	29	28	79	136	41
2006	MONTH	22	74	55	151	56
2005	MONTH	29	30	19	78	19
2004	MONTH	32	49	28	109	31

2008	YEAR	30	67	110		32
2007	YEAR	29	57	136		41
2006	YEAR	22	96	151		207
2005	YEAR	29	59	78		97
2004	YEAR	32	81	109		140

City of Canby
1st Quarter Summary for 2008

5/6/2008

Year	PERMIT TYPE	VALUATION OF PERMITS ISSUED				
		Jan	Feb	Mar	1st Qtr	Apr
2008	BUILDING PERMITS - SFR	312984	1025066	1,230,633	2,568,683	246,412
2007	BUILDING PERMITS - SFR	435,280	148,329	3,727,456	4,311,065	1,021,867
2006	BUILDING PERMITS - SFR	3,595,206	4,919,326	3,489,931	12,004,463	3,541,046
2005	BUILDING PERMITS - SFR	1,439,734	1,543,363	917,480	3,900,577	454,579
2004	BUILDING PERMITS - SFR	1,520,881	2,340,565	842,021	4,703,467	798,894
2008	BUILDING PERMITS MULTIFAMILY	0	0	0	0	0
2007	BUILDING PERMITS MULTIFAMILY	398,760		0	398,760	0
2006	BUILDING PERMITS MULTIFAMILY				0	
2005	BUILDING PERMITS MULTIFAMILY	-	-	-	0	33,945
2004	BUILDING PERMITS MULTIFAMILY		579,570	-	579,570	273,312
2008	MECHANICAL	0	0	0	0	0
2007	MECHANICAL	0	0	0	0	0
2006	MECHANICAL	-	-	-	0	-
2005	MECHANICAL	-	-	-	0	567
2004	MECHANICAL	-	-	-	0	-
2008	ADDITIONS NONRESIDENTIAL	153,100	0	51,700	204,800	39,070
2007	ADDITIONS NONRESIDENTIAL	0	27,000	10,000	37,000	14,568
2006	ADDITIONS NONRESIDENTIAL	29,105	22,000	26,440	77,545	1,011,052
2005	ADDITIONS NONRESIDENTIAL	57,050	-	19,732	76,782	25,000
2004	ADDITIONS NONRESIDENTIAL	-	146,717	32,292	179,009	74,000
2008	ADDITIONS RESIDENTIAL	500	71,642	207,407	279,549	221,616
2007	ADDITIONS RESIDENTIAL	56,563	0	98,170	154,733	5,902
2006	ADDITIONS RESIDENTIAL	15,300	-	73,551	88,851	266,188
2005	ADDITIONS RESIDENTIAL	104,875	101,725	101,725	308,325	-
2004	ADDITIONS RESIDENTIAL	4,390	64,281	103,000	171,671	90,519
2008	OTHER	35,326	12,758,390	119,615	12,913,331	693,934
2007	OTHER	1,508,197	665,533	2,310,582	4,484,312	962,947
2006	OTHER	882,335	20,000	47,600	949,935	167,988
2005	OTHER	143,093	76,000	21,147	240,240	10,100
2004	OTHER	75,645	1,000	62,000	138,645	38,284
2008	MONTH	501,910	13,855,098	1,609,355	15,966,363	1,201,032
2007	MONTH	2,398,800	840,862	6,146,208	9,385,870	2,005,284
2006	MONTH	4,521,946	4,961,326	3,637,522	13,120,794	4,986,274
2005	MONTH	1,744,752	1,721,088	1,060,084	4,525,924	524,191
2004	MONTH	1,600,916	3,132,133	1,039,313	5,772,362	1,275,009
2008	YEAR	501,910	14,357,008	15,966,363		1,201,032
2007	YEAR	2,398,800	3,239,662	9,385,870		2,005,284
2006	YEAR	4,521,946	9,483,272	13,120,794		18,107,068
2005	YEAR	1,744,752	3,465,840	4,525,924		5,050,115
2004	YEAR	1,600,916	4,733,049	5,772,362		7,047,371

City of Canby
1st Quarter Summary for 2008

5/6/2008

Year	FEE TYPE	SDC FEES AND CHARGES UPDATE				
		Jan	Feb	Mar	1st Qtr	Apr
2008	Stormwater Fees	90	5,768	350	6,208	191
2007	Stormwater Fees	240	552	2,108	2,900	1,367
2006	Stormwater Fees	1,975	2,320	1,280	5,575	1,200
2005	Stormwater Fees	720	580	320	1,620	160
2004	Stormwater Fees	490	1,188	140	1,818	431
2008	Sewer SDC Fees	0	29,839	9,088	38,927	2,296
2007	Sewer SDC Fees	6,600	4,400	57,200	68,200	26,435
2006	Sewer SDC Fees	46,266	61,103	33,712	141,081	31,605
2005	Sewer SDC Fees	19,246	17,463	8,076	44,785	4,038
2004	Sewer SDC Fees	13,307	30,486	5,703	49,496	11,406
2008	Construction Excise Tax	1,845	5,092	4,219	11,156	1,731
2007	Construction Excise Tax	3,283	497	13,338	17,118	4,398
2006	Construction Excise Tax	19,479	22,911	18,901	61,291	21,400
2005	Construction Excise Tax	6,837	6,792	4,714	18,343	2,266
2004	Construction Excise Tax	8,183	14,278	5,327	27,788	6,824
2008	Parks SDC Fees	0	16,298	16,332	32,630	4,790
2007	Parks SDC Fees	12,463	5,652	103,306	121,421	29,153
2006	Parks SDC Fees	77,932	137,025	74,600	289,557	70,875
2005	Parks SDC Fees	30,618	30,051	30,051	90,720	9,450
2004	Parks SDC Fees	25,578	49,003	15,876	90,457	14,112
2008	Transportation Improvement	0	157,363	7,395	164,758	17,252
2007	Transportation Improvement	5,297	16,763	42,973	65,033	36,754
2006	Transportation Improvement	55,233	52,481	28,236	135,950	35,014
2005	Transportation Improvement	19,874	18,033	8,340	46,247	4,170
2004	Transportation Improvement	13,741	30,128	5,889	49,758	12,389
2008	Planning Department Fees	395	1,004	565	1,964	573
2007	Planning Department Fees	300	348	1,175	1,823	715
2006	Planning Department Fees	1,146	1,465	905	3,516	1,725
2005	Planning Department Fees	575	640	255	1,470	370
2004	Planning Department Fees	515	2,980	595	4,090	675
2008	Advanced Financing	0	0	2,373	2,373	0
2007	Advanced Financing	0	0	0	0	2,498
2006	Advanced Financing	3,628	2,128	4,563	10,319	2,166
2005	Advanced Financing	4,308	2,973	4,969	12,250	2,092
2004	Advanced Financing	1,240	828	1,228	3,296	1,231
2008	Business License	0	0	0	0	0
2007	Business License	50	0	100	150	0
2006	Business License	-	-	-	0	-
2005	Business License	100	50	50	200	50
2004	Business License	100	-	-	100	-
2008	Building Department Fees	5,854	64,003	17,168	87,025	11,314
2007	Building Department Fees	7,885	3,398	47,983	59,266	18,285
2006	Building Department Fees	18,861	17,818	12,871	49,550	21,564
2005	Building Department Fees	16,609	14,179	7,673	38,461	5,311
2004	Building Department Fees	13,842	26,756	9,797	50,395	13,498
2008	School Excise Tax	-	-	2,205	2,205	7,399

City of Canby
1st Quarter Summary for 2008

5/6/2008

INSPTECTIONS

		Jan	Feb	Mar	1st Qtr	Apr
2008	MONTH	178	188	149	515	185
2007	MONTH	408	323	300	1,031	239
2006	MONTH	394	498	599	1,491	459
2005	MONTH	192	237	237	666	224
2004	MONTH	200	200	249	649	271

2008	YEAR	178	366	515		700
2007	YEAR	408	731	1,031		1,270
2006	YEAR	394	892	1,491		1,950
2005	YEAR	192	429	666		890
2004	YEAR	200	400	649		920

City of Canby Monthly Report

Department: Police Department

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



Community Activities

3/1/2008 N. Vine Neighborhood / Neighborhood Watch Meeting, Sgt. Cunningham

3/3/2008 Canby Community Pre-School / Pre-School visit with canine, Officer Warren

3/3/2008 Trost Elementary / Read-a-Thon, Officer Green

3/4/2008 Canby High School / Traffic Safety information at Canby High School Driver's Education Class, Sgt. Cunningham

3/4/2008 Barlow Pre-School / Presentation on Officer Friendly and Stranger Danger, Officer Macom

3/4/2008 Barlow Head Start Pre-School / Two classroom presentations Officer Friendly-Safety Talk, Officer Green

3/5/2008 Trost Elementary School / Read-A-Thon, Officer Macom

3/5/2008 Canby Police Department / Tour for family group, Officer Macom

3/5/2008 Canby Area / Multiple Car Seat Installation at Citizen's house, Officer Macom

3/6/2008 Canby Adult Center / Assist in serving lunch, Acting Lt. Schoenfeld

3/10/2008 Trost Elementary School / Read-A-Thon, Officer Christman

3/12/2008 Trost Elementary School / Read-A-Thon, Officer Christman

3/13/2008 Canby PD / Meeting with citizen and three children at PD for Officer Friendly, Officer Holstad

3/19/2008 Trost School / Read-A-Thon, Officer Christman

3/19/2008 Eccles School / Kiwanis Terrific Kids Presentation, Chief Kroeplin

3/20/2008 Knight Elementary School / Kiwanis Terrific Kids, Chief Kroeplin

Community Activities

- 3/20/2008 Canby School District Office / Reception to meet two finalist for School Superintendent, Chief Kroeplin and Acting Lt. Schoenfeld
- 4/2/2008 Lee School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 4/2/2008 Lee School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 4/7/2008 Canby High School / Presentation regarding Measure 11 to Government Class, Officer Larrison
- 4/9/2008 Eccles School / Kiwanis Terrific Kids Presentation, CSO Kari Inness
- 4/11/2008 Canby Police Department / Car Seat Installation for Private Citizen, Officer Macom
- 4/19/2008 Canby City Park Scout Lodge / Safety presentation, Officer Swanberg
- 4/22/2008 Canby High School Pre-preschool / Stranger Danger presentation, Officer Larrison
- 4/23/2008 Lee School / Kiwanis Terrific Kid Presentation, Lt. Tro
- 4/25/2008 Baker Prairie Middle School / Cyber-bullying presentations for four class sessions, Officer Floyd
- 4/30/2008 Lee School / Kiwanis Terrific Kids Presentation, Chief Kroeplin

Department Activity

- 3/14/2008 Quantico, Virginia / Lt. Tro graduation from FBI Academy, Chief Kroeplin and Sgt. Cunningham
- 3/31/2008 DUII Grant
Seatbelt Grant
Gang Suppression Grant
Underage Drinking Grant
Law Enforcement Terrorism Prevention Program (LETPP) - (Communications)
- 3/31/2008 Reserve Officer Hours for March 2008
*88
- 4/2/2008 Canby PD / Powerpoint Presentation from the Children's Center of Clackamas County at 8:00 p.m. briefing, Department Personnel
- 4/10/2008 Pendleton / Banquet at Oregon Association of Chief of Police - Presentation by Oregon Accreditation Alliance of re-accreditation, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 4/25/2008 Langdon Farms / FBI-Annual Spring Social, Chief Kroeplin and Lt. Tro
- 4/29/2008 Canby area / T.E.T. executed a search warrant, T.E.T. members

Department Activity

4/30/2008 DUII Grant
 Seatbelt Grant
 Gang Suppression Grant
 Underage Drinking Grant
 Law Enforcement Terrorism Prevention Program (LETPP) -
 (Communications)
4/30/2008 Reserve Officer Hours for April 2008
 *102

Meetings

3/3/2008 CUB Conference Room / Programming Committee Meeting, Chief
 Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
3/3/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
3/3/2008 Canby City Hall / Review City Council's Goals Document with Mark
 Adcock, Chief Kroeplin
3/4/2008 Canby PD / Meeting with Finance regarding Cost of Service Information,
 Chief Kroeplin and Toni Tracy
3/4/2008 Oregon City Elks / Monthly Chief's Meeting, Chief Kroeplin
3/5/2008 Canby PD / Meeting with Investigator Craig Stoelk, Chief Kroeplin and
 Acting Lt. Schoenfeld
3/5/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD
 Operations, Chief Kroeplin
3/5/2008 Canby City Hall / Meeting with Fire Chief Kunze and Mark Adcock,
 Chief Kroeplin
3/5/2008 Canby PD / Meeting with Lt. Kosmicki of Newberg, Chief Kroeplin and
 Acting Lt. Schoenfeld
3/6/2008 Canby / Kiwanis Administrative Board Meeting and Foundation Board
 Meeting, Chief Kroeplin
3/7/2008 Canby PD / Weekly meeting with Project Manager Bill Harper, Chief
 Kroeplin, Acting Lt. Schoenfeld, and Toni Tracy
3/7/2008 Canby City Hall / Meeting with Mark Adcock and Mayor Thompson
 regarding PD progress, Chief Kroeplin
3/10/2008 Canby / Lunch meeting with Superintendent Deborah Sommer and
 Project Manager Bill Harper, Acting Lt. Schoenfeld and Toni Tracy

Meetings

- 3/10/2008 Milwaukie PD-Community Room / Meeting with Clackamas County Police Chiefs regarding SB 111, Chief Kroeplin
- 3/10/2008 Lake Oswego / Meeting at Attorney's office with Ms. Rubanoff, Chief Kroeplin
- 3/10/2008 Canby City Hall / Agenda Meeting, Toni Tracy
- 3/12/2008 Canby PD / Meeting with Craig Stoelk, Chief Kroeplin, Acting Lt. Schoenfeld
- 3/13/2008 Oregon City / CCITF meeting, Acting Lt. Schoenfeld
- 3/13/2008 Clackamas PSTC / CCCJC, Acting Lt. Schoenfeld
- 3/14/2008 Canby PD / Weekly meeting with Project Manager Bill Harper, Acting Lt. Schoenfeld and Toni Tracy
- 3/17/2008 Canby PD / Meeting with Karen Hill from OCTV Channel 5 for Records Division show, Chief Kroeplin, Toni Tracy, Lupita Robles, and Elizabeth Carson
- 3/17/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 3/19/2008 Canby PD / Staff Meeting, Chief Kroeplin, Acting Lt. Schoenfeld, Toni Tracy, and Sergeants
- 3/19/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 3/20/2008 Canby City Hall / Post Agenda Meeting, Chief Kroeplin
- 3/20/2008 CCOM / Homeland Security Task Force Meeting, Acting Lt. Schoenfeld
- 3/20/2008 Canby PD / Meeting with Group Mackenzie and Bill Harper, Chief Kroeplin and Acting Lt. Schoenfeld
- 3/21/2008 Canby PD / Weekly meeting with Project Manager Bill Harper, Chief Kroeplin and Acting Lt. Schoenfeld
- 3/31/2008 Canby City Hall / Meeting with Mark Adcock, Group Mackenzie and Bill Harper regarding Group Mackenzie's presentation at Council Work Session 04/2/2008, Lt. Tro and Sgt. Schoenfeld
- 4/1/2008 Oregon City Elks / Monthly Chief's Meeting, Sgt. Schoenfeld
- 4/1/2008 DPSST / Oregon Accreditation Alliance - Accreditation Manager Meeting, Toni Tracy
- 4/2/2008 Canby City Hall / Council Work Session with Group Mackenzie, Chief Kroeplin, Lt. Tro, Sgt. Schoenfeld, and Toni Tracy

Meetings

- 4/2/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 4/7/2008 CPD / Meeting with Linda Paxton regarding The Center, Chief Kroeplin and Lt. Tro
- 4/8/2008 Canby PD / Meeting with Teresa Sasse for Puddin River Chocolates Liquor License Application, Lt. Jorge Tro
- 4/9/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Lt. Tro and Sgt. Schoenfeld
- 4/10/2008 Canby PD / Weekly meeting with Project Manager Bill Harper, Sgt. Schoenfeld
- 4/14/2008 CCDA / Meeting with D.A. Greg Horner, Chief Kroeplin and Lt. Tro
- 4/14/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 4/14/2008 Canby City Hall / Meeting with Group Mackenzie, Bill Harper, and Mark Adcock to review information before Wednesday's Work Session with the City Council, Chief Kroeplin, Lt. Tro, Sgt. Schoenfeld, and Toni Tracy
- 4/16/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 4/16/2008 Canby City Hall / Council Work Session with Group Mackenzie to review in further detail the new PD/Court Facility, Chief Kroeplin, Lt. Tro, Sgt. Schoenfeld, and Toni Tracy
- 4/18/2008 Canby PD / Weekly meeting with Project Manager Bill Harper, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 4/20/2008 Canby PD / Reserve Officer Meeting, Sgt. Cunningham and Reserve Officers
- 4/23/2008 CCOM / C800 Meeting, Lt. Tro
- 4/23/2008 CCOM / CCOOM Executive Board Meeting, Lt. Tro
- 4/24/2008 Canby City Hall / Budget meeting with Mark Adcock and Directors, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 4/24/2008 Tres Café / Volunteer Meeting, Lt. Tro and Toni Tracy
- 4/25/2008 Canby PD / Weekly meeting with Project Manager Bill Harper, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 4/25/2008 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
- 4/28/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

Meetings

- 4/30/2008 Canby PD / Staff Meeting, Chief Kroeplin, Lt. Tro, Sergeants, and Toni Tracy
- 4/30/2008 Canby City Hall / Weekly Meeting with Mark Adcock regarding PD Operations

Monthly Stats

- 3/31/2008 Gang Related Calls / March 2008 - 43
- 3/31/2008 March 2008 - Department Stats

*Calls for Service / 1307
*Crime Reports / 104
*Adult Arrests / 124
*Juvenile Custody / 18
*Injury Crashes / 7
*Non-Injury Crashes / 1
*Citations Issued / 233
*Front Counter contacts / 93

- 4/30/2008 Gang Related Calls / April 2008 - 37
- 4/30/2008 April 2008 - Department Stats

*Calls for Service / 1307
*Crime Reports / 1515
*Adult Arrests / 103
*Juvenile Custody / 26
*Injury Crashes / 4
*Non-Injury Crashes / 3
*Citations Issued / 330
*Front Counter contacts / 238

Other Activities

- 3/20/2008 Cutsforth's Thriftway / Clackamas Cities Association Dinner, Chief Kroeplin and Acting Lt. Schoenfeld
- 3/26/2008 Canby PD / Powerpoint Presentation from the Children's Center of Clackamas County at 10:00 a.m. briefing, Department Personnel
- 4/29/2008 Farmstead Restaurant / Metro Law Enforcement Quarterly Dinner, Chief Kroeplin and Lt. Tro

Training

3/11/2008 Council Chambers / Safety Committee Training, Chief Kroeplin, Don Hemstreet, and Toni Tracy

3/17/2008 Canby / Mandatory T.E.T. training, T.E.T. members

4/8/2008 Pendleton / Oregon Association of Chief's of Police Conference, Chief Kroeplin (04-08 through 04-11-08)

4/14/2008 Canby area / T.E.T. monthly 8-hour training, T.E.T. members

4/22/2008 La Grande / Executive Leadership, Chief Kroeplin and Sgt. Cunningham (04-22 through 04-23-2008)

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: May 8, 2008

Re: March & April 2008 Report

Overall March and April were up from last year both in revenue and number of swimmers. In revenue was down \$1,300.00 but April was up \$1,900.00, for a total of \$600 more revenue over last year for the same two months. Attendance was up for both March and April. We had 600 more swims in March and 900 swims in April for a total of 1500 swims over last year.

Nathan continues to work with the adult programs. This spring he has been running a new program to get people swim ready for a triathlon. He appropriately named the class, which is one day a week, TRI IT. The class has more than 20 participants and has helped beginner and intermediate swimmers improve their swim times. It ends this week right before the Canby Gator Grinder.

School Lessons have about three more weeks and then we prepare to begin our summer schedule which starts on June 9th. School lessons have gone very well this year. We have taught lessons to all the second grade classes in Canby and some elective classes for Ackerman, as well as, several grades from Rural Dell Elementary School from Molalla. The spring has been non-stop school lessons.

The Canby Gator Grinder will have been finished by the time you read this report. It is a great event run by the Canby Gator Swim Club lead by Chip Greendale and Lisa Welle. It is a fun community event and is supported by many local businesses and businesses beyond the community. This year Nike has helped by giving the race a very good rate on some dry fit shirts, for all the competitors. The triathlon has become very popular and is filling up faster every year. The Gator Grinder Triathlon is always the day before Mother's Day and starts and finishes here at the Canby Swim Center. We hope the weather will be favorable again this year, (knock on wood), it has been very good for us in the past.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR MARCH 2008
DATE: May 8, 2008

CANBY SWIM CENTER MARCH 2008	ADMIT 2007	ADMIT 2008	PASS 2007	PASS 2008	TOTAL 2007	TOTAL 2008	YTD TOTAL O6-07	YTD TOTAL O7-08
MORNING LAP	37	40	293	210	330	250	2359	2380
ADULT RECREATION SWIM	38	56	491	440	529	496	4445	4722
MORNING WATER EXERCISE	217	278	0	0	217	278	1962	2275
PARENT/ CHILD	124	110	0	0	124	110	1180	1256
MORNING PUBLIC LESSONS	210	102	0	0	210	102	4413	3855
SCHOOL LESSONS	191	1087	0	0	191	1087	2548	2547
NOON LAP	103	77	191	187	294	264	1935	1956
FAMILY SWIM	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	637	577	61	28	698	605	3609	3224
PENGUIN CLUB	0	0	0	0	0	0	1469	1208
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2264	2115
CANBY GATORS	0	0	535	434	535	434	5909	5525
MASTER SWIMMING	12	32	51	32	63	64	352	427
EVENING LESSONS	699	681	0	0	699	681	5967	5273
EVENING LAP SWIM	93	68	49	32	142	100	782	828
EVENING PUBLIC SWIM	596	539	57	80	653	619	4384	4166
EVENING WATER EXERCISE	125	83	0	0	125	83	792	692
ADULT LESSONS	68	105	0	0	68	105	92	219
GROUPS AND RENTALS	228	453	0	0	228	453	2811	3249
KAYAK	0	14	0	0	0	14	0	40
OUTREACH SWIMMING	0	0	0	0	0	0	589	489

TOTAL ATTENDANCE	3,378	4,302	1,728	1,443	5,106	5,745	47862	46446
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INCOME	2007	2008	YTD O6-07	YTD O7 -O8
CONCESSIONS	\$ 294.75	\$ 259.00	\$ 4,263.75	\$ 3,428.12
ADMISSIONS	\$ 2,904.75	\$ 2,354.00	\$ 17,600.45	\$ 15,568.33
LESSONS	\$ 5,190.50	\$ 4,608.50	\$ 36,149.00	\$ 39,043.57
PASSES	\$ 2,408.50	\$ 2,196.50	\$ 14,937.75	\$ 13,443.00
TICKETS	\$ 701.50	\$ 506.50	\$ 3,866.00	\$ 5,844.95
WATER EXERCISE	\$ 1,132.50	\$ 1,182.35	\$ 6,936.00	\$ 7,987.00
RENTALS	\$ 1,788.75	\$ 1,925.00	\$ 21,426.25	\$ 24,682.00

TOTAL INCOME	\$ 14,421.25	\$ 13,031.85	\$ 105,179.20	\$ 109,996.97
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FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR April 2008
DATE: May 8, 2008

CANBY SWIM CENTER April 2008	ADMIT 2007	ADMIT 2008	PASS 2007	PASS 2008	TOTAL 2007	TOTAL 2008	YTD TOTAL O6-07	YTD TOTAL O7-08
MORNING LAP	53	45	304	219	357	264	2716	2644
ADULT RECREATION SWIM	55	72	529	480	584	552	5029	5274
MORNING WATER EXERCISE	268	286	0	0	268	286	2230	2561
PARENT/ CHILD	97	136	0	0	97	136	1277	1392
MORNING PUBLIC LESSONS	236	163	0	0	236	163	4649	4018
SCHOOL LESSONS	752	1872	0	0	752	1872	3300	4419
NOON LAP	114	99	189	234	303	333	2238	2289
FAMILY SWIM	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	266	284	18	1	284	285	3893	3509
PENGUIN CLUB	160	200	0	0	160	200	1629	1408
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2264	2115
CANBY GATORS	0	0	671	565	671	565	6580	6090
MASTER SWIMMING	40	27	34	27	74	54	426	481
EVENING LESSONS	930	972	0	0	930	972	6897	6245
EVENING LAP SWIM	70	76	33	25	103	101	885	929
EVENING PUBLIC SWIM	509	549	28	49	537	598	4921	4764
EVENING WATER EXERCISE	89	104	0	0	89	104	881	796
ADULT LESSONS	34	63	0	0	34	63	126	282
GROUPS AND RENTALS	470	332	0	0	470	332	3281	3581
KAYAK	0	18	0	0	0	18	0	58
OUTREACH SWIMMING	0	0	0	0	0	0	589	489

TOTAL ATTENDANCE	4,143	5,298	1,806	1,600	5,949	6,898	53811	53344
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INCOME	2007	2008	YTD O6-07	YTD O7 -O8
CONCESSIONS	\$ 596.30	\$ 475.90	\$ 4,860.05	\$ 3,904.02
ADMISSIONS	\$ 1,947.00	\$ 2,001.25	\$ 19,547.45	\$ 17,569.58
LESSONS	\$ 6,779.00	\$ 8,151.00	\$ 42,928.00	\$ 47,194.57
PASSES	\$ 2,083.00	\$ 2,311.00	\$ 17,020.75	\$ 15,754.00
TICKETS	\$ 610.50	\$ 954.00	\$ 4,476.50	\$ 6,798.95
WATER EXERCISE	\$ 895.95	\$ 1,133.50	\$ 7,831.95	\$ 9,120.50
RENTALS	\$ 1,670.50	\$ 1,430.00	\$ 23,096.75	\$ 26,112.00

TOTAL INCOME	\$ 14,582.25	\$ 16,456.65	\$ 119,761.45	\$ 126,453.62
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PUBLIC WORKS UPDATE



TO: *Honorable Mayor Thompson and City Council*
FROM: *Dwayne Barnes, Director of Public Works*
DATE: *May 12, 2008*
THROUGH: *Mark C. Adcock, City Administrator*
RE: *Public Works Operations Bi-Monthly Report Mar/Apr 2008*

The Months of March and April 2008 were, for the most part, uneventful with no major breakdowns. Operations staff completed common cleaning and maintenance tasks. Staff spent considerable time cleaning the warehouse and covered storage facilities and delivering surplus property to the State surplus facility in Salem to be auctioned. The following paragraphs include a brief status report of the four major projects the Public Works Department is currently working on.

SEQUOIA PARKWAY:

Sequoia Parkway 5 and 6 including Township Rd improvements are at about 50% completion. The delay is due to the recent right of way acquisition at the Bugni property, error in placing the sanitary sewer and weather conditions. Now the project pace is being accelerated to meet the construction schedule. The project is scheduled to be completed by June 15th, but may be delayed for a couple of weeks due to the problems encountered securing right-of-way.

NW CANBY SIDEWALKS (CDBG Project):

Construction on this project began on May 5th and is proceeding as expected. 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. Staff will work with property owners to mitigate impacts related to landscaping and trees as the project proceeds.

KNIGHTS BRIDGE ROAD:

The design on the street portion of the work is approximately 99% complete. The sewer lift station design is 99% 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. Construction is scheduled to begin in July.

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 FACILITY OPERATIONS & MAINTENANCE & CONSTRUCTION:

By Darwin Tramel, WWTP Supervisor

The water quality for the months of March and April was excellent with no interruption of services or violations for either month. Staff and I adjusted operations and tightened down are process

parameters to prepare for the more stringent summer permit. Operations in the summer permit are very critical and the collections department will need to work with the treatment facility on the amount of grease that can be flushed to the facility during the summer permit..

During the months of March and April staff assisted the collections crew in replacing pump wear plates, breakers, communication modems and worked on fixing the communication problems at Willow Creek Lift Station. Staff continued to keep up with preventative maintenance and worked on several other maintenance activities for March and April that included the following:

- Installed stainless steel anchors on scum pit
- Power washed secondary clarifiers and aeration basin
- Repaired leak in odor scrubber acid line and put back on line for the summer
- Canby plumbing recertified all of the back flow devices
- Installed new bushings, scrapper blades and spray jets on belt press
- Calibrated and installed Vemco temperature probes
- Replaced after cooler line on facility compressor
- Replaced and repaired Esteem radio telemetry unit in Main Control building

Construction activities for the months of March and April included meetings with Curran & McLeod engineering to review Phase III draft engineering design. Other note worthy construction activities were based on the laboratory testing of the City sludge in a drying unit by Komline and Sanderson. Komline/Sanderson and Fenton have now both completed pilot testing, analysis and submitted equipment and budget proposals for the Phase III facility upgrade.

March Statistics

New Connections	7	Monthly Averages	
Total Connections	5723	Effluent BOD5	3 mg/l
Average Flow	1.0010 mgd	Effluent CBOD	2 mg/l
E. Coli	1	Effluent TSS	5 mg/l

April Statistics

New Connections	4	Monthly Averages	
Total Connections	5727	Effluent BOD5	3 mg/l
Average Flow	1.0018 mgd	Effluent CBOD	2 mg/l
E. Coli	2	Effluent TSS	6 mg/l

Biosolids Program:

In March and April the City applied 252 cubic yards of biosolids to the Wilson site and 108 cubic yards to the Asbell application site. Staff completed another quarterly sampling and analysis of our Biosolids for metals, nutrients, total solids and volatile solids. There have been no odor complaints or problems reported by neighboring land owners for the last two years.

Pretreatment:

The revisions to the new Sewer Use Ordinance and Industrial Pretreatment Implementation manual are complete and approved by DEQ. The documents will go to John Kelley for review in May and then to council in early June. Staff completed another bi-annual ultra clean sampling of influent, effluent and Johnson Controls for metals, cyanide and phenols. Also, during the past two months I tracked and completed an Administrative Compliance Order for an old business in town. The business was required to install an oil/water separator and complied with the order, so there was no enforcement action necessary.

Pretreatment inspections for the past two months included T-Line Design, Johnson Control, several restaurants and some commercial establishments with interceptor or trap cleaning of McDonalds, Burger King and the Hio Tin restaurant.

Storm Water:

Jeff participated in storm water plan review for RJ Larios Building, Kendal Floral, Rite Aid and Sequoia Parkway. Staff completed the second storm water sampling for metals and volatile organics for the ACWA/DEQ underground injection control program. Other note worthy activities included erosion inspection for the Broetje property and review of infiltration and storm water plans for the Cinema project.

Meetings and Training Attended

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

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker

Issue/project: Park Renovations

Meetings and conversations were held with the MIG team to review the Legacy Park construction drawings and proposed amenities. On April 29th the bids closed for phase one of the Legacy Park project. Three companies bid on the project, the apparent low bidder is PCR Inc. out of Beavercreek OR. Conversations were held with Scott Beck (Architect) to review the covered picnic area design and utility locations for phase two of the Legacy project. At Maple St. Park stainless steel handrails were installed under the covered area at the new restroom building. Electrical upgrades were also made to the concession stand at Maple. Canby Kids softball is in the process of having Pacific Fence and Wire Co. install netting between the two ball fields to protect spectators from errant balls at Maple St. Park. At Community Park a new entrance sign was installed along with a wooden picket line to keep people from driving around the automatic gate.

Quotes were received for the asphalt paving project along the river at Community Park. The apparent low bidder is Signature Paving Services Inc. The final reading of this ordinance will be tonight.

Issue/Project: Park Maintenance

Parks staff has been busy opening restrooms and turning on the drinking fountains for the season. All of the playgrounds received their safety inspections and needed repairs were performed. The fertilizing of turf and the spraying of weeds occupied staff time. Mowing, string trimming, edging, and over seeding have dominated staff time by the end of April. Park repair were also done on plumbing leaks, horse shoe pits, dug-out benches and picnic tables. Graffiti has been a weekly occurrence on the Forest Rd. walking path and vandalism to the restrooms has started to increase with the nicer weather. A homeless camp was also cleaned up off of the edge of the Forest Rd.

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.

Issue/Project: City Facility Maintenance

Facilities maintenance request forms were received from City Hall (1), Transit (6), Police (1), Finance (1), Adult Center (2), Zion Memorial Cemetery (1) and the Library (3). It took 15.5 hours to complete the 15 request forms. Ronda Rozzell also had 11 hours of administrative time related to facilities maintenance. 26.5 hours total.

Issue/Project: Clackamas County Corrections Crews

C.C.C.C. raked leaves and picked up debris at Community Park, Maple St. Park, Arneson Gardens and Wait Park, they also spread wood chips in the Eco Park. CCCC performed approximately 432 hours of labor for the City of Canby in the months of March and April.

Meetings attended:

Ben attended the City of Canby Safety Committee meetings.
We all attended the crew safety committee meeting.
We all attended ODOT flagging training at the City Shops.
I attended a Park and Recreation Board meeting.
We met with Todd Alsbury' from the ODFW and discussed screening options to keep fish out of the pond culvert at Community Park.
I met with Tom Thompson from Certified Environmental Consulting Inc. Tom conducted asbestos testing at the Marshall property house. No asbestos was detected.
I attended a meeting regarding the Veteran Memorial. My interest in this project is with the installation of the irrigation system and creating surfaces that graffiti can be easily removed.

Attach statistics or other information of interest.

The Parks Department is responsible for 180 acres of property.
Canby Kiwanis spread over 25 yards of bark dust in Arneson Gardens, the project was a great help to the parks department and looks great!
I was a mentor for Thomas Walker and his senior project. Thomas built the City a picnic table that is now located down along the river at Community Park.
Grant Ferschweiler installed a directional sign/map near the trail head in the parking lot of the Eco Park as part of his Eagle Scout project. Great Job!!
Wendy Gassaway and her students from Baker Prairie Middle school did a Forest Rd. cleanup project for the City of Canby. The School is a great neighbor for Molalla Forest Rd. walking path.
Lynn Olson and 40 students from Baker Prairie Middle School will be counting and identifying trees and performing an asset inventory at Community Park the second week of May. The students participating in this project are students that could not go to outdoor school. The goal is to give them an outdoor experience while learning about the open spaces in their own community.

Fleet Maintenance

By Joe Witt, Fleet Lead Worker

Administration

Work Orders: (2)

- * Unit # 1031 & Unit # 1032 Staff Vehicles: Performed Preventative Maintenance / Service

Adult Center

Work Orders: (2)

- * Unit # 2027 Bus: Performed Preventative Maintenance / Service

Building Department

Work Order: (1)

Collections

Work Orders: (8)

- * Unit # 4058 Camera Truck: Repaired Camera Track System & Ordered Replacement Track Parts
- * Unit # 4058 Camera Truck: 6 New Tires
- * Unit # 4072 Vactor Truck: Renewed Vactor Rodder Pump Inlet & Exhaust Values

Parks

Work Orders: (20)

- * New Mower in Service Unit # 6172 2008 Hustler 4600 Mower
- * Performed Mower Day Service on Lawn Mowers as Needed

Police

Work Orders: (59)

- * Two New 2008 Chargers: Out Fitted by Auto-Additions and In-Service / Units # 7058 & # 7059
- * New Code Enforcement Pickup: Out Fitted by Auto-Additions and In-Service / Unit # 7088
- * New Detective Ford Explorer: Out Fitted by Auto-Additions and In-Service / Unit # 7038

Streets

Work Orders: (15)

- * Prepared and Delivered Surplus Street Equipment to State Surplus Yard

W.W.T.P

Work Orders: (2)

Canby Area Transit

Work Orders: (61)

Canby Fire District

Work Orders: (15)

Work Orders : Created & Closed

March 2008: (84) Work Orders

April 2008: (101) Work Orders

City of Canby Bi-Monthly Report

Department: Transit



For: the months of March and April 2008

Date: May 9, 2008

Prepared by: Cynthia Thompson

Through: Mark Adcock, City Administrator

1. Funding Issues:

- a. We submitted the annual 5311 funding request on April 24th.
- b. Our application for \$90,825 in STF Formula funding was approved on March 21st.
- c. BETC (Business Energy Tax Credit): We received two checks from pass-through partners for a total of \$141,752. We continue to look for partners for the remaining projects.
- d. ODOT (Oregon Department of Transportation – Public Transit Division) quarterly report and reimbursement requests submitted.
- e. Monthly Elderly and Disabled transportation reports for TriMet were submitted.
- f. CAT has been granted 4 years of federal earmark (5309) money (2006-2009). These funds have been rolled together into one project totaling \$125,112 in federal dollars. All 4 years have now been approved and verified by both ODOT and the FTA and are available in the FTA grant system (TEAM-WEB). Our next step will be to submit our plan for spending the funding (in the form of an online application). Once this is accomplished we will be able to draw down the funds. These funds will be used to purchase one or two cutaway minibuses, bus stop signage, and security cameras.
- g. We met with ODOT staff regarding the scope of work for our current “New Freedom” (5317) funding grant. A new scope of work for the contract will be drafted which better matches the intent of the funding application.

2. Ridership: CAT provided 204,524 rides during the first 10 months of this fiscal year. This is a 12 percent increase over the same period in fiscal year 06/07. For the month of March rides were up 1 percent and for the month of April rides were up 11.6 percent.

3. Service Update:

- a. Implementing the new voicemail system has been delayed. During final testing several issues were identified that required Dave Fisher to make adjustments and corrections. Our next meeting with Dave is scheduled for May 12. We are hopeful that the problems have been resolved.
- b. The vehicle involved in an accident on December 31, 2007 is still out of service. The axle was damaged and we are waiting for parts to arrive. We expect to have it back in service in the next couple of weeks.

4. Transit Master Plan:

We met with the Lions Club regarding the master plan and an eight-member focus group met on March 26th and provided input regarding CAT services, in particular our Dial-A-Ride services. We are still compiling the results of the surveys and expect to have a draft of the plan in the first quarter of next fiscal year.

Current CAT schedules and services have been evaluated and tentative revisions are in the testing phase. We will present the proposed changes to the Transit Advisory Committee in May and plan for the final public meeting and the implementation of the finalized service changes early in the new fiscal year.

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

- a. Monthly Regional Transportation Coordinating Council (RTCC) meetings.
- b. The Special Transportation Fund Advisory Committee (STFAC) meeting regarding Special Transportation Fund (STF) allocations for Fiscal year 2008/2009.
- c. An STFAC meeting regarding the STFAC bi-laws and future transportation funding goals for the region.