

AGENDA

CANBY CITY COUNCIL MEETING

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

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Walt Daniels

Councilor Teresa Blackwell

Councilor Paul Carlson

Councilor Randy Carson

Councilor Tony Helbling

Councilor Wayne Oliver

WORK SESSION

6:00 P.M.

City Hall Conference Room

182 N Holly

The City Council will be meeting in a Work Session to discuss proposed changes to the City Charter.

CITY COUNCIL MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

A. Approval of Minutes of the November 5, 2008 City Council Regular Meeting

B. Reappointment to Planning Commission

Pg. 1

7. RESOLUTIONS & ORDINANCES

8. NEW BUSINESS

A. Request for Social Gaming Ordinance

Pg. 2

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

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

13. ADJOURN

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

Term to Expire 12/31/2011

NOV 06 2008

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

Date: 4 Nov. 2008Name: Janet Milne Occupation: Retired Pharm. TechHome Address: Canby

Employer: _____ Position: _____

Daytime Phone: _____ Evening Phone: same

E-Mail Address: _____

For which position are you applying? Planning Commission

What are your community interests (committees, organizations, special activities)?

Canby Livability Coalition (downtown flower baskets)
Habitat for Humanity (family selection committee)
CAPAD - Canby Fun Run

Experience and educational background:

Canby Planning Commissioner since 8/06

Reason for your interest in this position: I consider it a privilege to serve on the Commission. We've done some good work over the past 2 yrs, and I'm looking forward to participating in continued efforts to support excellence and creativity in the land-planning and design arenas.

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

Information on any special membership requirements: _____

Referred by (if applicable): _____

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

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

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

12-4-07

RECEIVED

NOV 06 2008

November 4, 2008

CITY OF CANBY

City Council, City of Canby, Oregon

I am the Director of Cribbage Club 191 currently playing in Canby. Enclosure 1 describes organized cribbage in the United States and parts of Canada. We were playing at the American Legion, which was a great benefit to them as well as convenient for us.

When the American Legion found out the City of Canby did not specifically authorize "Social Gaming", as required by Oregon Laws, they refused to let our Cribbage Club play there any longer. We had to move to a Private Residence to continue to play in Canby and not break the State Social Gaming Law. I have included Enclosure 2 to specifically point out the part of the "Social Gaming" definition in Chapter 228 of Oregon Laws that will require some action by the Canby City Council. I am sure you have access to Oregon Laws that cover everything from Gambling to Bingo to Fund Raisers.

A sentence in the definition states, "Social games in businesses, private clubs, or places of public accommodation can be conducted **only** if there is an enabling ordinance (usually a social gaming ordinance) by the local jurisdiction." I have talked to the Canby City Attorney, John Kelley, about what I should do. He recommended that I check with the District Attorney's office in Oregon City. I went to the District Attorney's office in Oregon City and was informed that they only prosecute those charged with a crime and cannot state what "is" or "is not" within the law. They also informed me that the Canby City Attorney would not be able to authorize Social Gaming in Canby. It has to be done through the Canby City Council.

Since we have club members coming from all areas surrounding Canby, a move to any other location would reduce our membership because of the distance they would have to travel. For example, we have members from Wilsonville, Woodburn, Molalla, Colton, Oregon City, Milwaukie, and Canby. Also, as a Veteran, I believe in helping the American Legion any way we can. The extra patrons to buy food and drink one night each week will help them. At the American Legion we averaged almost 24 players per week for two years. In the first 10 weeks of this Cribbage Season we have averaged 18 players per week.

We have lost some members due to playing at a Private Residence because of the limited space and acoustics. We will also not be able to increase our membership for the same reasons.

Besides our Club playing in Canby, other Grass Roots Cribbage Clubs play in St. Johns, Beaverton, Northeast Portland and Salem. They play in Pizza Parlors and a Family Restaurant. A Club in Central Oregon plays in the basement of a Church.

I have played other card games at Senior Centers in other Cities that are conducted similar to the way we handle expenses and prizes in our Cribbage Club. I have not been to the Senior Center in Canby, but I would hope the City of Canby would want people to enjoy themselves the same as in other Senior Centers in cities all over Oregon.

I am including a copy of the November 2007 monthly publication by the American Cribbage Congress. It is a year old but a good example of what is going on in the organization. The 10 All Americans starting on page 10 was for the Cribbage year that ended July 31, 2007. August 1 starts the new Season.

I urge the City of Canby to recognize Social Gaming as being important to Seniors. Allowing Social Gaming in Canby will help the Senior Center, our Cribbage Club, and places like the American Legion. We lost two members over a year ago that was past 90 years of age. We currently have a member of our club that is a World War II Veteran.

Donald D. Smith
Club 191 Director
(503) 650-6485

Organized Cribbage

The American Cribbage Congress (ACC) is a National Nonprofit Organization that has been around for about 30 years. There are currently over 7,000 members in the U.S. and Canada.

Another Organization called Grass Roots Cribbage is regulated by the ACC. The purpose of Grass Roots Cribbage is for people who love to play cribbage weekly or monthly at a location close to where they live. Each Grass Roots Club is Chartered by the Grass Roots Organization. Our Local Club in Canby, Oregon is Charter 191. There is a Procedures and Policy Manual that each Grass Roots Cribbage Club must abide by. There are close to 400 Grass Roots clubs in the U.S. and Canada. These cribbage clubs normally play at Pizza Parlors, Elks Lodges, Senior Centers, Hotels, and Veteran Clubs.

There are Membership Fees for the ACC and Grass Roots Clubs. There is a monthly publication for members, as well as Awards for certain accomplishments. If a person earns 12 or more points during weekly play, they are awarded those points by the National Organization. To make this happen, the club Statistician must enter the results of all scorecards for Weekly Tournaments on the Grass Roots Website or mail them to the Regional Statistician. The points are accumulated for each year to determine a Club Champion. These points also accumulate towards a lifetime total. A person receives awards when they reach 1000 and 2500 lifetime points. Awards are given each year to the Club Champion. Certificates are received from the National Organization for other individual accomplishments.

The Grass Roots Cribbage Clubs are allowed by the ACC to have their own rules as far as where they play, how they handle Club expenses, additional prizes awarded, etc. Cribbage members, Club Director, nor the Statistician are allowed to profit in any way for duties they perform. It is 100% volunteer work. The ACC would never allow or encourage breaking any State, or local laws or ordinances.

The expenses for our Cribbage Club include the coffee, pens, playing cards, and expenses for printing the forms and scorecards. Extra money in the expense fund is used to purchase assorted candy for members while playing and miscellaneous prizes.

Most Cribbage Clubs all over the U.S. charge a small entry fee. 100% of the entry fee is paid back to the top 25% of the players each week. It is believed that this particular type of play would fall under "Social Gaming". Refer to Enclosure 2 for Oregon's definition of "Social Gaming".

Enclosure 1

Chapter 228 Oregon Laws 2001

SECTION 1. ORS 167.117 is amended to read:

167.117. As used in ORS 167.117 to 167.164 and 464.270 to 464.530, unless the context requires otherwise:

(6) "Contest of chance" means any contest, game, gaming scheme or gaming device in which the outcome depends in a material degree upon an element of chance, notwithstanding that skill of the contestants may also be a factor therein.

(7) "Gambling" means that a person stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under the control or influence of the person, upon an agreement or understanding that the person or someone else will receive something of value in the event of a certain outcome. "Gambling" does not include:

(c) Social games.

Social Gaming

A "social game" is one in which **all** the money wagered is returned to the players in the form of prizes. The house cannot take a "cut" or percentage of the money or otherwise profit in any manner from the operation of a game. Social games in businesses, private clubs, or places of public accommodation can be conducted **only** if there is an enabling ordinance (usually a social gaming ordinance) by the local jurisdiction. Social games that are conducted in private residences are permissible.

Enclosure 2



City of Canby Bi-Monthly Report

Department: Administration

For: September & October 2008

To: The Honorable Mayor Thompson & City Council
From: Kim Scheafer, CMC,
Executive Assistant/City Recorder Pro Tem
Prepared by: Lisa Potter, Office Specialist
Through: Mark Adcock, City Administrator
Date: November 10, 2008

- 1. Business Licenses** – Thirty-three business licenses were issued for the months of September and October 2008. One hundred fifty-seven renewals were sent out.

The City of Canby Business License packet was updated by staff to include elimination of sensitive information (social security and driver license numbers). Questions were added to assist Economic Development and Finance in gathering important information. An updated Wastewater Discharge Notification Package was also included. The updated business license packet is available online at the City's website.

- 2. Complaints/Inquiries** – Fifty-seven complaints/inquiries were received for September and October. Fifty-six of those have been resolved and 15 were resolved within 24 hours. Seventeen follow-up cards were mailed and 13 were returned with Excellent and Good ratings. We have only received one Poor rating in this tracking period which involved a street light that was reported as repaired; however, the citizen indicated on the comment card that it was still malfunctioning. The Public Works crew addressed the issue again, this time to the citizen's satisfaction.
- 3. Ballot Box** – A Clackamas County ballot box was installed at the entrance to City Hall. Citizens have voiced their satisfaction in having a fully accessible option to depositing their election ballots.

City of Canby
Annual Summary for 2008

11/5/2008

BUILDING PERMIT DATA														
PERMIT TYPE	PERMITS ISSUED													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
BUILDING PERMITS - SFR	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BUILDING PERMITS MULTIFAMILY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MECHANICAL	17	22	20	16	28	16	24	12	12	11	11	12	175	
ADDITIONS NONRESIDENTIAL	4	-	2	4	-	7	8	3	3	-	-	-	31	
ADDITIONS RESIDENTIAL	2	2	2	2	2	2	2	2	2	2	2	2	25	
OTHER	7	9	9	7	6	12	13	5	3	3	-	-	74	
MONTH	30	37	43	32	36	38	29	10	30	17	-	-	-	
YEAR	30	67	110	142	178	216	265	283	303	320	320	-	-	
VALUATION OF PERMITS ISSUED														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
BUILDING PERMITS - SFR	312,934	1025,066	1,230,635	246,712	-	-	-	-	-	-	-	-	-	3,589,201
BUILDING PERMITS MULTIFAMILY	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MECHANICAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADDITIONS NONRESIDENTIAL	153,100	-	51,700	39,070	-	256,521	412,436	114,900	181,830	-	-	-	-	1,209,557
ADDITIONS RESIDENTIAL	300	21,642	20,840	21,666	33,536	79,827	90,023	57,166	9,102	20,650	-	-	-	909,489
OTHER	35,326	12,758,390	119,615	693,934	833,189	3,141,892	182,300	29,658	5,300	2,137	-	-	-	17,801,741
MONTH	501,910	13,855,098	1,609,355	1,201,032	868,923	3,478,240	684,539	698,108	369,274	22,787	-	-	-	-
YEAR	501,910	14,357,008	15,966,363	17,167,395	18,056,320	21,534,560	22,219,319	22,917,427	23,487,201	23,509,988	23,509,988	-	-	-
SDC FEES AND CHARGES UPDATE														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	
Stormwater Fees	90	5,768	550	599	365	599	-	90	-	100	-	-	-	10,883
Sewer SDC Fees	-	29,839	9,088	2,296	-	6,888	-	-	2,337	-	-	-	-	50,448
Construction Excise Tax	1,845	3,092	2,219	1,534	1,534	770	622	1,145	2,026	-	-	-	-	18,006
Parks SDC Fees	-	16,298	16,332	4,790	65	-	-	-	-	-	-	-	-	37,484
Transportation Improvement	157,363	17,395	12,352	10,323	30,375	-	-	-	-	-	-	-	-	272,910
Planning Department Fees	395	1,004	565	573	378	819	355	195	220	100	-	-	-	4,602
Advanced Planning	-	2,373	-	-	-	-	-	-	-	-	-	-	-	2,373
Business License	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Building Department Fees	5,854	67,003	17,168	11,574	8,224	23,694	8,663	6,055	1,827	1,006	-	-	-	150,833
School Excise Tax	-	2,203	7,399	5,000	8,670	-	4,373	2,800	-	-	-	-	-	30,447
MONTH	8,184	287,551	347,976	592,799	408,137	543,025	552,687	567,526	576,880	577,986	577,986	-	-	-
INSPECTIONS														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
MONTH	178	188	189	183	171	171	155	171	102	115	115	-	-	-
YEAR	178	366	515	700	871	1,042	1,197	1,308	1,410	1,525	1,525	-	-	-

R:\Monthly Reports\2008\2008 Monthly Reports.xls

Canby Development
Monthly Report
September - October 2008

BUILDING PERMIT DATA				
PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Sep	Oct	Sep	Oct
<i>BUILDING PERMITS - SFR</i>	1	-	\$291,624	\$0
<i>BUILDING PERMITS MULTIFAMILY</i>	-	-	\$0	\$0
<i>MECHANICAL</i>	12	11	\$0	\$0
<i>ADDITIONS NONRESIDENTIAL</i>	3	-	\$181,830	\$0
<i>ADDITIONS RESIDENTIAL</i>	1	3	\$91,020	\$20,650
<i>OTHER</i>	3	3	\$5,300	\$2,137
MONTH	20	17	\$569,774	\$22,787
YEAR	303	320	\$23,487,201	\$23,509,988

SDC FEES AND CHARGES UPDATE			
	MONTH		YEAR
	Sep	Oct	
<i>Stormwater Fees</i>	100	-	10,883
<i>Sewer SDC Fees</i>	2,337	-	50,448
<i>Construction Excise Tax</i>	2,026	-	18,006
<i>Parks SDC Fees</i>	-	-	37,484
<i>Transportation Improvement</i>	-	-	272,910
<i>Planning Department Fees</i>	220	100	4,602
<i>Advanced Financing</i>	-	-	2,373
<i>Business License</i>	-	-	-
<i>Building Department Fees</i>	4,871	1,006	150,833
<i>School Excise Tax</i>	2,800	-	30,447

INSPECTIONS		
	Sep	Oct
MONTH	102	115
YEAR	1,410	1,525

HOUSING UNITS WITH BUILDING PERMITS

For Month Ending October 31, 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	15	0	0	15
TOTAL	SFR	MH	MFR	TOTAL
1977 - 2008	2541	374	1153	4068
% of Total	62.5%	9.2%	28.3%	

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	13
May	0	0	0	13
Jun	0	0	0	13
Jul	0	0	0	13
Aug	1	0	0	14
Sep	1	0	0	15
Oct	0	0	0	
Nov	0	0	0	
Dec	0	0	0	
Total	15	0	0	15
% 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	907	14	263	1184
% of Total	76.6%	1.2%	22.2%	

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

City of Canby
3rd Quarter Summary for 2008

11/5/2008

Year	PERMIT TYPE	1st Qtr	2nd Qtr	Jul	Aug	Sep	3rd Qtr
2008	BUILDING PERMITS - SFR	12	1	0	1	1	2
2007	BUILDING PERMITS - SFR	29	18	10	8	3	21
2006	BUILDING PERMITS - SFR	67	56	11	26	11	48
2005	BUILDING PERMITS - SFR	23	27	10	7	7	24
2004	BUILDING PERMITS - SFR	24	17	4	8	15	27
2008	BUILDING PERMITS MULTIFAMILY	0	0	0	0	0	0
2007	BUILDING PERMITS MULTIFAMILY	1	0	1	1	0	2
2006	BUILDING PERMITS MULTIFAMILY	0	0	1	0	0	1
2005	BUILDING PERMITS MULTIFAMILY	0	1	0	1	3	4
2004	BUILDING PERMITS MULTIFAMILY	2	2	6	1	1	8
2008	MECHANICAL	59	62	24	7	12	43
2007	MECHANICAL	72	81	32	28	14	74
2006	MECHANICAL	62	100	27	49	33	109
2005	MECHANICAL	35	52	26	24	25	75
2004	MECHANICAL	52	40	15	18	10	43
2008	ADDITIONS NONRESIDENTIAL	6	11	8	3	3	14
2007	ADDITIONS NONRESIDENTIAL	2	4	6	6	6	18
2006	ADDITIONS NONRESIDENTIAL	6	14	4	0	0	4
2005	ADDITIONS NONRESIDENTIAL	4	3	3	4	4	11
2004	ADDITIONS NONRESIDENTIAL	8	8	2	2	2	6
2008	ADDITIONS RESIDENTIAL	8	7	4	2	1	7
2007	ADDITIONS RESIDENTIAL	8	15	4	9	5	18
2006	ADDITIONS RESIDENTIAL	5	10	2	4	10	16
2005	ADDITIONS RESIDENTIAL	6	3	3	5	6	14
2004	ADDITIONS RESIDENTIAL	7	12	2	3	2	7
2008	OTHER	25	25	13	5	3	21
2007	OTHER	24	23	6	5	11	22
2006	OTHER	11	4	6	7	8	21
2005	OTHER	10	4	6	6	0	12
2004	OTHER	16	15	1	4	2	7
2008	MONTH	110	106	49	18	20	87
2007	MONTH	136	141	59	57	39	155
2006	MONTH	151	184	51	86	62	199
2005	MONTH	78	90	48	47	45	140
2004	MONTH	109	94	30	36	32	98
2008	YEAR			49	67	87	
2007	YEAR			59	116	155	
2006	YEAR			386	472	534	
2005	YEAR			216	263	308	
2004	YEAR			233	269	301	

City of Canby
3rd Quarter Summary for 2008

11/5/2008

Year	PERMIT TYPE	1st Qtr	2nd Qtr	Jul	Aug	Sep	3rd Qtr
2008	BUILDING PERMITS - SFR	2,568,683	246,412	0	482,482	291,624	774,106
2007	BUILDING PERMITS - SFR	4,311,065	2,994,205	2,059,735	1,657,880	890,972	4,608,587
2006	BUILDING PERMITS - SFR	12,004,463	12,872,551	2,588,183	4,934,267	2,473,405	9,995,855
2005	BUILDING PERMITS - SFR	3,900,577	4,880,338	2,601,649	1,533,059	1,369,356	5,504,064
2004	BUILDING PERMITS - SFR	4,703,467	2,792,854	994,510	1,295,762	2,522,008	4,812,280
2008	BUILDING PERMITS MULTIFAMILY	0	0	0	0	0	0
2007	BUILDING PERMITS MULTIFAMILY	398,760	0	173,809	202,793	0	376,602
2006	BUILDING PERMITS MULTIFAMILY	0	0	293,916	-	-	293,916
2005	BUILDING PERMITS MULTIFAMILY	0	33,945	-	732,000	2,196,000	2,928,000
2004	BUILDING PERMITS MULTIFAMILY	579,570	273,312	861,192	74,837	1,200,000	2,136,029
2008	MECHANICAL	0	0	0	0	0	0
2007	MECHANICAL	0	0	0		0	0
2006	MECHANICAL	0	0	-	-	-	0
2005	MECHANICAL	0	3,323	-	-	-	0
2004	MECHANICAL	0	0	-	-	-	0
2008	ADDITIONS NONRESIDENTIAL	204,800	295,591	412,436	114,900	181,830	709,166
2007	ADDITIONS NONRESIDENTIAL	37,000	47,168	584,000	268,500	668,786	1,521,286
2006	ADDITIONS NONRESIDENTIAL	77,545	4,003,550	1,106,753	-	-	1,106,753
2005	ADDITIONS NONRESIDENTIAL	76,782	25,750	42,850	208,900	13,495	265,245
2004	ADDITIONS NONRESIDENTIAL	179,009	457,000	27,848	27,738	31,500	87,086
2008	ADDITIONS RESIDENTIAL	279,549	357,179	90,023	71,068	91,020	252,111
2007	ADDITIONS RESIDENTIAL	154,733	469,818	124,880	310,386	72,066	507,332
2006	ADDITIONS RESIDENTIAL	88,851	380,323	-	142,876	1,567,500	1,710,376
2005	ADDITIONS RESIDENTIAL	308,325	145,252	139,360	294,270	154,179	587,809
2004	ADDITIONS RESIDENTIAL	171,671	526,335	42,504	24,692	85,139	152,335
2008	OTHER	12,913,331	4,669,015	182,300	29,658	5,300	217,258
2007	OTHER	4,484,312	5,300,001	634,889	590,554	811,876	2,037,319
2006	OTHER	949,935	2,457,901	239,577	775,209	705,404	1,720,190
2005	OTHER	240,240	526,018	1,110,058	1,176,498	-	2,286,556
2004	OTHER	138,645	439,980	5,384	19,975	800,000	825,359
2008	MONTH	15,966,363	5,568,197	684,759	698,108	569,774	1,952,641
2007	MONTH	9,385,870	8,811,192	3,577,313	3,030,113	2,443,700	9,051,126
2006	MONTH	13,120,794	19,714,325	4,228,429	5,852,352	4,746,309	14,827,090
2005	MONTH	4,525,924	5,614,626	3,893,917	3,944,727	3,733,030	11,571,674
2004	MONTH	5,772,362	4,489,481	1,931,438	1,443,004	4,638,647	8,013,089
2008	YEAR			684,759	1,382,867	1,952,641	
2007	YEAR			3,577,313	6,607,426	9,051,126	
2006	YEAR			37,063,548	42,915,900	47,662,209	
2005	YEAR			14,034,467	17,979,194	21,712,224	
2004	YEAR			12,193,281	13,636,285	18,274,932	

City of Canby
3rd Quarter Summary for 2008

11/5/2008

Year	FEE TYPE	1st Qtr	2nd Qtr	Jul	Aug	Sep	3rd Qtr
2008	Stormwater Fees	6,208	4,485	0	90	100	190
2007	Stormwater Fees	2,900	3,406	1,558	959	801	3,318
2006	Stormwater Fees	5,575	7,421	1,040	3,082	2,125	6,247
2005	Stormwater Fees	1,620	1,600	800	2,234	2,234	5,268
2004	Stormwater Fees	1,818	9,154	847	631	1,190	2,668
2008	Sewer SDC Fees	38,927	9,184	0	0	2,337	2,337
2007	Sewer SDC Fees	68,200	46,490	29,055	17,880	6,635	53,570
2006	Sewer SDC Fees	141,081	138,886	25,284	59,554	35,014	119,852
2005	Sewer SDC Fees	44,785	42,399	20,190	35,810	35,810	91,810
2004	Sewer SDC Fees	49,496	34,218	20,581	15,444	46,096	82,121
2008	Construction Excise Tax	11,156	3,058	622	1,145	2,026	3,793
2007	Construction Excise Tax	17,118	13,963	10,790	9,108	5,721	25,619
2006	Construction Excise Tax	61,291	71,896	16,266	24,044	13,994	54,304
2005	Construction Excise Tax	18,343	20,353	15,395	16,108	16,108	47,611
2004	Construction Excise Tax	27,788	17,785	9,645	5,214	14,434	29,293
2008	Parks SDC Fees	32,630	4,855	0	0	0	0
2007	Parks SDC Fees	121,421	76,187	34,546	19,718	285	54,549
2006	Parks SDC Fees	289,557	270,665	58,001	119,142	58,122	235,265
2005	Parks SDC Fees	90,720	94,500	47,250	68,530	68,530	184,310
2004	Parks SDC Fees	90,457	52,920	35,064	29,195	63,000	127,259
2008	Transportation Improvement	164,758	108,152	0	0	0	0
2007	Transportation Improvement	65,033	98,219	33,060	20,329	31,854	85,243
2006	Transportation Improvement	135,950	115,157	26,794	82,475	61,630	170,899
2005	Transportation Improvement	46,247	30,621	20,850	36,131	36,131	93,112
2004	Transportation Improvement	49,758	36,252	22,770	17,350	32,961	73,081
2008	Planning Department Fees	1,964	1,770	355	195	220	770
2007	Planning Department Fees	1,823	2,377	902	1,118	1,086	3,106
2006	Planning Department Fees	3,516	5,231	605	1,530	1,445	3,580
2005	Planning Department Fees	1,470	1,575	1,112	1,614	1,614	4,340
2004	Planning Department Fees	4,090	1,840	733	575	1,005	2,313
2008	Advanced Financing	2,373	0	0	0	0	0
2007	Advanced Financing	0	6,571	0	0	0	0
2006	Advanced Financing	10,319	6,611	-	-	-	0
2005	Advanced Financing	12,250	15,349	5,777	7,859	7,859	21,495
2004	Advanced Financing	3,296	2,048	-	-	1,622	1,622
2008	Business License	0	0	0	0	0	0
2007	Business License	150	50	0	0	0	0
2006	Business License	0	50	-	-	-	0
2005	Business License	200	100	50	50	50	150
2004	Business License	100	0	-	-	-	0
2008	Building Department Fees	87,025	43,209	8,685	6,035	4,871	19,592
2007	Building Department Fees	59,266	76,831	30,902	34,004	25,340	90,246
2006	Building Department Fees	49,550	69,127	16,963	20,970	14,761	52,694
2005	Building Department Fees	38,461	15,933	10,750	14,944	14,944	40,638
2004	Building Department Fees	50,395	36,946	17,707	14,230	36,345	68,282
2008	School Excise Tax	2,205	21,069	-	4,373	2,800	7,173

City of Canby
3rd Quarter Summary for 2008

11/5/2008

Year	INSPECTIONS	1st Qtr	2nd Qtr	Jul	Aug	Sep	3rd Qtr
2008	MONTH	515	527	155	111	102	368
2007	MONTH	1,031	1,040	411	406	259	1,076
2006	MONTH	1,491	1,453	456	575	482	1,513
2005	MONTH	666	538	182	224	172	578
2004	MONTH	649	638	190	239	169	598

2008	YEAR			155	266	368	
2007	YEAR			411	817	1,076	
2006	YEAR			3,400	3,975	4,457	
2005	YEAR			1,386	1,610	1,782	
2004	YEAR			1,477	1,716	1,885	

City of Canby Bi-Monthly Report
Department: Court

To: Mayor Melody Thompson & City Council Members
From: Sue Engels, Finance & Court Services Director
Through: Mark Adcock, City Administrator

For Months of: September & October, 2008

Prepared by: Kathy Mashek
Date prepared: November 7, 2008

- 33 attended the seatbelt classes for the months of September & October. This generated \$495.00 towards the purchase of helmets.
- Court trials for the months of September & October were held for 34 defendants. This required 12 officers, at various times, to come to testify.
- 684 cases were filed and 663 cases were concluded during these months.
- Revenue for the both months was \$124,360. Out of this amount, Oregon Department of Revenue received checks totaling \$9,078, Oregon Judicial Department \$804 and Clackamas County received \$3,255.
- 65 defendants appeared with attorneys. With the defendants there were a total of 10 different attorneys present.



M E M O R A N D U M

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

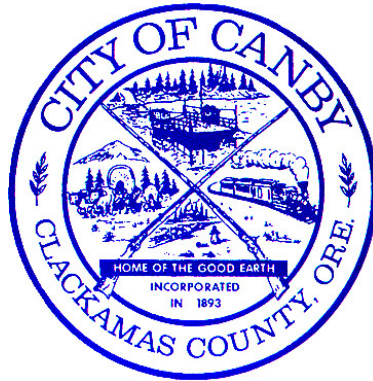
RE: BI-MONTHLY STAFF REPORT – ECONOMIC DEVELOPMENT DEPARTMENT

Economic Development Project Updates

The following projects are funded through Urban Renewal.

1. **Canby Cinema. Ongoing.** We are moving forward with this project. The projected date to have the Cinema open is Fall 2009. Charles Nakvasil has signed an agreement to purchase property on NE 2nd Avenue in downtown Canby and will build and operate the Cinema. The Urban Renewal Agency has purchase the Battilega property for an access road between 2nd and 3rd. The Agency will purchase the Cutsforth and Klohe properties to build a public parking lot. We hold regular project meetings and other meetings as necessary.
2. **Development of ED Web Site** (www.canbybusiness.com). Our new website is online. We are still working on adding Industrial Business Profiles of companies currently located in Canby *Background:* The goal is to have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information..
3. **Marketing. Ongoing.** Staff responds to requests as presented. Due to staff time constraints, our marketing efforts are reactive. The majority of Economic Development staff time is spent on infrastructure projects to encourage new business.
4. **Downtown Redevelopment Grants. No change - ongoing.** Three of the four projects that grants were awarded are moving forward at this time. *Background:* The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby's commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.
5. **Facade improvement program. Ongoing.** We are currently seeking projects to participate in this program. *Background:* The URD has approved the use of funds for up to five grants for façade design work and no-interest loans for construction work. The design budget will be \$1,500 requiring 50% matching funds from the property owner in the amount of \$750. The program also offers zero-interest loans with a three-year payback period for construction activities.

6. **Canby Downtown/Highway 99E Design Standards Project:** *Completed, Adopted by City Council on September 17th.* . *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 and public hearings with Planning Commission.
7. **Canby Sign Code Project:** *Ongoing to December. First Planning Commission workshop was held on October 27th. PC approved bringing the project back in a public hearing with changes discussed at meeting.* *Background:* Develop new sign codes that will encourage signage that is compatible with Canby's new design standards, encourage businesses to update their signs and to make the code easier for applicants and enforcement. The task force of 12 members including staff and our consulting team have met monthly to review current sign codes and determine recommendations. Task Force has completed a draft sign code which will be presented to Planning Commission and City Council.
8. **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. American Steel (10 acres - Township Road): American Steel held their open house of their 190,000+ square foot facility on October 29th. They are excited to be part of the Canby community, were very pleased with the City process, and their CEO, Craig Schwartz has offered to be a reference to prospective businesses considering a move to Canby.
 - b. Wilco (5 acres - Sequoia Parkway): Opened end of October.
 - c. Kendal Floral (6 acres - Hazel Dell Way): Scheduled to move in first week of November 2008
9. **Canby Pioneer Industrial Park Sign** *Ongoing.* Agency has funded this project and construction is scheduled for November of this year. The approved sign is metal with back-lit letters.
10. **Walnut Street Extension** *Ongoing.* The City will be constructing this project and forming an LID to fund the project at the request of the property owners. *Background:* The Agency has determined that improvement of S. Walnut Street is necessary to continued development of the Canby Pioneer Industrial Park.



Bi-Monthly Finance Department Report

To: Mayor Melody Thompson & City Council Members
From: Sue Engels, Finance Director
Through: Mark Adcock, City Administrator
Covering: September & October, 2008

Sewer & Street Maintenance Fee Billing. We are planning to mail out our first bills at the end of December. Getting to this point has involved input from several organizations and individuals, new technology—both accounting software and banking services, new work stations and the investment of many hours of staff time. Judi Christiansen, our utility billing clerk, moved to Finance from the building department in September. She has been doing all the initial set up of the accounts—residential, multi-family and commercial/industrial. She received help with the analysis of sewer and street maintenance fee categories from Suzan Duffy. Before the first set of bills is run, Judi and I will receive utility billing training from Caselle, our financial software provider, at their headquarters in Utah.

Staff Training. Suzan Duffy attended the annual Caselle conference in October. There she got updates and training in all the accounting modules she regularly uses. She also attended some sessions and brought back information for the rest of us.

Payroll. The change from a twice a month to every two weeks payroll has been completed. The City allowed employees to cash out as much as 6.67 hours of accrued leave each pay period through September 20 to ease the transition from paychecks that contain 86.67 hours of regular pay to ones that have 80. Sharon Tramel reports that 66% of the employees took advantage of that option during the transition period.

Transit Tax. Third quarter payroll tax report forms were sent out at the end of September. The forms and payments were due October 31. In addition to processing current payments, Tracy Harris has been working on collecting past due accounts. She has received help with some of these from City Attorney John Kelley. In September and October, \$5,475 in back taxes, interest and penalties was collected. Thirty-seven new accounts were set up and 38 accounts were placed in an inactive status.

Banking RFP Process & Results. Five banking services proposals were reviewed by Councilor Paul Carlson and me. As a result of this process, US Bank will continue as the principal provider of the city's banking services, Court will continue to have its general checking account with Wells Fargo Bank, and we will continue to have three large CDs with Key Bank. A benefit of the RFP process was that we became aware of some banking services that will improve our efficiency.

City of Canby Monthly Report

Department: Police Department

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



Community Activities

9/4/2008 Canby Adult Center / Volunteer Serving Lunch, Lt. Tro
9/11/2008 Ackerman Middle School / 9-11 Remembrance Ceremony, Members of the Police Department
9/12/2008 Canby PD / Car Seat Installation, Community Service Officer Inness
9/18/2008 Thelma's Place / Ribbon Cutting Ceremony, Lt. Tro
9/19/2008 Eccles School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
9/24/2008 Canby Community Pre-School / Car Seat Inspections and Officer Friendly Presentation, Sgt. Cunningham and Officer Inness
9/25/2008 Lee School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
9/26/2008 Knight School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
9/30/2008 Canby Adult Center / Kiwanis Foundation Dinner, Chief Kroeplin
10/2/2008 Hope Village / Chamber of Commerce presentation, Chief Kroeplin and Toni Tracy
10/2/2008 Canby Adult Center / Volunteer Serving Lunch, Lt. Tro
10/4/2008 Milwaukie / Women's Self Defense Krav Maga, Detective Fetters
10/4/2008 Cutsforth's Thriftway Safety Fair / Officer Friendly, Traffic Safety, and Booth Display, Officer Ethington and Officer Warren
10/13/2008 Canby / UPS Open House, 1st Anniversary, Chief Kroeplin and Lt. Tro
10/16/2008 Canby High School / Driver's Education Class Presentation, Sgt. Cunningham
10/16/2008 Canby High School / Assist with mock lock-down and provide feedback, Members of the police department
10/23/2008 Lee School / Kiwanis Terrific Kids Presentation, Chief Kroeplin

Community Activities

- 10/24/2008 Trost School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 10/24/2008 Eccles School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 10/28/2008 Barlow Head Start Center / Oregon Law Enforcement Leaders Call for Pre-K Expansion to Reduce Dropouts, Prevent Violence, News Conference and Classroom Opportunity, Chief Kroeplin
- 10/29/2008 Knight Elementary School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 10/29/2008 Eccles School / Assisted with "Say No To Drugs" Day Parade, Lt. Tro, Sgt. Cunningham, Officer Macom
- 10/29/2008 Canby / American Steel Open House, Chief Kroeplin, Lt. Tro, and all Sergeants
- 10/30/2008 Canby High School / Drug Awareness, Officer Larrison
- 10/30/2008 Canby / Wilco Official Ribbon Cutting Ceremony, Chief Kroeplin, Lt. Tro, and Toni Tracy

Department Activity

- 9/10/2008 Canby Area / M.A.T.T. Detail, Canby Police Traffic Unit and surrounding area police agencies
- 9/16/2008 Milwaukie PD / Assist in Sergeant Selection, Lt. Tro
- 9/30/2008 Canby PD / Interviews for Interagency S.W.A.T., Lt. Tro, Sgt. Schoenfeld, and Sgt. Kitzmiller
- 10/8/2008 Canby Area / Traffic Blitzes concentrating on violation of traffic control devices, seatbelts and the move over law, Traffic Unit and other members of the department
- 10/15/2008 Canby Area / Traffic Blitzes concentrating on violation of traffic control devices, seatbelts and the move over law, Traffic Unit and other members of the department
- 10/16/2008 Hope Village / Presentation to Neighborhood Association regarding Police Bond, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 10/20/2008 Canby OCTS / Taping of show for Channel 5, Chief Kroeplin
- 10/23/2008 Portland / Metropolitan Quarterly Dinner, Chief Kroeplin, Sgt. Schoenfeld, and Toni Tracy

Meetings

- 9/3/2008 Council Chambers / Council Meeting, Lt. Tro

Meetings

9/3/2008 Canby PD / Meeting with Bill Harper for project review and update, Lt. Tro

9/4/2008 Godfather's Pizza / Kiwanis Foundation Meeting, Chief Kroeplin

9/4/2008 Oregon City / CCITF Meeting, Chief Kroeplin

9/4/2008 Canby City Hall / Meeting with Canby Response Team and new prospective company, Chief Kroeplin

9/4/2008 City Hall / Need Response Team, Chief Kroeplin

9/5/2008 Canby PD / Meeting with Lake Oswego Police Chief Dan Duncan, Chief Kroeplin

9/5/2008 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

9/5/2008 Clackamas County Fairgrounds / Meeting regarding P.O.D. Event in November, Lt. Tro

9/8/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

9/10/2008 Canby Police Department / Staff Meeting, Lt. Tro, Sergeants, and Toni Tracy

9/11/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Lt. Tro

9/11/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Lt. Tro

9/12/2008 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

9/12/2008 Canby / Meeting with Principal Pat Johnson of Canby High School, Lt. Tro

9/15/2008 DPSST / Accreditation Manager's Meeting, Lt. Tro and Toni Tracy

9/15/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

9/17/2008 Canby PD / Staff Meeting, Lt. Tro and Sergeants

9/17/2008 Canby PD / Review Goals document for City Council, Chief Kroeplin, Lt. Tro and Toni Tracy

9/18/2008 CCOM / Homeland Defense Security Meeting, Chief Kroeplin

9/18/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin

9/18/2008 CC PSTC / CCCJC, Chief Kroeplin

9/19/2008 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

9/19/2008 Canby PD / Point of Distribution (POD) meeting, Lt. Tro

Meetings

9/22/2008 Cutsforth's Thriftway / Kiwanis Board Meeting, Chief Kroeplin
9/22/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
9/25/2008 Milwaukie PD / Multi-Disciplinary Team Meeting, Detective Feters
9/25/2008 Canby City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
9/26/2008 Trimet Office Portland / Meeting with Shelly Lomax and Commander Jarmer, Chief Kroeplin and Lt. Tro
9/29/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
9/30/2008 Canby PD / Meeting with Greg Clark regarding strategic planning for CCSO, Chief Kroeplin
10/2/2008 City Hall / Weekly Meeting with Mark Adcock to discuss PD Operations, Chief Kroeplin
10/2/2008 Oregon City / CCITF, Chief Kroeplin
10/2/2008 Canby City Hall / Volunteer Meeting, Lt. Tro and Toni Tracy
10/2/2008 Canby PD / P.O.D. Meeting, Lt. Tro
10/6/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
10/7/2008 Oregon City Elks / Monthly Chief's Meeting, Chief Kroeplin
10/9/2008 Clackamas County PSTC / CCJC, Chief Kroeplin
10/10/2008 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
10/15/2008 Canby City Hall / Staff Meeting and presentation by IRS, Chief Kroeplin, Lt. Tro, Sergeants, and Toni Tracy
10/16/2008 Hope Village Community Room / Combined Neighborhood Meeting, Chief Kroeplin, Lt. Tro, and Toni Tracy
10/16/2008 CCOM / Homeland Security Task Force, Lt. Tro
10/17/2008 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
10/20/2008 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
10/21/2008 Canby PD / Meeting to answer questions regarding Mandatory requirements for police stations to meet seismic life safety standards by 2022/grant info, Chief Kroeplin, Lt. Tro, and Toni Tracy
10/22/2008 CCOM / Member Board Meeting, Chief Kroeplin
10/22/2008 CCOM / C800 Meeting, Chief Kroeplin
10/24/2008 Cutsforth's Thriftway / Rotary Meeting, Chief Kroeplin
10/24/2008 Canby PD / P.O.D. meeting, Lt. Tro

Meetings

10/27/2008 Canby Fire Dept. / P.O.D. meeting, Lt. Tro
10/28/2008 Canby PD / P.O.D. Meeting, Lt. Tro
10/28/2008 Baker Prairie Middle School / Kiwanis Builder's Club, Chief Kroeplin
10/31/2008 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
10/31/2008 Canby PD / P.O.D. meeting, Lt. Tro

Monthly Stats

9/30/2008 Traffic Safety Report - September 2008
 *DUI Arrests - 8
 *Traffic Complaints - 15
 *Community Programs
 - DUI with CCSO - 14
 - Seat Belts - 14

9/30/2008 Gang Related Calls / September 2008 - 26

9/30/2008 Department Stats - September 2008
 *Calls for Service / 1490
 *Crime Reports / 796
 *Adult Arrests / 85
 *Juvenile Custody / 16
 *Injury Crashes / 1
 *Non-Injury Crashes / 10
 *Citations Issued / 311
 *Front Counter contacts / 145

9/30/2008 K9 Activity - September 2008 - Warren/Freddy
 *Two call-outs
 *17 hours of training

 K9 Activity - September 2008 - Farmer/Patriot
 *One call-out
 *12 hours of training

9/30/2008 School Resource Officer:
 *Taken 14 school related calls for service (5 resulting in arrests)
 *Two home football games
 *10-12 hours of in-classroom presentations regarding law enforcement and criminal law

Monthly Stats

- 10/31/2008 Department Stats - October 2008
- *Calls for Service / 1448
 - *Crime Reports / 80
 - *Adult Arrests / 77
 - *Juvenile Custody / 12
 - *Injury Crashes / 2
 - *Non-Injury Crashes / 14
 - *Citations Issued / 339
 - *Front Counter contacts / 130
- 10/31/2008 Gang Related Calls / October 2008 - 53
- 10/31/2008 Traffic Safety Report - October 2008
- *DUI Arrests - 9
 - *Traffic Complaints - 37
 - *Community Programs
 - Seat Belts - 26
- 10/31/2008 K9 Activity - October 2008 - Warren/Freddy
- *Two call-outs
 - *35 hours of training
- K9 Activity - October 2008 - Farmer/Patriot
- *No call-outs
 - *36 hours of training

Other Activities

- 9/11/2008 Canby Fire Dept. / Remembrance Ceremony for 9-11 Terrorist Attacks, Members of the Police Department
- 9/16/2008 McMinnville PD / Tour of their new PD, Chief Kroeplin and Toni Tracy
- 10/27/2008 Canby City Hall / Assist Human Resources with Interviews for Planning Director, Chief Kroeplin
- 10/29/2008 Canby City Hall / Assist Human Resources with Interviews for Planning Director, Chief Kroeplin

Training

- 9/8/2008 Los Angeles California / Los Angeles Police Department's West Point Leadership Program, Sgt. Schoenfeld (1st of a five week series of training) 09-08 through 09-12-2008

Training

- 9/10/2008 Redmond, Oregon / FBI Retraining Session, Chief Kroeplin (09-10 through 09-12-2008)
- 9/23/2008 DPSST / OACP Training, Chief Kroeplin (09-23 through 09-24-2008)
- 10/11/2008 Ackerman Middle School / Oregon Physical Abilities Testing (ORPAT), Sworn Officers
- 10/22/2008 Canby Rod and Gun Club / Mandatory Firearms Training, Sworn Personnel
- 10/27/2008 Canby Area / T.E.T. monthly training at a vacant house on Barlow Road, T.E.T. members

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: November 5, 2008

Re: September & October 2008 Report

The past two months finished off with a record setting October. The Canby Swim Center was a little behind last year at the end of August, but a good September and a great October put us ahead of the previous year in both attendance and revenue. September was up 450 swims and \$2,300.00, which is very good considering we were closed for two weeks this year. October was even better up 800 in swimmers, and \$3,700.00 ahead of last year. Now we are back on track, up 1000 swims for the year and \$2,800.00.

This fall lap swim, water exercise, swimming lessons and the Canby Gators are all having near record numbers, keeping the pool very busy. I can't help but think that the Olympic exposure this year is part of the reason we have had so many new swimmers. I also think that swimming is an economical way to get exercise and stay in shape. I think people are also becoming aware of all the benefits of swimming for their children and how it can be a positive sport that is available to everyone.

The Canby Swim Club started their competitive season with a meet at Linfield College in October. The Canby Gators will be hosting three swim meets during the winter, The Canby Ford Mile Open, The Wild Hare Animal Meet and the Valentines last chance meet. **Canby is also hosting the Oregon Swimming Top 5 awards November 23.** The Oregon Top 5 awards are for swimmers from all over Oregon and will bring around 800 people to the Canby Fine Arts Center for the Ceremony. The Canby High School will start practice on November 10th. It should be an exciting year for the high school team as they have a new coach this season. Capi Marceau a new science teacher at the Canby High School will be taking over the team this year.

The Canby Swim Center just started the winter schedule that will go until February 13. The winter schedule continues some additional weekend classes, lap swims and the recently added Saturday morning adult recreation swim. Swimmers are enjoying the added weekend hours and I will continue to watch then numbers during the winter months.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR SEPTEMBER 2008
DATE: NOVEMBER 8, 2008

CANBY SWIM CENTER SEPTEMBER 2008	ADMIT 2007	ADMIT 2008	PASS 2007	PASS 2008	TOTAL 2007	TOTAL 2008	YTD TOTAL 06-07	YTD TOTAL 07-08
MORNING LAP	21	46	147	168	168	214	796	914
ADULT RECREATION SWIM	29	49	401	278	430	327	1736	1470
MORNING WATER EXERCISE	119	154	0	0	119	154	714	560
PARENT/ CHILD	100	93	0	0	100	93	814	651
MORNING PUBLIC LESSONS	61	96	0	0	61	96	3349	2660
SCHOOL LESSONS	34	0	0	0	34	0	34	0
NOON LAP	40	43	88	137	128	180	555	657
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	53	70	0	12	53	82	1869	2273
PENGUIN CLUB	0	0	0	0	0	0	1208	730
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	409	516	409	516	1225	1418
MASTER SWIMMING	5	3	5	3	10	6	60	18
EVENING LESSONS	272	502	0	0	272	502	2863	3507
EVENING LAP SWIM	29	46	22	40	51	86	317	443
EVENING PUBLIC SWIM	181	181	16	6	197	187	1963	2114
EVENING WATER EXERCISE	57	110	0	0	57	110	235	581
ADULT LESSONS	7	4	0	0	7	4	42	36
GROUPS AND RENTALS	190	171	0	0	190	171	794	646
KAYAK	2	0	0	0	2	0	2	0
OUTREACH SWIMMING	0	0	0	0	0	0	489	601
TOTAL ATTENDANCE	1,200	1,568	1,088	1,160	2,288	2,728	19065	19279

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR OCTOBER 2008
DATE: NOVEMBER 8, 2008

CANBY SWIM CENTER OCTOBER 2008	ADMIT 2007	ADMIT 2008	PASS 2007	PASS 2008	TOTAL 2007	TOTAL 2008	YTD TOTAL 06-07	YTD TOTAL 07-08
MORNING LAP	56	68	242	324	298	392	1094	1306
ADULT RECREATION SWIM	46	82	602	508	648	590	2384	2060
MORNING WATER EXERCISE	315	297	0	0	315	297	1029	857
PARENT/ CHILD	147	168	0	0	147	168	961	819
MORNING PUBLIC LESSONS	111	172	0	0	111	172	3460	2832
SCHOOL LESSONS	93	38	0	0	93	38	127	38
NOON LAP	82	83	158	285	240	368	795	1025
	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	156	161	4	18	160	179	2029	2452
PENGUIN CLUB	0	0	0	0	0	0	1208	730
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	815	896	815	896	2040	2314
MASTER SWIMMING	27	24	27	25	54	49	114	67

EVENING LESSONS	556	895	0	0	556	895	3419	4402
EVENING LAP SWIM	103	58	42	64	145	122	462	565
EVENING PUBLIC SWIM	182	224	25	16	207	240	2170	2354
EVENING WATER EXERCISE	119	182	0	0	119	182	354	763
ADULT LESSONS	20	9	0	0	20	9	62	45
GROUPS AND RENTALS	342	498	0	0	342	498	1136	1144
KAYAK	8	4	0	0	8	4	10	4
OUTREACH SWIMMING	0	0	0	0	0	0	489	601
TOTAL ATTENDANCE	2,363	2,963	1,915	2,136	4,278	5,099	23343	24378



TO: Honorable Mayor Thompson and City Council
FROM: Dwayne Barnes, Director of Public Works
DATE: November 7, 2008
THROUGH: Mark C. Adcock, City Administrator
RE: Public Works Bi-Monthly Report September/October 2008

The highlight of the last couple of months has been the SE/SW 13th Avenue Project. The project went smoothly and for the most part is complete with the exception of a few minor cosmetic touches. This week staff, with help from Artist Mark Andrew, installed the Bronze Salmon and rock work in the traffic island at Lupine Street which looks great.

The following is brief status report on our current projects followed by reports from Jeff Crowther, Darvin Tramel and Jeff Snyder of their respective areas.

STATUS OF CURRENT PROJECTS

Sequoia Parkway 5 and 6 and Township Rd:

1. We are awaiting final invoice and project closeout documents before we finalize this project. All field work has been completed. The attorneys are continuing with the condemnation process to complete the ROW purchase on one property.

NW Canby Sidewalks:

1. The project has been finalized and closed out. One item that remains is the retaining walls that should be constructed as soon as possible at the two properties on NW 5th Ave between Elm Ave and Douglas Ave. These were taken out of the project due to limited funding. City Staff will construct the remaining walls.

S 13th Avenue Reconstruction:

1. We have water valves issue to resolve with Canby Utility. We will be meeting on-site next Monday (11/10).
2. We are awaiting project closeout documents before we can recommend release of the withheld retainage, but essentially all work is complete.
3. The City needs to complete the traffic island art work and concrete pours to complete the project.

Knights Bridge Road Reconstruction:

1. Construction Plans are complete awaiting construction in 2009. The pump station will be bid separately due to the long lead time and is anticipated to be advertised in November so delivery can coincide with the street construction in the spring.

NE 2nd Avenue Redevelopment:

1. We are in the process of developing the design drawing for reconstruction of NE 2nd Avenue and the parking lot. Design efforts are anticipated to be complete by December for a bid in the spring of 2009.
2. We are currently completing lot line adjustments and land purchase agreements.

Wastewater Treatment Plant Improvements:

1. Plans are complete for improvements to the UV system, Effluent filtration, Scum Pumping, Biosolids Drying and RV dump station improvements. Anticipate bidding the project in the spring to expend approximately \$1.2 million from this year's budget and the remainder in 2009-2010.
2. New estimates will be prepared in November and a construction phase engineering contract will be submitted to the City for approval.

Walnut Street Improvements:

1. We are currently working on the property line adjustment for the new roadway alignment, right of way acquisition to widen the 30 foot ROW to 40 feet, and vacation of the southern portion of Walnut. We anticipate submitting a request for the vacations early next week as the first property line action.
2. Following vacation we will be submitting two lot line adjustment requests to create the new roadway alignment and driveway access to the easterly properties.
3. We are also in the design process for the street improvements and anticipate construction in the spring of 2009.

Public Works Maintenance

By Jeff Crowther, Public Works Supervisor

Streets and Storm Sewer

NE 9th Avenue Reconstruction

City Staff reconstructed NE 9th Avenue between Locust Street and Knott Street. Staff poured new curbs and driveways where required. Staff also placed four new catch basins and installed the associated piping due to poor drainage on the street.

NW 6th and Grant ADA Ramps:

Staff removed and replaced crosswalk approaches to meet ADA standards. Staff also replaced two catch basins to facilitate better drainage.

Sweeping Program:

Staff is sweeping streets on a daily basis now that leaf season is here. Public Works will be renting a Whirl Wind sweeper for the month of November to assist in keeping the streets and catch basins free of leaves and debris.

13th Avenue Stripping:

ODOT stripped the linear lines and bike lane, City Staff will be using heavy duty melt down markings for the crosswalks, bike legends and turn arrows as weather permits.

Storm Catch Basin and Drywell Cleaning:

Catch basins and drywells that have been identified as having capacity issues have been cleaned. Staff has spent approximately 240 hours during this period cleaning catch basins and storm lines. Repaired sink holes at four drywells caused by not being properly grouted at the time of installation.

Tree Trimming and Vision Clearance

Three trees were removed from City property and or easements due to damage. Staff has been trimming right of way for vision clearance and sign visibility. Staff has spent approximately 160 hours trimming trees.

Sewer Collection System

Lift Station Radio Installation:

Radio telemetry was installed at two lift stations to replace the existing telephone communication system. The existing system was failing and resulted in numerous call outs and a false sense of dependability. Since the installation of the radio telemetry staff has not been called in for a loss of communication alarm.

Sewer Cleaning:

During the last period staff has hydro cleaned lines identified as problem areas or that where reported with blockages. Staff spent approximately 120 hours cleaning and televising lines.

Sewer Inspections Locating:

Staff has inspected new service lateral installations as well as one sewer main extension on Territorial Road. Sewer and storm locates have also been a major routine function for staff utilizing as much as 0.5 FTE per day to complete.

Parks Maintenance

By Jeff Snyder, Parks Lead Worker

Park Renovations

Legacy Park phase one project punch list has been completed by PCR Inc. Mowry Rebar Inc. has built the phase two picnic shelter, poured the concrete pad under the shelter and built the asphalt maintenance path. Phase two still needs to have amenities added to the shelter, irrigation zone installed and the landscaping completed.

Coral Construction Company installed seven hundred and thirty feet of guardrail at Community Park. Staff also installed yellow thermoplastic material on the speed bumps at Community Park.

Signature Paving Services, Inc. finished the asphalt project around the Maple Street Park restroom. Staff removed the old bleachers and prepped the area for the asphalt project. Bids have been obtained to replace the old bleachers with new bleachers that meet Oregon State Building Codes and address ADA issues. Staff also painted the covered picnic shelter to match the restroom building at Maple St. Park.

Park Maintenance

The focus of staff started to change from mowing and turf maintenance to shrub bed maintenance and tree trimming/removal. Building maintenance repairs were made and irrigation time clocks were adjusted to the cooling weather. All the natural area boom mowing was completed for the year and trail improvements were started. Staff spent an average of four hours a week removing or painting over graffiti throughout the park system.

Regular maintenance was performed at the 25 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Wait Park & Willow Creek Wetlands.

Facility Maintenance

Facilities maintenance request forms were received from City Hall (4), Transit (2), Police (3), Finance (2), Planning (1) and the Library (2). It took 16.5 hours to complete the 14 maintenance requests. Ronda Rozzell also had 11 hours of administrative time related to facilities maintenance. 27.5 hours total.

Clackamas County Corrections Crews

C.C.C.C. weeded shrub beds at Arneson Gardens. The crew also string trimmed the Eco Park, wetlands trail and the river bank at Community Park. Litter patrols were also done at the park sites. CCCC performed approximately 384 hours of labor for the City of Canby in the months of September and October.

Meetings attended:

We all attended the crew safety committee meeting.

Meetings were held with PCR Inc. SCC Earthworks, 9-Mile Const., Mowry Rebar Inc. regarding the Legacy project.

I had a couple of phone meeting with Architect Scott Beck to discuss phase two of the Legacy Picnic Shelter project.

A meeting was held with Coral Const. Co. regarding guardrail installation.

A meeting was held with Signature Paving regarding Maple Park asphalt project.

Statistics or other information of interest

The Maintenance responsibilities have been turned over to the City of Canby for the Northwood Estates Park. This brings the total number of properties to 25 that the Parks Department maintains. The Parks Department is responsible for 182 acres of property.

Wastewater Treatment Plant

By Darwin Tramel, WWTP Supervisor

Facility Operations & Maintenance & Construction:

The water quality for the months of September and October was excellent with no interruption of services or violations for either month. Operations for the summer months have been consistent and we have had no problems during the summer permit. Staff has now begun to adjust the process for the winter permit cycle which begins in November. In order to save money on rising chemical costs we have turned off the odor scrubber during the rainy season and reduced the amounts of chemicals used for flocculation. We have seen dramatic increases in our chemical costs due to the economy, so we have altered some processes to minimize chemical consumption.

During the past two months wastewater staff completed the cleaning of concrete surfaces and power washing of all buildings. Collections and wastewater staff also completed the upgrade to radio telemetry for the Willow Creek and Hazel Dell lift stations. Staff continued to keep up with preventative maintenance and worked on several major maintenance activities that included the following:

- Replaced backflow device and distribution valves at water meter.
- Installed automated actuator valve in Primary Sludge room.
- Auger and bridge breaker in biosolids facility repaired and back in service.
- Pulled stabilized sludge pump and sent to NW pump for repair.
- Replaced broken head on valve in cell #3.
- Ordered and installed new motor for belt press hydraulic pump.
- Taurus Controls programmer made access and timer changes on belt press.
- Installed new bearing on biosolids conveyor.
- Installed new proximity switches on belt press.
- Sent raw sewage and wash pump to North West pump for repair.
- Routine daily maintenance, repairs, and cleaning.

Construction activities for the months of September and October included review of biosolids dryer and UV disinfection equipment for the Phase III upgrade. Assisted MixZon Inc. in the completion of the Mixing Zone study.

September 2008

New Connections	1	Monthly Averages	
Total Connections	5732	Effluent BOD ₅	3 mg/l
Average Flow	0.9840 mgd	Effluent CBOD ₅	2 mg/l
E. Coli	2	Effluent TSS	4 mg/l

October 2008

New Connections	0	Monthly Averages	
Total Connections	5732	Effluent BOD ₅	3 mg/l
Average Flow	0.9694 mgd	Effluent CBOD ₅	2 mg/l
E. Coli	3	Effluent TSS	4 mg/l

Biosolids Program:

In September, due to mechanical failure of the biosolids Seepex pump the City hauled 252 cubic yards of biosolids to the River Bend landfill. The Seepex pump was repaired and in October the City hauled 204 cubic yards of biosolids to the Bristol and Ingel properties. Staff completed another quarterly sampling and analysis of our biosolids for metals, nutrients, total solids and volatile solids. Also in October staff completed soil samplings at the majority of application sites. Because of stricter restrictions for application sites, Bob Wengert continues to try and find new application sites that meet the criteria for winter application. Mr. Wengert applied for three new application sites of which DEQ approved none for the application of biosolids during the winter months.

Pretreatment

During the months of September and October staff and I completed the City semi-annual three day sampling and analysis of our effluent, influent and primary for priority pollutants. Also in the past two months we completed a Willamette River sampling and analysis for pesticides, methyl mercury and base neutral extractable compounds and a metals analysis for our mercury management plan on sewer trunk lines. I continue to work on preparing data for the NPDES permit renewal, Reasonable Potential Analysis, and will start the Local Limits development in November.

Pretreatment inspections for the past two months included a training of the pretreatment system in the American Steel facility and helping Kendall Floral with the start up of the recycle and pretreatment system in their facility.

Meetings and Training Attended

I attended meetings with Oregon ACWA, Oregon DEQ, the PNPC committee and Curran & McLeod Engineering. All staff member's participated in the City monthly safety meeting and completed training on emergency pumping procedures.

City of Canby Bi-Monthly Report

Department: Transit



For: the months of September and October 2008

Date: November 7, 2008

Prepared by: Cynthia Thompson

Through: Mark Adcock, City Administrator

1. Funding Issues:

- a. BETC (Business Energy Tax Credit): Two pass through partners were found and payments were made on September 22nd in the amount of \$97,245 and \$51,000. We continue to seek pass through partners for the remaining projects.
- b. Monthly Elderly and Disabled transportation reports for TriMet were submitted.

2. Ridership:

CAT provided:

- a. 23,052 rides in August (3.6 percent decrease over FY 07/08)
- b. 18,182 rides in September (7.15 percent increase over FY 07/08)
- c. 20,352 in October (9.79 percent decrease over FY 07/08)

Because of a record breaking July, rides are up .72 percent for the first 4 months of fiscal year. Combined ridership for the months of September and October is down by 7.87 percent.

3. Service Update:

- a. Following the implementation of our new routes and schedules on August 25th we made two significant schedule adjustments. The first change was effective on October 6th and another on November 3rd.
 - Effective October 6th weekday all schedules were modified to assure schedule reliability by making time changes. A drop off point in Woodburn was changed, Limited trips were eliminated except for the one in the late evening. The Blue Line schedule was adjusted to allow all trips to serve Vintage suites. Blue & Orange Line trips traveling south toward Canby Square or Woodburn were modified to use SW 2nd Ave & N Grant St to 99E instead of N Ivy St to help reduce congestion.

- Effective the following Saturday (October 11th) the Saturday Orange Line buses began to operate hourly to and from Oregon City Transit Center. And the Green & Blue Line buses began to operate hourly in a continuous loop.
 - On November 3rd additional schedule time adjustments were made. We added an additional round trip to the morning schedule for the Purple Line. The Orange Line schedule times were adjusted and an addition morning and afternoon trip were added to the Orange Line between Canby Transit Center and Mid Valley Plaza.
 - We expect this schedule to remain unchanged until we make final adjustments following the last phase of the Transit Master Plan Process.
- b. On October third a CAT vehicle was involved in a collision. No one was hurt both our driver and the driver of the other vehicle were cited. The vehicle is still in the shop but should be finished any day now.
4. Community Outreach/Marketing:
- a. Again the priority has been to get the word out about CAT service changes. For each of the schedule adjustments
- i. CAT schedules distributed throughout the community
 - ii. Website links posted for both current and planned schedules
 - iii. Sandwich board style signs posted at Safeway, Fred Meyer and Thriftway
 - iv. Press Release submitted via Flash Alert (for the October 6 change)
 - v. Rider Alerts posted on buses and the website
- b. We continue to collect input from the riders regarding the service changes.
5. Meetings/Conferences Attended: BCB Associates represented CAT at:
- a. Monthly Regional Transportation Coordinating Council (RTCC) meetings.
 - b. Special Transportation Fund Advisory Committee Meeting (Cynthia Thompson and Clair Kuppenbender)
 - c. Special Transportation Funding Grand Process training meeting provided by the ODOT Public Transit Division.
 - d. Oregon Transportation Association Conference in Seaside (Cynthia Thompson, Julie Wehling, Nancy Muller, Joe Witt, Shane Hester and Cindy Vandeberghe attended).