

## **AGENDA**

### **CANBY CITY COUNCIL MEETING**

**May 16, 2007, 7:30 P.M.**

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

*Mayor Melody Thompson*

*Council President Walt Daniels  
Councilor Teresa Blackwell  
Councilor Paul Carlson*

*Councilor Randy Carson  
Councilor Tony Helbling  
Councilor Wayne Oliver*

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### **WORK SESSION**

**6:30 P.M.**

**City Hall Conference Room  
182 N Holly**

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

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### **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 Accounts Payable \$372,987.00

B. Approval of Minutes of the April 30, 2007 City Council Work Session

C. Approval of Minutes of the May 2, 2007 City Council Work Session and Regular Meeting

**7. PUBLIC HEARING**

- A. ROW 07-03 (Canby School District) **CONTINUED TO JUNE 6, 2007** Pg. 1

**8. RESOLUTIONS & ORDINANCES**

- A. Ord. 1235, Vacating Two and One-Half Feet of the Public Right-of-Way on the East Side of North Maple Street Fronting Tax Lot 2503 of Map 3-1E-28DD (2<sup>nd</sup> Reading) Pg. 2
- B. Ord. 1240, Authorizing Contract with Curran-McLeod for Engineering Services to Complete Improvements to the WWTP (2<sup>nd</sup> Reading) Pg. 6
- C. Ord. 1241, Authorizing Contract with Curran-McLeod for Design and Construction Engineering of the NW Canby Sidewalk and ADA Improvement Project (2<sup>nd</sup> Reading) Pg. 8
- D. Ord. 1242, Authorizing Contract with Canby Excavating, Inc. for Construction of South Berg Parkway Roadway Extension (2<sup>nd</sup> Reading) Pg. 10
- E. Ord. 1243, Authorizing Payment of \$350,197.00 from the Sanitary Sewer System Development Charge Fund to the Canby URD for the Hazel Dell Way/ SE 1<sup>st</sup> Avenue Sanitary Sewer Pump Station and Related Sanitary Sewer Lines Pg. 12
- F. Ord. 1244, Authorizing Payments Not to Exceed \$97,712.00 from the Transportation System Development Charge Fund to Sterling Development for the Relocation of a Signal Pole and Utilities at the Intersection of S. Berg Parkway and Hwy. 99E Pg. 15

**9. NEW BUSINESS**

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

**11. CITIZEN INPUT**

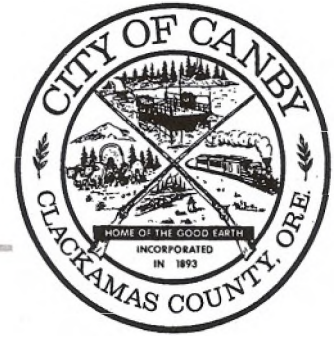
**12. ACTION REVIEW**

- 13. EXECUTIVE SESSION:** ORS 192.660(2)(d) Labor Negotiations, ORS 192.660(2)(h) Pending Litigation, and ORS and 192.660(2)(i) Performance Evaluation Of Public Officer

**14. ADJOURN**

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

# MEMORANDUM



**TO:** Honorable Mayor Thompson and City Council

**FROM:** Kevin C. Cook, Associate Planner

**DATE:** May 8, 2007

**RE:** Continuation of ROW 07-03

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The hearing for the proposed vacation of right of way needs to be continued to June 6<sup>th</sup>. The applicants have been working to provide a complete petition, which is a requirement for vacating right-of-way.

If any of you have any questions regarding this application and/or the process to date, please do not hesitate to call me or drop by the office to discuss. Please refer to the suggested language below for continuing the meeting. Thank you for your patience regarding this matter.

**“I move that we continue ROW 07-03 to the 1<sup>st</sup> regularly scheduled City Council meeting in June, which will be held on June 6, 2007 in the City Council Chambers.”**



## ORDINANCE NO. 1235

AN ORDINANCE VACATING TWO AND ONE-HALF FEET OF THE PUBLIC RIGHT-OF-WAY ON THE EAST SIDE OF NORTH MAPLE STREET FRONTING TAX LOT 2503 OF MAP 3-1E-28DD.

WHEREAS, the City presently owns a two and one-half foot wide portion of right-of-way as shown in Exhibit "A" on the east side of North Maple Street fronting Tax Lot 2503 of Map 3-1E-28DD; and

WHEREAS, a petition for vacation of two and one-half feet of this right-of-way was filed by Larry and Sandy Corder on November 8, 2006; and,

WHEREAS, the petition was reviewed by the City Staff and the petition was found to be complete and more than two-thirds of the affected property owners were in agreement with the petition; and,

WHEREAS, the vacation is requested to comply with the original intention of the subdivision plat and return the two and one-half feet of unneeded right-of-way to this property; and,

WHEREAS, notice of a public hearing was published for two (2) consecutive weeks in the Canby Herald newspaper and posted on the property; and,

WHEREAS, a public hearing was held on this matter before the Canby City Council on April 9, 2007 and all statutory requirements for the vacation were found to be met; and,

WHEREAS, the Canby City Council adopts a condition of approval, which states, "The owner(s) of Tax Lot 2503 shall grant additional right-of-way sufficient to achieve a redesigned curb-return at the northeast corner of North Maple Street and Northeast Territorial Road",  
now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

The public right-of-way as described by the legal description attached as Exhibit "B" shall be vacated and title to the vacated property shall attach to the neighboring property described as Tax Lot 2503 of Map 3-1E-28DD.

The granting of City Right-of-Way as described in Exhibit "B" is approved with the following condition: The owner(s) of Tax Lot 2503 shall grant additional right-of-way sufficient to achieve a redesigned curb-return at the northeast corner of North Maple Street and Northeast Territorial Road.



SUBMITTED to the City Council and read the first time at a regular meeting thereof on Wednesday, April 18, 2007; ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the City of Canby Charter and to come before the City Council for final reading and action at the regular meeting thereof on Wednesday, May 16, 2007; commencing after the hour of 7:30 P.M., at the City Council's Chambers at Canby City Hall, Canby, Oregon.

ENACTED by the Canby City Council at a regular meeting thereof on May 16, 2007 by the following votes:

YEAS: \_\_\_\_ NAYS: \_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, City Recorder, Pro Tem

TERRITORIAL RD.

RIGHT-OF-WAY  
TO BE VACATED

N MAPLE ST.

10.0' R.O.W.  
DEDICATED  
IN BROOKS  
ADD'N PLAT

S 90° E  
2.50'

N 90° W  
2.50'

N 00° E 89.90'

32.00'

32.00'

N 69°06'00" E  
77.43'

TL NO. 2503  
MAP 3 1E 28DD

LOT 3

N 00° E 117.52'

TL 2502

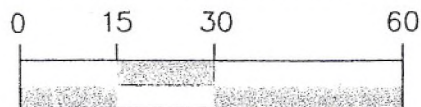
N 90° E 72.34'

TL 2504

TL 2505

TL 2506

GRAPHIC SCALE



( IN FEET )

1 INCH = 30 FEET

EXHIBIT

tabbies

A

LOT 3 OF "BROOKS ADDITION"  
SE 1/4 SEC. 20 T.3S, R.1E, W.M.  
CANBY, OREGON

TITLE: **EXHIBIT**

DATE: 3/15/07

PLOT DATE: 3/15/07

DWG BY: JWS

CHK BY:

SHEET:

FILE: P29861EXH.dwg

**ZTec ENGINEERS, INC.**

3737 S.E. 8TH AVE.  
PORTLAND, OREGON 97202  
(503) 235-8795

CLIENT: RON YARBROUGH

4



## **ZTec Engineers, Inc.**

**Civil ♦ Structural ♦ Surveying**

John McL. Middleton, P.E.

Chris C. Fischborn, P.L.S.

Ronald b. Sellards, P.E.

3737 SE 8<sup>th</sup> Ave.

Portland, OR 97202

503-235-8795

FAX: 503-233-7889

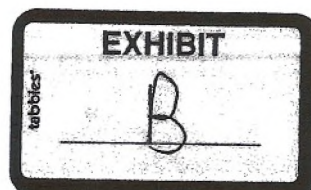
Email: [chris@ztecengineers.com](mailto:chris@ztecengineers.com)

Ron Yarbrough  
Proposed Vacation on  
North Maple Street

A proposed Vacation of North Maple Street Right-of-Way, just South of Territorial Road and being a part of the Right-of-Way dedicated by the recorded Plat of "Brooks Addition" in the Southeast one-quarter of Section 28, Township 3 South, Range 1 East of the Willamette Meridian in the City of Canby, Clackamas County, Oregon and being more particularly described as follows:

Beginning at the Southwest corner of Lot 3 of said "Brooks Addition", said point being on the Easterly right-of-way line of said North Maple Street; thence North 90°00'00" West a distance of 2.50 feet; thence North 00°00'00" East, parallel with said Easterly right-of-way line, a distance of 32.00 feet; thence South 90°00'00" East a distance of 2.50 feet to a point on said Easterly right-of-way line; thence South 00°00'00" West along said Easterly right-of-way line, a distance of 32.00 feet to the true point of beginning.

Said parcel of land contains an area of 80.00 square feet more or less.



**ORDINANCE NO. 1240**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR ENGINEERING SERVICES TO COMPLETE IMPROVEMENTS TO THE WASTEWATER TREATMENT PLANT; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the CITY OF CANBY has heretofore advertised and received proposals for municipal engineering services, completed oral interviews and selected CURRAN-MCLEOD, INC. for the City's Engineer of Record; and

**WHEREAS**, the City of Canby has also heretofore advertised and received proposals for engineering services, completed oral interviews and selected CURRAN-MCLEOD, INC. to complete needed engineering services for the Wastewater Treatment Facility, Phase I and II improvements including portions of the work required herein; and

**WHEREAS**, CURRAN-MCLEOD, INC. has provided preliminary planning, preliminary engineering and cost estimates for engineering and construction for the needed improvements to the Wastewater Treatment Plant; and

**WHEREAS**, the City of Canby has budgeted expenditures for this work in FY 2006-2007 and 2007-2008; Now therefore,

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

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute, and declare in the name of the CITY OF CANBY and on its behalf, an appropriate contract with CURRAN-MCLEOD, INC for engineering services in an amount not to exceed \$50,000 for design phase services in Fiscal Year 2006-2007, with an additional \$57,000 design phase services in Fiscal Year 2007-2008, and an estimated budget of \$64,000 for subsequent construction phase services.

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



**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 2, 2007; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, May 16, after the hour of 7:30 pm at the Council Chambers at the Canby City Hall, 182 N. Holly, Canby, Oregon.

\_\_\_\_\_  
Kimberly Scheafer, City Recorder Pro-Tem

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 16<sup>th</sup> day of May, 2007, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, City Recorder Pro-Tem

**ORDINANCE NO. 1241**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-McLEOD, INC. CONSULTING ENGINEERS FOR DESIGN AND CONSTRUCTION ENGINEERING OF THE NW CANBY SIDEWALK AND ADA IMPROVEMENT PROJECT; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the CITY OF CANBY has heretofore advertised and received proposals for municipal engineering services, completed oral interviews and selected CURRAN-McLEOD, INC. for the City's Engineer of Record; and

**WHEREAS**, CURRAN-McLEOD, INC. has provided preliminary planning, preliminary engineering and cost estimates for engineering construction for the NW Canby sidewalk and ADA improvement project; and

**WHEREAS**, the CITY OF CANBY anticipates the need to complete the construction of the NW Canby sidewalk & ADA project within calendar year 2007; Now therefore,

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

Section 1. The Mayor and City Administrator are hereby authorized and directed to execute, and declare in the name of the CITY OF CANBY and on its behalf, the attached Agreement For Engineering Services with CURRAN-McLEOD, INC. for \$22,100. A copy of the agreement with CURRAN-McLEOD, INC. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

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

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 2, 2007; 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, May 16, 2007, commencing at the hour of 7:30 pm at the Council Meeting Chambers at the Canby City Hall, 182 N. Holly, Canby, Oregon.

\_\_\_\_\_  
Kimberly Scheafer, City Recorder Pro-Tem



**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 16<sup>th</sup> day of May, 2007, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, City Recorder Pro-Tem

**ORDINANCE NO. 1242**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR  
TO EXECUTE A CONTRACT WITH CANBY EXCAVATING, INC. FOR  
CONSTRUCTION OF SOUTH BERG PARKWAY ROADWAY EXTENSION ; AND  
DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby has heretofore advertised and received bids for the South Berg Parkway Roadway Extension; and

**WHEREAS**, the notice of call for bids was duly and regularly published in the Oregon Daily Journal of Commerce on March 27th, 2007; and

**WHEREAS**, bids were received and opened on April 19th, 2007 at 2:00 pm in Canby City Planning Department and the following five bids were read aloud:

<b>Canby Excavating, Inc.</b>	P.O. Box 848 Canby, OR 97013	\$697,911.55
<b>Parker NW Paving Company</b>	1105 Abernathy Road Oregon City, OR 97045	\$723,570.50
<b>Valley Pacific Construction</b>	10751 Oak St. Donald, OR 97020	\$795,470.00
<b>Eagle-Elsner, Inc.</b>	P.O. Box 23294 Tigard, OR 97281	\$810,307.70
<b>K &amp; E Excavating, Inc.</b>	3871 Langley St., SE Salem, OR 97317	\$965,325.00

**WHEREAS**, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, May 2, 2007, and considered the bids and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

**WHEREAS**, the Canby City Council determined that the low responsive bid was that of Canby Excavating, Inc; now therefore



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

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with Canby Excavating, Inc for South Berg Parkway Roadway Extension, for the bid amount of \$697,911.55. A copy of the contract with Canby Excavating, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

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

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 2nd, 2007; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, May 16th, 2007, after the hour of 7:30 pm at the Council Chambers at the Canby City Hall, 182 North Holly Street, Canby, Oregon.

\_\_\_\_\_  
Kimberly Scheafer,  
City Recorder Pro Tem

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 16th day of May, 2007, by the following vote:

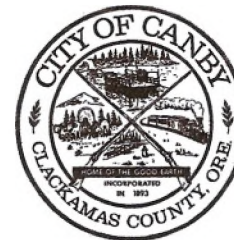
YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer,  
City Recorder Pro Tem



## MEMORANDUM

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *May 8, 2007*  
**RE:** *Ordinance 1243*

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### Summary

Ordinance 1243 authorizes a payment of \$350,197.00 from the Sanitary Sewer System Development Charge Improvement fund to the Canby Urban Renewal District.

### Recommendation

Staff recommends that the City Council approve Ordinance 1243.

### Rationale

The Urban Renewal District agreed to provide up-front funding for the sanitary sewer pumping station on SE 1<sup>st</sup> Avenue, with the understanding that the City would repay these expenses from its SDC fund when possible. This can be accomplished now but Ordinance 1243 is required to authorize the expenditure.

The work was completed by Cascadia Development in concert with the improvements they constructed on SE 1<sup>st</sup> Avenue as part of the Willamette Falls Urgent Care Center. Such direct agreements are authorized by ORS 279 and are compliant with public bidding and contracting rules. The pricing has been reviewed and approved by the Public Works Department and City Engineer.

### Background

The lift station was required in order to allow construction and operation of several new industries on SE Hazel Dell Way, including Bowco and Mountain Glass. Since Cascadia Development was initiating work on SE 1<sup>st</sup> Avenue, we negotiated this agreement in order to expedite construction of the needed sewer lines and the pump station. The businesses were able to open in time.

**Options:** 1. Reject Ordinance 1243 and negotiate with the Urban Renewal District regarding payments for this project. Staff did not recommend this option because the Council and Agency have previously discussed this project, agreeing that the project would be paid for by SDCs.

**Attached:** Ordinance 1243.

**Finance Department review:** Chapman



**ORDINANCE NO. 1243**

**AN ORDINANCE AUTHORIZING A PAYMENT OF \$350,197.00 FROM THE SANITARY SEWER SYSTEM DEVELOPMENT CHARGE FUND TO THE CANBY URBAN RENEWAL DISTRICT FOR THE HAZEL DELL WAY/SE 1<sup>ST</sup> AVENUE SANITARY SEWER PUMP STATION AND RELATED SANITARY SEWER LINES; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Canby Urban Renewal District has paid up-front for the installation of the Hazel Dell Way/SE 1<sup>st</sup> Avenue sanitary sewer pump station and related sewer lines on SE 1<sup>st</sup> Avenue in order to expedite the construction and opening of new businesses on Hazel Dell Way; and

**WHEREAS**, this project is listed within the City's Capital Improvement Plan and is an eligible use of sanitary sewer system development charge funds; and

**WHEREAS**, the City Council and Urban Renewal Agency have previously discussed this project and agreed to utilize System Development Charges; Now therefore,

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

Section 1. The City Council hereby authorizes a payment of \$350,197.00 from Sanitary Sewer System Development Charge Improvement revenues to the Canby Urban Renewal District.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to authorize this payment within the 2006-2007 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 16, 2007; 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 6, 2007, commencing at the hour of 7:30 pm at the Council Meeting Chambers at the Canby City Hall, 182 N. Holly, Canby, Oregon.

\_\_\_\_\_  
Kimberly Scheafer, City Recorder Pro-Tem



**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 6<sup>th</sup> day of June, 2007, by the following vote:

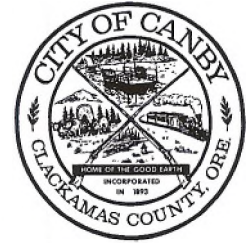
YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, City Recorder Pro-Tem



# MEMORANDUM

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *May 8, 2007*  
**RE:** *Ordinance 1244*

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## Summary

Ordinance 1244 authorizes SDC payments of up to \$97,712.00 to Sterling Development for their work relocating a traffic signal pole at Berg Parkway and Highway 99E.

## Recommendation

Staff recommends that the City Council approve Ordinance 1244.

## Rationale

The pole relocation is part of the City's Berg Parkway project (it's necessitated by the addition of a right-turn lane from 99E northbound onto Berg Parkway southbound). Sterling Development is developing the Canby Place shopping center, which includes Burger King, KFC/A&W, and a multi-tenant building at the SW corner of Berg Parkway and 99E. They are required to install frontage improvements (curbs, sidewalks, and street lights) as a condition of their development, but the pole relocation is not their financial responsibility.

Because of timing issues related to the Sterling Development, the pole relocation needed to be complete before the City could undertake the work. Any other option would have significantly increased costs to the City. Therefore we have reached an agreement with Sterling that allows their contractor to complete the work and receive SDC payments directly. Such direct agreements are authorized by ORS 279 and are compliant with public bidding and contracting rules.

Sterling has provided the city with three quotes for all components of their work and the pricing has been reviewed and approved by the Public Works Department and City Engineer. Payments up to the agreed amount will be made following certified and approved payment request forms.

## Background

The Berg Parkway construction project is being completed with a grant from the State of Oregon totaling \$1.23 million. Canby is providing matching funds from SDC and URD revenues.

**Options:** 1. Staff considered including this project in our publicly bid work for the remainder of the Berg Parkway project, but the timing was not compatible with Sterling's development, would have significantly increased costs to the City, and would have resulted in complications in completing our project. Therefore, staff did not recommend this option.

**Attached:** Ordinance 1244.

**Finance Department review:** C. Seaynd



**ORDINANCE NO. 1244**

**AN ORDINANCE AUTHORIZING PAYMENTS NOT TO EXCEED \$97,712.00 FROM THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGE FUND TO STERLING DEVELOPMENT FOR THE RELOCATION OF A SIGNAL POLE AND UTILITIES AT THE INTERSECTION OF S. BERG PARKWAY AND HIGHWAY 99E; AND DECLARING AN EMERGENCY.**

**WHEREAS**, in order to complete their own required frontage improvements on S. Berg Parkway and on Highway 99E, Sterling Development is relocating a traffic signal pole and utilities at the intersection of S. Berg Parkway and Highway 99E; and

**WHEREAS**, the pole relocation and resultant utility work is necessitated by the City's Berg Parkway improvement project and is listed within the City's Capital Improvement Plan and is an eligible use of transportation system development charge funds; and

**WHEREAS**, the City Council has agreed to fund the Berg Parkway improvement project using Transportation System Development Charges; now therefore,

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

Section 1. The City Council hereby authorizes payments not to exceed \$97,712.00 from Transportation System Development Charge Improvement funds to Sterling Development Corporation of La Jolla, CA.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to authorize this payment within the 2006-2007 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 16, 2007; 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 6, 2007, commencing at the hour of 7:30 pm at the Council Meeting Chambers at the Canby City Hall, 182 N. Holly, Canby, Oregon.

\_\_\_\_\_  
Kimberly Scheafer, City Recorder Pro-Tem



**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 6<sup>th</sup> day of June, 2007, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

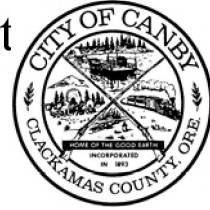
\_\_\_\_\_  
Melody Thompson, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Scheafer, City Recorder Pro-Tem

# City of Canby Bi-Monthly Report

## Department: Administration



For Months of: March & April 2007

Date: May 9, 2007

Prepared by: Kim Scheafer, Executive Assistant/City Recorder Pro Tem

Through: Mark Adcock, City Administrator

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1. **Business Licenses** – Thirty-seven new business licenses were issued for the months of March and April 2007. One hundred thirty-three renewals were sent out.
2. **Complaints/Inquiries** – Forty complaints/inquiries were received for March and April. Thirty-seven of those have been resolved and four were resolved within 24 hours. Currently there are five unresolved complaints.
3. Administration staff attended First Aid/CPR/AED training in April. On April 24 Jan Noland, a CIS Risk Management Consultant, did an ergonomics presentation to interested staff and went around City offices conducting workstation ergonomic assessments.

DIRECTOR'S MONTHLY REPORT  
CANBY ADULT CENTER

April '06

CENTER INFORMATION

The Red Cross Bloodmobile came to the Center again this year. They reported a good turnout for the drive and thanked us for the use of our site. This seems to work well for both parties. When we tried having the blood drives inside, we had trouble getting enough volunteers to staff it. This way, we just open up the building for the day and Red Cross parks the Bloodmobile outside. They have the convenience of restrooms and a place for sign ups and we don't need to find volunteers.

We had several fundraisers this month. Our "Spring for a Meal, so no Senior goes Hungry" at Cutsforth's Thriftway was a nice surprise, netting us over \$1,200. We hope to make that an annual event that builds momentum and possibly includes other businesses.

Our Share a Meal was not as well received this time, possible because invitations were late getting out. We still netted \$956.56, which is about what we usually clear.

The Bridge Tournament went well and we realized \$566.64 through their efforts. It was a sad time for some of those involved. Irene Collins, who started the tournament many years ago and was always instrumental in its planning, passed away.

We had a good number of rentals this month. One of our favorites was a father/daughter dance hosted by the Girl Scouts. Apparently, it was a huge success and everyone had a great time. These are the kinds of events that make the Center such an integral part of the community. The Center has always worked with non-profits groups to make space available at a reasonable cost.

The cabinet doors are now scheduled to be installed the second week of May and on a personal note, I was glad to have the extra time to prepare the room. I have been working on getting everything ready for Kathy Batz arrival on May 15<sup>th</sup>. I want this transition to go as smoothly as possible.

I plan to have employee evaluations finished by May 15<sup>th</sup>, along with my recommendations for salary increases. The Board can then make those decisions before the end of the fiscal year.



**DIRECTOR'S MONTHLY REPORT**  
**CANBY ADULT CENTER**  
 April. '07

April. Meals	Avg/Day	YTD	April. '07	April. '06	Difference		
17	serving days						
CONGREGATE +60 (INCLUDES CONGREGATE, GUESTS & LATE CALL INS)							
		77	12,202	1307	1,186	121	
							Donations \$2,571.20
\$1.97	avg. donation						
MEALS ON WHEELS +60							
		74	13,110	1251	1,345	-94	
							Donations \$1,803.50
\$1.44	avg. donation						
MEALS ON WHEELS +60 ( T19) Medicaid. Pmt. Comes through State.							
		7	1125	112	48	64	
MEALS ON WHEEL -60 (T19). Medicaid. Pmt. Comes through State.							
UNDER 60 (Includes volunteers, guests & staff)							
		8	1,176	134	143	-9	
O.P.I. (Project Independence)							
						0	
<b>TOTAL MEALS</b>		<b>27,613</b>	<b>2804</b>	<b>2,722</b>	<b>82</b>		
CLIENT SERVICES							
Undup. Clients		449	34	43	-9		
Assessments		93	4	12	-8		
Case Monitoring		320	10	13	-3		
Community Outreach		110	19	5	14		
Info & Referral		852	94	94	0		
					0		
TRANSPORTATION							
					0		
Rides (one way)		1992	348	177	171		
VOL. HOURS							
		10,471	1189	904	285		
OTHER USERS-(Those who use the Center, but not to eat or volunteer)							
		11,122	1450	1386	64		
			<b>April. '07</b>	<b>April. '06</b>	<b>Difference</b>		
FUNDRAISING							
Gifts, etc.			\$118.00	\$304.96	-\$186.96		
Rentals			\$1,470.00	\$675.00	\$795.00		
Center Projects			\$2,839.00	\$3,414.65	-\$575.65		
Bingo			\$794.50		\$794.50		
<b>TOTAL</b>			<b>\$5,221.50</b>	<b>\$4,394.61</b>	<b>\$826.89</b>		

## City of Canby Monthly Report

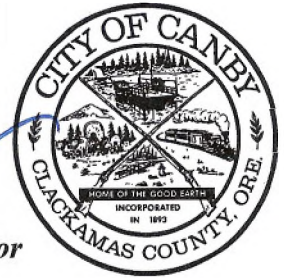
### Department: Court

For Month of: March & April, 2007  
Date prepared: May 2, 2007  
From: Chaunee Seifried, Finance and Court Services Director  
Through: Mark Adcock, City Administrator  
Prepared by: Kathy Mashek, Court Supervisor

- ! 51 attended the seatbelt class for the months of March & April. This generated \$765.00.00 towards the purchase of helmets.
- ! Court trials for the months of March & April were held for 37 defendants. This required 6 officers, at various times, to come to testify.
- ! 810 cases were filed and 924 cases were concluded during these months.
- ! Revenue for the both months was \$165,460.00. Out of this amount, Oregon Department of Revenue received checks totaling \$10,608.83, Oregon Judicial Department \$792.50 and Clackamas County received \$3,573.06.
- ! 60 defendants appeared with attorneys. With the defendants there were a total of 12 different attorneys present.



# COMMUNITY DEVELOPMENT UPDATE



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John Williams, Community Development & Planning Director*  
**DATE:** *May 4, 2007*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**RE:** *Community Development project status*

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Following is the status of major Community Development projects as of May 4. Please call me or 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.

Items shown with a \* are completed and will be deleted from the next report; items underlined are new additions.

## **Street Projects**

1. **SE 2<sup>nd</sup> Avenue CDBG project.** Construction is underway. This phase will install new sewer line from Ivy to Knott Street, add sidewalks where needed from Ivy past Locust, and put a pavement overlay on the road. *Background:* The Community Development Block Grant program is federal money to fund projects benefiting low-income areas. The project utilizes \$260,000 of CDBG funds with a \$95,000 City match. A future phase is designed to realign 2<sup>nd</sup> Avenue at Ivy.
2. **Street maintenance funding.** The City Council has met with the Task Force and given approval for finalization of their recommendation, including public input materials and ordinance language. *Background:* The Street Maintenance Funding Task Force is spearheading recommendations to the Council on funding methodologies, amounts, and equity issues.
3. **99E/Territorial intersection.** ODOT has installed interim traffic control in order to reopen Territorial for the time being. This is necessary because the railroad's work will take longer than expected. The intersection will not be fully operating until mid 2007. *Background:* ODOT's \$2.97 million project will fully signalize this intersection.
4. **S. Berg Parkway.** The Council has approved a construction contract on first reading; construction will begin in late May or early June. *Background:* ODOT has approved \$1.23 million for our Berg Parkway connection project. Combined with a minimum 10% local match this means we have the funds to move forward with the project. This project will connect S. Berg Parkway near Highway 99E with SW 13<sup>th</sup> Avenue. The local match will come from a combination of URD and SDC funds.
5. **Traffic calming.** *Ongoing.* Staff has finalized proposals for several demonstration traffic calming projects for consideration in the 2007-2008 budget. *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.



6. **2006-2008 CDBG applications.** The Council has awarded an engineering contract for this project, which is expected to move to construction later this summer. *Background:* Clackamas County has awarded Canby \$200,000 to build sidewalks in areas of NW downtown Canby that currently have none.
7. **99E/Ivy Intersection.** *No change.* ODOT is planning a minor project at this intersection to eliminate the often-hit signal pole in front of Ace Glass (there will be an extra-long armed pole coming from the 7-11 side). We are attempting to get pedestrian safety improvements included in this project. *Background:* ODOT has estimated costs on the full intersection renovation at \$1.5 million +. Costs include building improvements, underground tank removal, relocating signal poles, new sidewalks and crossings, and other activities.
8. **N. Pine/4<sup>th</sup> Avenue intersection.** *No change.* I have been working with property owners to see if there's any way to improve alignments at this troublesome intersection (by the Depot Museum). We will need a lot of cooperation because there is very little room to maneuver in this area. Unfortunately, we have not found a plan that works for all parties yet.
9. **N. Cedar/NW 3<sup>rd</sup> Avenue intersection.** *No change.* This intersection has alignment problems and vision clearance issues. We are drawing up a plan to realign the intersection and improve traffic flow and safety, which will be even more important as traffic flows increase from the new subdivision.
10. **North Baker Drive traffic safety issue.** The City Council directed staff to implement a one-way south plan for this area using signage. In addition, staff was directed to return within 18 months with a report on potential conversion of this road to a fully improved two-way street. *Background:* Area residents brought a petition to the City to close the small access road between N. Baker Dr. and NW 6<sup>th</sup> Avenue.
11. **Truck routes.** 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.

*Please see Roy Hester's monthly report for additional information on Public Works activities.*

#### **Wastewater Treatment Plant & sewer collections**

12. **Phase III improvements.**\* The Council has approved on first reading a contract for engineering services covering the design of the next phase of upgrades to the Treatment Plant. *Background:* This project includes Effluent Filtration, a Septage Station for RV waste disposal, pump improvements, biosolids dewatering, and related work. The project is expected to cost \$2.1 million and will be fully implemented in FY 2008-2009.

*Please see Darvin Tramel's monthly report for additional information on WWTP activities.*

#### **Cemetery**

13. **Cemetery rates.** We continue to provide quarterly reports to the Council regarding sales activity following the fee increases in fall 2005. The latest report is attached. Sales activity continues to be low.



## **Planning**

- 14. Measure 37.** *No change.* The City has received a Measure 37 claim but it was for property outside City Limits. Staff has requested more information from the applicant about specific details of which of our zoning codes impact them at this time. *Background:* The City Council has approved Ordinance 1156 establishing a process for Measure 37 claims. Measure 37 will affect property owners who can demonstrate that a land use regulations adopted since they or their family acquired a piece of property reduced the value of their property. If this can be shown, such owners can ask the city to either waive the regulations or pay the property owner the difference in value.
- 15. Annexation process.** The Planning Commission gave direction to staff on changes to the City's annexation process. Staff will be returning to the Commission with more detailed language at an upcoming meeting. *Background:* The Planning Commission and staff are working on a matrix idea focused on providing better information to voters about annexation proposals. Other concepts include a master planning requirement and reviewing our current criteria.
- 16. Neighborhood Associations.** *No change.* *Background:* the Council has officially recognized two new neighborhood associations: Riverside and Northeast Canby. Staff will continue to work with these groups to provide information and training.
- 17. 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.
- 18. Northwood subdivision.** Construction is underway on Phase I of this project. Staff will be bringing proposals for some related infrastructure work to the Council in upcoming months. *Background:* Northwoods applied to amend the City's Urban Growth Boundary to include approximately 30 acres of land north of Knight's Bridge Road and rezone it from Agricultural to low density residential. After a lengthy process in court and at LUBA, this application has been approved and the property can be developed at urban densities.
- 19. NE Canby Master Plan.** *No change.* Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1<sup>st</sup> Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.
- 20. N. Redwood Street master plan.** Topographic surveys and aerial mapping are underway. *Background:* This project will produce a comprehensive land use, parks, and infrastructure plan for the area between N. Redwood Street and OR 99E.
- 21. Stormwater planning.** *No change – ongoing work.* Planning staff is working with Roy Hester, Darvin Tramel, Jeff Crowther, and Curt McLeod to address new DEQ/EPA requirements regarding stormwater disposal. We are working to develop a long-range vision for stormwater disposal and a maintenance/financing plan.
- 22. Quality of Life survey.** Matilda has sent out a follow-up survey to ask more detailed



questions about park utilization. *Background:* The City Council has authorized staff to issue a statistically valid survey of Canby citizens to identify issues, shared values, and goals. This will be used as departments and the Council move forward.

23. **Traffic modeling.** *No change.* We will be reporting to the Planning Commission and Council soon on the first findings from the new traffic model. This will assist with planning a variety of projects, including Berg Parkway, the Arndt Road extension, and the signalization of Township and Ivy. *Background:* I have been working with Andy Mortenson at the Transpo Group to create a new traffic model for the City. This will assist us with traffic studies and planning efforts, and will make all of our work more accurate in the future. This effort is being funded partially by the Council's commitment of additional funds for the planning department in 2004-2005, and partially by grants from the State of Oregon and Metro.
24. **Planning/Building customer service survey.** The results are in for the second half of 2006, and they're very similar to the 2005 results. We plan to update the Council on results annually.
25. **Subdivision design standards.** We have applied for a TGM grant for this project. It proposes to looking 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. We hope to avoid Measure 37 implications on this work by ensuring everyone's property values are increased by our work.
26. **Miscellaneous code update.** The Planning Commission has held a public hearing and recommended that the Council approve this application, TA 07-01. *Background:* Staff is putting together a long-overdue development code overhaul application. Since it's been five years since our last one, it's a bit longer than we would like but most of the changes are very minor and it should be a simple application to process. It will be in front of the Planning Commission in February.
27. **North Fairgrounds rezoning.** The Planning Commission reviewed this issue again and directed staff to prepare an overlay zone requiring lot consolidation prior to conversion to R 1.5 zoning. *Background:* Associate Planner Kevin Cook has been working with residents on the south side of NE 10<sup>th</sup> Avenue, on the north side of the County Fairgrounds, on a potential "downzoning" from medium to low density zoning.

## **Urban Renewal**

28. **Development of ED Web Site.** This site ([www.canbybusiness.com](http://www.canbybusiness.com)) is being overhauled and redesigned by the City's web consultant to be more functional and compatible with the City's main site. *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.
29. **Urban Renewal Advisory Committee.** The Urban Renewal Advisory Committee currently has no meetings scheduled.
30. **Job creation/SDC waiver program.** Staff is working with legal counsel to develop forms and contracts to be used with several interested applicants. Staff will be asking if the Agency



would like to continue offering this incentive in FY 07-08. *Background:* The Agency has set aside \$100,000 in the FY 05-06 budget for a program to incentivize new construction and job creation within the URD.

31. **Site certification.** We are working with Clackamas County and the State of Oregon to “recertify” the CPIP as each certification only lasts for two years. *Background:* A 163-acre section of the Pioneer Industrial Park has been designated as a “certified opportunity site” by the State of Oregon, greatly increasing its marketability. Obtaining this certification was very time-consuming and we are hoping that the recertification process will be simpler.
32. **Downtown Redevelopment Grants.** *No change – ongoing.* Three of the four projects that grants were awarded to are moving forward at this time. *Background:* The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby’s commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.
33. **Façade improvement program.** Construction is nearly complete on the Canby *Herald* building. *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. Staff is also working to finalize a program with West Coast Bank, who will be reviewing and funding the construction loans.
34. **Infrastructure Planning.** Staff has developed a more detailed road system plan including street cross-sections and improvement costs for the CPIP, and has held several meetings with property owners to discuss implementation of the plan. Discussions with property owners on S. Walnut and SE 1<sup>st</sup> Avenue continue as this plan moves towards finalization.
35. **Sequoia Parkway extension – Stage 5 (4<sup>th</sup> – Township).** We are working on ROW acquisition, tree assessment, and a myriad of roadway design issues. *Background:* In November 2006, the Agency directed staff to work toward constructing this section of roadway to facilitate future industrial development.
36. **Sequoia Parkway extension – Stage 6 (south of Township).** In November 2006 the Agency approved a Memorandum of Understanding with the Weygandts that establishes funding and cost allocation for the construction of this segment of road. *Background:* Sequoia Parkway will be continued to a location approximately 450’ south of Township Road to enable development of industrial sites south of Township Road.
37. **Intersection of Sequoia and SE 1<sup>st</sup> Avenue.** A design has been approved for this intersection *Background:* Lancaster Engineering has completed a study of this intersection and we’re working with property owners on implementation of the closure that will be required.
38. **Activity in Canby Pioneer Industrial Park.** Following is the status of the projects that have moved into the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.
  - a. **Willamette Falls Hospital urgent care (6 acres – Sequoia/First Avenue).** Construction is expected to be complete in June.
  - b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway):** Complete.

- c. **WW Grigg (2 acres -4<sup>th</sup> Avenue):** Complete.
- d. **Trend Business Center (4 acres – Sequoia Parkway):** Building B is occupied and Building A is having tenant improvements completed prior to occupancy. The owner has plans to construct more buildings if market demand shows a need.
- e. **Bowco project (3.44 acres – Hazel Dell Way):** Complete.
- f. **Root Holdings (9 to 13 acres – Hazel Dell Way):** 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.
- g. **Mountain Glass (2.9 acres – Hazel Dell Way):** Complete.
- h. **American Steel (10 acres – Township Road):** The Urban Renewal Agency has met with this company and has agreed to initiate needed infrastructure improvements. We have been told that a site and design review application will be filed with the city “soon.”

#### **NEW LAND USE APPLICATIONS, March and April 2007**

In addition to the applications below, we received 9 minor applications including modifications, parking lot paving projects, and road vacations.

DR 07-02 (Countryside) – A new building in the yard at Countryside Living on NW 2<sup>nd</sup> Avenue.

MLP 07-03 (Kimco) – A 3-lot partition of the lot surrounding the original Tofte house in Tofte Farms.

MLP 07-04 (Poole) – A 2-lot partition enabling new construction at 655 NW Territorial Rd.

MLP 07-05 (Williford/Schollenberg) – A partition enabling new construction at 441 S. Knott St.

DR 07-03 (NW restaurants) – Construction of a new building for KFC/A&W at 99E and Berg Parkway.



# Canby Development

## Monthly Report

March - April 2007

### BUILDING PERMIT DATA

PERMIT TYPE	PERMITS ISSUED		VALUATION	
	Mar	Apr	Mar	Apr
<i>BUILDING PERMITS - SFR</i>	26	6	\$3,727,456	\$1,021,867
<i>BUILDING PERMITS MULTIFAMILY</i>	0	0	\$0	\$0
<i>MECHANICAL</i>	39	27	\$0	\$0
<i>ADDITIONS NONRESIDENTIAL</i>	1	2	\$10,000	\$14,568
<i>ADDITIONS RESIDENTIAL</i>	4	2	\$98,170	\$5,902
<i>OTHER</i>	9	4	\$2,310,582	\$962,947
<b>MONTH</b>	79	41	<b>\$6,146,208</b>	<b>\$2,005,284</b>
<b>YEAR</b>	136	177	<b>\$9,385,870</b>	<b>\$11,391,154</b>

### SDC FEES AND CHARGES UPDATE

	MONTH		YEAR
	Mar	Apr	
<i>Stormwater Fees</i>	\$2,108	\$1,367	\$4,267
<i>Sewer SDC Fees</i>	\$57,200	\$26,435	\$94,635
<i>Construction Excise Tax</i>	\$13,338	\$4,398	\$21,516
<i>Parks SDC Fees</i>	\$103,306	\$29,153	\$150,574
<i>Transportation Improvement</i>	\$42,973	\$36,754	\$101,786
<i>Planning Department Fees</i>	\$1,175	\$715	\$2,538
<i>Advanced Financing</i>	\$0	\$2,498	\$2,498
<i>Business License</i>	\$100	\$0	\$150
<i>Building Department Fees</i>	\$21,309	\$6,785	\$39,377

### INSPECTIONS

	Mar	Apr
<b>MONTH</b>	301	239
<b>YEAR</b>	1031	1270



## HOUSING UNITS WITH BUILDING PERMITS

For Month Ending April 30, 2007

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	35	0	1	36
<b>TOTAL</b>	<b>SFR</b>	<b>MH</b>	<b>MFR</b>	<b>TOTAL</b>
1977 - 2007	2283	371	994	3648
% of Total	62.6%	10.2%	27.2%	

2007	SFR*	MH*	MFR*	TOTAL*
MONTH	SFR*	MH*	MFR*	TOTAL*
Jan	2	0	1	3
Feb	1	0	0	4
Mar	26	0	0	30
Apr	6	0	0	36
May	0	0	0	36
Jun	0	0	0	36
Jul	0	0	0	36
Aug	0	0	0	36
Sep	0	0	0	36
Oct	0	0	0	36
Nov	0	0	0	36
Dec	0	0	0	36
<b>Total</b>	<b>35</b>	<b>0</b>	<b>1</b>	<b>36</b>
% of Total	97.2%	0.0%	2.8%	

\* 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
1990 - 1999	1019	247	608	1874
% of Total	54.4%	13.2%	32.4%	
2000 - 2007	854	11	264	1129
% of Total	75.6%	1.0%	23.4%	

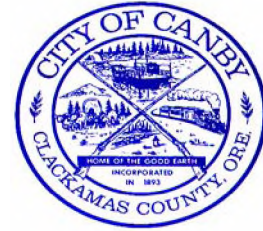
\* Totals do not include demolitions or replacements; identifies total number of new dwelling units not new permits.



Cemetery Sales Review														
2003-2004	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Total	
Cemetery Plot (preneed)	3	3	1	4	1	2	3	2	4	1		5	29	
Cemetery Plot (full size)		2	1		1	3	4		2	2	1		16	
Cemetery Plot (not full size)		1		2	3						4		10	
Mausoleum Space (preneed)										2			2	
Mausoleum Space					2	2		1					5	
Niche Space (preneed)	2				1				2	1	3	4	13	
Niche Space					1								1	
Grave Open & Close (full)		3	4	1	3	8	9	2	4	4	6	3	47	
Grave Open & Close (cremains)	1	2		2	1	3	1			2	1	2	15	
Maus Open & Close		1			1	1					1		4	
Niche Open & Close		3		1	1								5	
Liner			3	1	1	6	6	1	2	3	5	1	29	
Weekend		2				2			2		2		8	
2004-2005	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total	Change from prior year
Cemetery Plot (preneed)	2	2	2	6	2	1	9	1	2	6	2	5	40	11
Cemetery Plot (full size)		1	3	1		1	2	1			1	1	11	-5
Cemetery Plot (not full size)		1	1								1	1	4	-6
Mausoleum Space (preneed)												2	2	0
Mausoleum Space			2										2	-3
Niche Space (preneed)	2				1		1	2	3			3	12	-1
Niche Space					1		2		1	1		1	6	5
Grave Open & Close (full)	1	4	7	5	5	2	8	4	5	2	2	5	50	3
Grave Open & Close (cremains)	2	2	4	1	1	2	2	1	5	3		1	24	9
Maus Open & Close			2						3			1	6	2
Niche Open & Close	1		2		1		2	1	2	1		1	11	6
Liner	2	3	2	5	3	4	5	3	4			3	34	5
Weekend		3				1		1	2		2	2	11	3
2005-2006	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total	Change from prior year
Price increases effective September 1, 2005														
Cemetery Plot (preneed)	2	33			1		2	2		1		1	42	2
Cemetery Plot (full size)	1	2					2				1	2	8	-3
Cemetery Plot (not full size)		2						5			2		9	5
Mausoleum Space (preneed)						2							2	0
Mausoleum Space												1	1	-1
Niche Space (preneed)		4							2	1			7	-5
Niche Space		3	1							1			5	-1
Grave Open & Close (full)	2	5	1		4	1	5	3	3		6	7	37	-13
Grave Open & Close (cremains)	3	2			4	1	1	5	3	1	1		21	-3
Maus Open & Close												1	1	-5
Niche Open & Close	2	2	2	1	1			1	1	1		1	12	1
Liner	2	3	1		3		3	1	1		3	6	23	-11
Weekend	3	1			3		1	1					9	-2
2006-2007	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total	Change from prior year
Cemetery Plot (preneed)	2		1	2				2	1	3			11	-31
Cemetery Plot (full size)			1	1	1	1	1	1		2			8	0
Cemetery Plot (not full size)		1				3	1		1				6	-3
Mausoleum Space (preneed)	2												2	0
Mausoleum Space									1				1	0
Niche Space (preneed)	4	1		2	2		3	1	7				20	13
Niche Space							1						1	-4
Grave Open & Close (full)	2	2	3	3	2	4	7	3	1	3			30	-7
Grave Open & Close (cremains)	1	5	1		1	2		1		3			14	-7
Maus Open & Close				1					1				2	1
Niche Open & Close		1	1	2	1		1	2	1	1			10	-2
Liner	1	2	1	3	2	3	4	2	1	3			22	-1
Weekend				1	2	1	1	1		1			7	-2

CANBY PUBLIC LIBRARY  
BI-MONTHLY REPORT  
March – April 2007

TO: Honorable Mayor Thompson  
and City Council  
FROM: Mark Adcock, City Administrator  
Beth Saul, Library Director  
PREPARED BY: Marty Moretty, Library Supervisor  
DATE: May 7, 2007



Facility:

- \*Another ballast issue cropped up with lights that should remain on at all times inside the building so that has been addressed.
- \*Starting to spruce up planters on the outside of the building now that the last frost has passed.
- \*New mats have been ordered to be placed at some of the heavy traffic areas by circ desk, back door, and hallway in the juvenile northwest area towards the programming area. We will hopefully add life to the carpet that we weren't able to replace.
- \*WiFi is up and running with no problems and the patrons and public seem to be adapting well. The promotion as brought in people who migrate to the chairs and small tables on the north side of the library. We are not incurring any problems and in time, the "word" will spread.
- \*Now we know our new security "panic buttons" work! We accidentally pushed one and we got immediate response by the police.
- \*The library is now collecting empty inkjet cartridges for recycling as a fundraiser (\$4 a piece), not to mention a positive impact on the environment.

Staff:

- \*Marty and Linda have been making every effort to attend the Public Library Council (PLC) meetings monthly as Beth's schedule has made it more difficult for her to attend. The group is exploring several migration options after being informed that the new program that County had decided to purchase has been withdrawn from the market.
- \*Several staff members (Linda, Hanna, Lori and Marty) attended First Aid training April 23<sup>rd</sup> given by Canby Fire Department since the library now has a defibrillator.



- \*New temporary card procedure initiated to allow new residents time to update their information i.e. street address, driver's license, etc. The process has cut down on a lot of red tape for both staff and new patrons.
- \*Marty, Peggy and Mary Lou attended parts of the Oregon Library Association Conference in Corvallis April 18-20.

#### Programs:

- \*Canby artist Judy Wise continued her artwork display through the month of March and then the quilts were hung.
- \*A new quilt display from Coffey Creek Correctional Institution for Women is currently being shown through April. Koko Sutton, program coordinator, gave a talk at the Library on Thursday April 12<sup>th</sup> at 6:30 pm.
- \*Family Nite was held on the 4<sup>th</sup> Thursday of March with "The Celtic Muses" on March 29<sup>th</sup>. They obviously have a big following because we had a crowd of over 80 people. Standing room only and next year when they're in the area, we're going to book them again. A real crowd pleaser! A "Nana Banana" musical show featuring clowning was held on the 26<sup>th</sup> for the April Family Nite.
- \*The March Family Movie night on March 5<sup>th</sup> tied in with St. Patrick's Day and the group watched "Darby O'Gill and the Little People". April's Movie Night on April 5<sup>th</sup> brought in an enthusiastic crowd to watch "Happy Feet" – young and old alike.
- \*Summer reading preparations are getting into high gear. Peggy and Mary Lou are already booking entertainment and programs.
- \*City Councilor and Library patron Teresa Blackwell taught a *fun* "Bendy-Book" Craft workshop on Thursday April 19<sup>th</sup>. They are creative little books that can be used for personal mementos, photos, or quotes. It's a perfect gift in time for Mothers Day.
- \*Ladelle Nosen a local potter area was on hand Saturday April 28<sup>th</sup> for a pottery show and sale. As a retired PSU art instructor, she is currently teaching through Canby Community Education and instructs all ages. A percentage of the proceeds from the sale will benefit the Library.
- \*The Library was closed on Easter.

#### Grants:

- \*Ready to Read Grant has been received and being used for family evenings, toddler story time, public performance rights and enhancing our story time collection.

#### \*Volunteers:

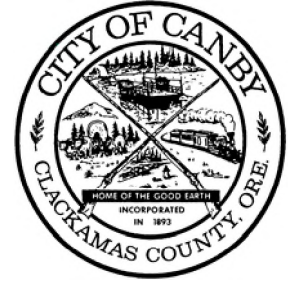
- \*Contributed 467 hours for March and 364 hours for April assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.
- \*Volunteers continue to fill in the gaps for staff. We have had young students coming after school, and some working as community service to pay off sport's fees with the schools.
- \*We were saddened to hear of the death of Rebekah Krause who has served as a transition teacher for Canby High School for several years. The students Rebekah and program leader Piret Tammik have brought to the Library have been a big volunteer help. The association with the group has been rewarding for all of us.

#### Friends of the Library:

- \*Sorting and shelving donations three times a week.
- \*Congratulations to our current Friends Board who were elected at the March 10<sup>th</sup> meeting – Gary Field, President; Dale Liberty, Vice President; Loryn Moore, Secretary; Roberta Stutz, Treasurer; Board Members Suzanne VanAmberg, Nancy Kopelk, and Pat Sugden. Thank you all for your continued dedication and enthusiasm.
- \*More shelving for the booksale room has been built. There is now a permanent shelf for magazines and a beautiful freestanding unit that will hold 1000 more sale books. They have created a lovely small seating area as well, so all the changes make the room look more inviting, and space for more books means – more sales! Thanks to Darrell Vanderzanden for his work.
- \*Two permanent book shelf units provided by the Friends have been placed in the lobby to accommodate deleted library books for sale and a special feature sale unit. It will also look more professional than having temporary tables in the area as well as catch patrons' eyes when they come in the door.
- \*A St. Patrick's book sale and a "special" sale for deleted library books continued for the month of March with special-priced books in April.
- \*The book club met in March to review "A Town Like Alice" by Nevil Shute, and "Widow of the South" by Robert Hicks, the April selection.

# City of Canby Bi-Monthly Report

## Department: Parks



For The Months of March-April

Date: May 2, 2007

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

### 1. Issue/project: Park Renovations

A preconstruction conference was held on March 21<sup>st</sup> with the service utility providers to discuss our options and requirements regarding the Maple and Legacy restroom project. The Legacy and Maple St. Park restroom restoration projects were posted in the Daily Journal of Commerce and the bids were opened on April 4<sup>th</sup>. Cedar Mill Construction Company from Tualatin OR was the apparent winners of the bid for Legacy and Maple restoration project, pending City Council approval. A Meeting with the Architect (Scott Beck) was held to discuss plumbing options. We also tested the existing roof drain system at Maple St. Park.

At Wait Park the old drinking fountains were removed and two new drinking fountains were installed.

### 2. Issue/Project: Park Maintenance

In March the restrooms and drinking fountains were opened and turned on for the season. The playgrounds were topped off with 100 cubic yards of safety surfacing and playground inspections and repairs were performed. The fertilizing of turf and the spraying of weeds occupied staff time. Mowing, string trimming, edging and over seeding has been dominating staff time by the end of April. Park repairs were also done on plumbing leaks, BBQ pits, sprinkler heads, electrical bollards and cyclone fencing. The John Deere tractor and new woods mower were used on the Fish Eddy property to help reclaim the property from the briars and brush. Al Oest from Ward Henshaw Construction Co. donated and delivered over 100 yards of clean dirt to the area below the skate Park. The dirt was spread out over the uneven areas so the site can be easily maintained.

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.

### 3. Issue/Project: City Facility Maintenance

Facilities maintenance request forms were received from City Hall (3), Transit (3), Planning (2), Courts (3), Finance (1) and the Police Department (2). It took 16 hours to complete the 14 request forms. Nancy Muller also had 139.5 hours of administrative time



related to facilities maintenance. 155.5 hours total.

#### 4. Issue/Project: Clackamas County Corrections Crews

C.C.C.C weeded, raked and picked up debris at Arneson Gardens, Maple St. Park, Swim Center and the Adult Center. At Community Park they cut vegetation out of the fence line. CCCC also spread wood chips on the trails 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:

I met with Alex Distain regarding his Eagle Scout project at Wait Park. Alex will be proposing a plan to me to shine lights on the flag pole.

I attended a meeting with Kent Larson from the DLR Group to identify maintenance needs for the Swim and Adult Centers.

I met with Beth to discuss electrical needs at legacy, planting schemes for the Transit Station planters and the location for the installation of the new Wait Park sign.

A meeting was held with John Smith, Project Manager for Cedar Mill Construction Co. to discuss value engineering and time lines for the Legacy and Maple restroom restoration project.

The Parks department attended First Aid, CPR and AED training.

Michael Nakano and I attended a Water Quality and Erosion Control workshop hosted by the MACS section of ORPA.

I met with the Chambers banner designer Casey to discuss the banner for the gazebo.

Meetings were held at the City Shops complex to discuss future facilities needs.

I met with Nancy to review and sign the painting contract for the Transit / Finance office.

The Parks, WWTP, Streets and Fleet Services departments held a Crew Safety Committee Meeting in March.

#### Attach statistics or other information of interest.

The Parks Department is responsible for 180 acres of property.

Duane Benson, Scoutmaster for Boy Scout Troop 505 had his troop perform a service project at the Eco Park removing Ivy off of the trees on April 14<sup>th</sup>.

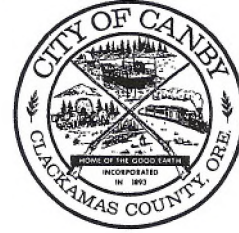
Pro-Line Industries will be painting parking lot striping at Community Park.

Caleb Hawkins gave his notice in the middle of March to pursue other interest. The Parks department advertised for another Park Maintenance 1 position. Ben, Amanda and I held interviews in April. We are now in the process of conducting background checks for our first choice candidate.

# City of Canby Monthly Report

## Department: Police Department

**To:** Mark Adcock, City Administrator  
**From:** Greg Kroepelin, Police Chief  
**For Months Of:** March 2007 - April 2007



### Community Activities

- 3/1/2007 Sunset Presbyterian Church / Metro-Police Chaplaincy Round-up 2007, Chief Kroepelin, Lt. Tro, Sgt. Schoenfeld, Sgt. Kitzmiller, Sgt. Sommer, Sgt. Cunningham, and Officer Green
- 3/1/2007 Canby Adult Center / Assist with serving lunch, Lt. Tro
- 3/3/2007 Clackamas County Fairgrounds / Clackamas County Fair Queen Coronation, Chief Kroepelin
- 3/16/2007 Canby High School / Mock Interviews, Lt. Tro and Toni Tracy
- 3/20/2007 Liberty Tax Service - Canby / Personal Safety Awareness and Fingerprinting Display and Verbal Presentation, Don Hemstreet
- 3/20/2007 Canby High School / Presentation to Driver's Education Class, Sgt. Cunningham
- 4/2/2007 Cutsforth's Thriftway / Presentation at Kiwanis Meeting regarding School Resource Officer's Duties, Officer Larrison
- 4/5/2007 Canby Adult Center / Serving Lunch, Lt. Tro
- 4/11/2007 Baker Prairie Middle School / Interview with a police officer, Officer Macom
- 4/11/2007 Eccles School / Kiwanis Terrific Kid Presentation, Chief Kroepelin
- 4/12/2007 Lee School / Kiwanis Terrific Kid Presentation, Lt. Tro
- 4/17/2007 CPD / Tour of Police Department - Baker Prairie Middle School - Life Skills Class, Code Enforcement Officer Inness
- 4/26/2007 Knight Elementary School / Kiwanis Terrific Kids Presentation, Chief Kroepelin

### Department Activity

## Department Activity

- 3/1/2007 City of Molalla / M.A.C.E. Detail, Traffic Unit
- 3/9/2007 Oregon City / Tactical Entry Team Served Search Warrants, T.E.T. Members
- 3/23/2007 CPD / Project Manager Presentations, Chief Kroeplin and Lt. Tro
- 3/27/2007 Canby Area / Tactical Entry Team Served Search Warrant, T.E.T. Members
- 3/31/2007 ACTIVE GRANTS
  - DUII Grant
  - Seatbelt Grant
  - Body Armor Grant
  - Gang Suppression Grant
- 4/13/2007 Canby Area / Gang Enforcement Blitz, Officer Di Cenzo and members of the Clackamas County Inter-Agency Task Force
- 4/24/2007 Canby Area / Traffic Blitz, Traffic Unit and other units of the department
- 4/30/2007 ACTIVE GRANTS
  - DUII Grant
  - Seatbelt Grant
  - Gang Suppression Grant

## Meetings

- 3/1/2007 CAC / Meeting with Directors regarding budget, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 3/1/2007 Oregon City / CCITF Meeting, Chief Kroeplin
- 3/6/2007 Oregon City Elks / Monthly Chief's Meeting, Chief Kroeplin
- 3/6/2007 Cutsforth's Thriftway / Chamber lunch, Chief Kroeplin
- 3/7/2007 Canby / Meeting regarding Budget Intros for 2007/2008 proposal, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 3/7/2007 City Hall / Director's Budget Meeting, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 3/8/2007 PSTC / CCCJC, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 3/8/2007 City Hall / Meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 3/9/2007 CPD / Director's Meeting regarding compensation package, Chief Kroeplin
- 3/12/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin



## Meetings

- 3/13/2007 CPD / Meeting with John Kelley and Mark Adcock regarding Project Manager process for new police facility, Chief Kroeplin
- 3/14/2007 CPD / Staff Meeting, Chief Kroeplin, Lt. Tro, Sergeant, and Toni Tracy
- 3/14/2007 CPD / Scheduled Inspection of Holding Facility by Oregon Dept. of Corrections Facility Inspector Billy Wasson, Toni Tracy
- 3/14/2007 CPD / Meeting with Richard Ramey regarding PD Annual Awards, Chief Kroeplin and Lt. Tro
- 3/14/2007 City Hall / Meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 3/14/2007 Cutsforth's Thriftway / Metro-Area Gang Meeting, Officer Di Cenzo
- 3/15/2007 CCOM / Homeland Security Task Force, Sgt. Schoenfeld
- 3/15/2007 City Hall / Management Team Meeting, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 3/15/2007 Portland / Metro Chiefs'/Sheriffs' Luncheon, Chief Kroeplin and Lt. Tro
- 3/16/2007 Cutsforth's Thriftway / Rotary meeting, Lt. Tro
- 3/19/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 3/20/2007 CPD / Meeting with new TNT Market owners regarding OLCC form, Chief Kroeplin
- 3/20/2007 Season's Grill / Canby Chamber Board Meeting, update on PD, Chief Kroeplin
- 3/20/2007 City Hall / Safety Committee Meeting, Don Hemstreet and Toni Tracy
- 3/21/2007 OLCC-Milwaukie / Public Safety Partners Annual Open House, Lt. Tro
- 3/21/2007 City Hall / Monthly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 3/22/2007 City Hall / Post Agenda Meeting, Chief Kroeplin
- 3/25/2007 CPD / Reserve Meeting, Sgt. Cunningham and Reserve Officers
- 3/26/2007 City Hall / Agenda Meeting, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 3/26/2007 City Hall / Budget Meeting with Directors and Mark Adcock, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 3/28/2007 City Hall / Weekly Meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 4/2/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

## Meetings

4/3/2007 CPD / Regarding Unmet Needs Document, Chief Kroeplin, Lt. Tro, and Toni Tracy

4/4/2007 City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin

4/4/2007 CPD / Staff Meeting, Chief, Lieutenant, and Sergeants

4/4/2007 City Hall / Council Work Session, Chief Kroeplin

4/4/2007 Council Chambers / Council Meeting, Chief Kroeplin

4/5/2007 Oregon City / CCITF meeting, Chief Kroeplin

4/6/2007 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

4/9/2007 City Hall / Council Agenda Meeting, Chief Kroeplin

4/9/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

4/10/2007 CFD / EOC Meeting, Lt. Tro and Toni Tracy

4/11/2007 City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin

4/12/2007 PSTC / CCCJC Meeting, Chief Kroeplin

4/13/2007 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

4/18/2007 CPD / Staff Meeting, Lt. Tro, Sergeants, and Toni Tracy

4/19/2007 Oregon City / Homeland Security Task Force, Lt. Tro

4/19/2007 Oregon City / C4 Meeting, Lt. Tro

4/20/2007 Cutsforth's Thriftway / Rotary Club Meeting, Lt. Tro

4/23/2007 City Hall / Agenda Meeting, Chief Kroeplin

4/23/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

4/25/2007 Council Chambers / Budget Meeting, Chief Kroeplin, Lt. Tro and Toni Tracy

4/25/2007 CCOM / Executive Board Meeting, Chief Kroeplin

4/25/2007 City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin

4/25/2007 CPD / Staff Meeting, Chief Kroeplin, Lt. Tro, Sergeants, and Toni Tracy

4/25/2007 CCOM / C800 Meeting, Chief Kroeplin

4/26/2007 Tres Café / Volunteer Meeting, Chief Kroeplin, Toni Tracy, Don Hemstreet, and Liz Carson

4/27/2007 CPD / Meeting with Todos Juntos regarding Gang Grant, Lt. Tro



## Meetings

- 4/27/2007 CPD / Meeting with Canby Soccer regarding Gang Grant, Lt. Tro
- 4/27/2007 Cutsforth's Thriftway / Rotary Club Meeting, Lt. Tro
- 4/29/2007 CPD / Police Reserve Officers' Meeting, Sgt. Cunningham and Police Reserves
- 4/30/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin

## Monthly Stats

- 3/31/2007 March 2007 Department Stats
  - \*Calls for Service / 1649
  - \*Crime Reports / 62
  - \*Adult Arrest / 98
  - \*Juvenile Custody / 11
  - \*Injury Crashes / 2
  - \*Non-Injury Crashes / 8
  - \*Citations Issued / 468
  - \*Front Counter Contacts / 216
- 3/31/2007 Detective Unit conducted four residential search warrants in the month of March 2007
- 3/31/2007 Gang Related Calls / March 2007 - 23
- 4/30/2007 April 2007 Department Stats
  - \*Calls for Service / 1601
  - \*Crime Reports / 93
  - \*Adult Arrest / 138
  - \*Juvenile Custody / 15
  - \*Injury Crashes / 1
  - \*Non-Injury Crashes / 6
  - \*Citations Issued / 463
  - \*Front Counter Contacts / 182

## Other Activities

- 3/19/2007 CPD / Bearcom arranged receivers in small electrical closet as recommended by Safety Committee Inspection, Toni Tracy
- 3/21/2007 Clackamas Community College / Retirement Farewell Event for Retired Sergeant Brian Howarth, Chief Kroeplin and Officer Mead

## Training



## Training

- 3/7/2007 Camp Withycomb / Tactical Entry Team Four-hour Monthly Training, T.E.T. Members
- 4/16/2007 Canby Gun Club / T.E.T. Training, T.E.T. Members
- 4/17/2007 Salem Conference Center / OACP Conference, Chief Kroeplin (04-17-2007 through 04-19-2007)

# Canby Swim Center Report

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

**Date:** May 4, 2007

**Re:** March and April Report

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The Canby Swim Center has had a busy spring as swimming lessons continue with the schools and the adult lesson program Nathan Templeman has been working on. We also have continued with our morning lessons, which are half home school and half pre-school lessons. Spring Penguin Club is full as always, and evening lessons are going quite well.

Nathan has continued with the Masters program Monday Wednesdays and Fridays. He has also been teaching the adult learn to swim lessons in the evenings on Tuesdays and Thursdays classes have been well attended. We kicked off the spring adult lessons with one free session of lessons, that worked very well at getting people to try them. I am sure we will try that again in the future.

Revenue for March was up if only by a small amount over 2006, but we will take any positive numbers. Revenue was also up in April, but by a larger margin. March was up \$200 and April \$1800 for a total over the two months of \$2000 and \$6300 for the year. Attendance was down over the last two months around 1800 swims. Almost all can be attributed to later school swimming lessons, as we have two of the Canby Schools doing lessons in May. Overall attendance is still up over last year by 1,100 swims and I believe that number will go up in May and April.

The Canby Gators did great at Age group sectionals. Spencer Polack set a Canby team record while finishing first in the 200 free. Tyson Polack was a 5<sup>th</sup> 200 back, 8<sup>th</sup> 400 IM, 7<sup>th</sup> 1650 freestyle and 3<sup>rd</sup> in the 200 fly. Samantha Smith also placed in the top 8 with a 6<sup>th</sup> place in the 200 breast and a 3<sup>rd</sup> in the 100 breast. Brandi Beko finished 9<sup>th</sup> in the 1650 freestyle. Michael Hargitt was 5<sup>th</sup> in the 400 IM. While at the meet Kelsye Coyle, Tyson Polack and Krissy Peterson earned spots on the Oregon All-Star team, which swam in Victoria, British Columbia, Canada in April. Spencer Polack and Samantha Smith earned Senior Sectional times and will be swimming at this elite meet in July.

The third annual GATOR GRINDER Triathlon will be held this Saturday, May 12<sup>th</sup> starting, continuing thru and finishing around the Canby Swim Center. The triathlon was made one heat larger this year and filled up a month earlier. We are very pleased that this community event has been so well received. Please come out and watch it all starts at about 7:30am and will finish by around 1pm.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
 SUBJECT: MONTHLY REPORT FOR MARCH 2007  
 DATE: MAY 4, 2007

CANBY SWIM CENTER MARCH 2007	ADMIT 2006	ADMIT 2007	PASS 2006	PASS 2007	TOTAL 2006	TOTAL 2007	YTD TOTAL 05-06	YTD TOTAL 06-07
MORNING LAP	55	37	306	293	361	330	2448	2359
ADULT RECREATION SWIM	49	38	495	491	544	529	4248	4445
MORNING WATER EXERCISE	276	217	0	0	276	217	1911	1962
PARENT/ CHILD	108	124	0	0	108	124	948	1180
MORNING PUBLIC LESSONS	0	210	0	0	0	210	3387	4413
SCHOOL LESSONS	700	191	0	0	700	191	2406	2548
NOON LAP	50	103	193	191	243	294	2098	1935
FAMILY SWIM	0	0	0	0	0	0	42	0
AFTERNOON PUBLIC	413	637	55	61	468	698	3428	3609
PENGUIN CLUB	0	0	0	0	0	0	1054	1469
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2344	2264
CANBY SWIM CLUB	0	0	1562	535	1562	535	7361	5909
MASTER SWIMMING	0	12	0	51	0	63	65	352
EVENING LESSONS	774	699	0	0	774	699	5066	5967
EVENING LAP SWIM	77	93	42	49	119	142	748	782
EVENING PUBLIC SWIM	497	596	68	57	565	653	4334	4384
EVENING WATER EXERCISE	111	125	0	0	111	125	1040	792
ADULT LESSONS	0	68	0	0	0	68	16	92
GROUPS AND RENTALS	357	228	0	0	357	228	2605	2811
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	481	589
<b>TOTAL ATTENDANCE</b>	<b>3,467</b>	<b>3,378</b>	<b>2,721</b>	<b>1,728</b>	<b>6,188</b>	<b>5,106</b>	<b>46030</b>	<b>47862</b>

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
 SUBJECT: MONTHLY REPORT FOR APRIL 2007  
 DATE: MAY 4, 2007

CANBY SWIM CENTER APRIL 2007	ADMIT 2006	ADMIT 2007	PASS 2006	PASS 2007	TOTAL 2006	TOTAL 2007	YTD TOTAL 05-06	YTD TOTAL 06-07
MORNING LAP	57	53	304	304	361	357	2809	2716
ADULT RECREATION SWIM	61	55	483	529	544	584	4792	5029
MORNING WATER EXERCISE	258	268	0	0	258	268	2169	2230
PARENT/ CHILD	146	97	0	0	146	97	1094	1277
MORNING PUBLIC LESSONS	380	236	0	0	380	236	3767	4649
SCHOOL LESSONS	1140	752	0	0	1140	752	3546	3300
NOON LAP	50	114	236	189	286	303	2384	2238
FAMILY SWIM	0	0	0	0	0	0	42	0
AFTERNOON PUBLIC	179	266	12	18	191	284	3619	3893
PENGUIN CLUB	190	160	0	0	190	160	1244	1629
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2344	2264
CANBY SWIM CLUB	0	0	720	671	720	671	8081	6580
MASTER SWIMMING	0	40	0	34	0	74	65	426
EVENING LESSONS	900	930	0	0	900	930	5966	6897



EVENING LAP SWIM	91	70	38	33	129	103	877	885
EVENING PUBLIC SWIM	632	509	56	28	688	537	5022	4921
EVENING WATER EXERCISE	175	89	0	0	175	89	1215	881
ADULT LESSONS	20	34	0	0	20	34	36	126
GROUPS AND RENTALS	547	470	0	0	547	470	3152	3281
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	481	589
TOTAL ATTENDANCE	4,826	4,143	1,849	1,806	6,675	5,949	52705	53811

# City of Canby Monthly Report

## Department: PUBLIC WORKS



For Months of: March and April

Date: April 4, 2007

Prepared by: Roy Hester

### 1. **Streets:**

- Swept streets 3/2/07.
- Roy back from military duty, 3-9-07, catching up on paperwork.
- Fixed chuckholes with cold mix around town, 3-12-07.
- Inspected the 2<sup>nd</sup> lift of asphalt on Auburn Farms phase 1.
- Swept streets, 3-16-07.
- Patched chuckholes with cold mix around town 3-20-07.
- Hauled street sweeper debris away.
- Inspected curb forms at KFC and AW restaurants on S Berg Parkway.
- Inspected finish rock grade at phase 1 of Northwood Estates, 1<sup>st</sup> lift of asphalt will start on 3-23-07.
- Inspected 1<sup>st</sup> lift of asphalt at Northwood Estates.
- Inspected 2<sup>nd</sup> lift of asphalt at Burbank Estates.
- Swept streets, 3-23-07.
- Inspected sidewalk forms at KFC and A/W restaurants.
- Patched chuckholes around town, 3-29-07.
- Swept street, 3-30-07.
- Cleaned the street sweeper for Motor Pool to do maintenance check.
- Completed (56) locates for the month of March.
- Fixed or repaired (15) complaints for the month of March.

### 2. **Sewer and Storm System:**

- Repaired 3<sup>rd</sup> and Baker's lift station.
- Did sewer dye test at 672 NE Territorial Road.
- Unplugged and TV'd sewer lateral at 250 NE 4<sup>th</sup> Avenue.
- Cleaned Willow Creek lift station.
- Cleaned out fall at the Willow Creek pond.
- Checked on the alarm for Willow Creek lift station; found no problem.



- 3<sup>rd</sup> and Baker lift station plugged again; pulled and fixed the pump removing debris.
- Worked on Willow Creek lift station; line plugged.
- Worked on locating storm system line on N Holly Street.
- Worked on fixing storm line on NE 11<sup>th</sup> and N Ivy Streets.
- Pulled pump at 3<sup>rd</sup> and Baker lift station; plugged by rags.
- Reconnected the storm line on NW 11<sup>th</sup> and N Ivy Streets.
- Checked all lift stations.
- Opened up N Holly at NW 12<sup>th</sup> to locate storm line.
- Completed (4) sewer laterals and mains for the month of March.
- Inspected (22) Erosion Control applications, permits and finals.

### 3. **Street Sign/Trees/Lights:**

- **Filled in last stump grinder hole with dirt on Holly Street.**
- Cut down tree on S Ivy Street.
- Removed (2) trees on N Maple Lane.
- Trimmed trees around street lights.
- Removed (2) trees on N Locust, in City's right-of-way and requested by property owner.
- Changed out red caution light at N Ivy Street and NW 1<sup>st</sup> Avenue.
- Replaced stop sign post on SW 2<sup>nd</sup> and S Ivy; hit by vehicle.
- Installed stop signs, street name signs and posts at Northwood Estates phase 1.
- Fixed and repaired (15) street lights for the month of March.

### 4. **Miscellaneous:**

- Worked on the cemetery mylars.
- Helped Motor Pool move rack system.
- Cleaned the Hi-Ranger.
- Finished cemetery mylars.

### **Meetings attended:**

- Met with John Williams and Amanda.
- Attended pre-application meeting for 441 S Knott Street.
- Attended training on Hazeldell lift station.

- Attended Storm Water meeting at the Shop Complex.
- Attended City Manager's meeting.
- Attended pre-application meeting for commercial subdivision.
- Crew attended training on proper use of shoring.
- Attend pre-construction meeting for new restrooms at Legacy and Maple Street parks.
- Dan had a meeting at Baker Prairie Middle School for Erosion Control issues.
- Met with Curt McLeod on up coming projects.
- Attended pre-construction meeting for KFC and A/W restaurants.

### Monthly Report for April 1-30, 2007

#### 1. **Streets:**

- Saw cut N Holly Street for storm line installation.
- Checked out numerous failing sidewalk's in town.
- Driveway and curb inspection for Wilson Construction on N Baker Street.
- Swept streets, 4-17-07.
- Swept streets, 4-18-07, 3 hours.
- Sprayed herbicide on NW 11<sup>th</sup> and 12<sup>th</sup> from N Ivy to N Holly Streets.
- Sprayed herbicide around town.
- Swept the Waste Water Treatment Plant, 4-19-07.
- Bladed and prepped NW 11<sup>th</sup> and NW 12<sup>th</sup> Avenues for paving.
- Bladed and prepped NE 11<sup>th</sup> Avenue for paving.
- Site inspection at SE 2<sup>nd</sup> Avenue job, 4-25-07.
- Swept on SE side of Tofte Farms, 4-26-07.
- Site inspection at SE 2<sup>nd</sup> Avenue job, 4-26-07.
- Cold mixed various pot holes around town.
- Swept streets, 4-27-07.
- Completed (18) locates for the month of April.
- Fixed or repaired (9) complaints for the month of April.



## **2. Sewer and Storm System:**

- Checked on the status of the lift stations. The lift station at the shopping center was cleared of the plug and greasy line, below the shopping center lift station.
- Installed storm sediment manhole at NW 12<sup>th</sup> and N Holly Street.
- Set catch basins on NW 12<sup>th</sup> and N Holly Streets and trenched across 12<sup>th</sup> Avenue and connected catch basins.
- Cleared plugged sewer at 355 & 391 SE 2<sup>nd</sup> Avenue, lateral was plugged at the apartment complex.
- Re-grouted catch basin risers on NW 12<sup>th</sup> and N Holly Streets.
- Pulled pumps at 3<sup>rd</sup> and Baker lift station, 4-5-07.
- Had repair work done on emergency plug at shopping center lift station.
- Checked out storm catch basin problem that was called in, everything was okay.
- Did 8 sewer inspections at Darcie Estates in which 5 failed. 4-6-07.
- Worked on Holly Street storm line “cleaning and root cutting”.
- Pulled 3<sup>rd</sup> and Baker lift station pumps again, 4-12-07.
- Cleaned and pumped grease out of shopping center lift station.
- Tried to deal with storm water issue on SW 2<sup>nd</sup> and S Ivy Streets.
- Re-cleaned shopping center lift station.
- Put degreaser block in the shopping center lift station.
- Built and installed rag catcher for the 3<sup>rd</sup> and Baker lift station.
- Pulled one pump at 3<sup>rd</sup> and Baker lift station.
- Loaded materials for storm line job on N Holly Street.
- Ditched across N Holly at 12<sup>th</sup> Ave and connected catch basin to sediment manhole.
- Washed, TV’d and located all lines on SE 2<sup>nd</sup> Ave and S Locust.
- Checked on the 3<sup>rd</sup> and Baker lift station.
- Cleaned screen at the 3<sup>rd</sup> and Baker lift station.
- Lowered manhole on NW 12<sup>th</sup> Avenue.
- Tried to dye test 366 N Holly Street.
- Repaired broken storm line on S Locust Street.
- TV’d new sewer main on S Locust, part of SE 2<sup>nd</sup> Avenue project.
- Did dye test on N Holly Street.
- Dumped the rags trap at the 3<sup>rd</sup> and Baker lift station.
- Checked on lift stations around town.
- Completed (25) sewer laterals and mains for the month of April.
- Inspected (22) Erosion Control applications, permits and finals.

### **3. Street Sign/Trees/Lights:**

- Installed stop signs and street name signs at Northwood subdivision.
- Cut and installed sign post sleeves for “No Parking” signs at Northwood subdivision.
- Replaced sign post and signs on NW 1<sup>st</sup> and N Elm Streets.
- Made and installed street name signs for Territorial Road, N Locust and NE 3<sup>rd</sup> and Juniper.
- Got flashing school zone lights opened and charging.
- Laid out Township Road and S Ivy Streets school zones for sign installations.
- Fixed and repaired (6) street lights for the month of April.

### **4. Miscellaneous:**

- Reviewed plans for up coming pre-construction.
- Did walk through on SE 2<sup>nd</sup> Avenue before pre-construction meeting on 4-10-07.
- Cleaned up and returned staff car to City Hall after returning from seminar.
- Bring your kid to work day, 4-26-07.
- Set out barricades for the plant sale, 4-27-07.
- Picked up barricades from the plant sale, 4-30-07.
- Went to Traffic Safety to pick up an order.

### **Meetings attended:**

- Attended pre-application meeting for Country Side Living.
- Dan and Jerry attended labor negotiations.
- Met with Canby Telcom on communications issues with lift stations.
- Met with homeowner about property pins.
- Attended pre-construction meeting for Burger King.
- Met with Darcie Estates superintendent on rag problem plugging up our pumps at the 3<sup>rd</sup> and Baker lift station.
- Attended pre-construction meeting on SE 2<sup>nd</sup> Avenue.
- Attended labor negotiations.
- Attended bid opening for Berg Parkway.

- Attended pre-application meeting for High School.
- Attended pre-construction for SE 1<sup>st</sup> Avenue.
- Met with NW Natural Gas crew at job on NW 12<sup>th</sup> Avenue.



# City of Canby Bi-Monthly Report

## Department: Transit



For The Months of March & April, 2007

Date: May 3, 2007

Prepared by: Cynthia Thompson

Through: Mark Adcock, City Administrator

### 1. Funding Issues:

Grants: Two grant applications were submitted in March;

1.) A grant for \$211,089 to the Oregon Department of Transportation for Federal Transit Administration (FTA) Section 5311 Rural Transit Operating funds.

2.) A grant for \$99,807 to Tri-Met for Special Transportation Funds (STF) for elderly and disabled transportation. Both of these funding sources are stable and CAT should expect to receive these operating funds for fiscal year 2008.

Dept of Energy - Business Energy Tax Credits (BETC). Over the last few years the BETC program has provided approximately \$200,000 annually toward CAT services. It is an important source of funding for CAT and many transportation providers in Oregon who are providing services that save energy and reduce pollution by providing alternative transportation that reduces drive alone auto trips.

Merina & Company is currently in the process of certifying the costs of CAT's BETC certified transportation program for the period ending December 31, 2006. Securing BETC partners has been delayed for all organizations seeking partners due to a rule that restricted corporations who receive a "kicker" check from participating in the BETC program. Senate Bill 819 includes language that will fix this problem and make it possible for corporations to participate in BETC, even if the decision is made for them to also receive a tax surplus kicker for 2006 and future tax years. The bill passed on a 4-1 vote and will be going to the full Senate for a vote this week.

### 2. Ridership:

March and April were record breaking months. 19,866 trips were made on CAT buses in March and 19,432 trips were made in April. April ridership is up 16% compared to April of last year.

### 3. Transit Master Plan

The Transit Master Plan process is underway and the Transit Advisory Committee (TAC) is serving as the steering committee for this process. At last month's meeting the group brainstormed ideas for the future of CAT services and is currently reviewing the "Existing Conditions Report" and the Canby Demographics report prepared by Community Transportation Consultants. They will be reviewing CAT's mission statement and vision statement at the meeting in

May. The timeline to complete the plan has been extended from June to December of 2007 to ensure a quality public involvement process.

Meetings attended:

4. Meetings:

Staff attended numerous local and regional meetings in addition to customary city staff meetings. The most notable regional meetings were the Special Transportation Fund Advisory Committee (STFAC) meeting held at ODOT to rank the STF operating grants and; a Joint Policy Advisory Committee on Transportation (JPACT) meeting held at Metro to discuss broadening representation on this policy making group to include smaller transit systems and/or cities in the non-urbanized areas. JPACT decided to create a sub-committee to discuss further and make recommendations to JPACT regarding the JPACT structure (see attached proposal)

Conferences: CAT will be represented at the (CTAA) Community Transportation Association of America Conference in Reno Nevada, May 19-25, 2007 by CAT's contract provider OHAS/Wheels.

Attach statistics or other information of interest.

- Year to date CAT Ridership report
- "Existing Conditions" report
- Proposal regarding representation on JPACT

# Passenger Statistics: Canby Area Transit Fixed Routes -- Weekday

FY 2006-2007

## Oregon City #1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	93	126	91	107	74	99	69	74	116	46			895
Disabled	80	62	69	77	76	70	83	78	81	103			779
General Public	2,780	3,206	2,616	2,770	2,535	2,518	2,592	2,507	2,814	2,862			27,200
Youth	746	898	518	586	510	650	576	500	678	466			6,128
Child													0
Aides/Other													0
<b>Totals</b>	<b>3,699</b>	<b>4,292</b>	<b>3,294</b>	<b>3,540</b>	<b>3,195</b>	<b>3,337</b>	<b>3,320</b>	<b>3,159</b>	<b>3,689</b>	<b>3,477</b>	<b>0</b>	<b>0</b>	<b>35,002</b>

## Oregon City #2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	88	109	73	78	47	69	51	56	66	102			739
Disabled	89	83	102	45	32	21	56	68	34	128			658
General Public	2,739	3,292	2,491	2,723	2,403	2,415	2,518	2,315	2,544	2,877			26,317
Youth	829	1,026	671	638	458	407	452	457	582	787			6,307
Child													0
Aides/Other													0
<b>Totals</b>	<b>3,745</b>	<b>4,510</b>	<b>3,337</b>	<b>3,484</b>	<b>2,940</b>	<b>2,912</b>	<b>3,077</b>	<b>2,896</b>	<b>3,226</b>	<b>3,894</b>	<b>0</b>	<b>0</b>	<b>34,021</b>

## Oregon City Express AM 1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	3	2	1	0	0	0	0	0	1	0			7
Disabled	1	0	0	1	1	1	1	2	1	1			9
General Public	352	512	378	491	411	390	434	357	448	428			4,201
Youth	3	10	2	4	4	5	2	3	3	4			40
Child													0
Aides/Other													0
<b>Totals</b>	<b>359</b>	<b>524</b>	<b>381</b>	<b>496</b>	<b>416</b>	<b>396</b>	<b>437</b>	<b>362</b>	<b>453</b>	<b>433</b>	<b>0</b>	<b>0</b>	<b>4,257</b>

## Oregon City Express AM 2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	5	1	3	10	5	5	6	4	4	7			50
Disabled	0	0	0	0	0	0	0	2	0	22			24
General Public	288	376	294	280	249	266	262	283	258	240			2,796
Youth	2	4	10	12	0	7	14	14	5	15			83
Child													0
Aides/Other													0
<b>Totals</b>	<b>295</b>	<b>381</b>	<b>307</b>	<b>302</b>	<b>254</b>	<b>278</b>	<b>282</b>	<b>303</b>	<b>267</b>	<b>284</b>	<b>0</b>	<b>0</b>	<b>2,953</b>



# Passenger Statistics: Canby Area Transit Fixed Routes -- Weekday (Continued)

## Oregon City Express PM 1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	27	2	5	9	4	7	20	21	25	43			163
Disabled	8	34	33	6	7	4	1	6	1	4			104
General Public	219	292	267	324	293	258	233	252	252	298			2,688
Youth	42	40	14	27	15	20	15	6	32	8			219
Child													0
Aides/Other													0
<b>Totals</b>	296	368	319	366	319	289	269	285	310	353	0	0	3,174

## Canby-South

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	380	454	405	446	359	355	324	338	367	283			3,711
Disabled	89	96	94	125	111	75	101	121	91	69			972
General Public	1,386	1,646	1,234	1,328	1,119	1,227	1,580	1,444	1,645	1,816			14,425
Youth	1,341	1,523	1,324	1,696	1,463	1,296	1,555	1,553	1,834	1,358			14,943
Child													0
Aides/Other													0
<b>Totals</b>	3,196	3,719	3,057	3,595	3,052	2,953	3,560	3,456	3,937	3,526	0	0	34,051

## Canby-North

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	88	162	157	147	98	94	82	74	112	55			1,069
Disabled	47	69	47	39	48	25	38	54	33	29			429
General Public	1,282	1,704	1,343	1,336	1,183	1,233	1,798	1,460	1,426	1,562			14,327
Youth	981	1,413	1,149	1,123	1,100	920	1,064	964	1,137	871			10,722
Child													0
Aides/Other													0
<b>Totals</b>	2,398	3,348	2,696	2,645	2,429	2,272	2,982	2,552	2,708	2,517	0	0	26,547

## Wilsonville

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	13	33	16	23	8	17	15	5	8	13			151
Disabled	3	9	5	9	2	2	6	2	7	3			48
General Public	236	269	262	215	213	222	261	307	320	286			2,591
Youth	70	121	35	24	16	30	24	28	47	25			420
Child													0
Aides/Other													0
<b>Totals</b>	322	432	318	271	239	271	306	342	382	327	0	0	3,210

# Passenger Statistics: Canby Area Transit Fixed Routes -- Weekday (Continued)

## Woodburn

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior		42	41	22	20	9	12	28	20	20			214
Disabled		6	12	19	18	15	12	14	18	21			135
General Public		478	782	973	934	938	1,236	1,395	1,613	1,428			9,777
Youth		309	325	378	277	322	298	284	424	532			3,149
Child													0
Aides/Other													0
<b>Totals</b>	0	835	1,160	1,392	1,249	1,284	1,558	1,721	2,075	2,001	0	0	13,275







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# Passenger Statistics: Canby Area Transit Saturday (Continued)

## Saturday Canby South

Passenger Category	July	August	September	October	November	December	January	February	54	April	May	June	Totals
Senior	67	74	65	49	46	52	35	36	54	34			512
Disabled	18	12	13	6	13	27	9	7	7	4			116
General Public	184	123	117	112	130	126	104	154	176	152			1,378
Youth	241	122	159	116	109	143	115	160	159	88			1,412
Child													0
Aides/Other													0
<b>Totals</b>	510	331	354	283	298	348	263	357	396	278	0	0	3,418



# Passenger Statistics: Canby Area Transit Special Event

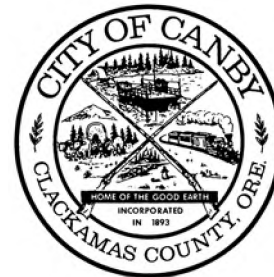
## Special Event

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior													0
Disabled													0
General Public		68											68
Youth													0
Child													0
Aides/Other													0
<b>Totals</b>	0	68	0	0	0	0	0	0	0	0	0	0	68

## Grand Totals

17,064	20,881	17,445	18,803	16,583	16,535	18,080	17,683	19,866	19,432	0	0	182,372
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**WASTEWATER TREATMENT FACILITY  
MONTHLY REPORT**



**To:** *Honorable Mayor Thompson, City Council*

**From:** *Mark Adcock*

**Through:** *John Williams*

**Prepared by:** *Darvin Tramel*

**Subject:** *March & April 2007 Wastewater Treatment Report*

**Date:** *May 7, 2007*

**Facility Operations & Maintenance & Construction:**

Facility operations and effluent quality at the wastewater treatment plant for the months of March and April remain excellent, with no interruption of services or violations for either month. There were no major changes in operation parameters and staff worked on spring cleaning, facility grounds maintenance and standard preventative maintenance. Staff continues to work with DEQ on obtaining new biosolids application sites and staff has been diligent in their efforts to get winter sites. DEQ has been reluctant to issue winter application sites for the spreading of biosolids.

During the months of March and April staff installed new outlets for the battery backup on our facility UPS system, sent a recirculation and sludge process pump in for repair, replaced raw sewage pump # 3 with a spare and sent old pump in for rewind. Also during this time period a tree had fallen on the facility cyclone fencing and we removed the tree and fixed the fence.

Construction activities for the month of March and April included completion of a contract with Long Painting of Vancouver for the recoating of the Primary Clarifier. Staff and I worked with Curran & McLeod engineering on drawings for a file storage office and the engineering documentation to allow us to replace the old bar screen in the headworks building. We are currently seeking bids from local contractors for the file storage/maintenance office remodel project and have signed a personal services contract with Mannex Corporation for the replacement of the bar screen. The work on the bar screen will be completed in May.

**MARCH**

**New Connections:** 27  
**Total Connections:** 5648  
**Average Flow:** 1.0456 mgd  
**E. Coli** : 2

**Monthly Averages:**  
**Effluent BOD<sub>5</sub>:** 6 mg/l  
**Effluent CBOD<sub>5</sub>:** 3 mg/l  
**Effluent TSS:** 8 mg/l

**APRIL**

**New Connections:** 6  
**Total Connections:** 5654  
**Average Flow:** 1.0407 mgd  
**E. Coli** : 3

**Monthly Averages:**  
**Effluent BOD<sub>5</sub>:** 5 mg/l  
**Effluent CBOD<sub>5</sub>:** 3 mg/l  
**Effluent TSS:** 7 mg/l

### **Biosolids Program:**

In March and April the City applied 360 cubic yards of biosolids to the Hein property. During the last two months DEQ approved two biosolids application sites, the Fraser and Mcclouth properties. There is approximately one hundred total acres between the two sites, but neither site is considered a winter application site. Staff will continue to solicit in the local paper for biosolids application sites with an emphasis on winter application.

### **Pretreatment & Storm Water:**

Over the past two months staff and I have been working on several Federal and State regulatory issues that could impact the wastewater facility, pretreatment, and storm water programs. One of the key issues is what is going to happen to the Underground Injection Control (UIC) program for DEQ. It looks as if House Bill 2118 will pass and DEQ will continue to run the UIC program in the State of Oregon. Other time consuming and important issues facing the City are the Total Maximum Daily Load (TMDL) requirements on the Willamette River, increased monitoring demands for the Reasonable Potential Analysis (RPA), Mercury monitoring and Management plans for the DMA's (Designated Management Agencies), EPA Streamlining rules and DEQ's more stringent Internal Management Directive (IMD), for the application of biosolids.

All of the above mentioned issues will impact the City of Canby in the future. We are continually working to keep abreast of the issues facing the City and moving forward in a proactive manner to make sure that we meet or exceed all the new regulatory requirements facing us today.

Pretreatment inspections for grease management over the last two months included the Thai Dish, Millers Homestead restaurant, Denny's and the Canby School District. Staff was also present and certified the proper pumping and cleaning of the McDonalds, Fred Meyer and Willamette Country Clubs grease interceptors. Commercial and Industrial inspections included a visit to Oregon Bag Company Northwest. Jeff and staff continue to work diligently on our Grease and Mercury Management plans.

Storm water activities included a City storm water committee meeting that focused on the preparation of a stormwater ordinance, House Bill 2118 and the design criteria for public stormwater systems. Jeff Crowthers, John Williams, Matilda Deas, Kevin Cook, Curt McLeod and I continue to focus on the completion of a more comprehensive storm water management plan.

### **Meetings and Training Attended**

I attended meetings with Oregon ACWA, Curran & McLeod Engineering, City Stormwater committee and the Pacific Northwest Pretreatment Conference committee. Jeff Crowthers attended meetings with the Oregon ACWA Stormwater and UIC committees. All staff member's participated in our monthly safety meeting and Jeff Crowthers, Kevin Cook and I attended a one day work shop on Storm Water put on by Oregon ACWA.