

AGENDA

CANBY CITY COUNCIL MEETING

July 18, 2007, 7:30 P.M.

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Walt Daniels

Councilor Teresa Blackwell

Councilor Paul Carlson

Councilor Randy Carson

Councilor Tony Helbling

Councilor Wayne Oliver

CITY COUNCIL MEETING

1. **CALL TO ORDER (City Hall - 6:30 PM – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers)**
2. **EXECUTIVE SESSION:** ORS 192.660(2)(e) Real Property
3. **OPENING CEREMONIES (Council Chambers 7:30 PM)**
 - A. Pledge of Allegiance and Moment of Silence
 - B. Employee of the Month Presentation – May 2007 Pg. 1
 - C. Canby Fire District #62 “Fill the Boot Day” Proclamation Pg. 2
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

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

 - A. Approval of Minutes of the June 20, 2007 City Council Work Session and Regular Meeting
 - B. Reappointments to the Parks and Recreation Advisory Board Pg. 3
 - C. Street Closure Request for NW 15th Place from Holly to Hawthorne Pg. 6

9. PUBLIC HEARING

A. Proposed Changes to City Charter

Pg. 8

10. RESOLUTIONS & ORDINANCES

- A. Ord. 1245, Declaring City's Election to Receive State Revenue for Fiscal Year 2007-2008 (**2nd Reading**) Pg.25
- B. Ord. 1250, Authorizing Contract with Frank C. Berg, Architect, P.C. for Project Management Services Relating to the New Police and Court Facility for the City of Canby (**2nd Reading**) Pg. 26
- C. Ord. 1251, Authorizing Change Order #2 with Canby Excavating, Inc. for Construction of S. Berg Parkway Roadway Extension (**2nd Reading**) Pg.28
- D. Ord. 1252, Authorizing Contract with Master Clean, Inc. for Janitorial Services for Various City Facilities, Not to Exceed \$37,000 Pg. 30
- E. Ord. 1253, Authorizing Payment Not to Exceed \$35,534 from the Capital Reserve Fund to Canby Utility for the Canby Maintenance Facility Vehicle/Storage Bay Glulam Beam Repair and Replacement Project Pg. 39
- F. Ord. 1254, Authorizing Payment Not to Exceed \$150,000 from the Capital Reserve Fund to Oregon Department of Transportation for the Logging Trail Bridge Painting Project Pg. 42

11. NEW BUSINESS

12. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

13. CITIZEN INPUT

14. ACTION REVIEW

15. EXECUTIVE SESSION: ORS 192.660(2)(d) Labor Negotiations, ORS 192.660(2)(h) Pending Litigation, and ORS 192.660(2)(i) Performance Evaluation of Public Officer

16. ADJOURN

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

MAY 2007

**City of Canby
Employee of the Month
Nomination Form**

Name of Nominee: Jill Thorn

Date: May 3, 2007

Department: Planning

Nominated By: John Williams

Which of these criteria describes the reason for your nomination of this person?

- ☐ Improved quality
- ☒ Timely completion of a project
- ☐ Demonstrates exemplary leadership and integrity
- ☒ Excellent customer service (demonstrating exceptional customer service, an on-going commitment to customers, or innovation or creativity in customer service)
- ☐ Overcame adverse obstacles or worked under unusual conditions
- ☒ Increased program effectiveness or efficiency
- ☒ Saves the City time/money
- ☐ Improved levels of cooperation
- ☐ Exceeds performance expectations


Can you please explain in 3 or 4 more detailed sentences, why you think this person should be nominated for "Employee of the Month", especially as it relates to the item(s) you checked above. Please attach an additional sheet if necessary.

Jill deserves recognition as Employee of the Month due to her exceptional attention to detail, cooperative attitude, and excellent customer service to both internal and external customers.

When I ask Jill to take on a project I know it will be done right away and correctly. She brings an inquisitive, intelligent attitude to her work and frequently raises questions or ideas that add value to her projects. She's always willing to take on new projects and help out others with their work. Specific tasks she's done well include the Planning and Building customer survey; monthly fees and application reporting; a new tracking sheet for land use applications; and assisting in the creation of our new Planning Department on-line map.

Jill is excellent with the public and can be relied upon to get folks answers to their questions in a timely matter. She always follows up to ensure items are fully addressed. Jill's work as Office Specialist in the Planning Department is essential to the department's success and she deserves to be recognized for it.

Please return this form to the Department Director of the nominee.


Department Director's Signature

May 3, 2007
Date

5/3/2007



OFFICE OF THE MAYOR

Proclamation

Canby Fire District #62 "Fill-the-Boot" Day

WHEREAS, Canby Fire District #62 has been working with the Muscular Dystrophy Association in their fight against neuromuscular disease; and

WHEREAS, "Fill-the-Boot" is an opportunity for Oregon firefighters to ask community members to drop donations into their fire boots to help local families served by MDA in the state. This year marks the 53rd anniversary of the partnership between firefighters and MDA in the fight against muscle wasting diseases; and

WHEREAS, Canby Fire District #62 has spent many hours collecting money on the streets for this campaign; and

WHEREAS, firefighters, locally and nationally, are the largest contributors to the MDA, collecting more than \$300 million dollars since 1954 to help in the fight against the 43 different types of neuromuscular diseases.

NOW, THEREFORE, I, Melody Thompson, Mayor of the City of Canby do hereby proclaim Saturday, July 28, 2007 as

Canby Fire District #62 "Fill-the-Boot" Day for the City of Canby

Given unto my hand this 18th day of July, 2007.

Melody Thompson
Mayor

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

Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.

Date: 06-28-07

Name: Ryan Oliver

Occupation: Insurance Agent

Home Address:

Employer: Self

Position: Owner

Daytime Phone:

Evening Phone:

E-Mail Address: ryan@oliverinsurance.net

For which position are you applying? Park & Rec Board

What are your community interests (committees, organizations, special activities)? Chamber of Commerce board of directors, Cougar Pride Baseball board, OCTS board

Experience and educational background: 8 years on park board. Bachelors degree from UNLV

Reason for your interest in this position: Concern for Parks & Recreation

List any other City or County positions on which you serve or have served: current park board member

Information on any special membership requirements: none

Referred by (if applicable):

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

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

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

9-30-05

RECEIVED

JUN 28 2007

CITY OF CANBY

Term to Exp. 6.30.2010

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

Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.

Date: 6/28/07

Name: Matt Olsen

Occupation: Insurance Agent

Home Address:

Employer: Molalla, OR 97038
State Farm

Position: Agent

Daytime Phone:

Evening Phone:

E-Mail Address: matt.olsen.prhb@statefarm.com

For which position are you applying?

Park & Recreation Advisory Board

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

out door activities, youth safety, sports

Experience and educational background:

Degree in Environmental Engineering

Reason for your interest in this position:

To serve the community I have a business in

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

Information on any special membership requirements:

Referred by (if applicable):

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

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

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9-30-05

RECEIVED

JUN 28 2007

CITY OF CANBY

4

Term to Expire 6.30.2010

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

Instructions: By using either your tab key or arrow keys, navigate to each field and type in your information. When complete, save the document to your computer and either mail, fax or email to the addresses listed below.

Date: 7-10-07

Name: JILLMARIE WILES Occupation: AUCTIONEER

Home Address:

Employer: BENEFICIAL AUCTION SERVICES Position: OWNER

Daytime Phone: Evening Phone:

E-Mail Address: JILLMARIE@JILLMARIEWILES.COM

For which position are you applying?

PARK & REC COMMITTEE

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

CANBY LIVABILITY COALITION, ART PARK,
LIVABILITY DAY, FLOWER BASKET PROGRAM

Experience and educational background: CANBY WINE & ART FEST.

REAPPLYING FOR POSITION. ALSO SERVE AS THE
CLC PARK & REC ADVISOR

Reason for your interest in this position:

TO FOCUS ON THE LIVABILITY OF OUR COMMUNITY
THROUGHOUT THE PARK & REC PROGRAM & EVENTS

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

Information on any special membership requirements:

Referred by (if applicable): RE APPLYING FOR POSITION

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

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

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

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

9-30-05

Thanks Kim —!

RECEIVED

JUL 10 2007

CITY OF CANBY

5

STREET CLOSURE REQUEST FORM

PO Box 930, 182 N Holly, Canby, OR 97013
503.266.4021 ext. 101 Fax 503.266.7961

\$50.00

Street Closure Request Forms need to be completed and taken to the Police Department and Fire Department for approval. Once signed, forms are returned to City Hall, along with the fee; they will be scheduled to go before the City Council for approval. Non-Profit events can have fee waived and be given approval from the City Administrator.

Type of event: Block Party Date of Event: July 29, 2007

Name of Street(s) to be closed: 15th Place from Holly to Hawthorne

Time: From 10 am/pm To: 4 am/pm Non-Profit Event: ☒ Yes ☐ No

Event is Sponsored by: Heater Troutman

Contact Person: Same Address: 1504 N Hazelnut Ct

Telephone (Home): (503) 266-4804 Telephone (Work): (503) 310-3063
Cell

Heater Troutman 5/1/07
Signature of Responsible Party Date

[Signature] 06/14/07
Canby Police Department Approval Signature Date

[Signature] 6/15/07
Canby Fire Department Approval Signature Date

City Administrator/Mayor's Signature Date

Reservation Checklist: (To be completed by staff)

- Date application and payment received: 7/2/07
Payment Waived: ☐ Yes ☒ No
(In order to have the fee waived the following conditions must be in place:
A. The organization is non-profit and the event is open to the public without an admission charge of any kind.
B. The event is officially sponsored in part or in whole by the City of Canby.)
- Scheduled to go before City Council on: 7/18/07
- Once approved by Council or City Administrator, signed copies sent to:
Public Works Supervisor: _____ (Date Sent)
Code Enforcement Officer: _____ (Date Sent)
Police (Attn: Toni) Department: _____ (Date Sent)
Planning Department: _____ (Date Sent)
Fire Department: _____ (Date Faxed)
- Confirmation letter sent to applicant: _____ (Date Sent)

Dear Neighbor,

I'm trying to organize a block party for the residents of Territorial Estates (your neighborhood) In order to maximize safety I've requested a road closure permit from the city. This closure would take place from 10 am-4 pm on Sunday, July 29th. This affects your access thus I need your permission before the city will grant the permit.

Thanks!!!

Please sign below that you acknowledge this temporary closure, even if you chose NOT to participate in the event.

X [Signature]
217 Teutonic

X Robert Mello
1475 N Hazelmt

X Margaret M. Silva
1408 N Hazelmt

X Megan B. Mello
1478 N Hazelmt

X Eleanor Belien
1381 N Hazelmt Ct

X Traci Crawford POA
217 Teutonic

X Rebecca Smith
1417 N Hazelmt

X Nordana La Grange
215 Teutonic

X Leonard S. O'Connor
1434 N Hazelmt

X Tracy Cullaghar
1494 N Hazelmt Ct

X Sarah Anischnager
1447 N Hazelmt Ct

X Duane Cooper
1403 N Hazelmt Ct

X Julie P. Hay
1414 N Hazelmt Ct

X Bernadette H. Hooten
1379 N Hazelmt Ct

Proposed Changes in Canby's Municipal Charter

In 1984, the City of Canby electorate voted to approve a revised City Charter. Except for a few Amendments over the past 23 years, the 1984 Charter has been the governing document for the City of Canby.

In January, 2004, the League of Oregon Cities (LOC) distributed a "Model Charter for Oregon Cities" to those cities in Oregon seeking to revise and update their charters. In the past three years, several cities did adopt new charters using the LOC model as a reference.

The Canby City Council recently decided that it needed to revise and update its 1984 Charter and requested staff compare and contrast Canby's Charter with the LOC model Charter. Following several workshop sessions, the Council and staff revised the Canby Charter to reflect changes in the law and other streamlining that brought the 1984 Charter more in line with the LOC model.

The City Council is now proposing to refer this revised Charter to the electorate for approval at the next regular election in November, 2007. If approved by Canby's voters, it will become the new governing document for the City.

The major changes in the new Charter include the following:

1. Chapter III, section 5 eliminates two officers, City Treasurer and City Recorder and makes them management level employees responsible to the City Administrator rather than to the Council. The remaining officers are the City Administrator, Municipal Judge and City Attorney.
2. Chapter IV, section 5 is changed to make the Mayor a voting member of the Council. Under the current Charter, the Mayor only votes in case of ties.
3. Chapter V, section 3 (City Recorder) and Section 4 (City Treasurer) are eliminated as they are no longer officers.
4. Chapter VI, sections 1-8 are rewritten as shown to update the Charter and bring it into compliance with changes in Oregon's Election Law.
5. Chapter VII, section 1 is amended to add a requirement that if the Mayor or Councilor ceases to reside in the City during his/her term of office, a vacancy in office is deemed to occur.
6. Chapter IX, section 1 brings recent changes in Oregon's condemnation law into the Charter. The City must follow Oregon Law when exercising condemnation.
7. Chapter IX, section 4 is amended to bring public contracting into compliance with Oregon law and Canby municipal code provisions.
8. Chapter X, sections 2-8 changes reference from Canby Electric Board to Canby Utility Board.

9. Chapter X, section 4 (a) is amended by eliminating the following language: "No Board member may serve more than two successive terms".
10. Chapter XI, section 1 is amended to require Canby's debt limitation conform to state law.
11. Chapter XI, section 2 is amended to require Canby's tort liability to conform to state law.
12. Chapter XI, section 4 is amended to require approval of contracts and ordinances authorizing the expenditures of greater than \$50,000.00 to be approved by the Mayor and Council. The previous limitation was \$15,000.00.

The Mayor and City Council believe these proposed changes bring the current City Charter up-to-date and in compliance with Oregon law. A public hearing before the City Council will be held on Wednesday, July 18, 2007 at 7:30PM at the Council Chambers located at 155 NW Second Avenue in Canby. Citizens may appear at the hearing and make any comments they wish to make about the proposed new Charter. Following the hearing and comments, the Council may make additional changes to the Charter before the election in November. All Canby voters will have the opportunity to vote on the proposed revised charter at the general election on November 6, 2007.

**CHARTER
OF THE
CITY OF CANBY**

CHARTER OF THE CITY OF CANBY CHARTER

To provide for the government of the City of Canby, Clackamas County, Oregon; and to repeal all Charter provisions of the City enacted prior to the time that this Charter takes effect.

BE IT ENACTED by the people of the City of Canby, Clackamas County, Oregon:

CHAPTER I NAMES AND BOUNDARIES

Section 1. TITLE OF ENACTMENT. This enactment may be referred to as the City of Canby Charter of 2008.

Section 2. NAME OF CITY. The municipality of Canby, Clackamas County, Oregon, shall continue to be a municipal corporation with the name "City of Canby".

Section 3. BOUNDARIES. The corporate limits of the City shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by a majority of the voters. Unless mandated by law, annexations, delayed or otherwise, to the City of Canby, may only be approved by a majority vote among the electorate. The Recorder shall keep at the City Hall at least two (2) copies of this Charter in each of which shall be maintained an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at anytime during regular office hours of the Recorder.

CHAPTER II POWERS

Section 1. POWERS OF THE CITY. The City shall have all powers which the Constitutions, statutes and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers.

Section 2. CONSTRUCTION OF CHARTER. In this Charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the City would have if this particular power were not mentioned. The Charter shall be liberally construed to the end that the City may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to State laws and the municipal home rule provisions of the State Constitution.

Section 3. POWER TO LICENSE, TAX AND REGULATE. The City Council shall have power to license, tax and regulate for the purpose of City revenue, all businesses, callings, trades, employments and professions as the Council may require to be licensed, and which are not prohibited by the laws of the State of Oregon.

Section 4. INITIATIVE AND REFERENDUM POWERS. The power to enact or amend the Charter of the City of Canby and all other rights guaranteed to the people of this City under the Initiative and Referendum Provisions of Section 1-a, Article IV of the Constitution of the State of Oregon are hereby reserved and guaranteed to the people of the City of Canby by this Charter, and the Council shall provide the method of carrying into effect the initiative and referendum power of the people.

CHAPTER III FORM OF GOVERNMENT

Section 1. WHERE POWERS VESTED. Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.

Section 2. COUNCIL. The Council shall be composed of six Council Members elected from the City at large.

Section 3. COUNCIL MEMBERS. The Council Members in office at the time this Charter takes effect shall continue in office, until the end of their term as fixed by the Charter of the City in effect at the time this Charter is adopted. At each biennial general election after this Charter takes effect, three Council Members shall be elected, each for a term of four years; and at each biennial general election the number of Council Members required to fill vacancies pursuant to Chapter VII, Section 2, of this Chapter shall also be elected.

Section 4. MAYOR. At each biennial general election a Mayor shall be elected for a term of two years.

Section 5. ADMINISTRATOR, JUDGE, AND CITY ATTORNEY. Additional officers of the City shall be a City Administrator, Municipal Judge, and City Attorney, each of whom the Council shall appoint, and such other officers as the Council deems necessary. Appointed officers shall hold their office during the pleasure of the Council or until their successors are appointed and qualified. Appointed officers are subject to removal at any time by the Council with or without cause and may be suspended in accordance with the provisions of Chapter V, Section 2(c)(3). The duties of all officers not defined in this Chapter may be prescribed by the Council. The Council may combine any two or more appointive offices.

Section 6. SALARIES. The compensation for the services of each City officer and employee shall be the amount fixed by the Council.

Section 7. QUALIFICATIONS OF OFFICERS. No person shall be eligible for an elective office of the City unless at the time of election such person is a qualified elector within the meaning of the State Constitution and has resided in the City during the 12 months immediately preceding the election. The Council shall be final judge of the qualifications and election of its own members.

CHAPTER IV COUNCIL

Section 1. MEETINGS. The Council shall hold a regular meeting in the City at least once each month at a time and place which it designates. It shall adopt rules for the government of its members and proceedings. The Mayor may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council then in the City and public notice to all interested persons, call a special meeting of the Council for a time not earlier than twenty-four nor later than forty-eight hours after the notice is given. Special meetings of the Council may also be held at any time by the common consent of all the members of the Council and after twenty-four hours reasonable notice to the public. Emergency meetings of the Council may be called by the Mayor, or the President of the Council in the absence of the Mayor, for an actual emergency, and notice thereof shall be given by telephone calls to the press and interested persons.

Section 2. QUORUM AND CONTROL OF CONDUCT. A majority of the members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in the manner provided by Ordinance. The Council may reprimand any member for disorderly conduct at any meeting or for refusing or neglecting to attend any regular meeting without sufficient excuse therefore, and may, by unanimous vote of all other Council Members, expel a member for good cause.

Section 3. RECORD OF PROCEEDINGS. The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

Section 4. PROCEEDINGS TO BE PUBLIC. No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 5. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. The Mayor shall be chairperson of the Council and preside over its deliberations. The Mayor is a voting member of the Council. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council.

Section 6. PRESIDENT OF THE COUNCIL. At its first meeting after this Charter takes effect and thereafter at its first meeting of each odd-numbered year, the Council by vote shall elect a President from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of the office, the President shall act as Mayor.

Section 7. VOTE REQUIRED. Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting at which a quorum is present shall be necessary to decide any question before the Council.

Section 8. SUPERVISION OF CITY EMPLOYEES. Neither the Council nor any of its members shall give orders or directives to any subordinate or City employee, other than officers of the City, either publicly or privately, except to and through the City Administrator.

CHAPTER V POWERS AND DUTIES OF OFFICERS AND PROFESSIONAL CONTRACTORS

Section 1. MAYOR. The Mayor shall appoint the committees provided by the rules of the Council; and shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power. In the Mayor's absence, the President of the Council shall sign all Ordinances passed by the Council within five days after their passage. After the Council approves a bond of a City officer or a bond for a license, contract or proposal, the Mayor shall endorse the bond.

Section 2. CITY ADMINISTRATOR.

(a) **Qualifications.** The City Administrator shall be the administrative head of the government of the City and shall be appointed by the Council without regard to political considerations and solely with reference to executive and administrative qualifications. A City Administrator need not be a resident of the City of Canby or the State at the time of appointment, but promptly thereafter shall become and remain a resident of the State during the term of the office. Before taking office, the City Administrator shall give a bond in such amount and with such surety as may be approved by the Council. The premiums on such bond shall be paid by the City.

(b) **Term.** The Administrator shall be appointed for an indefinite term and may be removed at the pleasure of the Council.

(c) **Powers and Duties.** The powers and duties of the Administrator shall be as follows:

(1) Devote full time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City.

(2) See that all Ordinances are enforced and that the provisions of all franchises leases, contracts, permits and privileges granted by the City are observed.

(3) Hire or remove all City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another. The Administrator shall supervise the departments to the end of obtaining the utmost efficiency in each of them. He shall have the power to suspend an appointed City Officer pending review and final action of the Council.

(4) Act as purchasing agent for all departments of the City.

(5) Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as that body requests.

(6) Supervise the operation of all public utilities owned and operated by the City excepting the electric utility department for which the Canby Utility Board has exclusive jurisdiction, control and management as provided in the following Chapter X. The City Administrator shall have general supervision over all City property.

(7) Perform such other duties as may be prescribed from time to time by the Council.

Section 3. MUNICIPAL JUDGE. The Municipal Judge shall hold within the City a court known as the Municipal Court for the City of Canby, Clackamas County, Oregon. All areas within the City shall be within the territorial jurisdiction of the Court. The Municipal Judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by the Ordinances of the City and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by Ordinances of the City. The Municipal Judge shall have authority to issue process for the arrest of any person accused of an offense against the Ordinances of the City, to commit any such person to jail or admit to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in Court on the trial of any cause, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the Court, and to punish witnesses and others for contempt of Court. When not governed by Ordinances or this Charter, all proceedings in the Municipal Court for the violation of a City ordinance shall be governed by the applicable general laws of the State governing Justices of the Peace and Justice Courts, except that the Municipal Court shall not exercise any civil jurisdiction

Section 4. CITY ATTORNEY. The City Attorney is a legal adviser of the officials of the City of Canby and shall be retained by the Council. It shall be the duty of such Attorney to attend all regular Council meetings and such special meetings as may be required unless excused there-from by the Council. The City Attorney shall represent and defend the City in all suits, actions at law and all matters and things in which the City of Canby may be legally interested. The City Attorney, or a deputy appointed by him, shall also represent the City in the Municipal Court including violations of any City Ordinances or for the violation of all other laws under which the Municipal Court has jurisdiction.

Section 5. AUTHORITY TO CONTRACT FOR PROFESSIONAL SERVICES. The Council shall have authority to contract for the professional services of those whose professional skills, training and knowledge may be required at any time or from time to time for the administration of City affairs and municipal government.

CHAPTER VI ELECTIONS

Section 1. STATE LAW. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for City offices must be nonpartisan.

Section 2. QUALIFICATIONS.

- (a) The Mayor and each Council Member must be a qualified elector under state law, and reside within the City for at least one year immediately before election or appointment to office.
- (b) No person may be a candidate at a single election for more than one City office.
- (c) Neither the Mayor nor a Council Member may be employed by the City.
- (d) The council is the final judge of the election and qualifications of its members.

Section 3. NOMINATIONS. The Council must adopt an ordinance prescribing the manner for a person to be nominated to run for Mayor or a City Council Member position.

Section 4. TIE VOTES. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the Council.

Section 5. TERMS. The term of a person elected at a general election begins immediately after the first regular council meeting after the first of the year following the election, and continues until the successor qualifies and assumes the office.

Section 6. OATH OF OFFICE. Before entering upon the duties of the office, each officer shall take an oath or shall affirm support of the Constitutions and Laws of the United States, the State of Oregon and the City of Canby and to faithfully perform the duties of the office.

CHAPTER VII VACANCIES IN OFFICE

Section 1. WHAT CREATES VACANCY. An office shall be deemed vacant upon the incumbent's death, adjudicated incompetence, conviction of a felony or other offense pertaining to the office, unlawful destruction of public records, resignation, recall from office, ceasing to possess the qualifications for the office, ceasing to reside in the City, failure of a person elected or appointed to an office to qualify therefore within ten days after the term of office commences, or in the case of a Mayor or Council Member, upon their absence from the City for 30 days without the consent of the Council or because of absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the vacancy.

Section 2. FILLING OF VACANCIES. Vacant elective offices in the City shall be filled by appointment by a majority vote of the Council. The appointee's term shall begin immediately upon the appointment and shall continue until the beginning of the year following the next general biennial election and until a successor is elected and qualified. The successor for the unexpired term shall be elected at the next general biennial election after said appointment. During the temporary disability of any elected officer or during their absence temporarily from the City for any cause, the offices may be filled pro tem in the manner provided for the filling of vacancies in office permanently.

CHAPTER VIII ORDINANCES

Section 1. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted by the Council shall be: "THE CITY OF CANBY ORDAINS AS FOLLOWS:"

Section 2. MODE OF ENACTMENT. All ordinances shall be read at two meetings of the Council. If approved by the Council the first reading may be by title only and a brief outline covering the purpose of the ordinance. The second reading may be by title only unless any person present requests to have the ordinance or any part thereof read in full. Immediately following the first reading of a proposed ordinance, it shall be signed and published by the Recorder at least once at full length in a newspaper published in Canby; provided, however, that the Council may order instead that the proposed ordinance be posted in three public and conspicuous places in said City for a period of 5 days prior to the passage of said ordinance. Whenever the Council proposes to take final action on any proposed ordinance at a special meeting, notice thereof, giving the time of such meeting, shall be published or posted along with the ordinance. In any event, before final action has been taken on any proposed ordinance, there shall be filed by or with the Recorder proof by affidavit of the publication or posting of the proposed ordinance.

Section 3. REQUIREMENT TO PASS ORDINANCES. It shall require the majority vote of all members of the Council as then constituted to pass an ordinance on its final reading.

Section 4. WHEN ORDINANCES TAKE EFFECT. An Ordinance enacted by the Council shall take effect on the 30th day after its enactment; however, when the Council deems it advisable, an ordinance may provide a different time for it to take effect, and, in case of emergency, it may take effect immediately.

Section 5. RECORDING VOTE AND SIGNING ORDINANCE. Upon the final vote on an ordinance, the ayes and nays of the Council Members shall be taken and entered in the record of the proceedings and also on the ordinance. Upon enactment of the ordinance, the Mayor shall sign it with the date of its final passage and it shall be attested by the signature of the Recorder.

CHAPTER IX PUBLIC IMPROVEMENTS

Section 1. CONDEMNATION. Any necessity of taking property for the City by condemnation shall be determined by the Council and declared by a Resolution of the Council describing the property and stating the uses to which it shall be devoted. Taking of property for the City by condemnation shall be in accordance with provisions of the Oregon Constitution and Oregon Law.

Section 2. IMPROVEMENTS. The procedure for making, altering, repairing, vacating or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the State. Action on any proposed public improvement, except a sidewalk or other improvement unanimously declared by the Council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of the land to be specially assessed therefore. The number of owners necessary to suspend the action will be determined by ordinance. In this Section, "owner" shall mean the record holder of legal title, or where land is being purchased under a recorded land sale contract verified to the Recorder in writing by the record holder of legal title to the land, the purchaser shall be deemed the "owner".

Section 3. SPECIAL ASSESSMENTS. The procedure for levying, collecting and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinances.

Section 4. BIDS. Public contracting shall be done in compliance with the provisions of Oregon's Public Contracting Code, the rules and regulations promulgated thereunder and with all local contracting rules established the City.

Section 5. MUNICIPAL SEWER SYSTEM. The City shall continue to own and operate a municipal sewer system and in addition to the other methods provided by Charter, the Council may, when in its discretion it is deemed advisable, provide by Ordinance for the construction or reconstruction either by contract or City construction method or the combination of both and for the maintenance, extension, operation or enlargement of sewers, sewer systems, pumping stations, sewage treatment or disposal plant, together with all appurtenances necessary, useful or convenient for the collection, treatment and disposal of sewage and for such purposes may acquire by gift, purchase, grant or condemnation, the necessary lands and rights of way therefore, either within or without the corporate limits of the City of Canby, all or any part of the foregoing being hereinafter referred to as the facilities. The City Council may construct or reconstruct that part of the foregoing facilities consisting of a treatment plant, outfall sewers, trunk sewers, main sewers and pumping plants as an entire unit or as separate units in order to continue to provide the City of Canby with a basic sanitary sewage system; and the Council may provide that the same or that part so constructed will be paid for by all of the residents of the City or property owners therein regardless of whether their property is to be actually connected with or presently served by said systems or units.

CHAPTER X UTILITIES

Section 1. UTILITY DEPARTMENTS: There is hereby created a utility department of electric service of the City of Canby and a utility department of water service of the City of Canby. Each department shall be responsible for the development, production, purchase and distribution of all water or electric revenue producing utilities of the City.

Section 2. WATER DEPARTMENT. The City Council shall have jurisdiction, control and

management of the Water Department and all of its operations and facilities. The City Council shall have all the powers and duties necessary to construct, acquire, expand and operate the water system, and to do any and all acts or things that are necessary, convenient or desirable in order to operate, maintain, enlarge, extend, preserve and promote an orderly, economical and businesslike administration of the Water Department. The City Council may assign or delegate all or a portion of its powers and duties over the Water Department to the Canby Utility Board; provided, however, that the City Council shall retain ultimate jurisdiction, control and management of the Water Department and its operations and facilities.

Section 3. UTILITY BOARD. There is hereby created the Canby Utility Board of the City (hereinafter referred to as the Board), which shall have exclusive jurisdiction, control and management of the Electric Department and all its operations and facilities. The Board shall have all the powers and duties possessed by the City to construct, acquire, expand and operate the electric system, and to do any and all acts or things that are necessary, convenient or desirable in order to operate, maintain, enlarge, extend, preserve and promote an orderly, economical and businesslike administration of the electric system. The Board shall operate as a separate unit of City government and except as provided in this Charter, both the Board and the Electric Department shall be free from the jurisdiction, direction and control of other City Officers and of the City Council. The Board may sue and be sued in its own name. All damage claims arising from the operation of the Board and the Electric Department shall be the responsibility of and be liquidated by the Board.

Section 4. ORGANIZATION OF THE CANBY UTILITY BOARD.

(a) Number and Qualification of Board Members. There shall be five (5) members of the Canby Utility Board appointed by the Mayor and confirmed by a majority of the Canby City Council. They shall hold office until their successors are appointed and qualified. They are subject to removal at any time by the Mayor and with the approval of a majority of the Council Members with or without cause and with or without notice. At the first Council meeting after the first of the next month after this Charter takes effect, two (2) Board members shall be appointed to serve terms of three years, two (2) Board members shall be appointed to serve terms of two years, and one (1) Board member shall be appointed to serve a term of one year. Their successors shall be appointed for terms of three years. No person shall be eligible for appointment as a Board member or entitled to hold such office unless at the time of appointment and continuing thereafter, such person is a qualified elector within the meaning of the State Constitution and has resided in the City of Canby during the six months immediately preceding appointment and continues to reside in the City for the term of the appointment. The City Council shall be the final judge of the qualifications and appointment of Board members, but no Council Member or Mayor (during their term of office) shall be eligible to appointment as a member of that Board.

(b) Vacancies. Vacancies shall be filled for the unexpired term by the Council. No vacancy in the Board shall impair the right of remaining Board members to exercise all the powers of the Board to transact its business.

(c) Compensation. The compensation for the services of each Board member shall be whatever amount the Board fixes.

(d) Organization of the Board. Within ten (10) days after their appointment and at its first meeting in January each year thereafter, the Board members shall elect one of their number as Chairman. If the Chairman is absent at any meeting, a pro-tem shall be appointed by the members present. The Chairman shall preside over all meetings of the Board and in doing so, shall, so far as possible, follow Roberts Rules of Order. The Chairman shall, with the approval of the Board, sign all Resolutions and Orders of the Board and all notes, contracts, deeds, mortgages, bonds, and other agreements of the Board. No action shall be taken by the Board except by the affirmative vote of the majority of the members.

(e) Quorum. Three (3) Board members shall constitute a quorum.

(f) Secretary-Clerk. The Board shall appoint and fix the compensation of a Secretary-Clerk who is not a member of the Board and who shall serve at the pleasure of the Board and is subject to removal at any time and for any reason. Before entering upon the duties of the office, the Secretary-Clerk shall post a bond in such amount and with such surety or sureties as the Board may approve and to assure the faithful performance of duties. The Secretary-Clerk shall attend all meetings of the Board unless

excused therefrom by the Board, keep an accurate record of its proceedings in a book provided for that purpose, sign the approved minutes of its meetings and may, with approval of the Board, sign or cosign checks for disbursement of funds.

(g) Meetings. The Board shall hold a regular meeting at least once a month at a time and place to be fixed by the Board. Special meetings may be called by the Chairman of the Board, or by two members of the Board. Notice of all meetings shall be given by the Secretary-Clerk in the manner and for the time required for public meetings by ORS 192.640. All regular or special meetings of the Board shall be open to the public.

Section 5. ORGANIZATION OF THE ELECTRIC DEPARTMENT.

(a) Employees. The Canby Utility Board shall have the authority to employ a General Manager and such supervisors, bookkeepers, attorneys, laborers, mechanics and other employees, as may be determined, and fix compensation thereof, and discharge the same at pleasure, and for any reason.

(b) Compensation. The Board shall have the authority to fix compensation of the Clerk and other employees of the Board and change the same from time to time.

Section 6. POWERS AND DUTIES OF THE CANBY UTILITY BOARD.

(a) Real Estate and Contracts. The Board, in the efficient and economical operation of the Electric Department, both inside and outside the City limits, may:

(1) purchase and sell electric power and energy and services to public and private corporations and to other consumers;

(2) construct plants, transmission lines and other facilities;

(3) purchase real estate and franchises in its name; and

(4) enter into all contracts, leases and agreements in furtherance thereof.

(b) Extension of Services. The Board may adopt regulations governing extension of services of the Electric Department both inside and outside the City limits. The regulations shall provide the conditions under which the extensions shall be made to render them compensatory and shall provide that each extension project shall, when completed, become the property of the Electric Department whether on public or private property. The Board may provide for the form of refunds where advances by the persons benefited are necessary to make extensions compensatory.

(c) Joint Operations with Others. The Board may contract with any public or private corporation or any individual, both inside and outside the City limits:

(1) for the joint use of poles and other property belonging either to the Electric Department or to the other contracting party or jointly to both parties; and

(2) for the joint acquisition of real property and franchises and the joint financing, construction and operation of plants, transmission lines and other facilities, whereby any property acquired may become the property of both the Electric Department and the other contracting party,

(3) for the purchase of energy.

(d) Eminent Domain. The Board may enter upon any land or water for the purpose of making surveys and may exercise the right of eminent domain on behalf of the City whenever public necessity or convenience requires.

(e) Use of Thoroughfares for Utility Installations. Canby Utility may use the ground over, under or along any road, railroad, highway, street, sidewalk, thoroughfare or alley in the operation of the Electric Department, but shall in all cases and subject to the applicable general regulation of the City, cause the surface of the public way to be restored in its usual condition.

(f) Rates. The Board shall fix rates to be charged for electricity sold and services rendered by the Electric Department. Rates shall be fair, reasonable and compensatory and shall be uniform for all consumers within the same class, but different rate schedules may be applied to different classes of consumers as determined by the Board. Rates shall be sufficient to pay all operating and maintenance costs of the Electric Department and its operations and all bond interest and bond redemption costs. The Board may require reasonable deposits for security for payment of charges for electric services and may provide for the return of deposits when satisfactory consumer credit has been established. Any proposed change in rates and the notice of a public hearing thereon shall be advertised once a week for two successive weeks in a newspaper having a general circulation in the City of Canby. Such notice shall state the proposed rate change, the reasons therefore and the time and place of the public hearing which shall be held within ten (10) days after the last publication of such notice. At the public hearing

the Board shall discuss the matter and consider any objections or recommendations. The Board is not bound, however, by any public remonstrances or objections to its proposed rate change.

(g) **Authority for Expenditures.** No money shall be drawn from the funds of the Department nor shall any obligation for the expenditure of money be incurred except as authorized by the Board. No claim against the Department shall be paid unless evidenced by a voucher approved by the General Manager or by some other employee designated by him.

(h) **Bond Issues.** The Board may authorize the sale and issuance of revenue bonds necessary to finance the acquisition, construction, reconstruction, improvements and extensions of the utility system. The Board has the power to provide funding for the operation, maintenance or expansion of existing facilities. A vote of the registered voters will be required for any exploration, construction or development of energy sources over the amount of that department's gross revenues for the preceding fiscal year.

(i) **Short Term Loans.** The Board may borrow money for periods not to exceed five (5) years and may issue negotiable notes, payable from the revenues of the Electric Department, as evidence of the loans. Total loans outstanding at any one time for the Electric Department shall not exceed fifty percent (50%) of that department's gross revenue for the preceding fiscal year.

(j) **No Power to Tax.** The Board shall have no power or authority to levy ad valorem taxes on any taxable property; however, the City Council may, when in its judgment it is deemed necessary or advisable, levy such taxes for the use and benefit of said Board or for the joint use and benefit of the City and said Board.

Section 7. ANNUAL ACCOUNTING AND BUDGET. The Canby Utility Board shall prepare a budget for each fiscal year and file a copy of such budget with the City Council prior to July 1. The Board shall make an annual accounting to show the financial condition of the Electric Department prepared according to generally accepted public utility accounting principles, and file a copy of the same with the City Council each year.

Section 8. GENERAL PROVISIONS.

(a) **Disposition of Public Utilities.** The Canby Utility Board shall have no authority to cease to operate or to sell, lease or abandon, or in any other way dispose of the electric utility system and department controlled by it, without the prior express written approval of the City Council and the approving vote of a majority of the votes cast by the registered voters of the City at a general or special election called by the Council and held for that purpose.

(b) **Existing Obligation.** Contracts, obligations and bond issues relating to the electric utility system of the City legally incurred, approved or authorized prior to the taking effect of this Charter provision shall not be impaired and shall be binding upon the Board insofar as they apply to the Electric Utility Department.

CHAPTER XI MISCELLANEOUS PROVISIONS

Section 1. DEBT LIMIT. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize City indebtedness.

Section 2. TORTS. Tort liability of the City of Canby shall be set by limits imposed under Oregon law and shall follow all procedures set forth thereunder.

Section 3. EXISTING ORDINANCES CONTINUED. All Ordinances of the City consistent with this Charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 4. CONTRACTUAL OBLIGATIONS. Except gifts of money to the City for specified purposes, expenditures of sums not budgeted and expenditures of budgeted funds for a single purchase or contract in excess of \$50,000.00 shall be authorized by an Ordinance; and the City shall not be bound by any such contract in excess of \$50,000.00, unless the same is in writing and signed by the Mayor or City Administrator and attested to by the Recorder on behalf of the City.

Section 5. REPEAL OF PREVIOUSLY ENACTED PROVISIONS. All Charter provisions of the City enacted prior to the time that this Charter takes effect are hereby repealed.

Section 6. SEPARABILITY OF PROVISIONS. The Sections and Subsections of this Charter are declared to be separable; and in the event that any one or more Sections, Subsections or parts of this Charter are declared unconstitutional, it shall not affect the validity of other provisions of the Charter.

Section 7. TIME OF EFFECT OF CHARTER. This Charter shall take effect January 1, 2008.

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ORDINANCE NO. 1245

AN ORDINANCE DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2007-2008.

WHEREAS, a public hearing for the use of state revenue sharing funds was held before the Budget Committee on April 25, 2007, and before City Council on June 20, 2007; now therefore,

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1 Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2007-2008.

SUBMITTED, to the Canby City Council and read the first time at a regular meeting thereof on June 20, 2007, ordered posted as provided by the Canby City Charter and scheduled for second reading and action of the Canby City Council at a regular meeting thereof on July 18, 2007, commencing at the hour of 7:30 p.m. at the Council Meeting Chambers at the Canby City Hall in Canby, Oregon.

ENACTED by the Canby City Council at a regular meeting thereof on July 18, 2007, by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder – Pro Tem

ORDINANCE NO. 1250

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH FRANK C. BERG, ARCHITECT, P.C. FOR PROJECT MANAGEMENT SERVICES RELATING TO THE NEW POLICE AND COURT FACILITY FOR THE CITY OF CANBY; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to design and construct a new Police and Court facility and will require a project manager to help with the design phase of the project; and

WHEREAS, the City has heretofore interviewed several potential candidates for the position of project manager and wishes to employ Frank C. Berg, Architect, P.C., as an independent contractor under a personal services contract for the purpose of carrying out the these activities; and

WHEREAS, a proposed personal services contract which is acceptable to the City has been signed by Frank C. Berg; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules set forth in Ordinance No 1170 and Resolution No. 897, Exhibit A, Section 6 B (7), the city may enter into personal service contracts not exceeding \$75,000.00 by direct appointment without competition; and

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

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Frank C. Berg, Architect, P.C., the copy of said contract is attached hereto and marked as Exhibit "A" and by this reference fully incorporated herein.

Section 2. Emergency Declared.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 20, 2007, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, July 18, 2007, commencing at the hour of 7:30 PM in the Council Meeting Chambers at Canby City Hall in 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 18th day of July 2007, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder Pro-tem

ORDINANCE NO. 1251

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE CHANGE ORDER NUMBER 2 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, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, May 2, 2007, and awarded a construction contract to Canby Excavating, Inc. of Canby, Oregon in the sum of \$711,649.95; and

WHEREAS, in accordance with General Provisions for Public Contracting, the City Council, acting as the City's Contract Review Board, met on Wednesday, June 20th, 2007, considered the report and recommendation of the City Engineer to approve Change Order Number 2 and found that the additional work proposed is reasonably related to the scope of work in the original contract; 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 Change Order Number 2 with Parker Northwest Paving Company of Oregon City, Oregon in the amount of \$20,210.99. A copy of a Change Order Number 2 with Canby Excavating, Inc. of Canby, Oregon 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, June 20th, 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, July 18th, 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 18th day of July, 2007, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder Pro Tem

DATE: July 9, 2007

MEMO TO: Honorable Mayor Thompson and City Councilors

FROM: Beth Saul, General Services Director

Through: Mark Adcock, City Administrator

RE: Personal Services Agreement for janitorial services

Issue:

The City of Canby has need of janitorial services and has used Master Clean for several years. The contract with Master Clean needs to be updated to match budget and legal requirements, as well as to reflect the current facility needs.

Recommendation:

Staff recommends approval of Ordinance 1252 authorizing a contract with Master Clean for janitorial services for City facilities.

Background:

The City has utilized this contractor for several years and has previously obtained quotes for similar services from time to time, usually about every three years. The facilities that need janitorial services have changed, with the Outreach Center closing, the Planning and Building departments relocated, and the Transit Center upkeep added, so the new contract, which also meets the City Attorney's new standards for personal services contracts, is updated in all of these regards. The contract also reflects the budget decisions for the upcoming budget year.

Fiscal Impact:

Janitorial services were budgeted in the 2007-2008 budget.

ORDINANCE NO. 1252

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MASTER CLEEN, INC. FOR JANITORIAL SERVICES FOR VARIOUS CITY FACILITIES, NOT TO EXCEED \$37,000; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby requires ongoing scheduled janitorial services in order to properly maintain City facilities for the comfort and safety of its employees and citizens; and

WHEREAS, the City has previously selected Master Clean, Inc., as an independent contractor under a personal services contract for the purpose of carrying out the these activities; and

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

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Master Clean, Inc., the copy of said contract is attached hereto and marked as Exhibit "A" and by this reference fully incorporated herein.

Section 2. Emergency Declared.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 18, 2007, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, August 1, 2007, commencing at the hour of 7:30 PM in the Council Meeting Chambers at Canby City Hall in 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 1st day of August, 2007, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder Pro-tem

EXHIBIT "A"

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between the CITY OF CANBY (City) and MASTER CLEEN, INC. (Contractor).

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

The Parties Agree as Follows:

- 1. Scope of Services. Contractor's services under this Agreement are set forth in Exhibit "A", attached hereto.
- 2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable. **Contractor understands it is required to obtain a City of Canby business license for conducting business in the City.**
- 3. Compensation:
 - A. City agrees to pay Contractor according to the proposed rate schedule submitted with the Contractor's proposal. See Exhibit "A" attached hereto. Contractor agrees that \$37,000 is the not to exceed price of this contract, without prior written approval from the City.
 - B. City agrees to pay Contractor within 30 days after receipt of Contractor's itemized statement. Amounts disputed by the City may be withheld pending settlement.
 - C. City certifies that sufficient funds are available and authorized for expenditure to finance costs of the Agreement.
- 4. Contractor is Independent Contractor.
 - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Paragraph #3 of this Agreement.

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

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

The City may require current copies of insurance certificates. Procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by Contractor's negligence or neglect connected with the Agreement.

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

CITY:

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

CONTRACTOR:

Jim Dye
Master Clean, Inc.
PO Box 208
Oregon City, OR 97045

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

CONTRACTOR:

CITY OF CANBY:

By: _____

By: Mark C. Adcock _____

Date:

Date:

OK as to form:


EXHIBIT "A"

**MASTER CLEEN INC
COST AGREEMENT SHEET
PO Box 208 Oregon City, OR. 97045**

**Final estimated City Of Canby Yearly Cost Sheet
Per department as of July 1 2007- June 30 2008**

	YEARLY	MONTHLY
Library	\$5928	\$494
City Hall	\$2136	\$178
Court	\$2136	\$178
Chamber	\$ 960	\$ 80
Accounting	\$1788	\$149
CAT	\$2160	\$180
Planning	\$3708	\$309
Waste Water	\$3708	\$309
Police	\$6300 (trip charge \$24x12 included)	\$525
CAT Lounge	\$984	\$ 82
Transit Glass	\$1200	\$100
TOTAL	\$31368	

Floor work costs

CAT driver lounge floor	\$ 150 (2x yearly)
WWTP S& W entire building	\$ 825 (3x yearly)
Blower room clean	\$ 160 (4x yearly)
WWTP S& W Blower room floor	\$ 75 (if needed)
TOTAL	\$1210

Floor S&W work at no extra charge includes

Police
Chamber
Library
City Hall
Cat Accounting building
Planning

Extra glass for any building per request by Beth @ \$25 per building Not included in above totals

Carpet Cleaning by Department

We charge for the cost of the machine rental (currently \$50) and no labor except for the Library and Chamber

Police Yearly

Chamber Yearly \$75

CAT L/R lunchroom as needed do to heavy use

CAT Yearly

City Hall Yearly

Accounting Yearly

Planning Yearly

Court Yearly

Library Charged for time, chemicals and machine because of the extensive size of the building and time required.

Main area as defined \$200

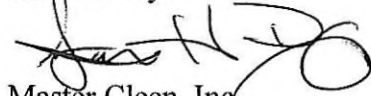
Entire building yearly \$450

WWTP Mats cleaned every 6 months \$50

TOTAL \$1175

TOTAL ESTIMATED COST TO THE CITY OF CANBY \$33,753

James H Dye



Master Clean Inc

DATE: July 9, 2007

MEMO TO: Honorable Mayor Thompson and City Councilors

FROM: Beth Saul, General Services Director

Through: Mark Adcock, City Administrator

RE: Beam repair at City Shops

Issue:

As you will recall, an inspection of the glulam beams holding up the roof of the vehicle bay storage area at the City Shops several months revealed some dry rot and the need for repair. The City of Canby and Canby Utility agreed to jointly fund these needed repairs, with the Utility taking the lead on project management and the City providing its share of funding at the appropriate time. The appropriate time has come, and Ordinance 1253 will authorize payment to the Utility of the City's share of the repair bill.

Background:

The City Shops facility is jointly owned and operated by the City of Canby and Canby Utility. Normally operational and maintenance costs are shared 50/50. The City Council discussed the needed repair in December along with several other ongoing maintenance needs at the City Shops and agreed to authorize up to \$150,000 toward maintenance and repairs. Fortunately, the beam repair has come in at a much lower cost than expected, with the City share being \$35,534. The only other major repair left at the City Shops is a remodel of the locker room to create an appropriate space for the washer and dryer and for drying of raingear, etc. Information on this project will be forthcoming later in the year. Other minor maintenance and upkeep, such as insulation, new flooring in the kitchen/dining area, window cleaning, etc. are either finished or in progress.

Recommendation:

Staff recommends approval of Ordinance 1253 to authorize payment to Canby Utility for the City's share of the beam repair.

Fiscal Impact:

As noted, the repair is costing much less than anticipated, and the other needs for the Shops facility will not exceed the \$150,000 authorized last December. These funds have carried over in the Capital Reserve for the new budget year.

ORDINANCE NO. 1253

AN ORDINANCE AUTHORIZING A PAYMENT NOT TO EXCEED \$35,534.00 FROM THE CAPITAL RESERVE FUND TO CANBY UTILITY FOR THE CANBY MAINTENANCE FACILITY VEHICLE/STORAGE BAY GLULAM BEAM REPAIR AND REPLACEMENT PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, Canby Utility has paid up-front for the Canby Maintenance Facility Vehicle/Storage Bay Glulam Beam Repair and Replacement Project in order to expedite this emergency repair; and

WHEREAS, this facility is jointly owned and maintained by the City of Canby and Canby Utility and both entities have agreed to split the cost of this repair, with Canby Utility taking on the actual project management and seeing it to completion; and

WHEREAS, the City Council and Canby Utility Board have previously discussed this project and agreed to proceed as described; Now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby authorizes a payment of \$35,534.00 from the Capital Reserve Canby Utility.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to authorize this payment and reimburse Canby Utility for the timely implementation of this emergency repair, 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, July 18, 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, August 1, 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 1st day of August, 2007, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder Pro-Tem

DATE: July 10, 2007

MEMO TO: Honorable Mayor Thompson and City Councilors

FROM: Beth Saul, General Services Director

Through: Mark Adcock, City Administrator

RE: Logging Road Trail Bridge painting project

Issue:

The Logging Road Bridge painting project has now been bid out by ODOT and the bids came in significantly higher than the engineer's estimates. In order to proceed with this project, which is being largely funded by federal funds, the City of Canby will need to provide more funding.

Background:

From the time that the City accepted the Logging Road and turned it into a public walking and biking trail, some development activities remained to be done, including painting the bridge over 99E and turning it into a gateway feature for the city. Step one was to repaint the bridge, and then a combination of folks including CBD, the Chamber, the City, and the URD were planning to go forward with plans to develop funding and concept drawings to add an art feature to the overpass, such as is seen at The Dalles. The actual plan for creating this gateway feature has never been finalized, but the City has repeatedly applied for funds to paint the bridge. Finally, Congresswoman Hooley obtained some federal funds toward the painting, and City staff has been working with ODOT for a year to create the specs and bid out the project.

The project bids were received June 28, 2007 and all of the bids were consistently at least \$100,000 higher than the ODOT engineer's estimates. The bids were reviewed by ODOT and it was determined that in the current climate the estimate needed to be revised upward and the lowest qualified bid should be accepted. However, ODOT cannot award the bid until the City of Canby determines whether the additional funding is available.

The City originally budgeted \$50,000 toward the project out of a total expected cost of about \$150,000. Now that the project cost has risen due to market forces, the City will need to add about \$100,000 more to the project in order for it to go forward.

Options:

1. Go forward with the project by authorizing an Interfund loan from the Park Development Fund to cover the additional cost. In terms of efficiency, expediency, and timeliness this is the option recommended by staff.
2. Hold off and rebid the project sometime during the next twelve months. This option will mean additional costs to pay ODOT to repeat the bid process, which state and federal purchasing laws requires to meet certain criteria. Also, the ODOT engineering review has determined that it is not likely that significant savings, if any at all, could be achieved by delaying and rebidding later in the year.
3. Abandon the project. This option is not recommended by staff as many hours of staff time at both ODOT and the City of Canby, as well as work by the City Engineer, would also have to be abandoned and the opportunity to paint the bridge economically with the use of federal funds would be lost. Also, abandoning the project might reflect negatively on Canby in terms of being eligible for future federal earmark funds.

ORDINANCE NO. 1254

AN ORDINANCE AUTHORIZING A PAYMENT NOT TO EXCEED \$150,000.00 FROM THE CAPITAL RESERVE FUND TO OREGON DEPARTMENT OF TRANSPORTATION FOR THE LOGGING TRAIL BRIDGE PAINTING PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, The City of Canby has received a grant from ODOT for the painting of the Logging Trail Bridge over 99E through the efforts of Congresswoman Hooley; and

WHEREAS, the City of Canby has entered into partnership with ODOT, the agency that administers the grant money, to bid out and carry out the painting of the bridge: and

WHEREAS, ODOT received the bids on the project on June 28, 2007 and said bids were significantly higher in cost than was originally estimated, necessitating the addition of funds to the project from the City of Canby, if the project is to go forward: and

WHEREAS, it is deemed to be in the best interests of the citizens of Canby to proceed with the project by authorizing up to \$150,000 towards this project in order to protect, preserve, and beautify the bridge which serves as an important gateway feature as one enters Canby on 99E;

Now therefore,

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby authorizes a payment not to exceed \$150,000 to the Oregon Department of Transportation (ODOT) from the Capital Reserve.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to authorize this payment for the timely implementation of this project, 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, July 18, 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, August 1, 2007, commencing at the hour of 7:30 pm at the Council Meeting Chambers at 155 NW 2nd, 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 1st day of August, 2007, by the following vote:

YEAS _____

NAYS _____

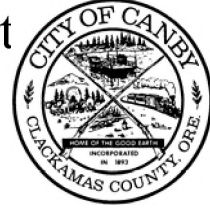
Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder Pro-Tem

City of Canby Bi-Monthly Report

Department: Administration



For Months of: May & June 2007

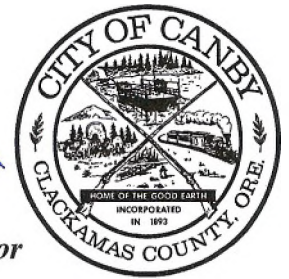
Date: July 10, 2007

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

Through: Mark Adcock, City Administrator

- 1. Business Licenses** – Forty-three new business licenses were issued for the months of May and June 2007. One hundred eighty-seven renewals were sent out.
- 2. Complaints/Inquiries** – Forty-five complaints/inquiries were received for May and June. All of those have been resolved and 17 were resolved within 24 hours.

COMMUNITY DEVELOPMENT UPDATE



TO: Honorable Mayor Thompson and City Council
FROM: John Williams, Community Development & Planning Director
DATE: July 5, 2007
THROUGH: Mark C. Adcock, City Administrator
RE: Community Development project status

Following is the status of major Community Development projects as of July 5. 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. To relieve summer doldrums I've added some pictures to this report.

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

Street Projects

- 1. SE 2nd 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. Project staff is currently working to determine whether an overlay is appropriate for this project or whether more major rehabilitation is needed.
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 2nd Avenue at Ivy.
- 2. Street maintenance funding.** Staff is working to finalize public information materials and resolve several technical issues and will return to the Task Force and Council prior to the public outreach component of this project, which may happen in September. *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 and the railroad have restarted work on the intersection, including installation of new crossing gates allowing a dedicated turn lane. The photo (right) shows the new gates and overhead signal device.
Background: ODOT's \$2.97 million project will fully signalize this intersection.
- 4. 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.

5. **S. Berg Parkway.** Construction is well underway on this project, as this photo taken from SW 13th Avenue shows (note bumpouts for traffic calming). The entrance to Community Park has been reopened, and was available for July 4 as planned. *Background:* ODOT has approved \$1.23 million for this project, which will connect S. Berg Parkway near Highway 99E with SW 13th Avenue. The local match will come from a combination of URD and SDC funds.



6. **Traffic calming.** *Ongoing.* The City Council has approved the use of SDC funds for traffic calming projects in FY 2007-2008. These projects are now starting the design engineering process; some may require Council approval via ordinance depending on final cost. *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.
7. **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.
8. **N. Pine/4th 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 3rd 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.** Signage has been reviewed with the neighborhood and is on order. 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 6th 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.

- 12. Intersection of Sequoia and Hazel Dell Way.** Staff is reviewing options for this intersection, where we're seeing more problems. Warrants may not be met for a full traffic signal right now, so we're also reviewing interim traffic control signage and striping options. *Background:* This intersection is planned for a traffic signal in the City's Transportation System Plan. Funding could come from Urban Renewal or System Development Charges.

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

Wastewater Treatment Plant & sewer collections

No specific projects underway at this time; please see Darvin Tramel's monthly report for 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.** *No change.* 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.** This plat has been recorded and building permits are being reviewed. *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 1st Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.
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.*** This project is ongoing and results will be presented to the Council on an ongoing basis.
25. **Subdivision design standards.** We have received a TGM grant for this project. It proposes to look at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached.
26. **Miscellaneous code update.*** This has been approved by Council and is now part of City Code. *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.** This project is on hold until a new Associate Planner can be hired to take it over. *Background:* Associate Planner Kevin Cook worked with residents on the south side of NE 10th Avenue, on the north side of the County Fairgrounds, on a potential

“downzoning” from medium to low density zoning. The Planning Commission reviewed this directed staff to prepare an overlay zone requiring lot consolidation prior to conversion to R 1.5 zoning.

Urban Renewal

- 28. Development of ED Web Site.** *No change.* This site (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, the State of Oregon, and property owners 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 complete on the Canby *Herald* building. No other projects are currently in the works. *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.** *Ongoing.* Staff continues to work with property



owners on a plan to develop infrastructure for streets other than Sequoia Parkway in the Pioneer Industrial Park. *Background:* The Urban Renewal District is focusing investment on S. Sequoia Parkway, so infrastructure provision on the other roads (such as S. Walnut, S. Township, and SE 1st Avenue) requires coordination among property owners, which has proven to be difficult. 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.

35. Sequoia Parkway extension – Stage 5 (4th – 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 1st Avenue. Construction is underway on this project, which will make this intersection “right-in only” from Sequoia onto SE 1st. *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. Economic Development Manager. Job has been posted and will be open until July 18. *Background:* The Urban Renewal Agency has approved the creation of a full-time economic development project manager.

39. 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 basically complete, but we are in discussions regarding design options for the large mechanical unit on the roof, which does not comply with the original design review application.
- b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway)*: Complete.**
- c. **WW Grigg (2 acres -4th Avenue)*: Complete.**
- d. **Trend Business Center (4 acres – Sequoia Parkway):** Trend is starting the process to build additional buildings now that the first two are fully occupied.

- e. **Bowco project (3.44 acres – Hazel Dell Way)*:** Complete.
- f. **Root Holdings (9 to 13 acres – Hazel Dell Way):** *No change.* 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):** Planning Commission hearing on Design Review July 9.

NEW LAND USE APPLICATIONS, May and June 2007

In addition to the applications below, we received 5 minor applications including modifications and parking lot paving projects.

SUB 07-01 (Struble) – A five-lot subdivision of industrial land on S. Sequoia Parkway.

DR 07-04 (American Steel) – A 190,585 s.f. industrial building on 10.34 acres located at Walnut/Township.

DR 07-05 (Kahut/1st Student) – A new bus barn and parking lot on S. Township Rd. across from Baker Prairie School.

DR 07-06 (Rite-Aid) – Construction of a new building for Rite-Aid at 99E/Pine Street.

DR 07-07 (Panda Express) – Construction of a new building for Panda Express on Highway 99E next to Walgreen's.

Canby Development
Monthly Report
 May - June 2007

BUILDING PERMIT DATA

PERMIT TYPE	PERMITS ISSUED		VALUATION	
	May	Jun	May	Jun
<i>BUILDING PERMITS - SFR</i>	6	6	\$950,105	\$1,022,233
<i>BUILDING PERMITS</i>				
<i>MULTIFAMILY</i>	0	0	\$0	\$0
<i>MECHANICAL</i>	27	27	\$0	\$0
<i>ADDITIONS NONRESIDENTIAL</i>	1	1	\$2,000	\$30,600
<i>ADDITIONS</i>				
<i>RESIDENTIAL</i>	5	8	\$236,307	\$227,609
<i>OTHER</i>	8	11	\$404,569	\$3,932,485
<i>MONTH</i>	47	53	\$1,592,981	\$5,212,927
<i>YEAR</i>	224	277	\$12,984,135	\$18,197,062

SDC FEES AND CHARGES UPDATE

	MONTH		YEAR
	May	Jun	
<i>Stormwater Fees</i>	\$480	\$1,559	\$6,306
<i>Sewer SDC Fees</i>	\$11,070	\$8,985	\$214,330
<i>Construction Excise Tax</i>	\$4,463	\$5,102	\$31,080
<i>Parks SDC Fees</i>	\$25,797	\$21,237	\$197,608
<i>Transportation Improvement</i>	\$14,530	\$46,935	\$163,251
<i>Planning Department Fees</i>	\$650	\$1,012	\$4,200
<i>Advanced Financing</i>	\$0	\$4,073	\$6,571
<i>Business License</i>	\$50	\$0	\$200
<i>Building Department Fees</i>	\$6,783	\$15,825	\$61,984

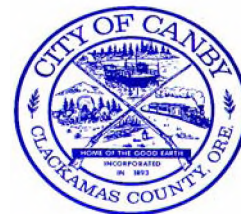
INSPECTIONS

	May	Jun
MONTH	404	397
YEAR	1674	2071

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			4	10	1
Mausoleum Space (preneed)	2										1	2	5	3
Mausoleum Space									1				1	0
Niche Space (preneed)	4	1		2	2		3	1	7		10		30	23
Niche Space							1				1		2	-3
Grave Open & Close (full)	2	2	3	3	2	4	7	3	1	3	1	1	32	-5
Grave Open & Close (cremains)	1	5	1		1	2		1		3		4	18	-3
Maus Open & Close				1					1				2	1
Niche Open & Close		1	1	2	1		1	2	1	1	3		13	1
Liner	1	2	1	3	2	3	4	2	1	3	1	1	24	1
Weekend				1	2	1	1	1		1		1	8	-1

CANBY PUBLIC LIBRARY
BI-MONTHLY REPORT
May – June 2007

TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Supervisor
DATE: July 9, 2007



Facility:

- *Plumbing repairs in men's room, continued graffiti issues so the room is locked for the time being.
- *Plants added to front planters and spruced up for the new season thanks to the Canby Grower's Market and the Canby High School FFA.
- *New mats have been placed in two hallways, by back door and at main circulation desk to extend the life of our original carpet.
- *WiFi information has been given to the Chamber for distribution through their office.
- *The library is still collecting empty inkjet cartridges for recycling as a fundraiser (\$4 a piece) and it's successfully being filled!
- *Police report filed for graffiti in men's room.

Staff:

- *We were able to "swing" deals with our major book suppliers to allow for free shipping. That cost savings will mean more books we can purchase!
- *Marty and Linda attended a demo for possible new County software.

Programs:

- *Family Nite was held on the 4th Thursday of May with "The Pink Pig Puppet Theatre: on May 31st – lots of laughs for "kids" of all ages. Magician Bob Eaton returned for a night of magic for the June Family Nite on June 28th.
- *The May Family Movie night on May 3rd was the new theatrical release of "Charlotte's Web" and the June 7th movie was "Happily Never After".
- *Summer reading preparations for "Get a Clue @ You Library" are getting into high gear. Peggy and Mary Lou are already booking entertainment and programs, printing and assembling packets,

and preparing for the crowds! Sign-up starts on June 18th and through the end of the month, 800 students have registered. Thanks to Knight Elementary who partnered with our program and every class registered as well as came over to the library.

Juggler Henrik Bothe entertained about 75 children at Wait Park for the first summer reading program. The weather was perfect and rumor had it he only broke 3 plates!

On Friday June 29th, drummer Thomas Shroyer gave the second summer reading program and on the same day, Gregg Davis taught a teen cartooning class. Pre-registration was required and the 15 slots for our young, budding artists filled up fast.

- *Various local artists are displaying under the theme “Memoirs of a Beach” and will continue through the month of July.
- *Raffle tickets for the City of Canby pottery continue to be sold through the 4th of July when a winner will be drawn.
- *There is a Relay for Life quilt display for the months of May and June culminating with their raffle at the event.

*The Library was closed on Memorial Day.

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:

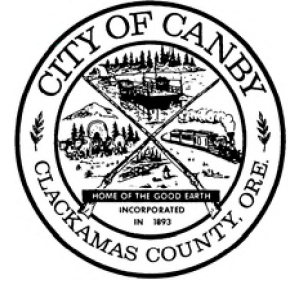
- *Contributed 395 hours for May and 383 hours for June assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.
- *Thank you Mary Jean Pedersen for her years of service to the Library Board; she is taking a much needed break after her term.

Friends of the Library:

- *Sorting and shelving donations three times a week.
- *The new shelving is being received with rave reviews. The sitting area is used quite a bit by browsers and sales continue to exceed all expectations!
- *Good donations are consistently being received and now the focus is towards the 4th of July sale. Volunteers are needed.....
- *The book club met in May to review “Seabiscuit” by Laura Hillenbrand and will meet again in September to review “A Fine Balance” by Rohinton Mistry – summer vacation for the club.

City of Canby Bi-Monthly Report

Department: Parks



For The Months of May-June

Date: July 9, 2007

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

1. Issue/project: Park Renovations

Cedar Mill Construction received the building permits and the signed set of construction drawings from the utility providers for the Maple and Legacy Restroom Projects.

Construction began on the restroom buildings in the middle of June. Thus far grading, footings and plumbing have been started. Parks staff rerouted the water connection at Legacy Park and lowered the rain drain connection to the drywell at Maple Park.

Wait Park had a new sign installed in front of the Gazebo, in an effort to unify park signage.

Community Park was closed for access realignment from May 31st until June 26th. Park staff posted Park Closed (Parque Cerrado) signs during this period. During the park closure Pro-Line Industries painted parking lot striping and fire lane on the curbs. Portapotties were also delivered to Community Park to try to handle the extra park patrons in the hot weather.

2. Issue/Project: Park Maintenance

May started off with lots of mowing, string trimming, edging and fertilizing. By June staff was well into adjusting and repairing the irrigation systems for the summer months. Shrub bed maintenance, weed spraying and pruning also dominated staff time.

The John Deere flail mower was used to reclaim the Fish eddy property and control the brush along the Forest Road walking path and the area below the Skate Park.

Playground inspections were performed and needed repairs made.

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 (2), Transit (11), Adult Center (1), Library (3), and the City Shop Complex (1). It took 26 hours to complete the 18 request forms. Nancy Muller and Ronda Rozzell also had 26 hours of administrative time related to facilities maintenance. 57 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. CCCC also spread wood chips on the trails in the Eco Park and string trimmed along the forest Rd.

CCCC performed approximately 336 hours of labor for the City of Canby in the months of May and June.

Meetings attended:

I attended a pre-construction conference for the Berg Parkway extension project.

Four meetings were held with Cedar Mill Construction regarding the Legacy and Maple restroom projects.

Ben and I attended a meeting to discuss irrigation specifications at the proposed park in North Woods Estates.

Ben attended the City of Canby safety committee meeting and performed facilities inspections.

A meeting was held with the ODFW to discuss a pond restoration and culvert screen project to enhance fishing opportunities at Community Park.

Attach statistics or other information of interest.

The Parks Department is responsible for 180 acres of property.

Boy Scout Troop 505 did another Ivy removal project in the Eco Park.

Dustin Breese passed all of his background checks and started full time for the City of Canby Parks Department on May 21st.

I attended a MACS volunteer playground install in May for the City of Lebanon.

In June I attended a Skills Path Seminar on Coaching and Team Building. This seminar actually was a great reinforcement tool for me. The Parks Department is on the right path for a successful team. Even though half the department is new, I have seen tremendous improvement and comprehension regarding the duties and tasks they are assigned.

Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: July 6, 2007

Re: May, June and Year End Report

The Canby Swim Center had a very good year both revenue and attendance numbers are up for the year. Most importantly the Canby Swim Center 5 year levy was passed by the voters, so the swim center will continue to offer it's services.

The revenue was up by \$10,800 for the year over last year and attendance was up 1,300 swims for the year. Growth has come from Ackerman returning this year for their elective classes and the continuation of the morning home school lessons. The home school lessons have continued to evolve, they now run most of the nine month school year. Home school lessons are actually open to the public, but are filled by home school kids and pre-school children. We will continue to grow this program in the fall to offer more times for swimming lessons.

Since the addition of Nathan Templeman to the full time staff we have grown our adult programs. Nathan has taken the Masters swimming and the adult learn to swim programs under his wing and made them his. The Masters Swimming program is for competitive swimmers, triathletes or adults who can swim and wish to improve their swimming strokes. The learn to swim program is just that, lessons for adults who cannot swim and would like to learn how.

The Canby Swim Club has continued it's strong performances even with a little lower number of participants. The Gators has placed four swimmers on the two spring Oregon All-star teams and four swimmers on the Oregon Wester Zone all-star team. The Gators have also continued with the Gator Grinder Triathlon a very popular event in the community and in the Willamette Valley. This year the triathlon added an additional heat of 24 more participants. It has continued to be a very well organized event.

The Canby High School swim team had a great year with 12 state qualifiers. Morgan Scroggy won both of her individual events at state for the second year in a row. Morgan will be attending Georgia next year on a full ride scholarship and a shot at the Olympics. All three girls relays qualified for state with two making it into finals. The boys did well also with four individual qualifiers and two state qualified relays. This group of swimmers who graduated this year was a very special group.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JUNE 2007
DATE: JULY 6, 2007

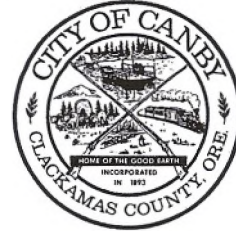
CANBY SWIM CENTER JUNE 2007	ADMIT 2006	ADMIT 2007	PASS 2006	PASS 2007	TOTAL 2006	TOTAL 2007	YTD TOTAL 05-06	YTD TOTAL 06-07
MORNING LAP	24	42	293	258	317	300	3488	3349
ADULT RECREATION SWIM	23	66	469	527	492	593	5858	6250
MORNING WATER EXERCISE	260	281	0	0	260	281	2715	2729
PARENT/ CHILD	190	148	0	0	190	148	1500	1573
MORNING PUBLIC LESSONS	678	685	0	0	678	685	4837	5632
SCHOOL LESSONS	0	0	0	0	0	0	3806	4510
NOON LAP	56	72	199	154	255	226	2955	2715
FAMILY SWIM	0	0	0	0	0	0	42	0
AFTERNOON PUBLIC	259	332	24	16	283	348	4067	4398
PENGUIN CLUB	230	223	0	0	230	223	1666	2018
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2344	2264
CANBY SWIM CLUB	0	0	749	565	749	565	9642	7831
MASTER SWIMMING	0	10	0	37	0	47	65	526
EVENING LESSONS	1102	898	0	0	1102	898	8059	8713
EVENING LAP SWIM	48	52	75	61	123	113	1145	1094
EVENING PUBLIC SWIM	957	719	81	35	1038	754	6752	6322
EVENING WATER EXERCISE	135	116	0	0	135	116	1491	1098
ADULT LESSONS	0	40	0	0	0	40	36	219
GROUPS AND RENTALS	401	641	0	0	401	641	4013	4423
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	481	589
TOTAL ATTENDANCE	4,363	4,325	1,890	1,653	6,253	5,978	64962	66253

City of Canby Monthly Report

Department: Police Department

To:
From:
For Months Of:

Mark Adcock, City Administrator
Greg Kroeplin, Police Chief
May 2007 - June 2007



Community Activities

- 5/3/2007 Canby Adult Center / Assist in Serving Lunch, Chief Kroeplin
- 5/10/2007 Oregon City / Parrott Creek Child and Family Services Breakfast, Chief Kroeplin and Toni Tracy
- 5/11/2007 DPSST / Oregon Law Enforcement Memorial, Chief Kroeplin, Lt. Tro, and Sergeant Cunningham
- 5/11/2007 Baker Prairie Middle School / "Kids Can Cook" judging, Chief Kroeplin and Toni Tracy
- 5/12/2007 Canby Area / Gator Grinder-Assist with Traffic, Patrol Division
- 5/14/2007 Baker Prairie Middle School / Career Orientation, Officer Kari Inness
- 5/16/2007 Eccles School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 5/16/2007 DPSST / Memorial Bench Dedication and National Law Enforcement Memorial Day Observation, Chief Kroeplin, Lt. Tro, and Officer Warren
- 5/17/2007 Lee School / Kiwanis Terrific Kid Presentation, Chief Kroeplin
- 5/19/2007 Knight School / Bike Rodeo, Police Department Personnel
- 5/21/2007 Canby / Crime Prevention Presentation to Boy Scouts, Don Hemstreet
- 5/22/2007 Canby High School / Presentation on Traffic Safety to Driver's Education Class, Sergeant Cunningham
- 5/24/2007 CHS / Career Presentation, Don Hemstreet
- 5/26/2007 Canby Farmer's Market / Child Fingerprinting, Don Hemstreet
- 6/11/2007 Ackerman Middle School / Ackerman Peace Prize Presentation, Sgt. Cunningham
- 6/13/2007 Canby Adult Center / Anna Phillips retirement party, Chief Kroeplin
- 6/13/2007 Eccles School / Terrific Kids Presentation, Officer Mead

Community Activities

- 6/14/2007 Canby High School / Mock Interview, Lt. Tro
- 6/14/2007 Locust Street Neighborhood / Locust Street Neighborhood Meeting hosted by Robert Arney, Chief Kroeplin and Detective Britton
- 6/21/2007 Willamette Falls Health Center-Canby Plaza / VIP Preview Event, Chief Kroeplin and Lt. Tro
- 6/22/2007 Canby / Presentation to homeowner on drug awareness and officer friendly, Officer Farmer
- 6/27/2007 Hillsboro Stadium / Opening Cermonies for Special Olympics, Chief Kroeplin and Sgt. Cunningham
- 6/27/2007 Canby High School / Relay for Life, numerous members of Canby Police Department and their families (06-27-2007 through 06-28-2007)

Department Activity

- 5/3/2007 Canby Area / M.A.C.E. Detail, Traffic Unit along with Clackamas County Sheriff's Office
- 5/5/2007 Canby Area / Gang Saturation (Gang Grant Activity), Two Uniformed Patrol Officers
- 5/12/2007 Vancouver, WA / Annual Police Recognition Dinner, Police Personnel
- 5/14/2007 CPD / Canine Officer Interviews, Lt. Tro, Sgt. Swanberg, and Sgt. Sommer
- 5/23/2007 Portland Area / T.E.T. Search Warrant Service, T.E.T. Members and Canby Detective Division
- 5/31/2007 ACTIVE GRANTS
 - DUII Grant
 - Seatbelt Grant
 - Gang Suppression Grant
 - Underage Drinking Grant
 - C.O.P.S. Technology Grant (completed)
- 6/20/2007 Outreach Center / Clean out outreach center, Lt. Tro, Sergeants, and Toni Tracy
- 6/21/2007 Salem Armory / Funeral for fallen Deputy Fredinburg, Chief Kroeplin, Lt. Tro, Sgt. Schoenfeld, Officer Macom, and Officer Mead

Department Activity

6/30/2007 ACTIVE GRANTS
DUII Grant
Seatbelt Grant
Gang Suppression Grant
Underage Drinking Grant

Meetings

5/1/2007 Cutsforth's Thriftway / Chamber Lunch, Chief Kroeplin
5/2/2007 City Hall / Weekly meeting with Mark Adcock regarding PD operations, Chief Kroeplin
5/3/2007 PSTC / CCITF Meeting, Chief Kroeplin
5/3/2007 City Hall / Post Agenda Meeting, Chief Kroeplin
5/15/2007 Council Chambers / Budget Meeting, Chief Kroeplin
5/15/2007 CPD / Meeting regarding Bike Rodeo, Officer Green and Officer Macom
5/16/2007 CPD / Meeting regarding PD Goals and Five-year Plan, Chief Kroeplin, Lt. Tro, and Toni Tracy
5/16/2007 City Hall / Weekly meeting with Mark Adcock regarding PD operations, Chief Kroeplin
5/17/2007 CCOM / Homeland Security Task Force Meeting, Lt. Tro
5/17/2007 City Hall / Post Agenda Meeting, Chief Kroeplin
5/18/2007 CPD / Gang Grant Meeting, Lt. Tro
5/21/2007 City Hall / Review Action Steps with Directors and Mark Adcock, Chief Kroeplin
5/22/2007 City Hall / Meeting with City Attorney and Mark Adcock regarding Project Manager Personal Services Agreement, Chief Kroeplin
5/23/2007 CCOM / CCOM Member Board Meeting, Chief Kroeplin
5/23/2007 CCOM / C-800 Meeting, Lt. Tro
5/29/2007 CPD / Meeting with Gerry Wise from CCOM regarding new paging system through Nextel phones, Chief Kroeplin, Lt. Tro, and Sgt. Sommer
5/29/2007 CPD / Update Contingency Plan, Chief Kroeplin, Lt. Tro, and Toni Tracy
5/30/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
5/30/2007 City Hall / Agenda Meeting, Chief Kroeplin
6/1/2007 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

Meetings

- 6/1/2007 CPD / Meeting with OAA President Joe Simon to review department's progress on for re-accreditation, Lt. Tro and Toni Tracy
- 6/4/2007 CPD / Meeting with Beth Saul regarding Motor Pool Issue, Chief Kroeplin
- 6/4/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 6/5/2007 Oregon City Elks / Monthly Chief's Meeting, Chief Kroeplin
- 6/5/2007 Oregon City Elks / Monthly Chief's Meeting, Chief Kroeplin
- 6/6/2007 CPD / Staff Meeting, Lt. Tro and Sergeants
- 6/7/2007 Oregon City / CCIFT Meeting, Chief Kroeplin
- 6/7/2007 City Hall / Post Agenda Meeting, Chief Kroeplin
- 6/12/2007 City Hall / Agenda meeting and review 5-year plans and council goals, Chief Kroeplin
- 6/12/2007 CUB / EOC Meeting, Lt. Tro
- 6/13/2007 City Shops / Meeting regarding Work Order procedures, Toni Tracy
- 6/13/2007 City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 6/14/2007 PSTC / Criminal Justice Council, Chief Kroeplin and Toni Tracy
- 6/18/2007 Cutsforth's Thriftway / Kiwanis Meeting, Canine Presentation, Officer Warren, K-9 "Freddy," Officer Mead, and Sergeant Sommer
- 6/19/2007 Canby Herald / Interview at Canby Herald with citizen Robert Arney regarding neighborhood watch programs, Lt. Tro
- 6/20/2007 City Hall / Review Goals and 5-year plan with Council members, Chief Kroeplin
- 6/21/2007 CPD / Meeting with Robert Arney, Chief Kroeplin
- 6/22/2007 CPD / Meeting regarding General Canby Days, Lt. Tro and Sergeant Schoenfeld
- 6/25/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 6/26/2007 Tres Café / Meeting with Editor of Canby Herald, Steve St. Armand, regarding progress on new Police and Court Facility, Chief Kroeplin
- 6/26/2007 Council Chambers / Meeting with Human Resource Director Amanda Klock, Toni Tracy
- 6/27/2007 Western Storage-Canby / Meeting with Manager Tanya McArthur for contract on storage facility rental, Chief Kroeplin and Lt. Tro

Meetings

- 6/27/2007 CCOM / Law Services Committee Meeting, Chief Kroeplin
- 6/27/2007 City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 6/28/2007 Tres Café / Volunteer Meeting, Chief Kroeplin, Lupita Robles, and Toni Tracy
- 6/29/2007 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro

Monthly Stats

- 5/31/2007 Gang Related Calls / May 2007 - 39
- 5/31/2007 May 2007 Department Stats

- *Calls for Service / 1689
- *Crime Reports / 67
- *Adult Arrest / 98
- *Juvenile Custody / 17
- *Injury Crashes / 5
- *Non-Injury Crashes / 11
- *Citations Issued / 446
- *Front Counter Contacts / 157

- 5/31/2007 Reserve Officer Hours for May 2007
 - *130.5 hours

- 6/30/2007 Gang Related Calls / June 2007 - 39

- 6/30/2007 Reserve Officer Hours for June 2007
 - *111 hours

- 6/30/2007 June 2007 Department Stats

- *Calls for Service / 1299
- *Crime Reports / 71
- *Adult Arrests / 106
- *Juvenile custody / 12
- *Injury Crashes / 1
- *Non-Injury Crashes / 7
- *Citations Issued / 329
- *Front Counter contacts / 165

Training

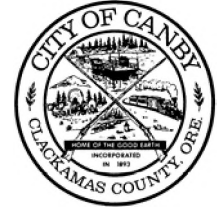
- 5/1/2007 DPSST / Accreditation Manager Class, Lt. Tro and Toni Tracy

Training

- 5/2/2007 DPSST / Executive Training Conference, Lt. Tro
- 5/3/2007 DPSST / Executive Training Conference, Lt. Tro
- 5/18/2007 Canby Gun Club / Department Firearms Training, Sworn Personnel
(Including Reserve Officers)
- 5/24/2007 Salem Conference Center / 2007 CIS Law Enforcement Conference, Lt.
Tro (05-24 through 05-25-2007)
- 6/25/2007 Aurora / Mandatory ICS training for first responders, Lt. Tro, Sgt.
Cunningham, and Sgt. Schoenfeld (4 days - through Thurs. 06-28-2007)
- 6/27/2007 Oregon City / Mandatory Defensive Tactics Training, Sworn Officers

City of Canby Bi-Monthly Report

Department: PUBLIC WORKS



For Month of: May and June

Date: June 1, 2007

Prepared by: Roy Hester

1. **Streets:**

- Set out cones for Legion plant sale.
- Swept streets, 5/4/07.
- Re-rocked ditch line across N Holly and NE 12th Ave.
- Inspected curb and sidewalk at Wilson Construction at N Baker Drive.
- Patched with asphalt any potholes for the Gator 5K running route and N Holly & 12th, S Fir, N Fir, NE 20th, SW 13th & Ivy, SW 2nd, etc.
- Swept streets part day, 5/10/07.
- Swept Swim Center parking lot for weekend event.
- Swept streets 5/11/07.
- Mobilized and layout of NW 11th and NW 12th to be paved 5/14/07.
- Paved NW 12th Ave, Ivy to Holly, paved NE 11th from Ivy east to cul-de-sac, 5-15-07.
- Paved NW 11th Holly to Ivy, 5-16-07. Brought equipment back to shop and cleaned it up.
- Sprayed various locations around town with broad leaf killer.
- Lay out for concrete repair work, i.e. sidewalks and curbs, 5/17/07.
- Swept streets for Jazz Festival and other parts of the City for 6 hours only, 5/17/07.
- Worked on removing concrete for re-pours on NE Territorial Road, NW 5th Avenue and S Ivy Street.
- Set up and took down barricades for street closure on NW 2nd Avenue between Grant and Ivy Streets.
- Broke apart and set up various locations for sidewalk concrete repair. Poured concrete sidewalks in various locations around town.
- Picked up barricades around town where we poured sidewalks.
- Swept streets, 5/25/07.
- Sprayed herbicide in various locations around town.
- Stripped forms and backfilled around sidewalk pours around town.
- Bladed shoulder and removed concrete approach at 329 NE 9th Avenue.

- Prepped alley's for paving between N Fir and Grant between 3rd and 4th Streets and Cedar and Douglas between 4th and 5th, wait for utilities.
- Finished setup on NW 9th concrete approach.
- Repaired or fixed (6) complaint forms for the month of May.
- Completed (35) locates for the month of May.

2. **Sewer, Erosion Control and Storm System:**

- Inspected (2) sewer disconnects for S Knott Commons.
- TV'd sanitary sewer main on SE 2nd Ave for new construction.
- Checked out bank erosion on Baker Drive at 601 N Baker Drive, broken pipe, 5/2/07.
- Purchased 12" fittings & repaired storm line at 601 N Baker Drive.
- TV'd sewer main on SE 2nd Ave.
- TV'd part of Northwoods Phase I.
- Pulled 3rd and N Baker lift station pump and took it to Portland.
- Cleaned 3rd and N Baker lift station.
- TV'd SE 2nd from manhole 3 to manhole 4.
- TV'd sewer main in Northwoods, one line left but has too much rock in it and needs to be flushed.
- Replaced 3rd and Baker lift station pump.
- TV'd new sanitary sewer main lines at SE 2nd from manhole 4 to manhole 5.
- Cleared beaver dam in the culvert under S Elm Street.
- Plugged sewer in trailer park behind Wally's Kitchen.
- Did sewer main extension inspection at the high school.
- Did sewer and storm work located on SE 2nd Avenue.
- TV'd sewer main to locate sewer laterals.
- TV'd sewer main on SE 2nd Avenue.
- Reset 34th Street lift station – high wet well.
- Worked on Willow Creek lift station.
- Took apart pump #1 at Willow Creek replaced gaskets and the pump is now working.
- Had to TV and dye test missing sanitary lateral on SE 2nd project.
- Inspected and completed (27) erosion control applications and permits for the month of May.
- Inspected (7) sewer laterals for the month of May.

3. Street Sign/Trees/Lights:

- Worked on the school zone flashing lights at various schools.
- Dealt with dead tree and sewer problem.
- Set up (2) more post for flashing lights.
- Trimmed low hanging branches on S Ivy near the Adult Center.
- Relocated school zone sign north bound on S Ivy Street.
- Picked up tree limbs around Willow Creek and trimmed limbs away from signs in problems areas.
- Went over the signage on N Baker, Ash, Aspen and Cedar Streets.
- Hung “No Parking” signs on N Baker Drive at Wilson Construction.

4. Miscellaneous:

- Purchased padlocks for Police Department for school zone signs.
- Worked on cellular phone that had problems with its mechanics.
- Went and did (4) site inspections, 5/8/07.
- Repaired TV camera after receiving the parts.
- Went to Portland to pick up pump from 3rd & Baker lift station.
- Picked up order at Traffic Safety.

Meetings attended:

- Dan and Jerry attended labor negotiations, 5/2/07.
- Dan and Jerry attended labor negotiations, 5/9/07.
- Dan and Jerry attended labor negotiations, 5/17/07.
- Attended meeting with Canby Telcom, their attorney, John Williams, John Kelly over street cutting permits.
- Met with John Williams on N Baker repair.
- Attended pre-application meeting for Cutsforth property between N Holly and N Ivy Streets.
- Attended pre-construction meeting for 672 NE Territorial Road.
- Attended pre-construction meeting for Canby High School expansion.

Monthly Report for June 1-30, 2007

1. Streets:

- Swept streets, 6/1/07.
- Saw cut and dug out area to be repaired on Maple Lane.
- Lay out and prepared NW 14th Ave, Juniper to Ivy for overlay.
- Poured concrete at 393 NE 9th Ave and sidewalk section on S Elm Street.
- Did spraying with herbicide.
- Picked up brush from weekend community service workers at 3rd and N Cedar Streets.
- Picked up broken curb pieces on sidewalk on SW 2nd at the funeral home.
- Laid out various locations for skin protection.
- Skin patched with asphalt on N Grant, N Holly and N Maple Lane.
- Finished patching and then sand sealed all the patching.
- Repaired sprayer (release agent) on paver.
- Did site inspection at 1st Student Bus Lot.
- Took mail box parts to contractor on SE 2nd Ave.
- Spayed herbicide at various locations around town.
- Swept streets, 6/15/07.
- Checked on various projects around town.
- Checked on SE 2nd project.
- Poured 5 ft section of sidewalk at S Elm Street.
- Inspected SE 1st, Berg Parkway and SE 2nd Street projects.
- Inspection for curb cuts and 2nd lift of asphalt at Auburn Farms II.
- Swept streets, 6/30/07.
- Repaired or fixed (17) complaint forms for the month of June.
- Completed (35) locates for the month of June. Some locates were entire subdivisions.

2. Sewer, Erosion Control and Storm System:

- TV'd sewer main on S Ivy Street for SE 2nd job.
- Returned parts and picked up correct parts for lift stations at Pump Tech in Portland.
- Inspected beaver dam at culvert on S Elm Street.
- Did site inspection on Berg Parkway.
- Pulled the #2 pump at 3rd and Baker lift station, full of rags again.

- Pulled both pumps at 3rd and Baker lift station.
- Did storm line inspection at Burger King.
- TV'd storm line in S Locust and 2nd Avenue.
- Cleaned storm lines on S Elm Street due to a beaver building a dam inside of it.
- Rewired the communications wire on 3rd and Baker lift station.
- Checked out Hazeldell lift station pumps, they were off, restarted them.
- Inspected and completed (13) erosion control applications and permits for the month of June.
- Inspected (21) sewer laterals for the month of June.

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

- Removed graffiti off of road signs.
- Marked and called in all locates for stump grinding.
- Fixed bent stop sign at Cedar and Knights Bridge Road.
- Checked area in Tofte Farms street light complaints.
- Had (2) stumps grinded on N Locust and cleaned up the area.
- Fixed street light that was vandalized on SE 3rd Street.
- Fixed & repaired (7) street lights during the month of June.

4. **Miscellaneous:**

- Roy returned from Active Duty and brought up to speed on projects around town.
- Cleaned brush from area at shop for the new fence.
- Trimmed trees at shop complex for new fence.

Meetings attended:

- Attended meeting with John, Beth and Ronda about the Office Specialist II duties.
- Had meeting with John, Matilda and Hassan about traffic calming on S 13th Ave.
- Labor negotiations.
- Had pre-construction meeting for CUB/Johnson Controls Expansion.
- Met with contractor on SE 2nd Ave about mail box conflicts with utilities.
- Attended pre-application meeting with American Steel.

- Met with school representative at Baker Prairie Middle School on erosion control issues.
- Attended labor negotiations.
- Met with builder on Hazeldell Way on construction and erosion control issues.
- Dan Fraijo attended safety meeting.
- Met with contractor on issues of development at SW 4th and S Birch Streets.
- Met with John Kelly and Scott Gustafson on what to do about the slide off of N Baker.
- Met with contractor on NE 9th and Juniper for sewer location.
- Met with contractor on S Berg on sewer questions.
- Met with Curt McLeod and Geo-Tech engineering on fixing the hill on N Baker.
- Attended manager meeting.
- Met with Canby Excavating on High School project.

**WASTEWATER TREATMENT FACILITY
BI-MONTHLY REPORT**



To: *Honorable Mayor Thompson, City Council*

From: *Mark Adcock*

Through: *John Williams*

Prepared by: *Darvin Tramel*

Subject: *May & June 2007 Wastewater Treatment Report*

Date: *July 9, 2007*

Facility Operations & Maintenance & Construction:

As usual, operations and effluent quality at the wastewater treatment plant for the months of May and June remain excellent, with no interruption of services or violations for either month. Staff tightened up our operation parameters and adjusted the treatment facility to meet the more stringent summer permit. We continue to advertise in the Canby Herald for new biosolids application sites, and so far we have obtained two new sites and are working on getting a third site permitted. Summer has arrived and we are very busy with grounds maintenance activities. In early June we hired a part time summer helper and he is busy mowing, edging, power washing and doing routine grounds maintenance.

During the months of May and June staff worked on the repair of the facility sprinkler system, sent Raw Sewage Pump (RSP # 3) to NW Pump for a motor rewind, replaced the packing and seals on the RAS pump, completed the annual draining and cleaning of the 147,000 gallon Waste Activated Sludge Holding (WASH) tank, replaced an air dryer unit on the compressors in the primary sludge vault, and removed grease and winter debris from the storage ponds.

Construction activities for the month of May and June included the completion of a contract with Mannex Corporation for the removal and installation of a new head works bar screen. The new bar screen has a smaller grate opening which will catch more plastics and rags prior to getting in the pumps and eventually in our biosolids. The screen was installed in May and we have already noticed less debris in our process and biosolids. We received bids for the completion of an office and file storage room in May, and I believed the bids to be excessive. Staff and I are looking into completing the concrete portion of the work in house and then going back out for bids on just the framing and finish work.

I continue to move forward with the engineering and design work of the Phase III upgrade with Curran & McLeod engineering. We signed a contract with Curran & McLeod engineering for the remaining design portion of the project and had it approved through Council in June.

MAY

<u>New Connections:</u>	5
<u>Total Connections:</u>	5660
<u>Average Flow:</u>	1.0486 mgd
<u>E. Coli</u> :	4

<u>Monthly Averages:</u>	
<u>Effluent BOD₅:</u>	3 mg/l
<u>Effluent CBOD₅:</u>	2 mg/l
<u>Effluent TSS:</u>	5 mg/l

JUNE

<u>New Connections:</u>	6
<u>Total Connections:</u>	5666
<u>Average Flow:</u>	1.0701 mgd
<u>E. Coli</u> :	3

<u>Monthly Averages:</u>	
<u>Effluent BOD₅:</u>	4 mg/l
<u>Effluent CBOD₅:</u>	2 mg/l
<u>Effluent TSS:</u>	5 mg/l

Biosolids Program:

In May and June the City applied 504 cubic yards of biosolids to the Piuser, Hein and Fraser properties. In June, staff and the City joined the Northwest Biosolids Management Association (NBMA). This association is vital to the writing and formation of regulatory requirements and EPA rules governing the application of Biosolids in the Northwest and nationwide. This is a great opportunity for staff to keep up to date with the regulatory requirements of biosolids.

Pretreatment & Storm Water:

Over the past two months I have been working on revising our Enforcement Response Plan (ERP) to reflect changes in the Code of Federal Regulations (CFR) and the new EPA Streamlining rules. Jeff Crowther and I continue to work on the Storm Water Management Plan, Willamette TMDL requirements and other regulatory issues facing the City of Canby.

In June the DEQ reviewed our lab and monitoring files, split effluent samples with our laboratory technician and completed a treatment facility inspection. Everything went well with the inspection, our files were up to date and I believe that we will have no problems associated with the annual inspection and split samples.

Pretreatment inspections for restaurants for the past two months included the Human Bean Coffee shop, Oaxaco Bakery, and the new Burger King. The Human Bean and Burger King were inspected for the proper installation of their new grease interceptors. Industrial inspections were also completed at the new Walgreens and Mill Creek Solutions businesses. In June I went on a tour of American Steel in order to get a better idea of the type of processes and discharges associated with the American Steel facility that is being proposed for the City of Canby Industrial Park.

Meetings and Training Attended

I attended meetings with Oregon ACWA, Curran & McLeod Engineering, and the Pacific Northwest Pretreatment Conference committee. Jeff Crowther attended meetings with the Oregon ACWA Stormwater and UIC committees. All staff member's participated in our monthly safety meeting and Jeff Crowther and I attended a one day seminar on Creative Leadership skills.