

AGENDA

CANBY CITY COUNCIL MEETING

November 21, 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

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

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

A. Approval of Minutes of the November 7, 2007 City Council Regular Meeting

7. RESOLUTIONS & ORDINANCES

A. Res. 965, Declaring the Need to Acquire Property for the Purpose of Establishing, Laying Out, Extending, and Widening City Streets, for that Project Commonly Known as the S. Sequoia Parkway Extension Project

Pg. 1

8. NEW BUSINESS

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

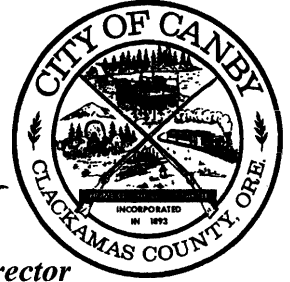
11. ACTION REVIEW

12. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation and ORS 192.660(2)(f) Exempt Public Records

13. ADJOURN

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

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
John Kelley, City Attorney
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *November 13, 2007*

Issue: Resolution 965, regarding right-of-way on S. Sequoia Parkway.

Synopsis: The City has been working to acquire right-of-way to allow the S. Sequoia Parkway project to move forward. Resolution 965 makes a declaration that certain property is needed for public purposes, and would be the first step towards acquisition of the property through condemnation, should that step be needed. The resolution of necessity is a standard step on high priority projects.

Recommendation: Staff recommends that the City Council approve Resolution 965.

Background: Resolution 965 indicates the Council's finding that property along S. Sequoia Parkway is "needed and required." The resolution directs staff to attempt to come to agreement with the owners of the property on acquisition or move forward with necessary steps towards public ownership of the property.

The Sequoia Parkway project is being funded by the Urban Renewal District, and is on a short timeline due to the construction schedule of American Steel.

Options: 1. Do not approve Resolution 965 and continue with negotiations without this tool available.

Attached: Resolution 965 with attachments.

RESOLUTION NO. 965

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY,
OREGON, DECLARING THE NEED TO ACQUIRE PROPERTY FOR THE
PURPOSE OF ESTABLISHING, LAYING OUT, EXTENDING, AND WIDENING
CITY STREETS, FOR THAT PROJECT COMMONLY KNOWN AS THE S.
SEQUOIA PARKWAY EXTENSION PROJECT.**

WHEREAS, Section 1 of Chapter IX of the Canby City Charter grants the City authority to acquire land for public purposes; and

WHEREAS, the City of Canby is authorized by state statute as follows:

To appropriate any private real property to any public or municipal use or for the general benefit and use of the people of the city, ORS 223.005;

To direct proceedings to be taken under the general laws of this state to procure private property for the purpose of establishing, laying out, extending or widening streets, or other public highways in places within the city, ORS 223.105; and,

To purchase, acquire, enter upon and appropriate, in or in connection with establishing, laying out, widening, enlarging or extending roads, streets or highways, land and property immediately adjoining the proposed boundaries of such roads, streets or highways, ORS 35.605, and

WHEREAS, for the public purposes of establishing, maintaining, improving, and widening certain City streets for the health, safety, benefit, and general welfare of the public, the City Council has deemed necessary the acquisition of certain property for that project commonly known as the S. Sequoia Parkway Extension Project;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1: The City of Canby City Council does hereby find and declare that there is needed and required to establish, maintain, improve and widen certain City streets, the following property interests: those sections of the property located at 470 S. Walnut Street, TL 31E34 02800 as shown on attached Exhibit "A" ("the Property").

Section 2: The Property is required and is being taken as necessary in the public interest and the improvements to the Property will be planned, designed, located, and

constructed in a manner that will be most compatible with the greatest public benefit and the least private injury.

Section 3: The City Administrator, or his designee, is authorized to attempt to agree with the owners and other persons in interest in the Property as to the compensation to be paid for its appropriation, and, in the event that no satisfactory agreement can be reached, proceedings as may be necessary to possess and acquire the Property are authorized to the extent provided by law.

This resolution shall take effect on November 21, 2007.

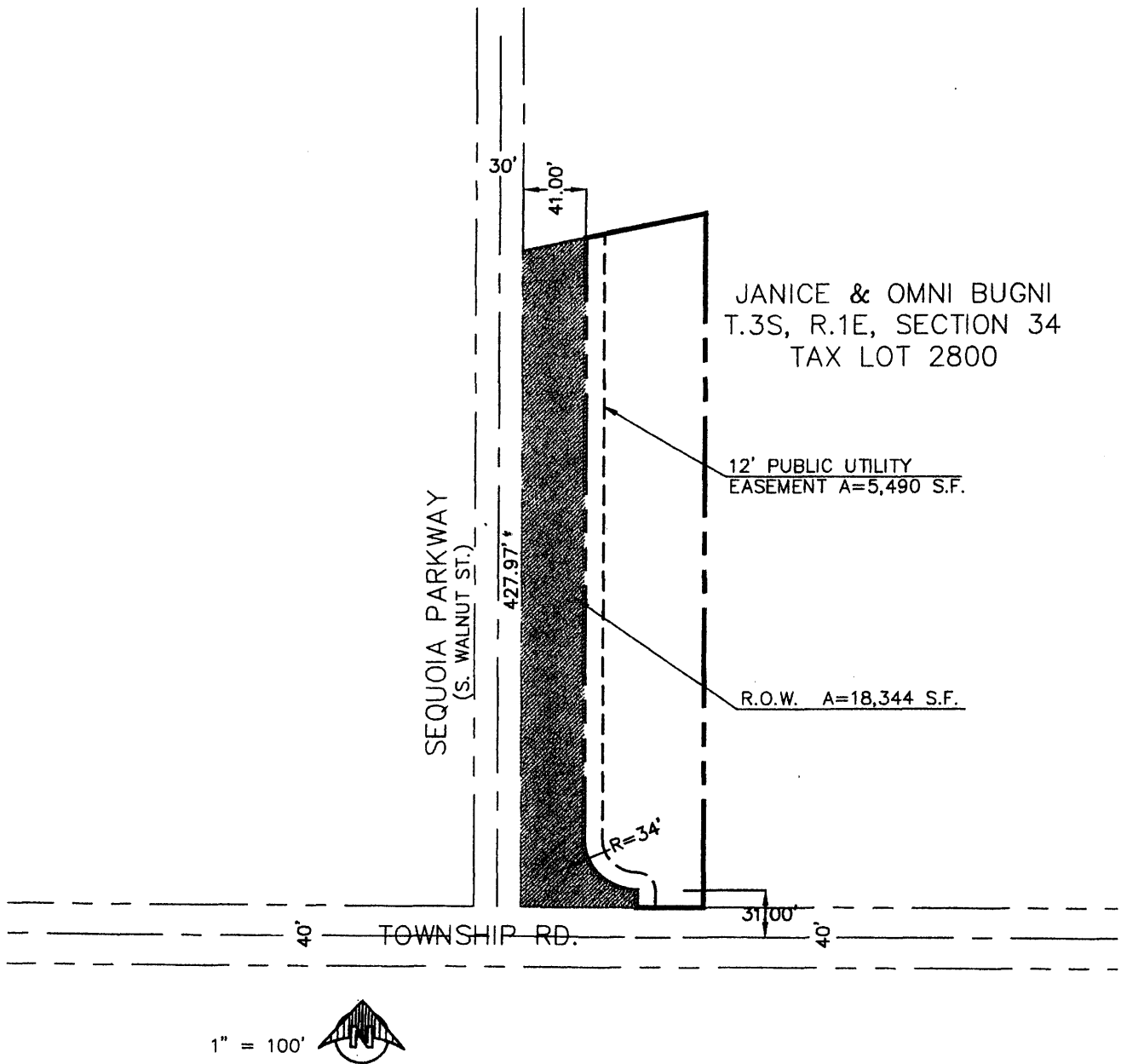
ADOPTED this 21st day of November 2007, by the Canby City Council.

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder Pro Tem

EXHIBIT "A"



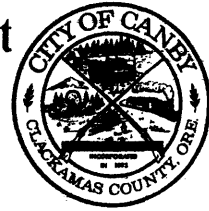
SEQUOIA PARKWAY LEGAL DESCRIPTION MAP CLACKAMAS COUNTY, OREGON

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON ST., SUITE 210
PORTLAND, OREGON 97223
PHONE (503) 684-3478

City of Canby Bi-Monthly Report

Department: Administration



For Months of: September & October 2007

Date: November 13, 2007

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

Through: Mark Adcock, City Administrator

1. **Business Licenses** – Twenty-two new business licenses were issued for the months of September and October 2007. Forty-six renewals were sent out.
2. **Complaints/Inquiries** – Sixty-one complaints/inquiries were received for September and October. Fifty of those have been resolved and twenty-one were resolved within 24 hours.

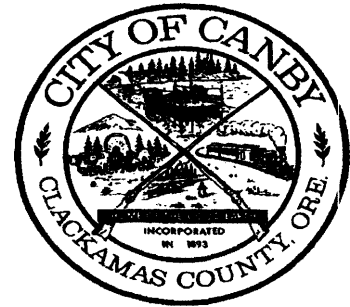
City of Canby Monthly Report

Department: Court

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

- ! 35 attended the seatbelt class for the months of March & April. This generated \$525.00.00 towards the purchase of helmets.
- ! Court trials for the months of March & April were held for 39 defendants. This required 14 officers, at various times, to come to testify.
- ! 620 cases were filed and 669 cases were concluded during these months.
- ! Revenue for the both months was \$119,180.21. Out of this amount, Oregon Department of Revenue received checks totaling \$9,165.50, Oregon Judicial Department \$648.00 and Clackamas County received \$2529.90.
- ! 91 defendants appeared with attorneys. With the defendants there were a total of 11 different attorneys present.

**CANBY PUBLIC LIBRARY
BI-MONTHLY REPORT
September - October 2007**



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Supervisor
DATE: November 5, 2007

Facility:

- *With one more ballast fixed, we have every light working....knock on wood!
- *Two new electrical lines run to new public access computer area. Multiple plugs were added in anticipation of the new system plus the advantage of spare outlets for the future.
- * New computer hub added to more efficiently hook up the public access computers to the county network system. It takes up less space so that's a bonus.
- *We are retrofitting some of our existing furniture and equipment to save money and have found ingenious ways to recycle and reuse.
- *The library is still collecting empty inkjet cartridges for recycling as a fundraiser (\$4 a piece) and it's successfully being filled!
- *New book cart to be used exclusively for book drops. Hoping to find a more ergonomic way to empty the drops.
- *Arrangements for the computers to be installed made possible by the Vesta Mark estate donation.

Staff:

- *The new library hours and staff schedules officially started September 1st. All seems to be going well with a few tweaks. We still refer to the schedule page constantly but that falls under the "teaching old dogs....."
- *New job announcements, interviews, and hiring for the page and OS1 positions were completed and effective October 1st, Ashley Wilsey and Coralie MacWilliams were hired as pages and Erin Hancock was hired to fill the weekend position. They are all enthusiastic about their jobs and staff is grateful since we've been trying to juggle those duties as well as our own so welcome

aboard!

*Peggy Wickwire was selected the Employee of the Year by library staff

and her name has been added to the plaque in our library lobby.

Programs:

- *Family Nite was held on the 4th Thursday of September by the Department of Forestry "Mysteries of the Night" with lots of hands on activities and a fall craft program for October.
- *The September Family Movie night was the new theatrical release of "Firehouse Dog" and the October movie was "TMNT" (for all the Mutant Ninja Turtle fans).
- *A special Meet the Author program was held on October 18th with a visit from Karen Karbo Washington author of popular teen stories. She was accompanied by two ferrets...ferrets appear as characters in one of her books. This program was originally scheduled during the teen summer reading program but due to illness it was postponed so it gives the teens an opportunity to listen to a favorite author. Reo Armstrong, one of our teen participants and library patrons gave the introductions. Great night.....thanks to Mary Lou for arranging the event.
- *Library patron Aubra Penner has started a knitting class meeting here at the library for four Tuesday nights in Oct-Nov. It's been standing room only and a waitlist for more classes.
- *Raffle for a quilt donated and pieced by library patron Eleanor Liberty continued and the drawing was held on October 30th. Congratulations, Cindy Olson, winner of the quilt.
- *The Library was closed for emergency countywide computer repair on Monday and Tuesday, September 17 & 18. Unfortunately, it took an extra day so we opened Wednesday with minimal services and the computer system still down. By Thursday morning, we were buried in items that needed to be checked in since that past Sunday night so we had a crew of staff and volunteers checking in, shelving, bagging, etc. The system needed a major band-aid to prevent something more catastrophic from happening before a new system is in place. The public access module has to be recreated since the new servers did away with the customized settings so it is slowly being rebuilt from memory!
- *Collage art for the month of October was provided by local artist Paula Bowman.

Grants:

- *The Ready to Read Grant will now provide the funding for the

upcoming summer reading programs of '08. This funding has been provided by our Friends of the Canby Library so a switch has happened, and they will now provide the funding for the monthly family programs and movie nights.

***Volunteers:**

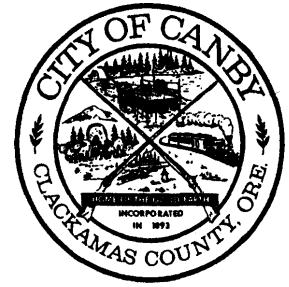
- *Contributed 326 hours for September and 342.5 hours for October assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.**
- *Jon Dragt has graciously accepted and been appointed to serve on the Library Board.**
- *Irene Breshears and the ladies of the VFW Auxiliary once again provided trick or treat sacks for over 120 children for the Library to pass out on Halloween and they were all gone before 6pm. We made a quick trip to the store....lots of goblins out and the library was a nice, warm place to visit! The sacks had awesome treats, games, and "things" inside and the kids were thrilled when they peeked inside.**

Friends of the Library:

- *Sorting and shelving donations three times a week.**
- *The Friends Board authorized payments for \$3000 for the children's collection; \$1200 for periodical subscriptions; \$500 for staff refrigerator; and \$3750 for family night programming and movies at the September and October meetings.**
- *Friends have had several smaller booksales continuing and whenever there's a sale table in the lobby, business booms. A fantastic sale on all those "harlequin" romances is the Halloween special.**
- *Book club resumed in September to review "A Fine Balance" by Rohinton Mistry and October's selection is "Midnight at the Dragon Café".**

City of Canby Bi-Monthly Report

Department: Parks



For The Months of September-October

Date: November 6, 2007

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

1. Issue/project: Park Renovations

The Community Park and Berg Parkway access realignment project has been completed. The park automatic gates have been reinstalled too the same specifications as the original installation. All of the punch list items have been addressed.

The Maple and Legacy restroom restoration projects have been completed by Cedar Mill Construction. Substantial completion of the projects was achieved by Cedar Mill on the 19th of October. All punch list items were addressed by Oct 26th. Before the restrooms can be opened to the public, access points need to be extended from the ADA parking stalls to the concrete aprons of the new restroom buildings. The parks department has been making adjustment to the irrigation system at Maple and laying the groundwork for the new landscaping. Winterization issues have also been addressed at both sites.

At the North Woods Estates future park site, Fox Erosion Control and Landscape Inc. installed all of the irrigation system for phase one of the project. All punch list item have been addressed by the landscape contractor. After the new lights are installed at the parking lot areas and the turf is established, the as-built needs to be provided to the parks department. The Developer is still in possession of the property at this point. The parks department did build the valve vault at the future park in September.

The Logging road trail bridge recoating project was completed in October. The extra paint and the keys for accessing the site were returned to the parks department. The paint contractor F.D. Thomas Inc. did a good job.

2. Issue/Project: Park Maintenance

Parks staff has been busy with mowing, cleaning and performing grounds maintenance task. A lot of time was spent the last two months painting over graffiti, pressure washing, checking playground equipment, repairing vandalism and performing general landscape maintenance. Irrigation repairs and adjustments were also tasks that dominated staff time. 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 (4), Transit (12), Adult Center (2), Planning (1), City Shops (2), Police (2) and the Library (2). It took 41 hours to complete the 25 request forms. Ronda Rozzell also had 14.5 hours of administrative time related to facilities maintenance. 55.5 hours total.

4. Issue/Project: Clackamas County Corrections Crews

C.C.C.C. picked up debris; string trimmed and weeded At the Adult Center, Swim Center, Community Park, Eco Park, Molalla Forest road walking path and Wait Park CCCC performed approximately 432 hours of labor for the City of Canby in the months of September and October.

Meetings attended:

Ben attended the City of Canby Safety Committee meetings.

Meetings were held with Cedar Mill Construction and Scott Beck to discuss the final inspections of Maple and Legacy Parks.

I met with Dana Lattin from Pace Engineers, Inc to get a cost for surveying Legacy Park.

I met with Beth to discuss hours of maintenance required to maintain non-park properties.

Michael and Dustin took training on mowing and fueling procedures.

I met with Ron Rains (Canby Kids) and Mark Schoenheit from Pacific Fence to discuss netting options for Maple St. Park ball fields. The goal is to protect spectators from foul balls.

Attach statistics or other information of interest.

The Parks Department is responsible for 180 acres of property.

Dwayne Barnes the new public works manager met with the city crews for lunch in October.

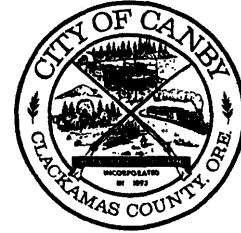
Dustin Breese and Michael Nakano attended educational sessions at the ORPA conference in Eugene on October 15th through the 17th.

Michael Nakano worked for the Streets Department in September performing flagging duties for an asphaltting project.

City of Canby Monthly Report

Department: Police Department

To: Mark Adcock, City Administrator
From: Greg Kroeplin, Police Chief
For Months Of: September 2007 - October 2007



Community Activities

- 9/11/2007 Ackerman Middle School / Peace Garden and Assembly, Chief Kroeplin, Lt. Tro, and other Canby Police Department members
- 9/27/2007 Canby-First American Title / Ribbon Cutting Ceremony, Chief Kroeplin and Lt. Tro
- 9/27/2007 Knight Elementary School / Terrific Kids Presentation, Chief Kroeplin
- 9/29/2007 Canby Area / 8th Annual Community Fun Run, Members of Canby PD
- 10/4/2007 Canby Adult Center / Volunteer for Lunch, Lt. Tro
- 10/10/2007 Eccles School / Kiwanis Terrific Kids Presentation, Chief Kroeplin
- 10/11/2007 Vissers Chiropractic / Ribbon Cutting Ceremony, Chief Kroeplin and Lt. Tro
- 10/17/2007 Canby / The UPS Store, Official Ribbon Cutting Ceremony, Sgt. Sommer
- 10/17/2007 Lee School / Terrific Kids Presentation, Community Service Officer Kari Inness
- 10/23/2007 Eccles School / Drug Awareness March, Lt. Tro and Officer Green
- 10/23/2007 Canby High School / Driver's Education Class Instruction, Sgt. Cunningham
- 10/25/2007 Eccles School / Kiwanis Terrific Kid Presentation, Chief Kroeplin
- 10/26/2007 Ackerman Middle School / PR Detail at Ackerman Middle School / Joan Smith, Oregon Impact, (DUI Awareness, Chief Kroeplin (morning) and Officer Macom (afternoon))

Department Activity

Department Activity

- 9/21/2007 Milwaukie / T.E.T. members executed search warrant with Canby Police Detectives at an apartment in Milwaukie - The warrant was executed without incident
- 9/22/2007 Canby Area / 3-Flags Seatbelt Blitz (37 Seatbelt violation citations written), Canby Police Department
- 9/30/2007 ACTIVE GRANTS
DUII Grant
Seatbelt Grant
Gang Suppression Grant
Underage Drinking Grant
- 9/30/2007 Reserve Officer Hours for September 2007
*116.0 hours
- 10/2/2007 Canby City Hall / Review Draft RFP with Project Manager Bill Harper, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 10/12/2007 New Orleans / IACP Conference, Chief Kroeplin (10-12-2007 through 10-17-2007)
- 10/17/2007 Canby Area / TOPOFF 4, Sworn members of the Canby Police Department
- 10/19/2007 Clackamas County Area / Annual Clackamas County Inter-Agency Family Violence Warrant Sweep, Officer Scharmota along with numerous other Clackamas County agencies
- 10/30/2007 Vancouver PD - East Precinct / Tour of New Facility, Chief Kroeplin, Lt. Tro, and Toni Tracy
- 10/31/2007 Reserve Officer Hours for October 2007
*131.50
- 10/31/2007 ACTIVE GRANTS
DUII Grant
Seatbelt Grant
Gang Suppression Grant
Underage Drinking Grant
Law Enforcement Terrorism Prevention Program (LETPP) - (Communications)

Meetings

- 9/4/2007 Oregon City / Monthly Chief's Meeting, Lt. Tro

Meetings

- 9/5/2007 City Hall / Weekly Meeting with Mark Adcock regarding PD Operations, Lt. Tro
- 9/17/2007 Canby Transit Conference Room / Meeting regarding new transit building, Chief Kroeplin
- 9/17/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 9/18/2007 City Hall / Safety Committee Meeting, Toni Tracy
- 9/20/2007 City Hall / Post Agenda Meeting, Chief Kroeplin
- 9/20/2007 Oregon City PD / CCITF Executive Meeting, Chief Kroeplin
- 9/20/2007 CCOM / Homeland Security Task Force, Lt. Tro
- 9/21/2007 Cutsforth's Thriftway / Rotary Club, Lt. Tro
- 9/24/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 9/24/2007 City Hall / Agenda Meeting, Chief Kroeplin
- 9/26/2007 Portland / Quarterly Chief's and Sheriff's Luncheon, Chief Kroeplin and Lt. Tro
- 9/26/2007 Oregon City / Law Services Meeting, Chief Kroeplin
- 9/26/2007 CPD / Staff Meeting with Greg Clark from CCSO presenting Active Shooter presentation, Chief Kroeplin, Lt. Tro, Sergeants, and Toni Tracy
- 9/26/2007 Oregon City / C800 Meeting, Chief Kroeplin
- 9/26/2007 City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Chief Kroeplin
- 9/27/2007 Tres Café / Volunteer Meeting, Toni Tracy, Lupita Robles, and Liz Carson
- 9/27/2007 Oregon City / TOPOFF Meeting, Lt. Tro
- 9/28/2007 Clackamas County Fairgrounds / Meeting with Raven to discuss security issues for future fair events, Chief Kroeplin and Lt. Tro
- 9/28/2007 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
- 10/2/2007 CPD / Review and Revise quarterly progress on council's goal document, Lt. Tro and Toni Tracy
- 10/2/2007 Canby Adult Center / Canby Kiwanis Installation and Awards Banquet, Chief Kroeplin
- 10/2/2007 Oregon City / Monthly Chief's Meeting, Chief Kroeplin
- 10/3/2007 Canby Council Chambers / Council Meeting, Chief Kroeplin
- 10/4/2007 Canby - Miller's Restaurant / Kiwanis Foundation, Chief Kroeplin

Meetings

10/4/2007 Oregon City / CCITF Meeting, Chief Kroeplin
10/8/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
10/8/2007 CPD / Meeting with Fire Chaplain, Chief Kroeplin and Lt. Tro
10/9/2007 CUB / EOC Meeting, Chief Kroeplin, Lt. Tro, and Toni Tracy
10/10/2007 CPD / Staff Meeting, Chief Kroeplin, Lt. Tro, Sergeants and Toni Tracy
10/11/2007 C. C. Public Safety Training Center / CCCJC, Chief Kroeplin
10/16/2007 Canby PD / Meeting with Doug Poppen regarding Gang Grant, Lt. Tro
10/17/2007 Canby City Hall / Safety Committee Meeting, Toni Tracy
10/17/2007 City Hall / Weekly meeting with Mark Adcock regarding PD Operations, Sgt. Schoenfeld
10/18/2007 Canby City Hall / Post Agenda Meeting, Chief Kroeplin
10/21/2007 CPD / Reserves Meeting, Sgt. Cunningham and Reserve Officers
10/22/2007 Canby School District Conference Room / Pre-Proposal Meeting for Architects regarding RFP's for New Police/Court Facility, Chief Kroeplin, Lt. Tro, and Toni Tracy
10/22/2007 Cutsforth's Thriftway / Kiwanis meeting, Chief Kroeplin
10/24/2007 Pine Street Apartments / Neighborhood Watch, Officer Larrison
10/25/2007 Tres Café / Volunteer Meeting, Lt. Tro, Toni Tracy, Liz Carson
10/26/2007 Cutsforth's Thriftway / Rotary Meeting, Lt. Tro
10/29/2007 Canby City Hall / Agenda Meeting, Chief Kroeplin
10/29/2007 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
10/30/2007 Miller's Restaurant / Meeting with Captain Naab, CCSO; Lt. Klusmann, CCSO; Greg Clark, CCSO, regarding Interagency SWAT Team, Chief Kroeplin and Lt. Tro
10/31/2007 Canby PD / Meeting with John Meadows, BOORA Architect, Chief Kroeplin and Lt. Tro
10/31/2007 CCOM / CCOM Executive Board Meeting, Chief Kroeplin
10/31/2007 CCOM / C800 Board of Directors Meeting, Chief Kroeplin
10/31/2007 City Hall / Weekly Meeting with Mark Adcock regarding PD Operations

Monthly Stats

9/30/2007 Gang Related Calls / September 2007 - 19

Monthly Stats

9/30/2007 September 2007 - Department Stats

- *Calls for Service / 1480
- *Crime Reports / 87
- *Adult Arrests / 64
- *Juvenile custody / 11
- *Injury Crashes / 4
- *Non-Injury Crashes / 9
- *Citations Issued / 354
- *Front Counter contacts / 127

10/31/2007 Gang Related Calls / October 2007 - 13

10/31/2007 October 2007 - Department Stats

- *Calls for Service / 1255
- *Crime Reports / 56
- *Adult Arrests / 110
- *Juvenile Custody / 11
- *Injury Crashes / 2
- *Non-Injury Crashes / 5
- *Citations Issued / 257
- *Front Counter contacts / 92

Other Activities

9/29/2007 Oregon City / Officer Shelly Laird's Retirement Dinner, Chief Kroeplin and Sgt. Schoenfeld

Other Activities

- 10/1/2007 Quarterly Report - Local Diversion Program Statistics (July 2007 - September 2007)
- Total Number of Youth Referred - 23
 - Total Number of Youth Enrolled - 10
 - Total Number of Youth Enrolled w/o two risk factor - 0
 - Total Number of Youth with full or partial completion of IDA (agreement) - 9
 - Total Number of Youth Successfully Reviewed and Closed - 4
 - Total Number of Youth referred back due to unable to contact, refused contact, inappropriate referral or recalled by the juvenile department - 9
 - Total Number of Community Service Hours Assigned - 63
 - Total Number of Community Service Hours Completed - 64
 - Total Number of Volunteer Hours Served - 9

Training

- 9/12/2007 Klamath Falls / FBI Re-Training Session - (09-12 through 09-14-2007), Chief Kroeplin
- 9/12/2007 Clackamas / Tactical Entry Team (T.E.T.) training, T.E.T. members
- 9/19/2007 DPSST / Executive Training Session, Chief Kroeplin and Lt. Tro
- 9/24/2007 Canby Area / Tactical Entry Team Training, Members of the T.E.T.
- 10/12/2007 New Orleans / IACP Conference 2007, Chief Kroeplin (10-12-2007 through 10-17-2007)
- 10/16/2007 Canby Area / TOPOFF, Members of the Police Department
- 10/20/2007 Baker Prairie Middle School / Active Shooter Training, Sworn Members of the Canby Police Department
- 10/24/2007 Canby Gun Club / Mandatory Make-up Firearms Training, Sworn Members of the Department

Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: November 13, 2007

Re: September and October Report

The Canby Swim Center just started the winter schedule; fall doesn't last long at the pool. Fall was pretty quiet, as all the Canby School District swimming lessons have moved to the second half of the year. We still provided morning lessons for pre-school and home-school children and some afternoon lessons for other schools.

Revenue and attendance were both down for September and October. On the revenue side we have lost the \$4000 gain posted over the summer to end the quarter almost even versus 2006. Attendance was down about 1,000 swims. This number matches exactly those Canby 2nd grade lessons now moved to the spring. I'm sure we will be catching up as the year progresses.

The winter schedule includes the Canby High School swim team, the Gators swim team and Adult masters in the evening. We are continuing the AM and PM public lessons, PM public swims and afternoon public swims most days that Canby schools do not have classes. November 5 - December 5th we will be offering free admission to lap swims and public swims with two cans of food or a new unwrapped toy for the Canby Kiwanis food and toy drive.

The maintenance this year went very well. The air system had some unexpected bumps that David managed with his usual aplomb. The pool is running and looking great and David was able to open the pool a few days early after the maintenance much to the pleasure of our regular members.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
 SUBJECT: MONTHLY REPORT FOR SEPTEMBER 2007
 DATE: NOVEMBER 13, 2007

CANBY SWIM CENTER SEPTEMBER 2007	ADMIT 2006	ADMIT 2007	PASS 2006	PASS 2007	TOTAL 2006	TOTAL 2007	YTD TOTAL 06-07	YTD TOTAL 07-08
MORNING LAP	10	21	146	147	156	168	649	796
ADULT RECREATION SWIM	21	29	302	401	323	430	1478	1736
MORNING WATER EXERCISE	137	119	0	0	137	119	642	714
PARENT/ CHILD	86	100	0	0	86	100	720	814
MORNING PUBLIC LESSONS	131	61	0	0	131	61	3256	3349
SCHOOL LESSONS	630	34	0	0	630	34	630	34
NOON LAP	35	40	77	88	112	128	516	555
FAMILY SWIM	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	80	53	9	0	89	53	1947	1869
PENGUIN CLUB	55	0	0	0	55	0	1359	1208
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY SWIM CLUB	0	0	365	409	365	409	1519	1225
MASTER SWIMMING	0	5	0	5	0	10	0	47
EVENING LESSONS	313	272	0	0	313	272	3163	2863
EVENING LAP SWIM	11	29	15	22	26	51	310	317
EVENING PUBLIC SWIM	221	181	14	16	235	197	2088	1963
EVENING WATER EXERCISE	61	57	0	0	61	57	282	235
ADULT LESSONS	9	7	0	0	9	7	9	55
GROUPS AND RENTALS	179	190	0	0	179	190	761	794
KAYAK	0	2	0	0	0	2	0	2
OUTREACH SWIMMING	0	0	0	0	0	0	574	489
TOTAL ATTENDANCE	1,979	1,200	928	1,088	2,907	2,288	19903	19065

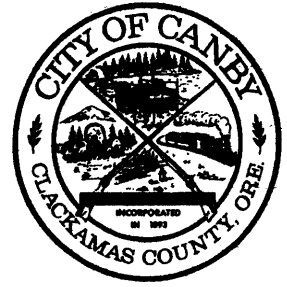
FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
 SUBJECT: MONTHLY REPORT FOR OCTOBER 2007
 DATE: NOVEMBER 13, 2007

CANBY SWIM CENTER OCTOBER 2007	ADMIT 2006	ADMIT 2007	PASS 2006	PASS 2007	TOTAL 2006	TOTAL 2007	YTD TOTAL 06-07	YTD TOTAL 07-08
MORNING LAP	23	56	293	242	316	298	965	1094
ADULT RECREATION SWIM	71	46	554	602	625	648	2103	2384
MORNING WATER EXERCISE	242	315	0	0	242	315	884	1029
PARENT/ CHILD	172	147	0	0	172	147	892	961
MORNING PUBLIC LESSONS	283	111	0	0	283	111	3539	3460
SCHOOL LESSONS	540	93	0	0	540	93	1170	127
NOON LAP	57	82	164	158	221	240	737	795
FAMILY SWIM	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	143	156	8	4	151	160	2098	2029
PENGUIN CLUB	110	0	0	0	110	0	1469	1208
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY GATORS	0	0	699	815	699	815	2218	2040
MASTER SWIMMING	0	27	0	27	0	54	0	101

EVENING LESSONS	677	556	0	0	677	556	3840	3419
EVENING LAP SWIM	43	103	15	42	58	145	368	462
EVENING PUBLIC SWIM	280	182	25	25	305	207	2393	2170
EVENING WATER EXERCISE	98	119	0	0	98	119	380	354
ADULT LESSONS	15	20	0	0	15	20	24	75
GROUPS AND RENTALS	366	342	0	0	366	342	1127	1136
KAYAK	0	8	0	0	0	8	0	10
OUTREACH SWIMMING	15	0	0	0	15	0	589	489
TOTAL ATTENDANCE	3,135	2,363	1,758	1,915	4,893	4,278	24796	23343

City of Canby Monthly Report

Department: PUBLIC WORKS



For Month of: September 2007

Date: October 1, 2007

Prepared by: Dan Mickelsen

1. **Streets:**

- Laid out and painted center line, parking and bike lanes on N Ivy from 10th to Territorial Road.
- Painted white skip lines on Berg Parkway.
- Swept N Ivy from Territorial to 10th street for painting project. 9/5/07.
- Inspected driveway and approach for 505 N Baker Drive.
- Compaction inspection for Northwood's parking area.
- Laid out and painted SE 2nd Ave from Ivy to Locust.
- Painted bike stencils on N Ivy 10th to Territorial Road.
- Swept streets, 9/7/07.
- Mobilized for paving job on NE 14th Ave.
- Paved NE 14th and cleaned up paving equipment.
- Got signage ready for paving, skin patching, on Knights Bridge Road.
- Cleaned paver, truck, etc.
- Inspected backfill material at Dinsmore Estates.
- Swept streets in the downtown area, 9/14/07.
- Cleaned up asphalt mess on N Baker & NE 14th from last weeks paving jobs.
- Moved paver back to the Shop Complex.
- Wheel roll inspection on N Laurelwood and NE 22nd Ave.
- Inspected paving on N Laurelwood, Fawver's Corner.
- Sprayed herbicides in various locations on blackberry, poison oak, scotch broom, etc.
- Painted bike lane strips where severely worn on Sequoia Parkway, S Redwood, etc.
- Took barricades out to NW 1st for Farmers Market.
- Swept streets, 9/28/07.
- Repaired or fixed (17) complaint forms for the month of September.
- Completed (26) locates for the month of September.

2. Sewer, Storm System and Erosion:

- Did erosion and grading comments for Pioneer Commercial Park.
- Worked on Willow Creek lift station, adjusted impeller and trouble shot a bad modem.
- Helped electrician with modem problem with the lift station.
- Filled out formula sheets for air test at Locust Corner and 405 SW 7th Ave.
- Worked on TV'ing storm line from N Cedar to N Baker.
- Washed on storm line from N Cedar to N Baker, tried to TV but it needed more cleaning.
- Searched for missing man hole between Cedar and N Baker.
- Excavated for catch basin installation on NE 9th and N Knott St.
- Looked at sewer connection locations on S Knott and SE 3rd Ave.
- Set catch basin and piping at NE 9th and Knott St.
- Washed and TV'd storm line Cedar to Baker Streets.
- TV'd sanitary line on N Locust, Fawver's Corner.
- Reviewed new storm water policy.
- TV'd sewer main on N Locust, Fawver's Corner.
- TV'd and located sanitary lateral for home owner at 1175 NE 12 Ave, roots in the line.
- Tried to continue TV project Cedar to Baker, but could not access due to paving at Water Treatment Plant, 9/26/07.
- Still paving at the Water Treatment Plant, no TV'ing in the City's storm line, 9/27/07.
- Did a sewer locate, a very time consuming locate for Matton Utility, 1000 ft + or -.
- Inspected and completed (12) erosion control applications and permits for the month of September.
- Inspected (4) sewer laterals for the month of September.

3. Street Sign/Trees/Lights:

- Laid out signage for N Baker to N Cedar area, installed the posts and signs.
- Trimmed tree on S Fir and 6th due to a vision clearance complaint.
- Trimmed trees on N Elm St, both sides, from 5th Ave to Cedar and Douglas.
- Checked on condition of tree at 1329 S Pepperwood.

- Replaced street name sign at NW 11th and Ash St.
- Straightened truck route sign post at S Grant and SW 2nd Ave.
- Started 25 mph sign installation in N Baker neighborhood.
- Worked on 25 mph signs in N Baker, Ash and Aspen area, 600 to 700 blocks.
- Installed 25 mph signs at 938 N Aspen and N Alder and N Baker.
- Moved school zone sign on Township Rd to the east of S Redwood St.
- Put up another 25 mph sign.
- Rebuilt down town decorative street light.
- Replaced "Do Not Enter/One Way" sign on N Baker St.
- Repaired/replaced (5) street lights for the month of September.

4. Miscellaneous:

- Assembled desk from kit for Erosion Control Center.
- Cleaned up and rearranged Erosion Control Center with new desks and getting ready for painting.
- Moved out old desk from Erosion Control Center.
- Hosed out parking bays and parked equipment back in the bays, construction is completed on the new beam project.
- Two of our 4-man crew are on hunting vacations.
- Cleaned up more of the Shop Complex bays.

Meetings attended:

- Met with contractor and discussed sidewalk and driveway requirements for 505 N Baker Drive.
- Attended Safety meeting.
- Attended negotiations, all day.
- Attended pre-construction meeting for 655 NW Territorial Road.
- Attended another mediation session.
- Attended Storm Water Management Meeting.

Monthly Report for October 1 – 31, 2007

1. Streets:

- Finished locate for Matton Utility for the Canby Height Subdivision.
- Completed an emergency locate at 216 NW 5th Ave, customer had no service.
- Swept streets NW section, 10/2/07.
- Gathered info for locates on NW 12th for Matton Utility.
- Cleaned up WWTP's sludge truck mess at the Shop Complex.
- Steam cleaned equipment after using equipment on the sludge truck mess.
- Did locates for Matton Utility for the full length of NW 12th Ave.
- Swept down town area, 10/5/07.
- Patched with asphalt 34th Place, NE 14th Ave, SW 2nd Ave, Southern Pacific Railroad parking lot, N Pine St and N Lupine St.
- Swept down town and leafy problem areas, 10/11/07.
- Swept streets, 10/22/07.
- Swept streets on the south side of town, 10/25/07.
- Swept streets and dumped debris, 10/26/07.
- Hauled wood pallets to dump site.
- Completed another subdivision locate for Matton Utility.
- Did various constructions site inspections.
- Repaired or fixed (62) complaint forms for the month of October.
- Completed (32) locates plus subdivision locates for the month of October.

2. Sewer, Erosion Control and Storm System:

- Did 2nd inspection for grading/erosion for American Steel.
- Checked 3rd and Baker lift station.
- Cleared away catch basins after heavy rains.
- Pulled both pumps at the 3rd and Baker lift station, plugged up with rags.
- Checked Willow Creek lift station operation, checked okay. Having communication problems, reset PLC and everything seems to be working.
- Fixed plugged sewer at the Cedar Villa Apartments also unplugged sewer lateral.

- Tried to TV storm system between N Cedar and N Baker, full of mud again.
- Cleaned catch basins at the CUB office.
- Washed sewer main on N Cedar Street.
- Cleaned (3) catch basins full of debris.
- Sucked out and jet rod catch basin at NW 3rd and N Ivy Street.
- Sucked out and jet rod catch basin at NW 2nd and N Grant Street.
- Cleaned sewer main at NW 13th & N Birch, east to end of line. Made home owner contact.
- Went on call sewer problem at 140 NW 13th, made home owner contact.
- Cleaned dry well on N Maple St & N 17th Ave.
- TV'd sewer main on NW 13th for home owner with a problem.
- Surveyed and measured the depth of dry wells that have been a problem.
- Cleaned dry well at NE 10th and N Oak Streets.
- Cleaned dry well at NW 3rd and N Holly Streets.
- Cleaned sedimentation man hole at NW 2nd and N Elm Streets.
- Inspected dry wells in Faist Farms, Tofte Farms and NE 3rd Ave.
- Inspected Erosion measures at CUB job "Backwash Pond".
- Treated Willow Creek lift station with degreaser.
- Inspected and completed (14) erosion control applications and permits for the month of October.
- Inspected (7) sewer laterals for the month of October.

3. Street Sign/Trees/Lights:

- Installed another 25 mph on Berg Parkway.
- Installed "Do Not Enter" sign and post in alley way by Library.
- Replaced old Clackamas County stop sign post and street name signs at SW 13th and S Fir Streets.
- Tried to contact home owners at 625 S Elm St. about their tree and damaged sidewalk. Left door hanger with contact information.
- Sucked out hole and installed "No Trucks" sign at NW 3rd and N Cedar Streets.
- Placed temporary stop sign at 99E and NW 4th Ave.
- Sucked out hole and installed new "Do Not Enter" sign at N Baker.
- Repaired stop sign at 99E and SW 4th, broken post.
- Repaired/replaced (62) street lights for the month of October.

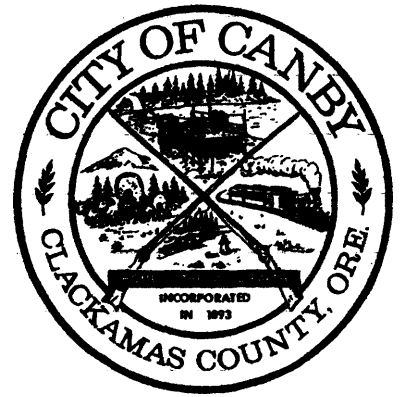
4. Miscellaneous:

- Did quarterly safety inspection of all the buildings at the Shop Complex.
- Checked on low hanging Chamber of Commerce sign.
- Trained CUB Electric Crew in the operation of the Vactor Truck.
- Cleaned up Erosion Control office.
- Cleaned up office for new Public Works Manager.
- Removed anchors and repaired holes in the Public Works Manager's office.
- Did crane work for Fleet Service.
- Finished putting equipment and vehicles into the parking bays.
- Drove new Public Works Manager around town to look at sewer lift stations.
- Completed cost of services survey.
- Did preliminary plan review for 486 S Knott Street.

Meetings attended:

- Met with Dave Hill "Canby Telcom" on street cutting on NW 13th and N Birch Streets.
- Met with John Williams and John Kelly.
- Had a meeting with John Williams, John Kelly and CUB representatives over street line issues.
- Had meeting with new Public Works Manager.
- Had telephone conference with Clackamas County Engineer & Development's engineer on curb issues at 655 NE Territorial Road.

**WASTEWATER TREATMENT FACILITY
MONTHLY REPORT**



To: *Honorable Mayor Thompson, City Council*

From: *Mark Adcock*

Through: *John Williams*

Prepared by: *Darvin Tramel*

Subject: *September & October 2007 Wastewater Treatment Report*

Date: *November 13, 2007*

Facility Operations & Maintenance & Construction:

The summer permit came to a close in October and the stringent permit cycle ended, but our facility continues to discharge a high quality effluent. This summer was outstanding with water quality that exceeded every permit parameter, and our facility had no interruptions of service or violations during the six month summer permit. Operations at the facility will focus on changes in our process to stabilize a colder and less active microbial mass.

Staff continued to work on grounds maintenance through September and October and completed our annual winter planting of the baskets and planters with fall vegetation. The staff and Jordan Gardener, our summer helper, worked diligently on the old sections of the treatment facility grounds with major improvements to landscaped areas, gravel roadways and old storage facilities. The treatment facility has never looked better. Currently staff will begin the winterization process for all the exposed equipment at our facility as we prepare for the colder winter months.

Maintenance activities for the months of September and October included the following:

- Replaced the diaphragm on Blacoh Pulsator
- Installed wheel chair parking and parking lines in front of office
- Replaced old lime silo slurry mixer
- Installed new auto drain system on maintenance shop compressor
- Removed old shed behind blower building and graveled area for parking
- Built a pipe storage rack capable of handling twenty foot lengths
- Completed yearly inspection of jib and monorail cranes
- Replaced batteries on diesel generator and fixed power supply programming

Construction activities for the month of September and October were focused on meetings with Curran & McLeod engineering on the design work for the Phase III upgrade, and preparing for the Fenton biosolids dryer demonstration that took place November 7th and 8th.

SEPT

<u>New Connections:</u>	5
<u>Total Connections:</u>	5698
<u>Average Flow:</u>	1.0904 mgd
<u>E. Coli</u> :	7

Monthly Averages:

<u>Effluent BOD₅:</u>	1 mg/l
<u>Effluent CBOD₅:</u>	1 mg/l
<u>Effluent TSS:</u>	3 mg/l

OCTOBER

<u>New Connections:</u>	4
<u>Total Connections:</u>	5702
<u>Average Flow:</u>	1.0816 mgd
<u>E. Coli</u> :	3

Monthly Averages:

<u>Effluent BOD₅:</u>	1 mg/l
<u>Effluent CBOD₅:</u>	1 mg/l
<u>Effluent TSS:</u>	3 mg/l

Biosolids Program:

In September and October the City applied 440 cubic yards of biosolids to the Bristol, Piuser and Ingals properties. In October staff completed the yearly nutrient soil sampling of properties that are proposed for a third consecutive year of biosolids application. The City of Canby continues to solicit for winter Biosolids application sites.

Pretreatment & Storm Water:

As work and time dictate, both Jeff Crowther and I continue to work on EPA Streamlining, the City Enforcement Response Plan, Willamette TMDL requirements and the City Storm Water management plan. Currently Jeff Crowthers will be focusing on the completion of the City WPCF permit for stormwater.

In September we received the results of our bi-annual effluent toxicity, bioassay and metals analysis. The results were favorable with no major problems associated with the effluent samples or analytical techniques. These results will be used to determine and update our pretreatment local limits in 2008. In October staff completed our annual DEQ required sampling and analysis of UIC stormwater.

Pretreatment inspections for restaurants for the past two months included the grease interceptor at Fred Myers, the Human Bean coffee shop and McDonalds. Both Jeff and I attended various preconstruction meetings and were involved in plan review for American Steel, the Trend Development building D and portions of Sequoia Parkway.

Meetings and Training Attended

I attended meetings with Oregon ACWA, Curran & McLeod Engineering, the Pacific Northwest Pretreatment Conference committee and City preconstruction meetings. Jeff Crowther attended meetings with the Oregon ACWA UIC committee and various preconstruction meetings. Jeff Crowther, Don Steiner and I attended the PNPC pretreatment training seminar in September. Mr. Conner and I visited La Center and Sumner Washington with Curran & McLeod engineering to see the Fenton Biosolids Dryers in operation. All staff member's participated in our monthly safety meeting.