

# AGENDA

## CANBY CITY COUNCIL MEETING

May 17, 2006, 7:30 P.M.

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

*Mayor Melody Thompson*

*Council President Teresa Blackwell*

*Councilor Randy Carson*

*Councilor Walt Daniels*

*Councilor Roger Harris*

*Councilor Tony Helbling*

*Councilor Wayne Oliver*

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## CITY COUNCIL MEETING

### 1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

### 2. COMMUNICATIONS

### 3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

### 4. MAYOR'S BUSINESS

### 5. COUNCILOR COMMENTS & LIAISON REPORTS

### 6. CONSENT AGENDA

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

A. Approval of Accounts Payable \$ 562,707.41

B. Approval of Minutes of the May 3, 2006 City Council Meeting

C. Reappointment to Budget Committee

Pg. 1

D. Reappointment to Bike & Pedestrian Committee

Pg. 2

E. Adopting Interagency Agreement with Canby Kids, Inc.

Pg. 3

### 7. RESOLUTIONS & ORDINANCES

A. Ord. 1207, Authorizing a Contract with Community Transportation  
Consultants for Providing a Master Transit Plan for the City of Canby Transit  
System.

Pg. 7

### 8. NEW BUSINESS

A. Discussion Regarding No Parking Zone NW 3<sup>rd</sup> & Baker

B. Update on Gang Activity

**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)(i) Performance Evaluation of Public Officer**

**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](http://www.ci.canby.or.us). City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

Term to expire 6.30.09

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

Date: April 28 2006

Name: Paul Cadson Occupation: Financial Advisor

Home Address: \_\_\_\_\_

Employer: Edward Jones Position: Financial Advisor - Investment rep.

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: canbyinvests@yahoo.com

For which position are you applying? Budget committee

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

Anything that helps Canby to be the great town that it is!

Experience and educational background: Masters of Science in Teaching from PSU; Bachelors from George Fox. Chamber board member for 5 years; Canby Aditt Center Board member for 3 years; Current Budget Committee member (City)

Reason for your interest in this position: To assist City Council in being fiscally prudent with our finances.

List any other City or County positions on which you serve or have served: Budget com. for 2 years

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: 503.266.7981

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  
APR 28 2006  
CITY OF CANBY**

Term to Expire 6.30.09

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

**RECEIVED  
MAY 02 2006  
CITY OF CANBY**

Date: 1 MAY 06

Name: JACK SCRUGGS Occupation: RETIRED

Home Address: \_\_\_\_\_

Employer: N/A Position: N/A

Daytime Phone: \_\_\_\_\_ Evening Phone: CELL

E-Mail Address: SCRUGGSJR@AOL.COM

For which position are you applying? BIKE & PED

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

SEE PREVIOUS APPLICATION \*

Experience and educational background: \*

Reason for your interest in this position: \*

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  
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9-30-05

# CITY OF CANBY

## INTERAGENCY AGREEMENT

This agreement is entered into between the CITY OF CANBY, hereinafter referred to as "CITY", a municipal corporation, and Canby Kids, Inc., hereinafter called "SERVICE AGENCY". This agreement is made and entered into between these parties on the date of the latest of the signatures hereto.

The purpose of this Agreement is to enable the SERVICE AGENCY to provide services for CITY citizens as described below:

### I. SCOPE OF SERVICES:

SERVICE AGENCY SHALL:

1. Supply the Park Maintenance Supervisor with a schedule of all field maintenance, including fertilization, overseeding, and weed control, so that the CITY may approve the plan and also so that the CITY does not also schedule the same maintenance activities.
2. Provide bases, anchor pins, home plates, soccer goals, etc. as needed for each sport, and keep these items stored neatly when not in use.
3. ***Allow no cars or equipment on the fields*** without prior authorization of the CITY Parks Maintenance staff. This is to protect the turf and the irrigation from damage.
4. Work with the Parks Maintenance Supervisor to ensure that the softball fields at Community Park and Maple Park are available for play by **May** of each year.
5. Work with the Parks Maintenance Supervisor to ensure that the soccer fields at Legacy Park are kept available for play throughout the year as needed. Mowing will be provided by the CITY. In the event that special mowing is needed a request and plan must be made to the Park Maintenance Supervisor at least two weeks prior to the need so that the plan can be evaluated, modified if necessary, and given approval with any necessary conditions.
6. Supply a rain-out telephone line to cancel games and practices during regular office hours. ***Practices will not be allowed on fields in which games have been postponed due to wet or unplayable field conditions.*** Field maintenance volunteers who have been certified by the CITY will decide the playability of the fields utilizing the Park Maintenance Supervisor's field maintenance specifications. All teams—without exception—are expected to comply with the decision of the field maintenance volunteers and/or Park Maintenance Supervisor regarding field playability.
7. Schedule all youth sports activities in Maple Street Park, Community Park, and Legacy Park. *However, unless pre-authorization is obtained from the CITY, only softball and soccer may be scheduled on CITY fields.* In addition, any fundraising tournaments that may be scheduled that do not include teams from Canby must pay a portion of the proceeds into the CITY Park budget for maintenance of the fields and facilities. This portion will be agreed upon in advance by the CITY and

SERVICE AGENCY.

8. **Supply the CITY with a season by season schedule for each facility.** The SERVICE AGENCY must allow reasonable access to the fields by Men's Softball, Canby Community School, and any other alternative uses that may arise. If there are disputes in this regard, parties may appeal to the CITY Park and Recreation Advisory Board.
9. Enforce the "no alcoholic beverages" and tobacco free rules, handle crowd control, and arrange for removal of litter at all facilities in which SERVICE **AGENCY activities are taking place. All coaches are to be advised that all litter must be placed in the proper receptacles at the end of each game. Tournaments and regular league play must have a plan in place to handle garbage, and teams that do not wish to pick up their own litter will be billed by the CITY.**
10. The SERVICE AGENCY will promptly advise the CITY Parks Maintenance staff of any building repair needs, vandalism, or other problem that is not addressable by the SERVICE AGENCY so that the CITY can rapidly respond to these needs. However:
11. **The SERVICE AGENCY shall make no alteration, modification, or addition to facilities without *separate written approval* of the CITY.** Permanent equipment if authorized to be installed by the SERVICE AGENCY will become the property of the CITY.
12. Supply a supervision plan for each activity to be held on public property.

CITY SHALL:

1. Supply a key to the storage shed at Maple Street Park to authorized volunteers.
2. Make CITY fields and facilities available to the SERVICE AGENCY for use by Canby teams ***without charge*** for the provision of services as described in this agreement. Tournaments that do not involve Canby teams will be charged a maintenance fee as described above under SERVICE AGENCY responsibilities.
3. Make public recreation facilities available to the broadest spectrum of users possible with Canby youth sports acknowledged as a primary use. The CITY and SERVICE AGENCY will coordinate efforts to ensure that a wide variety of uses are possible. **Other users of these CITY facilities will need to request scheduled times by contacting the CITY or the SERVICE AGENCY at least 90 days prior to the planned use.**
4. Supply emergency names and phone numbers to the SERVICE AGENCY.
5. Work together with the SERVICE AGENCY to plan and possibly secure financing for field and facility improvements and additions.

**II. INDEMNITY:**

The SERVICE AGENCY shall indemnify, save, and hold harmless the CITY and all of its agents and employees from any and all claims for losses, injuries, damages and liabilities to persons involved in sanctioned SERVICE AGENCY activities occasioned wholly or in part by the acts or omissions of

4

the SERVICE AGENCY, its agents, officers, and employees while using CITY facilities or otherwise while performing its activities in agreement with the CITY.

**III. INSURANCE:**

SERVICE AGENCY shall provide a public liability insurance policy naming the CITY as an additional insured in an amount on one million dollars (\$1,000,000), combined single limit including bodily injury and property damage. Such insurance provided by the SERVICE AGENCY, and naming the CITY as an additional insured, is for coverage during SERVICE AGENCY activities, occasioned wholly or in part by the acts or omission of the SERVICE AGENCY, its agents, officers, participants, and employees while using CITY facilities or otherwise performing its activities in agreement with the CITY.

**IV. BREACH OF CONTRACT:**

In the event of any breach of any of the terms or provisions of this AGREEMENT, the CITY shall have, in addition to any other recourse, the right to immediately terminate this AGREEMENT, to enter and obtain possession of any CITY owned facilities being utilized by the SERVICE AGENCY under this AGREEMENT, to remove and exclude any and all persons from said facilities and to remove and exclude all property of the SERVICE AGENCY therefrom, all without service of notice or resort to legal process and without any legal liability on its part.

**V. INSPECTION BY CITY:**

The CITY shall have the right to make inspections at any reasonable time with prior reasonable notice to ensure compliance with this AGREEMENT.

**VI. SAVINGS:**

Should any provision of this AGREEMENT be found to be in conflict with any Federal law, State statute, or final decision of any court of competent jurisdiction, said provision shall be modified to comply with said law or decision, but all other provisions of this AGREEMENT shall remain in full force and effect.

**VII. AMENDMENT BY MUTUAL AGREEMENT:**

The parties hereto may, upon mutual agreement, amend the terms and conditions herein.

**VIII. TERMINATION:**

Either party may terminate this AGREEMENT upon ninety (90) days prior written notice, with or without cause. The SERVICE AGENCY agrees that it will deliver any CITY facilities or property including any attached accessories or improvements to the CITY at the termination of this AGREEMENT is as good a condition and state of repair as when received, except for ordinary wear and tear or loss or damage caused by an act of God.

IN TESTIMONY of which, this AGREEMENT has been executed on behalf of the CITY by its Mayor and attested by its City Administrator and has been executed by or on behalf of the above named SERVICE AGENCY on this \_\_\_\_ day of May, 2006.

SERVICE AGENCY:

CITY OF CANBY:

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Title

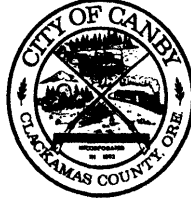
\_\_\_\_\_  
Mark Adcock, City Administrator

Date: \_\_\_\_\_


Date: \_\_\_\_\_

6





## MEMORANDUM

**DATE:** MAY 8, 2006  
**TO:** MAYOR THOMPSON & CITY COUNCILORS  
**THROUGH:** MARK ADCOCK, CITY ADMINISTRATOR  
**FROM:**  MARGARET YOCHER  
**RE:** 5-YEAR TRANSIT PLAN

### **ISSUE:**

5-Year Master Transit Plan

### **BACKGROUND:**

Canby Area Transit received a state planning grant from ODOT to hire a consultant to provide a 5 year master transit plan with an emphasis on districting, route planning and fare box revenue.

Canby Area Transit received four proposals from qualified consulting firms. Out of the proposals submitted, Canby Area Transit's Advisory Committee interviewed and selected Community Transportation Consultants of Prineville, Oregon.

### **RECOMMENDATION:**

Staff recommends that Council approve Ordinance 1207, an Ordinance Authorizing the City Administrator to Execute a Contract with Community Transportation Consultants of Prineville, Oregon for a 5-year Master Transit Plan.

**ORDINANCE NO. 1207**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH COMMUNITY TRANSPORTATION CONSULTANTS OF PRINEVILLE, OREGON FOR PROVIDING A MASTER TRANSIT PLAN FOR THE CITY OF CANBY TRANSIT SYSTEM.**

**WHEREAS**, the City of Canby Transit and General Services Director heretofore requested proposals from transit consultants for a Transit Master Plan for the Canby Transit System; and

**WHEREAS**, the Canby Transit and General Services Director received proposals from four (4) potential consultants as follows:

<u>Provider</u>	<u>Address</u>
BCB Consulting	Portland, Oregon
Community Transportation Consultants	Prineville, Oregon
Tech Write, Inc.	West Linn, Oregon
Transit Consulting Services	Spokane, Washington

**WHEREAS**, the Canby City Council, acting as the City's Contract Review Board, met on May 17, 2006, and considered the quotations and the report and recommendation of the City Transit and General Services Director; and

**WHEREAS**, the Canby City Council determined that the proposal for the Transit Master Plan that best meets the needs of the Canby Transit System was that of Community Transportation Consultants of Prineville, Oregon; now therefore

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

Section 1. The Mayor and the 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 Community Transportation Consultants of Prineville, Oregon to provide a Master Transit Plan for the City's Transit System.

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

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 17, 2006, 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, June 7, 2006 commencing at the hour of 7:30 P.M. 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 7<sup>th</sup> day of June 2006, by the following vote:

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

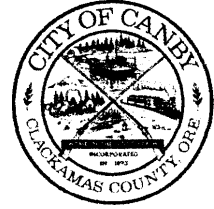
\_\_\_\_\_  
Melody Thompson  
Mayor

**ATTEST:**

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

# City of Canby Monthly Report

## Department: Administration



For Months of: March & April 2006

Date: May 12, 2006

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

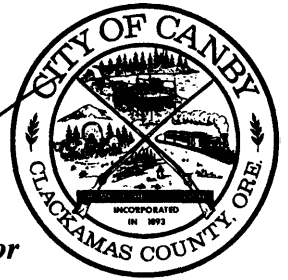
Through: Mark Adcock, City Administrator

1. **Business Licenses** – Twenty-six new business licenses were issued for the months of March and April 2006. One Hundred Twenty-Seven renewals were sent out.
2. **Complaints/Inquiries** – Forty-eight complaints/inquiries were received for March and April. Forty-four of those have been resolved and twenty-two were resolved within twenty-four hours.
3. **Merging of Transit/Business License Database** – In April the databases were merged together for the transit and business licenses. This will enable both departments to track information in a more efficient manner. A meeting was held on April 12 so that staff could fine tune workflow procedures when issuing new business licenses that would help the Transit Department with initial account setup.

Meetings/trainings that were attended:

- April 7, 2006 – Melissa York and Kim Scheafer attended OAMR Training – Working Successfully w/Mayors, Administrators & Governing Bodies
- March 14, 2006 – Kim Scheafer attended EOC Meeting at Fire Dept.
- March 16, 2006 – Melissa York attended City Election Training
- March 21, 2006 – Kim Scheafer attended City Safety Committee Meeting
- April 11, 2006 – Kim Scheafer attended EOC Meeting at Fire Dept.
- April 18, 2006 – Kim Scheafer attended City Safety Committee Meeting
- April 24, 2006 – Melissa York and Kim Scheafer attended OAMR Training
  - Communication w/the Public & Media

# COMMUNITY DEVELOPMENT UPDATE



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John Williams, Community Development & Planning Director*  
**DATE:** *May 10, 2006*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**RE:** *Community Development project status*

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Following is the status of major Community Development projects as of May 10. Please call me or the appropriate staff if you have any questions. At the end of this report you will also find a list of new land use applications and permit activity.

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

## Street Projects

1. **SE 2<sup>nd</sup> Avenue CDBG project.** Curran-McLeod is finalizing the construction plans, which then have to be sent to the County for review prior to construction. We are hoping construction can start in August on this project. *Background:* This project will realign 2<sup>nd</sup> Avenue through the Canby Telephone parking lot, vacate a section of the existing 2<sup>nd</sup> Avenue, and improve the rest of 2<sup>nd</sup> from Juniper east with sidewalks. 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.
2. **Street maintenance funding.** Staff has selected a new pavement analysis contractor to provide us with additional information as requested by the Task Force. With some final pieces of information in hand, the Street Maintenance Task Force may be close to sending a recommendation to the City Council. This is expected to take place in June and July. *Background:* The City Council has agreed to move forward with a process on street maintenance funding. The Task Force will be making recommendations to the Council on funding methodologies, amounts, and equity issues.
3. **99E/Territorial intersection.** *Ongoing.* Right-of-way has been secured and ODOT is finalizing detailed engineering. ODOT expects Territorial Road to be closed for 104 days beginning mid-July. *Background:* ODOT's \$2.97 million project will fully signalize this intersection. The interim alignment is intended to increase safety until the full project is complete, and was funded by ODOT.
4. **S. Berg Parkway.** Lots of work underway here from construction drawings to ROW acquisition to traffic calming analysis in the neighborhoods. *Background:* ODOT has approved \$1.23 million for our Berg Parkway connection project. Combined with a 10% local match this means we have the funds to move forward with the project. This project will connect S. Berg Parkway near Highway 99E with SW 13<sup>th</sup> Avenue. The local match will come from a combination of URD and SDC funds.
5. **Traffic calming.** Matilda held four public meetings in late October and early November on the traffic calming project, with notice mailed to all city residents and businesses. This was

followed up by a field trip to other cities with citizens to view solutions on the ground. We're now working to cost out some demonstration projects to include in next year's budget.

*Background:* This project will look at a variety of ways to calm traffic on Canby streets.

Matilda and a group of interested citizens will be looking at ways to slow traffic and increase pedestrian safety. Lessons learned here will also be applied to new streets. Matilda will also be working with a technical committee of local experts, including Public Works, engineering, Canby Fire District, and First Student.

6. **2006-2008 CDBG applications.** Clackamas County has awarded Canby \$200,000 to build sidewalks in downtown areas that currently have none. This project will be funded in 2008.
7. **99E/Ivy Intersection.** ODOT has informed me that the 99E/Ivy improvements were not prioritized into the 2008-2011 STIP. I am now looking for alternative sources of funding for this important project. We may be looking at a smaller project to improve pedestrian safety on an interim basis. *Background:* ODOT has estimated costs on this project at \$1.5 million +. Costs include building improvements, underground tank removal, relocating signal poles, new sidewalks and crossings, and other activities.
8. **N. Pine/4<sup>th</sup> Avenue intersection.** I have been working with property owners to see if there's any way to improve alignments at this troublesome intersection (by the Depot Museum). We will need a lot of cooperation because there is very little room to maneuver in this area. Unfortunately, we have not found a plan that works for all parties yet.
9. **N. Cedar/NW 3<sup>rd</sup> Avenue intersection.** 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.

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

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

10. **SDC study.** Darwin, Curt McLeod, and Ray Bartlett have begun work on the Sanitary Sewer SDC update. This will be brought to the Council when ready.
11. **Hazel Dell Way pump station.** The Council has approved a contract with Curran-McLeod to engineer the Hazel Dell/First Avenue pumping station to provide sanitary sewer service in this area. We will be returning to the Council for approval of a construction contract following bid preparation and advertising. The work is expected to be conducted this summer.

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

#### **Cemetery**

12. **Cemetery rates.** We continue to provide quarterly reports to the Council regarding sales activity following the fee increases in fall 2005. Sales activity continues to be extremely low.
13. **Cemetery fencing.** Following the road project on SE 4<sup>th</sup> Avenue Ken Robinson has become

concerned about security at the cemetery shops. Joyce Peters has been pricing fencing and staff will be updating the Council on this project soon.

## **Planning**

- 14. Measure 37.** The Oregon Supreme Court has overturned a lower court decision, putting M37 back in play. Staff is monitoring applications in surrounding areas of Clackamas County and will report to the Council on any applications that appear to affect Canby. No applications have been received by the City to date. *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 priority system.** *No change.* Staff is working to reconsider our approach to this project in light of the passage of Measure 37. We will probably be asking the Planning Commission and Council what the city's direction should be in terms of adopting new regulations. *Background:* The Planning Commission and staff are working on a matrix idea focused on providing better information to voters about annexation proposals.
- 16. Public facilities and services element of the Comprehensive Plan.** The Planning Commission has recommended approval of this project to the City Council, which will be holding a public hearing in June. *Background:* We have received a \$15,000 grant from the state to complete this and a couple of other small elements of our periodic review work plan.
- 17. Neighborhood Associations.** *No change – ongoing.* Matilda has been talking to the Neighborhood Associations about a S. Canby group, and is waiting to hear from them to move forward. *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.
- 18. 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.
- 19. Community Park projects.** *No change – ongoing work.* Matilda will be continuing work there in the future.
- 20. Northwood subdivision.** The Planning Commission has approved Phase 1 of this project and a master plan concept. Construction is expected to start this summer. *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.
- 21. NE Canby Master Plan.** *No change.* Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1<sup>st</sup> Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several

“peripheral” elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.

- 22. N. Redwood Street master plan.** Matilda has completed a wetlands inventory and mapping project and will be going back to area residents for more meetings to discuss infrastructure locations, park design, and other relevant issues. *Background:* This project will produce a comprehensive land use, parks, and infrastructure plan for the area between N. Redwood Street and OR 99E.
- 23. 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.
- 24. Quality of Life survey.** Matilda has sent out a follow-up survey to ask more detailed questions about park utilization. Reminder cards have been sent to maximize response rates. *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.
- 25. Traffic modeling.** 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.
- 26. Planning/Building customer service survey.** We have sent out a survey asking for feedback from our 2005 customers, and will be reporting results of this in June.
- 27. Subdivision design standards.** *Ongoing.* Planning staff is beginning work on a look at how subdivisions get designed and built. We would like them to be better and more compatible with their surroundings. We are going to be looking at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached. We hope to avoid Measure 37 implications on this work by ensuring everyone’s property values are increased by our work.

### **Urban Renewal**

- 28. Business Development Plan.** *Ongoing.* Catherine Comer and Matilda are leading the work on this program, which was approved for funding in FY 05-06 by the Agency. *Background:* The Business Development Plan will contain a city-wide business inventory, trends survey, and target business list, and a retention, expansion, and recruitment plan.
- 29. Development of ED Web Site.** *No change – ongoing.* The site ([www.canbybusiness.com](http://www.canbybusiness.com)) is up and running, and Joyce Peters continues to add and update content as time allows. *Background:* We hope 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.

- 30. S. Sequoia/4<sup>th</sup> Avenue (stage 3).** This project is completed. *Background:* This construction project was funded by the Agency, using right-of-way dedicated at no cost by neighboring property owners.
- 31. Hazel Dell Way.** This project will be completed very soon. Following completion, we will be moving forward with the creation of a Local Improvement District to backfill the funding of this project after final costs are known. In addition, the Council has approved a transfer of jurisdiction for SE 1<sup>st</sup> Avenue, which will enable us to install traffic control at 1<sup>st</sup>/Hazel Dell and open up this intersection. *Background:* Hazel Dell Way will serve as a connection between SE 1<sup>st</sup> Avenue and Sequoia Parkway (this will take on increased importance when the 1<sup>st</sup>/Sequoia intersection becomes right-in/right-out only). The project is expected to cost approximately \$1,160,000 including right-of-way acquisition.
- 32. Urban Renewal Advisory Committee.** The Urban Renewal Advisory Committee has forwarded a recommendation to the UR Budget Committee, which will meet May 18.
- 33. Job creation/SDC waiver program.** The Agency has approved a final version of this program following a legal opinion from Harvey Rogers. *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.
- 34. Site certification.** We are going to have to start work on "recertifying" 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.
- 35. Downtown Redevelopment Grants.** Catherine Comer and I presented a status report to the Agency recently. 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.
- 36. Façade improvement program.** CBRD's Commercial Focus Committee has reviewed and approved two projects to move forward at this time, one for the Canby *Herald* building and one for the Oliver Insurance building. Staff is also working to finalize an approach for reviewing and funding the construction loans; we are working with local banks on this. *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.
- 37. Downtown housing needs study.** The Agency has approved the use of funds for this project, which is a basic requirement in order to take advantage of state grants and loans for mixed-use projects downtown. Matilda has awarded a contract to Marketek and we hope to see the project completed soon.
- 38. Storm Water Planning.\*** Staff met several times with the project team on the Burden properties in order to investigate the feasibility of a coordinated storm water collection

system for the industrial park. At this point it appears that the property owners will move forward with on-site disposal rather than a piped system.

- 39. Infrastructure Planning.** Following up on one of the recommendations from the Economic Analysis report, staff is developing a more detailed road system plan including street cross-sections and improvement costs for the CPIP. We expect this to be ready by the end of March.
- 40. Intersection of Sequoia and SE 1<sup>st</sup> Avenue.** Access control has long been planned for this intersection and now that we have jurisdiction, it will probably be undertaken sometime soon, perhaps along with the Willamette Falls project. It appears that we will only be allowing a “right-in” movement from Sequoia onto SE 1<sup>st</sup>. All other turning movements here will be disallowed.
- 41. Movie Theater.** Catherine Comer, Bev Doolittle, and I have been spending a lot of time on this project. The focus of activity is on finding a way to make the theater work downtown (at the east end of NE 2<sup>nd</sup> Avenue). We are working very closely with surrounding property owners and hope to bring the Council a proposal soon. There has also been interest by Mr. Gordon Root (see below) in placing the theater on Hazel Dell Way if the downtown location is not feasible.
- 42. 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).** This project has been approved for construction by the Planning Commission and work is expected to begin this summer.
  - b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway):** Has been approved by the Planning Commission and is almost ready to take out a building permit and begin site work.
  - c. **WW Grigg (2 acres – 4<sup>th</sup> Avenue):** Construction is underway.
  - d. **Trend Business Center (4 acres – Sequoia Parkway):** The first building is complete and the building permit for a second building is ready for pickup. The owner has plans to construct more buildings if market demand shows a need.
  - e. **Bowco project (3.44 acres – Hazel Dell Way):** A design review application has been filed for a 29,700 square foot industrial manufacturing building on lot B2-8 off Hazel Dell Way.
  - f. **Root Holdings (9 to 13 acres – Hazel Dell Way):** Gordon Root, an investor from West Linn, has acquired most of the remaining property between Hazel Dell Way and SE First Avenue. He met in a work session with the Planning Commission on February 27 and we will be working with him on a Comprehensive Plan Amendment to rezone this area to commercial. 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 a large daycare provider.

## **NEW LAND USE APPLICATIONS, March & April 2006**

Activity level continues to be high, with an emphasis on commercial/industrial and smaller infill projects such as partitions. I think the project list in our office has more applications on it than I have ever seen in my 7+ years here.

MLP 06-04 (Netter) – a single-family partition on N. Grant Street.

MLP 06-05 (McCollum) – a single-family partition on N. Ivy Street.

CPA 06-01 (City of Canby) – update of the City's Comprehensive Plan and Public Facilities Plan regarding Public Facilities and Services.

ZC 06-01 (McCollum) – zone change from single family to multiple family residential on N. Ivy Street and NW 6<sup>th</sup> avenue.

MLP 06-06 (Meredith) – partition on S. Fir Street.

MLP 06-07 (Parsons) – partition of property in the Downtown Commercial zone.

ZC 06-02 (Canby Fire District) – zone change from residential to commercial and industrial for the Fire District's main station and two neighboring properties.

CUP 06-01 (Learning Tree) – conditional use permit to operate a day care center on S. Elm Street in the old adult care building.

ANN 06-01 (Weygandt) – Annexation of 70 acres of industrial property south of Township Rd.

ANN 06-02 (STJ) – Annexation of residential property on Territorial Road.

ANN 06-03 (Hellbusch) – Annexation of single-family residential property on N. Holly Street south of Territorial Road.

MLP 06-08 (Bristol) – Partition of property on S. Fir Street.

MLP 06-09 (WVCC) – Partition of property off NE 34<sup>th</sup> Court at the Logging Road.

## Canby Development

### Monthly Report

March 31, 2006

BUILDING PERMIT DATA		
PERMIT TYPE	PERMITS ISSUED	VALUATION
BUILDING PERMITS SFR	17	\$3,489,931.00
BUILDING PERMITS MULTIFAMILY	0	
MECHANICAL	26	\$0.00
ADDITIONS NON-RESIDENTIAL	3	\$26,440.00
ADDITIONS RESIDENTIAL	3	\$73,551.00
OTHER	6	\$47,600.00
<u>MONTH</u>	<u>55</u>	<u>\$3,637,522.00</u>
<u>YEAR</u>	<u>151</u>	<u>\$13,120,794.00</u>

SDC FEES AND CHARGES UPDATE		
	MONTH	YEAR
Stormwater Fees	\$1,280	\$5,575
Sewer SDC Fees	\$33,712	\$141,081
Construction Excise Tax	\$18,901	\$61,291
Parks SDC Fees	\$74,600	\$152,532
Transportation Improvement	\$28,236	\$135,950
Planning Department Fees	\$905	\$3,516
Advanced Financing	\$4,563	\$10,319
Business License	\$0	\$0
Building Department Fees	\$12,871	\$49,549

INSPECTIONS	
MONTH	599
YEAR	1387

**Canby Development**

**Monthly Report**

April 30, 2006

BUILDING PERMIT DATA		
PERMIT TYPE	PERMITS ISSUED	VALUATION
BUILDING PERMITS SFR	15	\$3,541,046.00
BUILDING PERMITS MULTIFAMILY	0	
MECHANICAL	29	\$0.00
ADDITIONS NON-RESIDENTIAL	6	\$1,011,052.00
ADDITIONS RESIDENTIAL	4	\$266,188.00
OTHER	2	\$167,988.00
<u>MONTH</u>	<u>56</u>	<u>\$4,986,274.00</u>
YEAR	207	\$18,107,068.00

SDC FEES AND CHARGES UPDATE		
	MONTH	YEAR
Stormwater Fees	\$1,200	\$6,775
Sewer SDC Fees	\$31,605	\$172,686
Construction Excise Tax	\$21,400	\$82,691
Parks SDC Fees	\$70,875	\$360,432
Transportation Improvement	\$350,140	\$486,091
Planning Department Fees	\$1,725	\$5,241
Advanced Financing	\$2,166	\$12,485
Business License	\$0	\$0
Building Department Fees	\$22,438	\$71,987

INSPECTIONS	
MONTH	459
YEAR	1846

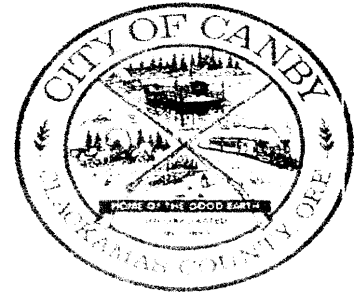
# City of Canby Monthly Report

## Department: Court

For Month of: March & April, 2006  
Date prepared: May 1, 2006  
From: Chaunee Seifried, Finance and Court Services Director  
Through: Mark Adcock, City Administrator  
Prepared by: Kathy Mashek, Court Supervisor

- 79 attended the seatbelt class for the months of March and April. This generated \$1,185.00 towards the purchase of helmets.
  - Court trials for the months of March and April were held for 48 defendants. This required 13 officers, at various times, to come to testify.
  - 882 cases were filed and 1072 cases were concluded during these months.
  - Revenue for the both months was \$135,348.41. Out of this amount, Oregon Department of Revenue received checks totaling \$10,304.00, Oregon Judicial Department \$856.00 and Clackamas County received \$3,490.00.
  - 70 defendants appeared with attorneys. With the defendants there were a total of 19 different attorneys present.
-

CANBY PUBLIC LIBRARY  
BI-MONTHLY REPORT  
March-April 2006



TO: Honorable Mayor Thompson  
and City Council  
FROM: Mark Adcock, City Administrator  
Beth Saul, Library Director  
PREPARED BY: Marty Moretty, Library Supervisor  
DATE: May 8, 2006

Facility:

- \*Installation of new deadbolts to the restrooms which are used from the outside to "lock down" the restrooms to prevent further vandalism or close when out of order.
- \*New shelving unit completed in storage room and Friends have continued to organize their donation books. They are very appreciative of the added space – we are victims of our own success and this extra space helps.
- \*A few remaining items are still going to the storage unit as we go through things. We've just taken the two remaining shelving units to our storage, so now Bob is getting it organized.
- \*Work order for many florescent lights to be replaced and ballasts replaced.
- \*Old Council Chamber chairs brought to library and storage unit for programming. In the past, we've had to borrow them so this is much more convenient, thanks General Admin!

Staff:

- \*Hanna, Peggy and Marty attended Chamber After Hours at Wallflowers as the Canby Arts Association hosted and briefly spoke about the upcoming First Friday art event to take place between May and August. The Library intends to take part so we'll be brainstorming about how to accomplish being participants.
  - \*Hanna represented the Library by attending the Oregon Library Conference on April 7th and came away with new ideas and contacts.
  - \*WE DID IT! Staff and Library Board know how long we've had this goal in our sights – we went over the top of our circulation goal in the month of March with 31,190!! We have been trying to get to 30,000 for over 2 years and at times, it has seemed like a distant and discouraging goal, but we finally did it! No
-

wonder we feel like all we do is check in and check out!  
Kudos to all (especially our loyal patrons for checking items out)!

Programs:

- \* The AARP tax aide service is gaining momentum the closer we get to April 15<sup>th</sup>. The tax consultant assigned to the Library is offering her assistance on Saturdays so that is allowing more local people to utilize the free service. She'll even be here on the 15<sup>th</sup> since the taxes don't have to be postmarked until the 17<sup>th</sup> (Monday) this year. We have posted announcements about the service at the Adult Center and H.O.P.E. Village, notices in the Herald, so the word has gotten out!
- \*Family Nites were held on the 4<sup>th</sup> Thursday of March and April. "Rumplestiltskin" Puppet Show with Jason Ropp drew an enthusiastic crowd of around 50 on March 30<sup>th</sup> with the youngsters absolutely mesmerized! The April Family Nite was held on the April 27<sup>th</sup> and featured our own volunteer Jan Cederquist who taught everyone how to make a treasure box out of used greeting cards along with stories. Thanks for sharing your craft – staff loved them when we saw them so Peggy was able to talk her into teaching everyone!
- \* The Coffee Creek Correctional Facility had a quilt display here through March. Koko Sutton, the program coordinator for the inmate quilting program, gave a talk on Thursday, March 23<sup>rd</sup> at 6:30 pm about the program and answered audience questions. Those who have heard her before will attest to the fascinating talk about the program and she emphasized that the program is always in need of volunteers! (Sound familiar?!) When an inmate has completed the program and is released, a sewing machine is provided to help her continue with a successful, meaningful hobby outside the facility.
- \*Art Fest posters were displayed and visitors and patrons were given an opportunity to vote for the favorite. The winner will have their art work as the official poster for the annual event. Congratulations to Rocio Cruz.
- \*The rolling display stand of featuring books had a fun movie theme around "Oscar" time, a poetry theme, and one all about quilts to coincide with our quilt display and program.

Grants:

- \*Ready to Read Grant has been received for the current fiscal year. Funding in the amount of \$2035 comes from the State of Oregon through the State Library and \$1149 from Clackamas
-



County via our Library Network (LINCC). This year the funds will be used to continue the “Family Evenings @ the Library” programs; to develop an eight week toddler storytime; staff support; and to enhance our storytime collection.

\*A small grant submitted by Peggy Wickwire for \$100 to the Oregon State Library was approved for help with our teen summer reading program.

\*Friends of the Library have encouraged Evellyn Reed to attend a grantwriting and informational workshop put on by the Oregon Cultural Trust. The Friends are looking into grants as a new source of fundraising and Evellyn has offered her time and services.

#### Volunteers:

\*Contributed 399 hours for March and 394.5 hours for April assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning, even outside litter patrol, cleaning and sweeping.

\*The week of April 23–29 was Volunteer Appreciation Week and it goes without saying how much the Library and staff depend on our faithful volunteers. Work that they do allow staff to concentrate efforts on other tasks. Without them, we wouldn’t have enough staff to do all the tasks needed, so we’d be open less hours, resulting in less circulation, therefore less money, then we’d have to cut staff hours.....see where this is going? We couldn’t do it without them!

#### Friends of the Library:

\*Sorting and shelving donations three times a week.

\*April 21<sup>st</sup> was another successful book sale – weather was great and the display was kept up during the whole weekend. The book store continues to be a sustaining source of funding for the Library and the dedication, not to mention physical labor involved, cannot be overstated. Angela Blake, coordinator of the book store, continues her “on the job training” and all the Friends appreciated her willingness to step up to oversee this task. The Friends are always looking for people to man the bookstore during open hours. They are a great sales force and business seems to boom when there’s a volunteer manning the room!

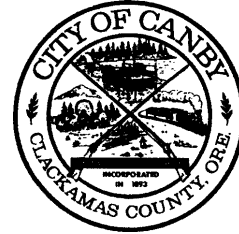
\*The book club reviewed “Breakheart Hill” by Thomas H. Cook in March and the April selection was “The Last Dance” by Mardo Williams.

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# **City of Canby Monthly Report**

## **Department: Police Department**

**To:** Mark Adcock, City Administrator  
**From:** Greg Kroeplin, Police Chief  
**For Months Of:**



### **Community Activities**

- 3/2/2006 Knight School / "Camp Read A Book" (Familiy Reading Night), Chief kroeplin.
- 3/20/2006 Canby Pub & Grill / 2006 Canby Relay For Life "Kick - Off" meeting, Chief Kroeplin & Officer Macom.
- 3/21/2006 Canby High School / Future Focus class, (Mock Job Interviews with students), I.L. Tro & Chief Kroeplin.
- 3/22/2006 541 NW 2nd / Ribbon cutting ceremony, Attorney's Clancy & Slininger, and Gustafson Insurance. Chief Kroeplin
- 3/31/2006 Hope Village / Auction Dinner, Chief Kroeplin.
- 4/1/2006 Hope Village / Auction Event, assisted with serving lunch on behalf of Kiwanis, Chief Kroeplin.
- 4/5/2006 Canby Herald / New community service project with Canby Herald, "Ask the Officer". Traffic Officer Scott Cunningham will be providing information in the paper at least once a month on traffic or other law enforcement issues. This information will also on our PD web-page.
- 4/18/2006 Canby Fire Department / Swearing in ceremony for new Fire Marshal & Fire Fighter, Chief Kroeplin & Sgt. Kitzmiller.
- 4/29/2006 Canby American Legion / Annual Police appreciation dinner. Officer of the year Nathan Di Cenzo, Reserve Officer - Brett Ethington, Volunteer - Edythe Moss, employee of the month-Lt. Jorge Tro.

### **Department Activity**

- 3/2/2006 South Clackamas County / MACE Detail (Multi-Agency Carrier Enforcement Detail), Traffic Officer Cunningham.

## Department Activity

- 3/30/2006 Milwaukie / K9 Officer Mead assisted on a Robbery call at a Credit Union in Milwaukie.
- 4/22/2006 Clackamas County / Four of our officers assisted CCSO with patrol coverage during their annual awards dinner.
- 4/28/2006 Various Locations / Underage Drinking Enforcement (Minor Decoy Operations, ect..) This project starts April 28th, 2006 and ends on May 27th, 2006. This project is being done with other law enforcement partners, and is being funded with grant money from the Clackamas County Health Department.

## Meetings

- 3/1/2006 Canby Fire Dept. / Canby Youth Services Team meeting, SRO Larrison.
- 3/1/2006 City Hall / weekly meeting with Mr. Adcock regarding PD operations, Chief Kroeplin.
- 3/1/2006 City Hall / Discussion with Mayor & City Council about a new PD. Chief Kroeplin & PD staff members.
- 3/1/2006 City Council Chambers / Council meeting, ceremony for Police Chief & new Reserve Officers.
- 3/3/2006 CPD / Meeting with new Police Chaplain Mark Evans  
Chief Kroeplin & IL Tro.
- 3/6/2006 Cutsforth Thriftway / Kiwanis Service Club meeting, Chief Kroeplin.
- 3/6/2006 City Hall / Directors meeting with Mr. Adcock, (City Council agenda), Chief Kroeplin & I.L. Tro.
- 3/6/2006 CPD / Meeting with Mellisa (Teacher at Knight School) regarding Police Department donation of new books to the school. Chief Kroeplin & I.L. Tro.
- 3/8/2006 Cutsforth Thriftway / Inter-agency Gang meeting, I.L. Tro, Sgt. Swanberg, Officer Di Cenzo, and Officer Mead.
- 3/8/2006 City Hall / Weekly Director meeting with Mr. Adcock regarding PD operations, Chief Kroeplin.
- 3/9/2006 City Hall / 05-06 Budget meeting regarding restoration of vacant positions. Mark, Beth, Chaunee, & Chief.
- 3/9/2006 City Hall / Meeting in Mr. Adcock's office with City Counselor Randy Carson regarding process for addressing citizen concerns. Chief Kroeplin & IL Tro.

## Meetings

- 3/9/2006 PSTC / Criminal Justice Council meeting, Chief Kroeplin.
- 3/10/2006 City Hall / Directors meeting regarding 06/07 Budget, Chief Kroeplin.
- 3/13/2006 City Hall / Meeting with Mr. Adcock, Chauncey, & Beth regarding restoration of vacant positions, (05-06 Budget), Chief Kroeplin & I.L. Tro.
- 3/15/2006 City Hall / Work Session with Mayor & City Council regarding restoration of 05/06 vacant positions. Chief Kroeplin & I.L. Tro.
- 3/15/2006 City Hall / Weekly Department Director meeting with Mr. Adcock regarding PD operations, Chief Kroeplin.
- 3/15/2006 Library / Directors meeting regarding 06/07 Budget, Chief Kroeplin & I.L. Tro.
- 3/15/2006 Council Chambers / City Council meeting, Chief Kroeplin.
- 3/16/2006 PSTC / Criminal Justice Training Committee meeting, I.L. Tro.
- 3/16/2006 CCOM / Homeland Security meeting, I.L. Tro & Sgt. Swanberg.
- 3/16/2006 High School / Future Focus class, I.L. Tro spoke to the Spanish Speaking students regarding a career in Law Enforcement.
- 3/17/2006
- 3/20/2006 Oregon City PD / County wide Chief's meeting with Sheriff Roberts regarding discussion on Drug Task Force. (Chief Kroeplin).
- 3/20/2006 CPD / Meeting for 2006 Bike Rodeo, I.L. Tro, Officer Macom, & CPD Volunteer Marlene Elmore.
- 3/20/2006 CPD / Meeting with CPD Volunteer Karen Hill regarding local cable programs about law enforcement services, Chief Kroeplin & I.L. Tro.
- 3/21/2006 City Hall / Weekly Directors meeting with Mr. Adcock regarding PD operations, Chief Kroeplin.
- 3/22/2006 CCOM / C-800 Radio group meeting, Chief Kroeplin.
- 3/22/2006 CCOM / Law Services Committee Meeting, (Discussion about Dispatch services), Chief Kroeplin.
- 3/22/2006 CCOM / Project Kickoff meeting, "Interoperability Communications Plans for Clackamas County". Chief Kroeplin & Sgt. Sommer.
- 3/22/2006 City Hall / Meeting with Mayor & Council members regarding City Council Goals, Chief Kroeplin.
- 3/23/2006 City Hall / Directors meeting with Mr. Adcock regarding the 06/07 budget, Chief Kroeplin.

## Meetings

- 3/23/2006 Tres Café / Police Volunteer meeting, Coordinator Robin Adcock & Chief Kroeplin.
- 3/23/2006 City Hall / Directors meeting regarding 06/07 budget, Chief Kroeplin.
- 3/27/2006 Cutsforth Thriftway / Kiwanis Club meeting, K9 Presentation by Officer Mead & Officer Farmer. Meeting attended by Chief Kroeplin & I.L. Tro.
- 3/27/2006 Oregon City PD / Drug Task Force meeting, Chief Kroeplin.
- 3/28/2006 City Hall / Agenda meeting in Mark's office with City Directors, Chief Kroeplin.
- 3/28/2006 CPD / Meeting with Beth Saul regarding park employees & police officers working together on vandalism to City property. I.L. Tro & Chief Kroeplin.
- 3/29/2006 City Hall / Weekly Department Head meeting with Mr. Adcock regarding PD operations, Chief Kroeplin.
- 3/29/2006 CPD / Meeting with Finance Director regarding PD Budget for 06/07, I.L. Tro & Chief Kroeplin.
- 3/31/2006 Scott Investments (214 SW 2nd) Meeting with Rep. Wayne Scott regarding a funding request to address Gang issues in Canby. Chief Kroeplin, Lt. Tro, and Gang Enforcement Officers Mead & Di Cenzo.
- 4/3/2006 Cutsforth Thriftway / Kiwanis Club meeting, Chief Kroeplin.
- 4/4/2006 Oregon City / Meeting with Mike Swanson & Mark Adcock (Labor Contract), Chief Kroeplin.
- 4/4/2006 CCSO - North Station / Meeting with Chief's, Sheriff, and District Attorney, (Critical Incident Investigative process), Chief Kroeplin.
- 4/4/2006 Cutsforth Thriftway / Chamber lunch, (Dave Paul, DA's office - Meth presentation), Chief Kroeplin.
- 4/5/2006 City Hall / Weekly Directors meeting with Mark regarding PD Operations, Chief Kroeplin.
- 4/5/2006 City Hall / City Council Executive Session, (Association - City Contract discussion), Chief Kroeplin.
- 4/5/2006 City Hall / Work Session with Mayor & City Council regarding Police Facility, Chief Kroeplin & Lt. Tro.
- 4/6/2006 CPD / Meeting with City Park's personnel regarding Graffiti issues. Lt. Tro & Gang Enforcement Officer's Di Cenzo and Mead.
- 4/6/2006 CPD / Budget meeting with Mr. Adcock & City Directors, Chief Kroeplin & Lt. Tro.

## Meetings

- 4/6/2006 CPD / Meeting with lateral police officer applicant, Chief Kroeplin & Lt. Tro.
- 4/6/2006 Tres Café / Meeting with Mr. Adcock & Catherine Comer (CBRD) regarding City development in the downtown area, Chief Kroeplin.
- 4/7/2006 CPD / Meeting with Police Officer Applicant Alex Stidham, Chief Kroeplin.
- 4/7/2006 Cutsforth Thriftway / Rotary Club meeting, Lt. Tro.
- 4/7/2006 CPD / Meeting with Police Officer Applicant Brett Ethington, Chief Kroeplin.
- 4/7/2006 Milwaukie / Drug task Force meeting, Chief Kroeplin.
- 4/13/2006 Ackerman Middle School / Meeting with Oregon Pacific Railroad Company regarding Railroad safety issues near the new middle school campus. Attended by Lt. Tro.
- 4/14/2006 CPD / Meeting with CCSO Deputy Frank Schoenfeld regarding job offer for police officer. He will start on May 1st 2006. Chief Kroeplin & Lt. Tro.
- 4/17/2006 CPD / Met with Reserve Officer Brett Ethington regarding job offer for full-time Officer. He will start on May 16th, 2006. Chief Kroeplin & Lt. Tro.
- 4/17/2006 Cutsforth Thriftway / Kiwanis Service Club meeting, Chief Kroeplin.
- 4/17/2006 Finance Department / Meeting with Finance Director regarding PD Budget for 06/07. Chief Kroeplin & Lt. Tro.
- 4/18/2006 Canby Pub & Grill / Meeting with Canby Chamber Board regarding City functions, Chief Kroeplin.
- 4/18/2006 Canby / Meeting with Margaret, Terry Tolls, and Allen Patterson regarding possible site location for police facility, Chief Kroeplin.
- 4/18/2006 PSTC / Meeting on new Taser Cam, discussion about a possible pilot program, Sgt. Swanberg & Sgt. Kitzmiller.
- 4/19/2006 CPD / Staff meeting, Chief, Lieutenant, & Sergeants.
- 4/19/2006 City Council Chambers / Council meeting, Chief Kroeplin.
- 4/20/2006 CCOM / Homeland Defense meeting, Sgt. Swanberg.
- 4/20/2006 PSTC / Clackamas County Criminal Justice Council meeting, Chief Kroeplin.
- 4/20/2006 City Hall / Post agenda meeting from City Council meeting held on 04-19-06, Chief Kroeplin.

## Meetings

4/24/2006 Cutsforth Thriftway / Kiwanis Club meeting, Chief Kroeplin.  
4/24/2006 PSTC / Drug Task Force meeting, Chief Kroeplin.  
4/26/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin.  
4/26/2006 CCCO / C800 Radio Group meeting, Chief Kroeplin.  
4/26/2006 CPD / Staff meeting, (Chief / Lieutenant & Sergeants).  
4/26/2006 City Hall / Budget meeting (7PM), Chief Kroeplin.  
4/26/2006 City Hall / Budget discussion meeting with Mr. Adcock, Department Directors, and Finance Director, Chief Kroeplin & Lt. Tro.

## Monthly Stats

3/31/2006 March 2006 Stats.  
  
\*Calls for service / 1678  
\*Crime Reports / 69  
\*Adult Arrests / 77  
\*Juvenile Custody / 15  
\*Injury Crashes / 3  
\*Non-Injury crashes / 7  
\*Traffic Cites / 510  
\*Front Counter contacts / 148  
  
3/31/2006 Gang Related Calls / March 2006 - 36  
4/30/2006 Gang Related Calls / April 2006 - 41  
4/30/2006 April 2006 monthly stats/  
\*Calls for service / 1343, \*Juvenile custody / 12, \*Crime reports / 65,  
\*Adult custody / 73, \*Injury Crashes / 3, \*Non-Injury Crashes / 7,  
\*Traffic Cites / 450, \*Front counter contacts / 223

## Other Activities

3/2/2006 OCTS / Kid TV Show "Interview with Chief", Chief Kroeplin.  
3/2/2006 OCTS / KID TV Show (Cooking with Elementary student), Chief Kroeplin.  
3/28/2006 Gladstone / Major Crimes Team response, Det Fетters & Evidence Tech Hemstreet.

### Other Activities

- 3/30/2006 Interim Lieutenant Tro / Interviews with Undersheriff Bowen, Chief Huiras, and Chief Duncan for Lieutenant position. Coordinated by Chief Kroeplin.
- 3/31/2006 CPD / Jorge Tro appointed Operations Lieutenant by Chief Kroeplin, effective April 1st, 2006.
- 4/4/2006 CPD / Police Officer interviews, coordinated by Lt. Tro.
- 4/5/2006 City Council meeting / Promotion Ceremony for Jorge Tro, (Operations Lieutenant), Chief Kroeplin & members of the Police Department.
- 4/6/2006 Salem / Visit to police vendor (Auto Additions), Margaret & Joe (Motorpool), preview law enforcement equipment, Chief Kroeplin & Lt. Tro.
- 4/8/2006 Clackamas / Celebration dinner for Lt. Tro who was assigned as the Operations Lieutenant on April 1st 2006. This was attended by several members of the department.
- 4/21/2006 Clackamas County Fairgrounds / Event security for wild horse sale, (April 21st & 22nd), Sgt. Kitzmiller & Officer Farmer.
- 4/24/2006 PSTC / Invitation from Sheriff Craig Roberts to attend a press conference where Governor Ted Kulongoski signed a new bill "Jessica's Law" (Enhanced penalty / Sex Offenders), attended by Chief Kroeplin.
- 4/27/2006 Canby Pub & Grill / CCA Dinner, Chief Kroeplin & Lt. Tro.
- 4/30/2006 Police Department Grants / DUII / \$2,000.00, Seatbelt Enforcement / \$5,000.00, OJP Vest Program / \$13,000.00, Homeland Security Tech Grant / \$98,664.00, COPS In Schools / \$9,492.00, Block Grant for equipment / \$3,000.00, Pedestrian Safety / \$4,000.00, Homeland Security with County "Up-grade of EOC" / \$10,000.00, Underage Drinking Enforcement - Education grant, (Clackamas County Health Dept.), \$ 7,500.00.

### Presentations

- 3/2/2006 Sabin-Schellenberg Skills Center (Milwaukie), Detective Floyd gave a presentation on narcotics awareness.
- 3/13/2006 Knight School / Melissa Truax's Spanish class. The PD presented the school with 70 Spanish reading books. An anonymous citizen in the community provided the funds for the PD to make the purchase. I.L. Tro also did some reading to the students. The books were presented by I.L. Tro & Chief Kroeplin.



## Presentations

- 4/3/2006 Canby Fire Department / Citizen Police Academy Graduation, Chief Kroeplin.
- 4/4/2006 Canby Telephone / Presentation to employee's from Canby Telephone, CUB, and Public Works regarding meth issues in Canby. Training provided by Det. Floyd.
- 4/10/2006 Knight School / Lt. Tro provided a Spanish reading program to Spanish speaking students.
- 4/11/2006 Canby High School / Trauma Nurse presentation to students regarding impact of car crashes, coordinated by CPD Traffic Division.
- 4/13/2006 Hope Village / Meth Panel sponsored by the Canby Chamber, Sgt. Kitzmiller & Det. Floyd.
- 4/27/2006 Knight School / Kiwanis project, (Terrific Kids Awards), Chief Kroeplin.

## Training

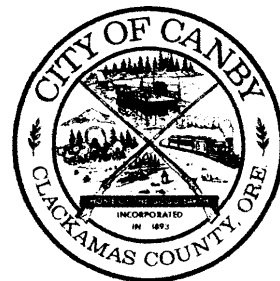
- 3/1/2006 Sheraton Airport / Property Room Management, Evidence Tech Don Hemstreet. (March 1st & 2nd).
- 3/7/2006 Milwaukie PD / SFST Training, Reserve Officer's, Ethington, Codino, and Stidham.
- 3/8/2006 NW 2nd & Fir, Range 3000 training, (All Sworn Personnel), 8th - 14th, 2006. City Council members Harris & Daniels also participated on the 8th.
- 4/4/2006 Salem / Performance in Lethal Encounters, Detective Fettes & Officer DiCenzo.
- 4/5/2006 Canby Fire Department / Mandatory training for all sworn personnel, (DUII Investigations).
- 4/10/2006 Eagle Crest / OACP Conference, Chief Kroeplin.
- 4/10/2006 Eastern Oregon State University / OPCA Seminar, Officers Mead & Farmer (K9 Training).
- 4/17/2006 Beaverton PD / Highway Drug Investigations, (April 17th - 21st), Officer Murphy.
- 4/17/2006 Portland Police Bureau / K9 Training for Officer Farmer, (10-Weeks Total).
- 4/17/2006 Canby Gun Club / TET Training Day.
- 4/18/2006 Washington County S.O. / Digital camera evidence, Evidence Tech - Hemstreet.

## Training

4/19/2006 Portland / Child Abuse Summit, (April 19th - 21st), Detective Fetters.

# City of Canby Monthly Report

## Department: Parks



For The Months of March-April

Date: May 4, 2006

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

### 1. Issue/project: Park Renovations

G R Morgan Construction started the second playground at Legacy Park on April 19<sup>th</sup>. Weather delayed the start of the 5-12 year old playground by about three weeks. The Contractor is doing a good job and the project is moving at a good pace now. An informational kiosk was also installed at Legacy Park and at the Eco Park near their parking lots.

New swings were installed at Maple St. Park in the North playground. One hundred cubic yards of safety surfacing was also spread under all of the playground equipment in the parks system.

Town and Country Fence Company of OR installed sixty feet of chain link fence off of each corner of the Molalla Forest Road walking path steel bridge over Highway 99E. The fence will help detour people from going under the bridge.

A quick coupler was installed at Maple St. Park for the Canby Kids softball maintenance personnel, the quick coupler will help with the watering of the ball fields. A good rapport seems to be had with soccer and softball maintenance representatives. The softball organization hired Pro-Grass to spray weeds out of the infields and had Athletic Field Design Co. laser grade the ball diamonds at Maple and Community Park's. The soccer organization hired Pro-Grass to fertilize the soccer fields at Legacy Park in March.

### 2. Issue/Project: Park Maintenance

March started off with storm debris removal and the finishing of the pressure washing projects. All sites were un- winterized and tree trimming projects were finished up. Graffiti and vandalism incidents were addressed. The fertilizing of turf and the spraying of weeds was performed. The mowing, string trimming and edging of turf was in full swing by April. Irrigation systems are also starting to be brought on line with repairs and necessary adjustments being 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 (7), Finance (2), Adult Center (1), Transit (20), Library (4) and the Police Department (3). It took 42.5 hrs to complete the 37 request forms.

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

C.C.C.C raked and picked up debris at Community Park, Wait Park and weeded the shrub beds at Maple St. Park. CCCC performed approximately 336 hours of labor for the City of Canby in the months of March and April.

#### Meetings attended:

I attended a meeting at Knight Elementary School and was introduced to the K-Kids. The K-Kids are from 10 to 11 years old and 30 to 40 members strong, they wanted to do a project for the Parks. They voted to participate in the DOWN BY THE RIVER CLEANUP sponsored by SOLV on May 20<sup>th</sup>.

Staff attended a couple meetings to discuss the Berg parkway extension, regarding the entrance options to Community Park.

Ben and I met with the Police Department to discuss quicker access to the Molalla Forest road walking path, internal department communications and park rules posting locations.

I met with KLM excavation to get an estimate for the demolition costs for Maple St. Park restroom and concession buildings.

Caleb Hawkins attended the City of Canby Safety Committee Meetings and went to a meeting regarding first aid kits for the fleet.

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

I attended a conference between the Oregon Recreation a Park Association and the Washington Recreation and Park Association. The joint conference was held in Vancouver WA on April the 25<sup>th</sup> at the Hilton.

Ben attended a meeting sponsored by Canby Telephone regarding Meth house identification.

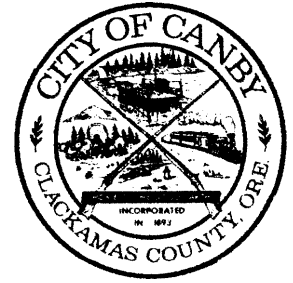
#### Attach statistics or other information of interest.

The Parks Department is responsible for 180 acres of property.

The Parks Department hired back Jordan Garner in April. Jordan was a seasonal parks worker last summer. We also placed ads and went through the interview process and hired David Leininger and Josiah Rydmark in May as seasonal workers.

# City of Canby Monthly Report

## Department: PUBLIC WORKS



For Months of: March and April, 2006

Prepared by: Roy Hester

March 1 – 31, 2006 Monthly Report

### 1. **Streets:**

- Set up forms for the sidewalk and ADA ramps on NW 5<sup>th</sup> and Holly St.
- Cleaned up alleyway and rocked the bad areas behind Napa Auto Parts from S Locust to the entrance of Canby Mobile Manner.
- Patched chuckholes around town with cold mix.
- Swept streets, 3-3-06.
- Graveled shoulder on S Berg Parkway.
- Patched chuckholes around town with cold mix.
- Swept streets, 3-8-06.
- Swept streets, 3-10-06.
- Poured concrete for sidewalks and ADA ramps at N Holly and NW 5<sup>th</sup>.
- Cleaned up area and back filled with dirt at N Holly and NW 5<sup>th</sup>.
- Swept streets, 3-17-06.
- Swept streets, 3-21-06.
- Fixed S Knott Drive with gravel.
- Swept streets, 3-24-06.
- Patched chuck holes with cold mix.
- Swept streets, 3-31-06.
- Locates for the month of March (44).
- Completed (35) complaints for the month of March.

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

- Worked on (6) new erosion control permits.
- Helped locate a sewer lateral on N Ivy Street.
- Washed sewers, 3-8-06.
- Cleaned up plugged catch basins.
- Help citizen sewer problem. TV'd the sewer main to find the lateral.
- Cleaned drywell at N Birch and Territorial with vacor truck.
- Washed sewers, 3-16-06.
- Baited numerous sanitary manholes.

- Cleaned drywell at N Birch by Johnson Controls.
- Started on drywell on N Grant and NW 11<sup>th</sup>.
- Installed new cleats on transporter track of sewer TV camera.
- Entered erosion control inspections into the computer.
- Cleaned pond outfall on S Elm Street by Village on the Lochs.
- Completed (28) sewer inspections for the month of March.
- Completed (38) erosion control inspections for the month of March.

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

- Chipped up brush on NE Territorial Road in preparation of the signal crossing for Logging Bridge Road.
- Replaced missing street name signs.
- Replaced road signs.
- Replaced broken stop sign post at NE 22<sup>nd</sup> and N Laurelwood.
- Repaired/fixed (10) street lights for the month of March.

### **4. Miscellaneous:**

- Took barricades to the swim center for a swim meet, 3-1-06.
- Picked up barricades from swim center, 3-6-06.
- Picked up sign posts in Portland.
- Dan, Daniel, Jerry and Craig attended pavement marking seminar in Salem, 3-22 and 3-23.
- Had final walk through at Auburn Farms II with a Centex Representative.
- Picked up parts in Portland for the backhoe.
- Started preparing area for paving at Fairgrounds.
- Checked on progress at the new flag lot on NE 11<sup>th</sup> off of N Pine St.
- Worked at the Fairgrounds.
- Put pipe rack on Unit 30.
- Cleaned electric vaults for Canby Utility Electric Department on Hazeldell Way that were filled with mud.

### **Meetings attended:**

- Attended Traffic Safety meeting.
- Attended a pre-application meeting for a minor land partition.
- Attended a pre-construction meeting for SR Smith.
- Met with LES, Inc. at Postlewait Estates over storm issues.
- Met with Canby Excavating about driveway approach.
- Met with Nick Netter at Burbank Estates on tree placement.

- Met with Bill Garity and John Williams about NW Territorial Street improvements.
- Met with Debbie Pearson and Mark Wharry on Canby High School addition.
- Attended pre-construction meeting for Territorial Road Townhomes.

#### April 1 - 30, 2006 – Monthly Report

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

- Completed driveway approach inspection.
- Worked on sub-grade for paving at Fairgrounds.
- Swept streets, NW, 4-6-06.
- Swept streets, 4-7-06.
- Fixed numerous pot holes with cold mix.
- Hauled street sweeper debris away to Canby Sand.
- Sprayed herbicide in the right-of-way around Canby.
- Hauled street sweeper debris away.
- Heated oil for possible asphalt patching 4-18-06.
- Replaced curb and sidewalk on N Cedar and NW 3<sup>rd</sup> Avenue.
- Inspected (1) driveway approach.
- Got tools ready for concrete work.
- Sprayed herbicide in various locations around town.
- Poured 6-1/2 yards of concrete at NW 3<sup>rd</sup> and N Cedar Street.
- Swept streets, 4-21-06.
- Swept streets, 4-28-06.
- Did (22) locates for the month of April.
- Completed (20) complaints for the month of April.

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

- Jack-hammered and dug up sunken dry well on N Baker Drive, backfilled, compacted and put cold mix around the area.
- Washed and then TV'd sewer main line on S Berg Parkway; located all sanitary laterals to the west. Used the camera on sewer lateral to find a more accurate later location at SR Smith Company.
- Warned job superintendents at Darci Country Estates about blowing garbage onto N Cedar Street. (Multiple warnings have already been given about the blowing garbage).
- Check on various erosion control permitted sites.

- Cleaned sediment man hole at NE 10<sup>th</sup> and Oak Place.
- Cleaned drywell at NE 10 and Oak Street.
- Cleaned drywell on NW 13<sup>th</sup> between 600-700 blocks.
- Torn down the 34<sup>th</sup> sewer lift station pump and fixed it.
- Fixed sewer problems on SW 2<sup>nd</sup> Avenue.
- Washed sewer main leading to the 34<sup>th</sup> sewer lift station.
- Fixed sewer problem at SE 8<sup>th</sup> Avenue.
- Did dye test and TV'd sewer line on Berg Parkway (Fred Kahut).
- Did dye test for sanitary line location at Mackin Auto Body and the Oregonian.
- Did computer entries on (6) erosion control permits.
- NOTE: called Jason, Sequoia Homes (Darci Country Estates) about garbage on NW 3<sup>rd</sup> Street and also called Sam about missing erosion control applications. Took pictures of NW 3<sup>rd</sup> Avenue.
- Entered comments in the computer on (5) erosion control inspections.
- Dye tested Industrial Seating.
- Entered (2) erosion control inspections in the computer.
- Helped excavator on the sewer lateral at Carl's Jr Restaurant.
- Cut areas on S Berg Parkway for sewer lateral disconnect.
- Prepared more area for paving at the Fairgrounds, 4-24-06.
- Patched chuck holes around town with oil and rock.
- Inspected (14) sewer laterals for the month of April.
- Inspected and completed (36) erosion control permits.

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

- Sprayed around maple trees on NW 1<sup>st</sup> Avenue.
- Put up "No Truck Parking" on N Baker Street.
- Replaced post and sign on NW Territorial Road.
- Installed 25 mph signs on N Locust from Territorial Road to NE 22<sup>nd</sup> Avenue.
- Installed "No Parking" signs on NW 3<sup>rd</sup> Avenue from N Birch to N Cedar.
- Installed sign post on SE Township for preparation of signage for new school. Signs have to be updated by July 1, 2006.
- Repaired (6) street lights.



#### **4. Miscellaneous:**

- Reviewed plans and turned in comment sheets for Habitat for Humanity, Fawver Subdivision and Redwood Medical Village.
- Tried to re-attach gutters at the shop complex.
- Faxed comments to VLMK Engineers.
- Cleaned up the erosion control/mapping room.
- Paved areas at CUB Water Plant and filled chuck holes around town and shop complex.
- Picked up (2) dead animals.
- Placed barricades at Union Pacific parking lot for American Legion event.

#### **Meetings attended:**

- Attended pre-application meeting for 515 N Locust Street for Habitat for Humanity.
- Met with John Williams.
- Met with John Williams, Jorge Tro and Potter's Industries representatives about trailer parking.
- Met with contractors at SR Smith about sewer connection to man hole.
- Attended pre-application meeting for Fawver Subdivision.
- Attended pre-construction meeting for Bowen Building.

# Monthly Report

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

**Date:** May 8, 2006

**Re:** March and April Report

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March and April have gone great. The home school lessons for both March and April have been well attended. The patrons have been very happy with the lessons. Revenue has been on the rise the last couple of months. The staff has worked very hard at getting more people into swimming lessons.

March was up in attendance by about 300 swims, most of that was due to the Oregon Swimming Senior State Championships which were held in Canby in early March. The Championship meet went smoothly. Most of the teams were pleased with the meet. They were surprised that the meet could be successful in a facility of our size. March was very good on the revenue side also, we were able to catch up to last year's March with a \$14,000 month versus just under \$11,000 from the previous year.

April has been a good month and with the good weather finally here, the public is starting to think swimming. Last Friday was the first day since last summer that we had to turn people away because the swim was full. Revenue for the month of April was up by about \$800 and attendance was up by about 700 swims. Total attendance is now down about 2900 swims total for the year, but revenue is now up about \$1,300 for the year.

The Canby Swim Club finished up their swimming seasons in March with the two Sectional Meets. The senior meet in Sunny Phoenix turned out to be cold and wet and took a toll on our thin swimmers. Swimmers swimming in the senior meet were Jacob Keil, Nicole Schuh, Vuk Milosevic, Brandan Mantei and Spencer Polack. The age group meet in Federal Way, Washington went very well as twelve swimmers from The Canby Gators did awesome, with three swimmers swam to top 8 finishes. They were Kasey Schlatter, Tyson Polack and Samantha Smith. The Canby Swim Club returned to the water the first of April and start the long course season in Beaverton on May 5-7th at Tualatin Hills.

**There were two errors in the last report.**

First the Canby High School had 10 swimmers qualify for high school state, but it was not a record as 13 swimmers have qualified for state three years ago.

Secondly February revenue numbers were off, as totals were not available for the March report and February 05 earned \$1,000 more than February 06.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
SUBJECT: MONTHLY REPORT FOR MARCH 2006  
DATE: MAY 8, 2006

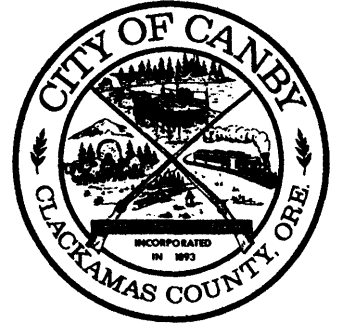
CANBY SWIM CENTER MARCH 2006	ADMIT 2005	ADMIT 2006	PASS 2005	PASS 2006	TOTAL 2005	TOTAL 2006	YTD TOTAL O4-O5	YTD TOTAL O5-O6
MORNING LAP	12	55	255	306	267	361	2627	2448
ADULT RECREATION SWIM	62	49	386	495	448	544	3988	4248
MORNING WATER EXERCISE	234	276	0	0	234	276	2101	1911
PARENT/ CHILD	152	108	0	0	152	108	793	948
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3735	3387
SCHOOL LESSONS	1204	700	0	0	1204	700	5046	2406
NOON LAP	52	50	254	193	306	243	2289	2098
FAMILY SWIM	17	0	0	0	17	0	92	42
AFTERNOON PUBLIC	357	413	14	55	371	468	3367	3428
PENGUIN CLUB	42	0	0	0	42	0	979	1054
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2068	2344
CANBY SWIM CLUB	0	0	726	1562	726	1562	7550	7361
HOME SCHOOL LESSONS	0	0	0	0	0	0	0	0
EVENING LESSONS	824	774	0	0	824	774	4866	5066
EVENING LAP SWIM	53	77	39	42	92	119	609	748
EVENING PUBLIC SWIM	654	497	17	68	671	565	4794	4334
EVENING WATER EXERCISE	139	111	0	0	139	111	1178	1040
ADULT LESSONS	2	0	0	0	2	0	2	16
GROUPS AND RENTALS	358	357	0	0	358	357	3197	2605
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	350	546
TOTAL ATTENDANCE	4,162	3,467	1,691	2,721	5,853	6,188	49631	46030

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
SUBJECT: MONTHLY REPORT FOR APRIL 2006  
DATE: MAY 8, 2006

CANBY SWIM CENTER APRIL 2006	ADMIT 2005	ADMIT 2006	PASS 2005	PASS 2006	TOTAL 2005	TOTAL 2006	YTD TOTAL O4-O5	YTD TOTAL O5-O6
MORNING LAP	65	57	328	304	393	361	3020	2809
ADULT RECREATION SWIM	80	61	405	483	485	544	4473	4792
MORNING WATER EXERCISE	237	258	0	0	237	258	2338	2169
PARENT/ CHILD	188	146	0	0	188	146	981	1094
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3735	3387
SCHOOL LESSONS	677	1140	0	0	677	1140	5723	3546
NOON LAP	69	50	250	236	319	286	2608	2384
FAMILY SWIM	16	0	0	0	16	0	108	42
AFTERNOON PUBLIC	139	179	13	12	152	191	3519	3619
PENGUIN CLUB	155	190	0	0	155	190	1134	1244
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2068	2344
CANBY SWIM CLUB	0	0	828	720	828	720	8378	8081
HOME SCHOOL LESSONS	0	380	0	0	0	380	0	380
EVENING LESSONS	826	900	0	0	826	900	5692	5966
EVENING LAP SWIM	37	91	55	38	92	129	701	877
EVENING PUBLIC SWIM	612	632	29	56	641	688	5435	5022

EVENING WATER EXERCISE	151	175	0	0	151	175	1329	1215
ADULT LESSONS	4	20	0	0	4	20	6	36
GROUPS AND RENTALS	807	547	0	0	807	547	4004	3152
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	350	546
TOTAL ATTENDANCE	4,063	4,826	1,908	1,849	5,971	6,675	55602	52705

**TRANSIT & GENERAL SERVICES  
BI-MONTHLY REPORT**



**TO:** Honorable Mayor Thompson and City Council  
City Administrator Mark Adcock  
**FROM:**  Margaret Yochem ~ Transit & General Services Director  
**DATE:** May 6, 2006  
**RE:** Department Status

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The following is an update for Transit, Fleet Services, Tech Services, Facilities Maintenance and Future Facilities for the months of March and April. Please call me if you have any questions 503-266-4022.

**Transit**

**Funding Issues:** The STF (Special Transportation) grant has been submitted to Trimet in the amount of \$95,000. This particular grant is used strictly for Elderly and Disabled riders. We are going through the public process and hope to have this wrapped up by the 18<sup>th</sup> of May. Currently I am working on the Department of Energy applications for FY '06-'07.

**Transit Capital Projects:** We are truly nearing completion of the Transit Plaza. We have installed two more clock faces, landscaping lighting. We are working on the finishing touches, such as the water feature, final signage, banners for the light poles in lieu of flower baskets.

**Ridership:** We set a new record in March providing 19,023 rides for the month. April was down this year, providing 16,747 rides for the month.

**Meetings:** Numerous budget meetings, normal and customary city staff meetings, Regional Transportation Committee, Oregon Transportation Association, Regional Transportation Coordination Committee. Meetings with Congresswomen Hooley, Senators Smith and Wyden and staff. (please see notes under conferences in this report)

**Conferences:** I had the pleasure of getting to attend an Easter Seals Conference also known as project action in Washington D.C. in the month of April. The conference was centered on seamless rural transportation. The conference was fully funded (Air, most meals and lodging by the Easter Seals organization). Without a doubt it was one of the best trainings I have been to. Twenty teams of five from across the nation were involved. The training was centered on each of our regions, ours being Tri-center region (Clackamas, Multnomah and Washington County). The main focus was identifying independence with regards to seamless transportation.

Upon completion of the conference, I had the privilege of meeting with our Oregon politicians and their staff; Congresswomen Darlene Hooley and Senators' Wyden and Smith. We had good discussions with regards to Canby Area Transit and the appropriation request of 1.25m for rolling stock and operational facilities. I feel the trip was well worth it and I hope to bring you good news in October or November of success on the appropriation request.

### **Fleet Services**

**Purchases:** Purchase of Crown Victoria to replace State leased vehicle.

**Operations:** Continued maintenance on the city's rolling stock.

### **Tech Services**

**Operations:** Ongoing maintenance.

### **Future Facilities and Immediate Needs Assessment ~ Facilities Maintenance**

**Future Facilities:** Identification of land for purchase for a new police facility.

**Facilities Remodel:** Completion of all remodeling identified has been completed.

**Facilities Maintenance:** None to report at this time.

Attachments:            Rider-ship numbers for March & April.

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

## Oregon City #1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	152	213	108	124	107	108	78	84	87	117			1,178
Disabled	39	56	71	56	54	51	76	88	83	103			677
General Public	2,378	2,854	2,798	2,989	2,682	2,546	2,746	2,609	3,117	2,560			27,279
Youth	933	1,058	803	749	771	700	529	583	912	746			7,784
Child													0
Aides/Other													0
<b>Totals</b>	<b>3,502</b>	<b>4,181</b>	<b>3,780</b>	<b>3,918</b>	<b>3,614</b>	<b>3,405</b>	<b>3,429</b>	<b>3,364</b>	<b>4,199</b>	<b>3,526</b>	<b>0</b>	<b>0</b>	<b>36,918</b>

## Oregon City #2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	72	92	69	45	70	77	72	45	75	100			717
Disabled	75	100	125	63	71	79	94	118	120	135			980
General Public	2,108	2,836	2,705	2,937	2,485	2,618	2,620	2,649	2,899	2,563			26,420
Youth	868	1,129	708	635	514	714	627	551	792	600			7,138
Child													0
Aides/Other													0
<b>Totals</b>	<b>3,123</b>	<b>4,157</b>	<b>3,607</b>	<b>3,680</b>	<b>3,140</b>	<b>3,488</b>	<b>3,413</b>	<b>3,363</b>	<b>3,886</b>	<b>3,398</b>	<b>0</b>	<b>0</b>	<b>35,255</b>

## Oregon City Express AM 1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	5	3	1	2	0	0	0	2	0	1			14
Disabled	1	4	0	0	0	8	0	1	0	0			14
General Public	373	433	394	424	363	339	452	372	469	226			3,845
Youth		4	13	22	22	9	18	7	8	3			106
Child													0
Aides/Other													0
<b>Totals</b>	<b>379</b>	<b>444</b>	<b>408</b>	<b>448</b>	<b>385</b>	<b>356</b>	<b>470</b>	<b>382</b>	<b>477</b>	<b>230</b>	<b>0</b>	<b>0</b>	<b>3,979</b>

## Oregon City Express AM 2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	6	3	4	0	6	5	2	3	1	1			31
Disabled	1	0	0	0	0	0	0	0	0	0			1
General Public	253	321	351	324	302	312	259	273	280	351			3,026
Youth	7	2	1	1	0	2	3	1	3	4			24
Child													0
Aides/Other													0
<b>Totals</b>	<b>267</b>	<b>326</b>	<b>356</b>	<b>325</b>	<b>308</b>	<b>319</b>	<b>264</b>	<b>277</b>	<b>284</b>	<b>356</b>	<b>0</b>	<b>0</b>	<b>3,082</b>

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

## Oregon City Express PM 1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	51	38	53	39	61	38	40	37	37	22			416
Disabled	4	6	6	6	5	6	7	4	1	1			46
General Public	211	246	239	279	209	239	295	280	243	232			2,473
Youth	39	37	51	39	46	25	12	29	22	16			316
Child													0
Aides/Other													0
<b>Totals</b>	<b>305</b>	<b>327</b>	<b>349</b>	<b>363</b>	<b>321</b>	<b>308</b>	<b>354</b>	<b>350</b>	<b>303</b>	<b>271</b>	<b>0</b>	<b>0</b>	<b>3,251</b>

## Canby-South

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	262	394	290	356	388	346	289	235	350	379			3,289
Disabled	30	50	119	176	156	68	140	140	143	141			1,163
General Public	1,025	1,379	1,330	1,422	1,361	1,215	1,224	1,222	1,440	1,189			12,807
Youth	1,162	1,484	1,435	1,799	1,879	1,469	1,660	1,643	1,937	1,732			16,200
Child													0
Aides/Other													0
<b>Totals</b>	<b>2,479</b>	<b>3,307</b>	<b>3,174</b>	<b>3,753</b>	<b>3,784</b>	<b>3,098</b>	<b>3,313</b>	<b>3,240</b>	<b>3,870</b>	<b>3,441</b>	<b>0</b>	<b>0</b>	<b>33,459</b>

## Canby-North

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	129	175	104	105	126	87	80	87	109	118			1,120
Disabled	15	36	53	83	113	36	49	47	62	58			552
General Public	1,085	1,457	1,275	1,443	1,456	1,526	1,388	1,352	1,621	1,301			13,904
Youth	1,211	1,419	993	1,115	1,322	1,149	1,173	1,328	1,611	1,271			12,592
Child													0
Aides/Other													0
<b>Totals</b>	<b>2,440</b>	<b>3,087</b>	<b>2,425</b>	<b>2,746</b>	<b>3,017</b>	<b>2,798</b>	<b>2,690</b>	<b>2,814</b>	<b>3,403</b>	<b>2,748</b>	<b>0</b>	<b>0</b>	<b>28,168</b>





# Passenger Statistics: Canby Area Transit Saturday

## Saturday Lift/Extra

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	6	6											12
Disabled	60	40	37	65	54	74	61	72	68	72			603
General Public					2		5	5		2			14
Youth													0
Child													0
Aides/Other					3			2		2			7
<b>Totals</b>	<b>66</b>	<b>46</b>	<b>37</b>	<b>65</b>	<b>59</b>	<b>74</b>	<b>66</b>	<b>79</b>	<b>68</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>636</b>

## Saturday Oregon City

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	43	65	17	26	18	24	13	16	38	24			284
Disabled	10	6	0	13	11	6	6	5	9	11			77
General Public	480	416	396	594	392	473	390	467	418	545			4,571
Youth	245	253	281	294	220	168	118	163	207	277			2,226
Child													0
Aides/Other													0
<b>Totals</b>	<b>778</b>	<b>740</b>	<b>694</b>	<b>927</b>	<b>641</b>	<b>671</b>	<b>527</b>	<b>651</b>	<b>672</b>	<b>857</b>	<b>0</b>	<b>0</b>	<b>7,158</b>

## Saturday Canby North

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	37	35	14	18	19	22	8	20	16	15			204
Disabled	6	2	3	2	6	4	2	7	9	7			48
General Public	149	127	118	188	177	171	159	215	154	179			1,637
Youth	159	149	163	165	158	102	135	138	146	194			1,509
Child													0
Aides/Other													0
<b>Totals</b>	<b>351</b>	<b>313</b>	<b>298</b>	<b>373</b>	<b>360</b>	<b>299</b>	<b>304</b>	<b>380</b>	<b>325</b>	<b>395</b>	<b>0</b>	<b>0</b>	<b>3,398</b>

## Saturday Canby South

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	50	55	42	57	47	66	27	45	54	57			500
Disabled	10	9	5	7	16	9	8	6	12	15			97
General Public	133	123	89	143	135	116	129	132	137	135			1,272
Youth	156	180	143	198	127	103	120	115	137	119			1,398
Child													0
Aides/Other													0
<b>Totals</b>	<b>349</b>	<b>367</b>	<b>279</b>	<b>405</b>	<b>325</b>	<b>294</b>	<b>284</b>	<b>298</b>	<b>340</b>	<b>326</b>	<b>0</b>	<b>0</b>	<b>3,267</b>

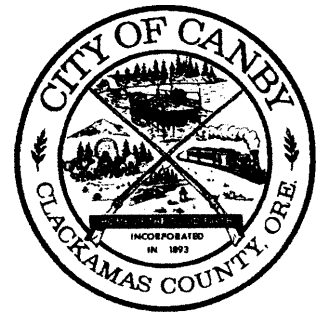
# Passenger Statistics: Canby Area Transit Special Event

## Special Event

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior													0
Disabled													0
General Public	64				2	9		28					103
Youth					72								72
Child													0
Aides/Other													0
<b>Totals</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74</b>	<b>9</b>	<b>0</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175</b>

<b>Grand Totals</b>	14,887	18,136	16,145	18,046	17,123	16,119	16,333	16,318	19,023	16,747	0	0	168,877
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**WASTEWATER TREATMENT FACILITY  
MONTHLY REPORT**



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

**From:** *Mark Adcock*  
**Through:** *John Williams*  
**Prepared by:** *Darvin Tramel*

**Subject:** *March & April 2006 Wastewater Treatment Report*

**Date:** *May 8, 2006*

**Facility Operations & Maintenance & Construction:**

Facility operations and effluent quality at the wastewater treatment plant for the months of March and April remained good, with no interruption of services or violations for either month. In April staff began to prepare for our more stringent summer permit which begins April 30, 2006. In March, treatment personnel worked diligently to help contractors facilitate the completion of the painting of the North clarifier so that it would be back on line and operations back to normal prior to the summer permit.

During March & April staff replaced a block heater on the Onan generator, repaired a heat exchange unit on compressor # 2, replaced or fixed spray jets and adjusted scrapers on the secondary clarifiers, sent the biosolids conveyor to a contractor to replace the old pulleys, fix the belt, adjusted the conveyor, and completed a vibration analysis and alignment of blowers. Also during the months of March and April staff worked on our annual spring cleaning which included tasks such as gutter cleaning, briar removal, sprinkler system maintenance, edging, weeding and mowing. Of major concern was the failure of a ten year old Programmable Logic Controller (PLC) for the Odor Scrubber. Staff and I are trying to expedite the repair or possible replacement of the unit prior to any odor complaints from the golf course. Replacement costs of the PLC will exceed \$3,000, so we are hoping to have it fixed.

Construction activities for the month of March & April included the completion of the painting and coating for the North Clarifier with HCI Industrial Coatings. The coating of the North clarifier went smoothly with no problems and once the clarifier was complete, staff returned the facility back to its normal operation parameters. Other note worthy construction activities included the acquisition of quotes for the replacement of counter tops with acid resistant linoleum and a quote for a new paneling system in the Raw Sewage pump room. The new paneling will be made with a fiber resin material that is washable and will seal in the particle board, so that it will not rot.

**MARCH**

<u>New Connections:</u>	17	<u>Monthly Averages:</u>	
<u>Total Connections:</u>	5481	<u>Effluent BOD<sub>5</sub>:</u>	7 mg/l
<u>Average Flow:</u>	0.9737 mgd	<u>Effluent CBOD<sub>5</sub>:</u>	2 mg/l
<u>E. Coli</u> :	13	<u>Effluent TSS:</u>	10 mg/l

**APRIL**

<u>New Connections:</u>	15	<u>Monthly Averages:</u>	
<u>Total Connections:</u>	5494	<u>Effluent BOD<sub>5</sub>:</u>	5 mg/l
<u>Average Flow:</u>	0.9844 mgd	<u>Effluent CBOD<sub>5</sub>:</u>	2 mg/l
<u>E. Coli</u> :	7	<u>Effluent TSS:</u>	7 mg/l

**Biosolids Program:**

The City of Canby applied 432 cubic yards of dewatered cake to the Hein Biosolids application site. In March we took the conveyor out of service for one week and had it repaired. The Biosolids program had no violations or odor complaints for the months of March and April.

**Pretreatment & Storm Water:**

In March and April Jeff continued to inspect new businesses and worked with grease haulers and restaurants. Staff completed two successful rounds of stormwater analysis, and we are awaiting the results. Jeff and I continue to work on implementation actions from our 2005 Pretreatment Audit and the necessary changes based on the new EPA Streamlining regulations.

**Meetings and Training Attended**

I attended meetings with Oregon ACWA, Curran & McLeod Engineering, DEQ and the Pacific Northwest Pretreatment Conference. Dave Conner, Bob Wengert, Don Steiner, Jeff Crowthers, and Bruce Shelquist participated in the Wastewater Short School at Clackamas Community College and completed a one day seminar on excel basics. Also during the month of April I attended a one day work shop with the DEQ on mixing zones.

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