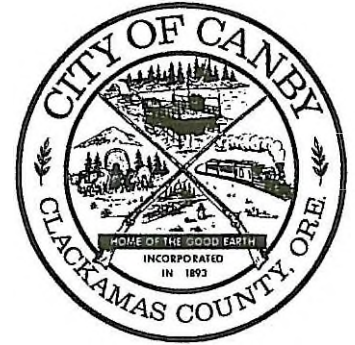


MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Kevin Cook, Associate Planner*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *January 5, 2006*
RE: *Annexation application ANN 05-05 (Thomas Holmes)*

Issue: Adoption of findings, conclusions, and final order for ANN 05-05 (4.85 acres located south of NE Territorial Road, and west of N. Pine Street).

Synopsis: After a public hearing on January 4, 2006, the City Council voted 6-0 to approve this annexation and forward to Canby voters. Findings are the final, written confirmation of that oral decision.

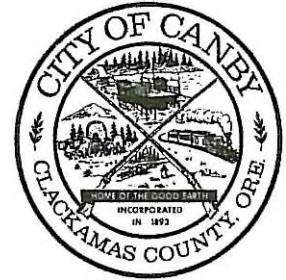
Recommendation: Staff recommends that City Council adopt the findings for ANN 05-05.

Rationale: The findings are a written version of the Council's oral decision.

Options:

1. Change the findings or
2. Adopt as written

Attached: Findings for ANN 05-05



**BEFORE THE CITY COUNCIL
OF THE
CITY OF CANBY**

**A REQUEST TO ANNEX 4.85
ACRES OF LAND INTO THE
CITY OF CANBY**

**) FINDINGS, CONCLUSIONS & ORDER
) ANN 05-05
)**

NATURE OF APPLICATION

The applicant is seeking to annex a single 4.85 acre parcel into the City of Canby. The applicant's conceptual site plan shows a possible 33 lots. When combined with land that the applicant owns inside the city limits (immediately to the west and adjacent to the parcel to be annexed) the conceptual plan shows an additional 12 lots bringing the total to 45 lots.

The applicant's conceptual plan shows access to the site via connecting NE 17th Ave. with N Pine St. and providing a connecting N Oak St north to NE Territorial Rd. A half street is also shown along the northern boundary of the subject parcel.

HEARINGS

The Planning Commission held a public hearing and considered this application at its meeting on November 28, 2005. A quorum of the Commission voted 4-0 recommending approval. The City Council held a second public hearing to consider the application at its January 4, 2006 meeting.

**Findings, Conclusions & Final Order
ANN 05-05
Page 2 of 6**

The Council voted 6-0 to forward the application on to Canby voters for a final decision at the ballot in the primary election on May 16, 2006.

CRITERIA AND STANDARDS

The Planning Commission forms a recommendation that the City Council may consider after conducting a public hearing. If the City Council approves the application, that approval is forwarded to Canby voters as a ballot measure where a final decision is reached during a general election. Section 16.84.040 of the Canby Municipal Code states that when reviewing a proposed annexation, the Council shall give ample consideration to the following:

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan).
2. Analysis of the "need" for additional property within the city limits shall be provided.
3. Smaller non-farm land shall be considered a priority for annexation over larger farm land;
4. Access shall be adequate to the site;
5. Adequate public facilities and services shall be available to service the potential (or proposed) development;
6. Compliance with other applicable city ordinances or policies;
7. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (In other words, a triple majority type application must contain proof that a triple majority does, in fact, exist, etc.);
8. Risk of natural hazards which might be expected to occur on the subject property shall be identified;
9. Urbanization of the subject property shall not have a significant adverse effect on specially designated open space, scenic, historic or natural resource areas;
10. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant

adverse effect on the economic, social and physical environment of the community, as a whole. The full text of the annexation criteria can be found in Section 16.84.040 of the Land Development and Planning Ordinance.

FINDINGS AND REASONS

The City Council deliberated on all evidence and testimony presented at the January 4, 2006 meeting. The City Council incorporates the November 17, 2005 Staff Report and Council deliberations as support for its decision. The City Council accepted and adopted the findings in the November 17, 2005 Staff Report.

CONCLUSION

The City Council concludes that, based on the findings and conclusions contained in the November 17, 2005 staff report and the January 4, 2006 public hearing and based on Council deliberations on January 4, 2006:

1. The land is designated Priority "A" for annexation.
2. The current supply of platted residential land in Canby is estimated as follows:

R-1 Low Density	188 Lots	1.90 years
R-1.5 Medium Density	0 Lots	0.00 years
R-2 High Density	137 Lots	2.66 years

The supply of land in each category is less than the 3 year supply considered sufficient to meet the need for residential land.
3. The subject property is a smaller tract of non-productive woodland, surrounded by other developed property. The established need for residential land and the parcel's designation as priority "A" for annexation take precedence over farm uses.
4. Access is adequate to the site and will be further improved by the improvements of the roadway, including off-site improvements volunteered by the applicant, in conjunction with development.
5. The City and other affected service-providing entities have the capability to amply provide the area of the proposed annexation with urban level services upon future development.
6. The annexation proposal is in compliance with other applicable City ordinances or

Findings, Conclusions & Final Order

ANN 05-05

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policies.

7. The annexation proposal complies with all applicable sections of Oregon Revised Statutes.
8. No natural hazards have been identified on the site.
9. The effect of urbanization of the subject property to designated open space, scenic, historic or natural resource areas is limited, in that the open space designation and requirements as found in the Parks Master Plan will be adhered to.
10. No adverse economic impacts are likely to result from the annexation of the subject property.

ORDER

IT IS ORDERED BY THE CANBY CITY COUNCIL that annexation ANN 05-05 is **APPROVED** and will be forwarded to Clackamas County Elections Department to appear on the May 16, 2006 primary election ballot.

I CERTIFY THAT THIS ORDER approving ANN 05-05 was presented to and **APPROVED** by the Canby City Council.

DATED this 18th day of January, 2006.

Teresa Blackwell, Council President
City of Canby

Kevin C. Cook
Associate Planner

ATTEST:

ORAL DECISION – January 4, 2006

AYES: Carson, Oliver, Newton, Daniels, Harris, Blackwell

NOES: None

ABSTAIN: None

ABSENT: Thompson

WRITTEN FINDINGS – January 18, 2006

AYES:

NOES:

ABSTAIN:

ABSENT:

M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council and
Mark Adcock, City Administrator*

FROM: *Chaunee Seifried, Finance and Court Services Director*

DATE: *December 28, 2005*

Issue: Adopt Resolution 914 adding AIG VALIC Deferred Compensation Plan to be made available to all eligible employees (elected officials, and independent contractors) participating in said Deferred Compensation Plan.

Recommendation: Staff recommends that the City Council approve Resolution 914

Background: The City of Canby currently participates in the optional 457 Deferred Compensation Plans and would like to offer all employees, elected officials, and independent contractors the AIG VALIC Deferred Compensation Plan as an addition to the current Plans that the City already participates in.

Fiscal Impact: There is no fiscal impact for the City. This is a 457 Deferred Compensation Plan for the employees that choose to invest their money as an additional benefit

Options:

1. Approve Resolution 914 and give the employees an additional 457 Plan to voluntarily choose from.
2. Not approve Resolution 914 and only offer the current plans.

Attached: Resolution 914

RESOLUTION NO. 914

A RESOLUTION ESTABLISHING THE AIG VALIC 457 RETIREMENT PLAN AS AN ADDITIONAL DEFERRED COMPENSATION PLAN FOR THE CITY OF CANBY EMPLOYEES.

WHEREAS, the City of Canby has considered the establishment of an additional Deferred Compensation Plan to be made available to all eligible employees (elected officials, and independent contractors) participating in said Deferred Compensation Plan; and

WHEREAS, certain substantial tax benefits could accrue to employees, (elected officials, and independent contractors) participating in said Deferred Compensation Plan; and

WHEREAS, AIG VALIC has established a master prototype deferred compensation program for cities, political subdivisions, and special districts, permitting its/their employees to enjoy advantages of this program; and

WHEREAS, AIG VALIC agrees to hold harmless and indemnify the City, its appointed and elected officers and participating employees from any loss resulting from the failure of AIG VALIC or of its Agent's failure to perform its duties and services pursuant to the AIG VALIC Program;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby, as follows:

The City of Canby hereby adopts the AIG VALIC 457 Retirement Plan and its attendant investment options and hereby establishes the AIG VALIC 457 Retirement Plan for the voluntary participation of all eligible employees (elected officials and independent contractors).

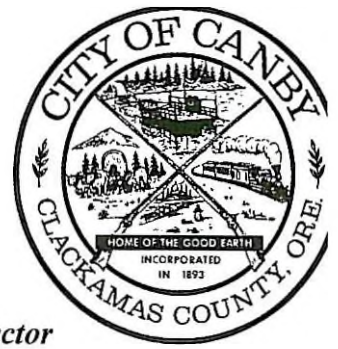
The City Treasurer is hereby authorized to execute for the City of Canby individual participation agreements with each said employee requesting same, and to act as "Administrator" of agreements and contracts as are necessary to implement the Program. It is implicitly understood that, other than incidental expenses of collecting and disbursing the employee's deferrals and other minor administrative matters, there is to be no other cost to the City of Canby for the program.

ADOPTED this 18th day of January, 2006, by the Canby City Council.

Melody Thompson
Mayor

ATTEST:

Kimberly Scheafer
City Recorder, Pro-Tem



MEMORANDUM

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

Issue: Adoption of intergovernmental agreement with Clackamas County regarding SE 2nd Avenue Community Development Block Grant (CDBG) project.

Synopsis: Clackamas County has awarded \$250,000 to the City in CDBG funds. The IGA explains how those funds will be administered and paid. It also clearly states that any project costs above \$250,000 will be the responsibility of the City. We have always known this and have budgeted \$95,000 in City funds for this project.

Recommendation: Staff recommends that the Council approve Resolution 915.

Rationale: The agreement includes Clackamas County's standard terms for CDBG projects. It has been reviewed by the City Attorney and City Engineer. We requested several small changes, which are incorporated here, but are satisfied with the current form.

Background: The project will realign SE 2nd Avenue at Ivy south to match SW 2nd Avenue. It also includes funds for improving the pavement from Juniper Street east. We are currently working with Canby Telephone on the final items in an agreement with them to secure all needed right-of-way and hope to come to the Council soon with details on that element.

Option: 1. Do not accept IGA. Clackamas County will not distribute project funding without the IGA, however, and staff does not see any issues with the agreement as written.

Attached: Resolution 915.

RESOLUTION NO. 915

A RESOLUTION ADOPTING AN INTERGOVERNMENTAL AGREEMENT WITH CLACKAMAS COUNTY REGARDING THE SE 2nd AVENUE STREET IMPROVEMENT PROJECT.

WHEREAS, the City has applied for, and received, Community Development Block Grant funding for the realignment of SE 2nd Avenue at S. Ivy Street and road improvements on SE 2nd Avenue; and

WHEREAS, Clackamas County administers the Community Development Block Grant funds and the City of Canby will provide matching funds; and

WHEREAS, a cooperative working agreement is desired to establish roles and responsibilities for this project;

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Canby, as follows:

- (1) The City Administrator is authorized to sign an intergovernmental agreement between Clackamas County Department of Human Resources Community Development Division and the City of Canby, attached hereto as Exhibit "A."

This resolution will take effect on January 18, 2006.

ADOPTED this 18th day of January, 2006 by the Canby City Council.

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer
City Recorder, Pro-Tem

INTERGOVERNMENTAL AGREEMENT

BETWEEN

**CLACKAMAS COUNTY DEPARTMENT OF HUMAN RESOURCES
COMMUNITY DEVELOPMENT DIVISION**

AND

THE CITY OF CANBY

I. Purpose

- A. This Agreement is entered into between the Clackamas County Community Development Division (COUNTY) and the City of Canby (CITY) for the cooperation of units of local government under the authority of ORS 190.010.
- B. This Agreement provides the basis for a cooperative working relationship for the reconstruction of road surface on SE 2nd Avenue and construction of new curbs, ramps and sidewalks east of S. Juniper Street. The project will realign the intersection of 2nd Ave. and Ivy Street to enhance safety within the City of Canby, herein referred to as the PROJECT.

II. Scope of Cooperation

- A. Under this agreement the responsibilities of the CITY shall be as follows:
 - 1. The CITY shall provide all necessary supervisory and administrative support to assist the COUNTY with the completion of the PROJECT.
 - 2. The CITY shall obtain any easements or approvals necessary to allow access onto private property. Acquisition of any easement shall be obtained pursuant to the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).
 - 3. The CITY shall provide engineering services for the design and construction oversight of the PROJECT. Such services shall be provided at no cost to the COUNTY. The CITY shall assume responsibility for ensuring the following:
 - a. The CITY shall hire a registered professional engineer (herein after referred to as Engineer) to prepare all plans and specifications necessary to publicly bid the PROJECT for award to a construction contractor (herein after referred to as Contractor) and provide construction oversight.

INTERGOVERNMENTAL AGREEMENT

PROJECT TITLE: City of Canby – SE 2nd Ave. Street and Sidewalk Imps.

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- b. The Engineer hired by the CITY must maintain comprehensive general (including contractual liability) and automobile liability insurance in the amount of not less than \$500,000 combined single limit per occurrence/\$1,000,000 general annual aggregate for personal injury and property damage for the protection of the County, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death or damage to property, including loss of use thereof, in any way related to Engineer's or any of Engineer's subcontractor's performance of this Agreement.
- c. The Engineer hired by the CITY must maintain professional liability insurance in an amount of not less than \$500,000 per claim. Such insurance shall include limited contractual liability coverage and shall provide for thirty days prior written notice to the COUNTY in event of cancellation. The Engineer shall endeavor to use good faith in order to maintain in force such coverage for not less than three (3) years following completion of the PROJECT. The COUNTY, at its option, may require a complete copy of the above policy and evidence of required coverage.
- d. The insurance outlined in II.A.3 (b) shall include the County as an additional insured and refer to and support the Engineer's obligation to hold harmless the County, its officers, commissioners and employees. Such insurance shall provide 30 days' written notice to the COUNTY in the event of cancellation, nonrenewal, or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to the County under this insurance. The insurance company will provide written notice to the COUNTY within thirty (30) days after any reduction on the general annual aggregate limit.
- e. The CITY agrees to require the Engineer to furnish the COUNTY evidence of the insurance required in II.A.3 (b) and (c).
- f. Responsibilities of the Engineer shall include, but not be limited to, the following:
 - (i) During construction the Engineer shall endeavor to guard the COUNTY against apparent defects and deficiencies in the permanent work constructed by the Contractor.
 - (ii) All reports and recommendations concerning construction shall be submitted to the COUNTY for their approval. The

INTERGOVERNMENTAL AGREEMENT

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COUNTY agrees that no decisions affecting construction shall be made without CITY approval.

- (iii) In the event modifications to the construction contract, which result in an increase in the contract amount, are made without the prior approval of the COUNTY, CITY shall be solely responsible for these modifications.

- 4. The CITY shall operate and maintain the improvements for public purposes for their useful life subject to the limitations on the expenditure of funds by the CITY as provided by Oregon Statute.

B. Under this agreement the responsibilities of the COUNTY will be as follows:

- 1. The COUNTY will appropriately bid and contract for construction of the PROJECT and with the advice of the CITY, will approve changes, modifications, or amendments as necessary to serve the public interest.
- 2. In such contract the COUNTY will assume the rights and responsibilities of the owner of the project.
- 3. The COUNTY agrees to provide and administer available Community Development Block Grant (CDBG) funds granted by the U.S. Department of Housing and Urban Development (HUD) to finance the PROJECT.
- 4. The COUNTY shall conduct necessary environmental reviews described in 570.604 of the CDBG regulations for compliance with requirements of the CDBG program.
- 5. The COUNTY shall provide reasonable and necessary staff for administration of the PROJECT.

C. The COUNTY and CITY agree to jointly review all design, material selection, and contract documents for the PROJECT.

III. Budget and Financial

- A. The COUNTY will apply CDBG funds in an amount not to exceed \$250,000 to the PROJECT. The obligations of the COUNTY are expressly subject to the COUNTY receiving funds from HUD for the PROJECT, and in no event shall the COUNTY'S financial contribution exceed the amount finally granted, released and approved by HUD for this project.

INTERGOVERNMENTAL AGREEMENT

PROJECT TITLE: City of Canby – SE 2nd Ave. Street and Sidewalk Imps.

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- B. The CITY agrees to contribute the greater of:
1. Twenty percent (20%) of the total cost of the PROJECT or;
 2. All costs for the PROJECT which exceed available CDBG funds budgeted for the PROJECT.
- C. In the event the PROJECT can not be completed with available funds the COUNTY and CITY will jointly determine the priorities of the improvements to be made within funding limits.
- D. The CITY agrees to provide funds for the PROJECT to the COUNTY in the following manner:
1. In the event a contractor is entitled to payments for work completed on the PROJECT after \$250,000 in CDBG funds have been expended, the COUNTY shall request a transfer of funds from the CITY for the amount necessary to make such payments. The CITY shall transfer funds which exceed available CDBG funds and are owed to a contractor to the COUNTY within thirty (30) consecutive calendar days of a written request.
 2. Upon receipt of written notification from the COUNTY the CITY shall provide payment within thirty (30) consecutive calendar days to the COUNTY the funds necessary to meet the matching contribution requirement in Part III. B.1. All checks shall be made payable to Clackamas County, include "Project No. 05520-52742", and be mailed to the following address:

Attn: Toni Hessevick
Clackamas County Finance Dept.
2051 Kaen Road
Oregon City, OR 97045
 3. In the event that unforeseeable conditions arise which necessitate the execution of a change in the amount of the construction contract, the CITY and the COUNTY will jointly evaluate the circumstances surrounding the conditions. Upon approval by the CITY and the COUNTY, the COUNTY shall instruct the Engineer to execute a change order.
 4. Funds for the change order shall be split evenly between the COUNTY and the CITY subject to the limitations described above.

INTERGOVERNMENTAL AGREEMENT

PROJECT TITLE: City of Canby – SE 2nd Ave. Street and Sidewalk Imps.

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IV. Liaison Responsibility

John Williams will act as liaison from the CITY for the PROJECT.

Mark Sirois will act as liaison from the COUNTY.

V. Special Requirements

- A. Law and Regulations. COUNTY and CITY agree to comply with all applicable local, state, and federal ordinances, statutes, laws and regulations.
- B. Public Contracting Requirements. To the extent applicable, the provisions of ORS 279B.220, 279B.225, 279B.230, and 279B.235 are incorporated by this reference as though fully set forth.
- C. Relationship of Parties. Each party is an independent contractor with regard to the other party. Neither party is an agent or employee of the other. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- D. Indemnification. Subject to the limits of the Oregon Tort Claims Act, each of the parties agrees to hold harmless and indemnify the others, and their elected and appointed officials, agents, and employees, from and against all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, arising on account of personal injuries, death or damage to property caused by or resulting from their own acts or omissions or those of their officials, agents and employees provided however, that once the CITY accepts the Project following the design and construction phases, it will assume all responsibility for claims made thereafter against the COUNTY or its officers, agents or employees pertaining to the design and construction of the Project, and will indemnify and defend them therefore.
- E. Each party shall give the other immediate written notice of any action or suit filed or any claim made against the party which may result in litigation in any way related to this Agreement.
- F. Record and Fiscal Control System. All payroll and financial records pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible. Such records and documents shall be retained for a period of three (3) years after receipt of final payment under this Agreement; provided that any records and documents that are the subject of audit findings shall be retained for a longer time until such audit findings are resolved.
- G. Access to Records. The COUNTY, the State of Oregon and the Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of the CITY which are directly pertinent to

INTERGOVERNMENTAL AGREEMENT

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the Agreement for the purpose of making audit, examination, excerpts, and transcripts.

- H. Debt Limitation. This Agreement is expressly subject to the debt limitation of the Oregon Constitution, and is contingent upon funds being appropriated therefor. Any provisions herein which would conflict with law are deemed inoperative to that extent. Obligations of the COUNTY are also expressly subject to the COUNTY receiving funds from HUD for this project and in no event shall the COUNTY's financial contribution exceed the amount finally granted, released and approved by HUD for this project.
- I. Conflict of Interest. No officer, employee, or agent of the CITY or COUNTY who exercises any functions or responsibilities in connection with the planning and carrying out of the Block Grant Program, or any other person who exercises any functions or responsibilities in connection with the program, shall have any personal financial interest, direct or indirect, in the use of the funds provided pursuant to this Agreement, and the Parties shall take appropriate steps to assure compliance. The Parties will insure that no contractor, subcontractor, contractor's employee or subcontractor's employee has or acquires any interest, direct or indirect, which would conflict in any manner or degree with the performance of his services.
- J. Insurance. CITY will bear the risk of loss from fire, extended coverage, and will purchase and maintain property insurance on all affected CITY property. CITY will bear the risk of loss from accidents coverable by owner's liability insurance and may, at its option, maintain such insurance. If applicable, CITY shall be required to maintain flood insurance. Each party agrees to maintain insurance, or self-insurance, in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.270.
- K. Nondiscrimination. CITY and the COUNTY agree to comply with all Federal, State, and local laws prohibiting discrimination on the basis of age, sex, marital status, race, creed, color, national origin, familial status, or the presence of any mental or physical handicap. These requirements are specified in ORS chapter 659; Section 109 of the Housing and Community Development Act of 1974; Civil Rights Act of 1964, Title VII; Fair Housing Amendments Act of 1988; Executive Order 11063; Executive Order 11246; and Section 3 of the Housing and Urban Development Act of 1968; all as amended; and the regulations promulgated thereunder.
- L. Handicapped Accessibility. CITY agrees that all improvements made under this Agreement shall comply with standards set for facility accessibility by handicapped persons required by the Architectural Barriers Act of 1968, as amended. Design standards for compliance are contained in 24 CFR 8.31-32 and

INTERGOVERNMENTAL AGREEMENT

PROJECT TITLE: City of Canby – SE 2nd Ave. Street and Sidewalk Imps.

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the document entitled Uniform Federal Accessibility Standards published by HUD in April, 1988 as a joint effort with other Federal agencies.

- M. Nonsubstituting for Local Funding. The CDBG funding made available under this Agreement shall not be utilized by the CITY to reduce substantially the amount of local financial support for community development activities below the level of such support prior to the availability of funds under this Agreement.
- N. Evaluation. CITY agrees to participate with the COUNTY in any evaluation project or performance report, as designed by the COUNTY or the appropriate Federal department, and to make available all information required by any such evaluation process.
- O. Audits and Inspections. CITY will ensure that the COUNTY, the Secretary of HUD, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to all books, accounts, records, reports, files, and other papers or property pertaining to the funds provided under this agreement for the purpose of making surveys, audits, examinations, excerpts, and transcripts.
- P. Acquisition. If completion of the project requires acquisition of any real property the parties agree to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended.
- Q. Change of Use. CITY agrees to comply with applicable change of use provisions contained in 24 CFR 570.505 (refer to Attachment A).
- R. Reversion of Assets. Upon expiration or termination of this Agreement, CITY shall transfer to County any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds. Also for any real property under CITY'S control that was acquired or improved in whole or in part with CDBG funds(including CDBG funds provided to CITY in the form of a loan) in excess of \$25,000 shall ensure said real property is either:
 - 1. Used to meet one of the National Objectives in CFR 570.208 for the term of this Agreement; or
 - 2. Not used to meet on the National Objectives for the term of this Agreement, in which event CITY shall pay to COUNTY an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property.

INTERGOVERNMENTAL AGREEMENT

PROJECT TITLE: City of Canby – SE 2nd Ave. Street and Sidewalk Imps.

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VI. Amendment

This Agreement may be amended at any time with the concurrence of both Parties. Amendments become a part of this Agreement only after the written amendment has been signed by both Parties.

VII. Term of Agreement

- A. This Agreement becomes effective when it is signed by both Parties.
- B. The term of this Agreement is a period beginning when it becomes effective and ending five (5) years after close-out of the COUNTY's participation in the entitlement CDBG program.
- C. This Agreement may be suspended or terminated prior to the expiration of its term by:
 - 1. Written notice provided to the COUNTY from the CITY before any materials or services for improvements are procured, or;
 - 2. Written notice provided by the COUNTY in accordance with 24 CFR 85.43, included as Attachment A, resulting from material failure by the CITY to comply with any term of this Agreement, or;
 - 3. Mutual agreement by the COUNTY and CITY in accordance with 24 CFR 85.44.
- D. Upon completion of improvements or upon termination of this Agreement, any unexpended balances of CDBG funds shall remain with the COUNTY.

INTERGOVERNMENTAL AGREEMENT

PROJECT TITLE: City of Canby – SE 2nd Ave. Street and Sidewalk Imps.

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CITY OF CANBY

Mayor Melody Thompson
Council President Teresa Blackwell
City Council

Signing on Behalf of the City Council

Mark C. Adcock
City Administrator

Date

CLACKAMAS COUNTY

Chair: Martha Schrader
Vice Chair: Bill Kennemer
Commissioner: Larry Sowa

Signing on Behalf of the Board

Gary DiCenzo, Interim Director
Department of Human Services

Date

ATTACHMENT A

Excerpt from 24 CFR Part 85

§85.43 Enforcement.

(a) *Remedies for noncompliance.* If a grantee or subgrantee materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award or elsewhere, the awarding agency may take one or more of the following actions, as appropriate in the circumstances:

- (1) Temporarily withhold cash payments pending correction of the deficiency by the grantee or subgrantee or more severe enforcement action by the awarding agency,
- (2) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance,
- (3) Wholly or partly suspend or terminate the current award for the grantee's or subgrantee's program,
- (4) Withhold further awards for the program, or
- (5) Take other remedies that may be legally available.

(b) *Hearings, appeals.* In taking an enforcement action, the awarding agency will provide the grantee or subgrantee an opportunity for such hearing, appeal, or other administrative proceeding to which the grantee or subgrantee is entitled under any statute or regulation applicable to the action involved.

(c) *Effects of suspension and termination.* Costs of grantee or subgrantee resulting from obligations incurred by the grantee or subgrantee during a suspension or after termination of an award are not allowable unless the awarding agency expressly authorizes them in the notice of suspension or termination or subsequently. Other grantee or subgrantee costs during suspension or after

termination which are necessary and not reasonably avoidable are allowable if:

(1) The costs result from obligations which were properly incurred by the grantee or subgrantee before the effective date of suspension or termination, are not in anticipation of it, and, in the case of a termination, are noncancellable, and,

(2) The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.

(d) *Relationship to Debarment and Suspension.* The enforcement remedies identified in this section, including suspension and termination, do not preclude grantee or subgrantee from being subject to "Debarment and Suspension" under E.O. 12549 (see §85.35).

§85.44 Termination for convenience.

Except as provided in §85.43 awards may be terminated in whole or in part only as follows:

(a) By the awarding agency with the consent of the grantee or subgrantee in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated, or

(b) By the grantee or subgrantee upon written notification to the awarding agency, setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of a partial termination, the awarding agency determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the awarding agency may terminate the award in its entirety under either §85.43 or paragraph (a) of this section.

ORDINANCE NO. 1198

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CANBY EXCAVATING, INC., OF CANBY, OREGON FOR THE PAVING OF A PORTION OF NE 22ND AVENUE IN CANBY; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to pave a portion of NE 22nd Avenue from N Maple Street west approximately 300 feet to connect with a paving project being installed by further west on NE 22nd Avenue to N Locust Street, and

WHEREAS, Canby Excavating, Inc. has offered to pave the 300 foot portion of NE 22nd Avenue west from N Maple for the cost of materials only at an agreed upon price of \$20,099.88 since it is already on site for the remaining paving project, and

WHEREAS, in accordance with Canby Municipal Ordinance No. 1170 and Resolution 897 of the Public Purchasing Rules, an exemption from bidding requirements exists under paragraph 17 of Exhibit "B" of Resolution 897 for "Ancillary Public Improvements" when the contract amount is less than \$50,000.00, and

WHEREAS, the City of Canby Street Department has reviewed the quote and recommends the City accept the offer from Canby Excavating, Inc., and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed the quote and believes it to in the best interest of the City to accept the offer from Canby Excavating, Inc., now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Canby Excavating, Inc., of Canby, Oregon, to reimburse it for the materials necessary for street improvements on NE 22nd Avenue from N. Maple west approximately 300 feet to its connection with additional paving

of NE 22nd Avenue west to N. Locust Street for the quoted amount of \$20,099.88.

Section 2. Emergency Declared.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, January 4, 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, January 18, 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 18th day of January, 2006, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer
City Recorder - Pro Tem

ORDINANCE NO. 1199

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH HCI INDUSTRIAL & MARINE COATINGS, INC. FOR THE WASTEWATER TREATMENT PLANT CLARIFIER COATING REPAIRS; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has heretofore solicited bids for clarifier coating system repairs at the Wastewater Treatment Plant; and

WHEREAS, the solicitation documents were sent to four contractors with experience to complete this type of work; and

WHEREAS, four bids were received and opened on December 13, 2005 at 2:00 PM by the City of Canby in the Canby City Hall including the following:

HCI Industrial & Marine Coatings	Brush Prairie, WA	\$36,000
Long Painting Company	Portland, OR	\$38,900
S & K Painting, Inc.	Clackamas, OR	\$74,000
F. D. Thomas Inc.	Medford, OR	\$109,000

WHEREAS, the low responsive bid was received from HCI Industrial & Marine Coatings, Inc. in the amount of thirty six thousand dollars; and

WHEREAS, the Canby City Council, acting as the City's Contract Review Board, met on Wednesday, January 4th, 2006, and considered the bid and reports and recommendations of the City staff, including the staff recommendation that the low responsive bid be selected; and

WHEREAS, the Canby City Council determined that the low responsive bid was that of HCI Industrial & Marine Coatings, Inc.; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an appropriate contract with HCI Industrial & Marine Coatings, Inc. for clarifier coating system repairs as specified, for the bid amount of \$36,000. A copy of the contract with HCI Industrial & Marine Coatings, Inc. is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to

complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, January 4, 2006; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, January 18th, 2006, after the hour of 7:30 pm at the Council Chambers at the Canby City Hall, 182 N. Holly, Canby, Oregon.

Kimberly Scheafer
City Recorder Pro-Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 18th day of January, 2006, by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer
City Recorder Pro-Tem

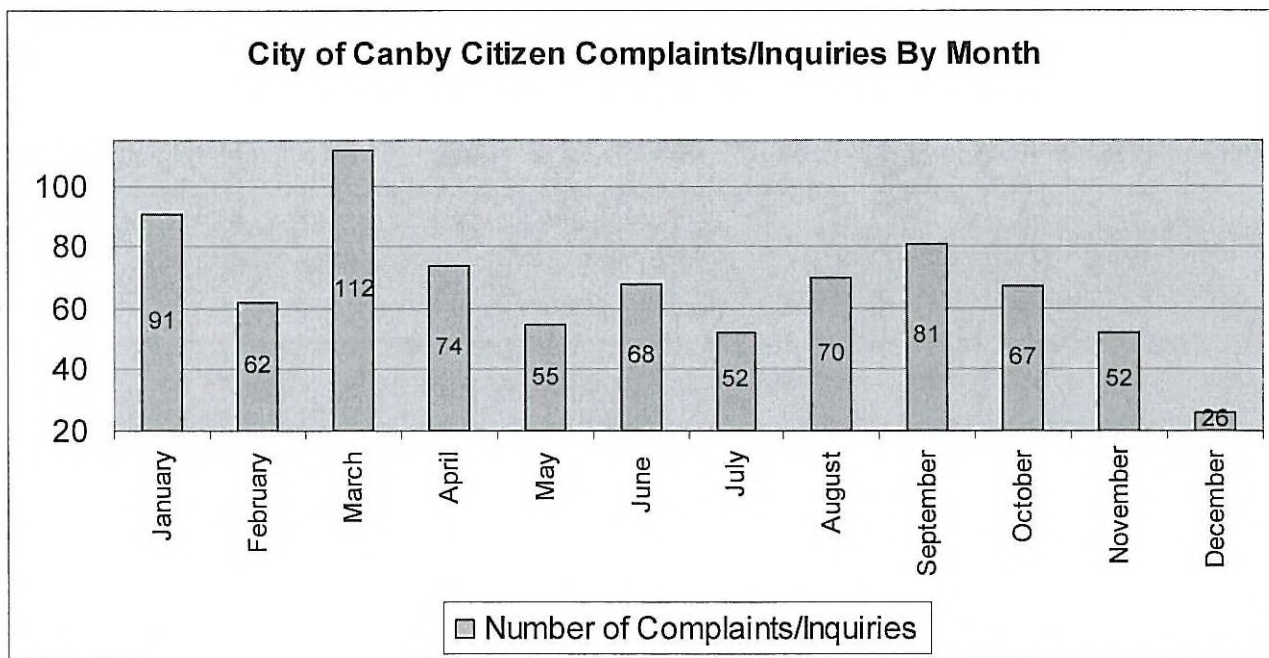


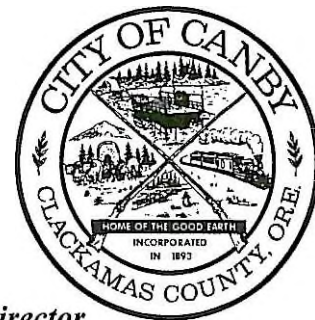
MEMORANDUM

DATE: JANUARY 10, 2006
TO: MARK ADCOCK, CITY ADMINISTRATOR
FROM: KIM SCHEAFER, EXECUTIVE ASSISTANT/CITY RECORDER PRO TEM
RE: CITIZEN COMPLAINT/INQUIRY TRACKING

The Administration Department is responsible for maintaining a citizen complaint/inquiry tracking database. Complaints regarding street lights being out, potholes, code enforcement issues, graffiti, etc. are all entered into this database. For the year 2005 there were 810 complaint/inquiries processed. At the end of 2005, 99.9% of those complaints were marked as being resolved, with 269 being completed within 24 hours. For a complaint to be resolved the work needs to have been completed, information conveyed, or information forwarded on to the proper authority.

We are continually updating our complaint procedures and forms. We will once again be sending out random postcards to citizens that have recently had a complaint/inquiry to see how they felt we did in addressing their request.





M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *January 10, 2006*
RE: *NW Canby traffic concerns*

In response to Councilor's Daniels' questions at the January 4 Council meeting, I am writing this short memo to explain the projects underway.

The Planning Commission and Traffic Safety Committee have both been concerned about traffic flows in this area (stretching from 99E/Elm Street to Knight's Bridge Road/Ash), particularly considering the construction of 136 new homes at 3rd & Cedar. Folks from this area who attended Matilda's traffic calming meetings had a number of concerns, but their highest priority was improving 2nd Avenue and Elm Street. Matilda will be taking a group of citizens on a tour of traffic calming measures in other jurisdictions to see how they look and work. After this, they will select a solution for this intersection and come to the Council with a funding recommendation. This would be a "traffic calming demonstration project" and could serve as a template for additional projects in other locations depending on citizen input.

Meanwhile, a group of citizens has petitioned the Planning Commission to close road access between N. Baker Drive and NW 6th Avenue. The Commission will be discussing this on January 23. The Traffic Safety Committee has been involved and will continue to monitor traffic concerns in this area as well, including traffic control signage.

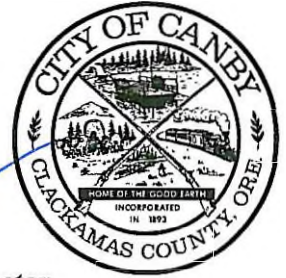
We are working to realign the intersection of NW 3rd Avenue and N. Cedar street to better accommodate east-west traffic movements, particularly the flow of trucks to the industrial park. This project would be funded by the street department and Urban Renewal.

The final project underway at this time is the development of a new traffic model for the City of Canby. As this project is largely funded with donated time and labor from ODOT and Metro, it has taken some time to complete. But when it is done, we will be able to study the impact of a future N. Berg Parkway/Arndt Road alignment, which is really the last change we can make to the road network in this area. We will bring this to the Council, Planning Commission, and Traffic Safety Committee when it's ready.

I hope this helps; please contact me if you have questions.

MEMORANDUM

TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *January 4, 2006*
RE: *Zion Memorial Cemetery sales*

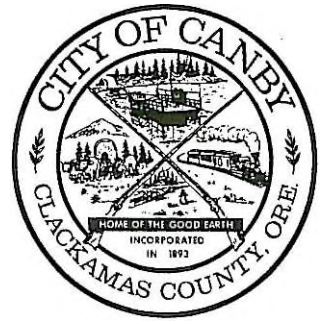


After a significant fee raise in September 2004 the Council requested periodic updates on sales. We now have the "first quarter" sales information to review. The attached spreadsheet, prepared by Suzan Duffy, shows that there were a lot of sales in August before the rate hike took effect. Following this, however, sales have been very low as compared to previous years – one cemetery plot in four months as compared with eight in the same period of 2003 and eleven in 2004.

Staff believes that it is still too early to make any conclusions about the effect of the price increase. The numbers should be carefully watched, though. If sales continue at this rate we will end up receiving significantly less revenue with the new rates than with the old rates, compounding our budget concerns in this fund. We should discuss this issue in the development of the 2006-2007 budget.

Staff will be available January 18 if the Council has any questions and will continue to provide quarterly reports.

Cemetery Sales Review														
2003-2004	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Total	
Cemetery Plot (preneed)	3	3	1	4	1	2	3	2	4	1		5	29	
Cemetery Plot (full size)		2	1		1	3	4		2	2	1		16	
Cemetery Plot (not full size)		1		2	3						4		10	
Mausoleum Space (preneed)										2			2	
Mausoleum Space					2	2		1					5	
Niche Space (preneed)	2				1				2	1	3	4	13	
Niche Space					1								1	
Grave Open & Close (full)		3	4	1	3	8	9	2	4	4	6	3	47	
Grave Open & Close (cremains)	1	2		2	1	3	1			2	1	2	15	
Maus Open & Close		1			1	1					1		4	
Niche Open & Close		3		1	1								5	
Liner			3	1	1	6	6	1	2	3	5	1	29	
Weekend		2				2			2		2		8	
2004-2005	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total	Change from prior year
Cemetery Plot (preneed)	2	2	2	6	2	1	9	1	2	6	2	5	40	11
Cemetery Plot (full size)		1	3	1		1	2	1			1	1	11	-5
Cemetery Plot (not full size)		1	1								1	1	4	-6
Mausoleum Space (preneed)												2	2	0
Mausoleum Space			2										2	-3
Niche Space (preneed)	2				1		1	2	3			3	12	-1
Niche Space					1		2		1	1		1	6	5
Grave Open & Close (full)	1	4	7	5	5	2	8	4	5	2	2	5	50	3
Grave Open & Close (cremains)	2	2	4	1	1	2	2	1	5	3		1	24	9
Maus Open & Close			2						3			1	6	2
Niche Open & Close	1		2		1		2	1	2	1		1	11	6
Liner	2	3	2	5	3	4	5	3	4			3	34	5
Weekend		3				1		1	2		2	2	11	3
2005-2006	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total	Change from prior year
<i>Price increases effective September 1, 2005</i>														
Cemetery Plot (preneed)	2	33			1								36	-4
Cemetery Plot (full size)	1	2											3	-8
Cemetery Plot (not full size)		2											2	-2
Mausoleum Space (preneed)						2							2	0
Mausoleum Space													0	-2
Niche Space (preneed)		4											4	-8
Niche Space		3	1										4	-2
Grave Open & Close (full)	2	5	1		4	1							13	-37
Grave Open & Close (cremains)	3	2			4	1							10	-14
Maus Open & Close													0	-6
Niche Open & Close	2	2	2	1	1								8	-3
Liner	2	3	1		3								9	-25
Weekend	3	1			3								7	-4



M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*
FROM: *Department directors*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *January 11, 2006*
RE: *Monthly reports*

The management team is proposing to provide department reports every other month from now on. Most projects described in our monthly reports are not changing fast enough that a monthly update is needed ("breaking news" is usually presented to the Council separately anyway). These reports take time to prepare, and we believe moving to a bi-monthly report will provide a good level of information while reducing your "workload" in each packet.

Please let us know if you have any questions or concerns about this. As always, we welcome calls and questions regarding any project at any time.

DIRECTOR'S MONTHLY REPORT
CANBY ADULT CENTER
December '05

CENTER INFORMATION

December was a month full of activity here at the Center. One of the highlights was a visit from two groups of third grade children who entertained and then stayed for lunch. As a group, they were well behaved and friendly. Many of us older adults really enjoyed the time spent with children.

The Cantalina also came and presented a music program for our enjoyment. In turn, we supplied them with a good meal. Canby schools can be proud of the student's achievements. Their voices are beautiful.

A group of seniors got together one day and bagged rice and beans for the Kiwanis food baskets. The Center managed to fill the food & toy barrels several times. Our thanks to all who helped.

We had several days of little gifts and raffle items and the Canby Lion's also brought us donated poinsettias to pass out to guests.

The FIDO program seems to be working out well, with deliveries of pet food happening every two weeks.

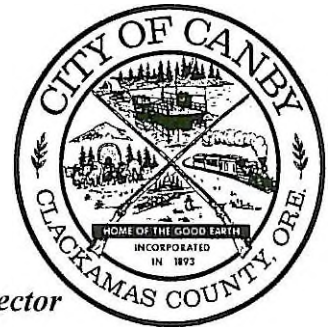
As of the end of December, we have received nearly \$11,000 from our appeal letter. I have to admit that I never thought we would do this well. It just shows me once again that human beings are by nature caring people.

We had our usual rentals, but no extras this month. And, by the week before Christmas things were getting pretty quiet around here. It was a good time for staff to attend to end of month issues and prepare for their own holidays.

DIRECTOR'S MONTHLY REPORT									
CANBY ADULT CENTER									
Dec. '05									
DEC. SERVICE		AVG/DAY.		YTD		LAST YR.		DIFFERENCE	
CONGREGATE		60 YEARS (INCLUDES CONGREGATE, GUESTS)							
1114		66		7,546		1169		-55	
\$197		avg. donation				191		+.06	
UNDER 60 (includes volunteers, guests and staff)									
215		13		894		147		+68	
MEALS ON WHEELS (INCLUDES T19)									
1710		100		9,120		1,515		+195	
\$1.08		avg. donation				\$1.25		-.17	
UNDER 60 (T19)									
O.P.I. (Project Independence)									
TOTAL MEALS									
3,041		179		17,544		2,924		+117	
CLIENT SERVICES		NOV.		YTD		NOV.'04		DIFFERENCE	
Undup. Clients		58		448		57		+1	
Assessments		16		85		7		+9	
Case Monitoring		27		164		23		+4	
Community Outreach		3		20		2		+1	
Info & Referral		134		706		109		+25	
TRANSPORTATION									
175		10		1214		12		-2	
VOL. HOURS									
905		39		6,182		910		-5	
OTHER USERS-(Those who use the Center but do not eat or volunteer)									
1,346		59		6,499		1,364		-18	
FUNDRAISING									
Gifts, etc.		\$130.00				\$3,351.30		-\$3,221.30	
Rentals		\$527.00				\$730.00		-\$203.00	
Center Projects		\$5,744.34				\$2,125.23		+\$3,619.11	
Bingo		\$424.50				\$224.65		+\$199.85	

COMMUNITY DEVELOPMENT

MONTHLY REPORT



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

Following is the status of major Community Development projects as of January 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.

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

Street Projects

- 1. SE 2nd Avenue CDBG project.** The Council is scheduled to review an IGA with Clackamas County to move this project forward on January 18. We have met with CTA several times and it appears we should be able to finalize an agreement with them soon. *Background:* This project will realign 2nd Avenue through the Canby Telephone parking lot, vacate a section of the existing 2nd Avenue, and improve the rest of 2nd 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.** The Street Maintenance Funding Task Force has met three times. At this point they have asked me for information about one more scenario, which they will review through electronic distribution, and then may be ready to draft a recommendation to the Council. *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. N. Ivy Street.** Work is largely complete on the recent project sections. One remaining task is striping of bicycle lanes from 10th to Territorial. *Background:* The continued improvements to N. Ivy Street are being funded by federal gas tax revenues. The 6th to 10th section is budgeted at \$175,000.
- 5. S. Berg Parkway.** 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. We have been working on right-of-way acquisition, as the Council knows.

On November 15 a neighborhood meeting was held at the Canby Adult Center to discuss the impacts of this project. About 65 people attended. We are holding a meeting with a small group of volunteers from the area on January 16 to pin down a couple of traffic calming solutions that might address the traffic increases expected from the project. A follow-up neighborhood meeting will be held to report back to the larger group. *Background:* This project will connect S. Berg Parkway near Highway 99E with SW 13th Avenue. The local match will come from either URD or SDC funds (to be determined by the Council/Agency at an upcoming meeting).

6. **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. She is sorting out the results and looking for a couple of good demonstration projects that we can fund and install with Council and neighborhood support. The next step is a trip with her task force to visit traffic calming solutions in other jurisdictions. *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.
7. **2006-2008 CDBG applications.** We have submitted two projects for the next round of County CDBG funding: N. Maple Street improvements from 10th Avenue to Territorial, and a collection of downtown sidewalk connection projects. A decision is expected in Spring 2006.
8. **99E/Ivy Intersection.** *Ongoing.* I have been working with ODOT to add this project to the 2008-2011 Statewide Transportation Improvement Program (STIP). ODOT has been supportive to date, but they are warning us that funds will be very hard to come by. *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.
9. **N. Pine/4th 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.
10. **N. Cedar/NW 3rd 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/collections

11. **SDC study.** The next major funding project to be tackled in this area is an update of SDC methodologies, which is going to begin soon.

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

Cemetery

- 12. Cemetery rates.** The Council has approved Resolution 903, increasing cemetery rates. This will partly address the shortfall experienced in this fund due to lack of adequate perpetual care revenues. The first quarterly report of results has been provided to the Council.

Planning

- 13. Measure 37.** *No change.* Measure 37 has been blocked by a recent court decision that found the measure itself was unconstitutional. The issue is now under review by the Oregon Supreme Court. *Background:* The City Council has approved Ordinance 1156 establishing a process for Measure 37 claims. No claims have been received by the City. 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.
- 14. 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.
- 15. Public facilities and services element of the Comprehensive Plan.** The Planning Commission has now held two workshops to discuss this project. A joint work session with the Commission and Council has been scheduled for January 16, 2006. *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.
- 16. 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.
- 17. Historic Review Board.** *No change.* The HRB is in need of new volunteers to keep the group energized. There are currently no regularly scheduled meetings of the HRB.
- 18. Community Park projects.** *No change – ongoing work.* Matilda will be continuing work there in the future.
- 19. Northwoods decision.*** We've received an application for a four-phase subdivision containing 110 lots and will schedule it for Planning Commission review in late February or early March. No appeals were received on the Council's decision to approve the Northwoods application, so this property is now within Canby's UGB and zoned for single family residential. Northwoods has held several neighborhood meetings to assist them in putting together a master plan for the site. *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.

20. **NE Canby Master Plan.** *No change.* Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1st Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.
21. **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.
22. **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.
23. **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.
24. **Traffic modeling.** Metro staff have finished initial model runs, which are being quality control checked by our consultant team prior to moving forward with project assignment. We will be reporting to the Planning Commission and Council this winter on the first findings from the new traffic model. This will assist with planning a variety of projects, including Berg Parkway, 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.
25. **Planning/Building customer service survey.** The Council has reviewed the 2004 results, and we will be sending out a new survey at the beginning of 2006 to review 2005 results.
26. **Subdivision design standards.** 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

- 27. Economic Development Manager.** This is on hold for the time being, pending the economic development analysis approved by the Agency. *Background:* In October, the Agency directed staff to create a full-time economic development manager funded by URD carryover funds. Following further discussion in January, the Agency/Council deferred decision until consideration of the entire budget later in the spring.
- 28. Business Development Plan.** 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) 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/4th Avenue (stage 3).** Remaining work includes some utility details and street trees. *Background:* This construction project was funded by the Agency, using right-of-way dedicated at no cost by neighboring property owners.
- 31. Hazeldell 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, probably in fall 2005. In addition, this Council has requested that the County transfer jurisdiction of SE 1st Avenue to us, which will enable us to install traffic control at 1st/Hazel Dell and open up this intersection. *Background:* Hazeldell Way will serve as a connection between SE 1st Avenue and Sequoia Parkway (this will take on increased importance when the 1st/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 met January 10 and forwarded several recommendations to the Agency. The URDAC will meet again on February 7 to discuss the 2006-2007 budget in more detail.
- 33. Job creation/SDC waiver program.** The URDAC has formed a recommendation to the Agency following acquisition of a legal opinion regarding this program. Staff will be presenting this to the Agency on January 25. *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 have awarded all four grant

opportunities and are moving forward with design services and meetings with property owners. There is real progress being made and we are excited about sharing this with the URA and URDAC as soon as there is a solid product to show you. *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. **Facade 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 facade 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. **Economic Analysis.** The ECONorthwest/Group MacKenzie team presented their results on December 5 to the Agency as well as a variety of our economic development partners. We will be distributing a printed document as well containing their recommendations as well as background material. *Background:* The Urban Renewal Agency allocated funding for a review of Canby's industrial and commercial recruitment efforts. The study will focus on placing Canby within the Portland Metro Region and recommending specific programs that can enhance our desirability as a place to do business.
39. **Activity in Canby Pioneer Industrial Park.** Following is the status of the projects that have moved into the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.
 - a. **Willamette Falls Hospital urgent care (6 acres – Sequoia/First Avenue).** The property transaction has taken place and we have been contacted to arrange preapplication meetings leading towards a Site & Design Review submittal to the Planning Commission.
 - b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway):** Has received initial approval from the Planning Commission and a preconstruction meeting has been held. Next step would be building permit applications.
 - c. **WW Grigg (2 acres -4th Avenue):** Building permits have been issued and construction can begin at any time.
 - d. **Trend Business Center (4 acres – Sequoia Parkway):** The first building is under construction 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):** we have received a pre-application meeting request for a 29,700 square foot industrial manufacturing

building on lot B2-8 off Hazel Dell Way. This is a project we have been working on for some time and I'm pleased to see it moving forward in Canby.

NEW LAND USE APPLICATIONS, December 2005

SUB 05-12 (Northwoods) 110 lots. To be scheduled for Planning Commission in late February or March.

APP 05-01 (Krishchenko). Appeal to the Council of the Commission's decision on a modification request for MLP 04-03. To be scheduled for Council in late February.

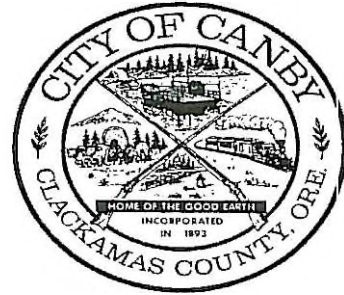
City of Canby Monthly Report

Department: Court

For Month of: December, 2005
Date prepared: January 3, 2006
From: Chaunee Seifried, Finance and Court Services Director
Through: Mark Adcock, City Administrator
Prepared by: Kathy Mashek, Court Supervisor

- 52 attended the December seatbelt class. This generated \$780.00 towards the purchase of helmets. An order was placed for 72 helmets.
- Court trials for the month of December were held for 29 defendants. This required 10 officers, at various times, to come to testify.
- 415 cases were filed and 607 cases were concluded during the month.
- Revenue for the month of December was \$56,558.46. Out of this amount, Oregon Department of Revenue received a check in the amount of \$3,938.00, Oregon Judicial Department \$207.00 and Clackamas County was issued a check in the amount of \$1,057.00.
- 60 defendants appeared with attorneys. With the defendants there were a total of 13 different attorneys present.

CANBY PUBLIC LIBRARY
MONTHLY REPORT
November 2005



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Supervisor
DATE: January 7, 2006

Facility:

- *Major emergency HVAC repair (of course, when the temp is below freezing!) – new ignition part was installed for the system that controls the children's room. Story time was a little chilly that Friday but heat is coming on strong now. They also replaced filters and burned out belts that were giving us another cold spot over in the homework area.
- *Our trees in the front of the building were trimmed for the winter so they'll be away from the building a little more come Spring!
- *We've checked out the new storage unit and trips are being made to put our little used or seasonal items there. This will aid in our efforts to keep our on-site storage room more orderly and create more room for the Friends to categorize their used books.
- *Gutter scuppers needed to be cleaned out one more time after the freeze – can't believe it, but more leaves.

Staff:

- *We broke with tradition and had our Christmas staff and volunteer dinner at the Canby Adult Center on December 9th. We had a potluck and assisted by the Adult Center staff, it was bigger and better than ever. It's fun to get together away from the interruptions and do what we do best – play our white elephant game and EAT. Since most staff and volunteers work at certain times, they never get to meet each other so we really "bonded". Not to mention that we have great cooks in the bunch and no one went away hungry! Better than ever!
- *Jean Tallman was picked and honored as the Volunteer of the Year for her many hours volunteering in the Friends bookstore, our official book mender, and her willingness to mend other people's private books and donates the money to the Library. She's a joy to have around and is a willing

learner and teacher.

Programs:

- * The Kiwanis Food Basket signup was here at the Library. We were busy handing out applications and the decision to have the people stay here and fill out the applications proved to work well. It will give the local group a better idea of how many people have applied as opposed to last year when over 1000 applications were taken but not filled out on the spot!
- *No Family Nite for the month of December, but Peggy trimmed the tree in the lobby with decorations made by patron families at the November evening craft night.
- * New bulletin board display in the Young Adult area by staff member Mary Lou on "Series – When One Book Leads to Another".
- *Linda has made use of a rolling display stand by featuring books on a theme and rotating the collection every other week. This has caught the interest of patrons who eagerly check out the books if the subject is one that interests them.

Volunteers:

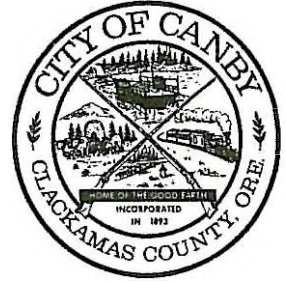
- *Contributed 373 hours this month assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.

Friends of the Library:

- *Sorting and shelving donations three times a week.
- *We said goodbye to Teresa Thompson and thank her for her "tireless" work and effort with the Friends bookstore. Her love of books is obvious and she has worked hard at training others to carry on!
- *The book club reviewed "Sam's Letter to Jennifer" by James Patterson on December 13th. January's selection will be "Namesake" by Jhumpa Lahiri a story of the immigrant experience, the clash of cultures, and tangled ties between generations.

City of Canby Monthly Report

Department: Parks



For Month of December

Date: January 3, 2005

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

1. Issue/project: Park Renovation

The play ground safety surfacing was delivered to the shop complex for the Legacy Park five to twelve year old playground. The playground equipment will be delivered the second week of January. The Parks Department is in the process of designing and building a garbage can screen for Legacy Park. We wanted to utilize the roll carts provided by KB recycling but make them more aesthetically pleasing.

Small information kiosks have been ordered for Legacy and the Eco Park. The kiosks are made of recycled plastic and should be very vandal resistant.

Maple Street Park has received a small face lift in the North parking lot. The mugho pines were removed and will be replaced with drought tolerant plants.

2. Issue/Project: Park Maintenance

Storm debris and leaf removal dominated staff time this month. The Parks department trimmed the trees by the front entrance of the library. The sewer lateral at Wait Park was clogged; Public Works was kind enough to send out the vactor truck to high pressure clean the line. It appears clothing was flushed down the toilets which plugged the lateral. Vandalism was also noted and addressed at Maple, Wait and along the Molalla Forest road walking path. Office furniture and paint colors were selected for the Parks office at the City shops complex. The office remodel will hopefully take place this month. The spring seesaw was repaired and reinstalled at Wait Park.

Regular maintenance was performed at the 23 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, Triangle Park, Wait Park & Willow Creek Wetlands.

3. Issue/Project: City Facility Maintenance

Facilities maintenance request forms were received from City Hall (3), Library (2), Courts (3) and the Transit office (3). It took 9.45 hrs. to complete the eleven request forms.

4. Issue/Project: Clackamas County Corrections Crews

C.C.C.C raked and picked up leaves and debris at Community Park. CCCC performed approximately 180 hours of labor for the City of Canby in the month of December.

Meetings attended:

Beth and I meet with Curt to review Legacy Park site plans.

Caleb Hawkins attended the City of Canby Safety Committee Meeting.

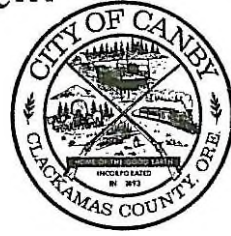
The Parks, WWTP and Fleet Services departments postponed the Crew Safety Committee Meeting for December.

Attach statistics or other information of interest.

The Parks Department is responsible for 180 acres of property.

City of Canby Monthly Report

Department: Police Department



To: Mark Adcock, City Administrator
From: Interim Police Chief Greg Kroeplin
Re: December 2005 Monthly Report

Covering the date from 12/1/2005 thru 12/31/05

Community Activities

- 12/10/2005 Clackamas County Fairgrounds / "Breakfast With Santa", Canby Police & Canby Fire, 365 kids attended this event with their parents.
- 12/14/2005 Wells Fargo Bank / Public Relations Detail, (Kids Day at the Bank), Don Hemstreet coordinated fingerprinting and child identification kits for parents.
- 12/14/2005 Howard Eccles School / Christmas lunch with school staff, Lt.
- 12/19/2005 Wild Hare Restaurant / Assist with Kiwanis Club gift drive, Chief Pagano & Lt. Kroeplin.

Department Activity

- 12/31/2005 Calls for service / 1767
Crime Reports / 57
Adult Arrests / 76
Juvenile Arrests / 11
Injury Crashes / 2
Non-Injury Crashes / 13
Parking Cites / 29
Traffic Cites / 490

Meetings

- 12/1/2005 Clackamas County Commissioners Office / Homeland Defense Grant Information, 800 Radio Info, Chief Pagano.

Meetings

- 12/6/2005 Oregon City Elks / Monthly Chiefs meeting, (Chief Pagano & Lt. Kroeplin).
- 12/8/2005 City Hall / Directors meeting, (Council Agenda), Chief Pagano.
- 12/8/2005 Public Safety Training Center / Chief Pagano & Lt. Kroeplin, Clackamas County Criminal Justice Council.
- 12/8/2005 Clackamas County Fairgrounds / Lt. Kroeplin, Canby Fire Department, & Fair Staff regarding a new sign proposal at the Fair.
- 12/12/2005 City Hall / Directors meeting with Mark.
- 12/14/2005 Police Department staff meeting / Chief, Lieutenant & Sergeants.
- 12/14/2005 Budget / Functions meeting, Department Directors & Lt. Kroeplin
- 12/19/2005 Cutsforth Townhall / Kiwanis meeting, Chief Pagano & Lt. Kroeplin.
- 12/20/2005 Elmers Restaurant, (Oregon City), Discussion about grant award funding through Clackamas County directed at under-age consumption, Chief Pagano & Lt. Kroeplin.

Other Activities

- 12/1/2005 West Linn City Hall / Chief Timeus of West Linn being sworn in as new Chief, (Chief Pagano & Lt. Kroeplin).
- 12/8/2005 Canby High School, (Mock Interviews), Lt. Kroeplin & Officer Chris Mead.

Presentations

- 12/1/2005 Knight Elementary School / Terrific Kids Awards, (Kiwanis Service Club), Lt. Kroeplin.
- 12/2/2005 Eccles School / Scholastic Reading Program, Chief Pagano & Lt. Kroeplin.
- 12/29/2005 Clackamas County Commissioners Meeting / They recognized Chief Pagano for his years of service. Sheriff Roberts also recognized Chief Pagano for his service, as did the District Attorney. Attended by Lt. Kroeplin.

Training

- 12/5/2005 Sheraton Portland Airport Hotel / "Anti-Terrorism Conference" (Chief Pagano & Lt. Kroeplin).
- 12/13/2005 Canby Fire Department / EOC meeting, Sgt. Howarth.

Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: January 9, 2006

Re: December Report

December ended up being a pretty quiet month. The attendance was down about 800 swims from last years December. Almost 300 were school lessons that didn't take place in December but there were a few less in most areas. I think a lot of the lower attendance had to do with the holidays falling on the weekend. After putting out so much energy for the holiday on the weekend, it took a few days to get back going again. I also noticed that with a longer school break more people left town for a few days.

December highlights started with the Canby Kiwanis Can food drive finished up in early December. The Canby Swim Center patrons donated four barrels of food and toys to the Kiwanis this season, we were very pleased with the donations. The Canby Swim Club Had their 24th Annual Animal Meet in mid December with record participation. Alex Nelson of the Canby Gators was first place in the Animal Meet Jr. II for Girls. Everyone at the meet was very impressed with the upgrades to the facilities and loved the blocks from S.R. Smith.

The Canby High School Swim Team is continuing with great swimming as they swam their second duel meet on the 15th of December. The Canby Girls team beat Forest Grove by 99 points, while the boys still missing a couple of boys lost to Forest Grove by 13 points. The boys were not too upset as they raced very well and will have more swimmers return to the team in January.

The Canby Swim Center is now gearing up for spring and summer as spring lessons started spring lesson registration this week. We will also have home school lessons starting at the end of the month and School lessons starting next week. It is sure to be a busy spring for the swim center staff.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR DECEMBER 2005
DATE: JANUARY 9, 2006

CANBY SWIM CENTER DECEMBER 2005	ADMIT 2004	ADMIT 2005	PASS 2004	PASS 2005	TOTAL 2004	TOTAL 2005	YTD TOTAL 04-05	YTD TOTAL 05-06
MORNING LAP	17	18	260	223	277	241	1787	1443
ADULT RECREATION SWIM	63	40	360	414	423	454	2658	2672
MORNING WATER EXERCISE	249	171	0	0	249	171	1409	1200
PARENT/ CHILD	0	32	0	0	0	32	587	764
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3735	3068
SCHOOL LESSONS	277	0	0	0	277	0	1277	1050
NOON LAP	76	68	193	189	269	257	1469	1292
FAMILY SWIM	6	10	0	0	6	10	50	19
AFTERNOON PUBLIC	298	172	11	5	309	177	2706	2473
PENGUIN CLUB	0	0	0	0	0	0	937	1054
CANBY H.S. SWIM TEAM	0	0	670	606	670	606	1125	1280
CANBY SWIM CLUB	0	0	952	849	952	849	5009	3846
HOME SCHOOL LESSONS	0	0	0	0	0	0	0	0
EVENING LESSONS	190	180	0	0	190	180	3313	3351
EVENING LAP SWIM	22	26	21	14	43	40	393	460
EVENING PUBLIC SWIM	313	149	1	4	314	153	3299	3045
EVENING WATER EXERCISE	68	66	0	0	68	66	684	688
ADULT LESSONS	0	0	0	0	0	0	0	16
GROUPS AND RENTALS	339	309	0	0	339	309	1976	1674
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	350	481
TOTAL ATTENDANCE	1,918	1,241	2,468	2,304	4,386	3,545	32764	29876

City of Canby Monthly Report

Department: PUBLIC WORKS



For Month of: December 2005

Date: January 3, 2006

Prepared by: Roy Hester

1. Streets:

December was quite a month for rain soaking storms and potential flooding around town. As the storms lesson we have patched chuck holes and cleaned storm lines to help alleviate future problems.

- Swept streets NW section, 12-2-05.
- Patched streets around town with asphalt.
- Patched bad spots in N Holly from NW 2nd to NW 14th Streets with oil and rock.
- Swept streets, 12-7-05.
- Swept streets, 12-8-05.
- Swept streets 12-9-05.
- Patched chuck holes with cold mix around town.
- Swept N Holly to pick up rock from the chip seal.
- Inspected the area at Trend Development for new driveway approach and sidewalk.
- Witnessed subgrade proof roll at Bremer Subdivision.
- Swept streets, 12-22-05.
- Put out high water signs, 12-22-05.
- Swept street, 12-27-05.
- Patched chuck holes around town with cold mix.
- Swept street, 12-28-05.
- Patched more chuck holes around town with cold mix.
- Completed (11) locates for the month of December.
- Completed (24) complaints during the month of December.

2. Sewer, Erosion Control and Storm System:

- Completed (1) erosion control final.
- Cleaned catch basins, very heavy rains.
- TV'd all the sewer mains at Auburn Farms II subdivision.
- Inspected sewer manhole installation at Pine Station.

2. Sewer, Erosion Control and Storm System (Cont.):

- Inspected sewer manhole installation at Knotty Pine, not approved.
- Completed (3) erosion control inspections.
- Completed (2) erosion control final inspections.
- New pumps and hardware were delivered for the Safeway lift station, 12-14-05.
- Completed (5) erosion control final inspections.
- Checked on a citizen's concern on a sewer problem and no problem were found.
- Completed (1) erosion control inspection.
- Inspected (2) sites for erosion control follow up.
- Cleaned catch basins around town.
- Completed (6) erosion control inspections.
- Unplugged catch basins due to heavy rains.
- Completed (2) erosion control inspections.
- TV'd storm line checking to see if the line was broken, the line was okay.
- TV'd sewer main at Bremer Court.
- Cleaned plugged storm lines with the Vactor truck.
- Checked on an alarm at Knights Bridge lift station, alarm was false.
- Completed (1) final erosion inspection.
- Rained heavy all day and checked on all areas around town where flooding is prevalent. Put high water signs at N Baker and loaded a truck with sand in case there was a need for filling bags with sand.
- For the month of December we completed (17) sewer inspections.

3. Street Sign/Trees/Lights:

- Installed street signs post Auburn Farms II subdivision.
- Put up street signs at Auburn Farms II.
- Fixed (3) street lights.
- Removed tree on NE 17th Avenue at owners request.
- Replaced (3) weathered stop signs.
- Removed a tree that fell across the road at S Walnut and SE 4th Streets.
- Removed tree at NW 5th and N Holly for construction of sidewalk and ADA ramps.
- Dug a hole for a power pole to be moved to a new location by Canby Utility for the new constructed sidewalk and ADA ramp at NW 5th and N Holly Streets.
- Put (2) sign posts back up that were broken off and reinstalled the signs.

3. Street Sign/Trees/Lights (Cont.):

- Re-faced 30" stop signs.
- Fixed and repaired (7) street lights for the month of December.

4. Miscellaneous:

- Worked at NE 10th and N Juniper abatement on cleaning debris around the house. Code Enforcement issue.
- Completed walk through and final punch list at Knights Bridge Estates with Pat Sisul and ICON Construction.
- Fixed roof gutter at warehouse.
- Worked at Transit preparing for concrete work.
- Finished signing Auburn Farms II>
- Poured 10 yards of concrete at Transit Center, 12-14-05.
- Poured another 10 yards of concrete at Transit Center, 12-15-05.
- Worked at the Transit Center preparing the area for concrete to be delivered on 12-20-05, if it doesn't rain.
- Poured 10 yards of concrete at the Transit Center, 12-20-05.
- Worked at the Transit Center uncovering the cement work.

Meetings attended:

- Met with Group Mackenzie about sewer issues for the new complex at S Berg Parkway and 99E.
- Met with Curt and four other contractors and went over all the problems at NW 2nd between Grant and Ivy Streets.
- Attended pre-construction meeting for Carl's Jr. Restaurant.
- Met with Emrick Construction (Baker Prairie Middle School) on major erosion control problems.

**TRANSIT & GENERAL SERVICES
MONTHLY REPORT**



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

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

Transit

Funding Issues: None to report at this time.

Transit Capital Projects: Transit Plaza continues as weather permits.

Ridership: We had a relatively good month in ridership providing 16,119 rides.

Meetings: Normal and customary city staff meetings, Regional Transportation Committee, Oregon Transportation Association, Regional Transportation Coordination Committee.

Fleet Services

Purchases: None at this time.

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

Tech Services

Operations: Ongoing maintenance.

Future Facilities and Immediate Needs Assessment ~ Facilities Maintenance

Future Facilities: Ongoing research and assessment of new police facility.

Facilities Remodel: City hall remodel is pretty much complete except for furniture and pictures. HVAC installation is completed.

Facilities Maintenance: Work continues on city wide consolidation of janitorial supplies and services, HVAC & bug fumigation service agreements.

Attachments: Rider-ship numbers for December

DAY	WEEKDAY PASSENGER STATS											WEEKEND PASSENGER STATS					OTHER		
	OCX 1 AM	OCX 2 AM	O/C #1	O/C #2	OCX 1 PM	S. Canby	N. Canby	Lift 1	Lift 2	Lift 3	Lift Extra	Sat. O/C	Sat. S Canby	Sat. N Canby	Sat. Lift	Sat. Lift Extra	Sassy Cab	Special Event	Totals
1	20	16	149	147	11	142	147	16	14	34	0	0	0	0	0	0	2	0	698
2	18	17	162	152	13	185	137	14	16	15	0	0	0	0	0	0	0	0	729
3	0	0	0	0	0	0	0	0	0	0	0	160	36	39	15	5	0	0	255
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	19	13	184	153	20	161	136	22	22	0	2	0	0	0	0	0	0	0	732
6	19	11	111	151	22	164	147	18	27	4	0	0	0	0	0	0	2	0	676
7	20	19	146	161	20	154	154	17	16	9	3	0	0	0	0	0	2	0	721
8	18	16	168	179	14	184	153	20	24	8	0	0	0	0	0	0	2	0	786
9	15	20	162	189	25	177	129	7	51	18	1	0	0	0	0	0	0	0	794
10	0	0	0	0	0	0	0	0	0	0	0	178	114	109	9	5	0	0	415
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	19	21	157	131	8	142	126	17	16	0	0	0	0	0	0	0	0	0	637
13	15	19	183	170	15	171	127	22	27	57	0	0	0	0	0	0	0	9	815
14	19	24	175	167	16	161	116	21	18	10	0	0	0	0	0	0	0	0	727
15	14	26	178	168	15	178	150	21	10	0	0	0	0	0	0	0	2	0	762
16	19	14	202	171	12	153	110	18	17	3	0	0	0	0	0	0	0	0	719
17	0	0	0	0	0	0	0	0	0	0	0	143	69	67	9	12	0	0	300
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	13	8	136	151	7	72	92	6	16	0	0	0	0	0	0	0	0	0	501
20	17	5	170	176	14	144	143	17	36	4	0	0	0	0	0	0	0	0	726
21	16	10	151	162	13	166	132	20	26	0	1	0	0	0	0	0	0	0	697
22	22	13	122	184	12	145	147	17	10	7	1	0	0	0	0	0	2	0	682
23	9	12	194	168	10	145	142	17	16	7	0	0	0	0	0	0	0	0	720
24	0	0	0	0	0	0	0	0	0	0	0	92	40	32	7	0	0	0	171
25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	15	9	155	161	11	96	85	14	9	0	0	0	0	0	0	0	2	0	557
28	18	14	180	179	13	143	171	27	17	0	1	0	0	0	0	0	0	0	763
29	15	12	178	190	20	107	131	13	17	8	0	0	0	0	0	0	2	0	693
30	16	20	142	178	17	108	123	10	9	22	1	0	0	0	0	0	0	0	646
31	0	0	0	0	0	0	0	0	0	0	0	98	35	52	12	0	0	0	197
Totals	356	319	3405	3488	308	3098	2798	354	414	206	10	671	294	299	52	22	16	9	16119

WASTEWATER TREATMENT FACILITY MONTHLY REPORT



To: *Honorable Mayor Thompson, City Council*
From: *Mark Adcock*
Through: *John Williams*
Prepared by: *Darvin Tramel*
Subject: *December 2005 Wastewater Treatment Report*
Date: *January 3, 2006*

Facility Operations & Maintenance & Construction:

Facility operations and effluent quality at the wastewater treatment plant for the month of December remains good to excellent, with no interruption of services or violations for the month. During the month of December staff worked on soil sampling biosolids sites, and processing and hauling all the biosolids in storage, prior to Christmas break.

Maintenance activities were based around adjustments and cleaning of the biosolids belt filter press and standard preventive maintenance around the treatment facility. In the month of December we had a recirculating pump lose a seal, and staff pulled the pump and sent it in for rewinding. The recirculating pump is on warranty and should have no costs associated with its repair.

Construction activities for the month of December included several meetings with Curran and McLeod engineering as we prepared bid documents, went out for bids, and had the bid opening on December 13, 2005. The low bid for the clarifier painting project was \$36,000 from HCI Industrial Marine Coatings, Inc. Staff and I hope to get this project started in early February.

<u>New Connections:</u>	15
<u>Total Connections:</u>	5418
<u>Average Flow:</u>	1.1809 mgd
<u>E. Coli</u> :	1

<u>Monthly Averages:</u>	
<u>Effluent BOD₅:</u>	4 mg/l
<u>Effluent CBOD₅:</u>	2 mg/l
<u>Effluent TSS:</u>	8 mg/l

Biosolids Program:

The City of Canby applied 132 cubic yards of dewatered cake to Piuser Tax Lot 700 and TL 800.

Pretreatment & Storm Water:

During the month of December I completed a Pretreatment Inspection and an annual sampling and analysis of Johnson Controls effluent discharge. The effluent is sampled for Heavy Metals, pH, Temperature, Nutrients and Flash Point.

Meetings and Training Attended

I attended meetings with Oregon ACWA, Oregon DEQ, and Curran & McLeod Engineering.