

# **AGENDA**

## **CANBY CITY COUNCIL MEETING**

**September 20, 2006, 7:30 P.M.**

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

***Mayor Melody Thompson***

***Council President Teresa Blackwell***

***Councilor Randy Carson***

***Councilor Walt Daniels***

***Councilor Roger Harris***

***Councilor Tony Helbling***

***Councilor Wayne Oliver***

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### **WORK SESSION**

**6:30 P.M.**

**City Hall Conference Room  
182 N Holly**

The City Council will be meeting in a work session to receive an update on STIP, OTIA and what is going on in the region on JPACT.

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### **CITY COUNCIL MEETING**

#### **1. CALL TO ORDER**

- A. Pledge of Allegiance and Moment of Silence
- B. Chief's Citizen Award
- C. Employee of the Month Presentation

Pg. 1

#### **2. COMMUNICATIONS**

#### **3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

#### **4. MAYOR'S BUSINESS**

#### **5. COUNCILOR COMMENTS & LIAISON REPORTS**

#### **6. CONSENT AGENDA**

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

- A. Approval of Accounts Payable \$ 403,737.96
- B. Approval of Minutes of the September 5, 2006 City Council Work Session
- C. Approval of Minutes of the September 6, 2006 City Council Meeting and Executive Session

**7. PUBLIC HEARING**

A. ZC 06-02 Canby Fire District (To be continued to October 4, 2006)

**8. RESOLUTIONS & ORDINANCES**

- A. Res. 935, Amending the Methodologies for a Sanitary Sewer System Development Charge Pg. 2
- B. Ord. 1221, Authorizing Purchase from Western Power & Equipment of One (1) John Deer 6420 4WD Tractor & Tiger TBF-50RS Boom Flail Mower (2<sup>nd</sup> Reading) Pg. 17
- C. Ord. 1222, Authorizing Contract with AAI Weatherization, Inc. for Recoating the Foam Roof at the Canby Swim Center (2<sup>nd</sup> Reading) Pg. 19
- D. Ord. 1223, Authorizing Contract for Purchase of One (1) 2006 Ford Econoline E250 Cargo Van for Canby Police Department Pg. 21

**9. NEW BUSINESS**

- A. Adopt Findings, Conclusion & Final Order on Remand MOD 05-07 & APP 05-01 (Krishchenko) Pg. 24

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

**11. CITIZEN INPUT**

**12. ACTION REVIEW**

**13. EXECUTIVE SESSION: ORS 192.660(2)(e) Real Property and ORS 192.660(2)(h) Pending Litigation**

**14. ADJOURN**

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



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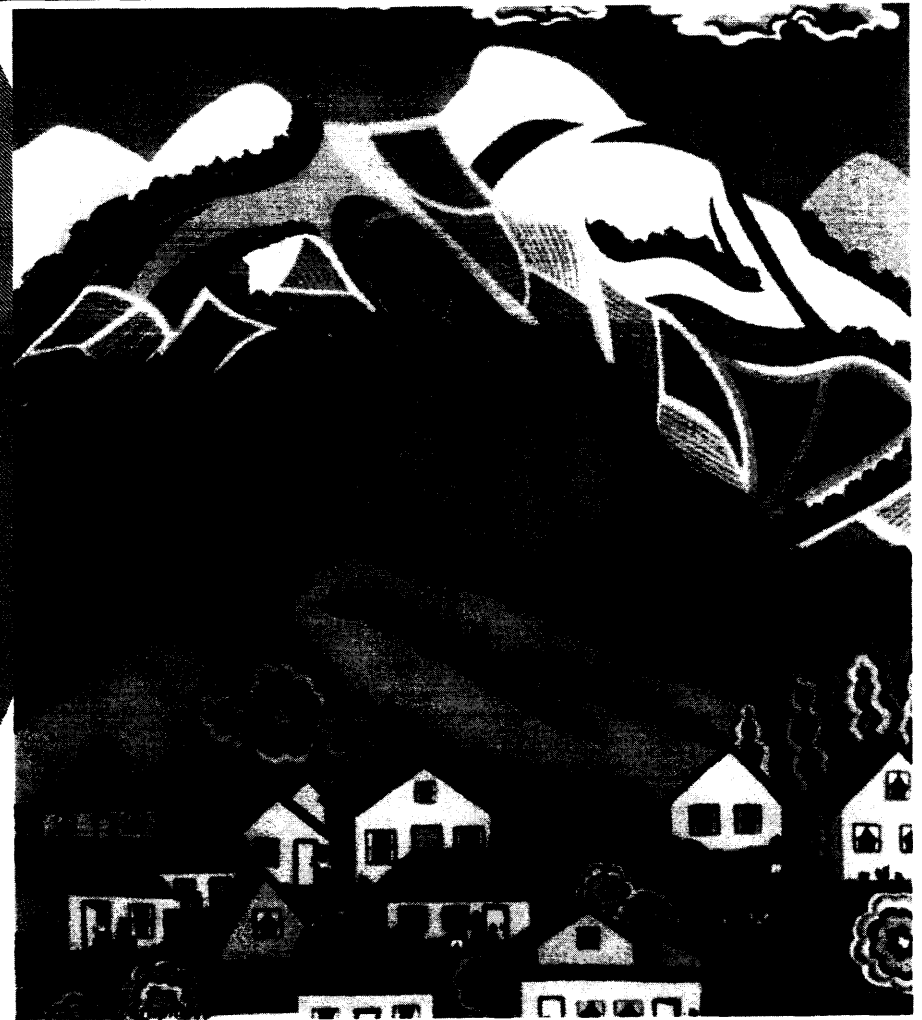
# Transportation Discussion

Are we meeting our goals?

# Transportation Expectations

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Economic  
Environmental  
Community



# Multi-modal System Performance

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## Regional Travel Delay

- 70% increase from 1992-2000
- Decreasing during recession

## MTA CDTripS Data

- No violations since 1993

## Modal Shift Study (1994)

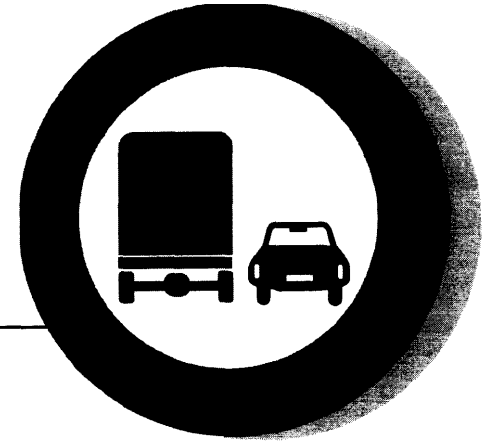
- Daily reduction of 10,000 auto trips
- Daily rail reduction of 75,000 miles
- Equivalent capacity to 10 highway lane miles

## Economic Development



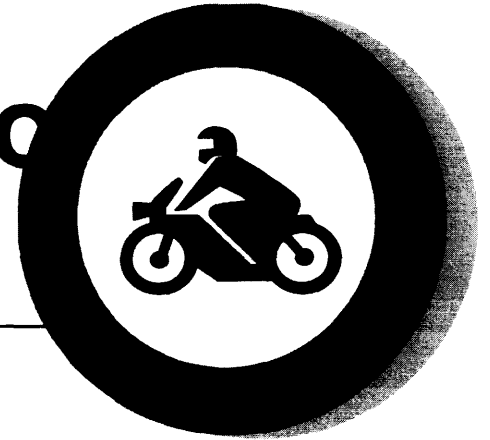
# Oregon Transportation Plan

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- Most of the system is in good condition
- We have a current system to connect to the world economy
- Innovative technologies are in place and new ideas are being implemented
- Sustainable fuel options are in place and being used and transit is being utilized

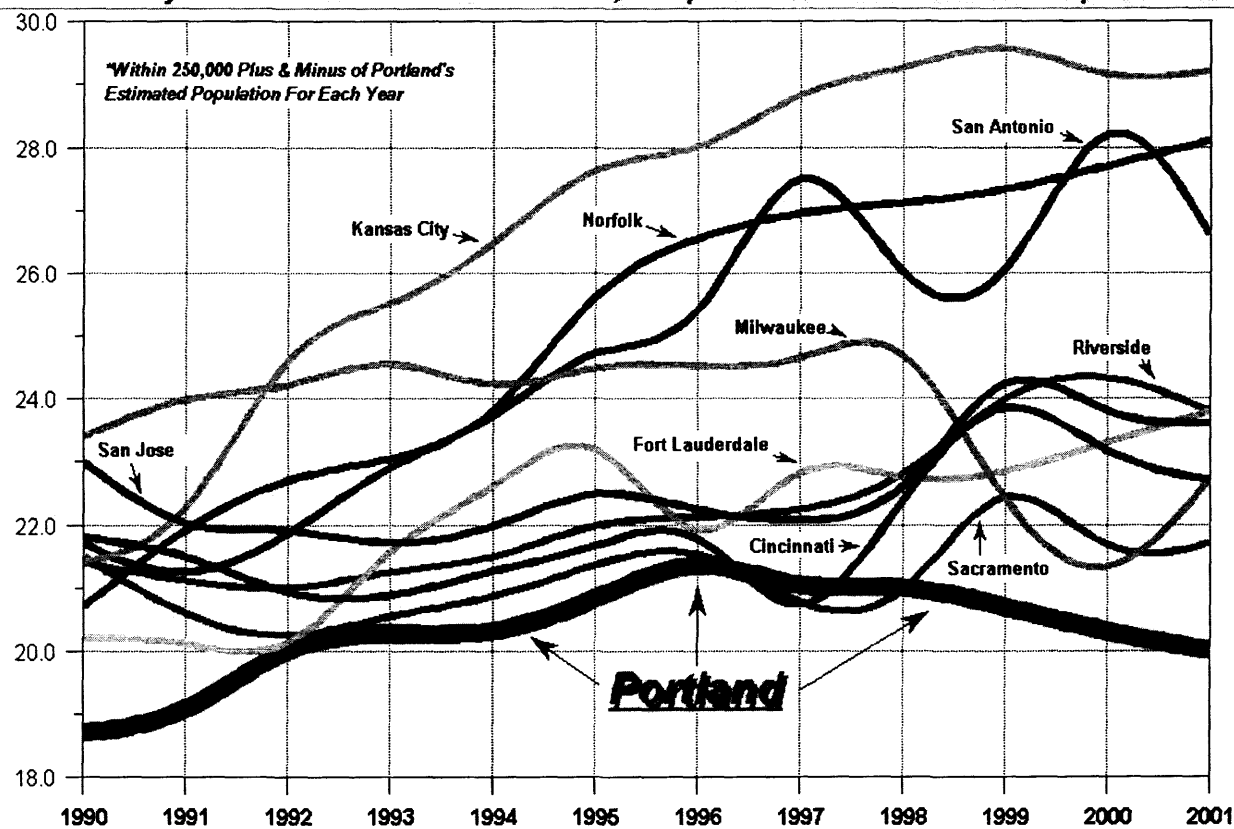
# Oregon Transportation Plan



- Population needs will change with higher percentage of seniors
- No. of miles driven per person per day has stabilized but will continue to increase at about 1.5%
- Transit demand is increasing in major metro areas and small cities
- Tonnage of freight increasing and expected to be 80% more in 2030

# Vehicle Miles Traveled Results

**Portland Daily Vehicle Miles Traveled Per Person, Compared With Cities Of Similar\* Population Size**



Source: "Highway Statistics", published by the FHWA, 1990-2002, 'Urbanized Areas, Selected Characteristics', Table HM-72. Portland data for 1999 and 2000 was in error due to a report software problem. The corrected figures appear above, as per direct correspondence with Oregon's DOT, Highway Performance Monitoring System office. Note: For data consistency over time, some figures were included that were above or below the 250,000 population range criteria.



# Transit

Transit Mode

27%

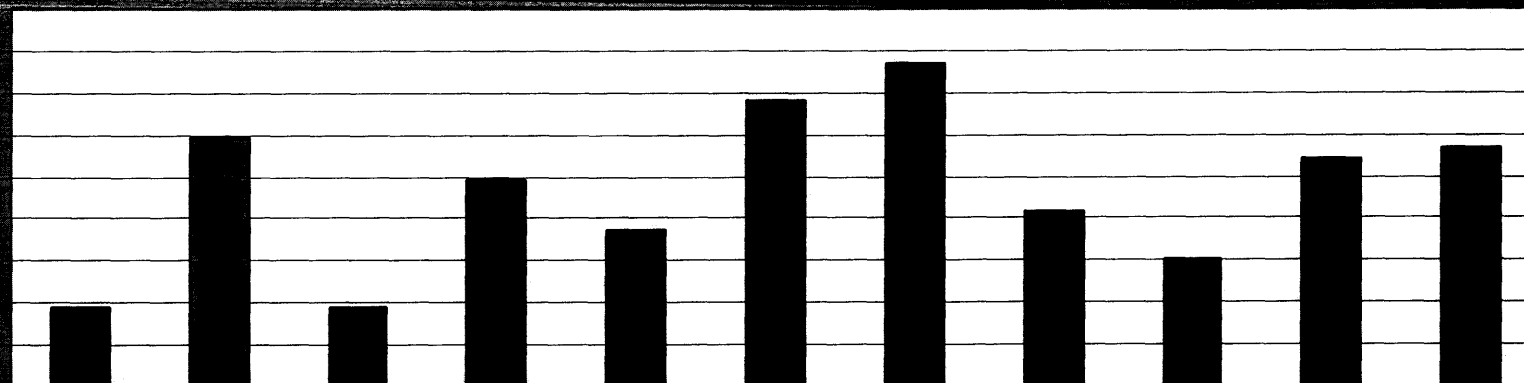
Transit Mode

36%

Transit Mode

65%

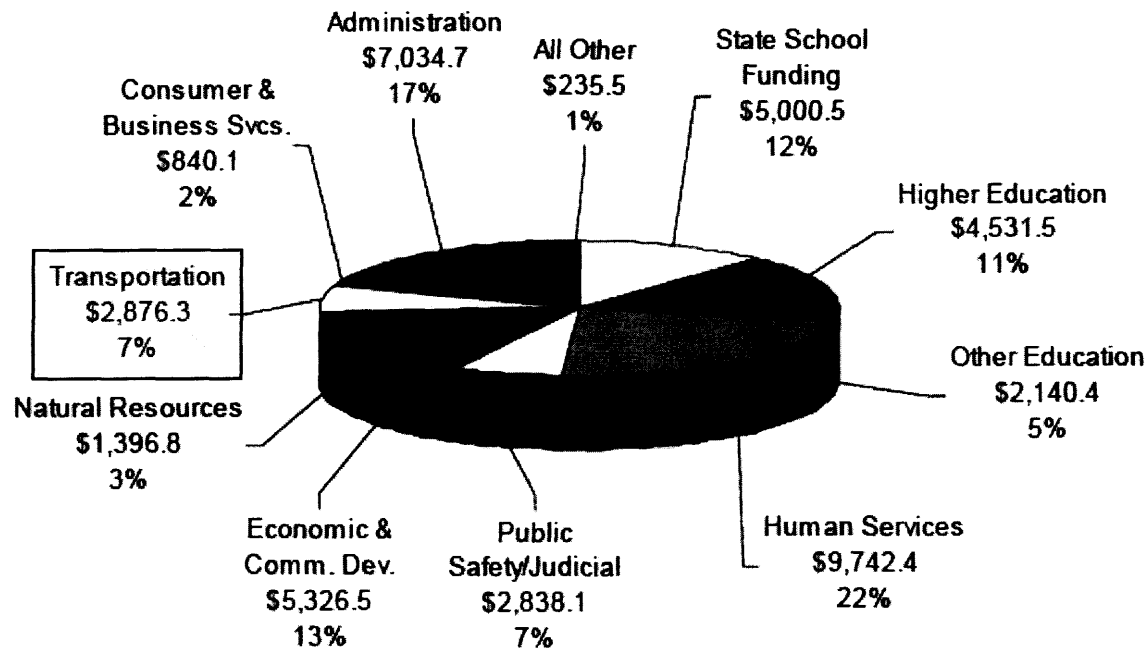
250,000



# Existing State Transportation Funding

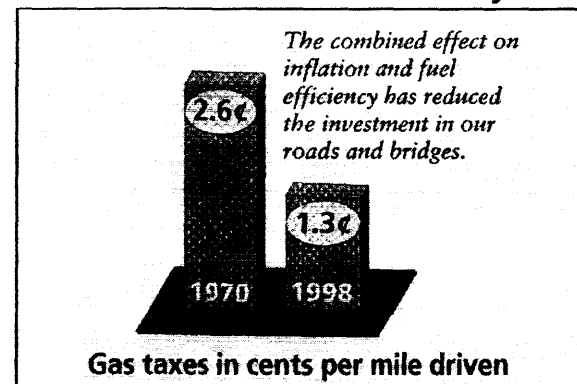
## Expenditures

Total: \$41,962.8 Million



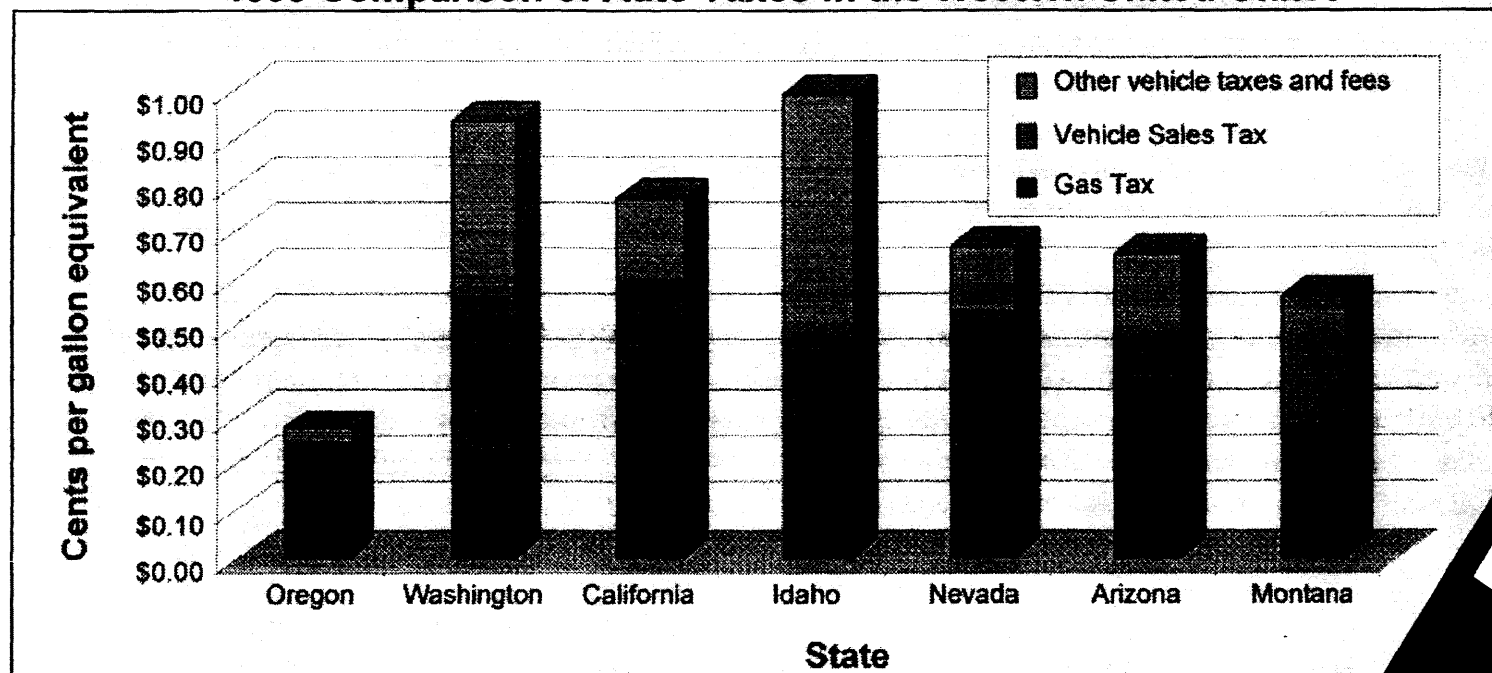
# Gas Tax

**Figure 4.6**  
**Inflation and Fuel Efficiency**



Source: Metro

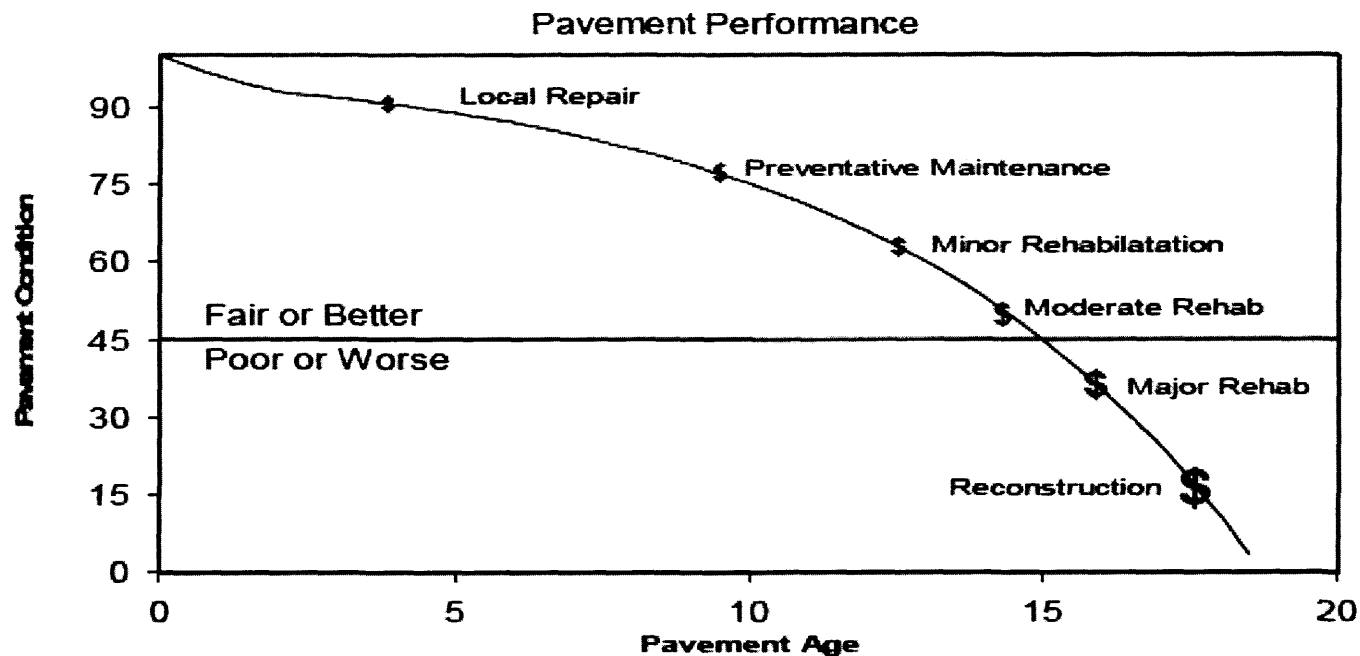
**1999 Comparison of Auto Taxes in the Western United States<sup>1</sup>**



10%

# Oregon Transportation Plan

**Figure 3: Pavement Condition Curve**



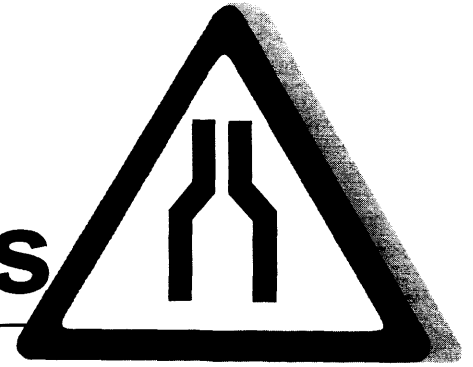
*Maintenance of roadway pavements in fair or better condition costs significantly less than rehabilitating or reconstructing those in poor condition.*

# State Implementation Maintenance Costs

**Table E-29 – Current Funding and Feasible Needs for Maintenance  
(2004 dollars)**

<b>Program Area</b>	<b>Current Level of Service (2004 Funding)</b>	<b>Desired Level of Service (2004 Costs Plus 18 Percent)</b>	<b>Preferred Level (Feasible Need Level of Service)</b>	<b>Difference Between Current Levels and Feasible Need</b>
Surface and Shoulders	\$30,208,847	\$35,646,439	\$40,600,690	\$10,391,843
Drainage	\$10,041,424	\$11,848,881	\$13,495,674	\$3,454,250
Roadside Vegetation	\$27,269,593	\$32,178,120	\$36,650,334	\$9,380,741
Traffic Services	\$31,562,143	\$37,243,329	\$42,419,520	\$10,857,377
Structures	\$8,513,080	\$10,045,434	\$11,441,579	\$2,928,499
Snow and Ice	\$26,120,617	\$30,822,328	\$35,106,109	\$8,985,492
Extraordinary Maintenance	\$5,796,662	\$6,840,061	\$7,790,714	\$1,994,052
Permits	\$3,487,634	\$4,115,408	\$4,687,380	\$1,199,746
<b>Total</b>	<b>\$143,000,000</b>	<b>\$168,740,000</b>	<b>\$192,192,000</b>	<b>\$49,192,000</b>

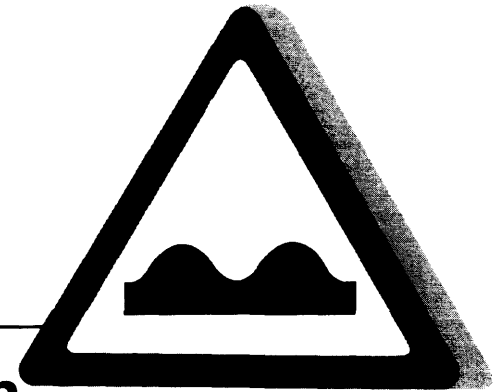
# State Implementation Highway Capital Projects



## \$8.6 Billion

Available funding today: \$26.5M/yr for the entire state = 336 years

# Regional Implementation: System Cost



Expected Revenue to 2015: \$2.9 Billion

**\$13.5 Billion**

**\$9 Billion**

**\$4.5 Billion**

*Estimated  
Costs for the  
Portland  
region  
through 2015*

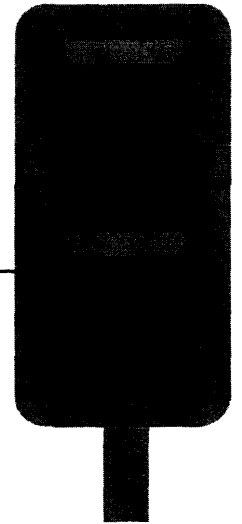
Source: ITP Alternatives Analysis (1997)



# Oregon Transportation Plan

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- Gas Tax not covering maintenance today
- Over the next 25 years, inflation alone will reduce spending power by 40-50%
- Holding gas tax constant with inflation can basically provide us with maintenance and some safety improvements





# Other funding options



- Toll Roads
- Continue to Bond against the future (state wide)
- Increase the state gas tax over several years
- Local city/county initiative – gas tax, bonding
- Regional initiative – gas tax, bonding
- Higher system development charges for new

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

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Name of Nominee: Tony Fetters

Date: August 21, 2006

Department: Police

Nominated By: Steve Floyd

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

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

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

*Tony's been a Detective for about one and a half years now. He's grown tremendously personally and professionally and I think he deserves to be recognized. Since January when Sgt Howarth retired he has been called on to work many large investigations that have made the news, such as; a high profile rape case, a missing woman case, his big case last month, where a two ounces of meth, two ounces of cocaine, guns, and cash were seized from a guy who the ATF and other county agencies have been trying to arrest for a long time. Tony has made a great case and the guy is in federal custody and should be in jail for many years. Tony is learning to work informants and working some drugs cases now and I know he will excel at that in no time at all. Again I think he deserves the recognition.*

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

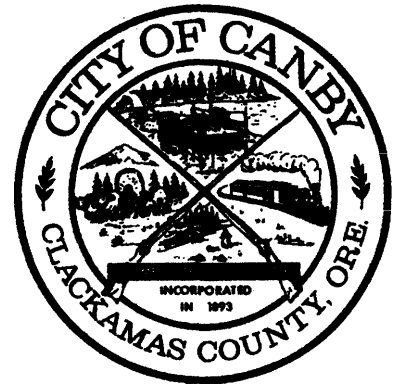
  
Department Director's Signature

  
Date

8/22/2006

1

# MEMORANDUM



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *September 12, 2006*

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Issue: Update the Methodology and System Development Charges for Sanitary Sewer.

Synopsis: In order to provide the community with outstanding wastewater services with equitable and reliable System Development Charges (SDCs), it is advisable to review the SDCs methodology and update the Capital Improvement Plan (CIP) every five to ten years. Prior to this SDC study, the wastewater staff last reviewed the methodology and Capital Improvement Plan (CIP) in Resolution 622, June 1996 by Ray Bartlett of Economic and Financial Analysis. Subsequent to Resolution 622, there have only been inflationary adjustments based the Engineering News Record Construction Index (ENR Index).

Recommendation: Staff recommends that the City Council **approve Resolution 935, a resolution amending Canby's Sanitary Sewer system development charges based on the SDC study completed by Ray Bartlett of Economic & Financial Analysis.**

Rationale: Due to changes in the Oregon Administrative Rules and newer regulations surrounding the way that we can utilize, gather info and develop SDCs, it becomes essential that we occasionally review not only the development charges themselves, but also look at the methodology used to determine these fees. In order to make sure that we are keeping up with statutory law, the wastewater treatment staff believes it to be important that we routinely review the methodology and SDCs fee structure to stay consistent with current regulations.

Currently we adjust the development fees based on the ENR Index to keep up with inflation, as per Resolution 748 approved in 2001. However, it remains important to make sure that these yearly increases are equitable and stay inline with market trends, new regulatory demands and changes to our Capital Improvement Plan (CIP). Thus, staff has prepared resolution 935 which will incorporate new Sewer SDC's based on the most current CIP, with updated SDC methodology which better correlates with current regulatory requirements.

The updated methodology is based on switching from a depreciated asset based system to a replacement cost methodology which is more in line and consistent with how other cities develop SDCs. A replacement cost methodology is easier to track, more equitable and proportional for past and present users based on escalating dollars in today's money.

Options:

1. Based on prior resolutions, Council felt it important to review and update SDC's on an annual bases in order to avoid fee increases that double or triple to keep up with growth. It is also advisable that Council and our City be able to show that our methodology stays current with regulatory requirements and our fee structure is equitable and consistent with other municipalities in our area. I believe Council should adopt the new methodology and fee structure as outlined in Resolution 935.

Attached:

1. Resolution 935.

## **RESOLUTION NO. 935**

### **A RESOLUTION AMENDING THE METHODOLOGIES FOR A SANITARY SEWER SYSTEM DEVELOPMENT CHARGE.**

**WHEREAS**, the Canby City Council has determined by Ordinance No. 867 that a charge shall be imposed upon new development for acquiring funds for capital improvements, and for reimbursement of constructed excess capacity to the City's sanitary sewer system; and

**WHEREAS**, said Ordinance No. 867 provides that methodology and charges for capital acquisition, improvements, and reimbursements be established and amended by resolution; and

**WHEREAS**, Section 26 (4) of Chapter 459 of Oregon Laws 1991 requires that a governing body, when adopting or amending a fee resolution imposing new rates, may include a provision classifying said fees as subject to or not subject to the limitations set in Section 11 (b), Article XI of the Oregon Constitution; and

**RESOLVED**, that the following methodology for system development charges for the City of Canby, attached here to as Exhibit "A", is hereby adopted to amend the current sanitary sewer system development charge effective immediately.

#### **Proposed Update of the Wastewater Systems Development Charge**

<u>Equivalent 3/4" Meters</u>	<u>Meter Size</u>	<u>Total</u>
1.00	3/4	\$2,235
1.67	1	\$3,733
3.33	1 1/2	\$7,442
5.33	2	\$11,912
10.67	3	\$23,848
16.67	4	\$37,258
33.33	6	\$74,492
53.33	8	\$119,192
80%	Multiple family	\$1,788

**BE IT FURTHER RESOLVED** that, except as otherwise specified in Ordinance 867, future changes to the methodology and charges resulting solely from inflationary cost impacts shall be measured and calculated annually by the City Recorder and charged according based upon changes in the Engineering News Record Construction Cost Index (ENR Index) of Portland, Oregon, with the current ENR Index as of enactment of this Resolution to be used for the basis of future calculations.

**BE IT FURTHER RESOLVED** that the Canby City Council hereby classifies the charges imposed herein as not being subject to the limitations imposed by Section 11 (b), Article XI of the Oregon Constitution and that the City Recorder is hereby directed to publish notice in accordance with Section 26 (8) of Chapter 459 of Oregon Laws 1991.

**ADOPTED** by the Canby City Council on the 20<sup>th</sup> day of September, 2006.

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Melody Thompson, Mayor

**ATTEST:**

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Kimberly Scheafer  
City Recorder Pro Tem

**City of Canby  
Update Wastewater System Development Charge**

August 2006

Economic & Financial Analysis  
1409 Franklin Street, Suite 201  
Vancouver, Washington 98660  
(360) 823-1700  
(503) 228-3225

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## **INTRODUCTION**

The City of Canby retained Economic and Financial Analysis (EFA) to update the City's wastewater system development charge. Since the initial SDC was last evaluated in 2001, the City has been updating the SDC using the Construction Cost Index published by McGraw Hill in the magazine *ENR*. This report is based on the May 2006 index of 7,690 (Base Year 1913 = 100).

This update is based on an update of capital improvements made since the last evaluation and revisions to the capital improvements list.

The report contains two main sections. The first updates the reimbursement and improvement fees and compares the current and updated SDCs for wastewater. The second section compares Canby's SDCs to those of 12 other nearby and similarly sized cities in Oregon.

## SYSTEM DEVELOPMENT CHARGE

### Reimbursement Fee

Table 1 shows the current replacement cost for the existing wastewater treatment plant and major collection system components. Most of the collection system was built by private developers, not by the City's rate payers; therefore, these components are excluded from the system development charge. The current treatment plant has an average daily capacity of 2.0 million gallons per day (mgd) and a current average loading of 1.1 mgd. The land the wastewater treatment plant occupies is valued at its original cost.<sup>1</sup>

**Table 1 Summary of Fixed Assets**

Existing Facility	Replacement Cost	Capacity ADWF*	\$/gallon
<b>1 Land</b>	<b>\$330,000</b>	<b>2.80</b>	<b>\$0.1179</b>
<b>Wastewater Treatment Plant</b>			
2 Primary Clarifier	640,000	2.00	0.3200
3 Decant Treatment Basin	200,000	2.00	0.1000
4 Wash Tank	200,000	2.00	0.1000
5 SS Holding Tank	260,000	2.00	0.1300
6 Blower Building & Flammable Storage	160,000	2.00	0.0800
7 Lab Building	250,000	2.00	0.1250
8 Sludge Holding Ponds (3)	410,000	2.00	0.2050
9 Disinfection Contact Basin	200,000	2.00	0.1000
10 1994 WWTP Expansion	4,647,660	2.00	2.3238
11 Odor Control (WWTP)	119,464	2.00	0.0597
12 Screening & Compacting	35,273	2.00	0.0176
13 UV Basin Covers (WWTP)	444,832	2.00	0.2224
14 Retained Site Piping/Outfall	250,000	2.00	0.1250
15 Retained Site Improvements	150,000	2.00	0.0750
16 Aeration Basin Construction (WWTP)	3,028,581	2.80	1.0816
17 Solids Dewatering & Effluent Filtration (WWTP)	2,516,215	2.80	0.8986
<b>Collection System</b>			
18 Redwood Interceptor	1,307,797	2.00	0.6539
19 Collection System Pumping Stations (6)	1,200,000	2.00	0.6000
20 Township Road (Oversizing Only)	34,932	2.00	0.0175
21 South Pine (Oversizing Only)	46,818	2.00	0.0234
<b>Totals</b>	<b>\$16,431,572</b>		<b>\$7.3765</b>

Sources: Land: city of Canby *Comprehensive Annual Financial Report Fiscal Year Ending June 30, 2005*, page 12, Business-Type Activities. Wastewater Treatment Plant and Collection System: Curran McLeod, Inc. Consulting Engineers for the City of Canby, letter to Davin Tramel dated August 25, 2006.

<sup>1</sup> Finance Operations Manager, *Comprehensive annual financial report for the year ending June 30, 2005*, (City of Canby, Oregon) page 12, Business-Type Activities.

\* Average Dry Weather Flow in millions of gallons per day (mgd).

All fixed assets except land depreciate, and the money collected from the reimbursement fee is used to either payoff existing debt for the assets or to repair or replace existing assets. In essence new development pays a portion of the cost of maintaining the assets in usable condition. Land does not depreciate nor require replacement; hence in the calculation of the reimbursement fee, its value is kept at the original cost past and current users had to pay. Any additional land to be purchased is included in the improvement fee.

Table 1 also shows the calculation of the cost per gallon per day of capacity for each classification of assets.

The current capacity of the wastewater treatment plant (WWTP) is 2.0 million gallons per day (mgd) except for land that will be useful no matter the size of the treatment plant. Land is divided by the future capacity of the WWTP, 2.8 mgd. Similarly the Aeration Basin (project number 16) and Solids Dewatering & Effluent Filtration (17) components of the WWTP have capacity for 2.8 mgd.

The replacement cost in 2006 dollars divided by the capacity of each component is the cost per gallon of capacity. The average household on a standard size  $\frac{3}{4}$ -inch meter produces 226 gallons of sewage per day (average dry-weather flow excluding all inflow and infiltration of water to the sewage collection system). The City's WWTP and collection system were designed assuming 100 gallons of sewage flow per capita per day (gcd). However the actual flows to the WWTP measure closer to 80 gcd than to 100 gcd. The year 2000 US Census reported an average household size of 2.83 persons per household. For this update of the wastewater SDC we assume 80 gcd and 2.83 persons per household.

In total, the cost of all components is \$7.3765 per gallon of capacity. The proposed wastewater reimbursement fee for a  $\frac{3}{4}$ -inch water line connection is \$1,667, (i.e., 226 gpd x \$7.3765). Table 2 shows the reimbursement fee by meter size and for living units in a multiple family complex.

The wastewater SDC is increased from the  $\frac{3}{4}$ -inch meter based on the equivalent number of  $\frac{3}{4}$ -inch meters a particular meter size will provide. For example, a  $1\frac{1}{2}$ -inch meter is capable of delivering as much water as  $3\frac{1}{3}$ ,  $\frac{3}{4}$ -inch meters; therefore, the wastewater reimbursement fee for the  $1\frac{1}{2}$ -inch water meter is  $3\frac{1}{3}$  times more than the fee for a  $\frac{3}{4}$ -inch meter.

The proposed reimbursement fee is \$145 (9.5 percent) more than the current reimbursement fee.

**Table 2 Wastewater Reimbursement Fee by Meter Size and Multiple Family Housing**

Equivalent 3/4" Meters	Meter Size	Reimbursement Fee		Change	
		Current	Proposed	\$	%
1.00	3/4	\$1,522	\$1,667	\$145	9.5%
1.67	1	2,542	2,784	242	9.5%
3.33	1 1/2	5,068	5,551	483	9.5%
5.33	2	8,112	8,885	773	9.5%
10.67	3	16,240	17,787	1,547	9.5%
16.67	4	25,372	27,789	2,417	9.5%
33.33	6	50,728	55,561	4,833	9.5%
53.33	8	81,168	88,901	7,733	9.5%
80%	Multiple family	\$1,218	\$1,334	\$116	9.5%

Rounded to the nearest \$1.00.

## Improvement Fee

Table 3 lists the capital improvements that increase the capacity of various components of the WWTP and collection system. The WWTP has a capacity of 2.0 mgd for most components, and the proposed capital improvements will increase the capacity to 2.8 mgd, an increase of 0.8 mgd. The expansion of Project number 1, Secondary Scum Pump Station will have an added capacity of 2.0 mgd and does not currently exist. The other capital improvements will have a total capacity of 2.8 mgd. Since most of these projects are expansion of existing facilities with current excess capacity, we use the total capacity of the plant to determine the cost per unit for all users (current and future).

Similar to the calculation of the reimbursement fee, the project cost divided by its capacity provides a cost per gallon of capacity. For all projects the cost per gallon is \$2.5136 per gallon. This cost per gallon multiplied by the average daily flow from a household on a 3/4 inch meter provides the wastewater improvement fee of \$568 for a 3/4-inch water line connection. Similar to the reimbursement fee, the improvement fee is based on meter size and equivalent numbers of 3/4-inch meters as shown in Table 4.

The proposed improvement fee is 16.2 percent less than the current improvement fee.

**Table 3 Capital Improvements List and Cost per Gallon of Capacity**

Project Description	Cost 2006 \$'s	Capacity (ADWF)*	\$ per Gallon
1 Secondary Scum Pump Station	\$45,000	2	\$0.0225
2 Effluent Filtration Equipment	280,000	2.8	\$0.1000
3 RV Receiving Station / Drying Bed	120,000	2.8	\$0.0429
4 Headworks Screening	320,000	2.8	\$0.1143
5 UV Disinfection Upgrade	350,000	2.8	\$0.1250
6 Outfall Diffuser Improvements	150,000	2.8	\$0.0536
7 Processed Sludge Storage	150,000	2.8	\$0.0536
8 Second Primary Clarifier	640,000	2.8	\$0.2286
9 Effluent Irrigation Improvements	400,000	2.8	\$0.1429
10 Processed Sludge Drying, 2 wt/hr	1,600,000	2.8	\$0.5714
11 Lab Facility Expansion	400,000	2.8	\$0.1429
12 Odor Control	800,000	2.8	\$0.2857
13 System Planning	160,000	2.8	\$0.0571
14 Collection System Improvements	1,454,630	2.8	\$0.5195
15 Collection System Oversizing	150,000	2.8	\$0.0536
<b>Total</b>	<b>\$7,019,630</b>		<b>\$2.5136</b>

Source: Curran McLeod Engineering, Inc. letter to Darwin Tramel, August 25, 2006.

\* ADWF is Average Dry-Weather Flow in millions of gallons per day.

**Table 4 Wastewater Improvement Fee**

Equivalent 3/4" Meters	Meter Size	Improvement Fee		Change	
		Current	Proposed	\$	%
1.00	3/4	\$678	\$568	(\$110)	-16.2%
1.67	1	1,132	949	(183)	-16.2%
3.33	1 1/2	2,258	1,891	(367)	-16.3%
5.33	2	3,614	3,027	(587)	-16.2%
10.67	3	7,234	6,061	(1,173)	-16.2%
16.67	4	11,302	9,469	(1,833)	-16.2%
33.33	6	22,598	18,931	(3,667)	-16.2%
53.33	8	36,158	30,291	(5,867)	-16.2%
<b>80%</b>	<b>Multiple family</b>	<b>\$542</b>	<b>\$454</b>	<b>(\$88)</b>	<b>-16.2%</b>

Rounded to the nearest \$1.00.

## Update System Development Charge

The sum of the reimbursement fee and improvement fee comprise the wastewater system development charge (SDC). Table 5 shows the summation of the two fees. The proposed wastewater SDC for a ¾-inch water meter is \$2,235.

**Table 5 Proposed Update of the Wastewater System Development Charge**

Equivalent ¾" Meters	Meter Size	Proposed System Development Charge		Total
		Reimbursement	Improvement	
1.00	¾	\$1,667	\$568	\$2,235
1.67	1	2,784	949	\$3,733
3.33	1 1/2	5,551	1,891	\$7,442
5.33	2	8,885	3,027	\$11,912
10.67	3	17,787	6,061	\$23,848
16.67	4	27,789	9,469	\$37,258
33.33	6	55,561	18,931	\$74,492
53.33	8	88,901	30,291	\$119,192
80%	Multiple family	\$1,334	\$454	\$1,788

Compared to the current wastewater SDC, the proposed SDC is \$35 (1.59 percent) more than the current SDC, as shown in Table 6 for all meter sizes.

**Table 6 Comparison of Current to Proposed Wastewater SDC**

Equivalent ¾" Meters	Meter Size	Current	Proposed	Change	
				\$	%
1.00	¾	\$2,200	\$2,235	\$35	1.59%
1.67	1	3,674	3,733	\$59	1.61%
3.33	1 1/2	7,326	7,442	\$116	1.58%
5.33	2	11,726	11,912	\$186	1.59%
10.67	3	23,474	23,848	\$374	1.59%
16.67	4	36,674	37,258	\$584	1.59%
33.33	6	73,326	74,492	\$1,166	1.59%
53.33	8	117,326	119,192	\$1,866	1.59%
80%	Multiple family	\$1,760	\$1,788	\$28	1.59%

## COMPARISON TO OTHER COMMUNITIES

Table 7 compares Canby's current systems development charges to other area communities for a single family housing unit. Canby's total SDCs (for all 5 services)

rank 2<sup>nd</sup> of the 13 communities surveyed. At \$11,456 Canby is second only to West Linn's which totals \$24,060, but only slightly higher than the next 5 communities that are all in excess of \$10,000 for a single-family house.

Canby's Park SDC (\$4,725) ranks 2<sup>nd</sup> behind West Linn's (\$8,029), but it's nearly twice as high as the 3<sup>rd</sup> ranking park SDC—Lake Oswego at \$2,825. All of the other SDCs rank nearer the average. Canby's current wastewater SDC is ranked 9<sup>th</sup> among the 13 communities.

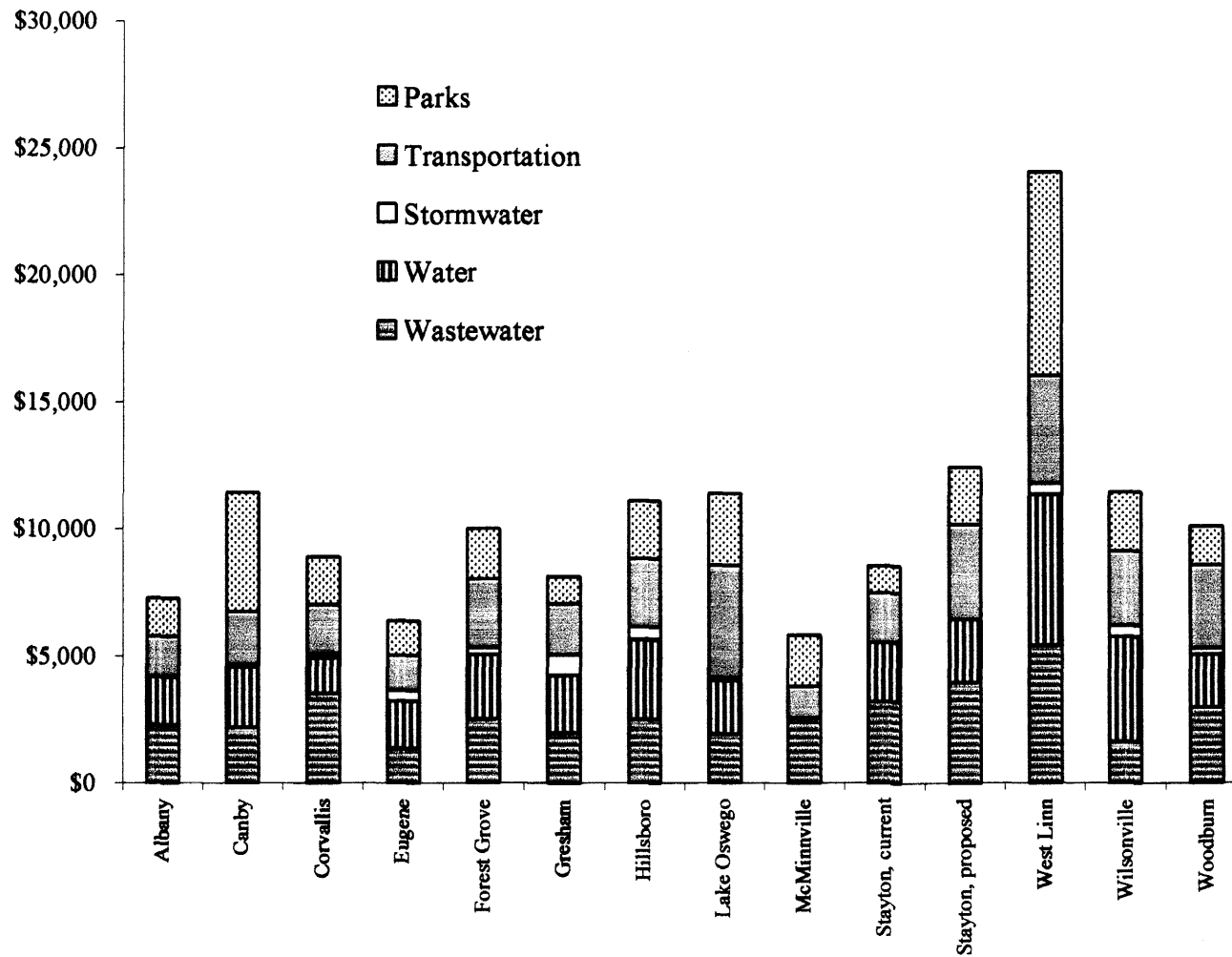
The proposed Wastewater SDC will add \$35 to the total SDC bringing it from \$11,456 currently to \$11,491. This increase does not change the City's overall ranking among the 13 communities. Canby's ranking among sewer SDCs also will not change from 9<sup>th</sup>.

**Table 7 Comparison of Systems Development Charges for Selected Oregon Communities**

City	Stormwater		Wastewater		Transportation		Parks		Water		Total SDC	
	\$	Rank	\$	Rank	\$	Rank	\$	Rank	\$	Rank	\$	Rank
Albany	\$0	11	2,284	8	1,584	11	1,500	10	1,903	10	7,271	11
<b>Canby</b>	<b>\$80</b>	<b>10</b>	<b>2,200</b>	<b>9</b>	<b>2,085</b>	<b>7</b>	<b>4,725</b>	<b>2</b>	<b>2,366</b>	<b>5</b>	<b>11,456</b>	<b>2</b>
Corvallis	\$168	8	3,528	2	1,924	10	1,870	8	1,395	12	8,885	8
Eugene	\$429	5	1,354	13	1,377	12	1,345	11	1,860	11	6,365	12
Forest Grove	\$275	6	2,500	6	2,690	5	2,000	6	2,552	4	10,017	7
Gresham	\$823	1	1,963	10	1,997	8	1,073	12	2,273	7	8,129	10
Hillsboro	\$500	2	2,500	6	2,690	5	2,276	5	3,141	3	11,107	5
Lake Oswego	\$112	9	1,921	11	4,420	1	2,825	3	2,108	8	11,386	4
McMinnville	\$0	11	2,550	5	1,273	13	2,000	6	0	13	5,823	13
Stayton	\$0	11	3,197	3	1,936	9	1,062	13	2,332	6	8,527	9
West Linn	\$455	4	5,413	1	4,217	2	8,029	1	5,946	1	24,060	1
Wilsonville	\$456	3	1,628	12	2,917	4	2,320	4	4,111	2	11,432	3
Woodburn	\$220	7	2,977	4	3,286	3	1,513	9	2,085	9	10,081	6
Average	\$293		\$2,568		\$2,538		\$2,623		\$2,478		\$10,501	



**Figure 1 Comparison of SDCs for Selected Oregon Cities**



**ORDINANCE NO. 1221**

**AN ORDINANCE AUTHORIZING THE PURCHASE FROM WESTERN POWER & EQUIPMENT OF PORTLAND, OREGON FOR ONE (1) JOHN DEERE 6420 4 WD TRACTOR WITH A TIGER TBF-50RS BOOM FLAIL MOWER; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby wishes to purchase one (1) used John Deere 6420 4 WD Tractor with a Tiger TBF-50RS Boom Flail Mower for the Parks Department; and

**WHEREAS**, the cost of the vehicle and equipment will be paid out of the Capital Reserves account for the fiscal year 2006-2007 budget; and

**WHEREAS**, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, the city may purchase used property without formal written quotes if it's determined that the purchase will result in cost savings to the city and will not diminish competition or encourage favoritism;

**WHEREAS**, Western Power & Equipment of Portland, Oregon submitted the quote of \$87,900.00 for one (1) used John Deer Tractor and Boom Flail Mower; and

**WHEREAS**, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this quote, reviewed the staff report and finds that the purchase will result in cost savings to the city and will not diminish competition or encourage favoritism and therefore that it is in the best interest of the City to purchase this tractor and mower from Western Power & Equipment; 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 purchase contract with Western Power & Equipment of Portland, Oregon for the purchase of one (1) used John Deer Tractor and Boom Flail Mower for the quoted amount of \$87,900.00.

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

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on September 6, 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 September 20, 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 20<sup>th</sup> day of September 2006, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

**ATTEST:**

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

**ORDINANCE NO. 1222**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH AAI WEATHERIZATION, INC. OF OAKRIDGE, OREGON FOR RECOATING THE FOAM ROOF AT THE CANBY SWIM CENTER; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby wishes to repair and recoat the foam roof above the pool at the Canby Swim Center; and

**WHEREAS**, the cost to recoat the roof will be paid by the City of Canby Swim Center Levy fund, which has budgeted said purchase for the fiscal year 2006-2007 budget; and

**WHEREAS**, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, three written bids were obtained for the recoating of the Swim Center roof as follows:

- |  |             |
|--|-------------|
| 1. AAI Weatherization, Inc. of Oakridge, Oregon          | \$16,550.00 |
| 2. Evan House-Fine of Portland, Oregon                   | \$16,750.00 |
| 3. D and R Masonry Restoration, Inc. of Portland, Oregon | \$20,600.00 |

**WHEREAS**, AAI Weatherization, Inc., of Oakridge, Oregon submitted the lowest quote of \$16,550.00.

**WHEREAS**, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this quote, reviewed the staff report and believes it to be in the best interest of the City to enter into this contract; 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, a contract with AAI Weatherization, Inc., of Oakridge, Oregon for the roof recoating at the Canby Swim Center for the quoted amount of \$16,550.00.

**Section 2.** In so much as it is in the best interest of the citizens of the City of Canby, Oregon to replace the roof at the Canby Swim Center without further delay, and to better serve the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on September 6, 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 September 20, 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 20<sup>th</sup> day of September, 2006, by the following vote:

YEAS \_\_\_\_\_

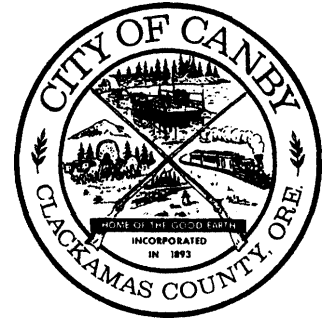
NAYS \_\_\_\_\_

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

**ATTEST:**

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

# MEMORANDUM



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *Lt. Jorge Tro*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *September 8, 2006*

---

Issue: Purchase of a 2006 Ford Econoline E250 Cargo Van.

Synopsis: Scheduled replacement of detective vehicles.

Recommendation: Staff recommends that the City Council approve Ordinance #1223 allowing the Mayor and City Administrator to purchase a Ford Econoline E250 Cargo Van from the lowest bidder in an amount not to exceed \$18,000.

Rationale: The purchase of this vehicle is a continuation of our vehicle replacement plan for detectives. The vehicle will be assigned to our Property/Evidence Technician, Don Hemstreet.

Background: According to our Fleet Services Supervisor, Joe Witt, we can no longer order an Econoline Van to specifications. He obtained three estimates from dealers that have similar vehicles in stock. Prices ranged from \$16,600 to \$18,300 depending on equipment. Because of a special financing promotion with Ford at this time, these vehicles are selling quickly and we cannot expect the exact vehicle to be in stock when purchasing. Once we receive approval from the Council, Joe Witt will obtain three new quotes, and a purchase will be made from the lowest bidder.

This vehicle will be purchased from funds collected by of the sales of three drug forfeited vehicles and one detective vehicle (\$15,260). The balance will be funded out of the Fleet Reserve line item as approved and adopted 2006/2007 budget.

Chief Greg Kroepelin and I recommend the approval of the attached City Ordinance #1223 as prepared by the City Attorney.

204-214-425-7416

THIS HAS BEEN REVIEWED  
BY THE FINANCE DIRECTOR

*Christina Lopez 9-12-06*

**ORDINANCE NO. 1223**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT FOR THE PURCHASE OF ONE (1) 2006 FORD ECONOLINE E250 CARGO VAN FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby Police Department wishes to purchase one (1) 2006 Ford Econoline E250 Cargo Van for use by the Property/Evidence Tech in crime scene investigation; and

**WHEREAS**, the cost of the vehicle will be paid by the Canby Police Department which has budgeted said purchase for the fiscal year 2006-2007 budget; and

**WHEREAS**, the City is unable to order a van of this type this year and therefore, has to buy the van "off the lot" from a local dealer; and

**WHEREAS**, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, three written bids will be obtained from local area Ford dealers and the lowest bid will be accepted not to exceed \$18,000.00.

**WHEREAS**, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed the staff report and believes it to be in the best interest of the City to authorize purchase this vehicle at this time from a local area Ford dealer "off the lot" for a not to exceed price of \$18,000.00 now therefore

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

**Section 1.** The City Administrator is hereby authorized and directed to solicit at least three written bids from local area Ford dealers and execute and declare in the name of the City of Canby and on its behalf, an appropriate purchase contract with the local area Ford dealer who submits the lowest bid for the purchase of one (1) 2006 Ford Econoline E250 Cargo Van in an amount not to exceed \$18,000.00.

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

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on September 20, 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 October 4, 2006, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

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

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 4<sup>th</sup> day of October, 2006, by the following vote:

YEAS \_\_\_\_\_

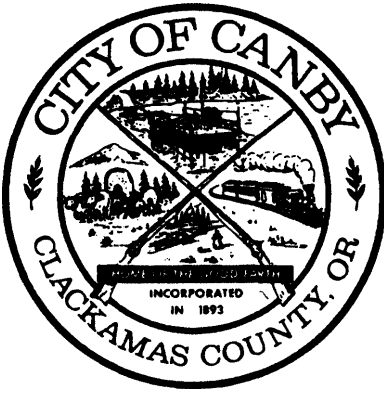
NAYS \_\_\_\_\_

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

**ATTEST:**

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





# City of Canby

Office of the City Attorney

**Memo to: Mayor and Council**

**From: John Kelley, City Attorney** 

**Date: September 11, 2006**

**Re: Khrischenko vs. City of Canby  
LUBA No. 2006-037 remand**

Attached are the proposed Findings, Conclusions and Final Order on Remand in the Krishchenko matter. As you know, they were prepared by Carrie Richter of the Garvey Schubert Barer law firm. Please review them thoroughly as they will be presented to the Council for adoption at the Council meeting of September 20, 2006.

It is Ms. Richter's advice, as well as mine, that the Council not hold a public hearing to reopen the application for either additional evidence or oral argument from any of the parties. We propose that you simply adopt the new Findings that have been prepared by motion and vote of the Council and let Mr. Krishchenko take whatever follow-up action he feels is necessary.

I have been contacted by Ken Dobson, attorney for Mr. Krishchenko, indicating his desire to present an argument to the Council before adoption of the Findings, but I have advised him that we believe we have no legal responsibility to provide him that opportunity. You will note that in the proposed Findings at the bottom of page 1, there is reference to three LUBA cases providing support for the City's decision not to reopen or allow argument on remand. Both Ms. Richter and I believe those cases do not require the City to allow argument on the new proposed Findings. (However, remember, there are no guarantees in this business as the Court of Appeals showed us in the Northwoods case. The Oregon Court of Appeals totally reversed a line of cases we were relying on in that case.)

John Williams and I are comfortable with the Findings as proposed and would recommend that the Council adopt them. I will notify Mr. Dodson that the Council will deliberate on the proposed Findings at the meeting on September 20<sup>th</sup>, but not to expect an opportunity for testimony.

Please call me with any questions at (503) 266-4021 x254.

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

<b>A REQUEST TO MODIFY</b>	)	<b>FINDINGS, CONCLUSIONS &amp; FINAL ORDER</b>
<b>CONDITION OF APPROVAL</b>	)	<b><u>ON REMAND</u></b>
<b>NO. 6 FROM MINOR LAND</b>	)	<b>MOD 05-07&amp; APP 05-01</b>
<b>PARTITION 04-03</b>	)	<b>(Krishchenko)</b>

**NATURE OF THE DECISION**

In December 2004, Alex Krishchenko, the owner of property located at 1214 S. Cedar Loop, received approval from the Planning Commission to partition his property but that approval contained a condition of approval prohibiting direct access to SW 13<sup>th</sup> Avenue because of a requirement in the Canby Municipal Code ("CMC") requiring a minimum access spacing of 300 feet. The condition also required the applicant to "provide proof of adequate alternate access" prior to final plat approval. In 2005, Mr. Krishchenko applied to modify that decision by eliminating the restrictive condition prohibiting direct access to SW 13<sup>th</sup> Avenue. The Planning Commission and City Council denied the modification. Mr. Krishchenko appealed that decision to the Land Use Board of Appeals (LUBA). LUBA remanded this decision back to the City for additional findings as to why the exception to the 300 foot access spacing requirements set out in Canby Municipal Code (CMC) 16.46.70 are not met and more specifically, why it concluded that the "hardship" in the case is "self-created."

**HEARINGS**

The City Council hereby finds that all parties have had many opportunities to submit evidence and argument regarding this exception request. First, the possibility of an exception was considered as part of the original partition application heard before the Planning Commission on November 22, 2004. The modification proceedings currently on remand addressed the same exception request based on the same exception criteria. Three public hearings were conducted as part of the modification request including hearings on November 14 and 28, 2005 before the Planning Commission and a hearing before the City Council on February 15, 2006.

Further, the issue on remand is whether the application does meet the access spacing exception criteria listed in CMC 16.46.070 based on substantial evidence in the record. Since LUBA's remand does not require that the City conduct additional evidentiary hearings, the City is under no obligation to conduct an additional evidentiary hearing to accept updated information. *Arlington Heights Homeowners v. City of Portland*, 41 Or LUBA 185 (2001). *McFall v. City of Sherwood*, 46 Or LUBA 735 (2004) and *Manning v. Marion County*, 45 Or LUBA 1 (2003). No CMC provision requires that the City give notice or provide a hearing when it decides to adopt new findings upon remand from LUBA. Thus, no notice or hearing was provided.

## **FINDINGS**

The City Council has considered all testimony presented at the February 15, 2006 City Council public hearing as well as the entire record of the modification and appeal applications in making its decision on remand. As such, the City Council incorporates by reference all discussions regarding CMC 16.46.70 as part of this decision as well as all of the findings and conclusions dated February 15, 2006 that were not challenged or were affirmed by LUBA.

### **Access Spacing Exception Criteria**

The Council notes that the issue on remand is very limited – whether the applicant's hardship is self-created. The question of the hardship arises because any access from applicant's property to SW 13<sup>th</sup> Avenue would be located within 300 feet of another access, and such an access is prohibited without an access spacing exception. The criteria for such an exception are located in CMC 16.46.070. CMC 16.46.070 provides:

A. An exception may be allowed from the access spacing standards on City facilities if the applicant can provide proof of unique or special conditions that make strict application of the provisions impractical. Applicants shall include proof that:

1. Indirect or restricted access cannot be obtained;
2. No engineering or construction solutions can be reasonably applied to mitigate the condition; and
3. No alternative access is available from a street with a lower functional classification than the primary roadway.

B. The granting of the exception shall be in harmony with the purpose and intent of these regulations and shall not be considered until every feasible option for meeting access standards is explored.

C. No exception shall be granted where such hardship is self-created.

The only issue subject to remand is to re-examine whether the hardship is self-created. As a preliminary matter, it is important to note that the applicant bears the burden of proving that all of applicable review criteria are met based on substantial evidence in the record. CMC 16.88.020(A)(a) and *Rochlin v. Multnomah County*, 35 Or LUBA 333 (1998). In order to establish compliance with all of the exception criteria, the applicant must show based on evidence in the record that the hardship, the inability to comply with the 300 foot access standards, was not self-created. The Council finds that the applicant has failed to meet its burden in this case.

First, the applicant originally owned a single lot, approximately 7,732 square feet in size in the Cedar Ridge subdivision with a developed single family dwelling in the western portion of the

lot. In 2002, the applicant acquired an undeveloped 4,800-square foot parcel that adjoins his backyard to the east. The 4,800-square foot parcel fronts onto SW13th Avenue, a city arterial. The applicable zoning for both of these properties is Medium Density Residential (R-1.5), which has a 5,000-square foot minimum lot size for new lots. Shortly after acquiring the 4,800-square foot parcel, the applicant applied for and received city approval to combine the two properties into a single, 12,532-square foot lot. Testimony in the record of this proceeding suggests that the applicant's stated reason for seeking lot consolidation was in order to enlarge his back yard. Had the applicant left the second lot as a separate lot, it may have been entitled to access via SW 13<sup>th</sup> either by right under common law or through an exception as the hardship of obtaining access would not have been self-created. However, the Council finds that by consolidating lots such that the entire lot fronted onto S Cedar Loop eliminated any expectation of obtaining common law access on to SW 13<sup>th</sup> then or at anytime in the future.

Second, the Council notes that this proceeding is a reconsideration of exception to the access standards that was denied by the Planning Commission which lead to the partition approval coupled with the access condition. During the hearing before the City Council, the applicant claimed that the City assured him that access would be available on land owned by the City. There is nothing in the record to show that the City made any statements during the first proceeding or subsequently that it would provide access to the applicant on the city-owned property or that some other solution for providing access would be available. To the contrary, condition 6 to the original partition approval makes clear that alternate access shall be required and does not identify any alternatives that may be available to satisfy this requirement. The triangle of land was intended to provide a future road extension that turned out to be unnecessary and was thus, sold back to the neighboring church property. It was never intended, nor suggested that this area would provide any right of access to the applicant. Thus, there is no basis to the applicant's claim that the City somehow induced the applicant into believing that access over City property would be available.

Third, the Council places significance on the permissive term "may" in the exception standards and concludes that even if all of the exception criteria were met, the City would have discretion to refuse to grant an exception. In this case, the City exercises that discretion because of the significant safety concerns associated with SW 13<sup>th</sup> Avenue, especially when coupled with road expansion and new development that will occur in the future. The Council quotes from the November 3, 2005 staff report and agrees with the following:

The City has received funding for the Berg Parkway connection. This will be built in 2006 or 2007 and will raise traffic levels on SW 13<sup>th</sup> Avenue by the subject property. Additionally, parking will be restricted to the north side only upon completion of this project and an access driveway in this area would reduce available on-street parking in this area (which is always at a premium during sporting events at the High School.)

Finally, even though division of a 12,000 square foot parcel may be permitted pursuant to R-1.5 zoning, it is not automatically allowed unless all of the applicable review criteria are met. Minor review criterion 16.60.030(C), (D), and (E) requires that access facilities be adequate, safe and not unduly hinder the use of adjacent properties. The Planning Commission found that these

criteria could be satisfied only through imposing a condition that adequate alternative access is obtained. The applicant has failed to carry his burden of showing the exception to the access spacing criteria are satisfied. Thus, the partition is still in place consistent with the Planning Commission's decision, City File No. MLP 04-03. Development on the partitioned lot can occur when the applicant or subsequent owner can show that adequate and safe access can be secured that complies with the City's access spacing requirements.

For this reason, this application must be denied.

**ORDER**

**IT IS ORDERED** by the City Council of the City of Canby that MOD 05-07 and APP 05-01 are denied.

**I CERTIFY THAT THIS ORDER** denying MOD 05-07 and APP 05-01 was presented to and **APPROVED** by the Canby City Council on the \_\_\_\_ day of September, 2006.

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Melody Thompson  
Mayor

**ATTEST:**

Ayes:

Noes:

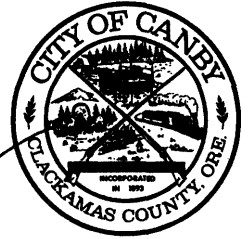
Abstain:

Absent:

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Kimberly Scheafer  
City Recorder, pro-tem

# MEMORANDUM



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *September 12, 2006*  
**RE:** *Street Maintenance funding review*

---

This update on the street maintenance funding process is provided in response to the Council's request at your September 6 meeting. As you know, we had to search for and select a new consultant to take over this work after the City's previous consultant became unresponsive. Due to my situation this spring this selection was not made until June. The new consultant (Bud Furber of Pavement Service Inc.) has quite a bit of work to do to convert the previous proprietary data into usable form for his system. Mr. Furber's August 28 report to me is given below to demonstrate the complexity of the work he's doing. If you're like me you'll just want the bottom line, which is: Bud is creating a much more detailed pavement condition database in order to answer the questions asked by the Task Force. This has taken time, but will allow us to have much better information than we had last fall. His initial scenarios should be complete in early October and I've asked the Task Force if they can start meeting again then.

Thanks for your patience on this and please let me know if you have any questions.

**Bud Furber August 28 update:**

John, I believe that the hardest work is now done. That was combining the segment and rating data from our 1994 database with the MTC database. It took quite a bit more time than I had anticipated to align the segment structure of the two databases partly because the segments in our 1994 database were shorter (typically one block long) than the segments in the MTC database. But I think that it was well worth it to take the time, since it gives us condition ratings from 11/93 for all of the City's network at that time. This will greatly improve the confidence level of the PMS pavement performance predictions since we now have 5 pavement ratings (93, 98, 2000, 2002 & 2005) over a 12 year time span for most streets.

At this point, the segment and rating data from both databases are in various tables in an Access database consisting of 706 segment records and 9,249 condition rating records with common indices that relate them to each other. Once its all put together it doesn't sound like much, but it required literally comparing each segment record of the two databases with each other to join them together.

The next steps are to 1) import the segment and rating data into the CenterLine database, 2) run the performance analysis to develop performance curves for each segment, 3) input the decision tree and unit costs for the maintenance and rehab treatments, and 4) run the budget analysis scenarios. I'm headed out of the office today on a vacation and will be back on 9/11, so it won't be until then that I'll get a chance to work further on this. It will probably take 3 to 4 weeks to get the database ready and make the first runs on the analysis scenarios.

**DIRECTOR'S MONTHLY REPORT  
CANBY ADULT CENTER  
Aug. '06**

**CENTER INFORMATION**

The Center really had an opportunity to forge ties with the community this month. We rented our building out for a heavy metal concert for the second time in as many months. As before, the young people attending were considerate of the space provided and left it clean and undamaged. They really were impressed with the fact that there was someplace in town they could use for this venue.

Towards the end of the month, we rented our bus (and driver) to Countryside Living. This enabled their clients with dementia to have a day in the country. Our driver ran a shuttle back and forth to collect every resident who was able to make the trip.

Countryside Living has decided to have one of their staff trained to drive our bus. She will go through Ride Connection classes and their background check, as well. Once she receives certification, she will be added to our list of qualified drivers and we will enter into a lease agreement (standard Ride Connection format) that will allow them to use the bus on a limited basis for a small fee. Countryside Living will carry their own insurance.

Other events included our annual Fair shuttle on Senior day, and music by Ida & Friends on Mondays and Peter & Joy Green on Thursdays.

Greg Perez has ordered the chairs for the Lobby and we hope to get them sometime in September. I have not heard any more from Tom Kotzian at Johnston Controls about the television that will replace our old one. I will be following up.

Also, Canby Ambulance fund has committed \$500 toward the purchase of a defibrillator. This will be a good location for the machine, and I'm sure we will find the other \$500 soon.

Anna Phillips

# DIRECTOR'S MONTHLY REPORT

CANBY ADULT CENTER

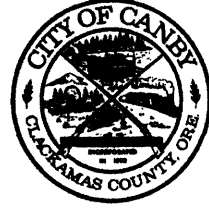
Aug. '06

Aug. Meals	Avg/Day	YTD	July '06	July '05	Difference		
18	serving days						
CONGREGATE +60 (INCLUDES CONGREGATE, GUESTS & LATE CALL INS)							
	73	1,252	1320	1,423	-103		
						Donations	\$2,083.43
\$1.58	avg. donation						
MEALS ON WHEELS +60							
	76	1,341	1368	1,366	2		
						Donations	\$1,484.26
\$1.08	avg. donation						
MEALS ON WHEELS +60 ( T19) Medicaid. Pmt. Comes through State.							
	5	54	91	53	38		
MEALS ON WHEEL -60 (T19). Medicaid. Pmt. Comes through State.							
UNDER 60 (Includes volunteers, guests & staff)							
	8	135	138	118	20		
O.P.I. (Project Independence)							
					0		
<b>TOTAL MEALS</b>			<b>2917</b>	<b>2,960</b>	<b>-43</b>		
CLIENT SERVICES							
Undup. Clients							
		87	55	74	-19		
Assessments							
		11	9	16	-7		
Case Monitoring							
		23	19	28	-9		
Community Outreach							
		7	1	2	-1		
Info & Referral							
		72	104	109	-5		
TRANSPORTATION							
					0		
Rides (one way)							
		230	210	196	14		
VOL. HOURS							
					0		
		926	976	1030	-54		
OTHER USERS-(Those who use the Center, but not to eat or volunteer)							
					0		
		849	722	941	-219		
FUNDRAISING							
Gifts, etc.							
			\$225.00	\$220.00	\$5.00		
Rentals							
			\$1,210.00	\$907.50	\$302.50		
Center Projects							
			\$1,757.90	\$1,098.40	\$659.50		
Bingo							
			\$347.10	\$269.50	\$77.60		
<b>TOTAL</b>							
			\$3,540.00	\$2,495.40	\$1,044.60		



# City of Canby Monthly Report

## Department: Administration



For Months of: July & August 2006

Date: September 12, 2006

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

Through: Mark Adcock, City Administrator

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1. **Business Licenses** – Twenty-nine new business licenses were issued for the months of July and August 2006. One hundred fifty-seven renewals were sent out.
2. **Complaints/Inquiries** – Fifty-five complaints/inquiries were received for July and August. Fifty-one of those have been resolved and twenty-six were resolved within twenty-four hours.

Meetings/trainings that were attended:

July 11 – Kim Scheafer attended EOC Meeting at Fire Dept.

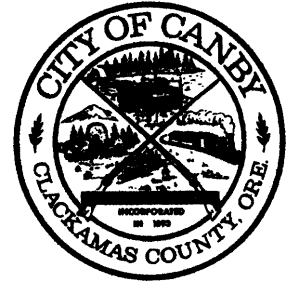
July 18 – Kim Scheafer and Jill Thorn attended City Safety Committee Meeting

August 8 – Kim Scheafer attended EOC Meeting at Fire Dept.

August 15 – Kim Scheafer and Jill Thorn attended City Safety Committee Meeting

# City of Canby Bi-Monthly Report

## Department: Parks



For The Months of July-August

Date: September 8, 2006

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

### 1. Issue/project: Park Renovations

The process has started to add more amenities to Legacy Park. We are looking at our options for a covered area picnic shelter and obtaining the ground work information for the proposed restroom building. Plans were reviewed from the Architect (Scott R. Beck) for the proposed restroom building at Legacy Park. Benches were also purchased and installed around the new 5-12 year old playground.

The Oregon State Park Local Government Grant Program is in the final stages of being approved for the Maple Street Park restroom/support facility rehabilitation. The Architect (Scott R. Beck) has modified the Legacy Park plans to accommodate the needs of the Maple Street Park user groups. While the buildings at Legacy and Maple are different dimensionally, the mechanical rooms are identical. This should make the construction and maintenance of the two buildings more cost effective. Contractors are also being called and quotes requested for the demolition of the existing restroom and concession buildings at Maple St. Park. The user groups who may have been using the concession building for storage were met with in the middle of August and given until September the 15<sup>th</sup> to stow their equipment at some other location. We hope to move quickly with the demolition project, our goal is to beat the wet season and minimize the damage from the heavy equipment.

### 2. Issue/Project: Park Maintenance

Irrigation repairs and adjustment were at the top of the list the last two months with all the ninety degree day's that were had. Mowing ebbed with the heat and more time was spent repairing and cleaning park amenities. Trail clearing and brush removal were also performed. Aerating of the turf was also completed in the high traffic areas to deal with compaction. Fertilizing, tree/shrub trimming and weed control were also accomplished. Portable restrooms were ordered to deal with the high traffic experienced at Community Park. Options are being looked at that might help control the amount vehicle traffic that is allowed into Community Park. Staffing and appropriate service levels are also being reviewed.

Regular maintenance was performed at the 24 areas the parks department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Wait Park & Willow Creek Wetlands.

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

Facilities maintenance request forms were received from City Hall (1), Planning (1), Adult Center (1), Transit (9), Library (2), Courts (1) and the Police Department (2). It took 37 hours to complete the 17 request forms.

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

C.C.C.C cleared brush along the river at Community Park; they also cleared the brush off the edges of the Molalla forest road walking path. CCCC performed approximately 432 hours of labor for the City of Canby in the months of July and August.

### **Meetings attended:**

Caleb Hawkins attended the City of Canby Safety Committee Meetings. The Parks, WWTP and Fleet Services departments held a Crew Safety Committee Meeting in July. The Parks crew also attended confined space training at the WWTP.

Caleb Hawkins had his annual performance evaluation.

Five separate meetings were held at Wait Park with a representative from each event that was scheduled. Discussion was had with all on the proper uses of the facility.

Ben and I attended a meeting with Beth and Matilda to discuss the future North Woods Park.

I had a meeting with Mike Smith from Town and Country Fence Inc. regarding a quote for a new section of chain link fencing along NW3<sup>rd</sup> Ave. just west of the Skate Park.

I attended a meeting to review idea on how to improve Community Park.

I met with Kevin T. Fox from True Care Inc. to have a Tree Hazard Evaluation done on City property behind 1343 Baywood Court.

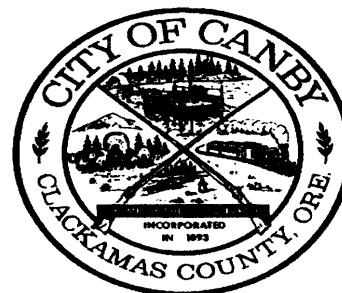
I attended a meeting in Seaside for the annual MACS retreat. This was my last meeting as the MACS secretary. I was asked to still be a Maintenance and Construction Section Board Member, I agreed to another term.

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

The Parks Department is responsible for 180 acres of property.

Ben and I went to Western Power and Equipment and test drove a used 2006 John Deere tractor with a 20' Tiger flail mower. The unit only had 238 hours on it. This unit would help maintain the eight miles of walking trail edges and the one hundred acres of natural area. This unit would be a labor saving tool and give us the ability to maintain areas that were previously not maintained.

**CANBY PUBLIC LIBRARY**  
**BI-MONTHLY REPORT**  
**July-August 2006**



**TO:** Honorable Mayor Thompson  
and City Council  
**FROM:** Mark Adcock, City Administrator  
Beth Saul, Library Director  
**PREPARED BY:** Marty Moretty, Library Supervisor  
**DATE:** September 11, 2006

**Facility:**

\*Where to begin.....shifting and moving is in full swing. Double-sided shelving units have been ordered, made, received and filled to accommodate our ever expanding collection. Six units were placed at the ends of existing shelves in the Adult non-fiction section and are already filled with some wiggle room to spare. The northwest collection has been interfiled into the non-fiction which frees up that unit to be moved to create more shelving space for the adult fiction.

The Spanish section is now on the front side of the homework collection and visibility alone has increased usage. It also puts the collection in the same room as the Spanish children's videos so it's a natural place to get more traffic. The old sectional that housed the Spanish has now been moved to the beginning of the Large Print area.

We've had to give up our small conference room and it now houses our homework computer lab. It too, seems to be getting used more perhaps because of the location closer to the circulation desk.

Four new single bookcases are now along the wall heading toward the Addison room. Friends have moved some of the cases that were in the hallway into their book sale room and it all seems to fit quite nicely! They appreciate the continued use of the room and know that we are doing everything we can to utilize all the other space in the Library.

The magazine shelving has been moved further down the north wall to put it in the general vicinity of the adult fiction and non-fiction areas as well as free up a few extra feet in the

juvenile area where the programming occurs. So, please visit!

- \*Homework and internet computers in process of being upgraded and those retired units will bump down the ladder to replace much older staff models.

**Staff:**

- \*Marty and Peggy made another trip to Scholastic Book Warehouse sale for some closeout items in hopes of more good deals. We also shopped for small prizes to give to prospective youngsters as we gear up for September New Library Card Signup Month. Peggy and Hanna are working with the newspaper and schools to get out the word.
- \*Staff will be gearing up to visit demonstrations of the selected vendors for a new countywide computer system. It's been in the works for a long time and we are hoping our old equipment will hold out just a little bit longer.

**Programs:**

- \*\*Family Nites were held on the 4<sup>th</sup> Thursday of July and August. These programs are made possible through the Ready to Read Grant from the Oregon State Library and the Friends of the Canby Library. The consistency of these programs has kept the attendance at a nice, steady, (manageable) group and....forced staff to come up with creative ways to find programming space. What a nice problem!
- \*Peggy continued the Toddler's Storytime program which we co-operated with the Canby Community School for sign up. Funds for this program came from the Ready to Read grant and ten wee ones and parents signed up for the eight week series with lots of stories, flannel board activities, singing, noise instruments, and physical activities. Those who participated really bonded and they would stay long after the formal program and talk. It was very successful and the parents appreciated the private time when the Library wasn't open to the public.
- \*Summer Reading has once again exceeded last year's participation. Peggy did an excellent job of streamlining the process since it takes active staff time to make it work! 576 children signed up for a total of 4845 hours of reading. That equates to more than 201 days of reading 24 hours a day!
- \*First Friday events for July and August continued to bring new people into the library. July attendance was down probably

due to the fact that the 4<sup>th</sup> of July was that week but we had local artist Marion Griffith with a display of her art and she had such a good time she came back the next month! Our themes were "Travel" for July and "Beach" for August. We had fun creating treats, decorating, crafting, even costumes, and featuring books to go along with the themes. The event was successful for the first year and we look forward to participating next year! A few more volunteers to man an area at Pioneer Plaza to let everyone know that the Library is open during the event will be helpful.

#### Grants:

- \*Ready to Read Grant has been received and being used for family evenings, toddler storytime and enhancing our storytime collection.
- \*A small \$100 grant from the Oregon State Library was used to help with our teen summer reading program.
- \*Friends of the Library did not receive the Oregon Cultural Trust grant they had applied for but all the information gathered can serve as a template for other possible applications.

#### Volunteers:

- \*Contributed 406 hours for July and 355.5 hours for August assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning, First Friday, even outside litter patrol, cleaning and sweeping.
- \*We were fortunate to have some enthusiastic youth this summer and they proved very capable with all the moving and shifting. I only went into cardiac arrest once.....!

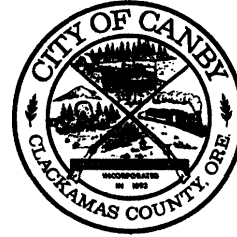
#### Friends of the Library:

- \*Sorting and shelving donations three times a week.
- \*The 4<sup>th</sup> of July Book sale was once again a smashing success. They went for a slightly scaled back version but with some great day-end deals, we cleared over \$750. With a great group of volunteers and perfect weather, they couldn't have asked for anything better – except I forgot to bring donuts! Our location is absolutely perfect.
- \*The book club will resume in September with "Memoirs of a Geisha".

# **City of Canby Monthly Report**

## **Department: Police Department**

**To:** Mark Adcock, City Administrator  
**From:** Greg Kroeplin, Police Chief  
**For Months Of:** July 2006 thru August 2006



### **Community Activities**

- 7/4/2006 City of Canby / General Canby Days / Several members of the Police Department assisted with park security, parade detail, and firework detail
- 7/18/2006 Canby High School / Traffic safety presentation to driver's education class, Sergeant Cunningham
- 7/18/2006 Club Fit / Canby Fun Run information, Sgt. Sommer
- 7/20/2006 Canby Fire Dept. / Hear of a Hero Award Presentation (award given to the citizen that saved the couple from their burning motorhome), Chief Kroeplin
- 7/26/2006 CC Fairgrounds / Information regarding CC Fair, Sgt. Cunningham
- 7/27/2006 Rackleff House / Open House, Lt. Tro
- 8/1/2006 CC Fairgrounds / Chamber Lunch, Lt. Tro
- 8/1/2006 Wait and Locust Street Parks / National Night Out, Members of the police department and volunteers
- 8/2/2006 Club Fit / Meeting regarding Fun Run, Sgt. Schoenfeld
- 8/15/2006 Canby / Kiddie Caper Parade detail, Traffic and Patrol Divisions

### **Department Activity**

- 7/17/2006 Canby / Search warrant service for narcotics, 1400 block of S. Elm Street, Patrol and Detective Divisions
- 7/18/2006 City / M.A.T.T. Detail - Traffic blitz, Officer Deason and Traffic officers from surrounding police agencies
- 7/19/2006 Hillsboro / Metropolitan Law Enforcement Quarterly Dinner, Chief Kroeplin and Lt. Tro

## Department Activity

- 7/22/2006 Community Park / Extra Patrol provided due to large crowds during hot weather, Sergeant Kitzmiller and Officer Spencer
- 7/23/2006 Community Park / Extra Patrol provided due to large crowds during hot weather, Sergeant Kitzmiller and Officer Scharmota
- 7/26/2006 DPSST / Assisting with an assessment center for a basic police coordinator, Lt. Tro
- 8/2/2006 CPD / Staff meeting - Chief, Lieutenant, Admin. Specialist & Sergeants.
- 8/7/2006 Bend PD / Tour of Bend Police Department's new police facility, Chief Kroeplin, Lt. Tro, Sgt. Cunningham, Mark Adcock, and Margaret Yochem
- 8/20/2006 Utah / Training class on "Planning, Designing, and Constructing Police Facilities," Chief Kroeplin (week long class ending 08-25-2006)
- 8/28/2006 Orange County, California / Tour of police facility, Mark Adcock, Chief Kroeplin, and Lt. Tro
- 8/29/2006 Santa Ana, California / Tour police facility, Mark Adcock, Chief Kroeplin, Lt. Tro
- 8/29/2006 Oregon City / M.A.T.T. Detail - Traffic blitz, Officer Deason, Officer Macom, Officer Christman and Traffic officers from surrounding police agencies
- 8/30/2006 Canby / M.A.T.T. Detail - Traffic blitz, Officer Deason and Traffic officers from surrounding police agencies
- 8/31/2006 Grant Information / OJB Bullet Proof Vest Partnership Grant (Pending \$13,000 grant request)
- 8/31/2006 Grant Information / DOJ Technology Grant
- 8/31/2006 Grant Information / DUII Traffic Safety Grant
- 8/31/2006 Grant Information / Safety Belt/Three Flags Traffic Safety Grant, Traffic Division Participating
- 8/31/2006 Grant Information / M.A.T.T. - Crash Reduction Partnered with Clackamas County, Traffic Division participating

## Meetings

- 7/10/2006 City Hall / Agenda meeting with Mark Adcock, Chief Kroeplin
- 7/10/2006 Woodburn Police Dept. / Meeting with Chief Scott Russell regarding their new police facility, and he gave us a tour of their new facility , Chief Kroeplin and Lt. Tro



## Meetings

- 7/10/2006 Cutsforth's Thriftway / Kiwanis Club meeting, Officer Nate Di Cenzo gave a presentation regarding gangs, Chief Kroeplin, Lt. Tro, and Officer Di Cenzo
- 7/11/2006 Canby Fire Department / E.O.C. Meeting, Chief Kroeplin and Lt. Tro
- 7/11/2006 Police Department / Bret D. Keller, Day Wireless Systems - regarding Nextel phones / Chief Kroeplin and Lt. Tro
- 7/12/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin
- 7/13/2006 Oregon City / Drug Task Force meeting, Chief Kroeplin
- 7/18/2006 PSTC / Information gathering meeting with Sheriff Roberts, Chief Kroeplin
- 7/19/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin
- 7/21/2006 CCDA / Major Crimes Team Agreement, Chief Kroeplin
- 7/24/2006 Canby Fire Dept. / CERT meeting, discussing utilizing CERT on missing person cases in Canby, Lt. Tro
- 7/24/2006 City Hall / Council Agenda Meeting with Mark Adcock, Chief Kroeplin
- 7/24/2006 Cutsforth's Thriftway / Kiwanis Club meeting, Officer Macom discussing traffic safety, Chief Kroeplin and Officer Macom
- 7/26/2006 City Hall / Weekly meeting with Mr. Adcock to discuss PD operations, Chief Kroeplin
- 7/26/2006 C-COM / C800 Radio Group-Board of Directors Meeting, Chief Kroeplin
- 7/26/2006 Canby / Meeting with Chief Kanzler, Milwaukie PD, and Mark Adcock - Gathering information regarding Dodge Charger vehicles, Chief Kroeplin
- 7/26/2006 C-COM / Executive Board Meeting, Chief Kroeplin
- 7/31/2006 CPD. / Meeting with new police reserve, Chief Kroeplin and Lt. Tro
- 7/31/2006 Cutsforth's Thriftway / Kiwanis Club Meeting, Chief Kroeplin
- 8/1/2006 Tres' Café / Meeting with Mark Adcock and Margaret Yochem regarding Police Facility, Chief Kroeplin and Lt. Tro
- 8/2/2006 Council Chambers / Presentation of new sergeants, Chief Kroeplin, Lt. Tro, Sgt. Schoenfeld, and Sgt. Cunningham
- 8/2/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin.
- 8/3/2006 City Hall / Post Council Agenda meeting, T. Tracy

## Meetings

- 8/4/2006 Miller's Restaurant / Meeting regarding information on new police facility, Chief Kroeplin and Lt. Tro
- 8/8/2006 City Hall / Council Agenda Meeting with Mark Adcock, Chief Kroeplin
- 8/8/2006 CFD / EOC meeting, Chief Kroeplin and Toni Tracy
- 8/9/2006 CPD / Staff meeting - Chief, Lieutenant, Admin. Specialist & Sergeants
- 8/9/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin.
- 8/9/2006 Cutsforth's Thriftway / Monthly Gang Meeting, Officer Di Cenzo and Officer Mead
- 8/10/2006 Oregon City / Drug Task Force meeting, Chief Kroeplin and Sgt. Swanberg
- 8/14/2006 Cutsforth's Thriftway / Kiwanis Meeting, Chief Kroeplin
- 8/15/2006 CFD / Briefing regarding CC Fair Information, EOC/Police Personnel
- 8/16/2006 CFD / Briefing regarding CC Fair Information, EOC/Police Personnel
- 8/17/2006 City Hall / Post Council Agenda Meeting, Chief Kroeplin
- 8/17/2006 CFD / Briefing regarding CC Fair Information, EOC/Police Personnel
- 8/18/2006 CFD / Briefing regarding CC Fair Information, EOC/Police Personnel
- 8/19/2006 CFD / Briefing regarding CC Fair Information, EOC/Police Personnel
- 8/20/2006 CFD / Briefing regarding CC Fair Information, EOC/Police Personnel
- 8/22/2006 CCOM / Meeting with Darlene Hooley regarding problems first responders encounter on emergency calls, Sgt. Sommer
- 8/30/2006 CPD / Staff meeting - Chief, Lieutenant, Admin. Specialist & Sergeants
- 8/30/2006 City Hall / Council Agenda Meeting with Mark Adcock, Chief Kroeplin
- 8/31/2006 CPD / Gang funding meeting with Senator Schrader, Lt. Tro and Officer Di Cenzo

## Monthly Stats

- 7/30/2006 Gang Related Calls / July 2006 - 41

## Monthly Stats

7/31/2006 July 2006 Department Stats

- \*Calls for service / 1609
- \*Crime Reports / 90
- \*Adult Arrests / 107
- \*Juvenile Custody / 21
- \*Injury Crashes / 2
- \*Non-Injury Crashes / 9
- \*Hit & Run Crashes / 0
- \*Traffic Violations / 495
- \*Front Counter contacts / 176

8/31/2006 Gang Related Calls / August 2006 - 23

8/31/2006 August 2006 Department Stats

- \*Calls for Service / 1451
- \*Crime Reports / 112
- \*Adult Arrest / 95
- \*Juvenile Custody / 15
- \*Injury Crashes / 1
- \*Non-Injury Crashes / 13
- \*Traffic Violations / 353
- \*Front Counter Contacts / 172

## Other Activities

7/11/2006 Canby/ Official Ribbon Cutting Ceremony by Chamber of Commerce for Webber Consulting, Inc.'s new office space, Chief Kroeplin

7/17/2006 Salem / Ribbon cutting ceremony for new DPSST Facility, Chief Kroeplin

7/20/2006 Canby/ Official Ribbon Cutting Ceremony by Chamber of Commerce for RE/MAX Equity Group, Inc., Chief Kroeplin

8/3/2006 Champoege Park / FBI Steak shoot, Chief Kroeplin, Lt. Tro, Sgt. Cunningham, and Sgt. Schoenfeld

8/5/2006 Marion County / M.A.T.T. Detail, Officer Macom

8/5/2006 Woodburn / Parade, Officer Macom

8/15/2006 Clackamas County Fairgrounds / Police Department Booth, Traffic Division - (Event occurring through Sunday, 08-20-2006)

## Training

## **Training**

- 7/13/2006 Canby Gun Club / Mandatory Firearms training for all sworn personnel,  
Chief Kroeplin**
- 8/3/2006 Keizer PD / Intoxilyzer 800 Training, Sworn Police Personnel**
- 8/14/2006 Canby Gun Club / Active Shooter Training, All Sworn Personnel**

# Monthly Report

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

**Date:** September 11, 2006

**Re:** July and August Report

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The Canby Swim Center has just finished the summer schedule and is in the midst of the fall maintenance. The swim center will reopen on Monday September 18<sup>th</sup> at 5:00am. The summer has gone by very fast especially now that school gets out a couple of weeks later. Because of our late start we tried out a new schedule where we moved around the swimming times for many of our programs. The results were very good. The Attendance and Revenue numbers were both up over last summer's numbers. The attendance was up in both July and August in almost every program. Over the two months we had about 1,600 more swims than 2005. The revenue also fell in line as we made about \$1,300.00 more than July and August of 2005. This summer's schedule offered more varied times for swimming lessons and combined programs when possible to make the most of pool space.

The Canby Swim Club Continued with their swimming success this summer as the summer provides a chance to race in a long course pool or a 50-meter pool. At the 11 and over state championships the Gators broke five team records and had six swimmers qualify for Age Group Sectionals. Six individual swimmers also finished in the top nine earning points for the team, while two relays finished in the top nine. Team records were broken individually by Michael Hargitt and Samantha Smith. There were also two relay teams which set new marks for the team the 11-12 girl's relay team of Kasey Schlatter, Krissy Peterson, Danielle Edwards and Karlee Livesay surpassed the old mark in the 400 free relays by one and a half second in a time of 4:50.19. Not to be outdone the 13-14 girl's relay team of Samantha Smith, Brandi Beko, Megan Schuh and Kelsye Coyle also broke a 400 free relay record that had stood for 10 years with a time of 4:30.88.

The Canby Swim Center is now getting ready for the fall programs which will start next week. As usual David and his work crew are performing necessary maintenance, such as repairing the pool heater replacing mechanical parts for the pool. This year there won't be a lot of things for the casual swimmer will notice, as many of the changes are mechanical or behind the scenes. The crew is giving the building a fresh coat of paint inside and out and most people will notice that. If you look closely, you may see a few other changes. See you next week.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR JULY 2006  
**DATE:** SEPT 8, 2006

CANBY SWIM CENTER JULY 2006	ADMIT 2005	ADMIT 2006	PASS 2005	PASS 2006	TOTAL 2005	TOTAL 2006	YTD TOTAL 05-06	TD TOTAL 06-07
MORNING LAP	36	29	264	233	300	262	300	262
ADULT RECREATION SWIM	60	40	433	513	493	553	493	553
MORNING WATER EXERCISE	260	273	0	0	260	273	260	273
PARENT/ CHILD	242	330	0	0	242	330	242	330
MORNING PUBLIC LESSONS	1348	1640	0	0	1348	1640	1348	1640
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	45	55	203	145	248	200	248	200
FAMILY SWIM	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	672	921	241	140	913	1061	913	1061
PENGUIN CLUB	573	704	0	0	573	704	573	704
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY SWIM CLUB	0	0	666	655	666	655	666	655
HOME SCHOOL LESSONS	0	0	0	0	0	0	0	0
EVENING LESSONS	902	1454	0	0	902	1454	902	1454
EVENING LAP SWIM	76	76	72	87	148	163	148	163
EVENING PUBLIC SWIM	1144	951	144	193	1288	1144	1288	1144
EVENING WATER EXERCISE	166	104	0	0	166	104	166	104
ADULT LESSONS	16	0	0	0	16	0	16	0
GROUPS AND RENTALS	221	249	0	0	221	249	221	249
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	298	192	0	0	298	192	298	192
<b>TOTAL ATTENDANCE</b>	<b>6,059</b>	<b>7,018</b>	<b>2,023</b>	<b>1,966</b>	<b>8,082</b>	<b>8,984</b>	<b>8082</b>	<b>8984</b>

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR AUGUST 2006  
**DATE:** SEPT 8, 2006

CANBY SWIM CENTER AUGUST 2006	ADMIT 2005	ADMIT 2006	PASS 2005	PASS 2006	TOTAL 2005	TOTAL 2006	YTD TOTAL 05-06	TD TOTAL 06-07
MORNING LAP	29	35	240	196	269	231	569	493
ADULT RECREATION SWIM	64	63	466	539	530	602	1023	1155
MORNING WATER EXERCISE	252	232	0	0	252	232	512	505
PARENT/ CHILD	236	304	0	0	236	304	478	634
MORNING PUBLIC LESSONS	1608	1485	0	0	1608	1485	2956	3125
SCHOOL LESSONS	0	0	0	0	0	0	0	0
NOON LAP	65	84	175	120	240	204	488	404
FAMILY SWIM	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	610	604	177	193	787	797	1700	1858
PENGUIN CLUB	280	600	0	0	280	600	853	1304
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0

CANBY SWIM CLUB	0	0	358	499	358	499	1024	1154
HOME SCHOOL LESSONS	0	0	0	0	0	0	0	0
EVENING LESSONS	1074	1396	0	0	1074	1396	1976	2850
EVENING LAP SWIM	63	46	58	75	121	121	269	284
EVENING PUBLIC SWIM	849	545	89	164	938	709	2226	1853
EVENING WATER EXERCISE	152	117	0	0	152	117	318	221
ADULT LESSONS	0	0	0	0	0	0	16	0
GROUPS AND RENTALS	251	333	0	0	251	333	472	582
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	151	382	0	0	151	382	449	574

TOTAL ATTENDANCE	5,684	6,226	1,563	1,786	7,247	8,012	15329	16996
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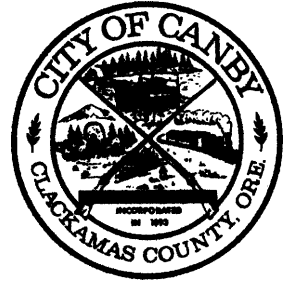
# City of Canby Monthly Report

## Department: PUBLIC WORKS

For Month of: July and August 2006

Date: August 1, 2006

Prepared by: Roy Hester



### 1. Streets:

- Painted streets, stop bars and stop legends.
- Sprayed various right-of-ways with herbicides.
- Swept streets 7-6-06.
- Cleaned up and hauled off street sweeper debris.
- Trimmed brush out of bike/pedestrian lane on NE Territorial Road.
- Asphalt patched numerous locations around town.
- Swept part of SW section, 7-12-06.
- Laid out and painted bike lanes on Township Road from S Redwood to Logging Bridge Road path.
- Sprayed right-of-way around town in high traffic areas with backpack sprayer.
- Swept SW section, 7/14/06.
- Painted white bike lanes, crosswalks and legends.
- Disposed of dead cat in roadway.
- Patched many holes around town with oil and rock.
- Saw cut along face of curb at 711 & 719 NE Territorial Road.
- Discussed concrete job at NW 3<sup>rd</sup> and 1<sup>st</sup> Avenues.
- Painted bike lanes and stencils cross walks.
- Patched with asphalt around town.
- Swept streets, NE section, 7/21/06.
- Put barricades out for the Slice of Summer.
- Jack hammered and removed concrete sidewalk at (2) locations on N Redwood and preparing for pouring concrete 7-25-06.
- Painted stops bars and legends.
- Finished concrete work on sidewalks at N Redwood Street.
- Painted yellow centerlines, curbs, etc.
- Measured curb on N Locust that local farmer removed without City's permission.
- Checked on the progress at NE Territorial Road and 99E.



- Painted yellow “mostly curbs” around town.
- Set out “No Parking” signs for rotary basketball tournament.
- Talked to the excavators at Northwood Estates on complaint from citizen.
- Made numerous calls to Clackamas County about the N Locust Street curb removal.
- Worked on repairing sink hole at NE 9<sup>th</sup> and N Ivy Streets around a dry well.
- Did an extra-sweep for the 3 on 3 basketball tournament, set out barricades for tournament and Slice of Summer.
- Swept 99E and SE section, 7-28-06.
- Picked up barricades from tournament and Slice of Summer.
- Painted stop bars and cross walks around town.
- We completed (12) locates during the month of July.
- We fixed or repaired (13) complaints during the month of July.

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

- Pulled lift station pump at NW 3<sup>rd</sup> and N Baker (full of towels).
- Checked lift station pump at NW 3<sup>rd</sup> and N Baker.
- Re-inspected storm line problem on Logging Bridge Road.
- Inline TV inspection of Territorial Road Townhomes.
- Checked the lift station at NW 3<sup>rd</sup> and N Baker to ensure it is free from debris.
- Delivered and reviewed bio-swale requirements with home owner in Knights Bridge Estates.
- Dan and Darwin checked out infiltration on storm line at N Maple and 34<sup>th</sup> Avenue.
- We inspected (24) sewer laterals.
- We completed/inspected (13) erosion control permits/inspections.

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

- Removed (2) dead street trees from SE 11<sup>th</sup> Place.
- Used Vactor truck to vacuum hole to install light post at the Transit Center.
- Remounted Finance Director’s sign.
- Removed “Reduced Speed Ahead” sign on S Ivy south of 13<sup>th</sup> Avenue, as per Clackamas County.

- Installed “No Parking at Any Time” signs and posts on Knights Bridge Road from the bridge to N Aspen Street.
- We repaired (3) street lights.

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

- Set out barricades for General Canby Days.
- Met with homeowner about broken irrigation line after installation of ADA ramp on NW 6<sup>th</sup> and N Holly Street.
- Repaired irrigation system on NW 5<sup>th</sup> and N Holly Street.
- Repaired cable on red truck crane.
- Removed shrubs and blocks at Courts, ready to pave. Installed (2) bike racks, (1) bench and (1) garbage can.
- Repaired alarm sensor on Welding Shop door.
- Drafted letter to Curran-McLeod Engineering in reference to sanitary sewer issue’s at Northwood Estates, forwarding a copy to David Mann with DEQ.
- Sprayed Shop Complex, Office Building with tempo (encapsulated residual insecticide).

#### **Meetings attended:**

- Attended pre-construction meeting for Trend Development, Building A.
- Attended pre-construction for Northwood Estates Phase I.
- Attended pre-application for 505 N Baker Drive.
- Attended pre-application meeting for Ward Hemsley Building.
- Met with Darren, Stone Castle Homes (lot 1 of Knight Bridge Estates) and discussed sanitary easement.
- Reviewed plan showing right-of-way width on S Fir and passed the information onto the builder.
- Attended Health Fair at City Hall.
- Attended pre-application meeting for Walgreens.

#### **Monthly Report for August 1-31, 2006**

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

- Rocked shoulder on Knights Bridge Road at Bridge.

- Went to refinery for CRS II road oil. Jack hammered asphalt & prepped for patching around manholes, driveways, water valve boxes getting ready for slurry seal.
- Sprayed herbicide around town.
- Swept streets, 8-4-06.
- Bladed and cleaned N Juniper Court for asphalt paving.
- Observed contractor doing slurry seal at Willow Creek, Laurelwood Loop and Circle subdivisions.
- Finished cleaning N Juniper Court for paving on 8-9-06.
- Removal of some of the sidewalks on NW 3<sup>rd</sup> and N Fir Street.
- Asphalt plant down could not pave N Juniper Court.
- Paved Juniper Court, 8-10-06.
- Did (1) emergency locate for busted gas line.
- Swept streets, 8-11-06.
- Cleaned paver and paving tool after completing N Juniper Court.
- Swept streets, 8-14-06.
- Sealed asphalt edge's on newly paved N Juniper Court.
- Patched City streets with oil and rock.
- Swept streets, 8-17-06.
- Patched sunken area in streets with oil and rock.
- Swept streets, 8-18-06.
- Belly dump truck and trailer's gate came open and spilled rock on 99E from Berg Parkway to Sequoia Parkway. Clean up rock with help from ODOT.
- Swept streets, 8-23-06.
- Sprayed herbicide on bushes at Honda Pits.
- Painted curbs yellow for "No Parking Areas".
- Started preparing NW 7<sup>th</sup> between Grant and Holly Streets for paving, 8-28-06.
- Finished preparing NW 7<sup>th</sup> between Grant and Holly Streets for paving, 8-29-06.
- Swept streets at Knights Bridge Road, 8-29-06.
- Laid NW 7<sup>th</sup> out for paving 8-30-06.
- Paved NW 7<sup>th</sup> 8-31-06.
- Cleaned paving equipment.
- Inspected curb and sidewalk on N Fir Street.
- Completed 60 locates for the month of August.
- We fixed or repaired 12 complaints for the month of August.

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

- Washed and TV'd storm line on NE 34<sup>th</sup> and N Maple St; looking for infiltration.
- Inspected (3) drywells installation at Auburn Farms Subdivision (Centex Homes).
- Washed and TV'd sewer main to locate sewer lateral.
- Washed and TV'd sewer lateral at N Cedar Villa Apartments.
- Unplugged and cleaned 3<sup>rd</sup> and N Baker lift station pump, clear from rags.
- Cleaned catch basins at SE Hazeldell Way and Sequoia Parkway.
- Cleaned brush from storm line water reservoir drainage swale at Old Honda Pits.
- Worked on storm system at Honda Pits.
- Inspected on going process of installing new sewer main on NW Territorial Road for the Northwood's project.
- Finished storm basin at Honda Pits.
- Cleaned (3) lift stations, Knights Bridge Road, Safeway and Willow Creek due to heavy grease build up.
- Washed and TV'd sewer main on S Fir to located sewer lateral.
- Washed sewer main in alley between Holly & Ivy and 4<sup>th</sup> and 5<sup>th</sup> Streets.
- Inspected 24 sewer laterals for the month of August.
- Completed/inspected 48 erosion control permits.

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

- Installed 25 mph signs on SE 4<sup>th</sup> between S Redwood and Walnut Streets.
- Picked up signs in Portland.
- Trimmed low branches from trees on N Holly Street.
- Trimmed tree blocking stop sign.
- Installed (2) stop sign posts at Postlewait Estates Phase II.
- Removed (2) fir trees on N Elm Street.
- Trimmed low limbs off of trees on N Grant Street.
- Repaired or fixed 5 street lights for the month of August.

**4. Miscellaneous:**

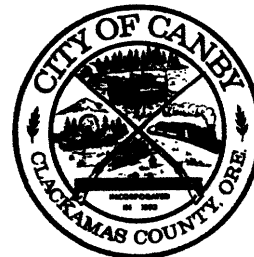
- Painted areas for Fairgrounds.

- Set up and painted parking lines at bus parking lot on NW 2<sup>nd</sup> Ave.
- Took barricades to S Locust for Hispanic function, 8-11-06.
- Picked up barricades from S Locust, 8-14-06.
- Set up barricades for Kiddie Caper parade and removed barricades after parade was done.
- Cleaned area in warehouse for Safety Committee.
- Took barricades to Wait Park for concert, 8-20-06.
- Brought all barricades back to the shops from the concert and County Fair.
- Took barricades out for Cruise-in for 8-26-06.
- Mowed the tall grass at NE Territorial Road and Country Club Drive 8-29-06.

#### Miscellaneous:

- Attended pre-application meeting for S Knott project.
- Attended pre-application meeting for American Steel.
- Met with Ed Netter to discuss installing utilities to (2) flag lots.
- Attended pre-construction meeting for Mountain Glass.
- Met with Cutsforth Cruise In representatives for function on 8-26-06.
- Met with (2) contractors; (1) for sewer and (1) for new driveway.
- Met with Todd of Compass Engineering and did a walkthrough at Territorial Townhomes subdivision for punch list of tasks not yet completed.
- Met with curb company at Postlewait Subdivision Phase II, new curbs 8-24-06.
- Attended meeting on closing SE 1<sup>st</sup> Street.
- Attended pre-construction for Canby Place.
- Attended pre-application for Oliver-Lang Building.

**WASTEWATER TREATMENT FACILITY  
MONTHLY REPORT**



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

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

**Subject:** *July & August 2006 Wastewater Treatment Report*

**Date:** *September 11, 2006*

**Facility Operations & Maintenance & Construction:**

Facility operations and effluent quality at the wastewater treatment plant for the months of July and August have been consistently excellent, with no interruption of services or violations for either month. Both months have been void of any types of upsets and the treatment facility operated flawlessly with only minor adjustments. It's the summer months and staff has been busy applying biosolids, so that we have no inventory that could cause odor problems for neighbors of the treatment facility. Also during the summer months staff worked on cleaning out the waste activated sludge holding tank and both of the sludge holding ponds, with a complete power washing of all concrete surfaces and sidewalks through out the entire treatment facility.

During July and August staff repaired and rebuilt an ABS mixer, finished repair and maintenance on the odor scrubber, located and fixed two broken valves, dismantled and removed heat sensor in biosolids room, and as always performed routine preventative maintenance as needed.

Staff at the treatment facility continues to be proactive in preventative maintenance and have implemented an emergency training and situational drill program. The new program was established to teach new personnel and refresh all staff members in the necessary steps to solve emergency problems from electrical, flooding, pumping and disaster scenarios. Thank you to Dave Conner and Bob Wengert for their dedication and foresight in safety and disaster preparation.

Construction activities for the month of July and August included the second portion of the asphalt coating and repair, preliminary concept and design work for the new bar screen retro fit and continued meetings with Curran & McLeod engineering discussing the Phase III Treatment Plant upgrade.

## **JULY**

<b><u>New Connections:</u></b>	12
<b><u>Total Connections:</u></b>	5547
<b><u>Average Flow:</u></b>	1.0284 mgd
<b><u>E. Coli</u> :</b>	1

<b><u>Monthly Averages:</u></b>	
<b><u>Effluent BOD<sub>5</sub>:</u></b>	2 mg/l
<b><u>Effluent CBOD<sub>5</sub>:</u></b>	2 mg/l
<b><u>Effluent TSS:</u></b>	4 mg/l

## **AUGUST**

<b><u>New Connections:</u></b>	27
<b><u>Total Connections:</u></b>	5574
<b><u>Average Flow:</u></b>	1.0780 mgd
<b><u>E. Coli</u> :</b>	3

<b><u>Monthly Averages:</u></b>	
<b><u>Effluent BOD<sub>5</sub>:</u></b>	3 mg/l
<b><u>Effluent CBOD<sub>5</sub>:</u></b>	1 mg/l
<b><u>Effluent TSS:</u></b>	4 mg/l

### **Biosolids Program:**

In July and August the City of Canby applied 230 cubic yards of dewatered cake to the Piuser Biosolids application site and 144 cubic yards to the Bristol site. The Biosolids program had no violations or odor complaints for the months of July and August.

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

In July and August staff and I performed our annual three day sampling event for heavy metals in the treatment facility influent, primary effluent and final discharge. Staff also performed toxics sampling for semi and volatile organics and a three day bioassay sampling of the facility effluent.

Pretreatment activities included inspections of the Canby car wash, Wilson Construction, various restaurant grease traps and a bi-annual sampling of Johnson Controls discharge. Also in the month of July, DEQ accepted and approved our Mercury reduction plan and we will begin to prepare for trunk sampling events as outlined in the reduction plan. Sampling for mercury will begin in late September or early October. Jeff and I continue to work on implementation actions from our 2005 Pretreatment Audit and the necessary changes based on the new EPA Streamlining regulations.

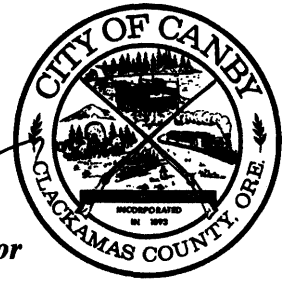
Storm water activities were based around meetings with staff members, Curran & McLeod Engineering, and conversations with the Army Corp of engineers to determine the proper steps necessary for repairing an erosion slide along the Willamette River caused by a City of Canby storm water discharge pipe.

### **Meetings and Training Attended**

I attended meetings with Oregon ACWA, Curran & McLeod Engineering, Ray Bartlett Economic and Financial Consultant, and the Pacific Northwest Pretreatment Conference committee. Jeff Crowthers attended meetings with the ACWA Stormwater and Groundwater committees.

Staff and I all participated in annual OSHA training events that included blood born pathogen, lock out - tag out and confined space entry.

# COMMUNITY DEVELOPMENT UPDATE



**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John Williams, Community Development & Planning Director*  
**DATE:** *September 13, 2006*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**RE:** *Community Development project status*

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Following is the status of major Community Development projects as of September 13. Please call me or the appropriate staff if you have any questions. At the end of this report you will also find a list of new land use applications and permit activity.

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

## Street Projects

1. **SE 2<sup>nd</sup> Avenue CDBG project.** We are working with Clackamas County on final design issues relating to turning movements from 2<sup>nd</sup> onto Ivy and finalizing the project manual for the bid advertisement. We're hoping to get this project back on schedule as soon as possible.  
*Background:* This project will realign 2<sup>nd</sup> Avenue through the Canby Telephone parking lot, vacate a section of the existing 2<sup>nd</sup> Avenue, and improve the rest of 2<sup>nd</sup> from Juniper east with sidewalks. The Community Development Block Grant program is federal money to fund projects benefiting low-income areas. The project utilizes \$260,000 of CDBG funds with a \$95,000 City match.
2. **Street maintenance funding.** Our new contractor is working on data issues and will start running the requested scenarios soon. We expect to have initial scenario information back in early October. Staff has contacted the citizen task force and will begin getting meetings scheduled again. *Background:* The Street Maintenance Funding Task Force will be making recommendations to the Council on funding methodologies, amounts, and equity issues.
3. **99E/Territorial intersection.** Construction is underway. We understand ODOT is having problems obtaining railroad permits and the closure on Territorial may be longer than expected. We will report to Council as soon as we have any firm information on this.  
*Background:* ODOT's \$2.97 million project will fully signalize this intersection.
4. **S. Berg Parkway. Ongoing.** Lots of work continues here from construction drawings to ROW acquisition to traffic calming analysis in the neighborhoods. *Background:* ODOT has approved \$1.23 million for our Berg Parkway connection project. Combined with a 10% local match this means we have the funds to move forward with the project. This project will connect S. Berg Parkway near Highway 99E with SW 13<sup>th</sup> Avenue. The local match will come from a combination of URD and SDC funds.
5. **Traffic calming.** Staff is working on finalizing several demonstration traffic calming projects for Council consideration. *Background:* Matilda and a group of interested citizens have been looking at ways to slow traffic and increase pedestrian safety. Lessons learned here will also be applied to new streets. Matilda will also be working with a technical committee of local



experts, including Public Works, engineering, Canby Fire District, and First Student.

6. **2006-2008 CDBG applications.** Clackamas County has awarded Canby \$200,000 to build sidewalks in downtown areas that currently have none. This project will be funded in 2008.
7. **99E/Ivy Intersection.** *No change.* ODOT did not include the 99E/Ivy improvements into the 2008-2011 STIP. I am now looking for alternative sources of funding for this important project. We may be looking at a smaller project to improve pedestrian safety on an interim basis. *Background:* ODOT has estimated costs on this project at \$1.5 million +. Costs include building improvements, underground tank removal, relocating signal poles, new sidewalks and crossings, and other activities.
8. **N. Pine/4<sup>th</sup> Avenue intersection.** *No change.* I have been working with property owners to see if there's any way to improve alignments at this troublesome intersection (by the Depot Museum). We will need a lot of cooperation because there is very little room to maneuver in this area. Unfortunately, we have not found a plan that works for all parties yet.
9. **N. Cedar/NW 3<sup>rd</sup> Avenue intersection.** This intersection has alignment problems and vision clearance issues. We are drawing up a plan to realign the intersection and improve traffic flow and safety, which will be even more important as traffic flows increase from the new subdivision.

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

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

10. **SDC study.** This is before the Council on September 20 and recommends a small increase in the Sanitary Sewer SDC to address the costs of needed projects for future growth.
11. **Hazel Dell Way pump station.** The Planning Commission has approved a Conditional Use Permit for the Hazel Dell/First Avenue pumping station to provide sanitary sewer service in this area. The work will be done by a contractor in partnership with the Willamette Falls Hospital construction and is funded by SDCs.

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

#### **Cemetery**

12. **Cemetery rates.** We continue to provide quarterly reports to the Council regarding sales activity following the fee increases in fall 2005. The latest report is attached. Sales activity continues to be low.
13. **Cemetery fencing.** The Council has approved use of some of the Dybvad bequest to install security fencing at the cemetery shops building. This construction is underway.

#### **Planning**

14. **Measure 37.** The City has received a Measure 37 claim but it was for property outside City Limits. Staff has requested more information from the applicant about specific details of which of our zoning codes impact them at this time. *Background:* The City Council has approved Ordinance 1156 establishing a process for Measure 37 claims. Measure 37 will affect property owners who can demonstrate that a land use regulations adopted since they or

their family acquired a piece of property reduced the value of their property. If this can be shown, such owners can ask the city to either waive the regulations or pay the property owner the difference in value.

- 15. Annexation priority system.** *No change.* Staff is working to reconsider our approach to this project in light of the passage of Measure 37. We will probably be asking the Planning Commission and Council what the city's direction should be in terms of adopting new regulations. *Background:* The Planning Commission and staff are working on a matrix idea focused on providing better information to voters about annexation proposals.
- 16. Public facilities and services element of the Comprehensive Plan.** The Council has approved this project by Ordinance and staff will work to get the changes incorporated into all relevant city documents. *Background:* We received a \$15,000 grant from the state to complete this and a couple of other small elements of our periodic review work plan.
- 17. Neighborhood Associations.** *No change – ongoing.* Matilda has been talking to the Neighborhood Associations about a S. Canby group, and is waiting to hear from them to move forward. *Background:* the Council has officially recognized two new neighborhood associations: Riverside and Northeast Canby. Staff will continue to work with these groups to provide information and training.
- 18. Historic Review Board.** *No change.* The HRB is in need of new volunteers to keep the group energized. There are currently no regularly scheduled meetings of the HRB.
- 19. Northwood subdivision.** Construction is underway on Phase I of this project. *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 1<sup>st</sup> Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.
- 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. *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.** We will be reporting to the Planning Commission and Council soon on the first findings from the new traffic model. This will assist with planning a variety of projects, including Berg Parkway, the Arndt Road extension, and the signalization of Township and Ivy. *Background:* I have been working with Andy Mortenson at the Transpo Group to create a new traffic model for the City. This will assist us with traffic studies and planning efforts, and will make all of our work more accurate in the future. This effort is being funded partially by the Council's commitment of additional funds for the planning department in 2004-2005, and partially by grants from the State of Oregon and Metro.
- 25. Planning/Building customer service survey.** We have sent out the latest semi-annual survey and are gathering results. We plan to update the Council on results annually.
- 26. Subdivision design standards.** *Ongoing.* Planning staff is beginning work on a look at how subdivisions get designed and built. We would like them to be better and more compatible with their surroundings. We are going to be looking at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached. We hope to avoid Measure 37 implications on this work by ensuring everyone's property values are increased by our work.

### **Urban Renewal**

- 27. Business Development Plan.** *Ongoing.* Catherine Comer and Matilda are leading the work on this program, which was approved for funding in FY 05-06 by the Agency. *Background:* The Business Development Plan will contain a city-wide business inventory, trends survey, and target business list, and a retention, expansion, and recruitment plan.
- 28. Development of ED Web Site.** *No change – ongoing.* The site ([www.canbybusiness.com](http://www.canbybusiness.com)) is up and running, and Joyce Peters continues to add and update content as time allows. *Background:* We hope to have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information.
- 29. Hazel Dell Way.** The Urban Renewal Agency has approved LID assessments for this project. *Background:* Hazel Dell Way will serve as a connection between SE 1<sup>st</sup> Avenue and Sequoia Parkway (this will take on increased importance when the 1<sup>st</sup>/Sequoia intersection becomes right-in/right-out only). The project is expected to cost approximately \$1,160,000 including right-of-way acquisition.
- 30. Urban Renewal Advisory Committee.** The Urban Renewal Advisory Committee currently has no meetings scheduled.
- 31. Job creation/SDC waiver program.** The Agency has approved a final version of this program following a legal opinion from Harvey Rogers. *Background:* The Agency has set

aside \$100,000 in the FY 05-06 budget for a program to incentivize new construction and job creation within the URD.

32. **Site certification.** We are working with Clackamas County and the State of Oregon to “recertify” the CPIP as each certification only lasts for two years. *Background:* A 163-acre section of the Pioneer Industrial Park has been designated as a “certified opportunity site” by the State of Oregon, greatly increasing its marketability. Obtaining this certification was very time-consuming and we are hoping that the recertification process will be simpler.
33. **Downtown Redevelopment Grants.** Three of the four projects that grants were awarded to are moving forward at this time. *Background:* The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby’s commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.
34. **Façade improvement program.** The Urban Renewal Agency has approved a façade improvement grant for the Canby *Herald* building. *Background:* The URD has approved the use of funds for up to five grants for façade design work and no-interest loans for construction work. Staff is also working to finalize a program with West Coast Bank, who will be reviewing and funding the construction loans.
35. **Downtown housing needs study.\*** This project has been completed and results presented at a public open house meeting. We hope it leads to continued interest in downtown mixed-use projects.
36. **Infrastructure Planning.** Staff has developed a more detailed road system plan including street cross-sections and improvement costs for the CPIP, and has held several meetings with property owners to discuss implementation of the plan.
37. **Intersection of Sequoia and SE 1<sup>st</sup> Avenue.** Lancaster Engineering has completed a study of this intersection and we’re working with property owners on implementation of the closure that will be required.
38. **Activity in Canby Pioneer Industrial Park.** Following is the status of the projects that have moved into the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.
  - a. **Willamette Falls Hospital urgent care (6 acres – Sequoia/First Avenue).** Construction is underway.
  - b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway):** Under construction.
  - c. **WW Grigg (2 acres -4<sup>th</sup> Avenue):** Construction is nearing completion.
  - d. **Trend Business Center (4 acres – Sequoia Parkway):** The first building has been sold and the second building is under construction. The owner has plans to construct more buildings if market demand shows a need.
  - e. **Bowco project (3.44 acres – Hazel Dell Way):** Under construction.
  - f. **Root Holdings (9 to 13 acres – Hazel Dell Way):** Gordon Root, an investor from West Linn, has acquired most of the remaining property between Hazel Dell Way and SE First Avenue. He met in a work session with the Planning Commission on

February 27 and we will be working with him on a Comprehensive Plan Amendment to rezone this area to commercial. Our goal is to ensure the project does not conflict or compete with the downtown core, so Mr. Root is focusing on users that would not fit downtown – such as a hotel and a large daycare provider.

- g. **Mountain Glass (2.9 acres – Hazel Dell Way):** Under construction.
- h. **American Steel (10 acres – Township Road):** The Urban Renewal Agency has met with this company and is considering needed infrastructure improvements.

### **NEW LAND USE APPLICATIONS, July and August 2006**

New applications have tapered off somewhat recently, which in combination with our new employee position is allowing staff to begin working on zoning code and other longer range planning projects desired by the Commission and Council. The Planning Commission is holding a work session on September 25 to discuss and prioritize those projects.

DR 06-07 (Walgreens) – on 99E at Berg Parkway. Approved by the PC in August.

MLP 06-12 (Kreigshauser) – a three-lot partition at Territorial and N. Maple. Approved by the PC in August.

DR 06-08 (Andrus) – a new two-story commercial building on NW 3<sup>rd</sup> Avenue. Approved by the PC September 11.

PLP 06-01 (Bethany) – an application to pave a new parking lot area on S. Township Road east of Ivy Street. Approved by staff.

MLP 06-14 (Cutsforth) – a three-lot partition on N. Ivy Street.

CUP 06-02 (City of Canby) – conditional use permit for the sanitary sewer pumping station on SE 1<sup>st</sup> Avenue. Approved by PC September 11.

MLP 06-15 (Habitat for Humanity) – a partition on N. Locust Street.

SUB 06-04 (Fawver) – located at NE 22<sup>nd</sup> Avenue and N. Locust Street.

In addition, we've received 11 minor applications in this period including modifications and lot line adjustments.

## **Canby Development**

### **Monthly Report**

July 1, 2006

<b>BUILDING PERMIT DATA</b>		
<b>PERMIT TYPE</b>	<b>PERMITS ISSUED</b>	<b>VALUATION</b>
<i>BUILDING PERMITS SFR</i>	<i>11</i>	<i>\$2,588,183.00</i>
<i>BUILDING PERMITS MULTIFAMILY</i>	<i>1</i>	<i>\$293,916.00</i>
<i>MECHANICAL</i>	<i>27</i>	<i>\$0.00</i>
<i>ADDITIONS NON-RESIDENTIAL</i>	<i>4</i>	<i>\$1,106,753.00</i>
<i>ADDITIONS RESIDENTIAL</i>	<i>2</i>	<i>\$0.00</i>
<i>OTHER</i>	<i>6</i>	<i>\$239,577.00</i>
<b><u>MONTH</u></b>	<b><u>51</u></b>	<b><u>\$4,228,429.00</u></b>
<b><u>YEAR</u></b>	<b><u>202</u></b>	<b><u>\$37,063,548.00</u></b>

<b>SDC FEES AND CHARGES UPDATE</b>		
	<b><i>MONTH</i></b>	<b><i>YEAR</i></b>
<i>Stormwater Fees</i>	<i>\$1,040</i>	<i>\$14,036</i>
<i>Sewer SDC Fees</i>	<i>\$25,284</i>	<i>\$305,251</i>
<i>Construction Excise Tax</i>	<i>\$16,266</i>	<i>\$149,454</i>
<i>Parks SDC Fees</i>	<i>\$58,001</i>	<i>\$618,223</i>
<i>Transportation Improvement</i>	<i>\$26,794</i>	<i>\$277,902</i>
<i>Planning Department Fees</i>	<i>\$605</i>	<i>\$9,352</i>
<i>Advanced Financing</i>	<i>\$0</i>	<i>\$16,929</i>
<i>Business License</i>	<i>\$0</i>	<i>\$50</i>
<i>Building Department Fees</i>	<i>\$16,963</i>	<i>\$135,637</i>

<b>INSPECTIONS</b>	
<b><i>MONTH</i></b>	<i>456</i>
<b><i>YEAR</i></b>	<i>3220</i>

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

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	
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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	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	
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Mausoleum Space (preneed)						2							2	0	
Mausoleum Space												1	1	-1	
Niche Space (preneed)		4							2	1			7	-5	
Niche Space		3	1							1			5	-1	
Grave Open & Close (full)	2	5	1		4	1	5	3	3		6	7	37	-13	
Grave Open & Close (cremains)	3	2			4	1	1	5	3	1	1		21	-3	
Maus Open & Close												1	1	-5	
Niche Open & Close	2	2	2	1	1			1	1	1		1	12	1	
Liner	2	3	1		3		3	1	1		3	6	23	-11	
Weekend	3	1			3		1	1					9	-2	
2006-2007	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total	Change from prior year	
Cemetery Plot (preneed)	2													-42	
Cemetery Plot (full size)														-8	
Cemetery Plot (not full size)		1												-9	
Mausoleum Space (preneed)	2													-2	
Mausoleum Space														-1	
Niche Space (preneed)	4	1												-7	
Niche Space														-5	
Grave Open & Close (full)	2	2												-37	
Grave Open & Close (cremains)	1	5												-21	
Maus Open & Close														-1	
Niche Open & Close		1												-12	
Liner	1	2												-23	
Weekend														-9	