

AGENDA

CANBY CITY COUNCIL MEETING

July 19, 2006, 7:30 P.M.

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Teresa Blackwell

Councilor Randy Carson

Councilor Walt Daniels

Councilor Roger Harris

Councilor Tony Helbling

Councilor Wayne Oliver

CITY COUNCIL MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

B. Employee of the Month Presentation – June

Pg. 1

C. Pickle Award Recipient

Pg. 2

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 \$ 454,680.48

B. Approval of Minutes of the July 5, 2006 City Council Work Session, Regular Meeting and Executive Session

C. New Liquor License Application for La Mixteca

Pg. 5

D. Amendment to Employment Agreement for City Administrator

Pg. 7

7. RESOLUTIONS & ORDINANCES

A. Res. 926, Amending Canby's System Development Charges to Account for Inflation

Pg. 8

B. Ord. 1216, Authorizing Purchase of Road Right-of-Way for Extension of SW Berg Parkway (2nd Reading)

Pg. 11

C. Ord. 1217, Authorizing Contract with Blackline, Inc. for Seal Coating of Approximately 47,200 Square Yards of Street Asphalt

Pg. 14

8. NEW BUSINESS

- | | |
|--|--------|
| A. Findings, Conclusion & Final Order ANN 06-01 Weygandt | Pg. 18 |
| B. Findings, Conclusion & Final Order ANN 06-02 S.T.J. LLC | Pg. 23 |
| C. Findings, Conclusion & Final Order ANN 06-03 Hellbusch | Pg. 28 |
| D. Swim Center Levy Renewal | Pg. 33 |

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

10. CITIZEN INPUT

11. ACTION REVIEW

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

13. ADJOURN

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

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

Name of Nominee: Eric Laitinen

Date: July 6, 2006

Department: Swim Center

Nominated By: David Biskar

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

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

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

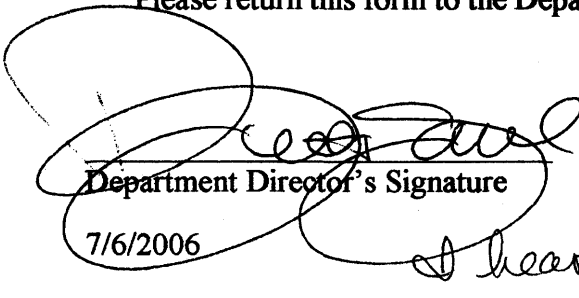
Over the past few months Eric has done an excellent job of bringing in new home school lessons to help off set the loss of the Molalla school lessons that we no longer teach since the Molalla pool opened.

Eric saw that our evening swim lessons were full the past few summers so he changed our summer schedule to allow us to offer more evening swim lessons, which we feel will help us increase revenue.

Eric is always trying to optimize our limited pool space to the best of its ability. There are usually two and sometimes three programs in the pool at the same time.

Eric always treats the patrons of the pool with the utmost curiosity. He always has a smile and is very flexible in trying to get people into the programs they want.

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


Department Director's Signature

7/6/2006

Date

7/6/06

I heartily agree!

Customer Service "Pickle" Award Nomination Form

This award acknowledges individual employees who demonstrate outstanding customer service, flexibility and personal attention to develop and maintain relationships with customers.

Date: 6/28/06

Name of Nominee: Tracy Harris Position: OS III

Department: Transit & Tech Phone #: 503-266-4022

Name of Nominator: Jorge Tro, Beth Saul Position: _____

Department: Kim Scheafer, Margaret Vochern Phone #: _____

Signature of Nominator: [Handwritten Signature]

Description of accomplishment (see reverse for award criteria). Please attach a complete description of the accomplishment which indicates why your nominee deserves to receive the "Pickle" Customer Service Award. In forming this submission please include specific, detailed examples and data to support your nomination. The information you provide will be used by the Customer Service Committee to determine whether to recommend the nominee to the City Administrator for the award. Nominator will receive confirmation of receipt of submission via email

Selection

A nomination form must be completed and submitted to the Customer Service Committee. The Committee will determine the award recipient and forward a recommendation to the City Administrator. Awards will be presented at a City Council meeting. The Committee will notify recipients of their selection. Each nominee will receive a plaque and a pickle lapel pin.

Description of accomplishment

Please provide specific, detailed examples and data to support your nomination. The information you provide will be used by the Committee to determine the recipient of this award:

Description of the accomplishment: Why does your nominee deserve to receive the Pickle Customer Service Award? What impact has the nominee's accomplishment had on the City of Canby? How did staff, coworkers, or customers benefit from the accomplishment? How has the nominee's accomplishment supported the City Council Customer Service Goal?

The City Council values good customer service and desires that all City departments focus on understanding the needs of the citizens they serve. City staff should receive training and encouragement in the area of customer service. The City Council goal is that all citizens who need access to City services be treated respectfully, cordially and effectively. A customer service focus on the part of the City staff is intended to foster better communication and credibility between citizens of Canby and their local government.

People are our most valuable resource!

Nominate someone you think deserves recognition – someone who truly shines!

2

“Pickle” Customer Service Award Criteria

An employee may qualify for the “Pickle” Customer Service Award if one or more of the following criteria is met:

1. Demonstrates outstanding customer service in support of Canby City Council goal: *The City Council values good customer service and desires that all City departments focus on understanding the needs of the citizens they serve. City staff should receive training and encouragement in the area of customer service. The City Council goal is that all citizens who need access to City services be treated respectfully, cordially and effectively. A customer service focus on the part of the City staff is intended to foster better communication and credibility between citizens of Canby and their local government.*
2. Provides excellent customer service everyday.
3. Exceeds the expectations of a customer by providing exceptional service.
4. Has been “caught in the act” of delivering exceptional service.
5. Has effectively and efficiently corrected something that has gone wrong for a customer. Recognizes and works well with all departments and customers.
6. Demonstrates creativity or resourcefulness in assisting customers.
7. Develops new and efficient ways to solve customer service problems.
8. Responds in an unusually fast or efficient manner, or completed a work product under a very tight deadline.
9. Utilizes customer service skills taught in employee training such as: phone etiquette, positive verbal and nonverbal skills, taking responsibility, teamwork, “giving the customer the pickle”, etc.

Any employee of the City of Canby may be nominated for the Award by a fellow employee, supervisor, elected official, or citizen. The nomination form is available at City Hall and on the City of Canby website.

Nomination of Tracy Harris for Pickle Award:

Tracy Harris provides excellent customer service to both internal and external customers on an ongoing basis. She fields everything from facility workorders to Transit Tax collection complaints with grace, equanimity, and an unfailingly positive attitude. Her actions not only help those internal and external customers but also meet the spirit and intent of the Canby City Council Customer Service Goal.

Because Tracy wears so many hats, she represents the City many ways and interacts with a wide variety of citizens, other agencies, and staff. The fact that she is so adept at giving consistently outstanding customer service makes her a great candidate for the "Pickle" Award.

Memo

To: Mayor Thompson & Members of City Council
From: Chief Greg A. Kroeplin
CC: Melissa York, General Administration
Date: July 5, 2006
Re: Liquor License Application / Ownership Change La Mixteca Market

I have reviewed the attached liquor license application completed by the applicant, Rufino E. Zurita. In addition, Lt. Tro and I met with the applicant at the business (207 SW 1st Ave.) where we discussed laws involving the sale of alcoholic beverages. Mr. Zurita told us that he would be working closely with OLCC as it relates to training for his employees on pertinent laws involving alcohol related violations and crimes.

I recommend that the Canby City Council recommend approval of this application to the Oregon Liquor Control Commission (OLCC).

Payment Rec. 6.30.06
Rec. 7.10.06
Cash 25.00
75.00 Reg 90 day Term
CR. # 105
1582 taking ownership
JC
June 19, 2006

OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION



PLEASE PRINT OR TYPE CITY OF CANBY

Application is being made for:		FOR CITY AND COUNTY USE ONLY	
LICENSE TYPES		The city council or county commission:	
<input type="checkbox"/> Full On-Premises Sales (\$402.60/yr)		<u>City of Canby</u>	
<input type="checkbox"/> Commercial Establishment		(name of city or county)	
<input type="checkbox"/> Caterer		recommends that this license be:	
<input type="checkbox"/> Passenger Carrier		Granted <input type="checkbox"/> Denied <input type="checkbox"/>	
<input type="checkbox"/> Other Public Location		By: _____	
<input type="checkbox"/> Private Club		(signature) (date)	
<input checked="" type="checkbox"/> Limited On-Premises Sales (\$202.60/yr)		Name: <u>Melody Thompson</u>	
<input checked="" type="checkbox"/> Off-Premises Sales (\$100/yr)		Title: <u>Mayor</u>	
<input type="checkbox"/> with Fuel Pumps		OLCC USE ONLY	
<input type="checkbox"/> Brewery Public House (\$252.60)		Application Rec'd by: <u>LA</u>	
<input type="checkbox"/> Winery (\$250/yr)		Date: <u>6/26/06</u>	
<input type="checkbox"/> Other: _____		90-day authority: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Applying as:			
<input checked="" type="checkbox"/> Individuals			
<input type="checkbox"/> Limited Partnership			
<input type="checkbox"/> Corporation			
<input type="checkbox"/> Limited Liability Company			

1. Applicant(s): [See SECTION 1 of the Guide]
- ① Rufino E Zurita ③ _____
- ② Rufino Zurita ④ _____
2. Trade Name (dba): La Mixteca Mkt
3. Business Location: 201 SW 1st Ave Canby OR 97013
(number, street, rural route) (city) (county) (state) (ZIP code)
4. Business Mailing Address: _____
(PO box, number, street, rural route) (city) (state) (ZIP code)
5. Business Numbers: (503) 266-6757 (503) 266-6840
(971) 219-3035 (phone) Rufino Zurita (fax)
6. Is the business at this location currently licensed by OLCC? ☒ Yes ☒ No
7. If yes to whom: Gottfrida Morales Type of License: Off Prem. exp 3/05
Commercial establishment
8. Former Business Name: LA MIXTECA MARKET
9. Will you have a manager? ☐ Yes ☒ No Name: _____
(manager must fill out an individual history form)
10. What is the local governing body where your business is located? Canby Clackamas
(name of city or county)
11. Contact person for this application: Rufino E Zurita (971) 219-3035
(name) (phone number(s))
555 SE 2nd Ave Canby, OR 97013
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Rufino E Zurita Date _____ ③ _____ Date 6/29/06

② _____ Date _____ ④ _____ Date _____

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AMENDMENT TO EMPLOYMENT AGREEMENT
City Administrator

This Amendment, dated July 19, 2006, to the Employment Agreement dated June 4, 1999 between the City of Canby, Oregon, a Municipal Corporation, and Mark C. Adcock, employee, is intended to memorialize negotiations between the parties regarding a 5% merit increase in base salary and a 3% cost of living adjustment for said employee, Mark C. Adcock.

Section 6, entitled "Salary", of the current employment agreement is amended by changing the amount of the base salary to \$105,999.87 per annum, effective June 21, 2006 representing a merit increase of 5% and continuing at said base salary until further amended in accordance with the provisions of this paragraph.

Section 6, entitled "Salary", of the current employment agreement is also amended by further adding a 3% increase of the new base salary effective July 1, 2006 for the fiscal year 2006-2007 of cost of living adjustment. Said base salary shall now be \$109,179.87.

All other terms and conditions of the current employment agreement remain in full force and effect.

IN WITNESS WHEREOF, the undersigned have executed this Amendment to Employment Agreement the day and year first written above.

CITY OF CANBY:

Melody Thompson,
Mayor

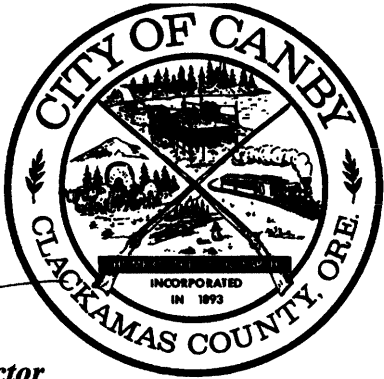
ATTEST:

Kimberly Scheafer,
City Recorder pro tem

Mark C. Adcock,
Employee

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MEMORANDUM



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

Issue: Update of System Development Charges.

Synopsis: The Council has requested annual updates to the System Development Charges to compensate for increased costs. The proposed increase is 4.0 percent.

Recommendation: Staff recommends that the City Council **approve Resolution 926, a resolution amending Canby's system development charges to account for inflation.**

Rationale: The Council has requested that the charges be updated annually in the future to avoid large increases. Specifically, Resolution 748 (approved June 2001) states that the annual update shall be based on the changes in the Engineering News Record Construction Index (ENR Index). In the past year, the index has registered an increase of 4.0 percent, smaller than in the two prior years. Thus, staff has prepared this resolution with that percentage increase. For a new single-family house the charges will increase as shown below:

	<u>Current rate</u>	<u>Proposed rate</u>
Sanitary Sewer	\$2,107	\$2,200
Transportation	\$2,172	\$2,267
Storm Drainage	\$80	\$80

The City's parks SDC is managed separately and is not part of the current proposal.

Options: 1. Based on the resolution adopted in 2001, the Council should adopt the new fees as proposed. Adoption of different rates would require a new plan for updating the SDCs. Frequent updates will ensure that we will not have to double or triple rates in the future, as we did in 2001.

Attached: 1. Resolution 926.

RESOLUTION NO. 926

**A RESOLUTION AMENDING CANBY'S SANITARY SEWER,
TRANSPORTATION, AND STORM DRAINAGE SYSTEM DEVELOPMENT
CHARGES TO ACCOUNT FOR INFLATION.**

WHEREAS, Resolution 748, adopted June 2001, specified that the City will review inflationary cost impacts to system development charges annually and update the charges by resolution when appropriate; and

WHEREAS, Resolution 748 specified that inflationary calculations are to be based upon changes in the Engineering News Record Construction Index; and

WHEREAS, The ENR index has increased 4.0% since the SDCs were last adjusted in 2005; 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; now therefore it is hereby

RESOLVED that the system development charges for the City of Canby should be increased to the following rates to account for the 4.0% increase in construction costs:

Sanitary Sewer	
Improvement Fee:	\$678.00 per EDU
Reimbursement Fee:	\$1,522.00 per EDU (equivalent dwelling unit)
Transportation	
Improvement Fee:	\$218.00 per ELNDT (equivalent length new daily trip)
Reimbursement Fee:	\$19.00 per ELNDT
Storm Drainage	
Improvement Fee:	unchanged (\$6.00 per ELNDT)
Reimbursement Fee:	unchanged (\$2.00 per ELNDT)

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 Oregon law.

This resolution is effective July 19th, 2006.

ADOPTED by the Canby City Council on the 19th day of July, 2006.

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder Pro Tem

ORDINANCE NO. 1216

AN ORDINANCE AUTHORIZING PURCHASE OF ROAD RIGHT-OF-WAY FOR THE EXTENSION OF SW BERG PARKWAY AND DECLARING AN EMERGENCY.

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Purchase Authorized. The City of Canby is hereby authorized to purchase from Carl A. Soles and Judith I. Soles, the following described property to be used for road right-of-way:

See Exhibit "A"

Section 2. Purchase Price. The total purchase price to be the sum of One Hundred Thirty Five Thousand and no/100 dollars(\$135,000.00), plus such other consideration as set forth in a Letter Agreement dated May 10, 2006 between the parties. The cash portion of the total purchase price shall be deposited in escrow at or prior to the close of escrow in accordance with the terms of attached Letter Agreement. By this reference the attached Agreement for Sale of Real Property is incorporated within as if set forth herein.

Section 3. Funds to Pay Purchase Price. The total sum of \$135,000.00 shall be paid from the City's current fiscal budget, account number 420-420-431-7600 titled "Transportation System Development Charge" fund.

Section 4. City attorney to approve Title Report and Deed. The City Attorney shall first approve the preliminary title report and form of deed for the City's purchase of said property. All costs associated with the closing of this sale to be paid by the City.

Section 5. City Administrator to Execute Deed for Road Purposes. The City Administrator is authorized and directed to execute and deliver in the name of the City of Canby, as purchaser, the required deed and any other documents as may be required for closing the transaction.

Section 6. Emergency Declared. Inasmuch as it is necessary to proceed as quickly as possible with the extension of SW Berg Parkway for the use and benefit of the citizens of the City of Canby, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon final reading and enactment by the Canby City Council.

2nd Reading

11

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 5, 2006, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, July 19, 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 19th day of July, 2006, by the following vote:

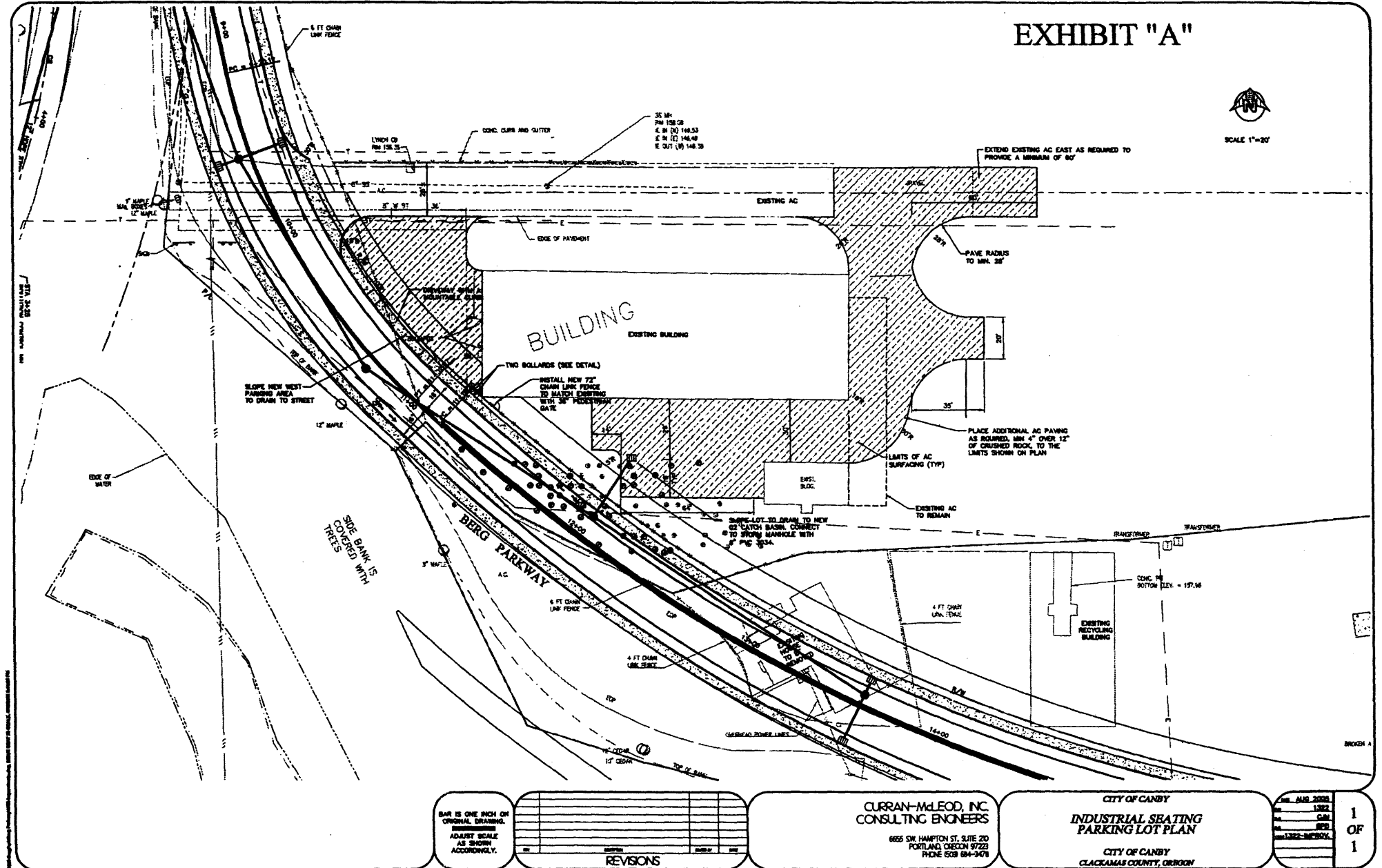
YEAS _____ NAYS _____

Melody Thompson
Mayor

ATTEST:

Kimberly Scheafer,
City Recorder - Pro Tem

EXHIBIT "A"



BAR IS ONE INCH ON
ORIGINAL DRAWING.
DIMENSIONS
ADJUST SCALE
AS SHOWN
ACCORDINGLY.

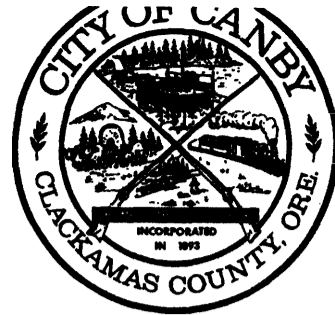
NO.	REVISIONS	DATE	BY

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS
6655 SW HAMPTON ST. SUITE 200
PORTLAND, OREGON 97223
PHONE 503 894-3476

CITY OF CANBY
INDUSTRIAL SEATING
PARKING LOT PLAN
CITY OF CANBY
CLATSOP COUNTY, OREGON

DATE: AUG 2000
DRAWN: GML
CHECKED: JES
1322-MC/MOV
1 OF 1

13



MEMORANDUM

TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *July 11, 2006*

Issue: Ordinance 1217, awarding a contract for slurry seal treatments.

Synopsis: The Public Works Department has been planning slurry seal treatments on a variety of streets in N. Canby this summer. The City of Gladstone has already conducted a public solicitation for this service and we are proposing to "piggyback" on that contract.

Recommendation: Staff recommends that the City Council **approve Ordinance 1217, authorizing the mayor and city administrator to execute a contract with Blackline, Inc., of Vancouver, Washington for seal coating of approximately 47,200 square yards of street asphalt within the city of Canby; and declaring an emergency.**

Rationale: This proposal allows us to move forward with the maintenance project in compliance with state and local bidding regulations without having to engage in an extensive process. Public Works Supervisor Roy Hester is satisfied with this price and with the contractor. The City Council approved a similar contract with Blackline Inc. in 2004; in that case we piggybacked with the City of Gresham.

Background: Slurry seal is a cold mixed asphalt that provides a hard wearing surfacing for extended pavement preservation. The project will be applied to N. Laurelwood Loop and N. Laurelwood Circle and well as all of the streets in the Willow Creek subdivision. These streets are at the low end of the "good" rating and will most likely decline to fair over winter if left untreated.

The price is \$1.07 per square yard (up \$0.14 per yard since the 2004 contract), for a total of \$50,504. Funds are available in the street maintenance line item for this expense.

Options:

1. Conduct our own solicitation for this service. Staff does not recommend this option due to the time involved and the unlikelihood of a cheaper bid.
2. Forego the treatment. Staff does not recommend this option because the street condition will irrevocably decline if these surfaces are left untreated.

Attached:

1. Ordinance 1217; Blackline Proposal.



PROPOSAL/ CONTRACT

PMB 196
13023 NE Hwy. 99 Ste.7
Vancouver, WA 98686
Office: 360-225-1080
Fax: 360-225-6472
E-Mail: BLACKLINE10@AOL.COM
Federal ID No. 91-1357581

JOB NUMBER: CANBY STREET MAINTENANCE '06

DATE: 6/21/2006

Job Description: TYPE II SLURRY SEAL VARIOUS CITY STREETS FOR THE CITY OF CANBY

Itemized Contract	
PROVIDE ANY NECESSARY SIGNING AND BARRICADING	
CLEAN ENTIRE PROJECT WITH POWER BLOWERS AND SWEEPER	
PLACE ONE (1) APPLICATION OF TYPE II SLURRY SEAL OVER 47,200 SQUARE YARDS OF EXISTING ASPHALT	
Blackline, Inc. agrees to adhere to the specifications provided by the City of Gladstone for the City of Canby project.	
Blackline, Inc. agrees to honor the price submitted to the City of Gladstone for the City of Canby project	
This estimate is based on 47,200 square yards at \$ 1.07 per square yard.	
SUBTOTAL	\$50,504.00
TOTAL	\$50,504.00
BLACKLINE, INC. WILL COORDINATE ALL WORK TO CAUSE THE LEAST AMOUNT OF INCONVENIENCE.	

This estimate applies to the job described above. This estimate does not include additional materials or labor that may be required due to any unforeseen problems that arise once the job has begun.

If you have any questions regarding this proposal/contract, please contact **GLENN BROOKS** at: **360-921-1698**.

AUTHORIZED SIGNATURE

DATE

15

ORDINANCE NO. 1217

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH BLACKLINE, INC., OF VANCOUVER, WASHINGTON FOR SEAL COATING OF APPROXIMATELY 47,200 SQUARE YARDS OF STREET ASPHALT WITHIN THE CITY OF CANBY; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to seal coat approximately 47,200 square yards of asphalt covered streets within the City of Canby; and

WHEREAS, the contract will be made in compliance with ORS 279.015 (1)(g) utilizing an existing solicitation and award for the City of Gladstone, Oregon; and

WHEREAS, in accordance with ORS 279.015 (1)(g), the City of Canby finds that the original contract met the requirements of ORS chapter 279, the contract allows other public agencies to use the solicitation, and the City of Gladstone concurs with the use of the solicitation; and

WHEREAS, Blackline, Inc., of Vancouver, Washington wishes to provide the seal coating service for the City of Canby utilizing the same solicitation and unit pricing as offered to the City of Gladstone, which is \$1.07 per square yard of street surface; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Blackline, Inc., of Vancouver, Washington to provide approximately 47,200 square yards of seal coating of asphalt streets within the City of Canby at the unit price of \$1.07 per square yard of street surface for a total of \$50,504.00.

Section 2. Emergency Declared.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, July 19, 2006 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, August 2, 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 2nd day of August, 2006, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder - Pro Tem

17
**THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR**
C. Seifert 7-11-06

M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*
FROM: *Kevin Cook, Associate Planner*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *July 10, 2006*
RE: *Annexation application ANN 06-01 (Weygandt)*

Issue: Adoption of findings, conclusions, and final order for ANN 06-01

Synopsis: After a public hearing on July 5, 2006, the City Council voted 6-0 to approve this annexation and forward to Canby voters. Findings are the final, written confirmation of that oral decision.

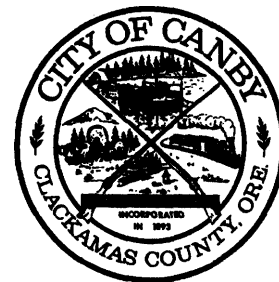
Recommendation: Staff recommends that City Council adopt the findings for ANN 06-01.

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

Options:

1. Change the findings or
2. Adopt as written

Attached: Findings for ANN 06-01



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

**A REQUEST TO ANNEX 73.35
ACRES OF LAND INTO THE
CITY OF CANBY**)

**FINDINGS, CONCLUSIONS & ORDER
ANN 06-01**

NATURE OF APPLICATION

The applicant is seeking approval to annex 73.35 acres into the City. The site is located south of Township Road, west of Mulino Road, east of the Molalla Logging Road Trail, and north of SW 13th Ave. If annexed the property would be zoned M-1 (Light Industrial) in accordance with the Canby Comprehensive Plan. The addition of the subject parcels will increase the availability of large rail-accessible industrial land within the City.

HEARINGS

The Planning Commission held a public hearing and considered this application at its meeting on June 12, 2006. A quorum of the Commission voted 4-0 recommending approval. The City Council held a second public hearing to consider the application at its July 5, 2006 meeting. The Council voted 6-0 to forward the application on to Canby voters for a final decision at the ballot in the primary election on November 7, 2006.

CRITERIA AND STANDARDS

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

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan).
2. Analysis of the “need” for additional property within the city limits shall be provided.
3. Smaller non-farm land shall be considered a priority for annexation over larger farm land;
4. Access shall be adequate to the site;

**Findings, Conclusions & Final Order
ANN 06-01
Page 1 of 4**

5. Adequate public facilities and services shall be available to service the potential (or proposed) development;
6. Compliance with other applicable city ordinances or policies;
7. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (In other words, a triple majority type application must contain proof that a triple majority does, in fact, exist, etc.);
8. Risk of natural hazards which might be expected to occur on the subject property shall be identified;
9. Urbanization of the subject property shall not have a significant adverse effect on specially designated open space, scenic, historic or natural resource areas;
10. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole. The full text of the annexation criteria can be found in Section 16.84.040 of the Land Development and Planning Ordinance.

FINDINGS AND REASONS

The City Council deliberated on all evidence and testimony presented at the July 5, 2006 meeting. The City Council incorporates the May 31, 2006 Staff Report and Council deliberations as support for its decision. The City Council accepted and adopted the findings in the May 31, 2006 Staff Report.

CONCLUSION

The City Council concludes that, based on the findings and conclusions contained in the May 31, 2006 staff report and the July 5, 2006 public hearing and based on Council deliberations on July 5, 2006:

1. The subject parcel is designated priority "C" for annexation; however, there is no more existing priority "A" or "B" land available for annexation. Additionally, the City has as need for new rail-accessible industrial land. Therefore, Criteria #1 is met.
2. The City has a need for new rail-accessible industrial land; land that is essentially unavailable within the City limits at present.
3. The annexation proposal seeks to carry out the priorities contained within the Comprehensive Plan. This proposal to annex parcels in a planned and coordinated manner will allow for the later creation of appropriately sized and configured parcels for industrial development and the coordinated provision of public facilities.

4. The site abuts SE 13th Avenue and S Township Road and will be served by the future extension of Sequoia Parkway. Roads will be improved prior to additional development. Additionally, railroad can serve the parcels.
5. Public facility and service providers have stated that services will be available to the property through development. Offsite extensions of water, sewer, and electric will be required as part of development.
6. The proposal meets other applicable city ordinances and policies, as discussed in the analysis above with relation to Comprehensive Plan policies.
7. The annexation proposal complies with all applicable sections of Oregon Revised Statutes.
8. No natural hazards have been identified on the site.
9. The effect of urbanization of the subject property to designated open space, scenic, historic or natural resource areas is limited, in that the open space designation and requirements as found in the Parks Master Plan will be adhered to.
10. Annexation will substantially increase the industrial land available for development within the City of Canby. The economic benefits created by an increased employment base will be substantial. The site is not immediately adjacent to residential areas and impacts to the community are anticipated to be slight.

ORDER

IT IS ORDERED BY THE CANBY CITY COUNCIL that annexation **ANN 06-01** is **APPROVED** and will be forwarded to Clackamas County Elections Department to appear on the November 7, 2006 primary election ballot.

CERTIFY THAT THIS ORDER approving **ANN 06-01** was presented to and **APPROVED** by the Canby City Council.

DATED this 19th day of July, 2006.

Melody Thomson, Mayor
City of Canby

Kevin C. Cook
Associate Planner

ATTEST:

ORAL DECISION – July 5, 2006

AYES: Carson, Oliver, Daniels, Harris, Blackwell, Helbling
NOES: None
ABSTAIN: None
ABSENT: None

WRITTEN FINDINGS – July 19, 2006

AYES:
NOES:
ABSTAIN:
ABSENT:

Findings, Conclusions & Final Order
ANN 06-01
Page 4 of 4

MEMORANDUM

TO: *Honorable Mayor Thompson and City Council*
FROM: *Kevin Cook, Associate Planner*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *July 10, 2006*
RE: *Annexation application ANN 06-02 (S.T.J., L.L.C.)*

Issue: Adoption of findings, conclusions, and final order for ANN 06-02

Synopsis: After a public hearing on July 5, 2006, the City Council voted 6-0 to approve this annexation and forward to Canby voters. Findings are the final, written confirmation of that oral decision.

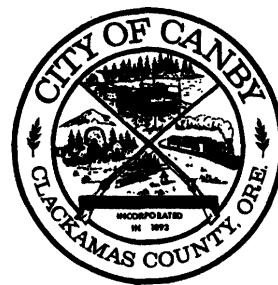
Recommendation: Staff recommends that City Council adopt the findings for ANN 06-02.

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

Options:

1. Change the findings or
2. Adopt as written

Attached: Findings for ANN 06-02



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

**A REQUEST TO ANNEX 1.7
ACRES OF LAND INTO THE
CITY OF CANBY**

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**FINDINGS, CONCLUSIONS & ORDER
ANN 06-02**

NATURE OF APPLICATION

The applicant is seeking to annex a single 1.7 acre tax lot into the City of Canby. If annexed, the applicant proposes to construct a 23-unit townhouse development with vehicle access from NE Territorial Rd. Access to the site is proposed by means of a 30 foot shared access drive. The site is located at the southwest corner of N Pine Street and NE Territorial Road. The parcel currently contains one single-family residence.

HEARINGS

The Planning Commission held a public hearing and considered this application at its meeting on June 12, 2006. A quorum of the Commission voted 4-0 recommending approval. The City Council held a second public hearing to consider the application at its July 5, 2006 meeting. The Council voted 6-0 to forward the application on to Canby voters for a final decision at the ballot in the primary election on November 7, 2006.

CRITERIA AND STANDARDS

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

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan).
2. Analysis of the "need" for additional property within the city limits shall be provided.
3. Smaller non-farm land shall be considered a priority for annexation over larger farm land;
4. Access shall be adequate to the site;

**Findings, Conclusions & Final Order
ANN 06-02
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5. Adequate public facilities and services shall be available to service the potential (or proposed) development;
6. Compliance with other applicable city ordinances or policies;
7. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (In other words, a triple majority type application must contain proof that a triple majority does, in fact, exist, etc.);
8. Risk of natural hazards which might be expected to occur on the subject property shall be identified;
9. Urbanization of the subject property shall not have a significant adverse effect on specially designated open space, scenic, historic or natural resource areas;
10. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole. The full text of the annexation criteria can be found in Section 16.84.040 of the Land Development and Planning Ordinance.

FINDINGS AND REASONS

The City Council deliberated on all evidence and testimony presented at the July 5, 2006 meeting. The City Council incorporates the May 31, 2006 Staff Report and Council deliberations as support for its decision. The City Council accepted and adopted the findings in the May 31, 2006 Staff Report.

CONCLUSION

The City Council concludes that, based on the findings and conclusions contained in the May 31, 2006 staff report and the July 5, 2006 public hearing and based on Council deliberations on July 5, 2006:

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

R-1 Low Density	276 Lots	2.79 years
R-1.5 Medium Density	0 Lots	0.00 years
R-2 High Density	142 Lots	2.66 years

The supply of land in each category is less than the 3 year supply considered sufficient to meet the need for residential land.
3. Access is adequate to the site and will be further improved by the improvements of the roadway, including off-site improvements volunteered by the applicant, in conjunction with development.

4. The Current access at N.E. Territorial Rd. is sufficient to serve the needs of annexation and development on the site. Development of the subject property will likely accommodate undeveloped parcels to the east, as is recommended in the traffic analysis for the site.
5. The City and other affected service-providing entities have the capability to amply provide the area of the proposed annexation with urban level services upon future development.
6. The annexation proposal is in compliance with other applicable City ordinances or policies.
7. The annexation proposal complies with all applicable sections of Oregon Revised Statutes.
8. No natural hazards have been identified on the site.
9. The effect of urbanization of the subject property to designated open space, scenic, historic or natural resource areas is limited, in that the open space designation and requirements as found in the Parks Master Plan will be adhered to.
10. No adverse economic impacts are likely to result from the annexation of the subject property.

ORDER

IT IS ORDERED BY THE CANBY CITY COUNCIL that annexation ANN 06-02 is **APPROVED** and will be forwarded to Clackamas County Elections Department to appear on the November 7, 2006 primary election ballot.

CERTIFY THAT THIS ORDER approving ANN 06-02 was presented to and **APPROVED** by the Canby City Council.

DATED this 19th day of July, 2006.

Melody Thomson, Mayor
City of Canby

Kevin C. Cook
Associate Planner

ATTEST:

ORAL DECISION – July 5, 2006

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

NOES: None

ABSTAIN: None

ABSENT: None

WRITTEN FINDINGS – July 19, 2006

AYES:

NOES:

ABSTAIN:

ABSENT:

Findings, Conclusions & Final Order
ANN 06-02
Page 4 of 4

M E M O R A N D U M

TO: *Honorable Mayor Thompson and City Council*
FROM: *Kevin Cook, Associate Planner*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *July 10, 2006*
RE: *Annexation application ANN 06-03 (Hellbusch)*

Issue: Adoption of findings, conclusions, and final order for ANN 06-03

Synopsis: After a public hearing on July 5, 2006, the City Council voted 6-0 to approve this annexation and forward to Canby voters. Findings are the final, written confirmation of that oral decision.

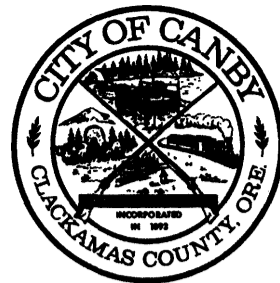
Recommendation: Staff recommends that City Council adopt the findings for ANN 06-03.

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

Options:

1. Change the findings or
2. Adopt as written

Attached: Findings for ANN 06-03



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

A REQUEST TO ANNEX 1.03 ACRES OF LAND INTO THE CITY OF CANBY)))	FINDINGS, CONCLUSIONS & ORDER ANN 06-03
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NATURE OF APPLICATION

The applicant is seeking to annex a single 1.03 acre tax lot into the City of Canby. The applicant has submitted a site plan demonstrating one possible development scenario for the property; the submitted site plan shows five single family lots.

HEARINGS

The Planning Commission held a public hearing and considered this application at its meeting on June 12, 2006. A quorum of the Commission voted 4-0 recommending approval. The City Council held a second public hearing to consider the application at its July 5, 2006 meeting. The Council voted 6-0 to forward the application on to Canby voters for a final decision at the ballot in the primary election on November 7, 2006.

CRITERIA AND STANDARDS

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

1. Annexation shall be in keeping with prioritization categories, as designated on the adopted maps showing growth phasing (Urban Growth Element of the Comprehensive Plan).
2. Analysis of the “need” for additional property within the city limits shall be provided.
3. Smaller non-farm land shall be considered a priority for annexation over larger farm land;
4. Access shall be adequate to the site;
5. Adequate public facilities and services shall be available to service the potential (or proposed) development;

**Findings, Conclusions & Final Order
ANN 06-03
Page 1 of 4**

6. Compliance with other applicable city ordinances or policies;
7. Compliance of the application with the applicable sections of Oregon Revised Statutes Chapter 222. (In other words, a triple majority type application must contain proof that a triple majority does, in fact, exist, etc.);
8. Risk of natural hazards which might be expected to occur on the subject property shall be identified;
9. Urbanization of the subject property shall not have a significant adverse effect on specially designated open space, scenic, historic or natural resource areas;
10. Economic impacts which are likely to result from the annexation shall be evaluated in light of the social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole. The full text of the annexation criteria can be found in Section 16.84.040 of the Land Development and Planning Ordinance.

FINDINGS AND REASONS

The City Council deliberated on all evidence and testimony presented at the July 5, 2006 meeting. The City Council incorporates the May 23, 2006 Staff Report and Council deliberations as support for its decision. The City Council accepted and adopted the findings in the May 23, 2006 Staff Report.

CONCLUSION

The City Council concludes that, based on the findings and conclusions contained in the May 23, 2006 staff report and the July 5, 2006 public hearing and based on Council deliberations on July 5, 2006:

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

R-1 Low Density	276 Lots	2.79 years
R-1.5 Medium Density	0 Lots	0.00 years
R-2 High Density	142 Lots	2.66 years

The supply of land in each category is less than the 3 year supply considered sufficient to meet the need for residential land.
3. Access is adequate to the site and will be further improved by the improvements of the roadway, including off-site improvements volunteered by the applicant, in conjunction with development.
4. The current access at N Holly Street is sufficient to serve the needs of annexation and development on the site.

5. The City and other affected service-providing entities have the capability to amply provide the area of the proposed annexation with urban level services upon future development.
6. The annexation proposal is in compliance with other applicable City ordinances or policies.
7. The annexation proposal complies with all applicable sections of Oregon Revised Statutes.
8. No natural hazards have been identified on the site.
9. The effect of urbanization of the subject property to designated open space, scenic, historic or natural resource areas is limited, in that the open space designation and requirements as found in the Parks Master Plan will be adhered to.
10. No adverse economic impacts are likely to result from the annexation of the subject property.

ORDER

IT IS ORDERED BY THE CANBY CITY COUNCIL that annexation ANN 06-03 is **APPROVED** and will be forwarded to Clackamas County Elections Department to appear on the November 7, 2006 primary election ballot.

CERTIFY THAT THIS ORDER approving ANN 06-03 was presented to and **APPROVED** by the Canby City Council.

DATED this 19th day of July, 2006.

Melody Thomson, Mayor
City of Canby

Kevin C. Cook
Associate Planner

ATTEST:

ORAL DECISION – July 5, 2006

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

NOES: None

ABSTAIN: None

ABSENT: None

WRITTEN FINDINGS – July 19, 2006

AYES:

NOES:

ABSTAIN:

ABSENT:

Findings, Conclusions & Final Order
ANN 06-03
Page 4 of 4

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DATE: July 10, 2006

MEMO TO: Honorable Mayor Thompson and City Councilors

FROM: Beth Saul, Library and Parks Director

Through: Mark Adcock, City Administrator

RE: Swim Center Levy renewal

Issue:

The Swim Center Levy will expire on June 30, 2007. In order to continue the operation of the Swim Center after June 30, 2007 it is necessary to place a levy renewal vote on the November 7, 2006 ballot for consideration by the voters.

Recommendation:

Staff recommends that the City Council approve offering Canby voters the opportunity to renew the Swim Center Levy by directing the City Attorney to prepare ballot language and work with the City Recorder to proceed through the necessary steps to place the renewal measure on the November 7, 2006 ballot.

Background:

The Swim Center is just entering the fifth year of a levy that was approved to keep the pool open after the devastating City budget cuts in 2002 forced the elimination of the Swim Center operation from the General Fund.

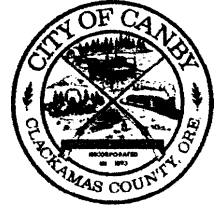
The voters passed the measure two to one with over two thirds of the electorate participating in the election after Christy Pruitt led a grass roots effort to publicize the levy and save the pool. The Swim Center staff worked hard to maximize pool revenue through creative programming and also through partnerships and donations. The facility continues to receive heavy usage, and in light of the many recent drownings around the metropolitan area there still seems to be a need to teach people to swim as well as to foster better health, fitness, and fun through swimming.

Fiscal Impact:

Without the renewal of the levy, the Swim Center will not be able to be supported from existing general fund resources without cutting other general fund support operating departments. The levy renewal rate is 42 cents per thousand.

City of Canby Monthly Report

Department: Administration



For Months of: May & June 2006

Date: July 12, 2006

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

Through: Mark Adcock, City Administrator

1. **Business Licenses** – Twenty-two new business licenses were issued for the months of May and June 2006. One hundred eighty-two renewals were sent out.
2. **Complaints/Inquiries** – Sixty-nine complaints/inquiries were received for May and June. Sixty-two of those have been resolved and twenty-four were resolved within twenty-four hours.

Meetings/trainings that were attended:

May 1 – Kim Scheafer attended OAMR Records Management Committee Meeting

May 3 – Kim Scheafer, Judi Christiansen, & Melissa York attended training for State of Oregon licensing web site

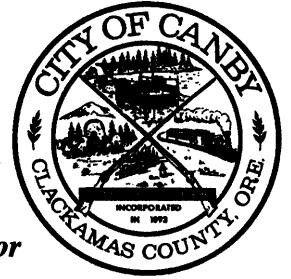
May 9 – Kim Scheafer attended EOC Meeting at Fire Dept.

May 16 – Kim Scheafer and Jill Thorn attended City Safety Committee Meeting

June 11-16 – Kim Scheafer attended the NW Clerks Institute

June 20 – Jill Thorn attended City Safety Committee Meeting

COMMUNITY DEVELOPMENT UPDATE



TO: *Honorable Mayor Thompson and City Council*
FROM: *John Williams, Community Development & Planning Director*
DATE: *July 7, 2006*
THROUGH: *Mark C. Adcock, City Administrator*
RE: *Community Development project status*

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

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

Street Projects

1. **SE 2nd Avenue CDBG project.** Curran-McLeod is finalizing the construction plans, which then have to be sent to the County for review prior to construction. We are hoping construction can start in August on this project. *Background:* This project will realign 2nd Avenue through the Canby Telephone parking lot, vacate a section of the existing 2nd Avenue, and improve the rest of 2nd from Juniper east with sidewalks. The Community Development Block Grant program is federal money to fund projects benefiting low-income areas. The project utilizes \$260,000 of CDBG funds with a \$95,000 City match.
2. **Street maintenance funding.** Staff has selected a new pavement analysis contractor to provide us with additional information as requested by the Task Force. With some final pieces of information in hand, the Street Maintenance Task Force may be close to sending a recommendation to the City Council. This is expected to take place in August and September. *Background:* The City Council has agreed to move forward with a process on street maintenance funding. The Task Force will be making recommendations to the Council on funding methodologies, amounts, and equity issues.
3. **99E/Territorial intersection.** *Ongoing.* ODOT has awarded the construction project to Parker NW Paving and work is expected to start July 10. A public open house on the construction project was held by ODOT on July 6. ODOT expects Territorial Road to be closed for 104 days. *Background:* ODOT's \$2.97 million project will fully signalize this intersection. The interim alignment is intended to increase safety until the full project is complete, and was funded by ODOT.
4. **S. Berg Parkway.** Lots of work 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 13th 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.** ODOT has informed me that the 99E/Ivy improvements were not prioritized into the 2008-2011 STIP. I am now looking for alternative sources of funding for this important project. We may be looking at a smaller project to improve pedestrian safety on an interim basis. *Background:* ODOT has estimated costs on this project at \$1.5 million +. Costs include building improvements, underground tank removal, relocating signal poles, new sidewalks and crossings, and other activities.
8. **N. Pine/4th Avenue intersection.** *No change.* I have been working with property owners to see if there's any way to improve alignments at this troublesome intersection (by the Depot Museum). We will need a lot of cooperation because there is very little room to maneuver in this area. Unfortunately, we have not found a plan that works for all parties yet.
9. **N. Cedar/NW 3rd Avenue intersection.** 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.** Darvin, Curt McLeod, and Ray Bartlett have begun work on the Sanitary Sewer SDC update. This will be brought to the Council when ready.
11. **Hazel Dell Way pump station.** The Council has approved a contract with Curran-McLeod to engineer the Hazel Dell/First Avenue pumping station to provide sanitary sewer service in this area. We will be returning to the Council for approval of a construction contract following bid preparation and advertising. The work is expected to be conducted this summer.

Please see Darvin 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. Attached is the latest report. Sales activity continues to be extremely low.
13. **Cemetery fencing.** The Council has approved use of some of the Dybvad bequest to install security fencing at the cemetery shops building.

Planning

- 14. Measure 37.** The Oregon Supreme Court has overturned a lower court decision, putting M37 back in play. Staff is monitoring applications in surrounding areas of Clackamas County and will report to the Council on any applications that appear to affect Canby. No applications have been received by the City to date. *Background:* The City Council has approved Ordinance 1156 establishing a process for Measure 37 claims. Measure 37 will affect property owners who can demonstrate that a land use regulations adopted since they or their family acquired a piece of property reduced the value of their property. If this can be shown, such owners can ask the city to either waive the regulations or pay the property owner the difference in value.
- 15. Annexation priority system.** *No change.* Staff is working to reconsider our approach to this project in light of the passage of Measure 37. We will probably be asking the Planning Commission and Council what the city's direction should be in terms of adopting new regulations. *Background:* The Planning Commission and staff are working on a matrix idea focused on providing better information to voters about annexation proposals.
- 16. Public facilities and services element of the Comprehensive Plan.** The Council has approved this project by Ordinance and staff will work to get the changes incorporated into all relevant city documents. *Background:* We have received a \$15,000 grant from the state to complete this and a couple of other small elements of our periodic review work plan.
- 17. Neighborhood Associations.** *No change – ongoing.* Matilda has been talking to the Neighborhood Associations about a S. Canby group, and is waiting to hear from them to move forward. *Background:* the Council has officially recognized two new neighborhood associations: Riverside and Northeast Canby. Staff will continue to work with these groups to provide information and training.
- 18. Historic Review Board.** *No change.* The HRB is in need of new volunteers to keep the group energized. There are currently no regularly scheduled meetings of the HRB.
- 19. Community Park projects.** *No change – ongoing work.* Matilda will be continuing work there in the future.
- 20. Northwood subdivision.** The Planning Commission has approved Phase 1 of this project and a master plan concept. The applicants are in the preconstruction process at this time. *Background:* Northwoods applied to amend the City's Urban Growth Boundary to include approximately 30 acres of land north of Knight's Bridge Road and rezone it from Agricultural to low density residential. After a lengthy process in court and at LUBA, this application has been approved and the property can be developed at urban densities.
- 21. NE Canby Master Plan.** *No change.* Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1st Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.

22. **N. Redwood Street master plan.** Matilda has completed a wetlands inventory and mapping project and will be going back to area residents for more meetings to discuss infrastructure locations, park design, and other relevant issues. *Background:* This project will produce a comprehensive land use, parks, and infrastructure plan for the area between N. Redwood Street and OR 99E.
23. **Stormwater planning.** *No change – ongoing work.* Planning staff is working with Roy Hester, Darvin Tramel, Jeff Crowther, and Curt McLeod to address new DEQ/EPA requirements regarding stormwater disposal. We are working to develop a long-range vision for stormwater disposal and a maintenance/financing plan.
24. **Quality of Life survey.** Matilda has sent out a follow-up survey to ask more detailed questions about park utilization. *Background:* The City Council has authorized staff to issue a statistically valid survey of Canby citizens to identify issues, shared values, and goals. This will be used as departments and the Council move forward.
25. **Traffic modeling.** We will be reporting to the Planning Commission and Council soon on the first findings from the new traffic model. This will assist with planning a variety of projects, including Berg Parkway, the Arndt Road extension, and the signalization of Township and Ivy. *Background:* I have been working with Andy Mortenson at the Transpo Group to create a new traffic model for the City. This will assist us with traffic studies and planning efforts, and will make all of our work more accurate in the future. This effort is being funded partially by the Council's commitment of additional funds for the planning department in 2004-2005, and partially by grants from the State of Oregon and Metro.
26. **Planning/Building customer service survey.** A copy of our 2005 results is included in this Council packet. In the future we will be conducting more frequent surveys, either quarterly or semi-annually.
27. **Subdivision design standards.** *Ongoing.* Planning staff is beginning work on a look at how subdivisions get designed and built. We would like them to be better and more compatible with their surroundings. We are going to be looking at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached. We hope to avoid Measure 37 implications on this work by ensuring everyone's property values are increased by our work.

Urban Renewal

28. **Business Development Plan.** *Ongoing.* Catherine Comer and Matilda are leading the work on this program, which was approved for funding in FY 05-06 by the Agency. *Background:* The Business Development Plan will contain a city-wide business inventory, trends survey, and target business list, and a retention, expansion, and recruitment plan.
29. **Development of ED Web Site.** *No change – ongoing.* The site (www.canbybusiness.com) is up and running, and Joyce Peters continues to add and update content as time allows. *Background:* We hope to have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information.

30. **S. Sequoia/4th Avenue (stage 3).*** This project is completed. *Background:* This construction project was funded by the Agency, using right-of-way dedicated at no cost by neighboring property owners.
31. **Hazel Dell Way.** We have total projects costs and are moving forward with the creation of a Local Improvement District to backfill the funding of this project. In addition, we have done grading at the intersection of Hazel Dell and SE 1st Avenue and opened this up for traffic. *Background:* Hazel Dell Way will serve as a connection between SE 1st Avenue and Sequoia Parkway (this will take on increased importance when the 1st/Sequoia intersection becomes right-in/right-out only). The project is expected to cost approximately \$1,160,000 including right-of-way acquisition.
32. **Urban Renewal Advisory Committee.** The Urban Renewal Advisory Committee currently has no meetings scheduled.
33. **Job creation/SDC waiver program.** The Agency has approved a final version of this program following a legal opinion from Harvey Rogers. *Background:* The Agency has set aside \$100,000 in the FY 05-06 budget for a program to incentivize new construction and job creation within the URD.
34. **Site certification.** We are going to have to start work on “recertifying” the CPIP as each certification only lasts for two years. *Background:* A 163-acre section of the Pioneer Industrial Park has been designated as a “certified opportunity site” by the State of Oregon, greatly increasing its marketability. Obtaining this certification was very time-consuming and we are hoping that the recertification process will be simpler.
35. **Downtown Redevelopment Grants.** Catherine Comer and I presented a status report to the Agency recently. Three of the four projects that grants were awarded to are moving forward at this time. *Background:* The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby’s commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.
36. **Façade improvement program.** CBRD’s Commercial Focus Committee has reviewed and approved two projects to move forward at this time, one for the Canby *Herald* building and one for the Oliver Insurance building. Staff is also working to finalize an approach for reviewing and funding the construction loans; we are working with local banks on this. *Background:* The URD has approved the use of funds for up to five grants for façade design work and no-interest loans for construction work.
37. **Downtown housing needs study.** 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.
38. **Infrastructure Planning.** Staff has developed a more detailed road system plan including street cross-sections and improvement costs for the CPIP. We will be taking this out for comment from property owners and the Urban Renewal Advisory Committee prior to adoption.
39. **Intersection of Sequoia and SE 1st Avenue.** Lancaster Engineering is completing a traffic study of this situation and should be presenting results within a month.

40. Activity in Canby Pioneer Industrial Park. Following is the status of the projects that have moved into the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.

- a. **Willamette Falls Hospital urgent care (6 acres – Sequoia/First Avenue).** This project has been approved for construction by the Planning Commission and work is expected to begin this summer.
- b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway):** Under construction.
- c. **WW Grigg (2 acres -4th Avenue):** Construction is nearing completion.
- d. **Trend Business Center (4 acres – Sequoia Parkway):** The first building is complete and the building permit for a second building is ready for pickup. The owner has plans to construct more buildings if market demand shows a need.
- e. **Bowco project (3.44 acres – Hazel Dell Way):** 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):** This 29,000+ s.f. building has been approved by the Planning Commission and should be heading for construction this fall.

NEW LAND USE APPLICATIONS, March & April 2006

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

MLP 06-10 (Bizon) – a single-family partition on NE 10th Avenue.

SUB 06-03 (Pioneer Pump) – a partition of property in the CPIP to expand the Pioneer site and divide an additional lot into two portions.

DR 06-04 (Mountain Glass) – development of a 29,000 s.f. industrial building on Hazel Dell Way.

DR 06-05 (Scott) – a new commercial building in the Highway Marketplace, at the corner of S. Ivy Street and SW 2nd Avenue.

MLP 06-11 (Walgreen's) – partition of property on the north side of Highway 99E (across from Safeway) for development of a Walgreen's pharmacy.

DR 06-06 (Ward Baker properties) – construction of an office building on N. Baker Drive.

In addition, we received eight modification applications.

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

City of Canby Monthly Report

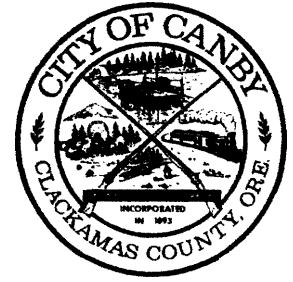
Department: Court

For Month of: May & June, 2006
Date prepared: July 10, 2006
From: Chaunee Seifried, Finance and Court Services Director
Through: Mark Adcock, City Administrator
Prepared by: Kathy Mashek, Court Supervisor

- ! 72 attended the seatbelt class for the months of May and June. This generated \$1,080.00 towards the purchase of helmets.
 - ! Court trials for the months of May and June were held for 22 defendants. This required 10 officers, at various times, to come to testify.
 - ! 790 cases were filed and 926 cases were concluded during these months.
 - ! Revenue for the both months was \$143,668.40. Out of this amount, Oregon Department of Revenue received checks totaling \$9,824.12, Oregon Judicial Department \$868.50 and Clackamas County received \$3,384.00.
 - ! 60 defendants appeared with attorneys. With the defendants there were a total of 8 different attorneys present.
-

City of Canby Monthly Report

Department: Parks



For The Months of May-June

Date: July 10, 2006

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

1. Issue/project: Park Renovations

G R Morgan Construction finished the second playground at Legacy Park on June 6th. Weather delayed the start of the 5-12 year old playground by about three weeks. The Contractor did a great job and the playground looks great!

The Parks Department utilized the 100 cubic yards of dirt generated from the playground install at Legacy Park. A mound was constructed to help break up the flat landscape of the site; we also believe the mound might be a good site for viewing soccer games. Both the mound and the area around the playground have been groomed and seeded; the sites are healing up nicely. Benches have been ordered for around the new playground.

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.

2. Issue/Project: Park Maintenance

Valley Green was contracted to do a weed control on the turf areas for the parks department. This application really saves us time as summer gets under way; we are not spending so much time mowing just weeds as things start to dry out.

The majority of our time at this time of year is being spent on irrigation repair and adjustment, weed control, shrub trimming, mowing and cleaning of park properties. Bark dust was spread at Wait Park, S. Locust and various planters and bump outs around town. Graffiti and vandalism was addressed as it was discovered. Additional park rules and signs regarding park regulations and warnings have been posted. The additional signs and warnings posted in remote locations are subject to vandalism, therefore we had them printed, laminated and attached them to plywood for easy repair or replacement at a minimal cost. Concrete that was heaved at Wait was removed to avoid a potential trip hazard; the area was turned into a shrub bed. Tree trimming and the chipping of the debris was done at Arneson Gardens and at the Eco Park.

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

3. Issue/Project: City Facility Maintenance

Facilities maintenance request forms were received from City Hall (4), Finance (1), Adult Center (1), Transit (21), Library (3), Courts (2) and the Police Department (3). It took 87 hours to complete the 35 request forms.

4. Issue/Project: Clackamas County Corrections Crews

C.C.C.C weeded, raked and picked up debris at Maple St. Park the Swim Center and Adult Center. They also spread wood chips in the Eco Park. CCCC performed approximately 288 hours of labor for the City of Canby in the months of May and June.

Meetings attended:

Parks staff watched videos and took review tests on Protecting Yourself against Bloodborne Pathogens, Landscape Equipment Safety and Fast and Effective Restroom Maintenance.

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

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

I attended a preconstruction meeting for Willamette Valley Country Club regarding a lot off of 34th and Maple adjacent to the Molalla Forest road walking path.

Ben and I met with Margaret Yochem regarding the painting of the planters.

I met with Lila Gottman to discuss their needs for the General Canby Day celebration.

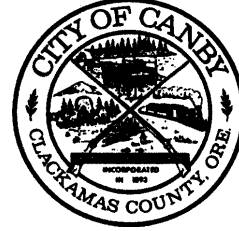
Attach statistics or other information of interest.

The Parks Department is responsible for 180 acres of property.

City of Canby Monthly Report

Department: Police Department

To: Mark Adcock, City Administrator
From: Greg Kroeplin, Police Chief
For Months Of: May 2006 thru June 2006



Community Activities

- 5/5/2006 Canby Downtown / "First Friday Kickoff", Chief Kroeplin & Lt. Tro.
- 5/13/2006 Canby Swim Center / "Gator Grinder", (Mini-Tri), Officers Cunningham, Spencer, and Macom.
- 5/16/2006 Ackerman Middle School / Peace Prize Program, Chief Kroeplin.
- 5/25/2006 OCTS Studio / Canby PD Show, (Critical Incidents / Peer Support), Police Chaplain Mark Evans & Officer Di Cenzo.
- 6/2/2006 Knight School / "Camping in the Courtyard" (Students & Staff), Sgt. Kitzmiller & Officer Di Cenzo joined the students for S'mores and a campfire.
- 6/3/2006 Knight School / Canby Police Bike Rodeo, coordinated by Lt. Tro. Several members of the department participated in this event.
- 6/5/2006 Canby High School / Senior Project presentations, (Judging), Chief Kroeplin.
- 6/23/2006 Canby High School / Mock job interviews for students, Lt. Tro.

Department Activity

- 5/5/2006 City / MIP Saturation patrols, Cunningham & Macom (Grant Funds).
- 6/1/2006 Canby / Missing person (Susan Looney), located on June 3rd. Several area agencies participated in the two-day search for this person.

Meetings

- 5/2/2006 Oregon City Elks / Monthly Chief's meeting, Chief Kroeplin.
- 5/3/2006 City Hall / URD Executive meeting, (Discussion on purchasing land for a PD), Chief Kroeplin.

Meetings

- 5/3/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin.
- 5/3/2006 City Council Chambers / City Council meeting, Chief Kroeplin.
- 5/3/2006 Cutsforth Thriftway / Kiwanis Club meeting, Chief Kroeplin.
- 5/4/2006 City Hall / Directors meeting with Mr. Adcock regarding May 3rd Council meeting, Chief Kroeplin.
- 5/4/2006 City Hall / Meeting with Mr. Adcock regarding 06/07 PD Budget, Chief Kroeplin & Lt. Tro.
- 5/4/2006 CPD / Meeting with Senator Kurt Schrader regarding Gang Suppression Grant Proposal. Attended by Chief Kroeplin, Lt. Tro, Officer Mead, and Officer Di Cenzo. This meeting was also attended by Eric Johnston (Todos Juntos Director), and Nate Wabaum (Juv. Dept.).
- 5/4/2006 City Council Chambers / Meeting with Judge Henricksen, (PD Operation discussion), Chief Kroeplin & Lt. Tro.
- 5/4/2006 CPD / Meeting to discuss 06/07 Budget presentation. Chief Kroeplin, Lt. Tro, Officer Mead, and Officer Di Cenzo.
- 5/8/2006 Cutsforth Thriftway / Kiwanis Club meeting, Chief Kroeplin.
- 5/9/2006 CPD / Meeting with Dave Thoreson (National Child Safety Council), regarding safety materials for the PD.
- 5/9/2006 Canby Fire Dept. / EOC Meeting, Chief Kroeplin & Lt. Tro.
- 5/10/2006 CPD / Meeting with Harry Lee Kwai regarding police activity in the community, Chief Kroeplin.
- 5/10/2006 City Hall / Weekly Department Director meeting with Mr. Adcock regarding PD operations, Chief Kroeplin.
- 5/10/2006 Cutsforth Thriftway / Metro area Gang information sharing meeting, Officer Di Cenzo & Officer Mead.
- 5/11/2006 CUB / Traffic Safety Commission, Officer Deason.
- 5/11/2006 225 SW 9th / Neighborhood Watch meeting, Don Hemstreet, (CUHS Senior Project).
- 5/11/2006 CUB / Traffic Safety meeting, Officer Deason.
- 5/11/2006 City Hall / Budget meeting, Chief Kroeplin.
- 5/12/2006 OCPD / Drug Task Force meeting, Chief Kroeplin.
- 5/15/2006 Cutsforth Thriftway / Kiwanis Club meeting, Chief Kroeplin.

Meetings

- 5/17/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin.
- 5/17/2006 Council Chambers / City Council meeting, update on Gang issues, Chief Kroeplin & Officer Di Cenzo.
- 5/18/2006 City Hall / Post Council Agenda meeting in Mr. Adcocks office, Chief Kroeplin.
- 5/19/2006 Oregon City / Meeting with Mike Swanson regarding labor negotiations, Chief Kroeplin & Chaunee Seifried.
- 5/22/2006 Cutsforth Thriftway / Kiwanis Club meeting, Chief Kroeplin.
- 5/24/2006 City Hall / Police negotiations meeting, (Mike Swanson & Chaunee Seifried), Chief Kroeplin.
- 5/24/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin.
- 5/24/2006 C-COM / Member Board meeting, Chief Kroeplin.
- 5/25/2006 Tres Café / CPD Volunteer meeting, Lt. Tro & Volunteer Coordinator Robin Adcock.
- 5/30/2006 CPD / Meeting with Scott Werner & Kim Scheafer regarding a training class for City Directors on employee recruitment, Chief Kroeplin.
- 5/31/2006 City Hall / Council Agenda meeting, Chief Kroeplin.
- 5/31/2006 Cutsforth Thriftway / Kiwanis Club meeting, Chief Kroeplin.
- 5/31/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin.
- 6/5/2006 City Hall / Police Contract meeting with Mike Swanson & Chaunee Seifried, Chief Kroeplin.
- 6/6/2006 Oregon City Elks Club / Monthly Chief's meeting with Sheriff & District Attorney, Chief Kroeplin.
- 6/6/2006 OCPD / Drug Task Force meeting, Chief Kroeplin.
- 6/7/2006 City Hall / Executive Session with Mayor & Council members regarding labor negotiations, Chief Kroeplin.
- 6/7/2006 CPD / Police weekly staff meeting.
- 6/7/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin.
- 6/7/2006 CPD / Meeting with Kim & City Attorney regarding a proposal for new forms and procedures to be used on future job applicants.

Meetings

- 6/8/2006 PSTC / Criminal Justice Training Council meeting, Chief Kroeplin.
- 6/8/2006 CUB / Traffic Safety meeting, Officer Deason.
- 6/9/2006 City Hall / Labor negotiations with Police Association. Attended by Mike Swanson, Chaunee Seifried, & Chief Kroeplin.
- 6/12/2006 City Hall / Council Agenda meeting in Mr. Adcocks office, Chief Kroeplin.
- 6/14/2006 Cutsforth Thriftway / Monthly Gang meeting with metro area agencies, Officer Di Cenzo.
- 6/14/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Lt. Tro.
- 6/19/2006 Cutsforth Thriftway / Kiwanis Club meeting, Chief Kroeplin.
- 6/19/2006 Finance Department / Meeting with Chaunee regarding labor negotiations, Chief Kroeplin.
- 6/19/2006 City Hall / Labor negotiations with Police Association, (Mike Swanson & Chaunee), Chief Kroeplin.
- 6/21/2006 CPD / Staff meeting - Chief, Lieutenant & Sergeants.
- 6/21/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations.
- 6/21/2006 Council Chambers / City Council meeting, Chief Kroeplin.
- 6/21/2006 City Hall / Executive Session with Mayor & City Council members, Chief Kroeplin.
- 6/22/2006 City Hall / Post Council Agenda meeting, Chief Kroeplin.
- 6/22/2006 OCPD / Drug Task Force meeting, Chief Kroeplin & Det. Sgt Swanberg.
- 6/23/2006 District Attorney's Office / Meeting regarding officer involved shooting protocols, Chief Kroeplin.
- 6/23/2006 Oregon City / Meeting with Mike Swanson & Chaunee regarding labor negotiations, Chief Kroeplin.
- 6/28/2006 CCOM / Law Services meeting, Chief Kroeplin.
- 6/28/2006 City Hall / Meeting with City Attorney regarding personal services agreement, Chief Kroeplin.
- 6/28/2006 CPD / Weekly staff meeting, Chief / Lieutenant/ Sergeants.
- 6/28/2006 City Hall / Weekly meeting with Mr. Adcock regarding PD Operations, Chief Kroeplin.
- 6/28/2006 CCOM / C800 Radio Group meeting, Chief Kroeplin.

Meetings

- 6/29/2006 Tres Café / Volunteer meeting, Lt. Tro & Robin Adcock.
6/29/2006 City Hall / Labor negotiations with Police Association, Mike Swanson & Chaunee Seifried, Chief Kroeplin.

Monthly Stats

- 5/31/2006 May 2006 Department Stats
- *Calls for service / 1645
 - *Crime Reports / 71
 - *Adult Arrests / 106
 - *Juvenile Custody / 11
 - *Injury Crashes / 0
 - *Non-Injury Crashes / 11
 - *Hit & Run Crashes / 4
 - *Traffic Violations / 571
 - *Front Counter contacts / 160
- 5/31/2006 Gang Related Calls / May 2006 - 65
- 6/30/2006 Gang Related Calls / June 2006 - 43
- 6/30/2006 June 2006 Department Stats
- *Calls for service / 1258
 - *Crime Reports / 104
 - *Adult Arrests / 126
 - *Juvenile Custody / 23
 - *Injury Crashes / 0
 - *Non-Injury Crashes / 10
 - *Hit & Run Crashes / 0
 - *Traffic Violations / 438
 - *Front Counter contacts / 175

Other Activities

- 5/4/2006 K & L Lighting / Ribbon cutting ceremony, Lt. Tro.
- 5/8/2006 City / TET & Detective Division served a search warrant in NE Canby for Felony Theft.
- 5/10/2006 CPD / Detective Sergeant interviews, (Sgt. Sommer & Sgt. Swanberg), coordinated by Lt. Tro.

Other Activities

- 5/11/2006 Salem / Oregon Law Enforcement Memorial Ceremony, Lt. Tro & Officer Cunningham.
- 5/22/2006 Three Flags Enforcement Blitz / "Seatbelt Enforcement" (May 22nd - June 4th), project is organized by Traffic Officers Deason & Cunningham.
- 5/24/2006 PSTC / Clackamas County Police Memorial, Chief Kroeplin.
- 6/2/2006 CPD / Administrative Specialist Interviews, Chief Kroeplin & Lt. Tro.
- 6/2/2006 Canby Kitchen Restaurant / OLCC Liquor license application, met with applicant Ronald Toole, Chief Kroeplin.
- 6/6/2006 CPD / Interview process for patrol sergeant positions (2). Coordinated by Lt. Tro.
- 6/8/2006 Hoffman House Restaurant / Retirement Dinner for Fire Chief Joe Misso (Molalla Fire), Chief Kroeplin.
- 6/8/2006 Lake Oswego City Hall / Swearing in Ceremony for Damian Pagano (New Police Officer), Chief Kroeplin.
- 6/12/2006 Lake Oswego PD / Meeting with Toni Tracy (Job offer / Admin. Specialist), Chief Kroeplin & Lt. Tro.
- 6/20/2006 Milwaukie City Hall / Award presentation for Sgt. Rash (MPD), attended by Lt. Tro.

Presentations

- 5/5/2006 Knight School / Spanish reading program, Lt. Tro.
- 5/9/2006 Canby Fire Dept. / Gang awareness training for Fire personnel, Officer Mead & Officer Di Cenzo.
- 5/10/2006 Trost School / Bike safety presentation to 2nd graders, Officer Mead.
- 5/11/2006 Clackamas Community College / Law Enforcement presentation, Lt. Tro.
- 5/17/2006 Canby Fire Department / Award Ceremony for two citizens who helped an elderly person out of a house fire, Chief Kroeplin.
- 5/17/2006 Zoar Lutheran Church / Bike safety presentation (Pre-school class), Officer Cunningham.
- 5/17/2006 Ackerman Middle School / Career Fair for 8th grade students, K9 Officer Chris Mead.
- 5/19/2006 Knight School / Spring carnival, (Police car displayed), Officer Spencer.

Presentations

- 5/19/2006 Canby High School / Forensic presentation, (Career planning / Senior projects), Evidence Tech Hemstreet.
- 5/25/2006 Knight School / Kiwanis project, (Charter process / K-Kids), Chief Kroeplin.
- 5/25/2006 S. Locust & 4th / Neighborhood meeting (General crime issues including gang activity), Chief Kroeplin, Lt. Tro & Gang Enforcement Officer Di Cenzo.
- 5/25/2006 Knight School / Kiwanis project "Terrific Kids Awards", Chief Kroeplin.
- 5/25/2006 Knight School / General safety for students, Officer Ethington.
- 6/8/2006 Eccles School / Terrific Kids Awards (Kiwanis Project), K-9 Officer Chris Mead.
- 6/9/2006 91 School / Police career presentation to 8th grade classs, Lt. Tro.
- 6/29/2006 Knight School / Safety Town presentation for kids, Officer Green.

Training

- 5/1/2006 PSTC / Ground Defense Instructor Course, (May 1-2), Detective Fетters.
- 5/2/2006 Oregon Military Academy / DRE School, Officer Murphy, (May 2-12).
- 5/3/2006 Boise Idaho / NOMOA Conference (May 3-6), Traffic Officer Deason.
- 5/15/2006 PSTC / Taser Instructor (Re-Certification), Officers Christman & Holstad, (May 15-16).
- 5/19/2006 Canby Gun Club / Mandatory Firearms training, Chief Kroeplin.
- 5/19/2006 Canby Gun Club / Mandatory Firearms training, (All sworn personnel).
- 5/22/2006 Camp Withycombe / TET Training, (All team members).
- 5/22/2006 Willamette University / Alcohol Enforcement, (May 22-23), Sgt. Sommer & Officer Scharmota.
- 5/31/2006 Ackerman Middle School / Mandatory Defensive Tactics training, all sworn personnel.
- 6/13/2006 Lake Tahoe / Collective Bargaining Training (13th - 16th), Chief Kroeplin.

Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: July 6, 2006

Re: May, June and End of year Report

The Canby Swim Center finished out the fiscal year very well. There were a lot of new challenges this year, which gave us an opportunity to be creative and try new things. The revenue finished very well as we were only about \$400 short of the previous year, finishing with \$157, 100. The attendance numbers were good, but were down about 4,000 swims, mostly due to less school lessons but finished with 65,000 swims.

In the last few years **there has been a great reduction** in the number of school lessons taught at the Canby Swim Center. The Canby School District has cut back on swimming lessons the last couple of years, and the Molalla School District had no lessons here in Canby, now that their Aquatic Center is finished. We have continued to teach lessons to all the 2nd graders in the Canby School District, but a few years ago the Canby 6th grade lessons were cancelled, and now we are no longer doing an elective 7th and 8th class for Ackerman. The reduction of school lessons has had an impact in our **attendance numbers** although as I said we have been able to replace much of the revenue.

The day before I started this report there were 11 people who drowned in Oregon in the last 11 days. I would like to re-open conversations with the school district **administration** to try to add swimming lessons for more grades in the Canby School District. It seems that there are more drowning victims each summer, and it is important to try to make a **positive impact by making sure both children and adults know how to swim**. My suggestion would be to find funding in order to teach swimming lessons to all students in the Canby School District that are in 2nd, 4th and the 6th grades each year.

Changes in our schedule this year **included** offering more public/home school swimming lessons in the spring and fall in order to teach more children to swim and generate more revenue. This year we also made a fairly large summer schedule change. Many of the programs were moved around a bit in order to provide more time in the day to teach swimming lessons. We now offer 5 hours of swimming lessons **Monday - Thursday** and two hours on Friday.

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

CANBY SWIM CENTER MAY 2006	ADMIT 2005	ADMIT 2006	PASS 2005	PASS 2006	TOTAL 2005	TOTAL 2006	YTD TOTAL 04-05	YTD TOTAL 05-06
MORNING LAP	31	22	295	340	326	362	3346	3171
ADULT RECREATION SWIM	75	64	400	510	475	574	4948	5366
MORNING WATER EXERCISE	197	286	0	0	197	286	2535	2455
PARENT/ CHILD	198	216	0	0	198	216	1179	1310
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3735	3387
SCHOOL LESSONS	0	260	0	0	0	260	5723	3806
NOON LAP	61	81	238	235	299	316	2907	2700
FAMILY SWIM	22	0	0	0	22	0	130	42
AFTERNOON PUBLIC	179	157	4	8	183	165	3702	3784
PENGUIN CLUB	146	192	0	0	146	192	1280	1436
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2068	2344
CANBY SWIM CLUB	0	0	1046	812	1046	812	9424	8893
HOME SCHOOL LESSONS	292	392	0	0	292	392	292	772
EVENING LESSONS	801	991	0	0	801	991	6493	6957
EVENING LAP SWIM	29	76	61	69	90	145	791	1022
EVENING PUBLIC SWIM	805	611	24	81	829	692	6264	5714
EVENING WATER EXERCISE	152	141	0	0	152	141	1481	1356
ADULT LESSONS	0	0	0	0	0	0	6	36
GROUPS AND RENTALS	547	460	0	0	547	460	4551	3612
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	18	0	0	0	18	0	368	546
TOTAL ATTENDANCE	3,553	3,949	2,068	2,055	5,621	6,004	61223	58709

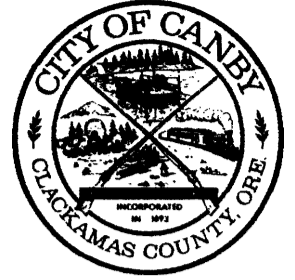
FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR JUNE 2006
DATE: JULY 8, 2006

CANBY SWIM CENTER JUNE 2006	ADMIT 2005	ADMIT 2006	PASS 2005	PASS 2006	TOTAL 2005	TOTAL 2006	YTD TOTAL 04-05	YTD TOTAL 05-06
MORNING LAP	38	24	288	293	326	317	3672	3488
ADULT RECREATION SWIM	68	23	498	469	566	492	5514	5858
MORNING WATER EXERCISE	241	260	0	0	241	260	2776	2715
PARENT/ CHILD	254	190	0	0	254	190	1433	1500
MORNING PUBLIC LESSONS	1179	445	0	0	1179	445	4914	3832
SCHOOL LESSONS	0	0	0	0	0	0	5723	3806
NOON LAP	44	56	209	199	253	255	3160	2955
FAMILY SWIM	13	0	0	0	13	0	143	42
AFTERNOON PUBLIC	385	259	55	24	440	283	4142	4067
PENGUIN CLUB	477	230	0	0	477	230	1757	1666
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2068	2344
CANBY SWIM CLUB	0	0	785	749	785	749	10209	9642
HOME SCHOOL LESSONS	102	233	0	0	102	233	394	1005

EVENING LESSONS	1046	1102	0	0	1046	1102	7539	8059
EVENING LAP SWIM	54	48	70	75	124	123	915	1145
EVENING PUBLIC SWIM	944	957	32	81	976	1038	7240	6752
EVENING WATER EXERCISE	141	135	0	0	141	135	1622	1491
ADULT LESSONS	0	0	0	0	0	0	6	36
GROUPS AND RENTALS	570	401	0	0	570	401	5121	4013
WATER POLO	0	0	0	0	0	0	353	0
OUTREACH SWIMMING	353	0	0	0	353	0	368	546
TOTAL ATTENDANCE	5,909	4,363	1,937	1,890	7,846	6,253	69069	64962

City of Canby Monthly Report

Department: PUBLIC WORKS



For Months of: May and June 2006

Date: June 1, 2006

Prepared by: Roy Hester

May 1-31, 2006 Monthly Report

1. Streets:

- Finished preparing fairgrounds for paving, 5-2-06.
- Paved area at fairgrounds, 5-3-06.
- Washed two roads at the cemetery for paving, 5-3-06.
- Patched check holes at Union Pacific Parking lot with asphalt.
- Sprayed herbicide around the right-of-ways in town.
- Paved cemetery, 5-4-06.
- Swept streets on SW side, 5-12-06.
- Sprayed herbicide on weeds in the right-of-way.
- Painted curbs yellow at various areas around town.
- Patched holes with oil and rock.
- Patched sunken area with asphalt, 5-16-06.
- Patched sunken areas with asphalt, 5-17-06.
- Painted center line, yellow and painted bike lanes, white, around town.
- Swept streets, 5-19-06.
- Sprayed herbicide at selected areas around town.
- Painted cross walk on N Holly and NW 5th Ave.
- Painted white (bike lanes, cross walks etc.)
- Prepped N Juniper Court for paving.
- We completed (40) locates for the month of May.
- We fixed or repaired (12) requests for service for the month of May.

2. Sewer, Erosion Control and Storm System:

- Unplugged sewer main on NE 10th at N Juniper.
- Washed sewer mains on NW 11th, N Ivy St and NE 10th (heavy grease).
- Repaved sunken area around drywell on N Cedar Ct.
- Washed sewer mains, 5-10-06.
- Observed (1) sewer disconnect.

- Checked on lift station alarm at Honda Pits. Pulled lift station pump and removed rags from the impellers.
- Cleared and removed Scotch Broom from the top of hill at Honda Pits that had grown over the sewer manhole.
- Cut and filled sunken area around drywell at SW 6th Place and SW 6th Ave.
- Inspected sewer work at Territorial Townhomes.
- Unplugged sewer lateral on NE 11th Ave.
- Mowed and sprayed grasses at access to NE 34th lift station.
- Inspected sewer main installation at Territorial Townhomes.
- Unplugged sewer lateral on N Maple St.
- TV'd sewer main at Hope Village.
- Washed sewer mains, 5-24-06.
- Repaired noisy manhole cover on N Ivy St.
- Repaired noisy manhole cover on SE Township Road.
- Did erosion control review at 601 N Birch St.
- Welded paving rings on N Ivy St.
- There were (24) sewer inspections for the month of May.
- There were (35) erosion control inspection for the month of May.

3. Street Sign/Trees/Lights:

- Trimmed low hanging limbs around town.
- Replaced street name sign and stop sign.
- Trimmed two trees in the City's right-of-way because of school bus services request.
- Trimmed tree on SW 2nd and Birch blocking stop sign.
- Trimmed trees around town blocking stop signs.
- Installed 25 mph signs on N Birch St.
- Picked up sign posts and tops for line painter in Portland.
- Trimmed low hanging limbs blocking signs.
- Replaced stop sign post at NW 3rd and Aspen St.
- Made new street name signs for NW 3rd and N Aspen St.
- Tore out arborvitae at 7th Day Adventist Church and mowed area and called for locates.
- Installed pedestrian signs on N Holly and 5th Ave.
- Continued painting white lines around town.
- We fixed and or replaced (7) street lights for the month of May.

4. Miscellaneous:

- Removed concrete from planter at the Transit Center.
- Barricaded NW 2nd between N Ivy and N Grant for the Chamber, 7:30 to 9:30 am, 5-3-06.
- Picked up barricades.
- Hauled away debris from cemetery that was put there by the SE 4th improvement.
- Took barricades to swimming pool for Gator Grind, 5-13-06.
- Picked up barricades from swim center, 5-15-06.
- Cleaned up debris in front of warehouse at the shop complex.

Meetings attended:

- Attended pre-application meeting for Willamette Valley Country Club minor land partition.
- Attended Redwood Professional Village pre-construction meeting.
- Attended pre-application meeting for Mountain Glass Company.
- Attended Traffic Safety meeting.
- Attended meeting with City Planning Department and Sequoia Custom Homes about design issues.
- Had a very lengthy meeting with Sequoia Homes on the lack of or missing Erosion Applications on 48 upcoming houses.

June 1-30, 2006 Monthly Report

1. Streets:

- Cold mixed various holes around town.
- Drove to Salem to pick up traffic paint.
- Inspected sidewalk and driveway approach at SE 2nd and S Knott Street.
- Set up work zone and started excavation on SE 1st and Hazeldell Way to removed dirt for vision clearance, 6-6-06.
- Finished grade work on SE 1st and reopened SE 1st and Hazeldell Way, 6-7-06.
- Seeded and put down jute mat on SE 1st Ave and Hazeldell Way.
- Swept streets, 6-8-06.
- Sprayed herbicide around town (parade route).
- Weather permitted we painted pavement markers on the streets.
- Painted parking lines.

- Painted bike and parking lanes.
- Sprayed herbicide on weeds around town.
- Painted center lines.
- Sprayed herbicide on weeds around town.
- Swept streets, 6-22-06.
- Painted more centerlines and curbs yellow, 6-22-06.
- Inspected Territorial Town Homes street cut.
- Swept streets, 6-30-06.
- Put barricades out for General Canby Day's parade.
- Completed (70) locates for the month of June.
- Fixed or repaired (24) requests for service in the month of June.

2. Sewer, Erosion Control and Storm System:

- Watched house demolition and inspected sewer disconnect for Nick Netter Construction.
- TV'd line, excavated and installed manhole risers with lid on septic tank at Zion Cemetery.
- Witnessed and inspected manhole installation at Pioneer Pump.
- Cleaned catch basin on SW 7th and S Ivy Street.
- Cleaned line to septic tank at cemetery.
- Cleaned drywells at NW 9th and Cedar Court.
- TV'd sewer on 99E for the Human Bean Coffee Shop.
- Cleaned drywells on NW 12th, Knights Bridge Road and N Holly Streets.
- Did dye test at Hiway Market Place.
- Inspected the installation of the sewer main system in N Redwood into Phase II of Postlewait Estates.
- Cleared beaver dam at Willow Creek.
- Completed (62) erosion control inspections for the month of June.
- Completed (20) sanitary lateral inspections for the month of June.

3. Street Sign/Trees/Lights:

- Replaced stop sign and post and both street name signs; NW 5th and N Baker. Bob Westcott witnessed damage to sign and post.
- Straightened sign post on NW 3rd and N Cedar.
- Replaced N Juniper Place signs.

- Pulled stop sign and post and placed a temporary at NW 6th and N Holly Streets.
- Replaced stop sign and post at the entrance to Safeway at 99E.
- Replaced stop sign and post NW 6th and N Holly Street.
- Removed concrete sidewalk for stump grinder at NW 3rd and N Fir Street.
- Cleaned up after stump grinder finished.
- Backfilled stump grinder holes on NW 3rd and N Fir Street.
- Trimmed limbs around two street lights.
- Changed over school zone signs to read “School Days 7:00 am to 3:30 pm”.
- Fixed or repaired (5) street lights for the month of June.

4. Miscellaneous:

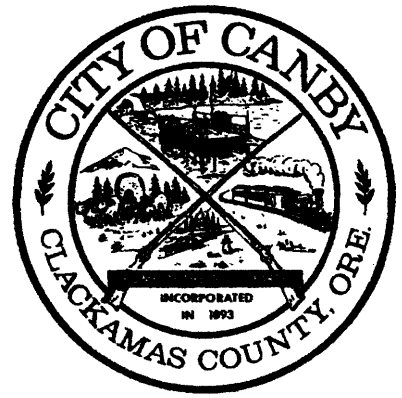
- Surveyed markers on SW 13th Avenue.
- Set up barricades for Heaven Sent Books event.
- Cleaned up paint shop.
- Picked up barricades.
- Built form and started placement for sign at Seventh Day Adventist (SDA) church on NE Territorial Road, 6-13-06.
- Did an emergency street sweep for ODOT at 99E and Barlow Road.
- Continued working on the concrete forms at the SDA Church, 6-15-06.
- Worked on sign base at SDA Church, 6-20-06.
- Poured base for sign at SDA Church on Territorial, 6-21-06.
- Picked up debris in lot maintained by the City between N Locust and N Juniper Streets.
- Backfilled around SDA Church sign and dug a trench for the electrician.

5. Meetings Attended:

- Met with Jason Bristol on sidewalk at S Knott and SE 2nd Streets.
- Reviewed and set up meeting with Sequoia Custom Homes.
- Went to demonstration in Milwaukie, pavement marking.
- Met with Angela Nix of Sequoia Homes about better communication with Public Works Department.
- Met with contractor on house demolition on NW 6th Avenue and two houses on N Ivy Street.

- Met with Planning Department and Sequoia Homes in regards to the Erosion Control Program.
- Attended pre-application meeting for Human Bean Coffee Shop.
- Attended Postlewait Estates Phase II pre-construction meeting.
- Attended pre-application meeting for Andrus Office Building.
- Attended pre-application meeting for minor land partition for Bud Fawver.

**WASTEWATER TREATMENT FACILITY
MONTHLY REPORT**



To: *Honorable Mayor Thompson, City Council*

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

Subject: *May & June 2006 Wastewater Treatment Report*

Date: *July 10, 2006*

Facility Operations & Maintenance & Construction:

Facility operations and effluent quality at the wastewater treatment plant for the months of May and June were excellent, with no interruption of services or violations for either month. May began our more stringent summer permit and we made some minor process adjustment to the facility to meet or exceed the summer permit. Because of the warmer than normal spring we turned the odor scrubber on earlier this year than normal. Warmer temperatures at the treatment facility normally results in gassing off of tanks and solids, so it is necessary to run the odor scrubber to eliminate the gasses (stink).

During May and June staff replaced or repaired a Great Lakes Instruments CPU controller, Primary sludge vault fan switch, repaired a small section of the RAS room roof, installed a new Oxygen Reduction Potential (ORP) sensor in the odor scrubber, replaced a ripped diaphragm on the Primary sludge pump, installed a surge protection dampener on the lime feed system, repaired a bent davit and winch on a mixer hoist, and replaced a recirculation pump with our back up pump while the old one is being rebuilt.

Staff at the treatment facility continues to be proactive in our preventative maintenance program and work diligently on making the plant grounds, buildings and facility look aesthetically pleasing, as can be for a wastewater treatment facility. I'm very proud of my staff for their dedication, commitment and the pride that they exuberate in making this facility work and work well.

Construction activities for the month of May and June included the replacement of the formica counter tops in the laboratory, installation of a fiberglass paneling system on the ceiling and walls in the influent headworks room and partial completion of seal coating and asphalt repair work for the entire facility road system. The remaining sections of seal coating and asphalt repair will be completed in July and later in the summer with money from the 2006-2007 budget.

MAY

<u>New Connections:</u>	21	<u>Monthly Averages:</u>	
<u>Total Connections:</u>	5515	<u>Effluent BOD₅:</u>	3 mg/l
<u>Average Flow:</u>	1.0521 mgd	<u>Effluent CBOD₅:</u>	1 mg/l
<u>E. Coli</u> :	1	<u>Effluent TSS:</u>	6 mg/l

JUNE

<u>New Connections:</u>	20	<u>Monthly Averages:</u>	
<u>Total Connections:</u>	5535	<u>Effluent BOD₅:</u>	2 mg/l
<u>Average Flow:</u>	1.0552 mgd	<u>Effluent CBOD₅:</u>	2 mg/l
<u>E. Coli</u> :	1	<u>Effluent TSS:</u>	6 mg/l

Biosolids Program:

The City of Canby applied 432 cubic yards of dewatered cake to the Hein Biosolids application site. In June staff took soil samples of the Hein property and adjusted loading rates appropriately to specific tax lots prior to the third year of repeat application. The Biosolids program had no violations or odor complaints for the months of May and June.

Pretreatment & Storm Water:

In May and June Jeff Crowthers and I performed industrial inspections on Canby Recycling and JV Northwest and Jeff continued to work with new businesses, restaurants and grease haulers for the reduction of oil and grease to our facility. Also during the month of June we submitted a Mercury Reduction plan for approval from DEQ. Once approved by DEQ, we will immediately begin to implement the plan according to the schedule of events as outlined. Jeff and I continue to work on implementation actions from our 2005 Pretreatment Audit and the necessary changes based on the new EPA Streamlining regulations.

Meetings and Training Attended

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

**DIRECTOR'S MONTHLY REPORT
CANBY ADULT CENTER
June '06**

CENTER INFORMATION

The Center is quieting down for the summer, an annual occurrence for as long as I've been here. It seems to coincide with our need for extra time to finish up year end reports and get everything ready for our annual audit.

Our special event this month was our Golden Wedding Anniversary lunch. We had 9 couples with over 50 years of marriage attend. We provided corsages for the ladies and also had some raffle baskets to give away. We took photos of each couple and presented them with copies. Decorating was fun and staff really enjoyed putting on this event.

For many years volunteers from the Center have stuffed the monthly bills for Canby Utility. In exchange, we receive a monthly check for \$400. Now, that's about to end as Canby Utility is in the process of purchasing a new folding/stuffing machine. We will miss the partnership, the volunteers will miss the camaraderie and sense of fulfillment, and we will also miss the extra \$4,800 each year.

I have also learned from the County that the proposed cut to our Older Americans Act funding turned out to be more than 1%. Because we served so many more meals than our contract covers, we received coverage for about a third of our meals in May and none were covered in June. The other Centers in Clackamas County are in the same predicament. While our client base keeps growing, funding does not. And, in fact, we have experienced a number of cuts in the last two years. Stefanie Reid, contract specialist from the County, has offered to come and speak to this issue if we need more clarification.

Meanwhile, the subject of "suggested donation, \$2.50" is on the agenda for the next contractor's meeting on July 11th. There will be discussion about whether it's realistic to raise that amount or not. Some feel seniors are already in trouble financially. Their fear is that some will go off meals because they can't afford them and are embarrassed by the idea of donating what they can.. Others think that those who can afford to will donate more. That will make up for those who can't.

All employee evaluations were completed prior to the new fiscal year. I foresee no changes during the next year other than the loss of Kay Matlock. She and her spouse plan to move to Prineville next summer.

DIRECTOR'S MONTHLY REPORT
CANBY ADULT CENTER
June '06

June. Meals	Avg/Day	YTD	June. '06	June.'05	Difference		
18	serving days						
CONGREGATE +60 (INCLUDES CONGREGATE, GUESTS & LATE CALL INS)							
		73	15,009	1310	1,327	-17	
							Donations \$2,085.95
\$1.59	avg. donation						
MEALS ON WHEELS +60							
		91	17,428	1631	1,333	298	
							Donations \$2,128.53
\$1.31	avg. donation						
MEALS ON WHEELS +60 (T19) Medicaid. Pmt. Comes through State.							
		4	1131	64	117	-53	
MEALS ON WHEEL -60 (T19). Medicaid. Pmt. Comes through State.							
UNDER 60 (Includes volunteers, guests & staff)							
		9	1781	154	113	41	
O.P.I. (Project Independence)							
					139	-139	
TOTAL MEALS						130	
CLIENT SERVICES							
Undup. Clients							
		666	35	57	-22		
Assessments							
		159	17	14	3		
Case Monitoring							
		342	28	38	-10		
Community Outreach							
		17	3	0	3		
Info & Referral							
		1292	81	81	0		
						0	
TRANSPORTATION							
						0	
Rides (one way)							
		2442	253	148	105		
VOL. HOURS							
		11144	1080	1003	77		
OTHER USERS-(Those who use the Center, but not to eat or volunteer)						0	
		13,475	571	969	-398		
FUNDRAISING							
Gifts, etc.							
			\$625.00	\$118.41	\$506.59		
Rentals							
			\$1,215.00	\$840.35	\$374.65		
Center Projects							
			\$697.25	\$810.80	-\$113.55		
Bingo (Apr. deposited in May)							
			\$301.00		\$301.00		
TOTAL							
			\$2,838.25	\$1,769.56	\$1,068.69		