

## AGENDA

### CANBY CITY COUNCIL MEETING & TOWN HALL MEETING

November 16, 2005, 7:30 P.M.  
Canby High School Applied Technology Center  
OMNI Room

*Mayor Melody Thompson*

*Council President Teresa Blackwell*

*Councilor Randy Carson*

*Councilor Walt Daniels*

*Councilor Roger Harris*

*Councilor Georgia Newton*

*Councilor Wayne Oliver*

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### CITY COUNCIL MEETING

**1. CALL TO ORDER**

A. Pledge of Allegiance and Moment of Silence

**2. COMMUNICATIONS**

**3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

**4. MAYOR'S BUSINESS**

**5. COUNCILOR COMMENTS & LIAISON REPORTS**

**6. CONSENT AGENDA**

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

A. Approval of Accounts Payable \$787,379.80

B. Approval of Minutes of the October 26 City Council Workshop

C. Approval of Minutes of the November 2 City Council Regular Meeting

D. Approval of Minutes of the November 3 City Council Workshop

**7. RESOLUTIONS & ORDINANCES**

A. Ord. 1194, Authorizing Contract with Winstead and Associates to Provide Building Code Services (2<sup>nd</sup> Reading) Pg. 1

B. Ord. 1195, Authorizing Contract with Curran-McLeod, Inc. Consulting Engineers for Engineering Services to Extend South Berg Parkway Approximately 1,700 Feet to Connect Highway 99E to the Existing Termination of SW 13<sup>th</sup> Avenue (2<sup>nd</sup> Reading) Pg. 2

C. Ord. 1196, Amending the Zoning Map of the City of Canby for Tax Lot 3000 of Tax Map 3-1E-33CB (2<sup>nd</sup> Reading) Pg. 4

D. Ord. 1197, Authorizing Contract with Recreation Resource for the Purchase of  
Playground Equipment Pg. 6

**8. NEW BUSINESS**

A. Request to Fill Vacancy in Police Department -- Property Evidence Technician Pg. 9

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

**10. CITIZEN INPUT**

**11. ACTION REVIEW**

**12. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation**

**13. ADJOURN**

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**CITY COUNCIL TOWN HALL MEETING  
(Immediately Following City Council Meeting)**

The forum of this meeting is set so that the City Council and City Staff can discuss specific issues and projects with the community. Thirty (30) minutes will be allocated to each topic. The topics to be discussed at this meeting are limited to:

- Economic Development Pg. 13
- Street Maintenance Fee Pg. 20
- Need for New Police Facility Pg. 22

**Visitors are asked to fill out a Town Hall Meeting Question Card and return it to the City Recorder so that their questions regarding the above topics can be addressed. If a question is unable to be answered, a staff member will contact you directly to answer your question.**

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at [www.ci.canby.or.us](http://www.ci.canby.or.us).

**ORDINANCE NO. 1194**

**AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH WINSTEAD AND ASSOCIATES TO PROVIDE BUILDING CODE SERVICES; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Canby has heretofore had a contract with Winstead and Associates (WA) to provide building inspections and plan check services; and

**WHEREAS**, this contract specifies that WA is to receive 70% of the plan review fee collected by the City of Canby for plan checks; and

**WHEREAS**, in order to process projects resulting in more than \$15,000 in fees, approval of an ordinance by the City Council is required due to the City Charter's requirements; and

**WHEREAS**, the City Council has reviewed the proposed contract and found it appropriate and in the best interests of the City of Canby; now therefore

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

Section 1. The City Administrator is 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 Winstead and Associates. A copy of the contract with Canby is attached hereto and marked as Exhibit "A" and by this reference incorporated herein.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to complete required plan review services as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 2<sup>nd</sup>, 2005; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, November 16<sup>th</sup>, 2005, after the hour of 7:30 pm at the Council Chambers at the Canby City Hall, 182 N. Holly, Canby, Oregon.

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 16<sup>th</sup> day of November, 2005, by the following vote:

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

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

ATTEST:

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

*2nd Reading*

**ORDINANCE NO. 1195**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR ENGINEERING SERVICES TO EXTEND SOUTH BERG PARKWAY APPROXIMATELY 1,700 FEET TO CONNECT HIGHWAY 99E TO THE EXISTING TERMINATION OF SW 13<sup>TH</sup> AVENUE; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the CITY OF CANBY has heretofore advertised and received proposals for municipal engineering services, completed oral interviews and selected CURRAN-McLEOD, INC. for the City's Engineer of Record; and

**WHEREAS**, CURRAN-McLEOD, INC. has provided preliminary planning, preliminary engineering and cost estimates for engineering and construction for the extension of South Berg Parkway to tie into SW 13<sup>th</sup> Avenue; and

**WHEREAS**, the CITY OF CANBY anticipates the need to complete construction of an extension of South Berg Parkway to SE 13<sup>th</sup> Avenue within calendar year 2006; 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 CURRAN-MCLEOD, INC for engineering services on in an amount not to exceed \$43,900.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 2, 2005; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, November 16, 2005, after the hour of 7:30 pm at the Council Chambers at the Canby City Hall, 182 N. Holly, Canby, Oregon.

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

*2nd Reading*



**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 16<sup>th</sup> day of November, 2005, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

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

ATTEST:

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

## ORDINANCE NO. 1196

### AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON FOR TAX LOT 3000 OF TAX MAP 3-1E-33CB.

**WHEREAS**, an application was filed with the City by BRJM, LLC to change the zoning of a single 0.29 acre parcel from Low Density Residential (R-1) to High Density Residential (R-2); and

**WHEREAS**, a public hearing was conducted by the Canby Planning Commission on September 26, 2005 after public notices were mailed, posted and printed in the Canby Herald, as required by law; and

**WHEREAS**, the Canby Planning Commission heard and considered public testimony regarding the proposed zone change at the public hearing. At the conclusion of the public hearing, the Planning Commission voted 6-0 to recommend that the City Council approve the application. The Findings, Conclusions and Order was approved by the Planning Commission and forwarded to the Council with its recommendation; and

**WHEREAS**, the Canby City Council considered the matter and the recommendation of the Planning Commission at a regular meeting on November 2, 2005; and

**WHEREAS**, the Canby City Council, after the staff report and review of the record, voted to accept the Planning Commission's recommendation;

#### **NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:**

**Section 1.** Tax lot 3000 of map 3-1E-33CB is rezoned from Low Density Residential (R-1) to High Density Residential (R-2) as called for in Canby's Comprehensive Plan.

**Section 2.** The Mayor, attested by the City Recorder, is hereby authorized and directed to make the appropriate change on the City's zoning map in accordance with the dictates of Section 1 of this Ordinance.

**SUBMITTED** to the Council and read the first time at a regular meeting thereof on November 2, 2005, ordered posted in three (3) public and conspicuous places in the City for a period of five (5) days, as authorized by the Canby City Charter; and to come up for final reading and action by the Canby City Council at a regular meeting thereof on November 16, 2005, commencing after the hour of 7:30 p.m., at the Council's regular meeting chambers at the Canby City Hall in Canby, Oregon.

*2nd Reading*

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**ENACTED** on the second and final reading by the Canby City Council at a regular meeting thereof on November 16, 2005 by the following vote:

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

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

ATTEST:

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

**TO:** Honorable Mayor Thompson and City Councilors

**FROM:** Beth Saul, Library and Parks Director

**THROUGH:** Mark Adcock, City Administrator

**DATE:** October 31, 2005

**Issue:** Purchase of playground equipment for Legacy Park.

**Synopsis:** As part of the implementation of Phase II of the Legacy Park master plan staff needs to proceed with the purchase of the ages 6 – 12 play equipment. Ordinance No. 1197 will authorize staff to proceed with this purchase, which is being made off of a State Department of Administrative Services Purchasing Division price agreement number 3227.

**Recommendation:** Staff recommends that Council authorize the Mayor and City Administrator to enter into a contract with Recreation Resource as is allowed through the State of Oregon Department of Administrative Services Purchasing Division price agreement by approving Ordinance No. 1197.

**Fiscal Impact:** Funds are budgeted in the Park Development Fund. Monies in this fund may not be used for any other purpose.

**Background:** Through a public process a master plan was developed for Legacy Park, located near Ackerman Middle School. Two-thirds of the park is devoted to soccer fields, developed through the efforts of Canby Kids Soccer, using nearly \$30,000 of their own saved and donated funds. Now the playground/picnic portion of the park is being developed. Phase I included the tot lot and parking lot, as well as some donated trees from Hazel Dell Nursery and additional help on tree watering from Kiwanis. The MOMS club also donated funds for the park. All equipment is now being ordered in preparation for installation and additional park development scheduled over the next twelve months. It is a City Council goal to finish the park during this period.

THIS HAS BEEN REVIEWED  
BY THE FINANCE DIRECTOR

*Chauvin*

**ORDINANCE NO. 1197**

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH RECREATION RESOURCE FOR THE PURCHASE OF PLAYGROUND EQUIPMENT; AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Canby wishes to purchase playground equipment for Legacy Park; and

WHEREAS, the contract will be made in compliance with ORS 279.015 (1)(g) utilizing an existing solicitation for the State of Oregon under Contract No. 3227; and

WHEREAS, in accordance with ORS 279.015 (1)(g), the City of Canby, as a member of the Oregon Cooperative Purchasing Plan, finds that the original contract met the requirements of ORS chapter 279, the contract allows other public agencies to use the solicitation; and the purchase will be placed against State of Oregon solicitation # 3227 in compliance with the State of Oregon Department of Administrative Services Purchasing Division price agreement for this product; and

WHEREAS, Recreation Resource, of Salem, Oregon submitted the low bid in the State Purchasing Division solicitation process; 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 Recreation Resource, of Salem, Oregon, for the bid amount of \$93,473.

Section 2: Emergency Declared

It being necessary for the health, safety, and general welfare of the citizens of Canby that this equipment be put to use 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, November 16, 2005, 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, December 7, 2005, commencing at the hour of 7:30 PM in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

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Kimberly Scheafer  
City Recorder Pro Tem

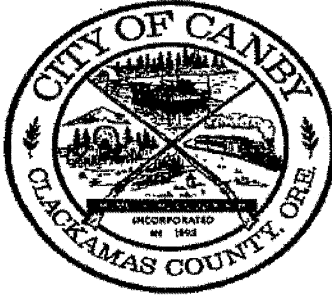
PASSED on second and final reading by the Canby City Council at a regular meeting thereof on December 7, 2005, by the following vote:

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

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

ATTEST:

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



OFFICE OF THE CITY ADMINISTRATOR

November 3, 2005

MEMORANDUM FOR THE MAYOR AND CITY COUNCIL

Subject: Request to Fill Vacancy in the Police Department – Property  
& Evidence Technician

As Chief Pagano announced last night, the Property and Evidence Technician's position will be vacated on November 30. The Chief has determined that this is a critical position for the Police Department and believes it should be exempted from the hiring freeze enacted by the City Council back in September.

I have asked the Chief to prepare a justification to fill the position and asked him to cite in his request the critical nature of the position as related to departmental operations. In addition, I have asked the Finance Director to prepare a fiscal impact statement on filling this position in light of the financial forecast. The purpose of this information is to evaluate the request to fill the vacancy in financial terms as well as operations.

Both reports are attached and this item has been listed on the City Council agenda for November 16.

To: Mark Adcock, City Administrator  
From: Chief Ken Pagano  
Re: Property & Evidence Technician  
Request to hire vacant position  
Date: November 1, 2005

Sir, Tina Kramer, the Department's Property and Evidence Technician has accepted a position with the Clackamas County District Attorney's Office as an investigator. Tina's last day of work is November 30<sup>th</sup>, 2005. I request that this position be filled as soon as possible. This position is mission critical to the operations of the police department. This position which is connected to the detectives' division is extremely important for the flow of the department to run smoothly and effectively. This position also is responsible for the Parent Aid Program and is part of the Crime Prevention Team and the Clackamas County Major Crime Team.

We are extremely busy with the amount of evidence that comes in and out of the property room. Recently, in one case, we seized more than 150 pieces of evidence. Due to accreditation and standards this is an ongoing process that we cannot fall behind on. If this position is not replaced, a detective will have to take over the evidence processing and this will hinder our ability to investigate crimes and seek criminal activity. This would be devastating to our department. Due to the addition of the additional detectives we have greatly impacted the criminal activity in our community and have been making a marked improvement in our ability to investigate cases in a timely manner.

I recommend that the Property and Evidence Technician be replaced and hired by January 1<sup>st</sup>, 2006. I have advised the Lieutenant Kroepin to start the hiring process to be prepared by that date to hire.





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**FINANCE MEMORANDUM**

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**DATE:** NOVEMBER 3, 2005  
**TO:** MARK ADCOCK, CITY ADMINISTRATOR  
**FROM:** CHAUNEE SEIFRIED, FINANCE AND COURT SERVICES DIRECTOR  
**CC:** CHIEF PAGANO  
**RE:** PERSONNEL BUDGET IMPACT

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I have reviewed the budget impacts for the resignation of our Property and Evidence Technician, Tina Kramer. We will need to pay off her accrued vacation and comp time. Assuming we are able to hire an entry level technician, January 1, 2006 we will still have an unused balance of \$10,000 (including benefits).

# City of Canby

## CANBY CITY COUNCIL TOWN HALL MEETING

*November 16, 2005*

*7:30 PM*

*(Immediately Following Regular City Council Meeting)*

*Canby High School Applied Technology Center*

*OMNI Room*

The forum of this meeting is set so that the City Council and City Staff can discuss specific issues and projects with the community. Thirty (30) minutes will be allocated to each topic. The topics to be discussed at this meeting are limited to:

- Economic Development
- Street Maintenance Fee
- Need for New Police Facility

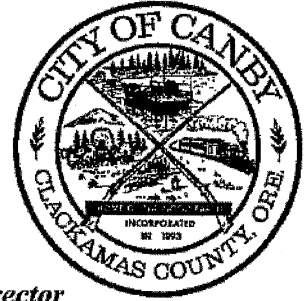
For information regarding this meeting, please contact City Hall at 503.266.4021.

*\*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 notice can be found on the City's web page at [www.ci.canby.or.us](http://www.ci.canby.or.us).*

# MEMORANDUM

**TO:** *Honorable Mayor Thompson and City Council*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *November 8, 2005*

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## BACKGROUND REPORT ON ECONOMIC DEVELOPMENT

**Synopsis:** The Council has made economic development a priority and wishes to discuss progress at the November 16 Town Hall meeting. This report highlights efforts to date and plans for the future.

### Issue Highlights:

- The City has been working very closely with our partners for several years on economic development. Our partners include Canby Business Revitalization & Development, the Chamber of Commerce, Clackamas County, and the State of Oregon. In 2003 various groups prioritized a set of action steps which have served as the basis of efforts since that time. This document is attached and includes detail on a number of important efforts completed or underway including permit streamlining, transportation projects, and additional partnerships.
- The Urban Renewal District is the main source of project funds for economic development in Canby at this time. Currently the URD receives about \$650,000 per year from tax-increment funding.
- URD Revenues have been focused so far on infrastructure development in the Canby Pioneer Industrial Park (CPIP). The URD together with property owners have invested almost \$4,000,000 towards streets and utilities in the CPIP. This investment has produced almost one mile of roadway and all needed utilities, and was critical to the CPIP being designated as a state-certified "shovel-ready" site. Activity in the CPIP has increased in recent months, with several sales and proposed buildings including Willamette Falls Hospital, Pioneer Pump, the Trend Business Center, and WW Grigg.
- The Urban Renewal Agency has approved a SDC credit program offering up to \$2,000 per full-time job created in the CPIP, and authorized up to \$100,000 in funding for the program.
- The URD has recently turned its attention to Canby's core commercial areas, and has reviewed and approved the following programs:
  - Redevelopment Grant program: grants for design and financial studies to encourage property owners to undertake major redevelopment projects.

- Façade improvement program: small grants for design and larger no-interest loans to encourage improvement of existing buildings.
- Business Development Plan: funds for this project were approved by the Agency for 2005-2006 and the project is underway in partnership with CBR&D and the Chamber. The project will inventory businesses city-wide, survey market trends, assess business needs and conduct a tourism assessment. These will be used to produce a business retention, expansion, and recruitment plan including a target list of new businesses and a focused marketing strategy.
- Staff and CBR&D are currently working on recommendations for URD funds in FY 2006-2007. These will be based on the "next steps" document produced after the August 31 Agency meeting on downtown redevelopment. Current concepts under development include a Highway 99 commercial district plan, a review of the Downtown plan, additional funds for the façade improvement and redevelopment grant programs, funds for marketing materials, and funds to implement the "Garden Spot" brand identity for Canby.
- A workshop has been scheduled for December 5 (7 pm, Canby Adult Center) to discuss the results of the URD's economic analysis assessment, currently in progress by ECONorthwest and Group MacKenzie. The URD commissioned this study in order to have an outside perspective on what funding priorities should be considered in order to maximize the return on our investment in economic development activities. All of our partners will be invited to this meeting.
- Please see the attached Action Steps document for more detail on progress to date and activities underway.

## ***From the CANBY ECONOMIC DEVELOPMENT ACTION PLAN***

In late 2003 and early 2004 community groups involved in economic development completed scoring exercises to prioritize action steps in four thematic areas. The top five steps in each category are summarized here with a status update on each. The organization(s) taking the lead on each item are listed as well.

### **I. Generate and attract industrial business**

#### ***A. Develop infrastructure for new industrial park development (URD)***

- To date the Urban Renewal District and industrial property owners have invested approximately \$4,000,000 in infrastructure investments in the Canby Pioneer Industrial Park (CPIP). This investment has produced almost one mile of roadway and all needed utilities, and was critical to the CPIP being designated as a state-certified "shovel-ready" site.
- Additional infrastructure improvements may be considered on a case-by-case basis if the need arises.

#### ***B. Create local incentives for business development (URD)***

- The Urban Renewal Agency has approved a SDC credit program offering up to \$2,000 per full-time job created in the CPIP, and authorized up to \$100,000 in funding for the program. This is currently being reviewed by legal counsel prior to adoption.

#### ***C. Streamline permit process (City)***

- We have produced a user-friendly handout summarizing all needed steps to construct a new building in Canby, including timelines and contact information. This will be part of Canby's standard informational packet, which has been upgraded and coordinated by CBR&D working with Joyce Peters.
- The Building Department can send plan reviews directly to a contract examiner if needed to expedite construction.
- We offer no-cost pre-application meetings to make gathering needed information fast and easy.
- Pre-construction meetings are scheduled on a fast turnaround and get all utility providers in one room.
- Customer service is a priority of the City, with an internal committee taking steps to emphasize the importance of this and provide training, etc. A customer service survey of the Planning and Building Departments was performed and will be continued on an on-going basis to monitor customer satisfaction. Over 70% of respondents in the recent survey rated both the Planning and Building Departments either "excellent" or "good."

- The Planning Department has been expediting Planning Commission review of new business applications. For instance, one recent application was heard and approved by the Commission only four days after receipt of detailed submission materials.

*D. Community education regarding benefits of industrial development (URD, City, CBR&D, Chamber)*

- The Urban Renewal District is funding an annual newsletter update to citizens explaining urban renewal activities and functions. Other activities have been less coordinated to date.

*E. Encourage state to further develop funding for economic development (City, Chamber)*

- Work taking place within the broader structure of organizations such as the League of Oregon Cities, Association of Oregon Redevelopment Agencies, and Oregon Economic Development Association.

## **II. Retain and expand existing industrial business**

*A. Improve transportation (City, URD)*

- Staff is working on improvements to Ivy St./99E, Pine St./99E, and Territorial/99E intersections and the Berg Parkway connection to improve traffic flow.
- Staff is working to finalize a 20-year traffic model of Canby and will be updating the 20-year project list and SDC list in Winter 2005.
- Staff worked extensively on the potential Arndt Road connection to facilitate traffic flows to and from the Baker Drive Industrial Park. This project will be analyzed in light of the traffic model data and staff will return to the Council/Agency with more information as it becomes available.
- The Street Maintenance Fee process is moving forward and is expected to be wrapped up in Fall 2005.

*B. Develop marketing program for retention and expansion of existing industries (no lead agency at this time)*

- In the past, City and CBR&D staff have conducted inventories and need surveys of existing industrial businesses. This was felt to be very useful but due to staff time limitations, no such activities are currently underway. A variety of other programs and activities listed elsewhere in this document will assist with industrial retention for the time being (such as the SDC credit program, the shovel-ready site designation, the web site, etc.)

*C. Streamline permit process (City)*

- See detailed notes above under I.C

*D. Create low-interest revolving loan resource to benefit expanding businesses and for improvements to existing buildings (URD)*

- A façade improvement program has been approved by the Urban Renewal District for commercial buildings. The program will offer grants for design services as well as no-interest loans of up to \$75,000 for façade improvements.

*E. Encourage business-to-business connectivity (Chamber, URD)*

- The URD funded a 38-page publication, "Canby Oregon Industrial Business Profiles" featuring descriptions of existing businesses. The goals of this publication were to demonstrate that Canby has a thriving industrial community and to link businesses with each other.
- The Chamber of Commerce is the main provider of B2B connectivity in Canby and has a number of ongoing professional and social programs for businesses.

**Other activities underway for industrial development (I & II):**

- City and CBR&D working continuously with County and State staff on regional partnerships, state & county leads, funding opportunities, etc.
- City and CBR&D respond quickly to phone calls, etc. regarding need for new sites, buildings, expansions.
- URD has authorized funds for an analysis of economic development options for industrial projects.
- URD has created a web site ([canbybusiness.com](http://canbybusiness.com)) containing resources on process, demographics, and the Canby community.
- Canby Police working with industrial businesses to fight vandalism, tagging, etc.
- Work is restarting on the formalization of a team to respond to business inquiries and recruitments. The team will represent different agencies and expertise areas as needed by the particular project.

**Additional issues/resources needed for industrial development (I & II):**

- A more detailed assessment of this will be provided by the economic development analysis, currently underway.

### **III. Generate and attract commercial/retail business**

#### *A. Streamline permits process (City)*

- See detailed notes above under I.C.

#### *B. Create local incentives for business development (CBR&D, URD)*

- The Agency has approved a grant program to encourage private property redevelopment. This program is funded in 2005-2006 and is well underway, with four properties active in the process.
- See discussion of façade improvement program under II.D.
- The Agency decided to not apply the SDC credit program to retail/commercial businesses, so there is no existing cash incentive program.

#### *C. Develop list of target businesses and create marketing program (URD, CBR&D)*

- The URD is working with CBR&D and the Chamber of Commerce to develop a Business Development Plan. Funds for this project were approved by the Agency for 2005-2006 and the project is underway. The project will inventory businesses city-wide, survey market trends, assess business needs and conduct a tourism assessment. These will be used to produce a business retention, expansion, and recruitment plan including a target list of new businesses and a focused marketing strategy.

#### *D. Code work to encourage desirable uses in C-2 and C-M zones (City, URD)*

- The downtown (C-1) zoning was overhauled in 2000, but a similar project has not been undertaken in the remaining commercial zones. Staff has been considering a project to review both design standards and allowed uses, but this is on hold due to staff time limitations in the Planning Department. We are going to propose that it be funded by the URD in 2006-2007.

#### *E. Encourage business-to-business connectivity (Chamber, URD).*

- The URD funded a 38-page publication, "Canby Oregon Industrial Business Profiles" featuring descriptions of existing businesses. The goals of this publication were to demonstrate that Canby has a thriving industrial community and to link businesses with each other.
- The Chamber of Commerce is the main provider of B2B connectivity in Canby and has a number of ongoing professional and social programs for businesses.



#### **IV. Retain and expand existing commercial/retail business**

*A. Develop marketing program for retention and expansion of existing business (CBR&D, URD)*

- See details under III.C.

*B. Streamline permits process (City)*

- See detailed notes under I.C.

*C. Encourage people to shop locally (Chamber)*

- The Chamber has a number of projects underway from ongoing business training programs to the tourism plan. City staff and CBR&D will be working with the Chamber to implement and expand upon the tourism plan.

*D. Create low-interest revolving loan resource to benefit expanding business and for improvements to existing buildings (URD)*

- See discussion under II.D.

*E. Create customer-service friendly environment (Chamber)*

- See above under IV.C.

*F. Improve transportation (City, URD)*

- See above under II.A.

**Other activities underway for commercial development (III & IV):**

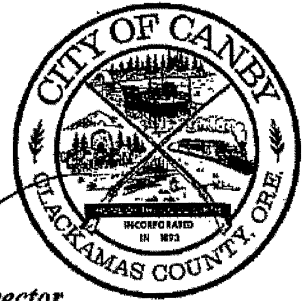
- City and CBR&D working continuously with County and State staff on regional partnerships, state & county leads, funding opportunities, etc.
- City and CBR&D respond quickly to phone calls, etc. regarding need for new sites, buildings, expansions.
- Chamber's tourism development plan and tourism funding sources will be a major component of commercial development in Canby. This will include promotion and "branding" of Canby as the "Garden Spot."

**Additional issues/resources needed for commercial development (III & IV):**

- Staffing and resources will likely be needed to implement the results of the Business Development Plan.
- Urban Renewal will need to be prepared to assist with development of mixed-use projects in commercial areas. More detail will be presented at August 31 workshop.

# MEMORANDUM

**TO:** Honorable Mayor Thompson and City Council  
**FROM:** John R. Williams, Community Development & Planning Director  
**THROUGH:** Mark C. Adcock, City Administrator  
**DATE:** November 8, 2005



## BACKGROUND REPORT ON STREET MAINTENANCE

**Synopsis:** The Council has committed to increasing street maintenance funding and has created a task force made up of residents and business persons to review the issue and form recommendations relating to funding methodologies. The Task Force's first meeting is November 14 and we are hoping to have a recommendation to the Council in January.

### Issue Highlights:

- The City maintains about 53 miles of streets and has added approximately 1 mile per year recently. If all of these were brand new, we would still need to spend \$310,000 per year on routine maintenance to keep them in shape (even this would only work for a limited time). Our current street maintenance budget is \$158,000.

- Overall network condition has declined in recent years:

Year	Average PCI score
2000	68
2002	63
2005	57

- Network area by condition and costs:

Condition	PCI score	% of network	Cost of current needs
Good	70-100	41%	\$995,000
Satisfactory	50-69	26%	\$492,000
Fair or Poor	0-49	41%	\$14,700,000

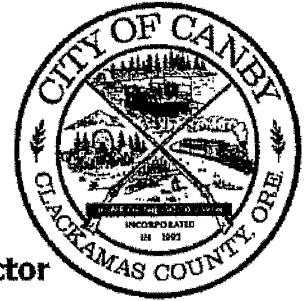
The reason for the disparity is that maintenance of good pavements is relatively cheap. As pavements age and deteriorate and the base is lost, treatments get significantly more expensive. Sealants and the like cost less than \$1.70 per square yard while reconstruction can reach over \$40 per yard.

- The main source of funding for street maintenance is the State Gas Tax. Although it's true we get more money as the population increases, the gas tax has not been raised since 1994 and does not keep up with inflation. Adjusted for increased construction costs, we are receiving about the same amount of money as we did ten years ago but have more road mileage, older pavement, and more traffic.
- Our 2005 study (completed by an independent consultant) found that at current

funding levels there will be a \$16.5 million maintenance backlog by 2011 and the average PCI will be under 50. In order to maintain the system at its current PCI score of 57, an additional \$435,000 per year is required, while to increase the average condition to 64 in 2015 would require an additional \$785,000 per year.

- The City does receive other sources of revenue for street projects, such as Community Development Block Grants, System Development Charges, Urban Renewal tax increment and ODOT Fund Exchange. All of these will repair some problem streets over time and are considered to some degree in the funding numbers above. But, It's important to note that all of these are limited in their extent and use, as follows:
  - CDBG: Limited to projects in low/moderate income areas. Will fund one project every three years and cannot be used for routine maintenance.
  - System Development Charges: limited to construction of new projects to increase system capacity and cannot be used for routine maintenance.
  - URD: limited to URD district area and will not be used for routine maintenance.
  - Fund Exchange: perhaps the most flexible of these special sources, will be assigned to an ongoing project such as N. Ivy Street. Nevertheless cannot be used for routine maintenance.
- Funding sources being considered will include a street maintenance fee (currently in use in Medford, Tigard, Tualatin, Lake Oswego, Wilsonville, Grants Pass, La Grande, and more); a local gas tax (currently in use in Woodburn, Sandy, Washington County, Multnomah County, Tillamook, Eugene/Springfield, and more); and other fees. Goal is to ensure legality, equity, predictability, accountability, and results.
- Public input period will follow the Task Force's work.

## MEMORANDUM



**TO:** Honorable Mayor Thompson and City Council  
**FROM:** *my* Margaret Yochem, Transit & General Services Director  
**THROUGH:** Mark C. Adcock, City Administrator  
**DATE:** October 31, 2005

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Issue: New Police Facility

Synopsis: The recently adopted facilities plan concluded that the current police station is unsafe and too small. The recommended strategy calls for a new facility to be constructed on a new site.

Recommendation: Re-engage facilities task group to review potential sites and work out funding options.

Rationale: The Urban Renewal Agency prioritized the police station as the next major funded project. The Agency wants to have the public extensively involved.

Background: The current police station formerly a garage was renovated in 1984. In general, it was the recommendation through the facilities assessment done earlier this year that we move the police facilities elsewhere in the city. Due to the dramatic nature of the program-driven space needs, as well as specific safety issues and the constraints of the existing site, the current Police Building is highly inadequate.

As of today, police and court have an immediate program space need of a minimum of an additional 2,400 sq. feet. If you look at the long term (20 years) based on current growth speculation the minimum space needs will be approximately 22,800 sq. feet. Major elements of the needs are:

- Deferred and immediate space needs
  - Public Entry and Lobby Space
  - Records Storage
  - Conference Area
  - Evidence Storage
  - Detectives Conference Area
  - Locker Room Space
  - Space for Up to 4 additional staff over the next 5 years

- Master Plan Space Needs
  - Vehicle Sallyport
  - ADA Holding Cell
  - Separate Holding for Juveniles
  - Larger Briefing room
  - Additional Report Writing Stations
  - Access to Large Group Training Room
  - Public Restrooms
  - Larger Service Counter
  - Additional Evidence Storage
  - ID Lab
  - Firing Range and Armory
  - Space for an additional 8 staff over the next twenty years

In addition to physical building systems and space needs, a new building would also embody qualities that are important to those that work and visit them. More importantly, the City's facilities need to be work environments that are comfortable and foster productivity and health. The quality of the City's facilities also weighs on the ability to recruit and retain dedicated and skilled work force required to meet the City's goals for quality service and programs.

Improving the image of city services to the patrons is a recognized need. We should balance a past pattern of frugal and functional with the steps to provide adequate and appropriate environments for staff and public alike.

The current Police facility is 6,000 sq. feet. A new facility built out to accommodate the needs 20 years from now based on a projected overall growth of approximately 56%, would be 22,837 sq. feet. The overall land need would be a minimum 3.3 and ideally would be 5 acres.

# DIRECTOR'S MONTHLY REPORT

CANBY ADULT CENTER  
Oct. '05

OCTOBER SERVICE LEVELS		YTD	LAST YEAR
CONGREGATE	60 YEARS (includes congregate, guests)		
1,373/month	65 average/day	5,279/year	1,136/month
\$1.93 average donation			\$1.67average
UNDER 60	(includes volunteers, guests and staff)		
165	8 average/day	530/year	105/month
HOME DELIVERED MEALS (Includes T19)			
1,595/month	76average/day	5,913/ year	1,399/month
\$.97average donation			\$1.10 average
Under 60 (T19)			
0/month	average/day	/year	0/month
O.P.I. meals (Project Independence)	*NOTE: Not funded this year		
/month	average/day	/year	17/month
TOTAL MEALS			
3,135/month	149 average/day	11,704/ year	2,669/month

CLIENT SERVICES	OCTOBER	YTD	OCTOBER '04
Unduplicated clients	52	299	61
Assessments	11	51	9
Case Monitoring	20	110	26
Community Outreach	3	8	3
Info & Referral	109	407	98

TRANSPORTATION			LAST YR.
12 avg rides/day	725 miles/month	205 rides/month	4 avg rides/day
9new riders this month			

VOLUNTEER HOURS	
914 month	44 average/day

OTHER CENTER USE (Those who use the center but do not eat or volunteer)  
1077 people signed in

## FUNDRAISING

\$175.00	Gifts, memorials and donations
\$738.00	Rentals
\$3,273.35	Center Projects
\$351.50	Bingo

## CENTER INFORMATION

The Center experienced a shortage of volunteers this month. Many receptionists & hostesses were out and it was hard to get replacements. The staff would like to thank those who stepped in to work extra shifts.

Line dance is still going strong. They are now meeting on Tuesday afternoons at 2:00 in CR3. Tai Chi is going well also. They will be starting their second session soon. They use CR3 on Monday & Wednesday afternoons.

The Letter of Asking went out with the November newsletter. So far, we've had no response. We have the letter to the community ready to mail, and will probably send it out the second or third week of October. We are hopeful that the community will respond.

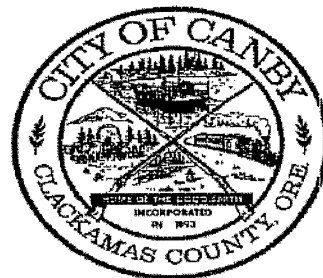
Included in our bill from NW Natural this month was an insert about gas prices. It's worth noting that rates for commercial customers are rising from between 16.6 and 19.1% due to "higher wholesale gas costs". This will definitely impact our utility expense.

Share a Meal ended up with a net profit of \$1271.42. Participation was down from the Spring fundraiser, so we made about \$500 less.

Rentals are still pretty consistent and a nice source of revenue. The City and some non-profits comprise about 75% of the use.

Comparison statistics on Client Services will not be very accurate for the next year. The Medicaid services we provide now have to be tracked in time spent rather than units of service. This means our Case Monitoring & Information & Referral numbers will be smaller. It does not mean the Client Services Coordinator is spending less time, in fact, she is spending more. The problem is that it is paper work time that could be used for client interaction.

CANBY PUBLIC LIBRARY  
MONTHLY REPORT  
October 2005



TO: Honorable Mayor Thompson  
and City Council  
FROM: Mark Adcock, City Administrator  
Beth Saul, Library Director  
PREPARED BY: Marty Moretty, Library Supervisor  
DATE: November 1, 2005

Facility:

- \*Plumber was called to replace main parts in the men's room after another flood episode. We have asked them to assess the restroom plumbing situation and give us an estimate on upgrading all internal parts so we can get out of the "plumbing business" for a while.
- \*We're still looking into the best options for carpet repairs and have put in a work order for some estimates. That might give us a better idea about which is the best direction to go.
- \*We've tried to be aggressive with the alley, roof, and drains during rainstorms. The more we can use preventive maintenance, the better the chances are of keeping our gutters scuppers from overflowing and causing internal leaks and preventing the alley from flooding into the children's room. It's a constant battle when it rains and we have lots of leaves.

Staff:

- \*County Commissioners have hired a consulting firm to study the county library system and staff, Library Board and Friends have been interviewed and/or attended focus groups. There have been several visits from the consultants to our library on particular aspects so they can better understand the uniqueness of each individual library as well as the system as a whole.
- \*Hanna and Marty set up a Library booth for the Clackamas County Job and Career Fair on October 25<sup>th</sup>. It is always well attended by high school students in the morning and adult job seekers in the afternoon. We show them ways to utilize the Library and all it has to offer as a way for them to job search, write resumes, etc.

Programs:

- \* The Family Evening at the Library entertainment was a rousing Halloween "Spook-A-Roo". Storyteller Anne Penfound told



some "not so scary" stories and there were lots of fall activities. It was held on Thursday, October 27th at 6:30pm.

- \*The art exhibit by local artist, Gordon Hall Rasted continues through the month. Most of the paintings on display are based on colonial times and depict the Iroquois nation.
- \*The VFW Post in Aurora once again supplied trick-or-treat bags for the kids on Halloween.
- \*The Jane Kirkpatrick booksigning event on Wednesday, October 12 drew a standing-room-only crowd of 120. She spoke for 45 minutes and kept the whole group enraptured. We've gotten lots of positive comments about the event and now want to know how we can top it!

The Friends Book Club members served as hosts helping with set up and take down, with seating guests and serving refreshments. The small p.a. system that the Friends bought for the library certainly came in handy that evening. Mrs. Kirkpatrick has even given us "kudos" for the event for being well organized, great local accommodations and restaurant, and great reception (punch and cookies, of course!). She donated 40% of the book sales that evening back to the Library which amounted to over \$500. Thanks, Jane!

A special "thank you" to Ken Perinchief who made the initial contact with his friend Jane and convinced her to come to our Canby Library! He also served as master of ceremonies for the evening and was a great "middle man". Thanks, Ken!

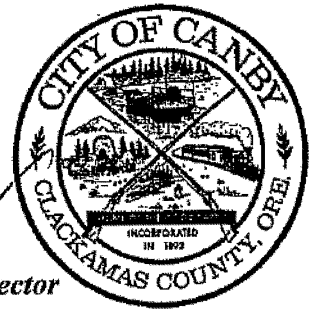
#### Volunteers:

- \*Contributed 372.5 hours this month assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.

#### Friends of the Library:

- \*Sorting and shelving donations three times a week.
- \*November book sale is being planned.
- \*The book club reviewed "the Devil in the White City" by Erik Larson for the month of October and met on Tuesday, October 11<sup>th</sup> at 7pm. About 12 members were in attendance and plan to read "Good Grief" by Lolly Winston for the November selection.

# COMMUNITY DEVELOPMENT MONTHLY REPORT



**TO:** Honorable Mayor Thompson and City Council  
**FROM:** John Williams, Community Development & Planning Director  
**DATE:** November 8, 2005  
**THROUGH:** Mark C. Adcock, City Administrator  
**RE:** Community Development project status

Following is the status of major Community Development projects as of November 8. Please call me or the appropriate staff if you have any questions. The updates on Planning and Building revenues and Planning Commission activities are also attached. At the end of this report you will also find a list of new land use applications.

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

## Street Projects

1. **SE 2<sup>nd</sup> Avenue CDBG project.** We have met with CTA recently and are hoping to finalize agreements on how to move forward with this project. They have some very understandable concerns about the impact on their properties and operations but I'm optimistic that we will be able to come to an agreement. *Background:* This project will realign 2<sup>nd</sup> Avenue through the Canby Telephone Parking lot, vacate a section of the existing 2<sup>nd</sup> Avenue, and improve the rest of 2<sup>nd</sup> from Juniper on with sidewalks. The Community Development Block Grant program is federal money to fund projects benefiting low-income areas.
2. **Street maintenance funding.** The first meeting of the Task Force is November 14 at 4:00 PM at the Canby Adult Center. *Background:* The City Council has agreed to move forward with a process on street maintenance funding. The Task Force will be making recommendations to the Council on funding methodologies, amounts, and equity issues.
3. **99E/Territorial intersection.** *Ongoing.* Right-of-way has been secured and ODOT has distributed draft detailed engineering of the project for agencies to review. *Background:* ODOT has scheduled a \$2.97 million project for 2006 that will fully signalize this intersection. The interim alignment is intended to increase safety until the full project is complete, and was funded by ODOT. Construction should start in Spring 2006. Staff is working with ODOT and Clackamas County on a wide variety of details of project.
4. **N. Ivy Street.** Work is largely complete on the recent project sections. One remaining task is striping of bicycle lanes from 10<sup>th</sup> to Territorial. *Background:* The continued improvements to N. Ivy Street are being funded by federal gas tax revenues. The 6<sup>th</sup> to 10<sup>th</sup> section is budgeted at \$175,000.
5. **S. Berg Parkway.** ODOT has approved \$1.23 million for our Berg Parkway connection project. Combined with a 10% local match this means we have the funds to move forward with the project. Accordingly, we have scheduled a neighborhood meeting for November 15,

7 PM, at the Canby Adult Center. We will be introducing the Berg Parkway project to area residents, listening to their concerns and trying to pin down a couple of traffic calming solutions that might address the traffic increases expected from the project. *Background:* This project will connect S. Berg Parkway near Highway 99E with SW 13<sup>th</sup> Avenue. The local match will come from either URD or SDC funds (to be determined by the Council/Agency at an upcoming meeting).

6. **Traffic calming.** Matilda held four public meetings in late October and early November on the traffic calming project, with notice mailed to all city residents and businesses. The next step is sorting out the results and looking for a couple of good demonstration projects that we can fund and install with Council and neighborhood support. *Background:* This project will look at a variety of ways to calm traffic on Canby streets. Matilda and a group of interested citizens will be looking at ways to slow traffic and increase pedestrian safety. Lessons learned here will also be applied to new streets. Matilda will also be working with a technical committee of local experts, including Public Works, engineering, Canby Fire District, and First Student.
7. **2006-2008 CDBG applications.** We are working to submit a new set of projects for County consideration as part of the next funding cycle. Projects must be located within areas where at least 51% of residents are "low to moderate income." Interestingly, since the last funding cycle three years ago the eligible area has greatly expanded in Canby and we have a wide list of projects to choose from this time. Applications are due in December 2005.
8. **99E/Ivy Intersection.** I have been working with ODOT to add this project to the 2008-2011 Statewide Transportation Improvement Program (STIP). ODOT has been supportive to date, but are also warning us that funds will be very hard to come by. *Background:* ODOT has estimated costs on this project at \$1.5 million +. Costs include building improvements, underground tank removal, relocating signal poles, new sidewalks and crossings, and other activities.

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

#### **Wastewater Treatment Plant/collections**

9. **Sewer rate study\*.** The Council has adopted rate increases of 4% per year for 2005, 2006, and 2007 as recommended in the Sanitary and Storm Sewer Financial Plan. This year's increase took effect September 1<sup>st</sup>. We put a short notice in the bills and in the *Reporter* to give folks a heads-up.
10. **SDC study.** The next major funding project to be tackled in this area is an update of SDC methodologies. This will get started later this fall.
11. **Territorial/99 Sewer extension\*.** This work is complete and was done on schedule and under budget. *Background:* We have installed a \$300,000 sanitary sewer extension under this intersection in advance of ODOT's 2006 project, so that the road does not need to be ripped up again when the line is actually needed. Funds are from the sanitary sewer SDC.

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

## **Cemetery**

- 12. Cemetery rates.** The Council has approved Resolution 903, increasing cemetery rates. This will partly address the shortfall experienced in this fund due to lack of adequate perpetual care revenues. Staff will report back to the Council on sales rates following this cost increase.

## **Planning**

- 13. Measure 37.** Measure 37 has been blocked by a recent court decision that found the measure itself was unconstitutional. We expect this ruling to be appealed and the uncertainty to continue for some time. *Background:* The City Council has approved Ordinance 1156 establishing a process for Measure 37 claims. No claims have been received by the City. Measure 37 will affect property owners who can demonstrate that a land use regulations adopted since they or their family acquired a piece of property reduced the value of their property. If this can be shown, such owners can ask the city to either waive the regulations or pay the property owner the difference in value.
- 14. Annexation priority system.** *No change.* Staff is working to reconsider our approach to this project in light of the passage of Measure 37. We will probably be asking the Planning Commission and Council what the city's direction should be in terms of adopting new regulations. *Background:* The Planning Commission and staff are working on a matrix idea focused on providing better information to voters about annexation proposals.
- 15. Public facilities and services element of the Comprehensive Plan.** The Planning Commission has now held two workshops to discuss this project. A joint work session with the Commission and Council has been scheduled for January 2006. *Background:* We have received a \$15,000 grant from the state to complete this and a couple of other small elements of our periodic review work plan.
- 16. Neighborhood Associations.** *No change – ongoing.* Matilda has been talking to the Neighborhood Associations about a S. Canby group, and is waiting to hear from them to move forward. *Background:* the Council has officially recognized two new neighborhood associations: Riverside and Northeast Canby. Staff will continue to work with these groups to provide information and training.
- 17. Historic Review Board.** *No change.* The HRB is in need of new volunteers to keep the group energized. There are currently no regularly scheduled meetings of the HRB.
- 18. Heritage Trees/Hazard Trees.** Both of these projects are on hold right now. Matilda is looking for more volunteers to move the heritage tree program forward and is looking for grant opportunities to continue the hazard tree program.
- 19. Community Park projects.** *No change – ongoing work.* Matilda will be continuing work there in the future.
- 20. Northwoods decision.** No appeals were received on the Council's decision to approve the Northwoods application, so this property is now within Canby's UGB and zoned for single family residential. Northwoods has held several neighborhood meetings to assist them in putting together a master plan for the site. *Background:* Northwoods applied to amend the City's Urban Growth Boundary to include approximately 30 acres of land north of Knight's Bridge Road and rezone it from Agricultural to low density residential. After a lengthy process in court and at LUBA, this application has been approved and the property can be

developed at urban densities.

21. **NE Canby Master Plan.** *No change.* Adoption of the concept plan is on hold pending completion of the City's TSP update. ODOT will not approve the plan as written (even though they funded it) because of future traffic problems at Canby's 99E intersections. These will need to be addressed by capital project scheduling in the TSP. *Background:* This \$75,000 grant project created a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1<sup>st</sup> Avenue, Haines Road, and NE Territorial. The TGM program has allowed us to add several "peripheral" elements to this grant, including the development of a traffic model for Canby and an analysis of traffic projects needed to develop the Canby Pioneer Industrial Park.
22. **N. Redwood Street master plan.** A number of neighborhood meetings have been held, and Matilda Deas is now working on a wetlands inventory and mapping before moving on to next steps. *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. **Apollo Homes subdivision.** Has been renamed "Darcy's Country Estates" (!) by the new owners. Construction of homes has begun. *Background:* The project is located at NW 3<sup>rd</sup> and Cedar and includes 136 residential units. Design restrictions placed on the project by the Planning Commission to ensure quality are being enforced on each building permit.
25. **Council/Commission workshops.** *No change.* Staff will wait to hear from the Commission or Council prior to scheduling any further joint workshops.
26. **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.
27. **Traffic modeling.** Metro staff have finished initial model runs, which are being quality control checked by our consultant team prior to moving forward with project assignment. We will be reporting to the Planning Commission and Council this winter on the first findings from the new traffic model. This will assist with planning a variety of projects, including Berg Parkway, Arndt Road extension, and the signalization of Township and Ivy. *Background:* I have been working with Andy Mortenson at the Transpo Group to create a new traffic model for the City. This will assist us with traffic studies and planning efforts, and will make all of our work more accurate in the future. This effort is being funded partially by the Council's commitment of additional funds for the planning department in 2004-2005, and partially by grants from the State of Oregon and Metro.
28. **Planning/Building customer service survey.** The Council has reviewed the 2004 results, and we will be sending out new surveys periodically to continuously monitor customer service.
29. **Subdivision design standards.** Planning staff is beginning work on a look at how

subdivisions get designed and built. We would like them to be better and more compatible with their surroundings. We are going to be looking at big issues – from stormwater provision, street design, and parks locations – and small issues, like pedestrian pathway design and fencing. This will lead to work with the Planning Commission and neighborhood groups on this topic and eventually to text amendments if agreement can be reached. We hope to avoid Measure 37 implications on this work by ensuring everyone's property values are increased by our work.

### **Urban Renewal**

- 30. Economic Development Manager.** This is on hold for the time being, pending the economic development analysis approved by the Agency. *Background:* In October, the Agency directed staff to create a full-time economic development manager funded by URD carryover funds. Following further discussion in January, the Agency/Council deferred decision until consideration of the entire budget later in the spring.
- 31. Business Development Plan.** Catherine Comer and Matilda are leading the work on this program, which was approved for funding in FY 05-06 by the Agency. *Background:* The Business Development Plan will contain a city-wide business inventory, trends survey, and target business list, and a retention, expansion, and recruitment plan.
- 32. Development of ED Web Site.** *No change – ongoing.* The site ([www.canbybusiness.com](http://www.canbybusiness.com)) is up and running, and Joyce Peters continues to add and update content as time allows. *Background:* We hope to have a very user-friendly economic development web site to serve as a home for our industrial and commercial recruitment efforts. This work became a priority as we've learned that many site selectors now do their initial research entirely on the internet and screen out communities that don't have easily accessible information.
- 33. S. Sequoia/4<sup>th</sup> Avenue (stage 3).** Both projects have been given a top lift of asphalt. Remaining work includes some utility details and street trees. *Background:* This construction project was funded by the Agency, using right-of-way dedicated at no cost by neighboring property owners.
- 34. Hazeldell Way.** We are hoping that this project will be completed by the end of November. Following completion, we will be moving forward with the creation of a Local Improvement District to backfill the funding of this project after final costs are known, probably in fall 2005. In addition, this Council has requested that the County transfer jurisdiction of SE 1<sup>st</sup> Avenue to us, which will enable us to install traffic control at 1<sup>st</sup>/Hazel Dell and open up this intersection. *Background:* Hazeldell Way will serve as a connection between SE 1<sup>st</sup> Avenue and Sequoia Parkway (this will take on increased importance when the 1<sup>st</sup>/Sequoia intersection becomes right-in/right-out only). The project is expected to cost approximately \$1,160,000 including right-of-way acquisition.
- 35. Urban Renewal Advisory Committee.** The Urban Renewal Advisory Committee met October 11 and formed a recommendation to the Agency regarding downtown flower baskets. The URDAC also discussed downtown kiosks, industrial park infrastructure, and revenue scenarios. It was agreed that staff would distribute additional financial information via email but no meetings will be held until January. At this point the URDAC will begin working on the 2006-2007 budget.
- 36. Job creation/SDC waiver program.** The URD Agency agreed to move forward with this

program. Staff is completing the paperwork and forms and has sent the whole package to the Agency's attorney for review prior to final adoption. No applications have been received to date. *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.

37. **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!
38. **Downtown Redevelopment Grants.** Catherine Comer and I have awarded all four grant opportunities and are moving forward with design services and meetings with property owners. There is real progress being made and we are excited about sharing this with the URA and URDAC as soon as there is a solid product to show you. *Background:* The Urban Renewal Agency approved this program to provide some incentive for property owners to construct mixed-use developments within Canby's commercial districts. The program offers a 1:1 match of up to \$3,000 towards architectural and financial studies of such projects. Funding for four projects was approved by the Agency.
39. **Downtown housing needs study.** The Agency has approved the use of funds for this project, which is a basic requirement in order to take advantage of state grants and loans for mixed-use projects downtown. Matilda is working with contractors to gather bids and firm up a scope of work.
40. **Economic Analysis solicitation.** The URD has approved awarding this project to the ECONorthwest/Group MacKenzie team, and we held a kick-off meeting with them to get the ball rolling. They have been working on interviews, data gathering, etc. and we have scheduled a community workshop on December 5 to hear their results and recommendations. *Background:* The Urban Renewal Agency has allocated funding for a review of Canby's industrial and commercial recruitment efforts. The study will focus on placing Canby within the Portland Metro Region and recommending specific programs that can enhance our desirability as a place to do business.
41. **Activity in Canby Pioneer Industrial Park.** Following is the status of the projects that have moved into the public realm. We continue to work on a variety of other leads and projects that remain confidential at this point.
  - a. **Willamette Falls Hospital urgent care (6 acres – Sequoia/First Avenue).** The property transaction has taken place and we are expecting to receive initial plans to allow us to hold preapplication meetings leading towards a Site & Design Review submittal to the Planning Commission.
  - b. **Pioneer Pump/VATA (4 acres – Sequoia Parkway):** Has received initial approval from the Planning Commission and a preconstruction meeting has been held. Next step would be building permit applications.
  - c. **WW Grigg (2 acres -4<sup>th</sup> Avenue):** Has received approval from the Planning Commission. Preconstruction meeting has been held, which will be followed by building permit applications.

- d. **Trend Business Center (4 acres – Sequoia Parkway):** The first building is under construction and the building permit for a second building is ready for pickup. The owner has plans to construct more buildings if market demand shows a need.

#### **NEW LAND USE APPLICATIONS, October 1 – October 30**

**MOD 05-07** – an application by Aleksandr Krishchenko to modify his original MLP approval to allow a new lot to directly access SW 13<sup>th</sup> Avenue. Will be processed as an intermediate modification with review by the Planning Commission as a new business item (notice to neighbors if approved).

**ANN 05-06** – an application by Norman and Jenny Beck to annex 4.47 acres south of Territorial Road east of Pine Street. The parcels would take on low density zoning if annexed and the conceptual plan indicates 19 lots could be developed on the site.

**ANN 05-07** – an application by Nick and Jamie Netter to annex 1.95 acres on S. Fir Street immediately south of SW 14<sup>th</sup> Court. The parcels would take on medium density zoning if annexed and the conceptual plan shows a 12-lot development very similar to Sequoia Place immediately north.

**MLP 05-12** – An application by Thomas Welch to divide a single lot into two lots to accommodate an additional single-family residence. Located at NE 10<sup>th</sup> Avenue and Oak Street.



## Canby Development

### Monthly Report

October 31, 2005

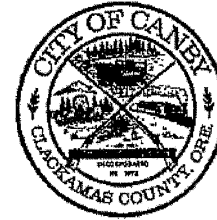
BUILDING PERMIT DATA		
PERMIT TYPE	PERMITS ISSUED	VALUATION
BUILDING PERMITS SFR	16	\$ 3,563,627
BUILDING PERMITS MULTIFAMILY	0	\$ -
MECHANICAL	19	\$ -
ADDITIONS NON-RESIDENTIAL	1	\$ 145,000
ADDITIONS RESIDENTIAL	2	\$ 47,025
OTHER	12	\$ 40,170,737
<u>MONTH</u>	<u>50</u>	<u>\$ 43,926,389</u>
YEAR	266	\$ 65,533,738

FEES AND CHARGES UPDATE		
	MONTH	YEAR
Stormwater SDC	\$1,280	\$ 9,769
Sewer SDC	\$33,448	\$ 212,442
Construction Excise Tax	\$17,834	\$ 104,140
Parks SDC	\$75,600	\$ 445,131
Transportation SDC	\$34,491	\$ 196,132
Planning Department Fees	\$925	\$ 8,309
Advanced Financing	\$2,142	\$ 46,265
Business License	\$0	\$ 450
Building Department Fees	\$63,724	\$ 93,961

INSPECTIONS	
MONTH	183
YEAR	1965

# City of Canby Monthly Report

## Department: Parks



For Month of: October

Date: November 2, 2005

Prepared by: Jeff Snyder, Park Maintenance Supervisor

Through: Mark Adcock, City Administrator

### 1. Issue/project: Park Renovation

At Community Park the process of remodeling the interior of the restroom is done. We did one side at a time so Park patrons still had a restroom to use.

Dogipot pet waste signs and bag dispensers were purchased and are scheduled to be installed in the Parks this month.

### 2. Issue/Project: Park Maintenance

Forty four trees were trimmed so far at Wait Park; it took 368 personnel hours to limb up and cleanup the debris. Chips generated from the tree trimming project will be used on the trails in the Eco Park.



There was a forty foot limb over the crown of the road on 4<sup>th</sup> street with a two and one half inch split about five feet long. Besides removing hazard and storm damaged limbs the goal was to remove crossed limbs to prevent disease, allow light through the canopy for the turf to grow and let the photo cells on the lights function properly. Storm damage was also cleaned up at Community Park. The Parks department turned on the

water and stocked the new Transit bus station restroom for its opening to the public. Mowing fertilizing and trimming were still in full swing this month, although the irrigation systems were shut down around the middle of the month due to all the rain. The Adult Center and Library roofs were cleaned of debris to help prevent leaking. The hanging baskets at Wait Park were removed for the season. Graffiti and vandalism seemed to spike a little bit in October. Graffiti on Park assets and the breaking of restroom lights and fixtures seemed to be the targets of the vandals. Evidence of vehicles spinning their tires in the turf at the Skate Park and at Community Park was also discovered.

Regular maintenance was performed at the 23 areas the parks department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Triangle Park, Wait Park & Willow Creek Wetlands.

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

Facilities maintenance request forms were received from City Hall (1), Police department (2), Library (1) and the Transit office (3). It took 13 hrs. To complete the seven request forms.

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

C.C.C.C weeded shrub beds at the Adult Center and trimmed brush along the Molalla Forest Rd... The river bank at Community Park had brush and debris cut down. CCCC also performed litter patrols in the Parks, raked and picked up leaves and debris at Community and Wait Parks. CCCC performed approximately 216 hours of labor for the City of Canby.

**Meetings attended:**

I met with Kevin Anderson at Maple Street Park to discuss his proposal to install directional signs and a bench for his Eagle Scout Project.

Beth and I meet to discuss time lines and priorities for scheduling the completion of Legacy Park.

Caleb Hawkins attended the City of Canby Safety Committee Meeting

The Parks, WWTP and Fleet Services departments had a Crew Safety Committee Meetings.

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

The Parks Department is responsible for 180 acres of property.

# Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: 11/04/05

Re: October Report

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October has been very great the attendance is up about 700 swims and the revenue is up about \$700.00. The fall Penguin Club is over today and has gone well. I think the students have learned a lot. Between the evening swimming lessons and the Penguin Club the number of swimming lessons taught this October over last year is very significant, about 200 swims. Revenue and attendance are still down for the year but we are gaining ground on last year all the time. We have several more schools scheduled for swimming lessons this fiscal year. This is good for the community and the swimming pool's bottom line.

The Canby Gators and the Canby Swim Center have been awarded the senior state meet for Oregon Swimming. This will happen the first weekend in March, bringing 300 12-18 year old swimmers to Canby for four days. The meet will be a prelim and finals meet, so many of the swimmers will be in Canby from 7:00am to 6:00pm. This should bring some money into the community as well as the swimming pool.

The Canby Gators and the Canby High School swim team both look forward to their upcoming seasons. The Gators have started their swimming season with a couple of meets in October. The second meet of the October was a home meet with 100 swimmers from Canby and two other teams. Canby High school swimming practice starts next week and it looks to be an exciting swimming season. Canby Swim Center is working with Canby Kiwanis again this year on their food and toy drive. The Canby Swim Center is offering a free public swim or lap swim with a two cans of food or a new unwrapped toy. The offer will continue through the month of November and the first week of December.

The swim center will also be offering a lot more afternoon public swims from 1:00-3:00pm in November and December this year. The Canby School District's calendar is such that there will be a week in November and three weeks in December that will have the afternoon public swims. We traditionally will have a afternoon public swim when the Canby School District does not have school.

Sara Hill is currently out on Maternity leave as her son Landon was born on October 15<sup>th</sup> at Willamette Falls Hospital. Landon was born at 3:12pm he was 8lbs 2oz and 19 inches long. Sara and Baby are doing great and have already been by the swim center and the finance department one day last week.

**FROM :** ERIC LAITINEN, AQUATIC PROGRAM MANAGER  
**SUBJECT:** MONTHLY REPORT FOR OCTOBER 2005  
**DATE:** NOVEMBER 4, 2005

CANBY SWIM CENTER OCTOBER 2005	ADMIT 2004	ADMIT 2005	PASS 2004	PASS 2005	TOTAL 2004	TOTAL 2005	YTD TOTAL 04-05	YTD TOTAL 05-06
MORNING LAP	21	22	331	264	352	286	1204	931
ADULT RECREATION SWIM	76	77	403	442	479	519	1797	1703
MORNING WATER EXERCISE	253	219	0	0	253	219	885	813
PARENT/ CHILD	115	130	0	0	115	130	567	666
MORNING PUBLIC LESSONS	0	0	0	0	0	0	3735	3068
SCHOOL LESSONS	500	1050	0	0	500	1050	500	1050
NOON LAP	59	56	280	182	339	238	941	790
FAMILY SWIM	20	6	0	0	20	6	26	6
AFTERNOON PUBLIC	109	311	0	0	109	311	2244	2088
PENGUIN CLUB	0	160	0	0	0	160	937	1054
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY SWIM CLUB	0	0	1025	955	1025	955	3056	2183
HOME SCHOOL LESSONS	0	0	0	0	0	0	0	0
EVENING LESSONS	616	663	0	0	616	663	2748	2855
EVENING LAP SWIM	39	40	57	32	96	72	290	365
EVENING PUBLIC SWIM	235	209	8	26	243	235	2725	2595
EVENING WATER EXERCISE	122	155	0	0	122	155	456	514
ADULT LESSONS	0	0	0	0	0	0	0	16
GROUPS AND RENTALS	404	352	0	0	404	352	977	861
WATER POLO	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	32	0	0	0	32	350	481
<b>TOTAL ATTENDANCE</b>	<b>2,589</b>	<b>3,482</b>	<b>2,104</b>	<b>1,901</b>	<b>4,673</b>	<b>5,383</b>	<b>23438</b>	<b>22039</b>

# City of Canby Monthly Report

## Department: PUBLIC WORKS



For Month of: October 2005

Date: November 2, 2005

Prepared by: Roy Hester

### 1. Streets:

North Ivy and N Grant Streets are newly paved with sidewalks. These projects were completed in October and home owners along with businesses are happy with the results of the rebuilt streets.

- Inspected driveway approach on N Maple St.
- Inspected curbs; excavated areas on N Maple to create new cross section for drainage will asphalt on 10-5 or 10-06-05.
- Paved N Maple area, 10-5-05.
- Ground the old road surface on N Ivy from 6<sup>th</sup> to 10<sup>th</sup>.
- Sprayed herbicide on briars around town.
- Swept streets, 10-7-05.
- N Grant St was ground for rebuild.
- Put up job fair banner.
- Rocked the asphalt edge of alley by Fisher Meats.
- Finished rocking shoulder on N Maple where we poured the new driveway approach.
- N Ivy was prepared for paving. Cement was added and rototiled in for paving on 10-11-05. Same process was applied on N Grant between 2<sup>nd</sup> and 3<sup>rd</sup> Streets.
- SE Township was ground along new school for paving 10-12-05.
- N Grant paved and all street markings were painted, 10-11-05.
- N Ivy was paved, 10-11-05.
- Inspected paving on S Township by the new middle school.
- Witnessed wheel roll at Knight Bridge Estates for curb line, 10-13-05.
- Swept streets, 10-14-05.
- Witnessed curb line wheel at Knights Bridge Estates, 10-17-05.
- N Ivy was stripped.
- Swept streets, 10-21-05.
- Inspected one (1) sidewalk.
- Inspected new driveway approach.

- Swept streets, heavy leaves, 10-26-05.
- Took down Job Fair banner.
- Swept streets, 10-28-05.
- Completed twenty-five (25) locates for the month of October.

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

We are now in the fall season and with the trees losing their leaves, Canby residents need to be mindful about picking up their leaves before they clog our storm lines.

- Washed storm line on NE 11<sup>th</sup> Ave and N Pine St. Need to dig up and repair the line and catch basin.
- Washed storm lines on N Fir St.
- Witnessed vacuum test on sanitary manhole at 337 NW Territorial Rd.
- Cut NE 11<sup>th</sup> for catch basin replacement, 10-5-05. Replaced catch basin on NE 11<sup>th</sup>, backfilled and paved, 10-6-05.
- Washed storm line on N Ivy.
- Washed sewer mains on S Elm.
- Ordered new pumps for Safeway lift station.
- Unplugged sewer mains on N Locust between 3<sup>rd</sup> and 4<sup>th</sup> Streets, 10-17-05.
- Washed sewer mains on N Locust NE 3<sup>rd</sup> and 4<sup>th</sup> Streets, 10-18-05.
- Washed sewer mains.
- TV'd sewer mains at Knights Bridge Estates subdivision.
- TV'd sewer main at N Knott to locate a sewer lateral.
- Completed thirteen (13) erosion control permits and inspections for the month of October.
- Completed seventeen (17) sewer inspections for the month of October.

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

- Installed ADA signs on N Grant between 2<sup>nd</sup> and 3<sup>rd</sup> Streets.
- Installed chamber signs on 99E.
- Installed stop bars on NE 4<sup>th</sup> and NW 4<sup>th</sup> at Ivy St.
- Changed 2-way stop at SE 4<sup>th</sup> and S Walnut to a 4-way stop.
- Sequoia Parkway at SE 4<sup>th</sup> is a 4-way stop.
- Cut up and chipped downed trees from wind storm, S Elm and 11<sup>th</sup>; S Ivy Court and 10<sup>th</sup> Place; Territorial Road; NW 2<sup>nd</sup> and Fir and NE 12<sup>th</sup> and Redwood.
- Cleaned up tree needles on SW 13<sup>th</sup> Ave.

- Repaired twenty-six (26) street lights for the month of October.

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

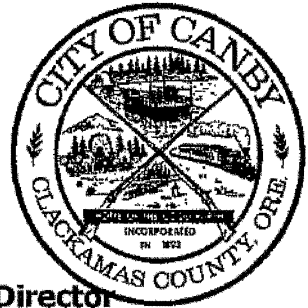
- Cleaned warehouse.
- Started shaping the Transit lot for rock, 10-17-05.
- Worked at Transit center, 10-18-05.
- Worked on grade setup at Transit site, 10-19-05.
- Worked on grades and storm system at Transit, 10-20-05.
- Worked at the Transit Center, 10-24-05.
- Had salesman demo a new sweeper.
- Worked at Transit Center, 10-26-05.
- Public Works Crew were supposed to do an abatement of a house on NE 10<sup>th</sup> and N Juniper St., homeowner did not comply with the order and the code enforcement officer said he would take it to the Council.
- Poured concrete at the Transit Center.
- Completed eighteen (18) complaints for the month of October.

#### **Meetings attended:**

- Met with Canby Excavating at the new middle school setting grades for the new curb on S Township.
- Met with Curt McLeod, Pat Sisul and Bill Garity on N Pine to discuss the new development.
- Attended pre-application meeting for Northwoods subdivision.
- Attended pre-construction meeting for WW Grigg.



**TRANSIT & GENERAL SERVICES  
MONTHLY REPORT**



**TO:** Honorable Mayor Thompson and City Council  
City Administrator Mark Adcock  
**FROM:** *my* Margaret Yochem ~ Transit & General Services Director  
**DATE:** November 4, 2005  
**RE:** Department Status

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

**Transit**

**Funding Issues:** I have applied for two appropriations for '06-'07 through Darlene Hooley's office. One for \$500,000 for rolling stock and one for \$750,000 for an operational facility. Never hurts to ask.

**Transit Capital Projects:** I hope you all have seen the gazebo going up. We are at last getting close to completion. I hope to have a dedication in mid-December.

**Ridership:** We had a excellent month in ridership providing 18,046 rides.

**Meetings:** Normal and customary city staff meetings, Regional Transportation Committee, Oregon Transportation Association Conference in Seaside. Prima risk management conference in Salishan, Transportation legislative sub-committee, Advisory Committee meeting.

**Fleet Services**

**Purchases:** None at this time, however we are researching alternative fuel options to help offset the spike in fuel prices.

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

### **Tech Services**

**Operations:** Ongoing maintenance and training.

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

**Future Facilities:** Ongoing assessment of new police facility. I have spent quite a bit of time this last month talking to other facility manager's that have just gone through the process of either breaking ground or have built a new police facility in the last couple of years.

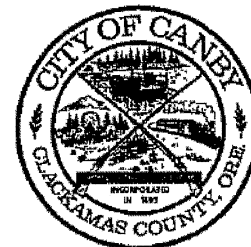
**Facilities Remodel:** Courts new space is completed and they are moved. The city hall remodel has been bid out and I have hired E & M Construction to do the work. Work will begin November 7<sup>th</sup> and is expected to last several weeks. HVAC bids came back and I awarded the contract to Wolfer's heating for a little less than \$10,000. FYI, I contacted Canby Utility and they sent a consultant out to see if we were eligible to receive an energy rebate and we indeed qualify and will be getting back about \$1,500 from them. Installation should occur in approximately 3 weeks.

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

Attachments:        Rider-ship numbers for October

DAY	WEEKDAY PASSENGER STATS											WEEKEND PASSENGER STATS					OTHER	Totals
	OCX 1 AM	OCX 2 AM	O/C #1	O/C #2	OCX 1 PM	S. Canby	N. Canby	Lift 1	Lift 2	Lift 3	Lift Extra	Sat. O/C	Sat. S Canby	Sat. N Canby	Sat. Lift	Sat. Lift Extra	Special Event	
1	0	0	0	0	0	0	0	0	0	0	0	180	106	73	16	0		375
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
3	22	20	197	180	21	201	112	18	11	8	0	0	0	0	0	0		790
4	16	23	154	183	25	158	131	21	13	5	8	0	0	0	0	0		737
5	18	17	223	158	24	195	146	25	14	8	1	0	0	0	0	0		829
6	22	16	214	180	15	137	138	27	14	3	8	0	0	0	0	0		774
7	19	17	168	191	14	202	124	12	11	11	12	0	0	0	0	0		781
8	0	0	0	0	0	0	0	0	0	0	0	187	94	88	6	0		375
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
10	20	16	183	149	18	191	108	17	16	4	1	0	0	0	0	0		723
11	22	15	234	206	15	183	160	28	25	5	0	0	0	0	0	0		893
12	23	15	214	198	19	180	179	23	20	3	1	0	0	0	0	0		875
13	20	15	159	138	17	187	108	12	15	28	0	0	0	0	0	0		699
14	21	14	207	192	15	156	154	17	18	9	0	0	0	0	0	0		803
15	0	0	0	0	0	0	0	0	0	0	0	198	43	76	13	0		330
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
17	29	13	166	159	18	149	118	19	18	3	1	0	0	0	0	0		693
18	19	14	185	206	13	171	118	27	32	16	0	0	0	0	0	0		801
19	31	16	172	164	21	164	150	18	23	6	0	0	0	0	0	0		765
20	26	11	165	195	22	147	120	20	12	14	0	0	0	0	0	0		732
21	16	20	177	187	6	178	130	12	14	8	20	0	0	0	0	0		768
22	0	0	0	0	0	0	0	0	0	0	0	193	87	85	12	0		377
23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
24	20	14	205	149	14	141	117	17	32	5	2	0	0	0	0	0		716
25	19	14	188	181	16	184	135	18	20	20	5	0	0	0	0	0		800
26	27	17	181	150	16	244	136	14	25	7	1	0	0	0	0	0		818
27	19	17	181	188	17	230	117	19	20	3	22	0	0	0	0	0		833
28	17	12	203	177	19	203	130	17	19	4	2	0	0	0	0	0		803
29	0	0	0	0	0	0	0	0	0	0	0	169	75	51	7	11		313
30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
31	22	9	142	149	18	152	115	18	15	2	1	0	0	0	0	0		643
Totals	448	325	3918	3680	363	3753	2746	399	387	172	85	927	405	373	54	11	0	18046

## **WASTEWATER TREATMENT FACILITY MONTHLY REPORT**



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

**From:** *Mark Adcock*

**Through:** *John Williams*

**Prepared by:** *Darvin Tramel*

**Subject:** *October 2005 Wastewater Treatment Report*

**Date:** *November, 8 2005*

### **Facility Operations & Maintenance & Construction:**

Facility operations and effluent quality at the wastewater treatment plant for the month of October continues to be excellent, with no interruption of services or violations for the month. During the month of October staff concentrated on preparing winter Biosolids sites for application, processing Biosolids, winter planting of flower beds, and beginning the winterization of facility piping. Staff continued to clean and organize facility grounds and buildings.

There were no Major mechanical break downs and the majority of maintenance activities for October were based around preventive maintenance. Staff will be updating our maintenance program and purchasing the newest version of Allmax Software OP 10 Maintenance Program. The updated version will be approximately \$800.00.

Construction activities for the month of October consisted of taking bids from local construction companies for the cleaning and addition of FRP paneling in the Raw Sewage Pump room. The FRP paneling is a smooth plastic panel that is resistant to rot, water, hydrogen sulfide, and can easily be cleaned and washed when coated with grease or debris.

<b><u>New Connections:</u></b>	17	<b><u>Monthly Averages:</u></b>	
<b><u>Total Connections:</u></b>	5382	<b><u>Effluent BOD<sub>5</sub>:</u></b>	2 mg/l
<b><u>Average Flow:</u></b>	1.0469 mgd	<b><u>Effluent CBOD<sub>5</sub>:</u></b>	1 mg/l
<b><u>E. Coli :</u></b>	2	<b><u>Effluent TSS:</u></b>	4 mg/l

### **Biosolids Program:**

The City of Canby applied 204 cubic yards of dewatered cake to Piuser Tax Lot 1500 and Odman Tax Lot 700.

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

During the month of October we completed another section to our Audit response, Jeff Crowthers the new Assistant Supervisor completed two industrial and two commercial inspections.

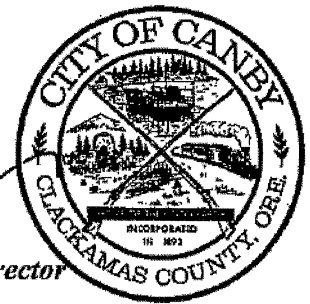
### **Meetings and Training Attended**

I attended meetings with Oregon ACWA, PNPC, and a Ultra Clean Sampling and Analysis Training seminar.

# MEMORANDUM

**TO:** *Chairman Carson and Urban Renewal Agency*  
**FROM:** *John R. Williams, Community Development & Planning Director*  
**THROUGH:** *Mark C. Adcock, City Administrator*  
**DATE:** *November 4, 2005*

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As you know, I have been serving on the board of the Association of Urban Renewal Agencies (AORA). At our most recent meeting we had an extensive discussion about the 2005 Legislature and the bills proposed that affected urban renewal programs. I have attached a summary of these bills prepared by the League of Oregon Cities. The main bill that attracted attention, SB 412 (sponsored by Sen. Kurt Schrader at the request of a constituent), would have allowed agencies such as Fire Districts and School Districts to "opt out" of urban renewal districts. None of the bills passed, but the League is certain that opponents of urban renewal are going to work in the interim to strengthen their case and try again in 2007.

For this reason, LOC and AORA are asking urban renewal districts to work with their legislators before the next session to explain the benefits of urban renewal at a local level in their districts. This may include tours, sit-down meetings, etc. – the basic idea is to make sure legislators know what urban renewal has accomplished in their districts. One key focus is showing how URD uses *local* funds to create jobs, which then directly benefit *state* revenues through the income tax.

So, the purpose of this memo is to ask the Agency if you have any interest in holding such conversations with Sen. Schrader and Rep. Scott. Staff would be happy to assist in providing information or setting up the meetings at your convenience.

Please let me know if you have any questions.

## *Urban Renewal* . . . . .

### ◆◆◆URBAN RENEWAL – FAILED BILLS◆◆◆

#### **SB 412: School District Exemption from Urban Renewal**

SB 412 began as a bill that would have exempted school districts from the urban renewal division of tax financing. The bill was introduced by Senator Kurt Schrader (D-Canby) as a service to a constituent who had no fondness for urban renewal. The Senate Revenue Committee, chaired by Ryan Deckert (D-Beaverton), heard the bill, set up a work group and eventually adopted controversial amendments that limit the duration and would allow districts to opt out. These became the subject of months of contention. The League and its partners managed to turn the tide of the bill by engendering enough opposition to return it to committee. Additional amendments were adopted to remove provisions of the bill that were opposed by cities, and the bill was later passed by the full Senate. It was never heard in the House.

A number of concerns were raised about urban renewal in hearings on this bill. The individual who requested the bill questioned the effectiveness of urban renewal generally, suggesting that most city officials did not have the expertise to devise a plan that could significantly improve their communities. Sen. Deckert indicated that state budget pressures necessitated careful evaluation of programs that impact school funding at the state and local level. And the fire districts argued for their ability to opt out of an urban renewal agency's division of tax after 15 years, suggest that the urban renewal agency should be given the option to excuse fire districts from participation. In attempting to state their case for "opting out" of urban renewal, fire district personnel maintained that urban renewal areas impeded their ability to provide services because of revenue that was deferred to pay off the bonds. They also stated that the projects of urban renewal areas provided little or no tangible benefit to fire district areas. Instead they argued that urban renewal encouraged additional development while diverting the revenue needed to serve new development. Lastly, they maintained that "urban renewal districts never go away" or terminate, despite evidence to the contrary.

Representatives for cities and the Association of Oregon Redevelopment Agencies were given a limited amount of time to explain the mechanics of how urban renewal works. They provided gave examples of where urban renewal has resulted in significant successes and job creation, and data demonstrating the value added to all taxing districts, pointing out that in several circumstances value can be returned to the tax rolls before completion of an urban renewal plan. The League and its partners likened the relations between urban renewal agencies and other taxing districts to an investor relationship: through participation, taxing districts are investing in the probability of greater assessed value than would otherwise have occurred, and districts who don't participate should not be allowed a "free ride" at the expense of those who do participate.

A workgroup consisting of the requestor of the bill, a representative from the fire districts, a representative from the Portland Development Commission (the largest urban renewal agency in the state), and Senators Floyd Prozanski (D-Eugene) and Charles Starr (R-Hillsboro) was

appointed to consider changes to the urban renewal statute. The workgroup came to consensus on a couple of minor points: 1) provisions which would establish a more formal process around notification, consultation and conferring with affected taxing districts, and 2) allowing urban renewal districts to have the option of an "underlevy" in any given year, as a means to return tax increment revenue to the tax rolls. However, when the Senate Revenue Committee met again, they adopted additional provisions that were not agreed on by cities and urban renewal agencies. These provisions included language to allow single service districts as defined by ORS 198.010 to petition not to participate in urban renewal that brings private investment and jobs to local communities, and a requirement that urban renewal agencies pick a termination date for the district. The latter provision was problematic because unforeseen circumstances could result in insufficient tax increment to complete the projects by the termination date.

The League, the city of Portland, and Clackamas County mounted an intense lobbying campaign with the full Senate and key Representatives, alerting them to the problems associated with these provisions and demonstrating that urban renewal was the single most effective local tool with which to target economic development efforts, revitalize communities and create jobs. They pointed out that allowing an "opt out" creates inequities among taxing jurisdictions, and would lead to instability for communities that use it, undermining or delaying infrastructure investments that are needed by private sector investors. A coalition was developed with some private sector interests, which succeeded in undermining support for the bill in the full Senate. SB 412A was returned to the Senate Revenue Committee without a vote by the full Senate.

It sat for a month, and eventually was revisited by committee members. By a vote of 3-2, committee members removed the opt out provisions from SB 412, and the full committee removed the duration limitation as well. The bill was passed by the full Senate in June and never received a hearing in the House.

We anticipate that five districts will introduce legislation in the 2007 legislative session to allow for "opt outs" or other means of undermining urban renewal. We encourage urban renewal agencies to educate their legislators about the benefits of urban renewal; collect data regarding the number of jobs that have been created as result of local improvements funded through urban renewal; and encourage private sector partners (developers, businesses, etc.) to provide statements of support for the infrastructure and other projects they need that are funded through urban renewal.

#### **SB 425 & HB 3369: Urban Renewal Affordable Housing Requirement**

These bills would have required a percentage of the total cost of urban renewal projects to be dedicated to affordable housing. SB 425 received a hearing before the Senate General Government Committee, where representatives from the League and the Association of Oregon Redevelopment Agencies argued that the bill was a poor fit for urban renewal and Oregon communities. The League noted that urban renewal plans are based on the specific needs of the individual communities which implement the program, and those needs may or may not include housing. Housing may not be an appropriate component of commercial or industrial area revitalization. SB 425 allowed the required housing projects to be located outside the urban

renewal area, but in such instances, the housing would not contribute to the revitalization of the targeted area, resulting in delays to plan completion and value added to overlapping taxing districts. HB 3369 never got a hearing, and SB 425 was not scheduled for a work session.

#### **HB 2440: School District Urban Renewal Agencies**

HB 2440 would have allowed school districts to activate urban renewal agencies and adopt urban renewal plans for constructing and improving school facilities. Proponents of this bill saw it as a way to provide additional funding to high-growth school districts. Because these facilities are tax exempt, the League was concerned that they would not generate the necessary revenue to pay off bonds issued for the purpose. In addition, there are statutory limits on how much land can be in urban renewal at any one time, and a number of school districts mentioned in conjunction with this bill already had city-sponsored urban renewal agencies. HB 2440 received one hearing before the House Revenue Committee.

#### **HB 2964: Tax Increment Financing for School Construction**

HB 2964 was proposed as an alternative to systems development charges for schools. The bill would have temporarily redirected school operating taxes on new construction and other exception value to school capital projects for the first two years, after which time these revenue streams would revert to existing uses. Proponents of the bill were willing to consider amendments to delete provisions that would have diverted exception value from urban renewal districts. The bill was heard before the House Revenue Committee in conjunction with bills that would have allowed systems development charges for schools, public safety and other purposes.

#### **HB 3056: Municipal Approval of Urban Renewal**

HB 3056 would have required any new or substantially amended urban renewal proposals to be approved by each city or county with tax revenue that would be affected by the adoption of an urban renewal plan. The bill could have allowed a jurisdiction other than the urban renewal plan sponsor to determine whether the plan could be implemented, despite existing requirements in statute that sponsors "consult and confer" with affected taxing districts, sharing information and gathering input on the plan, boundaries, projects and other aspects. HB 3056 was introduced at the request of Lane County and never received a hearing.

#### **HB 3380: Fire District Opt Out of Urban Renewal**

HB 3380 was requested by fire districts and would have provided for several to exempt the portion of tax increment that would otherwise go to the fire districts in urban renewal areas. Fire district taxes would have been exempt from urban renewal division of tax in any of the following ways: for any plan enacted or new or substantially amended plan after the effective date of date of the bill; in urban renewal areas located wholly or partially in counties with a population between 340,000 and 450,000 in population; or if the municipality sponsoring the plan or fire district governing body adopts a finding that the urban renewal area would impact the delivery of services by the fire district.