

CANBY CITY COUNCIL

Regular Session

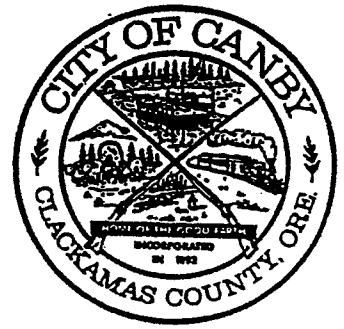
May 19, 2004

AMENDED AGENDA – 7:30 PM – Council Chambers

1. OPENING CEREMONIES:
 - A. Call to Order, Flag Salute
2. PRESENTATION:
 - A. Employee of the Month Pg. 1
3. PROCLAMATION:
 - A. World War II Veterans Recognition Day Pg. 3
4. CITIZEN INPUT ON NON-AGENDA ITEMS:
5. CONSENT AGENDA:
Minutes – Regular Meeting and Executive Session, May 5, 2004
Accounts Payable - \$318,126.04
6. COMMUNICATIONS:
7. NEW BUSINESS:
8. UNFINISHED BUSINESS:
 - A. Findings, Conclusion and Final Order ZC 04-01 Netter Pg. 6
9. RESOLUTIONS & ORDINANCES:
 - A. Res. 858, Establishing Non-Salary Benefits for Management Level Employees Pg. 9
 - B. Res. 861, Establishing the Responsibilities & Authority of the Chief of Police Pg. 12
 - C. Ord. 1139, Amending Articles 15 & 16 of Transit Contract Dated June 19, 2002 (2nd Reading) Pg. 14
 - D. Ord. 1140, Amending Articles 10, 12 & 13 of Transit Contract Dated June 19, 2002 (2nd Reading) Pg. 18
 - E. Ord. 1141, Amending Article 10 of Transit Contract Dated June 19, 2002 Regarding Maximum Obligation to be Paid to Contractor Pg. 20
 - F. Ord. 1143, Amending Zoning Map of the City of Canby for Tax Lot 4500 of Tax Map 4-1E-4AA Pg. 23
 - G. Ord. 1144, Authorizing a Contract with Blackline, Inc. of Vancouver, Washington for Seal Coating of Approx. 45,607 Square Yards of Street Asphalt Pg. 25
 - H. Ord. 1145, Authorizing Contract with Northside Trucks & Schloth Trucking for the Purchase of a Truck Cab, Chassis, and Twelve Yard Dump Body (**Delivered May 14**)
10. MANAGER'S REPORT:
 - A. Completion of Wait Park Restroom
11. CITIZEN INPUT:
12. COUNCILORS' ISSUES:
13. ACTION REVIEW:
14. EXECUTIVE SESSION: ORS 192.660(2)(e) real property, ORS 192.660(2)(h) pending litigation, and ORS 192.660(3) labor negotiations
15. ADJOURN:

**The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233.*

CITY COUNCIL
SIGN-IN SHEET



Date: May 19, 2004

PLEASE PRINT CLEARLY

NAME

ADDRESS

Marlene Elmer

Irene Breshers

Ray Hester

John W. Hest

Sharon L. Hest

DAN Hovner

Traffic Safety Comm
1000 N.E. 10th Avenue
City

To Mayor Thompson and City Councilors:

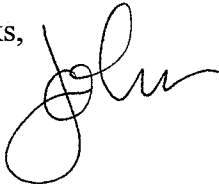
Attached is Ordinance 1145, recommending the purchase of a dump truck to replace our two 30-year old vehicles. Staff has been trying to find a way to fund this purchase for several years but had no way to do so until the new OTIA revenue estimates came in this April. As it says in the staff report, we know that street projects are needed but this purchase is really critical and will save us a ton of time and vehicle maintenance starting immediately. Plus, we've paired it with a big street project to show that we're taking care of business! There's more detail in the staff report.

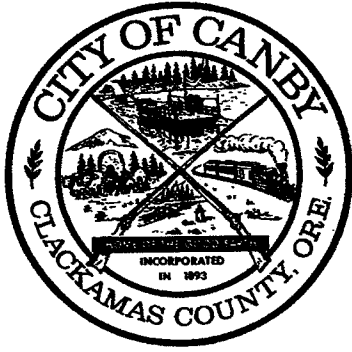
Two admissions of guilt on my part, both related to how scattered I've been in recent weeks:

- (1) Due to a family commitment, I was not able to attend this week's budget meeting regarding fleet and the fleet reserve. Had I been there, I would have brought up this purchase to let everyone know it was coming. We're certainly not trying to hide this proposed purchase.
- (2) This ordinance would have been part of the regular packet delivery except that I did not let Mark and Kim know that it should be expected. I appreciate their tolerance and yours.

Thanks for your kind thoughts recently, I appreciate it very much. Please let me or Mark know if you have any questions about this issue.

Thanks,

A handwritten signature in black ink, appearing to be the name "John" written in a cursive, stylized script.



City Council FYI Update

To: Mayor & City Council
Date: 13 May 2004

We have another light Council agenda and a corresponding light City Council FYI Update.

City Council Agenda Items for May 19 Council Meeting

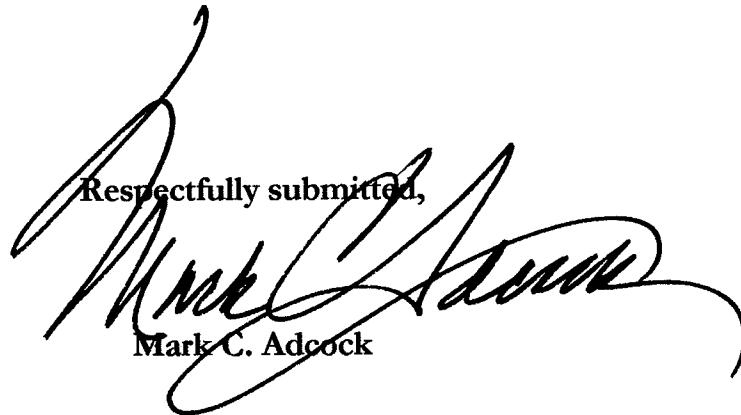
1. **Presentation - Employee of the Month:** I am pleased to announce the selection of Matilda Deas as employee of the Month for the month of April. Attached are two nomination forms outlining Matilda's numerous contributions to the success of several City projects and activities. Matilda is a valued employee and she does an outstanding job. I am happy and proud to make this award presentation to her on May 19.
2. **Proclamation - World War II Veterans Recognition Day:** This proclamation has been placed on the agenda at the request of Bob Root. Also attached is an information sheet regarding a candle light walk to be held on May 28 to honor World War II veterans. The street closure aspect of the event has been administratively approved by this office and Mr. Root has been in contact with Chief Pagano to coordinate traffic control issues.
4. **Consent Agenda:** Nothing remarkable - routine approval of minutes and accounts payable.
5. **Findings, Conclusion and Final Order Re: Zone Change 04-01 (Netter):** The attached Findings, Conclusion and Final Order reflect the action taken by the City Council regarding this zone change. If the Council concurs with the Findings, Conclusion and Final Order, adoption of **Ordinance 1143** is in order.

RESOLUTIONS AND ORDINANCES

6. **Resolution 858 Re: Establishment of Non-salary Benefits for Management Employees:** This resolution is on the agenda at the request of the Mayor for the purpose of documenting by resolution the non-salary benefits provided to management employees. Attached is a staff report prepared by John Kelley.
7. **Resolution 861 Re: Position of Chief of Police:** This resolution is requested by Chief Pagano and is required as part of the Police Department Accreditation process. Please refer to the attached staff report.
8. **Ordinance 1139 - Amending Contract with Oregon Housing & Associated Services (OHAS)** - This ordinance is before you for second reading.
9. **Ordinance 1140 - Extension of Contract with OHAS for Transit Operations:** This ordinance is before you for second reading.
10. **Ordinance 1141 - Amendment to Article 10 of the Transit Contract with OHAS Re: Maximum Obligation to be Paid to Contractor by the City:** Attached is a staff report prepared by Margaret Yochem. This ordinance establishes new maximum annual compensation to be paid by the City to OHAS as the contract provider to the City for transit services. Please give Margaret a call should you have any questions about this contract amendment.
11. **Ordinance 1143 Re: Amending Zoning Map for Tax Lot 4500 of Tax Map 4-1E-4AA (Netter):** See *FYI Update* item number 5 - this is the companion ordinance.
12. **Ordinance 1144 Re: Authorization of a Contract for Street Resurfacing:** This ordinance authorizes the City to take advantage of a contract issued by the City of Gresham for street resurfacing. Attached is a staff report from Roy Hester requesting that the Council take advantage of the contract price obtained by the City of Gresham for slurry seal application in the Township Village area where streets are experience surface cracking. This process is allowable under our procurement policies and allows us to take advantage of another jurisdiction's bidding process for like services. Funds are available in the Street Department's budget for this project.
13. **Manager's Report:** Beth Saul will provide the Council with a status report on the Wait Park restroom project.

14. Miscellaneous Non-agenda Items:

- > Department Activity Reports for April 2004
- > A Press release from the Police Department
- > Information regarding the Clackamas Cities dinner for May.
- > A letter from Conservation Leaders Network sent to the Mayor requesting a letter of support to the U. S. Forest Service for an alternative for the Biscuit Fire Recovery Project.

Respectfully submitted,

Mark C. Adcock

Attachments

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

Name of Nominee: Matilda Deas

Date: May 10, 2004

Department: Planning

Nominated By: Beth Saul

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

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

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

Matilda Deas is truly a credit to the City organization. She has brought positive energy and a can-do attitude to all of her projects, and she has the ability to persuade even the most skeptical employees, citizens and volunteers that a project can be done.

Matilda is vital to the park planning effort. She has frequently saved the City the expense of hiring a consultant for park planning purposes. She both enjoys and is proficient at working with the public process to find common ground and a shared purpose. She also is adept at working with all ages, from senior citizens to school children. Matilda has involved hundreds of local volunteers of all ages in the wetland restoration activities at Community Park, and she arranges these efforts almost single-handedly. She also displays proficiency in coordinating with various agencies, such as the school district, local businesses, non-profit agencies, etc. In addition, she has successfully obtained grants to augment volunteer and staff efforts.

Finally, Matilda has managed to keep all of her projects going even during a tough time in her personal life this past year. She is able to overcome difficulties and keep on going, just like that bunny!

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


Department Director's Signature

5/10/04
Date

5/10/2004

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

Name of Nominee: Matilda Deas

Date: May 10, 2004

Department: Planning

Nominated By: John Williams

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

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

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

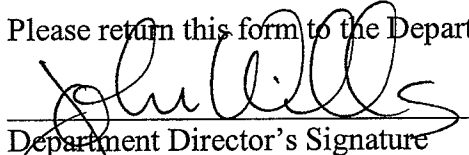
Matilda meets a number of the criteria listed above. She has been a helpful and positive member of the Planning Team for almost five years now and should be commended for her contributions to the community and this organization.

Matilda is always willing to help out and assist other employees when they need advice or assistance on a project. She uses her unique combination of planning knowledge and general creativity to find new ways to complete projects. She has initiated or been critically important to many important community projects, including the downtown master plan, creation of neighborhood associations, heritage tree plan, and the parks and recreation master plan.

An excellent example of her creativity and commitment to seeing projects finished is her work to restore the wetlands in Community Park. She has motivated many people to volunteer time and materials to this project, resulting in some truly impressive changes on the ground. This project has been carried out on a shoestring, at far less cost than would otherwise be possible.

Matilda is a pleasure to work with and I heartily recommend her for "Employee of the Month."

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


Department Director's Signature

5/10/04
Date

5/10/2004



Office of the Mayor

Proclamation

“WW II Veterans Recognition Day”

WHEREAS, on December 7, 1941, the largest war of all time and the most defining event of the 20th Century began; and

WHEREAS, Americans, devoted to liberty and to this country courageously answered the nation’s call to arms summarized by President Franklin D. Roosevelt by the words: “You bear with you the hope, confidence, the gratitude and the prayers of your family, your fellow-citizens and your President”; and

WHEREAS, we still believe today that the blessings of liberty require constant vigilance and sacrifice; and

WHEREAS, every man, woman, and child in this great Nation owes a debt of gratitude to those who served their country so selflessly in an event that reshaped the world; and

WHEREAS, these brave soldiers, sailors, airmen, Marines and Coast Guardsmen were the beloved sons and daughters of our land; and

WHEREAS, more than 400,000 Americans made the supreme sacrifice, laying down their lives so others could live free; And be it further

RESOLVED, that May 29, 2004, as the National World War II Memorial is dedicated in our nation’s capital, I declare this day World War II Veterans Recognition Day in our community; and be it further

RESOLVED, that all citizens are asked to celebrate the contributions and sacrifices of these men and women who placed their lives in harms way protecting American values and preserving democracy for the world, and those who toiled in war-related jobs on the home front; and be it finally

RESOLVED, the observances of World War II Veterans Recognition Day appropriately commemorates the historical events and express gratitude to those who gave so much for their fellow citizens.

Given unto my hand this 19th day of May, 2004.

Melody Thompson
Mayor

CANDLE LIGHT WALK

Why: To remember and honor the WWII veterans and the people that supported them. Together they made up the "Greatest Generation".

When: Friday, May 28, 2004. Form up on N. Fir between 8:00 to 8:30 pm .

We will need to block off N. Fir between N 1st and N 2nd for about a half hour. This has already been approved by Chief Pagano.

At approx. 8:30 we will walk from N Fir down N 2nd to N. Holly and turn left onto N Holly and walk to Wait Park by the flag pole. Chief Pagano will try to have a squad car available to lead the procession.

We will have a flag flying and 4 portable spot lights lighting up the flag pole. We will also have a podium and sound system for the speakers and music. Speakers thus far committed, Sen. Kurt Schrader, Rep. Wayne Scott, Bob Root, President of the Lewis & Clark Chapter of the Sons of the American Revolution. The Mayor and the City Council are also invited to join in.

The ceremony should take no longer than one hour.

This is being sponsored by the American Legion Auxiliary, Canby Unit 122 and by the Lewis & Clark Chapter of the Sons of the American Revolution.

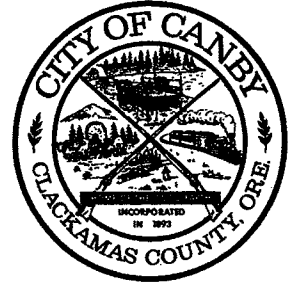
A CANDLE LIGHT WALK

A sincere thank you to our World War II Veterans and to the "Greatest Generation".

At the start of this Memorial Day Weekend please join us in showing our appreciation to our World War II veterans and to those that kept the home fires burning, together they formed the "Greatest Generation" this country has ever seen.

The Canby American Legion Auxiliary Unit 122 and the Lewis & Clark Chapter of the Sons of the American Revolution will be hosting a Candle Light Walk on May 28, 2004 to honor the members of the Greatest Generation. The walk will start on Fir Street between 1st and 2nd Avenues and proceed to Wait Park. We will gather around the flagpole and sing some patriotic songs and there will be some speeches from the leaders of our community on the importance of remembering and honoring these people.

We will gather up between 8:00 – 8:30 p.m. for the walk to the park. So join us in honoring these fine citizens and to also remember those Americans that have made the ultimate sacrifice so that we ~~have remained~~ a free country for over two hundred and twenty-five years.



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

**A REQUEST TO CHANGE ZONING)
FROM LOW DENSITY RESIDENTIAL)
TO HIGH DENSITY RESIDENTIAL)
ON ONE 27,550 SQUARE FOOT)
PARCEL)**

FINDINGS, CONCLUSIONS & FINAL ORDER

ZC 04-01

(Township Trail – Nofziger / Netter)

NATURE OF APPLICATION

The applicant is seeking to change the zoning designation for a 27,550 square foot tax lot at 385 SE Township Road. Current zoning on the subject parcel is R-1 Low Density Residential. The applicant proposes to amend zoning to reflect the Comprehensive Plan designation of R-2 High Density Residential.

HEARINGS

The City Council held a public hearing to consider the application on April 21, 2004. The Council continued deliberations and oral decision to a second hearing on May 5, 2004. No new evidence or testimony was considered at the second public meeting.

CRITERIA AND STANDARDS

In judging whether or not the zoning map should be amended or changed, the Planning Commission and City Council shall consider:

- A. The Comprehensive Plan of the city, giving special attention to Policy 6 of the land use element and implementation measures therefore, and the plans and policies of the county, state and local districts in order to preserve functions and local aspects of land conservation and development;
- B. Whether all required public facilities and services exist or will be provided concurrent with development to adequately meet the needs of any use or development which would be permitted by the new zoning designation.

FINDINGS AND REASONS

After holding a public hearing and considering the April 14, 2004 staff report, the City Council deliberated and reached a decision on the applicant's request for zone change. The City Council finds that the applicant's request is in compliance with the Comprehensive Plan of the City of Canby. The Council adopts the findings and conclusions contained in the April 14, 2004 staff report insofar as they do not conflict with the following findings:

1. The Council discussed availability of public facilities and services. In particular, the Council discussed vehicle access to the site and traffic capacity on SE Township Road. The Council considered additional traffic analysis from Lancaster Engineering indicating that traffic capacity on SE Township is easily sufficient to support R-2 development density on the subject parcel. The Council found that traffic capacity is sufficient to the site and that specific access issues can be addressed through applications for Site and Design Review and Subdivision.
2. The City Council also discussed overcrowding in local schools and the need for additional classroom space. The Council discussed school facility expansion and the fact that additional students will serve to boost funding for Canby schools and will increase funding support for facilities expansion. The Council finds that existing school facilities are adequate to meet the needs of the proposed increase in density.

CONCLUSION

The City Council concludes that, with regards to the zone change:

- A. This application is in compliance with all elements of Canby's Comprehensive Plan, including Policy 6 of the Land Use Element and the plans and policies of County, State and local districts.
- B. Public Facilities and Services are available to serve increased density on the subject parcel. Site access and school facilities are available or will become available through development of the subject parcel to serve R-2 development density allowed by the proposed Zone Change. The Council finds that all other required public facilities and services are available or can be provided concurrent with development to adequately meet the needs of any use or development permitted by the proposed zoning designation.

I CERTIFY THAT THIS ORDER approving **ZC 04-01** was presented to and **APPROVED** by the Canby City Council.

DATED this 19th day of May, 2004.

Melody Thompson, Mayor
City of Canby

Darren J. Nichols
Associate Planner

ATTEST:

ORAL DECISION – May 5, 2004

AYES: Carson, Johnson, Oliver, Newton

NOES: Blackwell, Daniels

ABSTAIN: None

ABSENT: None

WRITTEN FINDINGS – May 19, 2004

AYES:

NOES:

ABSTAIN:

ABSENT:

Memo to: Mayor and City Council

From: John H. Kelley, City Attorney 

Date: May 11, 2004

Re: Resolution No. 858 - Establishing non-salary benefits for Management

Per a request from the Mayor, I have prepared Resolution No. 858 which reduces to writing the non-salary benefits for the management level employees. I have had this reviewed by John Williams, and we believe we have covered everything. If after reviewing this Resolution, you have any questions, please contact either me or John Williams.

RESOLUTION NO. 858

A RESOLUTION ESTABLISHING NON-SALARY BENEFITS FOR MANAGEMENT LEVEL EMPLOYEES FOR THE CITY OF CANBY, OREGON.

WHEREAS, the Management level employees for the City of Canby, Oregon include the following positions: Chief of Police, City Recorder - Pro Tem, Community Development and Planning Director, Finance Operations Manager, Library and Parks Director, Lieutenant of Police, Public Works Supervisor, Swim Pool Supervisor, Transit and General Services Director and Waste Water Treatment Plant Supervisor, and

WHEREAS, The Management level employees are not members of a recognized bargaining unit, do not have a formal written contract, but act in cooperation to negotiate salary and non-salary benefits with the City of Canby and,

WHEREAS, it is the City Council's desire to reduce the non-salary negotiated benefits to a formal written format, now therefore

IT IS HEREBY RESOLVED that the City of Canby approves of the following non-salary benefits for the Management level employees of the City:

Medical/Dental/Vision: Paid by the City.

Life Insurance: 1.5 times annual salary (\$10,000 minimum/\$75,000 maximum).

Long-Term Disability Insurance: Paid by the City.

PERS: City pays Employee's share.

Vacation:

1. After 6 months: 1 week
2. After 1 year: 3 weeks
3. After 5 years: 4 weeks
4. After 14 years: 5 weeks

Holidays: 11 days per year, same as in current AFSCME Local 350-6 contract.

Sick Leave: Cash buy-back upon retirement: ½ sick time accrued, not to exceed 500 hours.

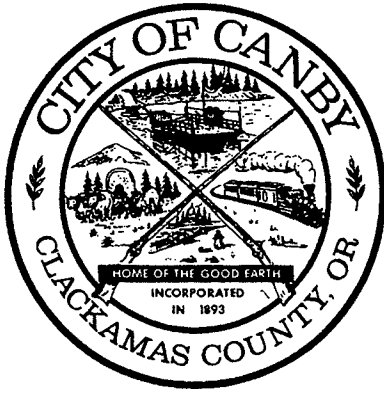
This resolution shall take effect May 19, 2004.

ADOPTED this ____ day of May, 2004, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Kimberly Scheafer, City Recorder - Pro-Tem



City of Canby

Police Department

May 12, 2004

To: Mayor Thompson
Members of City Council

From: Chief Ken Pagano 

Re: Establishing the Responsibilities and Authority of The Chief of Police.

The Police Department is in the final stages of the Accreditation process. Oregon Accreditation Alliance standard 12.1.1 states that a written statement issued by a unit of government, a law or ordinance, or combination thereof designates the authority and responsibility of the chief executive officer.

This written statement is in Resolution No. 861 that will meet requirements of the Oregon Accreditation Alliance. This resolution was written by the City Attorney and reviewed by the City Administrator.

I recommend to the Canby City Council that they approve Resolution No. 861 to qualify the responsibilities and authority of the Canby Chief of Police. The final assessment of the Police Department will be conducted May 24th.

RESOLUTION NO. 861

A RESOLUTION ESTABLISHING THE RESPONSIBILITIES AND AUTHORITY OF THE CHIEF OF POLICE FOR THE CITY OF CANBY, OREGON.

WHEREAS, in order to qualify for accreditation of the Canby Police Department by the Oregon Accreditation Alliance, it is necessary to explicitly set forth in a Resolution the responsibilities and authority of the Canby Chief of Police, now therefore

IT IS HEREBY RESOLVED that the City of Canby adopts the following responsibilities and authority for the Canby Chief of Police:

"The chief of police shall establish written, and where possible, quantifiable and measurable goals and objectives based on policies transmitted to him by the city administrator and shall be responsible for directing the administration and operation of the police department toward the achievement of these goals and objective through written policies, procedures and rules, and through personal leadership. The chief of police shall provide for an annual public review and evaluation of all department goals and objectives and progress made toward their achievement. The chief of police shall recommend to the city administrator qualified persons for appointments to all vacant positions within the department other than his own, and the chief of police shall have the authority to suspend or dismiss any member of the police department subject to the approval of his action by the city administrator."

This resolution shall take effect May 19, 2004.

ADOPTED this ____ day of May, 2004, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Kimberly Scheafer, City Recorder - Pro-Tem

ORDINANCE NO. 1139

AN ORDINANCE AMENDING ARTICLES 15 AND 16 OF TRANSIT CONTRACT DATED JUNE 19, 2002, BETWEEN CITY OF CANBY, HEREINAFTER REFERRED TO AS "CITY" AND OREGON HOUSING AND ASSOCIATED SERVICES, INC. (OHAS), dba WHEELS COMMUNITY TRANSPORTATION, HEREINAFTER REFERRED TO AS "CONTRACTOR" REGARDING INSURANCE PROVISIONS BETWEEN THE PARTIES, AND DECLARING AN EMERGENCY.

WHEREAS, "City" entered into a contract, dated June 19, 2002 with "Contractor" for the purpose of providing bus service for the citizens of the City of Canby, and

WHEREAS, it is the desire of the parties to amend Articles 15 and 16 of said Contract to reflect changes in the Insurance provisions provided therein, now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Article 15 of the Transit Contract dated June 19, 2002 is amended to read as follows:

ARTICLE 15. INSURANCE

Contractor shall procure and maintain, at Contractor's sole expense, at all times during the duration of this Contract, the following kinds and forms of insurance, which shall include as an Additional Insured, the City of Canby, its Elected Officials, Officers, Employees, Agent and Volunteers, from any and all claims for Bodily Injury, Death, or Property Damage, which may arise from Contractor's operations under this Contract.

Other additionally insured certificates shall be provided as required, i.e., Oregon Department of Transportation, Federal Transit Administration, Tri-Met, etc.

A. General Liability Insurance

Contractor shall provide evidence of General Liability insurance, with a minimum per occurrence limit of \$1,000,000.00, and an aggregate limit of \$2,000,000.00. The insurance coverage shall include, but not be limited to, Premises and Operations, Products and Completed Operations, Personal and Advertising Injury Liability and Contractual Liability, which shall apply to the indemnity provisions contained in this Contract.

B. Vehicle Coverage

City shall provide vehicle coverage with limits no less than \$1,000,000.00 and name Contractor as additionally insured.

C. Workers' Compensation Insurance

Contractor shall procure and maintain Workers' Compensation coverage and Employers Liability coverage in accordance with the laws of the State of Oregon. Minimum coverage limit for Employers Liability shall be \$1,000,000.00. Contractor shall also provide City with evidence of insurance for any and all subcontractors that Contractor may employ regarding this Contract.

Contractor shall provide City with updated Certificate(s) of Insurance evidencing the required coverages. Certificates and evidence of insurance shall also provide the following:

- Minimum thirty days written notice of policy or coverage cancellation, or material alteration or reduction in coverages or coverage limits.**
- Contractor's insurance carrier(s) shall be liable for the full amount of any loss or claim for which Contractor is liable, up to and including the total limit of liability, without right of contribution from any other insurance which may be in effect for the benefit of City.**

The insurance policies shall be written by an insurance company or companies authorized to conduct business in the State of Oregon and acceptable to City. All insurance carriers shall carry a Best Rating of "A" or better.

Any liability arising on behalf of Contractor with regard to this Contract is not limited by the insurance requirements listed above.

Contractor shall provide the City Transit Director copies of completed accident reports within seven days after an accident.

Contractor shall notify law enforcement officers and the City Transit Director of any vehicle accident, missing, vandalized or stolen vehicles or equipment or incidents involving the vehicle and any operations that might result in a claim within 24 hours of discovery. Incident reports shall include date, time, and employee narrative along with name, address, and phone contact of all parties involved.

Section 2. Article 16 of the Transit Contract dated June 19, 2002 is amended to read as follows:

ARTICLE 16. INDEMNIFICATION

Contractor shall take all responsibility for the work, other than vehicle related as provided for by the City in Article 15 B., shall bear all losses and damages directly or indirectly resulting to him, to any subcontractor, to City, to City officers and employees, or to parties designated by City, on account of the performance or character of the work, unforeseen difficulties, accidents, occurrences or other causes predicated on active or passive negligence of Contractor or of any subcontractor. Contractor shall indemnify, defend and hold harmless City, its officers, officials, directors, employees and agents from and against any or all loss, liability, expense, claim, costs (including costs of defense), suits, and damages of every kind, nature and description directly or indirectly arising from the performance of the work. This paragraph shall not be construed to exempt City, its employees and officers from loss caused solely by the negligence of City or from its own fraud, willful injury or violation of law whether willful or negligent. By execution of this Contract, Contractor acknowledges and agrees that it has read and understands the provisions hereof and that this paragraph is a material element of consideration.

City shall take all responsibility for vehicle related accidents or occurrences as provided for in Article 15 B., shall bear all losses and damages directly or indirectly resulting to Contractor, Contractor officers and employees in the event of vehicle accidents or occurrences.

Approval of the insurance contracts does not relieve Contractor or subcontractors from liability under this paragraph, including but not limited to the duty to indemnify City set forth herein.

Section 3. All other sections, not amended in this Ordinance, shall remain in full force and effect as they presently appear.

Section 4. It being in the best interests of the citizens of the City of Canby that the insurance provisions of the current contract be amended immediately, an emergency is hereby declared to exist and this amendment become effective immediately upon second reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 5, 2004, 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, May 19, 2004, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

Kimberly Scheafer
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on May 19, 2004, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder - Pro Tem

ORDINANCE NO. 1140

AN ORDINANCE AMENDING ARTICLES 10, 12 & 13 OF TRANSIT CONTRACT DATED JUNE 19, 2002, BETWEEN CITY OF CANBY, HEREINAFTER REFERRED TO AS "CITY" AND OREGON HOUSING AND ASSOCIATED SERVICES, INC. (OHAS), dba WHEELS COMMUNITY TRANSPORTATION, HEREINAFTER REFERRED TO AS "CONTRACTOR" EXERCISING THE OPTION TO EXTEND CURRENT CONTRACT FOR ANOTHER TWO (2) YEAR TERM AND ESTABLISHING COMPENSATION THEREFOR.

WHEREAS, "City" entered into a contract, dated June 19, 2002 with "Contractor" for the purpose of providing bus service for the citizens of the City of Canby, and

WHEREAS, it is the desire of the parties to amend Articles 10, 12 and 13 of said Contract to exercise its option to extend the current Transit Contract for an additional two (2) year term commencing July 1, 2004 and ending June 30, 2006, and establishing compensation to the Contractor for the extended term, now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Article 10, ("Maximum Obligation") of the Transit Contract dated June 19, 2002 is amended to read as follows:

"CITY agrees to pay Contractor in consideration for the transit services as described in Article 3, Scope of Service. The maximum cost to be paid by CITY to Contractor for all transit service for year one (1) (FY 04-05), is not to exceed \$530,000.00 and for year two (2) (FY 05-06) not to exceed \$556,500.00.

Section 2. Article 12, ("Term of Contract") of the Transit Contract dated June 19, 2002 is amended to read as follows:

The term of this Contract shall be from July 1, 2004 through June 30, 2006. Contractor shall provide the fixed route service, dial-a-ride service, and each other service specified in Article 3, Scope of Services, through June 30 2006, within the budgets defined in Article 10, Maximum Obligation.

Section 3. The City hereby exercises its option to extend said Contract for an additional two (2) year term in accordance with Article 13, ("Option to Extend") of the Transit Contract dated June 19, 2002.

Section 4. All other sections, not amended in this Ordinance, shall remain in full force and effect as they presently appear.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 5, 2004, 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, May 19, 2004, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

Kimberly Scheafer
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on May 19, 2004, by the following vote:

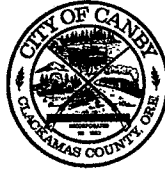
YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder - Pro Tem



CITY COUNCIL MEMORANDUM

DATE: MAY 11, 2004
TO: MAYOR MELODY THOMPSON AND CITY COUNCIL
FROM: MARGARET YOCHER, TRANSIT DIRECTOR
RE: ORDINANCE #1141

Synopsis:

To amend Articles 10 of the Transit Contract between the City and OHAS for the daily operation of the Canby Area Transit System.

Issue:

The proposed contract is in effect through June 30, 2004, however, stated in the Contract the "CITY agrees to pay Contractor in consideration for the transit services as described in Article 3, Scope of Service for FY '03-04 not to exceed \$356,000".

Due to additional service hours as well as the new express service offered to Canby commuters in lieu of Trimet's #35 and the growth of our lift program, our operating costs by our Contractor OHAS will be approximately \$387,000 for this fiscal year.

Staff Recommendation:

Pass Ordinance #1141 updating the contract with the correct financial impact between the City and Contractor OHAS.

ORDINANCE NO. 1141

AN ORDINANCE AMENDING ARTICLE 10 OF TRANSIT CONTRACT DATED JUNE 19, 2002, BETWEEN CITY OF CANBY, HEREINAFTER REFERRED TO AS "CITY" AND OREGON HOUSING AND ASSOCIATED SERVICES, INC. (OHAS), dba WHEELS COMMUNITY TRANSPORTATION, HEREINAFTER REFERRED TO AS "CONTRACTOR" REGARDING THE MAXIMUM OBLIGATION TO BE PAID TO CONTRACTOR, AND DECLARING AN EMERGENCY.

WHEREAS, "City" entered into a contract, dated June 19, 2002 with "Contractor" for the purpose of providing bus service for the citizens of the City of Canby, and

WHEREAS, it is the desire of the parties to amend Article 10 of said Contract to reflect changes in the maximum obligation to be paid to the Contractor under the current Transit Contract, now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Article 10 of the Transit Contract dated June 19, 2002 is amended to read as follows:

"CITY agrees to pay Contractor in consideration for the transit services as described in Article 3, Scope of Service. The maximum cost to be paid by CITY to Contractor for all transit service for year one (1) is not to exceed \$337,500.00 and for year two (2), not to exceed \$400,000.00".

Section 2. All other sections, not amended in this Ordinance, shall remain in full force and effect as they presently appear.

Section 3. In as much as it is in the best interests of the citizens of Canby to complete this contract by the end of the fiscal year, 2003-2004, an emergency is hereby declared to exist and this Ordinance shall take effect immediately upon final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 19, 2004, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 2, 2004, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City Hall in Canby, Oregon.

Kimberly Scheafer
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on June 2, 2004, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder - Pro Tem

ORDINANCE NO. 1143

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON FOR TAX LOT 4500 OF TAX MAP 4-1E-4AA.

WHEREAS, an application was filed with the City Planner by Ed Netter on behalf of Dwight Nofziger, owner of Tax Lot 4500 of Tax Map 4-1E-4AA to change the zoning of the property from Low Density Residential (R-1) to High Density Residential (R-2) as designated in the City of Canby's Comprehensive Plan; and

WHEREAS, a public hearing was conducted by the Canby Planning Commission on March 22, 2004 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 five to zero to recommend that the City Council deny the proposed application. The Findings, Conclusions and Final Order was thereafter forwarded to the Council with its recommendation; and

WHEREAS, the Canby City Council considered the matter and recommendation of the Planning Commission at public hearings held on April 21, 2004 and May 5, 2004, reviewed the record of the Planning Commission hearing and received further public testimony pursuant to the Canby Municipal Code; and

WHEREAS, the Canby City Council, after concluding its review and discussion on this matter and by motion duly made and seconded, voted four to two to approve the zone change application; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The zoning designation for the Tax Lot 4500 of Tax Map 4-1E-4AA is changed from Low Density Residential (R-1) to High Density Residential (R-2).

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 above.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 19, 2004 and ordered posted in three (3) public

and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 2, 2004, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City hall in Canby, Oregon.

Kimberly Scheafer
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 2nd day of June, 2004, by the following vote:

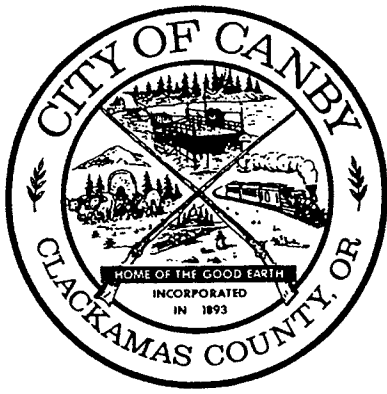
YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder - Pro Tem



City of Canby

To: Honorable Mayor Thompson, and City Council

From: Roy Hester- Public Works Supervisor

Through: Mark Adcock- City Administrator
John Williams - Community Development Director

Subject: Seal Coating of Approx. 45,607 Sq. Yds. of Asphalt

Date: May 11, 2004

This area of the City is in the S.E. section of town. A map is attached of the areas that we would have seal coated.

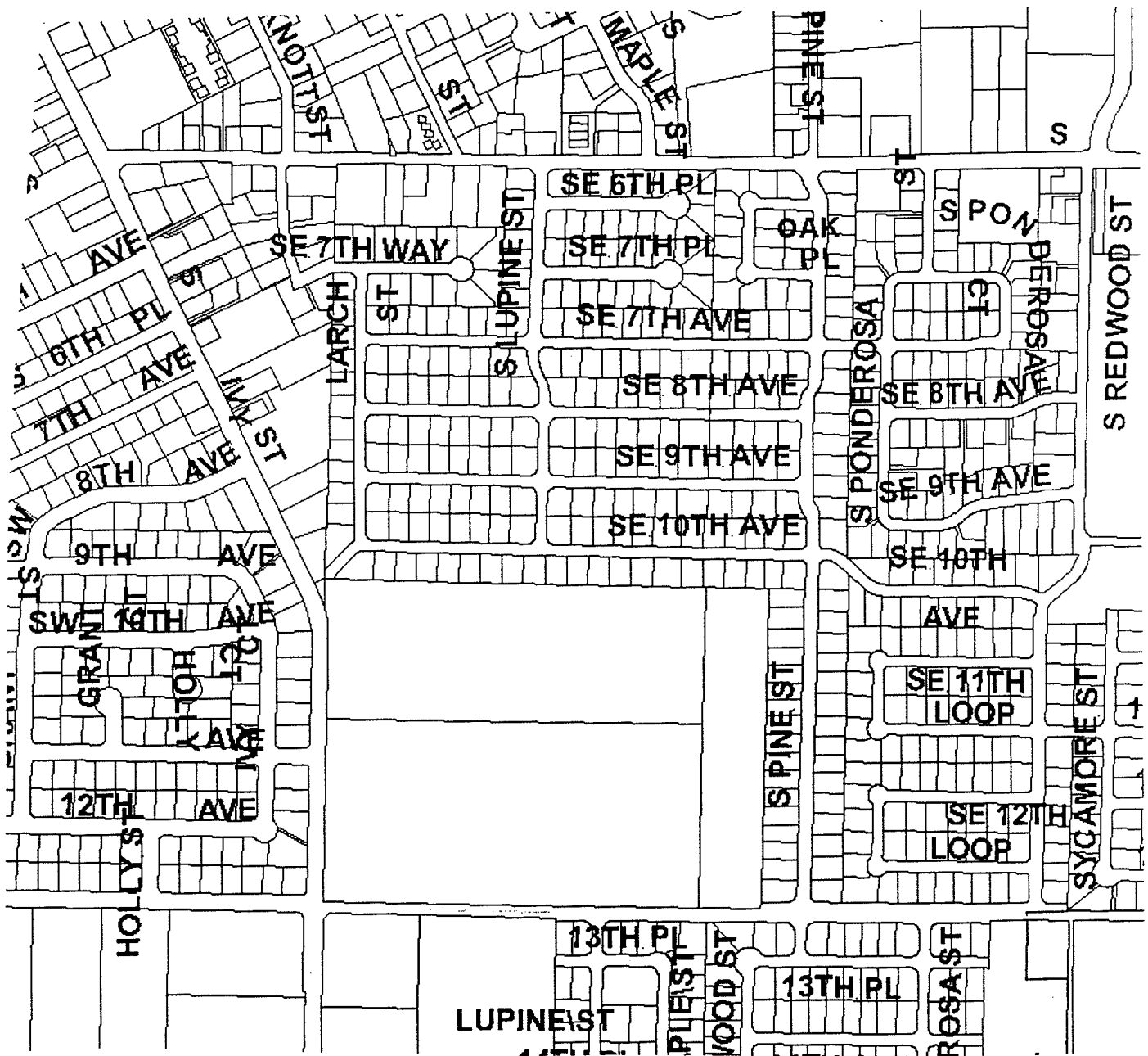
This will be a Preventive Maintenance program that will provide 5 to 7 years of life to the segment of road ways. These streets are listed on the Pavement Condition Index in good condition. In the rating of streets in the 70 to 100 PCI rating they are listed as good condition. If this maintenance is deferred at this time this segment of streets could fall into the 50 to 69 PCI rating which will then put them into the Satisfactory condition. When a street which is in good condition falls from good to satisfactory, the life span will decrease very rapidly.

The process that we are recommending is a Type II slurry seal with a mineral aggregate of crushed stone (sand), mixed with emulsified asphalt and polymer modifier. The mixing unit will thoroughly blend all materials and then a sealant spreader will apply the mixture to the surface. Then the mixture will be rolled. The process will take 2 days for the square yards in the segment of the City. Traffic will be allowed back on the street within 4 hours after completion.

This project will cost \$.93 a square yard. If we complete 45,607 square yards the cost will be \$ 42,414.00.

Slurry Seal Project 2004-2005

Section ID	Street Name	Begin Location	Ending Location	Square Feet	Square Yard
431A	SE 10th Ave	Larch St	Lupine St	22,716	2,524
431B	SE 10th Ave	Lupine St	#403 10th Ave	14,292	1,588
431C	SE 10th Ave	#403 10th Ave	Pine St	18,252	2,028
428A	SE 7th Ave	Larch St	Lupine St	20,736	2,304
428B	SE 7th Ave	Lupine St	100' E of Pine St	37,656	4,184
427	SE 7th Pl	Lupine St	Cul De Sac	17,820	1,980
426A	SE 7th Way	Knott St	Larch St	9,828	1,092
426B	SE 7th Way	Larch St	Cul De Sac	14,184	1,576
429A	SE 8th Ave	Larch St	Lupine St	22,320	2,480
429C	SE 8th Ave	#499 8th Ave	Pine St	11,520	1,280
430A	SE 9th Ave	Larch St	Lupine St	22,032	2,448
430B	SE 9th Ave	Lupine St	#501 9th Ave	19,368	2,152
430C	SE 9th Ave	#501 9th Ave	Pine St	11,520	1,280
430D	SE 9th Ave	#1380 9th Ave	Redwood St	12,348	1,372
402C	S Lupine St	10th Ave	100' N of 8th Ave	21,780	2,420
402D	S Lupine St	8th Ave	Township Rd	26,928	2,992
400C	S Pine St	13th Ave	10th Ave	51,440	5,716
400D	S Pine St	10th Ave	7th Ave	30,480	3,387
400E	S Pine St	7th Ave	Township Rd	25,240	2,804



ORDINANCE NO. 1144

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH BLACKLINE, INC., OF VANCOUVER, WASHINGTON FOR SEAL COATING OF APPROXIMATELY 45,607 SQUARE YARDS OF STREET ASPHALT WITHIN THE CITY OF CANBY; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to seal coat approximately 45,607 square yards of asphalt covered streets within the City of Canby; and

WHEREAS, the contract will be made in compliance with ORS 279.015 (1)(g) utilizing an existing solicitation for the City of Gresham, Oregon under Contract No. 502004; and

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

WHEREAS, Blackline, Inc., of Vancouver, Washington wishes to provide the seal coating service for the City of Canby utilizing the same solicitation and unit pricing as offered to the City of Gresham under Contract No. 502004, which is \$.93 per square yard of street surface; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Blackline, Inc., of Vancouver, Washington to provide approximately 45,607 square yards of seal coating of asphalt streets within the City of Canby at the unit price of \$.93 per square yard of street surface for a total of \$42, 414.00.

Section 2. Emergency Declared.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, May 19, 2004 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 2, 2004, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City hall in Canby, Oregon.

Kimberly Scheafer
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 2nd day of June, 2004, by the following vote:

YEAS _____

NAYS _____

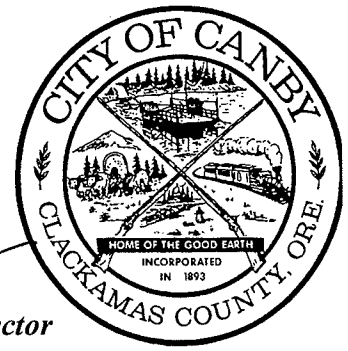
Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder - Pro Tem

MEMORANDUM

TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
DATE: *May 14, 2004*
THROUGH: *Mark C. Adcock, City Administrator*



Issue: Ordinance 1145, purchase of 12-yard dump truck for \$92,317.

Synopsis: As previously presented to the City Council, we have been notified that street funds received from the state will be almost \$100,000 higher than previously anticipated. Staff proposes utilizing approximately \$80,000 of this revenue, combined with previously saved funds, to purchase a much-needed dump truck for the street department.

Recommendation: Staff recommends the Council adopt Ordinance 1145.

Rationale: We currently have two thirty-year-old dump trucks, a 1974 Ford and a 1974 GMC. Both of these trucks have a five-yard dump capacity, undersized for our current needs, necessitating inefficient, repeated trips to bring and remove materials from job sites during construction. With a small staff work often takes days longer than it might due to this inefficiency. In addition, both trucks are old and at times this spring both have been out of service at the same time. Funding a new truck has been a priority for some time.

Roy Hester worked extensively with Fleet Services to refine the specifications for the new vehicle to ensure that it is the best equipment available and can be easily maintained by staff. The bid was written very specifically on purpose to ensure this. Staff feels that, in keeping with Council policy, purchase of a new rather than used vehicle is most advantageous in terms of long-term expense for the city. It is difficult to obtain a used vehicle that meets our specifications at a cost less than 2/3 of new. Although only one bid was received, street department and fleet staff believe this is a good price for a good product.

Staff is aware that dollars are short for actual street maintenance projects. This purchase would not be proposed if the need wasn't so great. We will be expending significant amounts of funds in the next year on projects, starting with the maintenance work proposed by Ordinance 1144. The maintenance budget proposed for FY 2004-2005 is \$113,000, almost double that proposed for the current year.

This purchase was anticipated in the creation of the FY 2004-2005 budget, so no changes to the proposed budget would be necessary should the Council approve Ordinance 1145. In fact, in developing next year's budget we had set aside \$100,000 for the purchase of this vehicle in the current year and with a total cost

of \$7,683 we will be able to add almost \$8,000 into next year's budget. Funding for the new vehicle is as follows: \$12,800 from the street department's fleet reserve fund, and \$79,517 from the street operating fund.

Staff realizes that this purchase was not anticipated in this year's budget, but we only found out about the extra money from the state in early April. We feel that it is important to purchase this vehicle as early as possible in order to facilitate this summer's construction projects.

- Options:
1. Reject the ordinance and either stop or delay purchase of this vehicle. Staff did not recommend this option as it is felt that the vehicle is very important to ongoing street department operations. Staff understands that maintenance funds are very needed but feels that, on balance, this purchase should be prioritized.

Attached: Ordinance 1145, bid specifications for truck chassis and dump body; summary of bid.

ORDINANCE NO. 1145

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY RECORDER TO EXECUTE A CONTRACT WITH NORTHSIDE TRUCKS AND SCHLOTH TRUCKING FOR THE PURCHASE OF A TRUCK CAB, CHASSIS, AND TWELVE-YARD DUMP BODY; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to purchase a 12-yard dump truck for the street department to replace two smaller trucks purchased in 1974; and

WHEREAS, the City has saved appropriate revenues in the street operating fund and has adequate funds available, mainly from the increase in vehicle title and registration fees as part of OTIA III; and

WHEREAS, in accordance with ORS Chapter 279 and OAR Chapter 137 of the Public Contracting Law, a call for bids was duly published in the Daily Journal of Commerce and the Canby Herald; and

WHEREAS, bids were received and opened on May 13, 2004 at 1:00 pm in the Canby City Shops and the following responsive bid was read aloud:

Cab and Chassis:	Northside Trucks, \$68,567.00
Dump Body:	Schloth Trucking, \$21,250.00
Add option:	Schloth Trucking, \$2,500.00; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this bid, including the staff recommendation that the sole responsive bid be selected; 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 Northside Trucks and Schloth Trucking for a cab, chassis, and 12-yard dump body for the quoted amount of \$92,317.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to make this purchase 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, May 19th, 2004; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, June 2, 2004, 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 2nd day of June, 2004, by the following vote:

YEAS

NAYS

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, City Recorder pro-tem

BIDS
10-12 YARD DUMP TRUCK
MAY 13, 2004

TOTAL

Bidder	Truck	Dump Body	Bid
1:03 p.m. Schloth Trucking		21,250.00	\$ 21,250.00
1:04 p.m. Northside Trucks	68,567.00		\$ 68,567.00
Schloth Trucking Add Option		\$ 2,500.00	\$ 2,500.00
Total			\$ 92,317.00

REQUEST FOR PROPOSALS

64,000 GVW CAB AND CHASSIS AND 10/12 YARD DUMP BODY

The City of Canby invites proposals for a 10/12 Yard Dump Body and 64,000 GVW Cab and Chassis.

The requirements are intended to establish a standard of quality and performance and are not intended to limit competition.

The City reserves the right to accept or reject any and all proposals or to postpone the proposal award for no more than sixty (60) days and to make the award that is in the best interest of the City.

INSTRUCTIONS TO BIDDERS

Each bidder shall submit his/her proposal along with a copy of the proposed equipment specifications, current literature, guarantee, and a separate list of "exceptions/options", if any, to the attention of Roy Hester, Public Works Supervisor, 182 N Holly Street, PO Box 930, Canby, Oregon 97013, by no later than 12:00 p.m. Thursday, May 13, 2004.

Bids will be opened and read in the City Shop Complex, 1470 NE Territorial Road, Canby, Oregon at 1:00 p.m. on Thursday, May 13, 2004, in the presence of those bidders who wish to attend.

Within thirty (30) calendar days after opening the proposals, the City of Canby will accept one of the proposals or will reject all bids, reserving the rights to waive any informalities of the bid if it is in the best interest of the City.

Return bids in a **sealed envelope, plainly marked "bid for 10/12 Yard Dump Body, 64,000 GVW Cab and Chassis"** and the date and time of bid opening in the lower left hand corner.

All prices must be FOB deliver location and be indicated on the attached bid sheet.

GENERAL CONDITIONS

The unit shall be new (not prototype) current model of standard production and shall be installed and operational upon delivery. Current model demonstrator units may be submitted for consideration. Any component normally offered as standard equipment, or recommended by the manufacturer for the intended use shall be furnished. Any component required to provide a complete, operational, and safe unit shall be provided even if it is not specified. Failure to comply with any of these requirements may result in the rejection of the proposal.

All bidders shall submit a proposal to furnish one (1) 10/12 Yard Dump Body/64,000 GVW Cab and Chassis.

The bidder shall list on a separate sheet of paper any variations from or exceptions to, the conditions and specifications of this bid. All shall be clearly labeled "Exception to bid Conditions and Specifications" and shall be attached to the bid.

All parts or materials not specifically mentioned in these specifications, but which are necessary to provide a complete unit, shall be included in the bid price. All parts, labor, and material shall be of the best grade available.

Equipment furnished under these specifications is to carry one (1) full year parts and labor warranty.

These requirements are intended to establish a standard of quality and performance and are not intended to limit competition.

PARTS AND SERVICE

The successful vendor shall have available and shall provide forty-eight (48) hour delivery to the City of Canby Shops for normal repair parts. Normal repair parts shall be available in the greater Portland area. All maintenance during the warranty period will be completed at the City of Canby Shops. Failure to meet these requirements may result in rejection of the proposal.

TRAINING

The successful vendor shall provide to the City of Canby, at no additional cost, a minimum of four (4) hours training in the operation and four (4) hours training in the maintenance of the unit. Training is to be conducted at the City of Canby Shops.

DELIVERLY LOCATIONS

The delivery of the unit shall be in a ready-for-operation condition to the City of Canby Shops, within ninety (90) days from the awarding of the proposal. Proof of ability to meet the delivery schedule may be considered in the award. An option for delivery point to be manufacturer's factory outlet within the continental United States may be offered for consideration. (If the vendor is unable to meet 90 days delivery, please note on the exceptions page).

APPROVED EQUAL

When a specific brand name is specified, the intention is to indicate a guarantee of the quality of level, but not to limit other brand names. The City of Canby Public Works Supervisor must approve the alternate.

WARRANTY

A copy of the vendor's warranty must be submitted with the proposal. Minimum acceptable warranty to be one (1) full year on parts and labor.

LEGAL REQUIREMENTS

Meet all local, state and federal requirements.

SERVICE UPDATES

The successful vendor must place the City of Canby on a mailing list to be provided with copies of all future updates regarding servicing of the unit.

PAYMENT

Payment for the equipment furnished will be made within thirty (30) days of receipt of invoice after acceptance of the vehicle.

BASIS FOR AWARD

Award will be based upon the mechanical dependability of the unit, purchase price, parts and service and delivery date. Award is the sole responsibility of the City of Canby City Council and will be for the unit, which is in the best interest of the City of Canby.

The City reserves the right to accept or reject any and all bids.

TERMS AND CONDITIONS

1. Bids submitted may be withdrawn by written request, if received before the hour set for the opening. After that time, the bidder may not withdraw bids for a period of sixty (60) days and at no time after award of bid.
2. The City of Canby reserves the right to reject the bid of any bidder who previously failed to perform properly to the satisfaction of the City of Canby, or complete on time, agreements of similar nature, or to reject the bid of a bidder who is not in a position to perform such an agreement satisfactorily.
3. Submission of a signed bid will be interpreted to mean that bidder has hereby agreed to all terms and conditions set forth in all of the sheets which make up the Request for Proposal.
4. When discrepancies occur between works and figures, the words shall govern.
5. It is understood that the item/service offered by the bidder will meet all requirements in the Request for Proposal unless deviations there from are clearly indicated in an attachment headed "Exceptions to Requirements" submitted and signed by bidder or authorized representative. In order for the bid to be considered, explanation must be made for each item in which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken.

6. The vehicle and equipment shall, in all respects, meet or exceed all requirements of the Federal Government and State of Oregon for safety standards and shall meet or exceed all requirements of the Vehicle Code.
7. The term "factory installed", if used in these requirements, shall mean that the accessories so designated shall be installed at the Factory by the Manufacturer during production of the vehicle.
8. Prior to delivery, vehicles and equipment must be completely serviced by successful bidder. Crankcases, differentials, and transmissions must be filled to manufacturer's recommended capacity when vehicle arrives at the delivery destination.
9. The term "heavy duty", if used in these requirements, shall mean that the item to which the term is applied shall exceed the usual quantity, quality, or capacity supplied with standard production vehicles; and it shall be able to withstand unusual strain, exposure, temperature, wear, and use.
10. Successful bidder shall supply City of Canby with two (2) copies on CD's along with (2) hard copies each of Service Manual, Parts List, Special Parts List, and Dealer's Service Bulletin and Operator's Manual. The documentation shall cover any and all equipment proposed including any accessories, etc.
11. Award will be based upon the mechanical dependability of the unit, purchase price, parts and service and delivery date. Award is the sole responsibility of the City of Canby City Council and will be for the unit, which is in the best interest of the City of Canby.
12. The City reserves the right to accept or reject any and all proposals or to postpone the proposal award for no more than sixty (60) days and to make the award that is in the best interest of the City.

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) 10/12 YARD NEW DUMP TRUCK**

Bid Submitted by:

Northside Trucks & Equipment
6221 NE Columbia Blvd
Portland, OR 97218
503-282-7773

Item	Description	Yes	No
Wheel Base	190" to 230" to suit dump body	✓	
Engine	Cummins ISC 315 hp @ 2100 rpm 950 LB/FT @ 1300 rpm or equivalent	✓	
	2004 EPA/CARB Emission Certification		
Engine Equipment	Air cleaner, Donaldson, Firewall mounted with air intake through hood	✓	
	Alternator: 140 Amp Delco 22-SI or greater	✓	
	Batteries: Three 12 volt group 31, 1950 CCA with threaded studs	✓	
	Battery shutoff switch at battery box		
	Conventional style battery box mounted under RH (passenger) door with aluminum cover and cab access steps	✓	
	Air compressor: 15.9 CFM, minimum	✓	
	Air compressor governor	✓	
	Engine protection: Electronic engine – integral warning system	✓	
	Exhaust system: Stationary single RH cab mounted vertical with heat shield	✓	
	Vertical curved tail pipe	✓	
	Fan drive: automatic Horton drive with master on/off switch control on dash	✓	
	Spin on type fuel filter	✓	
	Spin on full flow oil filter	✓	
	Spin on coolant filter	✓	
	850 square inch aluminum radiator or better to suit engine size	✓	
	Coolant hose: gates blue stripe hoses where possible	✓	
	Constant torque clamps for coolant hoses	✓	
	Radiator drain cock	✓	
	1000 watt, 115 volt block heater black plastic receptacle located under LH door	✓	
	Delco 12 volt 38MT 400 MT series starter or equivalent	✓	
Transmission & Equipment	Allison 3000 RDS Automatic Transmission with PTO provision located on LH side of transmission	✓	
	Transmission programming 6-speed with 2 or more programmable modes	✓	
	Fill/drain plug: magnetic plugs, engine drain, transmission drain, axle(s) drain	✓	
	Push button electronic shift/dash mounted/with diagnostic display	✓	
	Water to oil transmission cooler	✓	
	Electronic oil transmission oil level check	✓	

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) 10/12 YARD NEW DUMP TRUCK**

Bid Submitted by: Northside Truck & Equipment

Item	Description	Yes	No
Front Axle	18,000 up to 20,000 lbs equivalent to Meritor	✓	
	Axle set back: 36" to 49"	✓	
	Front brakes: Meritor cam 16.5X6 Q+	✓	
	Front brake drums: cast iron	✓	
	Front brake dust shields	✓	
	Front oil seals	✓	
	Front slack adjusters: Meritor automatic	✓	
	Power steering: TRW TAS-85 power steering pump or equivalent	✓	
	2 quart see through power steering reservoir	✓	
Front Suspension	18,000 to 20,000 minimum tape leaf or multi leaf springs	✓	
	Spring pin bushings: bronze	✓	
	Front shocks	✓	
		✓	
Rear Axle	Rear axle: Meritor RT-46-160P, 46,000 lb	✓	
	5.29 rear axle ratio	✓	
	Rear axle carrier housing: iron	✓	
	1810 heavy duty Dana Spicer main driveline with half yokes	✓	
	Rear brakes: Meritor cam 16.5X7 Q+	✓	
	Conmet cast iron rear brake drums	✓	
	Rear brake dust shields	✓	
	Rear axle oil seals: Chicago rawhide	✓	
	Haldex long stroke 2-drive axle spring parking chambers mounted on front side of rear axles, 4-spring brake chambers	✓	
	Rear overhang needs to be minimum of 24" to 30" from tire to the ends of box	✓	
Rear Suspension	Rear suspension: 46,000# Hendrickson with walking beam or equivalent	✓	
	Rear shock absorber, both rear axles	✓	✓
	Rear axle spacing 54 inches	✓	
	Rear suspension control rods: Fore/Aft	✓	
	Rear slack adjusters: Meritor automatic or equivalent	✓	
Brake System Equipment			
	Anti-lock braking system: Meritor/Wabco (4-sensor/4-modulator)	✓	

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) 10/12 YARD NEW DUMP TRUCK**

Bid Submitted by: Northside Truck & Equip.

Item	Description	Yes	No
	Chassis air lines: reinforced nylon fabric & wire braid	✓	
	Brake valves: standard	✓	
	Rear service brake valve: combo ABS w/4 psi crack pressure	✓	
	Air dryer: Bendix AD-9 with heater or equivalent	✓	
	Air reservoirs: steel	✓	
	Air drains with pull cables valves on all air tanks	✓	
Frame & Wheel Base	190-230 inch wheel base to suit dump body	✓	
	Frame: 7/16" x 3-11/16" x 11-1/8", steel frame or better	✓	
	Frame reinforcement: 1/4" "C" channel	✓	
	Frame section modulus: 26.5 cubic inch RBM: 3,200,000	✓	
	Heavy duty cross members: steel c-channel with bolted construction	✓	
	Frame to have cross member at end of frame rails	✓	
Rear Cross Member Connections	Air connections to end of frame with gland hands	✓	
	7-way primary trailer cable with receptacle mounted at end of frame	✓	
Chassis Equipment	12 inch paint steel front bumper	✓	
	Front fender mounted flaps	✓	
	Chassis fasteners: huck bolts	✓	
	Front axle and rear wheel mounted mud flaps	✓	
Fuel Tanks & Equipment	70 gallon 2648 liter aluminum fuel tank mounted on LH side under cab door (drivers side) with access steps or equivalent	✓	
	No RH fuel tank	✓	
	Fuel tank bracket material: plain aluminum or equivalent	✓	
	Reinforced nylon fuel hose	✓	
	In tank fuel level sender	✓	
	Fuel/water separator	✓	

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) 10/12 YARD NEW DUMP TRUCK**

Bid Submitted by: Northside Truck & Equipment

Item	Description	Yes	No
Front Tires, Hubs & Wheels	Goodyear G286 385/65R 22.5 super single	✓	
	Front hubs: Conmet cast iron	✓	
	Front wheels: 22.5" x 12" hub piloted 10 hole	✓	
	Front and Back accuride aluminum (all ten (10) wheels) or equivalent	✓	
Rear Drive Tires, Hubs & Wheels	Goodyear 164 RTD, 11R 22.5, 14 ply	✓	
	Rear hubs: Conmet iron	✓	
	Rear wheels: 22/5" x 8.25" hub piloted 10 hole	✓	
Cab Exterior	Cab: 106" BBC conventional steel or aluminum	✓	
	Cab mounts: air, if available	✓	
	Grab handles: LH/RH exterior	✓	
	Hood mounted chrome plastic grille	✓	
	Hood: fiberglass with oil dip stick access door	✓	
	Horns: single electric and dual air	✓	
	Headlights: single rectangular halogen with chrome bezels	✓	
	Roof marker lights, LED, small	✓	
	Truck lite flush mount, LED, stop/tail/backup (outside the frame rail)	✓	
	Turn signal front lamps, flush mounted	✓	
	Primary mirrors: stainless steel 7" x 16" west coast, heated, RH/LH	✓	
	Door mounting of mirrors	✓	
	80.5" cab width minimum	✓	
	LH/RH 8.0" convex mirrors mounted below primary mirrors	✓	
	Tinted rear window	✓	
	Operating door wing windows	✓	
	Tinted glass, all windows	✓	
	8 liter windshield washer reservoir	✓	
Cab Interior	Standard interior, tan or gray	✓	
	Distance from the lower edge of the steering wheel to the back of the cab shall be 27" minimum (with steering wheel in the normal position)	✓	
	LH & RH upper door trim: molded plastic	✓	
	Floor mats: dark vinyl with single insulation	✓	

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) 10/12 YARD NEW DUMP TRUCK**

Bid Submitted by: Northside Truck & Equip

Item	Description	Yes	No
	Dash mounted ash tray and lighter	/	
	Map pocket LH door	/	
	Heater and defroster: with air conditioner	/	
	Cab "Fresh Air" inlet and re-circulation filter	/	
	Heater plumbing shut off valves	/	
	Cab insulation: standard with head liner	/	
	Electrical: circuit fuses	/	
	Electronic windows – RH/LH	/	
	Interior lights: center mounted dome and door courtesy lights in kick panel	/	
	Door latch: manual latches	/	
	Driver seat: mid-back air suspension with adjustable lumbar support	/	
	Passenger seat: mid-back non-suspension with storage under seat cushion	/	
	Driver seat: cover: vinyl with vinyl insert	/	
	Passenger seat: cover vinyl with vinyl insert	/	
	Seat belts: 3-point adjustable d-ring retractors	/	
	Steering column: tilt and telescoping	/	
	Steering wheel: 18" two-spoke, black	/	
	Interior sun visors: driver/passenger	/	
	Interior cup holders RH/LH in dash	/	
Instrument Panel & Controls	Electronic Gauge cluster to include: Electronic speedometer Electronic tachometer Electronic fuel level gauge Electronic coolant temperature gauge Electronic oil pressure gauge Transmission oil temperature gauge	/	
	Floor mounted brake pedal	/	
	Suspended accelerator pedal	/	
	Multiplex instrument panel with flat gauge insert	/	
	Low air pressure warning: light and buzzer	/	
	Primary and secondary air pressure gauges	/	
	Air restriction indicator: intake mounted without graduations	/	
	87-112 dB self adjusting back up alarm	/	
	Key operated ignition switch with electronic start button with 4-sets of keys	/	
	Odo/Trip/Hour/Diagnostic/Voltage display	/	
	Diagnostic interface connector: 9-pin connector under dash	/	

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) 10/12 YARD NEW DUMP TRUCK**

Bid Submitted by: Northside Trucks & Equipment

Item	Description	Yes	No
	Electronic throttle control	/	
	Engine and trip hour meters integral with driver display	/	
	Radio: AM/FM	/	
	2-radio speakers	/	
	Hand brake control valve: dash mounted	/	
	3-position headlight switch with separate marker light interrupter switch, and dimmer for interior lights	/	
	Two valve parking brake system mounted in center of dash	/	
	Electronic self canceling turn signals	/	
	Electronic turn signal flasher: heavy duty	/	
Paint	One solid color design	/	
	Cab: Yellow, equivalent to Chrome Yellow	/	
	Chassis color: black, high solids polyurethane	/	

CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) 10/12 YARD NEW DUMP TRUCK

Bid Submitted by: Northside Trucks & Equipment

BID FOR DUMP TRUCK

\$ 68,567⁰⁰

**BID FOR ACCESSORIES FOR
DUMP TRUCK**

\$ _____

GRAND TOTAL

\$ 68,567⁰⁰

Bidder list of exceptions or substitutions:

This bid is for Cab/chassis only.

Rear Shock absorbers are Not Available with Hendrickson
Rear Suspension.

Option: Sterling "Tuftrac" Two Stage Rear Suspension
With Rear Shock absorbers. - NO charge -

Submitted by Marty Krueger
Northside Trucks & Equipment

Marty Krueger

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) NEW DUMP BODY**

Bid Submitted by: Schloth Truck Equipment Co.____
PO Box 90040_____
Portland, OR 97290-0040_____
503 771-6373_____

Item	Description	Yes	No
	BODY – GENERAL CONSTRUCTION		
Design	Steel Double Panel	X	
Capacity	12 Cubic Yards	X	
Length	14' to 16' Floor	X	
Overhang	24" to 30" From Rear Of Tire To End Of Floor, Not Including Spreader Plate	X	
Width	96" (84" Inside)	X	
Floor	(1) Piece 3/16" Form Alloy 400 or Better	X	
Sides	10 Gauge HT 50K Yield 45" – 33" Sloped Side Height 12 Gauge Outer Wall Side Shall Be Double Design With A 3/4" Minimum Space Between Inner and Outer Walls	X	
Dog House	(2) Piece Rectangular 3/16" Form Alloy 400	X	
Dash	10 Gauge Ht 50K Yield	X	
Tailgate	3/16 Form Alloy 400	X	
	Extended Post And Tailgate	X	
	44" High	X	
	12" Slope	X	
	Electric To Air Operated Double Acting Latches	X	
	Tailgate Shall Have An Angle Welded On The Top tube To Prevent Material Build Up	X	
	The Latch Pins Shall Be 1-inch Cold Drawn AISI 1018 Minimum	X	
	Tailgate Shall Have Two Double Key Plates and 3/8 Proof Coil Spreader Chains with Storage	X	
	The Hinges Arms Shall Be Plasma cut 1-inch A514 (T1) Steel Plate	X	
	The Hinge Blocks Shall Be Plasma cut 1/2-inch A514 (T-1) Steel Plate	X	
	The Hinge Pins Shall be 1-inch Round Cold Drawn AISI 1018	X	

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) NEW DUMP BODY**

Bid Submitted by: Schloth Truck Equipment Co.____
PO Box 90040_____
Portland, OR 97290-0040_____
503 771-6373_____

Item	Description	Yes	No
	The Hinge Arms Shall Rest on Top of The Hinge Blocks When The Tailgate is Latched	X	
Cab Guard	17" 10 Gauge Ht 50K Yield	X	
Longitudinal	8' High With 1/2" Rubber Buffer Strip	X	
Side Board Pockets	Front, Center And Rear Each Side	X	
	BODY TRIM		
Body Steps	(2) Front Steps Per Side	X	
	Full Length "Formed" Slip with Non-Skid Tape	X	
Shovel Holder	(1) Per Side	X	
Side Boards	6" Side Board	X	
Asphalt Doors	(3) Flat Slide Type, Minimum of 12" x 12" Opening	X	
Mud Flaps	Front and Rear of Truck Body, Front Flaps have Anti-sail Bars	X	
	Complete Manual Operated Tarp System (Electric Optional)	X	
	BODY LIGHTS		
Body Lights	Trucklite LED, Rubber mounted on Rear Post (2) Red Tail/Turn/Stop and (1) Red/Clearance Light in each Rear Corner Post, (1) Marker Light Front and Rear Each Side	X	
	BODY FINISH		
Paint	Steel Parts Primed and Painted Silver Polyurethane	X	
	TRUCK CHASSIS		
Body Prop	Tubular with Support Bracket on Chassis	X	
Hoist Saddle	Heavy Duty with 2" Hinge Pins, Greaseable	X	

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) NEW DUMP BODY**

Bid Submitted by: Schloth Truck Equipment Co.____
PO Box 90040____
Portland, OR 97290-0040____
503 771-6373_____

Item	Description	Yes	No
Rear Hinge	Life Time Greaseless	X	
Rear Truck Cross Member	To Include: Hydraulic Connections With Controls Located on Cab Pedestal and With Speed Control	X	
	HYDRAULICS AND PLUMBING		
Hoist	5" Minimum Diameter Hydraulic, Telescopic Cylinder With 2" Lower Pins and 1-1/2" Upper Pin Minimum. To Reach A Dump Angle of 50% Minimum.	X	
Hydraulic System	The Hydraulic System will Operate a 2,000 PSI Minimum	X	
	The Hydraulic Pressure Hoses Shall Be Rated A 3,000 PSI Minimum	X	
	The Suction Line Shall Be 1-1/2" with Full Flow Ball Valve Shutoff	X	
	Hydraulic Pressure Fittings Shall Be JIC37 degree and O-Ring Boss	X	
Hydraulic Reservoir	The Hydraulic Tank Shall Be a Minimum of 35 Gallons, (1) Side Mounted Steel	X	
	Hydraulic Tank Will Have The Following Features: Sight Gauge, Magnetic Drain Plug, Suction Strainer, Return Diffuser, and Filler Cap	X	
	Spin-on Hydraulic Filter (25 Micron) on Return Line	X	
	Full Flow Ball Valve Shut Off at Inlet And Outlet of Hydraulic Tank	X	
Auxiliary Hydraulic Controls	The Valve Controls Shall Be Level Operated, Air Over Hydraulic. The Air System Shall Incorporate a Filtering System To Keep Out Moisture and Contaminates. Spreader Dual Flow Valve to be Mounted Outside Cab Between the Cab and Hydraulic tank with the Control Valve Knob Located in Easy Reach of Driver in Cab. There Shall Be No Hydraulics in the Cab. All Hydraulic Hoses Shall Meet or Exceed Manufacture Specifications and Conform to SAE 100R2 Type AT.	X	
P.T.O. & Pump	Chelsea Air Shift P.T.O./Hot Shift Mounted On An Allison Automatic Transmission	X	
	Direct Mount Hydraulic Pump	X	
	The Hydraulic Pump Shall Deliver 20 GPM at 1,000 RPM at Minimum	X	

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) NEW DUMP BODY**

Bid Submitted by: Schloth Truck Equipment Co.____
PO Box 90040_____
Portland, OR 97290-0040_____
503 771-6373_____

Item	Description	Yes	No
Controls	Modular Console Between Seats with Back Lighting, Air to Air Switches for P.T.O., Electric to Air for Tailgate, Speed Control For Rear Hydraulic Connections	X	
Control Layout	Hoist Control to be mounted on Far Left Side, Next Moving Right a Control for Rear Mounted Hydraulic Connections	X	
Asphalt Apron	Hinged, Fold Up Design and Removable. Chain Adjustable Connection Size (Minimum of 10" Width) and 10 Gauge Material With Wings	X	

**CITY OF CANBY
BID SPECIFICATIONS
FOR
ONE (1) NEW DUMP BODY**

Bid Submitted by:

Schloth Truck Equipment Co.____
PO Box 90040_____
Portland, OR 97290-0040_____
503 771-6373_____

BID FOR DUMP BODY

\$ 21,250.00_____

BID FOR ACCESSORIES FOR DUMP BODY

\$ 2,500.00

GRAND TOTAL

\$ 21,250.00

Bidder list of exceptions or substitutions:

2500.00
\$ 23750.00

None

Schloth Truck Equipment Co.

Schloth Enterprises Inc.
PO Box 90040
Portland, Or 97290- 0040

Telephone 503 771- 6373
Fax 503 771- 6638

Limited Warranty

Schloth Truck Equipment Co. Division of Schloth Enterprises Inc. (S.T.E.) Warrants that for a period of: (i) TWELVE (12) months on items fabricated by S.T.E. ; and (ii) TWELVE (12) months on exterior paint applied to items fabricated by S.T.E. the following warranty shall apply to the original end use purchaser ("Buyer"). Buyer must notify S.T.E. in writing within THIRTY (30) days of any alleged malfunction or failure of the products warranted, which alleged malfunction or failure is caused by and alleged defective material or workmanship in the construction of the product or parts or components, thereof, manufactured by S.T.E.

S.T.E. will at its option, either repair or replace any product or component manufactured by S.T.E. which it determines, in its sole discretion, is defective in material or workmanship. If S.T.E. determines, in its sole discretion, that any such defect was caused, in whole or in part, directly or indirectly, by misuse, neglect, abuse, alteration, repair, or accident, or if the product was removed from the vehicle on which it was installed, this warranty shall thereupon cease and be of no further force or effect whatsoever and S.T.E. shall have no further responsibilities or liability hereunder..

S.T.E. further advises Buyer that material, components, or parts purchased by S.T.E. and assembled within the product are warranted to the degree and extent of the warranty received by S.T.E. and extended to buyer. S.T.E. at its discretion, will extended warranty of said parts to TWELVE (12) months from date installed, if said parts manufacture warranty falls short of TWELVE (12) months.

S.T.E.'s liability to the Buyer is limited to the repair or replacement as set forth above and S.T.E. will not be liable for loss of profits, loss of use of the product or other damages of any nature including, without limitation consequential inconvenience or other incidental damages or expenses.

Exclusion and disclaimer of responsibility. Except for the limited warranty provided herein, the buyer accepts the above-described vehicle and equipment in its present "as is" condition, and all warranties, including the dealer's implied warranty of merchantability and fitness, is limited to the duration of this limited warranty. Except for the limited warranty provided herein, the entire risk as to the quality and performance of the vehicle or equipment is with the buyer, and if the vehicle proves defective after purchase, the buyer and not the dealer, assumes the entire cost of all necessary servicing or repairs. The selling dealer will not be responsible of incidental or consequential damages arising from loss of use, loss of time, inconvenience, or commercial loss.



MEMORANDUM

DATE: MAY 11, 2004
TO: MARK ADCOCK
FROM: MARGARET YOCHEM *my*
RE: TRANSIT & GENERAL SERVICES UPDATE FOR APRIL

Transit

- April ridership report attached ~ **Another record set**
- Continuing work on Budget
- Work begun on new Marketing brochures for the CAT
- Wrote Vehicle replacement grant for lift van for '04-05
- Continuation of public process with regards to Trimet's line #35 pull out
- Attended Special Transportation Workshop
- Begun investigation of new bathrooms for Phase II of the Transit Center

Meetings and other functions

Transit Advisory Meeting (Minutes attached)

Elderly & Disabled Transportation Planning

Social Services Steering Committee

Oregon Transit Association

CAT Committee

Clackamas Consortium

Budget Committee Meetings

Tech Services

- Work orders as needed
- Interviews held for summer intern to work with the consultant

Fleet Services

- Ongoing maintenance of City's rolling stock

Margaret's Daily Recap

April -2004

DAY	O/C #1	O/C #2	S. Canby	N. Canby	Lift 1	Lift 2	Sat Lift	Special	Totals
1	195	154	170	109	17	16	0		661
2	157	158	153	136	19	3	0		626
3	149	0	81	82	0	0	18		330
4	0	0	0	0	0	0	0		0
5	178	177	122	92	14	3	0		586
6	194	150	128	117	10	9	0		608
7	192	150	170	139	18	17	0		686
8	160	153	165	184	21	23	0		706
9	176	148	151	105	11	51	0		642
10	159	0	121	130	0	0	11		421
11	0	0	0	0	0	0	0		0
12	226	193	147	120	13	11	0		710
13	189	149	118	142	16	8	0		622
14	130	121	92	117	12	7	0		479
15	142	157	144	114	15	16	0		588
16	169	166	145	106	16	12	0		614
17	109	0	110	75	0	0	9		303
18	0	0	0	0	0	0	0		0
19	161	290	116	93	22	10	0		692
20	132	153	121	107	16	10	0		539
21	186	168	145	115	9	9	0		632
22	190	143	183	119	15	16	0	22	688
23	181	154	122	106	13	15	0		591
24	143	0	80	71	0	0	15		309
25	0	0	0	0	0	0	0		0
26	170	137	163	99	9	16	0		594
27	180	186	129	189	17	23	0		724
28	186	159	162	212	13	10	0	14	756
29	177	148	203	144	17	19	0	8	716
30	148	176	121	106	14	8	0		573
31	0	0	0	0	0	0	0		0
Totals	4379	3590	3562	3129	327	312	53	44	15396

Passenger Statistics: Canby Area Transit Saturday --- Note: Saturday *July 03 - Feb. 04 Saturday figures are included in weekday above.

Saturday Lift

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	22	27	17	41	35	35	31	31	18	47			304
Disabled	2	12	6	8	14	11	12	19	20	6			110
General Public	0	0	0	0	0	0	0	2	0	0			2
Youth	0	0	0	0	0	0	0	0	0	0			0
Child	0	0	0	0	0	0	0	0	0	0			0
Aides/Other	0	0	0	0	0	0	0	0	0	0			0
Totals	24	39	23	49	49	46	43	52	38	53			416

Saturday Oregon City

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior									10	12			22
Disabled									1	4			5
General Public									325	339			664
Youth									209	205			414
Child									0	0			0
Aides/Other									0	0			0
Totals									545	560			1,105

Saturday Canby North

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior									8	14			22
Disabled									5	8			13
General Public									135	101			236
Youth									157	235			392
Child									0	0			0
Aides/Other									0	0			0
Totals									305	358			663

Saturday Canby South

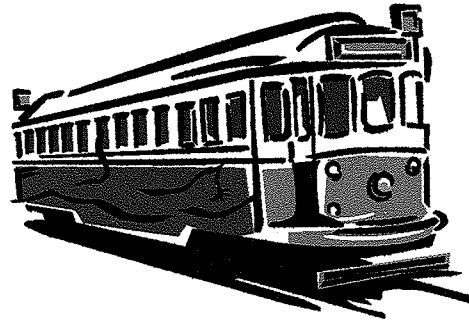
Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior									19	25			44
Disabled									3	11			14
General Public									121	128			249
Youth									183	228			411
Child									0	0			0
Aides/Other									0	0			0
Totals									326	392			718

Passenger Statistics: Canby Area Transit Special Event Special Event

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	0												0
Disabled	0												0
General Public	75									44			119
Youth	40												40
Child	0												0
Aides/Other	0												0
Totals	115	0	0	0	0	0	0	0	0	44	0	0	159

Grand Totals	11,833	12,355	11,492	13,489	11,430	12,591	12,145	12,991	15,372	15,396	0	0	129,094
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**The City of Canby
Transportation Advisory
Committee Meeting**



April 14, 2004

City Hall Main Conference Room

Members Present:

Jean Tallman

Clair Kuppenbender

Richard Ball

Michael Calvert

Patrick Johnson

Margaret Yochem

Tracy Harris

Members Absent:

Carolyn McFarland

Suzanne VanAmburgh

Discussion Items

A. Old Business

Minutes – *The February minutes were reviewed and accepted.*

Express Service to Oregon City - *Margaret and Dan rode Tri-Met line 35 to meet with the public and answer any questions regarding the discontinuation of Tri-Met. The public seemed to be excited that Canby Area Transit would be taking over. We will be saving about \$40,000 per year by eliminating Tri-Met. Mr. Cutsforth has given permission to use six spots for commuters in his parking lot. We have 11 core commuters using line 35 to Oregon City - seven at 5:48 a.m. and four at 6:05 a.m. We will be ready to roll on May 3.*

Ride Report Recap - *Margaret reported that our total rides for March came in at 15,372 – our highest month ever, and if the month of April continues at its current rate we will have a new record high. We also had our highest Saturday ever on April 10, the day before Easter, with 431 passengers. We could potentially start running ½ hour service on the north and south routes.*

Advisory Committee Openings - *We have no applicants for the open positions. There was discussion as to whether we should decrease the number of Advisory members from nine down to seven. Richard moved that the Transit Advisory Committee consist of a body of seven members. The motion was seconded by Clair.*

County Fair - *Volunteers are needed to man the booth at the Clackamas County Fair. Richard volunteered. It was decided that CAT would make no deviation for the fair – we will let regular schedules take care of fair ridership.*

B. New Business

FY 04-05 Budget Discussion

Margaret reported that the budget is balanced, subject to Council approval. Of the 1.1 million in the budget, \$530,000 is revenue from the transit tax; the rest is from grant money.

Operational costs are going up due to the contractor's bid. The base will be \$35.48 per hour, up from \$31.50. Insurance will also be going up. The total operations contract for FY 04-05 is \$530,000.

\$116,000 will be set aside for new bus reserves.

We will receive funding for a 5-year planning grant in July.

We will receive a \$210,000 Department of Energy Grant next year, which will be used as a contingency line item.

The pop out of the transit office has been included in the budget.

One of the bus drivers has been hired for one hour per day/three days a week to clean up at the Transit Center.

Placement of Shelters in FY 04-05

Three shelters, at an approximate cost of \$18,000 each, have been included in the budget. One shelter has been promised to the Senior Center/Pool. The remaining two are up for discussion. The plan is to have them built in July and in place in August. Discussion followed regarding placement of the two remaining shelters. Locust & Township, Locust & 3rd, 9th & Grant, and Territorial & Maple were mentioned. It was brought up that it would be nice to have one on both the North & South side, and eventually have one in the Fred Meyer and Safeway parking lots.

Four Square Stop

Margaret had been told that we have an average of 48 daily riders at the Four Square Church stop. In actuality, we have one or two per month. We are no longer making a designated stop at Four Square, however we will stop as needed if we receive calls asking us to do so.

B. Final Discussion

Restrooms: We are currently looking into a company out of Aumsville that builds pre-fab restrooms to design, starting at \$65,000. Margaret would like to have two single unit restrooms (1 men's & 1 women's). The pre-fab restrooms are vandal and graffiti resistant. Due to the grant we are receiving we will need to do an environmental study for the FTA. The grant is for \$21,000 for architectural designs and drawings. We might look to the Urban Renewal Advisory Committee for the possible 20% match of the Federal grant funds.

Parade: Possible CAT involvement for the parade on July 4th.

Hulbert's Flowers: We are no longer stopping at Hulbert's Flowers due to the liability issues associated with passengers crossing Hwy 99.

Farewell: We wish a fond farewell to Advisory Committee members Bob Trappe & Steve Allen. Cake was served in their honor. Sadly neither could attend the meeting.

Next Meeting: June 10th at 5:00 p.m. in the City Hall Conference Room. Patrick Johnson will be unable to attend.

Meeting adjourned at 6:08 p.m.

FINANCE MEMORANDUM

TO: HONORABLE MAYOR THOMPSON, CITY COUNCIL
FROM: CHAUNEE SEIFRIED, FINANCE AND COURT SERVICES DIRECTOR
DATE: MAY 6, 2004
RE: MONTHLY REPORT
PREPARED BY: LAURA DORNBUSCH, FINANCE OPERATIONS MANAGER

The balanced budget document was presented at the Budget Committee meeting on April 28th. Many thanks to Chaunee and the department directors for their dedication toward this project.

The Quarterly Financial Report will be out in May. I've been working with Caselle, our software vendor, to provide you with a new format that should provide a good balance between the old 100page report and the newer 5page report. Thank you to those that have provided constructive feedback toward the design of the report.

We helped the Court Department successfully convert to the Caselle Cash Receipting module. Thanks to Kathy, Barbara, and Dana for their hard work.

Training and meetings attended:

- Sharon and Laura attended a joint workshop provided by our software vendor, Caselle and PERS
- Sharon attended the annual CIS Open Enrollment meeting.
- Chaunee attended the monthly Chamber luncheon.
- Chaunee attended Finance Education Committee Meeting

Anniversaries:

Employee	Department	Years of Service
Chris Mead	Police	9

New Hire: Bruce Shelquist was hired at the Sewer Treatment Plant to fill a vacant Utility Maintenance II position.

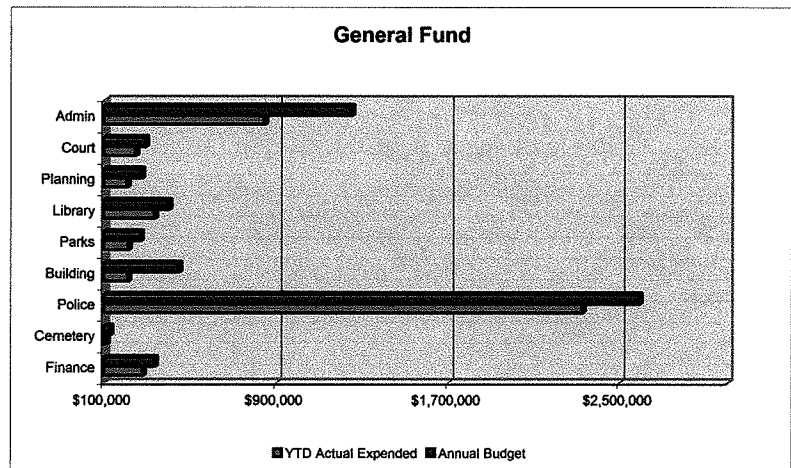
General Fund Snapshot:

Revenues are exceeding expenditures with 83% of budgeted revenues received.
Expenditures are 80% of budget with 83% of the fiscal year elapsed.

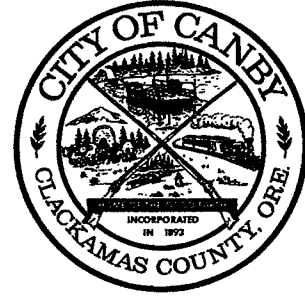
General Fund Summary:

Current Month Revenues: \$341,281
Current Month Expenditures: \$441,149

YTD Revenues: \$4,978,305
YTD Expenditures: \$4,783,552
Annual Budget: \$6,000,904



WASTEWATER TREATMENT FACILITY MONTHLY REPORT



To: *Honorable Mayor Thompson, City Council*

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

Subject: *April 2004 Wastewater Treatment Report*

Date: *May 6, 2004*

Facility Operations & Maintenance & Construction:

Facility operations and effluent quality at the wastewater treatment plant for the month of April were excellent, with no interruption of services or violations for the month. Minor adjustments were made to facility operations in preparation for the more stringent summer permit, beginning in May. Staff has been working on the annual cleaning of holding ponds in order to reduce the chance of odor complaints, due to the unusually warm weather. Again, we have received no odor complaints since the change to a dry product.

Major maintenance activities included backing up and restoring information from our computer SCADA system and working on standard preventative maintenance. There were no major brake downs of any equipment to report.

There are no construction activities taking place at the treatment facility.

<u>New Connections:</u>	6	<u>Monthly Averages:</u>	
<u>Total Connections:</u>	5221	<u>Effluent BOD₅:</u>	4 mg/l
<u>Average Flow:</u>	1.0255 mgd	<u>Effluent CBOD₅:</u>	2 mg/l
<u>Fecal Coli</u>	23	<u>Effluent TSS:</u>	6 mg/l

Biosolids Program:

The City of Canby applied 286 cubic yards of dewatered cake to the Hein site.

Pretreatment Program:

During the month of April, staff and I have been working with DEQ on the protocol for the deployment of temperature monitoring equipment on the Willamette river and in our treatment facility. The equipment is required by DEQ, and is in accordance with our new Temperature Management Plan. Data from the monitoring equipment will be used to establish permit limits on temperature for the discharge from the treatment facility.

Meetings and Training Attended

I attended meetings with Oregon ACWA pretreatment, the Pacific Northwest Pretreatment Conference and our City Storm Water committee.

To: Honorable Mayor Thompson, City Council

From: Mark Adcock

Through: Beth Saul

Set up by: Jeff Snyder

Subject: Parks Report for April, 2004

Date: May 3, 2004



C.C.C.C. = Clackamas County Correction Crew.

* = no specific information for this area.

Adult Center

- Mowed, string trimmed and edged the turf.
- Turned on and adjusted irrigation system.
- Repaired and aimed light at the flag pole.
- Fertilized the turf.

Arneson Garden horticultural park

- CCCC weeded shrub beds and picked up debris.
- String trimmed, trimmed shrubs and picked up debris.
- Capped zone # 1 on the irrigation system, system damaged during Street / parking lot installation. Turned on and adjusted remainder of irrigation heads.

Baker Prairie Cemetery

- Mowed, string trimmed and edged.

City Hall

- Turned on and adjusted irrigation system.

Community Park (River)

- Received play ground equipment, off loaded the equipment at the Shop Complex.
- Laid out playground design and called for underground locates. Utilities were located in proposed sight, moved proposed sight and had the new sight relocated.
- Pulled shopping carts out of the pond and cleared culvert.
- Mowed and string trimmed.
- Cut and removed trees out of the nature trail.
- Mowed, string trimmed, cleaned out fire pits and backpack blew the picnic areas.
- CCCC picked up trash and debris.
- Measured linear footage of asphalt road for the proposed paving project.

Eco Park natural area*

Faist V property

- Mowed and string trimmed.

Holly&Territorial welcome sign property*

Hulbert's Welcome Sign property

- Mowed and string trimmed.
- Trimmed shrubs.

Library*

Locust Street Park

- Mowed, string trimmed and edged the turf.
- Volunteers / neighbors weeded the shrub beds.
- Trimmed shrubs and spread bark dust.

Locust Street Park Continued

- Turned on adjusted and cleaned irrigation heads.
- Raked out safety surfacing.
- Fertilized turf.

Logging Road Trail and Fish Eddy/Log Boom property

Maple Street Park

- Dryden Electric Inc. installed new lights in the restrooms.
- Removed dead shrubs.
- Spread bark dust in the shrub beds.
- Mowed string trimmed and edged.
- Raked out safety surfacing.
- Removed graffiti.
- Onion Electric repaired the deficiencies found by the Fire and Life Safety Inspection, Notice of Corrections repaired on 4 -19 - 04 at the Marshal house. (rental property)

Nineteenth Loop natural area*

Skate Park

- Mowed and string trimmed.
- Opened gates for GEO Engineers, testing on wells complete, all test acceptable.

Shop Grounds

- Weeded shrub beds, trimmed shrubs.
- Mowed and string trimmed.
- Cleaned equipment.
- Cleaned up debris around dumpster.

Swim Center

- Mowed and string trimmed.

Thirteenth Avenue future park property

- Mowed and string trimmed.
- Spread bark dust around the freshly planted trees.
- Met with volunteer group regarding tree watering project, delivered the supplies to the Lee / Ackerman school restroom building for a volunteer's materials storage area.

Territorial Estates, Future CLC Park

- Mowed and string trimmed.

Transit Building

- Turned on and adjusted the irrigation system, also adjusted and replaced bubblers in the light pole and planters along 2nd Ave.

Triangle Park

- Mowed and string trimmed.
- Fertilized turf.

Wait Park

- Dale Swenson painted the exterior of the restroom building and the Gazebo.
- CCCC weeded shrub beds and picked up debris.
- Trimmed trees, shrubs, removed shrubs and spread 56 yards of bark dust.
- Adjusted the motion detector lights in the restroom building. Also set and adjusted spring hinges for the restroom doors.
- SOS installed Mag-Locks (timed locks) for the restroom building.
- Craig Pottratz (Street Department) poured and finished the Men and Women signs in front of the restroom doors.
- Mowed and string trimmed and started to edge the turf.

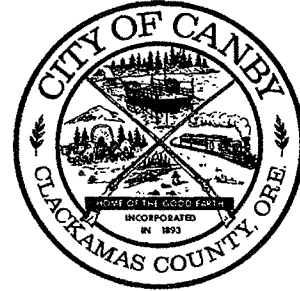
Wait Park Continued

- Turned on adjusted and cleaned irrigation heads.
- Installed stainless steel mirrors, soap dispensers, toilet paper dispensers and sanitary napkin holders in the restroom building.
- Received bid from Roof Masters for the Gazebo, project complete.
- Raked out safety surfacing.
- Fertilized turf.
- Repaired leaky drinking fountain.
- Installed new spring toy in tot play area.
- Installed Jazz Festival Banner.

Willow Creek Wetlands***Training/Meetings/Miscellaneous**

- Attended City Safety Committee meeting and crew Safety Committee meeting.
- E-mailed CCCC work orders.
- Wrote monthly report.
- Trained Caleb Hawkins (part time parks worker) on the Super Z lawn mower at Community Park.
- Drew up a playground design for Community Park.

CANBY PUBLIC LIBRARY
MONTHLY REPORT
April 2004



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Coordinator
DATE: May 1, 2004

Facility:

*It was hard to say goodbye to all the colorful quilts, silk paintings, and artwork that have made the Library come alive in the last several months. Fortunately, we instantly started hanging other artwork to offset the loss and have gone into collaboration with the Canby Historical Society to place framed pictures from their collection in the Library of "Canby Past". George Carr has been working hard on the project; we also had him to thank for scanning and improving the look of all the mayoral pictures which hang in the Council Chambers.

*Most of the collection move has been completed and the rest of the job is falling to the processors - staff and volunteers have been sidetracked to re-label and re-catalog literally thousands of books. With the juvenile paperbacks almost completed, they will move on to the Young Adult paperbacks. Hanna has been concentrating her efforts in making new signs to guide patrons (and the staff!).

Programs:

*Summer Reading program is moving along with items, coupons, and services being donated from local businesses and some prizes have already been purchased from the Toy & Joymakers for a huge savings. Flyers are going to be distributed to all Canby area schools and special programs are being lined up. The program will run from June 7-July 31 and this year's theme is "Discover New Trails @ Your Library".

*Peggy applied and was successful in obtaining a \$250 summer reading program grant from the Oregon State Library and we

- have used it to book a storyteller, Anne Glover, for a program.
- *Our fourth "Family Evening at the Library" was held on April 29th through the Ready to Read Grant from the Oregon State Library and the Friends. The free program began at 6:30pm and Chuck Mott entertained our audience of 75, with puppets, magic, and ventriloquism!
 - *Congrats to our Library Director Beth Saul on being selected Employee of the Month.
 - *Marty was able to secure a "first-timer" scholarship and attend the Oregon Library Conference in Eugene April 14-16.

Volunteers:

- *Contributed 219.5 hrs. this month by assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.
- *Volunteer Jean Tallman returned after foot surgery and we welcomed her with a completely packed shelf of books to be mended. And she was glad to be back!

Friends of the Library:

- * Monthly "Friday Surprise" book sale was held on Friday, April 16th and the priced-for-sale cookbooks were a big hit @ \$2.
- *Purchased new release DVD's and videocassettes for the Library which added instant circulation for Canby.
- * Sorting and shelving donations at least twice a week.
- *The Friends placed a nice narrative next to the plaque and picture of Maxine in the bookstore explaining why this great lady meant so much to us. Several patrons had asked who she was and why the bookstore was named in her memory, so this makes a nice addition.
- *Friends Board member Gary Field once again showed his generosity by donating placards for businesses to display for contributing to our summer reading program.
- *Friends have made a generous donation to fund the remaining balance of the Summer Reading Program. Besides funding the ongoing costs of the program, this will enable staff to purchase books and give one to each reader upon successful completion.
- *Wheels are in motion for a book sale on July 4th.
- *Book of the Month Club facilitated by Dale Liberty, met April 13th and had a lively discussion on "The Da Vinci Code" by Dan Brown. One thing about this book - everyone has an opinion!

Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: 05/06/04

Re: April Report

April has been a busy month of swimming lessons. May will be much of the same, as the staff finishes up the lessons for all the fourth graders in the Molalla school district before the school year ends. Attendance for April is up due to the School lessons, but revenue is down \$3,000. The summer swimming lessons are not filling up very fast, which accounts for the total difference in revenue compared to last year. We will make up much of the difference in revenue when we finish the Molalla lessons and receive payment.

Over the next month we will continue to get the word out for summer lessons. We are trying some new ways to get the information to the public and I have already seen some return on the efforts. The staff will continue to work hard spreading the word.

I have been getting the part time staff trained and ready to cover the summer addition of activities. During the summer months, in addition to the current schedule, we add Penguin Club, daily afternoon public swims, morning public swimming lessons, and several summer programs bring groups to the pool on a regular basis.

The Canby Swim Club has started their long course summer season. The team has already swam in an early long course meet in Corvallis where 5 Gators earned state qualifying times for this summer's state meet. The Canby Gators also had three representatives on the Oregon All-Star team that competed in Edmonton Alberta Canada April 30th - May 2nd. The All-Star team is comprised of 32 of the top 11-14 year old swimmers in Oregon. The Canby representatives were: Brandan Mantei, Spencer Polack and Dean Mischell.

The Swim Center staff is looking forward to an exciting and busy summer season of aquatic activities as we prepare for all the summer programs.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR APRIL 2004
DATE: MAY 6, 2004

CANBY SWIM CENTER APRIL 2004	ADMIT 2003	ADMIT 2004	PASS 2003	PASS 2004	TOTAL 2003	TOTAL 2004	YTD TOTAL O2-O3	YTD TOTAL O3-O4
MORNING LAP	34	20	408	330	442	350	3497	3152
ADULT RECREATION SWIM	127	91	376	460	503	551	4834	5015
MORNING WATER EXERCISE	235	199	0	0	235	199	1678	1796
PARENT/ CHILD	198	117	0	0	198	117	881	585
MORNING PUBLIC LESSONS	0	0	0	0	0	0	5565	3371
SCHOOL LESSONS	652	2432	0	0	652	2432	4102	8108
NOON LAP	50	52	174	141	224	193	1945	2114
FAMILY SWIM	37	45	0	0	37	45	164	228
AFTERNOON PUBLIC	125	99	1	9	126	108	2978	2514
PENGUIN CLUB	0	0	0	0	0	0	908	726
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	2893	2663
CANBY SWIM CLUB	0	0	1027	856	1027	856	8335	7724
N. MARION H.S. SWIM TEAM	0	0	0	0	0	0	0	0
EVENING LESSONS	1142	928	0	0	1142	928	6104	6522
EVENING LAP SWIM	54	29	70	48	124	77	935	697
EVENING PUBLIC SWIM	741	620	43	32	784	652	6149	5384
EVENING WATER EXERCISE	138	72	0	0	138	72	1313	989
ADULT LESSONS	0	0	0	0	0	0	15	0
GROUPS AND RENTALS	308	432	0	0	308	432	3602	3162
WATER POLO	0	0	0	0	0	0	74	0
OUTREACH SWIMMING	0	0	0	0	0	0	247	218
TOTAL ATTENDANCE	3,841	5,136	2,099	1,876	5,940	7,012	56219	54968

April

To: Honorable Mayor Thompson
City Council
From: Roy Hester
Subject: Public Works Report for April 2004
Date: May 3, 2004

Street Department

- Sprayed Round Up on area at SW 13th Park to kill grass.
- Sprayed around trees at NW 2nd to kill weeds.
- Worked on TV tractor, sprockets were worn out and we ordered replacements.
- Put up Canby Grove banner.
- Fixed Canby Grove banner, due to the wind.

Streets:

- Swept streets 4-8-04.
- Placed new parking lines on finished parking lot and street lines on NW 2nd and Graham parking lot.
- Swept streets 4-14-04.
- Special sweep at Hulbert's Flower Shop (for Margaret).
- Swept SE Town 4-22-04.
- Swept street 4-23-04.
- Painted crosswalks by Knight School.
- Painted stop signs on pavement, parking lines and crosswalks, downtown area.
- Swept streets 4-30-04.
- Patched chuck holes with cold mix.

Sidewalks and Curbs:

- Poured concrete at Wait Park to finish the sidewalk project.
- Removed forms at NW 2nd from east driveway and poured new curbs.
- Saw cut at NW 2nd along new City parking lot for excavation and new asphalt panel.
- Poured curb on west driveway at 13th Street Park.
- Poured curb and sidewalk for Canby Utility Water Department on SE 13th Avenue.
- Poured approach to walkway at Faist 5 with concrete.

Signs:

- Installed sign post at SW 14th Court and S Fir.
- Trimmed brush away from stop signs.
- Replaced missing street sign.

Street Lights:

- Trenched ditches for street light conduit, installed conduit and backfilled.
- Fixed (9) street lights.
- Installed (2) street lights at Graham parking lot.

Street Trees:

- Watered trees at 13th Street Park.
- Chipped up brush on NE 9th, trees trimmed earlier in the year.

Special Projects:

- Installed water line main at SW 13th Park.
- Filled in area of lawn at N Grant and NW 5th and planted grass.
- Worked on bid specs for dump truck.
- Started back at 13th Street Park moving dirt.
- Finished bid documents for truck bids.

Sanitary Sewer and Storm Drains:

- Picked up and delivered (2) catch basins to Cam Project on NW 2nd Avenue.
- Repaired broken storm line on S Manzanita.
- Washed sewer lines on N Pine, partially plugged.
- Washed lateral on S Elm Court, lateral in the street was fine, private property lateral was plugged with roots.
- Washed sewers on the SW section of the City 4-14-04.
- Washed sewers SW section, heavy grease build up, used degreaser solution 4-15-04.
- TV'd sewer main on N Pine.
- Helped with plugged sewer lateral at 1339 S Elm Court.
- Washed sewer line on N Pine with degreaser.
- Unplugged sewer line on N Pine.
- Fixed broken sewer clean out at NE 14th and N Locust.
- Cleaned storm outfall on S Elm, the beaver built another dam.
- (2) lift stations alarmed, we checked them and found they had grease build up on the floats and we treated with degreaser.

Locates:

Fifty-eight (58) locates were done during April.

Erosion Control:

- Did (1) erosion inspection.
- Did (1) erosion inspection.
- Inspected SMS Auto for final erosion, did not pass.
- Did (1) new erosion permit.
- Did (2) final erosions.
- Did (1) final ESC inspection.
- Did (2) erosion inspections.

Inspections for the month include the following:

- Inspected driveway approach at NE 29th Place.
- Inspected (2) sewer laterals.
- Inspected (1) sewer lateral.
- Inspected (1) sewer lateral.
- Inspected (1) sewer lateral.
- Re-inspected (1) sewer lateral.

Complaint/Inquiry Request:

- Fourteen (14) complaints/Inquiries for the month of April.

Meetings/Miscellaneous:

- Watched demonstration for porous concrete for driveway approaches at SE 13th Park.
- Attended Traffic Safety Meeting.
- Met with George Cam and Parker Northwest at the Transit Center lawn area.
- Met with Phil Wilmes on demolition of old house on N Pine.

Meetings/Miscellaneous: Continued

- Attended EOC meeting.
- Met with John, Beth, Darwin and Curt McLeod over the 13th Street Park issues.
- Met with Ralph Netter over erosion issue on S Redwood.
- Met with Gas Company on installation of new gas line on 99E.
- Attended Safety Meeting on policy manual (4 hours).
- Dan attended Hazard Tree Assessment class.

CANBY ADULT CENTER APRIL 2004

APRIL SERVICE LEVELS		YTD	LAST YEAR
CONGREGATE	60 YEARS (includes congregate, guests)		
1073/month	60 average/day	10,661/year	1030/month
UNDER 60	(includes volunteers, guests and staff)		
103/month	6 average/day	968/year	97/month
\$1.68 average donation			\$1.56 average
HOME DELIVERED MEALS (Includes T19)			
1463/month	81 average/day	13,302/ year	1404/month
UNDER 60 (T19)			
18/month	1 average/day	317/year	65/month
\$ 1.28 average donation			\$.87 average
O.P.I. meals (Project Independence)			
/month 1 average/day		285/year	72/month
TOTAL MEALS			
2722/month	151 average/day	25,671/ year	2,668/month

CLIENT SERVICES	MONTH	YEAR TO DATE
20 unduplicated clients		453
Assessments	4	55
Case Monitoring	20	311
Community Outreach	1	88
Info & Referral	84	111

TRANSPORTATION		
12 average rides/day	763 miles per month	211 rides/month
0 new riders this month		

VOLUNTEER HOURS	
1046/ month	58 average/day

OTHER CENTER USE (Those who use the center but did not eat or volunteer)
1045 people signed in

FUNDRAISING

\$310.00	Gifts, memorials and donations
\$946.00	Rentals
\$1,969.90	Center Projects
\$253.25	Bingo

CENTER INFORMATION

The Bridge tournament took place the first Saturday in April and proceeds amounted to \$570.00. Our other big event was Volunteer Recognition and the announcement of the Glasgow Endowment. Both celebrations took coordination and lots of help from staff and volunteers.

Several seminars were held this month. One was on disaster preparedness and the other was on breast health. We also had an insurance presentation by 1st Choice 65.

Our bus driver/custodian Jim March quit at the end of the month, so staff has been trying to fill in until we hire someone else. We have Master Cleen coming in at night to do some custodial work for us.

Rentals are still providing us with good revenue each month. We are using Brandon Hamilton (Jessie Chandler's great-grandson) for most of our monitoring.

The change in offices seems to work out well. We probably need to get some estimates on putting up permanent walls and a door for Mary and her clients privacy.

May 11, 2004

To: Mayor Thompson
Members of City Council

From: Chief Ken Pagano

Re: Police Department April 2004, Monthly Report

- ▶ The Police Department is in the final stages of obtaining Accreditation. A mock assessment was completed in April. The final review will be conducted by assessors from the Oregon Accreditation Alliance on May 24, 2004.
- ▶ The first annual Police Department Award Banquet was held at Tres Café on April 30th. Officer of the Year was Scott Farmer. Reserve Officer of the Year was James Murphy. Volunteer of the Year was Marlene Elmore. Special appreciation award to Kathy Mashek in Municipal Court and long time service recognition award to Reserve Officer Rod Davis who served the Police Department for 27 years.
- ▶ The Detective Division arrested two suspects on a Drive - By Gang Related Shooting on April 3rd. The shooting was believed to be in retaliation towards a member of the 14th street gang who had apparently beaten up a 13th street gang member in Canby the evening before.
- ▶ The Department's new K-9 Jalk has completed the required training in Eugene. The handler Officer Chris Mead and Jalk are now certified and working patrol together.