

CANBY CITY COUNCIL

Regular Session

March 17, 2004

AGENDA – 6:00 PM – City Hall Conference Room – (The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM)

1. CALL TO ORDER:
2. EXECUTIVE SESSION: ORS 192.660(1)(d) labor negotiations, ORS 192.660 (1)(e) real property and ORS 192.660 (1)(h) pending litigation

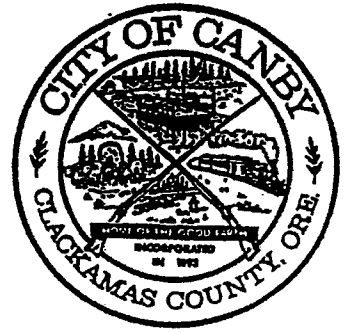
(Regular Session will resume at 7:30 PM) – Council Chambers

3. OPENING CEREMONIES:
 - A. Call to Order, Flag Salute
4. PRESENTATIONS:
 - A. Employee of the Month Pg. 1
 - B. General Canby Day Button Contest Winner Pg. 2
5. CITIZEN INPUT ON NON-AGENDA ITEMS:
6. CONSENT AGENDA:
Minutes – Workshop, February 28, 2004
Minutes – Workshop and Regular Meeting, March 3, 2004
Accounts Payable - \$260,711.60
7. COMMUNICATIONS:
8. NEW BUSINESS:
9. UNFINISHED BUSINESS:
10. RESOLUTIONS & ORDINANCES:
 - A. Res. 852, Requesting Clackamas County to Surrender Jurisdiction of .78 Miles of S. Walnut Street to the City Pg. 3
 - B. Ord. 1135, Authorizing Contract with Pacific Aluminum & Glass, LLC for the Purchase & Installation of Security Glass for the Canby Police Department & Municipal Court (2nd Reading) Pg. 6
11. MANAGER'S REPORT:
12. CITIZEN INPUT:
13. COUNCILORS' ISSUES:
14. ACTION REVIEW:
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: March 17



PLEASE PRINT CLEARLY

NAME

ADDRESS

Lila Gottman + Carter

10381 S. Mulino Rd

Jon Dyer

23951 S. Blom Rd

Corey N. Perez

121 NW 12th Ave

Marilyn Wood

10503 Schuler Rd NE

Dan & Katie Caney

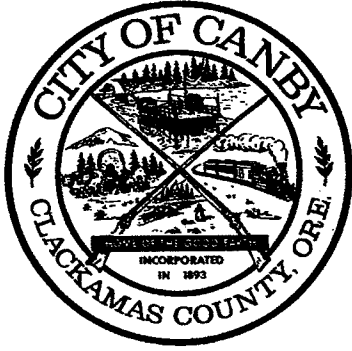
1400 S. Elm #19

Bee Doolittle

Chenber

Chl Blackwell

1600 W 13th



City Council FYI Update

To: Mayor & City Council
Date: 10 March 2004

6:00 PM Executive Session - Labor Negotiations & Real Property

We have had our initial meeting with the AFSCME union and Mike Swanson is requesting to meet with the Council in Executive Session to report on labor negotiations with this bargaining unit. Mike is preparing a written summary which I will forward to you in advance of the meeting. Also, John Kelley has a bit of information he wants to share with you regarding real property. A light meal will be served.

We have another very light agenda for the March 17 meeting.

City Council Agenda Items for March 17 Council Meeting

1. **Presentation - Employee of the Month for February:** The Employee of the Month Award will be presented to Officer Scott Farmer of the Police department. Attached is a copy of Chief Pagano's nomination write-up.
2. **Presentation - General Canby Day Button Contest Winner:** Lila Gotman will be presenting the contest winner and design to the Council. She has provided some background information on this item.
3. **Ordinances & Resolutions:** The following ordinances / resolutions appear on your agenda:

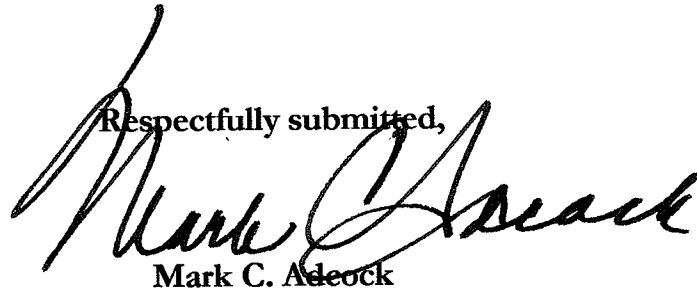
Resolution 852 Re: Transfer of Jurisdiction for South Walnut Street As you recall, Council President Carson proposed this action at an earlier Council meeting. Attached is a staff report and map prepared by John Williams explaining the rationale for a transfer of jurisdiction of this street from the County to the City.

Ordinance 1135 Re: Installation of Security Glass for Police/Court Public Counters. This item is before you for second reading.

4. **Manager's Report:** Nothing at this time.

5. **Miscellaneous Non-agenda Items:** We have a few for you to review and they are listed below.

- > Department Monthly Activity Reports
- > Letter to Grubb & Ellis Industrial Group Re: a recent visit to Canby
- > Letter to Shawn Carroll Re: A recent meeting to discuss Community Reinvestment Funds and possible areas for community investment.
- > An article provided by Council President Carson on City of McMinnville's goal setting process.

Respectfully submitted,

Mark C. Adeock

Attachments

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

Name of Nominee: Scott Farmer Date: February 12, 2004

Department: Police Nominated By: Chief Pagano

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.

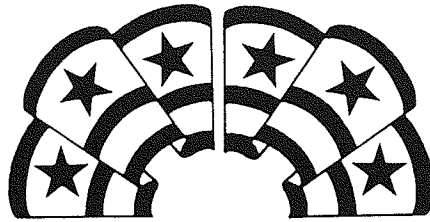
Officer Farmer is very appreciated by the Canby Police Department for the fine work he has done. Scott has been an instrumental leader in the patrol division and he is an excellent example to follow for the new officers. His skills at narcotics enforcement and as a field training officer are excellent. It shows in the work he does and the officer's he has trained.

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

Chief Ken Pagano
Department Director's Signature

3-9-04
Date

3/9/2004



GENERAL CANBY DAY COMMITTEE

P.O. BOX 35 • CANBY, OREGON 97013

Date: March 10, 2004
To: Kim
Re: Button Contest Awards Instructions

Lila Gottman will explain the contest and give some history.

The contestants will be called forward.

The Mayor will read the certificates and present the awards. Lila will hand each certificate, money and button to the Mayor. (*So the Mayor doesn't have to keep the whole mess corralled*). The runners up will be present first. The last one will be the grand prizewinner.

Winners will receive a silver seal certificate, \$10 and a button made from their artwork.

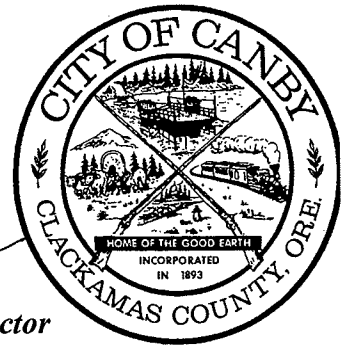
The Grand Prize will be gold seal certificate, \$25.00 and the first official button of the year made from her artwork.

The winners for the 2004 Button Contest are

1st grade is Melanie Stone
2nd grade is Alissa Forbes
3rd grade is Nathan Pellatz
4th grade is Kelsea Peterson
5th grade is Jessica Lahey

The Grand prizewinner is Jessica Laⁿhey from the 5th grade.

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
DATE: *March 10, 2004*
THROUGH: *Mark C. Adcock, City Administrator*

Issue: Transfer of S. Walnut Street from county to city jurisdiction.

Synopsis: S. Walnut Street lies within the Canby Pioneer Industrial Park, and may require relocation, improvement, and/or vacation depending on future parcelization and development in the park. The jurisdictional transfer would allow the City Council, rather than the County Board of Commissioners, to be in control of these actions.

Recommendation: Staff recommends that the Council approve Resolution 852.

Rationale: S. Walnut averages 17 feet of paved width, with 30 to 40 feet of right-of-way along its 0.78 mile length. In 2002 the County improved the road with a chip and fog seal treatment and the pavement is relatively good now (relative being the key word – the road is a simple asphalt/oil mat street with little base to provide structural support). The road provides local access to two cemeteries and several residential properties – access that the City would of course need to maintain through any future changes.

Staff believes it is likely that significant modifications to S. Walnut Street's location will be required in the near future (2-10 years). The City would have increased flexibility to make these changes if the road was owned locally. For example, we could quickly process a street vacation or re-alignment if needed to accommodate a new business.

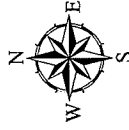
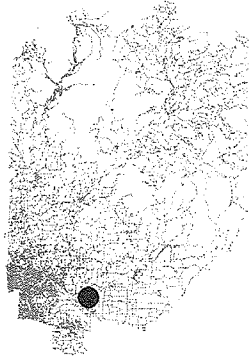
The down side, of course, is that we will be responsible for pavement maintenance. Furthermore, the road is not structurally strong and could require major reconstruction for industrial development. However, this work would likely be funded by development or Urban Renewal. The County is not likely to spend money on reconstruction of this street no matter what the ownership.

On the whole, staff believes that Canby should eventually have jurisdiction over all roads (except 99E) within City limits. This would clear up jurisdictional issues relating to construction standards, access limitations, and maintenance responsibilities. Our intergovernmental agreement with the County states that, in general, we will only take over ownership of County roads that have been brought up to good condition. Staff believes this road could justify an exception to that policy.

Option: 1. Do not accept jurisdiction of the road. This will save the city maintenance costs in the future but may make it more difficult to quickly make needed changes to street layouts in the Pioneer Industrial Park.

Attached: Resolution 852 and map of road location.

City of Canby

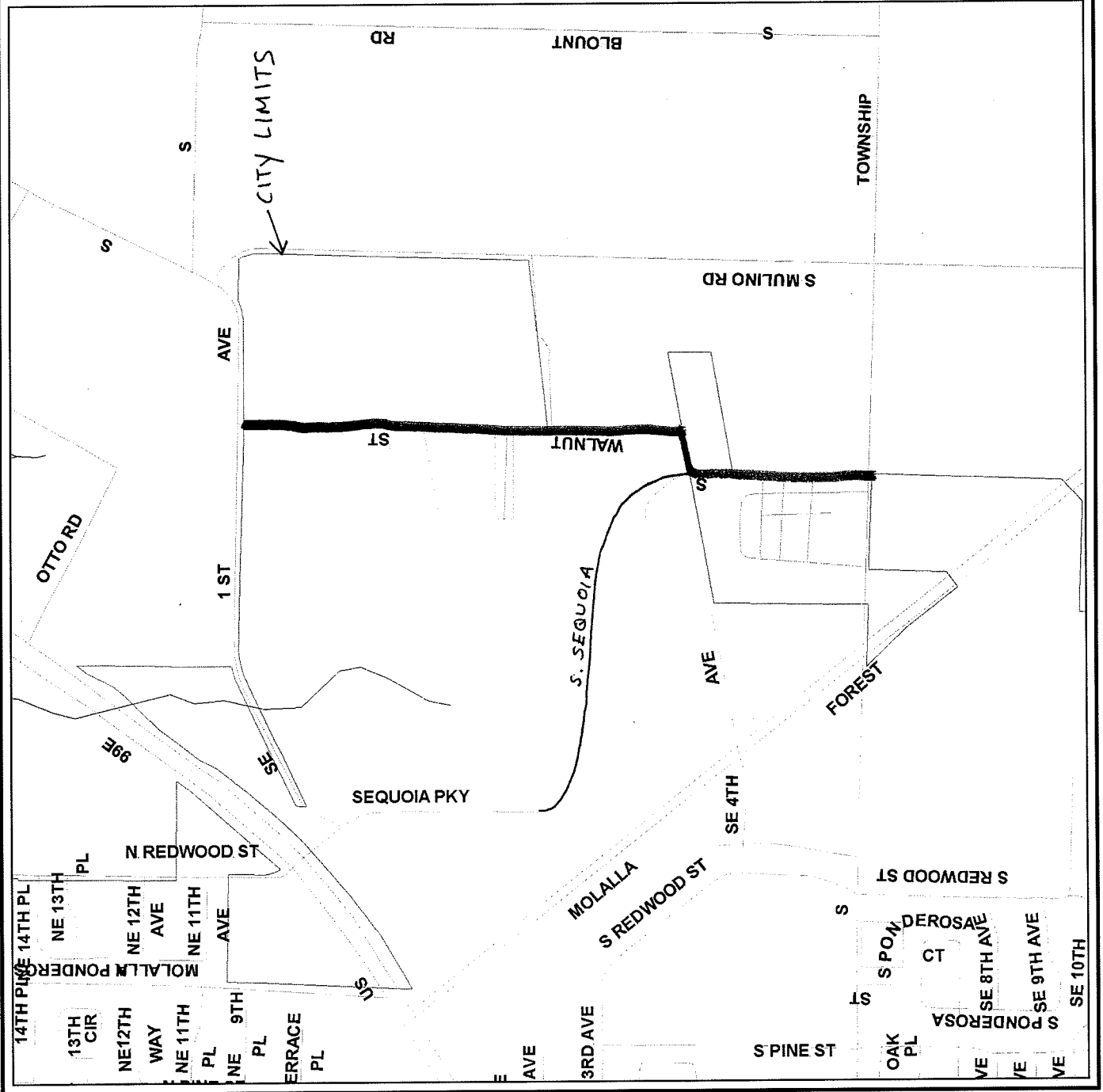


Clackamas County

Geographic Information Systems
121 Library Court
Oregon City, OR 97045

This map and all other information have been compiled for preliminary and/or general purposes only. This information is not intended to be complete for purposes of determining land use restrictions, zoning, title, parcel size, or suitability of any property for a specific use. Users are cautioned to field verify all information before making decisions.

March 10, 2004 08:46 AM



RESOLUTION NO. 852

A RESOLUTION REQUESTING CLACKAMAS COUNTY TO SURRENDER JURISDICTION OF 0.78 MILES OF S. WALNUT STREET TO THE CITY.

WHEREAS, development of the Canby Pioneer Industrial Park (CPIP) may require relocation, widening, improvements and/or vacation of S. Walnut Street, which is contained entirely within the CPIP; and

WHEREAS, the City Council has determined that it would be advantageous to have local control over these decisions since the area has been annexed and the new roads and development will be within the City of Canby; and

WHEREAS, the City Council has determined that the advantages of having this decision-making authority outweigh taking responsibility for a minimally improved road; and

WHEREAS, pursuant to ORS 373.270(6)(a), the city council may initiate the surrender of county jurisdiction over a county road by passage of appropriate municipal legislation;

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

- (1) Clackamas County is hereby requested to surrender jurisdiction over the full 0.78 mile length of S. Walnut Street, from SE 1st Avenue to S. Township Road.

This resolution will take effect on March 17, 2004.

ADOPTED this 17th day of March, 2004 by the Canby City Council.

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried
City Recorder, Pro-Tem

ORDINANCE NO. 1135

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH NORTHWEST PACIFIC ALUMINUM AND GLASS, LLC OF WILSONVILLE, OREGON FOR THE PURCHASE AND INSTALLATION OF SECURITY GLASS FOR THE CANBY POLICE DEPARTMENT AND MUNICIPAL COURT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to purchase and have installed security and bullet resistant glass for the Canby Police Department and Municipal Court; and

WHEREAS, the City staff has budgeted for \$3,570.00 to be shared equally by the Police Department and Municipal Court. The remainder of the cost of the project (\$11,860.00) will be paid through an Emergency Preparedness Grant from the Federal Government Department of Homeland Security, and

WHEREAS, in accordance with ORS Chapter 279 and OAR Chapter 137 of the Public Contracting Law, three written bids were obtained for the purchase and installation of the security glass as follows; and

1. ACE Glass Co., of Canby, Oregon\$ 10, 570.75.
2. NorthWest Pacific of Wilsonville, Oregon.....\$ 15, 430.00.
3. JB Glass of Molalla, Oregon.....\$ 15, 508.00.

Although ACE Glass was the lowest bid, it withdrew it's bid, indicating it was unable to complete the job in a timely manner, and

WHEREAS, NorthWest Pacific Aluminum and Glass, LLC., of Wilsonville, Oregon submitted the next lowest quote of \$15, 430.00; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this quote and believes it to be in the best interest of the City; 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 NorthWest Pacific Aluminum and Glass, LLC., of Wilsonville, Oregon for the purchase and installation of security glass for the Police

Department and Municipal Court for the quoted amount of \$15, 430.00.

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

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, March 3, 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, March 17, 2004, commencing at the hour of 7:30 P.M. in the Council Meeting Chambers at Canby City hall in Canby, Oregon.

Chaunee Seifried
City Recorder - Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 17th day of March, 2004, by the following vote:

YEAS _____

NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried, City Recorder - Pro Tem



MMA

MEMORANDUM

DATE: MARCH 8, 2003
TO: MARK ADCOCK *my*
FROM: MARGARET YOCHER
RE: TRANSIT & GENERAL SERVICES UPDATE FOR FEBRUARY

Transit

- February ridership report attached
- Wrap up Budget Forecasting
- Wrote a Special Transportation Grant for \$106,000
- Rewrote RFP for future and immediate needs facilities
- Guest speaker at the High School in career counseling
- Participated in mock interviews at the High School
- Continuation of public process with regards to Trimet's line #35 pull out
- Working with Frank Cutsforth on Parking issues for Line #35 riders
- Meetings and other functions

Goal Setting Workshop

Elderly & Disabled Transportation Planning

Social Services Steering Committee

Oregon Transit Association

CAT Committee

Clackamas Consortium

City Health Insurance Committee

City Customer Service Meeting

Budget Committee Meetings

Tech Services

- Clean out Tech Services office
- Wrap up Budget forecasting
- Work orders as needed

Fleet Services

- Wrap up Budget forecasting
- Internal billing catch up
- Ongoing maintenance of City's rolling stock

Margaret's Daily Recap

DAY	O/C #1	O/C #2	Rt 2	Rt 3	Lift 1	Lift 2	Sat Lift	Special	DAR 1	DAR 2	Totals
1											0
2	149	167	173	117	14	7	0				627
3	169	184	165	128	14	0	0				660
4	180	149	168	109	25	2	0				633
5	148	107	175	118	7	17	0				572
6	135	133	172	151	6	9	0				606
7	114	0	51	52	0	0	15				232
8	0	0	0	0	0	0	0				0
9	143	171	153	155	12	12	0				646
10	138	148	155	121	18	1	0				581
11	134	158	162	122	19	8	0				603
12	182	162	205	143	16	8	0				716
13	125	142	162	82	13	12	0				536
14	179	0	78	69	0	0	15				341
15	0	0	0	0	0	0	0				0
16	130	107	71	58	10	0	10				386
17	142	154	184	143	15	7	0				645
18	137	163	126	126	17	0	0				569
19	153	160	156	121	13	20	0				623
20	143	147	178	132	9	0	0				609
21	147	0	97	83	0	0	10				337
22	0	0	0	0	0	0	0				0
23	144	106	130	95	4	15	0				494
24	144	144	119	68	11	6	0				492
25	145	167	133	115	10	10	0				580
26	118	121	58	98	16	13	0				424
27	120	120	159	133	25	7	0				564
28	0	0	0	0	0	0	0				0
29	0	0	0	0	0	0	0				0
30	0	0	0	0	0	0	0				0
31	0	0	0	0	0	0	0				0
Totals	3319	2910	3230	2539	274	154	50	0	0	0	12476

Passenger Statistics: Canby Area Transit Fixed Routes

Canby-Oregon City #1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	42	76	86	85	56	54	97	88					584
Disabled	49	53	102	101	116	90	121	93					725
General Public	2,397	2,287	2,295	2,827	2,126	2,286	2,098	2,259					18,575
Youth	1,091	1,345	965	1,130	913	1,038	1,010	1,041					8,533
Child	0	0	0	0	0	0	0	0					0
Aides/Other	0	0	0	0	0	0	0	0					0
Totals	3,579	3,761	3,448	4,143	3,211	3,468	3,326	3,481	0	0	0	0	28,417

Canby-Oregon City #2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	33	60	58	57	30	32	39	26					335
Disabled	26	53	86	73	39	47	32	22					378
General Public	1,814	1,842	1,990	2,278	1,779	1,860	1,921	1,957					15,441
Youth	845	1,002	882	1,006	757	779	889	934					7,094
Child	0	0	0	0	0	0	0	0					0
Aides/Other	0	0	0	0	0	0	0	0					0
Totals	2,718	2,957	3,016	3,414	2,605	2,718	2,881	2,939					23,248

Canby-South #2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	153	118	153	144	103	146	143	158					1,118
Disabled	26	26	82	115	140	103	105	80					677
General Public	1,096	1,189	971	1,117	996	1,343	1,251	1,234					9,197
Youth	1,434	1,626	1,566	1,685	1,710	1,723	1,644	1,960					13,348
Child	0	0	0	0	0	0	0	0					0
Aides/Other	0	0	0	0	0	0	0	0					0
Totals	2,709	2,959	2,772	3,061	2,949	3,315	3,143	3,432					24,340

Canby-North #3

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	41	66	90	70	49	68	70	65					519
Disabled	27	28	41	71	65	76	73	81					462
General Public	1,094	1,030	762	872	831	1,198	970	1,120					7,877
Youth	1,241	1,224	1,093	1,320	1,321	1,368	1,275	1,393					10,235
Child	0	0	0	0	0	0	0	0					0
Aides/Other	0	0	0	0	0	0	0	0					0
Totals	2,403	2,348	1,986	2,333	2,266	2,710	2,388	2,659					19,093

Passenger Statistics: Canby Area Transit Lift & Special Event Services

Canby Lift 1

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	99	121	101	212	153	139	120	141					1,086
Disabled	95	85	62	57	81	104	67	129					680
General Public	0	6	4	0	0	0	1	4					15
Youth	0	0	0	0	1	1	0	0					2
Child	0	0	0	0	0	0	0	0					0
Aides/Other	0	0	0	0	0	0	0	0					0
Totals	194	212	167	269	235	244	188	274					1,783

Canby Lift 2

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	56	48	60	142	84	50	117	83					640
Disabled	35	26	17	67	24	37	51	71					328
General Public	0	5	3	11	7	3	8	0					37
Youth	0	0	0	0	0	0	0	0					0
Child	0	0	0	0	0	0	0	0					0
Aides/Other	0	0	0	0	0	0	0	0					0
Totals	91	79	80	220	115	90	176	154					1,005

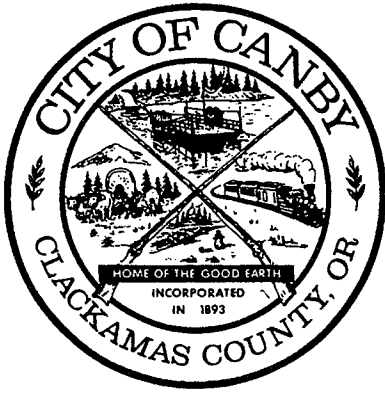
Saturday Lift

Passenger Category	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Senior	22	27	17	41	35	35	31	31					239
Disabled	2	12	6	8	14	11	12	19					84
General Public	0	0	0	0	0	0	0	2					2
Youth	0	0	0	0	0	0	0	0					0
Child	0	0	0	0	0	0	0	0					0
Aides/Other	0	0	0	0	0	0	0	0					0
Totals	24	39	23	49	49	46	43	52					325

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												75
Youth	40												40
Child	0												0
Aides/Other	0												0
Totals	115	0	0	0	0	0	0	0	0	0	0	0	115

Monthly Totals	11,833	12,355	11,492	13,489	11,430	12,591	12,145	12,991	0	0	0	0	98,326
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City of Canby

Police Department

March 8, 2004

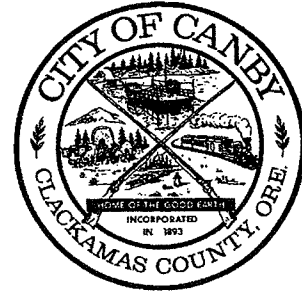
To: Mayor Thompson
Members of City Council

From: Chief Pagano

Re: February 2004 Monthly Report

- The Department implemented a crime mapping system in connection with our records department and planning. Patrol will be reviewing these maps to identify problem areas in the community.
- In February we executed three search warrant that were narcotics related due to drug trafficking in the Canby area.
- We also investigated two shootings in the month of February. No one was injured in either of these shootings. The investigation is continuing.
- Bob Eubanks was sworn in as a new Reserve Officer on February 18th. One Reserve recruit is attending the Portland Police Bureau Academy.
- The Traffic Units participated in traffic saturations with neighboring agencies in Canby. These saturations are designed to promote pedestrian, vehicle, and commercial truck safety and awareness.
- We also applied with ODOT for a pedestrian safety grant. A second Homeland Security Grant was also applied for by the Police Department.

**CANBY PUBLIC LIBRARY
MONTHLY REPORT
February 2004**



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

Facility:

- *More plumbing repairs and new parts in the women's restroom.
- *Major shifting is being done in the non-fiction and fiction collections. The genre fiction paperbacks are soon to be interfiled with the fiction hardbacks and the biographies with the adult non-fiction.
- *Wiring has been completed for Dynix computer terminal to serve as an additional checkout. Receipt printer and scanner have also arrived and a telephone outlet is completed.
- *Juvenile area collections are being rearranged and the result will hopefully give us an expanded Spanish area. Some thought is being given to moving the Spanish AV into a separate category within our regular AV area. This will allow us to remove some shelving which will give us more flexibility to rearrange the rest of the collection.
- *New smaller, more portable study areas are being set up with existing and new tables.

Programs:

- *Received January statistics from Network and we improved our circulation! Second highest ever - 23,538. We're on a roll!
- *Letters have been distributed to key local businesses asking for support of the Summer Reading program. The program is developed and these gals - Peggy, Mary Lou, and Karen - are organized by getting an early start.
- *Our second "Family Evening at the Library" was held on February 26th, another program made possible by the Ready to Read Grant from the Oregon State Library and the Friends. The free program began at 6:30pm and storyteller Will Hornyak was on hand to enthrall about 75 in attendance. These

evenings of fun will continue through June.

*"Food for Fines" month was another success bringing in over 1925 lbs. of cans and other non-perishable foods (can you imagine almost one ton!). Patrons paid off their fines with one can equaling 50 cents with all proceeds going to the local food bank.

*The Fiber Art Family Day was held on February 14th featuring local schools and artists. Refreshments, special programs, entertainment and hands-on activities continued throughout the day. All those who took part and attended commented on the wonderful transformation of the Library for the event. This fiber arts exhibit is presented jointly by the Library, Canby Arts Association and the Canby School District and the hope is to continue these displays and special events every 2-3 months.

Volunteers:

*Contributed 220.5 hrs. this month by assisting in shelving, sorting, pick lists, cataloging and processing, book mending, programs, shelf shifting, and cleaning.

*Volunteer Teresa Farquar is being kept busy re-cataloging our biography collection into the regular adult non-fiction. Every book has to be done so we appreciate her thoroughness and her accuracy!

Friends of the Library:

* Monthly "Friday Surprise" book sale was again a big success on February 20th. Big signs across the windows and mylar balloons seemed to successfully snag passers by. There won't be a sale in the month of March since members will be sparse due to spring vacation.

* Sorting and shelving donations at least twice a week. Loryn Moore, Jean Tallman, Frank Remsing, and Teresa Thompson are working two days a week (at least) doing these duties.

*Book of the Month Club facilitated by Dale Liberty, met February 10th to review "East of Eden". Just keeping track of all the characters in Steinbeck's classic was an accomplishment! A non-fiction "Book Lust" by Seattle librarian was selected for March since "The DaVinci Code" is still so hard to get copies.

MEMO

DATE: March 4, 2004
TO: Chaunee Seifried, Fianace and Court Director
FROM: Kathy Mashek, Court Supervisor
RE: Monthly Report for February, 2004

- 34 attended the February seatbelt class
- Court trials for the month of February were held for 38 defendants
- 550 cases were filed and 545 cases were concluded
- Revenue for the month of August was \$64,645.50
- 58 defendants appeared with attorneys

FINANCE MEMORANDUM

TO: HONORABLE MAYOR THOMPSON, CITY COUNCIL
FROM: CHAUNEE SEIFRIED, FINANCE AND COURT SERVICES DIRECTOR
DATE: MARCH 8, 2004
RE: MONTHLY REPORT
PREPARED BY: LAURA DORNBUSCH, FINANCE OPERATIONS MANAGER

February is a busy budget month. Chaunee is working diligently with the department directors to prepare a balanced budget to present to the Budget Committee in April. Coinciding with the budget is the annual update to the Cost of Services Study. As you may recall, it is a financial policy to update the study each year. Findings are used to review fees and provide a basis for budgeted operational transfers.

Training and meetings attended:

- Sharon attended a BOLI seminar on leave law and injured worker laws.
- Laura attended the CIS Annual Member Meeting & Risk Management Conference.
- Laura attended the Finance Officers Group (FOG). A quarterly meeting of Clackamas and Washington County finance officers.
- Laura attended a workshop on Local Budget Law hosted by the Oregon Department of Revenue.
- Chaunee and Laura attended the monthly Chamber luncheon for Melody's State-of-the City address.

Anniversaries:

Employee	Department	Years of Service
Greg Kroeplin	Police	24
Roy Hester	Public Works	23
Kathy Mashek	Court	15
David Biskar	Swim Center	15
Dolores Kilpela	Police	8
Ben Johnston	Parks	5
Lisa Panoff	Police	4
Gail Kraxberger	Library	3
Margaret Yochem	Transit	2

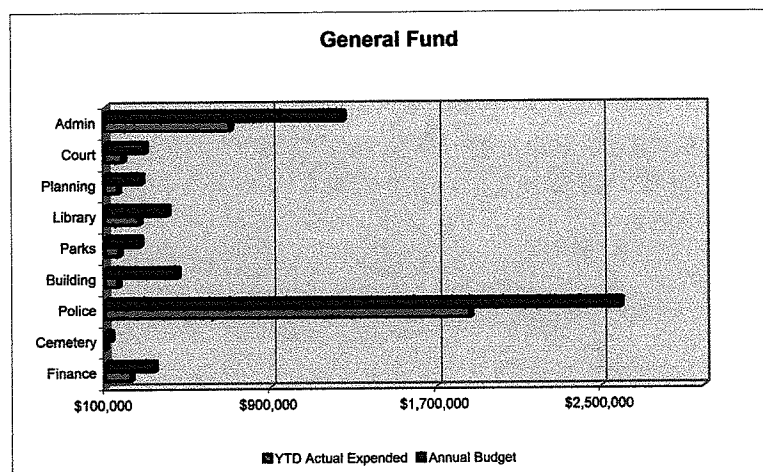
General Fund Snapshot:

Revenues are exceeding expenditures with 69.3% of budgeted revenues received. Expenditures are 64% of budget with 67% of the fiscal year elapsed.

General Fund Summary:

Current Month Revenues: \$226,775
Current Month Expenditures: \$435,863

YTD Revenues: \$4,158,747
YTD Expenditures: \$3,837,680
Annual Budget: \$6,000,904



To: Honorable Mayor Thompson
City Council
From: Roy Hester
Subject: Public Works Report for February 2004
Date: March 1, 2004

February

Street Department

- Picked up dead animal on S Ivy.
- Put up Community Pre-School banner.
- Removed limbs from out fall of Willow Creek.
- Cleaned up city dump trucks.
- Cleaned vactor truck.
- Cleaned up Public Works warehouse.

Streets:

- Swept Sequoia Parkway 2-2-04.
- Swept streets 2-2-04.
- Graded shoulders on N Juniper.
- Graded shoulders on N Maple.
- Swept streets 2-5-04.
- Swept streets 2-6-04.
- Picked up cold mix in Tigard.
- Patched chuckholes with cold mix around town.
- Installed crosswalk lines on SE 13th and Lupine and S Redwood and SE 8th as requested by Traffic Safety.
- Patched chuckholes with cold mix.
- Swept streets on SW side of town 2-12-04.
- Swept street 2-13-04.
- Swept streets 2-18-04.
- Swept streets 2-19-04.
- Swept streets 2-20-04.
- Patched chuck holes with cold mix.
- Swept streets 2-25-04.
- Swept streets 2-27-04 until the rain made it impossible.
- Hauled away street sweeper debris.

Sidewalks and Curbs:

Signs:

- Picked up sign order for NW 3rd "No Truck Parking".
- Laid out NW 3rd for installation of "No Truck Parking" signs.
- Installed 10 sign posts on NW 3rd for the "No Truck Parking" signs.
- Repaired or replaced various street name signs.
- Put the "No Truck Parking" signs on the (10) posts at NW 3rd Avenue.
- Installed post and "25 MPH" sign on NW Territorial, 50' west of Holly Street.



Street Lights:

- Fixed (3) street lights.
- Fixed (4) street lights.
- Fixed (7) street lights.

Street Trees:**Special Projects:****Sanitary Sewer and Storm Drains:**

- Picked up lift station motor in Portland and re-installed.
- Electrician hooked up lift station motor.
- Work continues on Willow Creek lift station, trouble getting pump to prime.
- Worked on the Willow Creek lift station and found a check valve not functioning.
- Ordered parts for the Willow Creek lift station.
- Went to Portland and picked up parts for Willow Creek lift station, installed the parts and brought the station back on line.
- Worked on sewer lateral at 715 NE 10th trying to locate the problem with the lateral, either roots or its broken.
- Checked alarm system at shopping center lift station, problem at Sewer Plant call out system.
- Treated lift station with de-greaser.
- TV'd sewer main at SE 13th looking for lateral, we also washed the same line.
- Fixed broken sewer lateral damaged by Canby Utility's Water Department.
- Cleaned catch basins.
- Checked power supply at shopping center lift station, (1) pump pulling to many amps.
- Pulled pump and cleared debris in pump at shopping center lift station.
- Helped contractor locate storm lines on 99E and S Knott Street.
- Cleaned culvert under S Elm and got the water flowing, needs more work.

Locates:

Twelve (12) locates were done during February.

Erosion Control:

- Did (2) final erosion inspections.
- Inspected sites for erosion prevention.
- Did (2) erosion inspections.
- Did (2) erosion permits.
- Did (1) final erosion inspection.
- Did (2) final erosion inspections.
- Did (2) erosion permit inspections.
- Worked on (2) erosion inspections.
- Did (3) erosion inspections.
- Did (1) final erosion inspection.

Inspections for the month include the following:

- Inspected (1) sewer lateral.

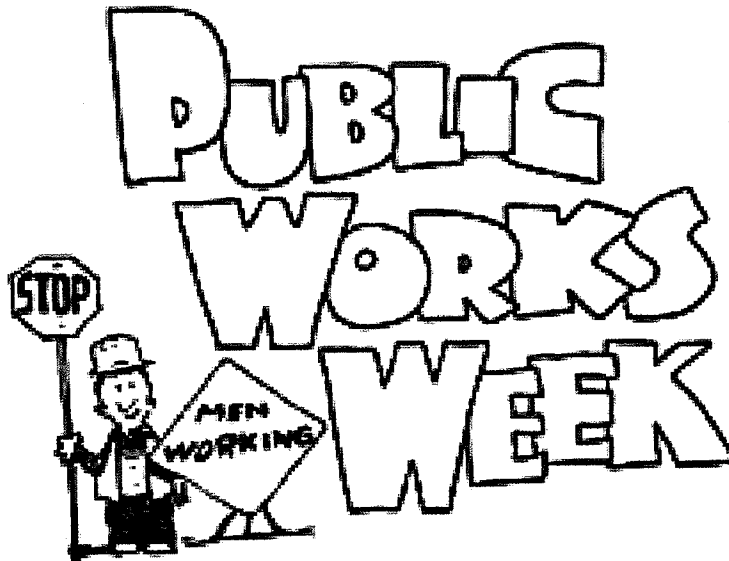
Complaint/Inquiry Request:

- Fifteen (15) complaints/Inquiries for the month of February.



Meetings/Miscellaneous:

- Interviewed (6) job applicants with John Williams, Darren Nichols and Dan Mickelsen.
- Attended EOC meeting.
- Attended Traffic Safety meeting.
- Met with Marilyn, Traffic Safety Chairman on traffic issues on Knights Bridge Road.
- Met with Curt McLeod and John Williams and discussed the N Ivy project, Sequoia Parkway, Hazeldell and SE 4th extensions.
- Dan and Lou attended an all day Chemical Applicator seminar.
- Met with George Cam and discussed the rebuild of City parking lot on NW 2nd by the Graham Building.
- Les Larios attended Erosion Control Training class.



Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: 03/08/04

Re: February Report

The Swim Center has done well over the past month both in revenue and attendance as both were up over last year. Revenue is up \$1,400.00 over this month last year, the line items that did better were daily admissions, public swimming lessons and water exercise, which are all very important areas. Attendance was better by almost 100 pool users but there weren't any strong trends in any one area.

Well it is said that bad news for one person can be good news for another. It seems to be the case with the Molalla swimming pool. It still has not open due to technical difficulties, which turns out to be good news for us. The schools in Molalla did not get swimming lessons last year and do not want to repeat it again this year, so it look as if we will be teaching their fourth graders swimming this year. We are very pleased to be able to offer the lessons for the Molalla school district.

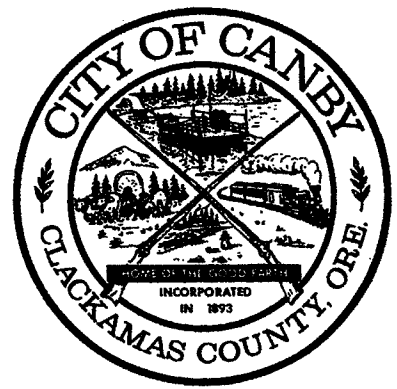
Canby High School swim teams lead by David Biskar pulled off the big win at district for the second year in a row. The boys high school team won districts at McMinnville in a barn burner that came down to the last event. McMinnville was up in the team scores, by two, and going into the last relay who ever won the 400 free relay between McMinnville and Canby would win the meet. Canby pulled the upset winning the relay by three tenths of a second. The Girls team made big strides this season with a third place finish in districts. The girls also qualified all three relays to the state meet as well as Ashly Scroggy in the 500 free. The boys finished 7th at state with two relays and three individuals, David Pete, Jacob Keil and Casey O'Brien all swimming at high school state.

The Canby Gators just finished up at 11-14 state swimming championships with a 7th place finish. There was one state champion from Canby in the 11 year old boys 50 fly and that was Luke Welle, who attends school at 91 elementary school. Canby still has four meets left in their championship season this month with senior state, an ABC season finale meet and Sr. and Age Group Sectionals both held in Federal Way, Washington later this month.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR FEBRUARY 2004
DATE: MARCH 8, 2004

CANBY SWIM CENTER FEBRUARY 2004	ADMIT 2003	ADMIT 2004	PASS 2003	PASS 2004	TOTAL 2003	TOTAL 2004	YTD TOTAL 02-03	YTD TOTAL 03-04
MORNING LAP	36	45	331	295	367	340	2655	2447
ADULT RECREATION SWIM	73	129	366	428	439	557	3806	3837
MORNING WATER EXERCISE	187	183	0	0	187	183	1213	1386
PARENT/ CHILD	32	55	0	0	32	55	573	408
MORNING PUBLIC LESSONS	0	0	0	0	0	0	5565	3371
SCHOOL LESSONS	1150	996	0	0	1150	996	3350	4464
NOON LAP	28	60	153	165	181	225	1525	1677
FAMILY SWIM	14	15	0	0	14	15	103	130
AFTERNOON PUBLIC	119	96	16	25	135	121	2438	2009
PENGUIN CLUB	0	0	0	0	0	0	908	726
CANBY H.S. SWIM TEAM	0	0	443	445	443	445	2893	2663
CANBY SWIM CLUB	0	0	758	851	758	851	6614	6146
N. MARION H.S. SWIM TEAM	0	0	0	0	0	0	0	0
EVENING LESSONS	263	540	0	0	263	540	4307	4784
EVENING LAP SWIM	15	35	66	31	81	66	691	555
EVENING PUBLIC SWIM	562	530	36	43	598	573	4496	4092
EVENING WATER EXERCISE	136	110	0	0	136	110	1076	796
ADULT LESSONS	0	0	0	0	0	0	15	0
GROUPS AND RENTALS	490	277	0	0	490	277	2760	2350
WATER POLO	0	0	0	0	0	0	74	0
OUTREACH SWIMMING	0	0	0	0	0	0	247	218
TOTAL ATTENDANCE	3,105	3,071	2,169	2,283	5,274	5,354	45309	42059

**WASTEWATER TREATMENT FACILITY
MONTHLY REPORT**



To: *Honorable Mayor Thompson, City Council*

From: *Mark Adcock*

Through: *John Williams*

Prepared by: *Darvin Tramel*

Subject: *February 2004 Wastewater Treatment Report*

Date: *March 9, 2004*

Facility Operations & Maintenance & Construction:

Facility operations have improved drastically from the January lime incident and the effluent quality was good with no interruption of services or violations for the month of February. Operations at the facility have been busy as staff worked diligently to get the plant back to post lime conditions. Also staff has been busy with cleaning of all buildings and grounds for our annual spring cleaning.

The new pH and lime silo monitoring system is functioning well, but we are still working out a few bugs with the new system.

Major maintenance activities included some repairs to the Seepex pump on the new Belt Press, and standard preventive maintenance of facility equipment.

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

<u>New Connections:</u>	15	<u>Monthly Averages:</u>	
<u>Total Connections:</u>	5212	<u>Effluent BOD₅:</u>	6 mg/l
<u>Average Flow:</u>	0.9754 mgd	<u>Effluent CBOD₅:</u>	3 mg/l
<u>Fecal Coli</u>	9	<u>Effluent TSS:</u>	10 mg/l

Biosolids Program:

The City of Canby applied 156 cubic yards of dewatered cake to the Carpenter sites.

Pretreatment Program:

During the month of February I completed the Biosolids Annual report, Pretreatment Annual report, NPDES permit application and review documents, Temperature Management plan, and the Untreated Discharge Notification plan.

Meetings and Training Attended

I attended meetings with the ACWA pretreatment, and our City storm water.

To: Honorable Mayor Thompson, City Council

From: Mark Adcock

Through: Beth Saul

Set up by: Jeff Snyder

Subject: Parks Report for February, 2004

Date: March, 1, 2004



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

* = no specific information for this area.

Adult Center.

- Due to deferred landscape maintenance practices, the Adult Center landscape required 120 personnel hours to return it back to a suitable appearance.
- Trimmed shrub, removed shrubs, spread bark dust and cleaned off the roof.
- Met with Anna Phillips and Dan Onion regarding bid for lights in the building.

Arneson Garden horticultural park

- CCCC raked and hauled away debris.

Baker Prairie Cemetery

- Picked up limbs.

City Hall*

Community Park (River)

- CCCC raked debris.
- Chipped up storm debris.
- Cut up downed trees and delivered to the Shop Complex.
- Removed stump from downed tree, graded out the area.
- Ordered playground equipment from Doug Beul @ Site Lines.

Eco Park natural area

- Delivered chips from Community Park for the trails.
- Cut fallen trees out of the trails.

Faist V property*

Holly & Territorial welcome sign property*

Hulbert's Welcome Sign property*

Library

- Attached letters to the building, they read CANBY PUBLIC LIBRARY.
- Cleaned off the roof, leaves and debris.

Locust Street*

Logging Road Trail and Fish Eddy/Log Boom property*

Maple Street Park

- Cut up, chipped and hauled away debris from downed tree.
- Replaced two boards on a vandalized picnic table under the covered picnic structure.

Nineteenth Loop natural area*

Skate Park

- Met with Marjan A Rotting (Geologist) from GEO Engineers, regarding access and test wells for the property.
- Assisted Engineers, they got their test equipment stuck in the mud.
- Spread gravel from the street to the gate that accesses the the Regional Park property.

Shop Grounds

- Cleaned equipment.

Swim Center

- Removed two small dogwood shrubs and one small pine tree.

Thirteenth Avenue future park property***Territorial Estates, Future CLC Park*****Transit Building**

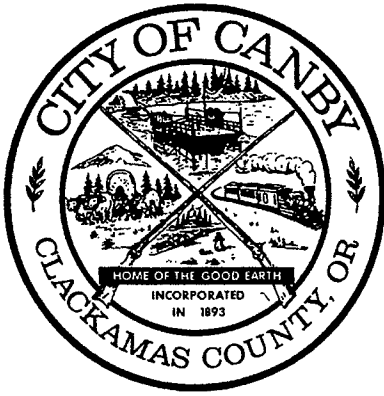
- Trimmed shrubs.

Triangle Park***Wait Park**

- Assisted plumbers with the plumbing layout, for the restrooms mechanical room.
- Assembled and installed deep sink for the mechanical room.
- Set floor drains in the restroom building.
- CU located a water line for the Parks, Thanks Pat Thurston.
- Installed frost free hose bib and valve for the drinking fountains, out side of the restroom building.
- Cut out templates for the men's and women's signs to be poured in the cement at the restroom building.
- Uncrated the stall dividers and separated to the appropriate restroom, they will be installed this month.
- Electrician, Joe Dryden received final inspection for the restroom building.

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

- Attended City Safety Committee meeting and crew Safety Committee meeting.
- E-mailed CCCC work orders.
- Wrote monthly report.
- Wrote up MACS minutes and agenda.
- Met with Darren Nichols from the Planning Department, regarding the layout of the Library sign.
- Met with Beth and Curt McLeod regarding 13th Ave. Park.
- Attended Park and Recreation Board meeting.
- Ordered Park Closed @ 10 pm signs from Traffic Safety.



City of Canby

Office of the City Administrator
Phone 503-266-4021

March 5, 2004

File - FYI
Met

Mr. Joe Sugura
Vice President - Industrial Group
Grubb and Ellis
1000 SW Broadway - Suite 1000
Portland, OR 97205

Dear Mr. Sugura:

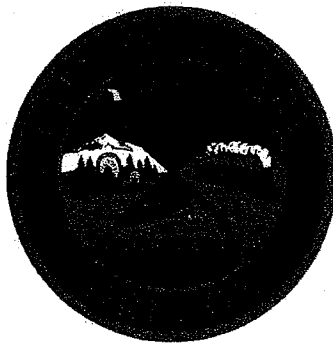
It was a pleasure to meet you during your recent trip to Canby to view industrial sites. As you can see from the public infrastructure improvements in the industrial area, the City of Canby is committed to providing an attractive and competitive location for your industrial and commercial clients.

We hope that you will keep Canby in mind in the future as a premier location for future industrial and commercial expansions and relocations. City staff is readily available to answer any questions you may have regarding City services. Jamie Johnk of Canby Business Revitalization and Development is also available to answer questions you or your clients may have about the community.

Again, it was a pleasure to meet you.

Very truly yours,

Mark C. Adcock
City Administrator



To: CC
FBI ([signature]

OFFICE OF THE CITY ADMINISTRATOR

8 March 2004

Dear Shawn:

Just a short note to thank you for your hospitality at lunch and the opportunity to discuss possibilities for Columbia River Bank's community reinvestment funds. The community is fortunate to have someone like you remains engaged in civic and community affairs.

Hopefully, you will be able to further develop some of the ideas we discussed and implement them to the mutual benefit of the bank and community. Again, thanks for the opportunity to meet with you. Please don't hesitate to call on me if I can be of further assistance.

Kindest personal regards,

Mark C. [signature]

Mr. Shawn P. Carroll
Vice President & Manager
PO Box 1247
Columbia River Bank
Canby, Oregon

Get a new outlook in the new year by consolidating your

February 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

April 2004						
S	M	T	W	T	F	S
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sunday		Monday		Tuesday		Wednesday March 2004		Thursday		Friday		Saturday	
7		8	⑨ (7:00 PM) Planning Commission (Council Chambers)	9	⑨ (6:30 PM) Bike & Ped. Committee (CAC) ⑨ (7:00 PM) URD Agency Workshop w/URD Advis. Comm. (CAC) ⑨ (7:30 PM) CUB Meeting	10	⑨ (7:00 PM) Council Workshop re: Carver Governance Model. (City Hall Conf. Room)	11	⑨ (12:00 PM) Traffic Safety Commission (CUB Room)	12		13	
14		15		16	⑨ (4:00 PM) Library Board (Library) ⑨ (7:00 PM) Parks & Rec. Board (CAC)	17	⑨ (7:30 PM) City Council Meeting (Council Chambers)	18		19		20	
21		22	⑨ (7:00 PM) Planning Commission (Council Chambers)	23	⑨ (7:30 AM) CBRD (Fire Station) ⑨ (7:00 PM) Historic Review Board (Canby Depot Mus.) ⑨ (7:30 PM) CUB Meeting	24	⑨ (7:00 PM) URD Agency Mtg. (Council Chambers)	25		26		27	
28		29		30		31	⑨ (7:00 PM) Council Workshop re: Street Maintenance Fee (City Hall Conf. Room)	1	⑨ (7:00 PM) Gen. Canby Days Comm. (Adult Center)	2		3	