

CANBY CITY COUNCIL

Regular Session

October 15, 2003

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. CITIZEN INPUT ON NON-AGENDA ITEMS:
4. CONSENT AGENDA:
Minutes – Workshop, September 24, 2003
Minutes – Workshop and Regular Meeting, October 1, 2003
Accounts Payable - \$911,778.48
Appointment to Traffic Safety Commission
Appointment to Parks & Recreation Advisory Board

Pg. 2
Pg. 3
5. COMMUNICATIONS:
6. PUBLIC HEARING:
 - A. CPA 03-04 Adopting an Area of Special Concern Designation for the Northwoods Property

Pg. 4
7. NEW BUSINESS:
 - A. Creation of OS III Position for Transit Department
 - B. Wait Park Restroom Funding

Pg. 29
Pg. 32
8. UNFINISHED BUSINESS:
9. RESOLUTIONS & ORDINANCES:
 - A. Ord. 1124, Adopting Local Wetlands & Riparian Inventory, Amending Canby's Comprehensive Plan, and Title 16 of the Canby Municipal Code (2nd Reading)
 - B. Ord. 1125, Repeal of Residency Requirements
 - C. Ord. 1126, Amending Canby's Comprehensive Plan by Adding a New "Area of Special Concern"

Pg. 35
Pg. 36
Pg. 27
10. MANAGER'S REPORT:
 - A. Update on Neighborhood Associations

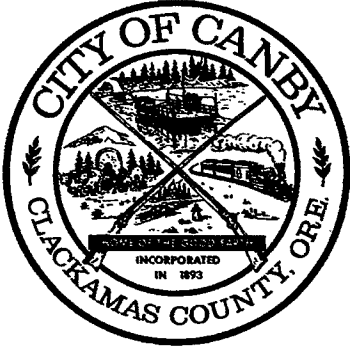
Pg. 38
11. CITIZEN INPUT:
12. COUNCILORS' ISSUES:
13. ACTION REVIEW:
14. EXECUTIVE SESSION: ORS 192.660 (1)(h) pending litigation
15. ADJOURN:

**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.*

PLEASE PRINT CLEARLY

ADDRESS

1240 NE 11th Pl.
10381 S Mulino Rd
P.O. Box 80425, Portland, OR 97280-1425
24401 S. MULINO RD.
CANBY OR
407 NW Territorial Rd.
Scappoose
1536 N Flinn Ct Canby
686 NW 13th Ave
1341 N. Maple St.
Postalsville



City Council FYI Update

To: Mayor & City Council
Date: 8 October 2003

City Council Agenda Items for 15 October, 2003 Council Meeting

1. **Presentation of Employee of the Month for August:** I will be making a presentation to Susan Duffy of our Finance Department upon her selection as Employee of the month for September.

2. **Consent Agenda:** In addition to the regular approval of minutes and accounts Payable, the Consent Agenda contains approval of the appointment of Doug Gingerich to the Traffic Safety Committee (see application) and Rick Maier to the Parks Advisory Board (see application).

3. **Request for New Position in Canby Transit (New Business):**
Because of operational requirements, the Planning Department has determined that they are no longer able to share their Office Specialist II (Carla Ahl) with Canby Transit. This leaves a void in the staffing pattern for the Transit activity and Margaret Yochem, based upon an analysis of the existing (and expanded duties of the clerical position, has requested budget authority to replace Carla with a full-time Office Specialist III. Attached is a staff report prepared by Margaret and John Williams. Margaret advises that the duties of the Transit position have evolved significantly since the original staffing pattern was established some time ago. Those changes have been set forth on page 2 of Margaret's staff report and require a higher level clerical position. In addition, Margaret is proposing bringing the Transit Tax work into her department relieving the Finance Department from the responsibility of maintaining the Transit Tax data base and updates.

Margaret's report sets forth the fiscal impact which is "budget neutral" in terms of revenues. She has assured me that given the increase in Transit revenues, the new, full-time position's funding is sustainable in the future. Please be aware that there is no impact on the General Fund in as much as Transit is an enterprise activity entirely reliant upon dedicate Transit Tax revenues. If approved by the Council, we would conduct an open, competitive recruitment for this position.

4. **Request for Additional Funding to Complete the Wait Park Restroom Project (New Business)**: As you are aware, the Wait Park restroom project has been ongoing for some time with the help of volunteers and community organizations as well as donated materials from the business community. Beth Saul has reviewed project progress and determined that we are in need of an additional \$15,000 to complete the restrooms and open them to the public.

When the project was initiated, the City Council at that time authorized \$15,000 of City funds that could be applied to the project funding mix. This was expressed in terms of being able to use this \$15,000 only as a last resort once all fund raising efforts have been exhausted. That money has been used and we still need an additional \$15,000 for completion. Beth has correctly and clearly pointed out in her staff report that if we were to have built a new restroom to the specifications we used, the cost to the taxpayers (City money) would have been in the area of approximately \$150,000. We are not recommending continued attempts at fund raising in the community. I believe the community has stepped forward and for a number of reasons outlined by Beth, the project is still short. Accordingly, in the interest of getting this project finished and open to the public and to avoid further delay, I support Beth's recommendation to transfer \$15,000 from the Eco Park reserve and redirect those funds to the rest room project. This transfer will require an affirmative action by the City Council.

5. **Ordinances and Resolutions:** There are two ordinances on your agenda:

Ordinance 1124 - Adopting Local Wetlands and Riparian Inventory
(*Second reading*)

Ordinance 1125 - Repealing Residency Requirements for City Employee:
This matter was introduced by Mayor Thompson at your last Council meeting. During your discussions, it was determined that this requirement is antiquated and no longer practically applicable, especially in a metropolitan area and expanded job market. This ordinance amends the specific prohibition and changes the Municipal Code to reflect that change. Attached is a staff report from John Kelley.

6. **Manager's Report** -Update on Neighborhood Associations: As you are aware, one of the specific goals set forth in your City Council Goals and Program of Document focuses on the development of relationships with neighborhood associations (See Community Relations Goal and Action Plan). Matilda Deas has been working with neighborhood associations since their inception and she has developed a process that would work toward completion of the Council's goal in this area as well as provide

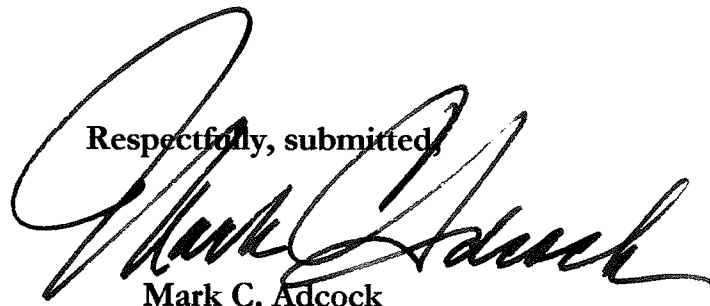
training to neighborhood associations so as to improve their effectiveness and ability in partnering with the City on matters of mutual concern. Matilda's staff report is attached and it sets forth an excellent process to help the neighborhood associations and City partner effectively. What is needed by the City Council is your approval of the process developed by Matilda or additions/deletions to the process. Once we have received approval of the process (modified or not), we will move forward. John Williams has advised me that there is minimal budget impact in implementing the process in Matilda's report.

Matilda will be on hand to give her presentation and answer any questions you may have.

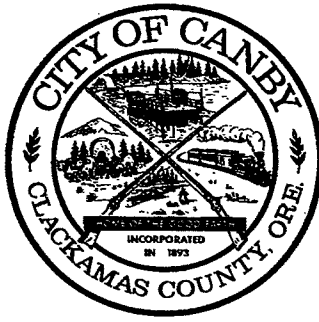
7. Miscellaneous Non-agenda Items: We have a few for you to review and they are listed below.

- > A press release regarding a major business embezzlement arrest.
- > A report from Clackamas County regarding the results of the Canby Accountability Board.
- > A letter to Chief Pagano on the occasion of his 27th anniversary with the City of Canby. You should know that Ken became a grandfather on October 7 with the birth of a granddaughter.
- > Departmental activity reports for the month of September

NOTE: I will be out of the office on October 16 and 17. I'll be out of state and Kim will have the number where I can be reached. John Williams will be Manager-in-Charge during those two days.

Respectfully, submitted,

Mark C. Adcock

Attachments



Office of the City Administrator

CITY COUNCIL FYI UPDATE - ADDENDUM

This item was added to the agenda following the completion of the FYI Update.

Item: Ordinance 1126 (CPA 03-04) Adoption of Area of Concern - Northwood Properties

Attached is a staff report prepared by John Williams. This matter has been noticed for a public hearing on October 15. The issue is the Council's establishment, by ordinance, of an "area of special concern" and the corresponding Comprehensive Plan Amendment focusing on that property commonly referred to as the Northwoods property.

The Planning Commission is recommending to the City Council that you approve the ordinance and amend the Comprehensive Plan to so designate this property. In so doing, the Council would be requiring that this property be the subject of a master plan prior to any future development.

John's staff report goes into greater detail and provides you with a summarized historical perspective.

City of Canby
Employee of the Month
Nomination Form

*Approved
10-15*

Name of Nominee: Suzan Duffy Date: September 2003

Department: Finance

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.

I would like to nominate Suzan Duffy for Employee of the Month for her above and beyond customer service. She ensures that the paper work gets handled correctly in each situation. She takes extra time with any employee having trouble with paperwork or the processes we have. She finds ways to help employees have all the information that is available whether it be needing copies for history, researching options on the web, giving suggestions or even building spreadsheets that will give them the data to make the best decision. This protects the City and helps the moral of the employees. A couple recent cases were the Police Department when researching the option of switching to Nextel phones. There were also other instances in the Library and during the budget building process when the employees were expected to Zero Base their own budgets. This is something I see happening quite often.

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

Chaunee Seifried
Department Director's Signature

September 17, 2003
Date

City of Canby

Application

Boards/Committees/Commissions/Council

Date: 10/6/03

Name: DOUG GINGERICH

Occupation: CSD - Safety Officer

Home Address: 7972 S. THREE GAIT LN CANBY 97013

Address

City

Zip

Employer: Canby School District

Position: district office administrator

Daytime Phone: 503 266-0009

Evening Phone: 503 651-2610

Email address gingerich@canby.k12.or.us dginger@webster.com

For which position are you applying? Traffic Safety Committee

What are your Community interests (committees, organizations, special activities)?

Board of Directors, HOPE Village; Canby School District;

Experience and educational background: 34 years Canby School District
teacher & administrator

Reason for your interest in this position: As CSD Safety Officer, I
often get involved in traffic safety issues.

List any other City or County positions on which you serve or have served:

I have served on this committee before

Information on any special membership requirements:

Referred by (if applicable): Marlene Elmer

Feel free to attach a copy of your resume and use additional sheets as necessary

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to :

City of Canby
182 N Holly Street
PO Box 930
Canby, OR 97013

RECEIVED
OCT 06 2003
CITY OF CANBY.

City of Canby Application Boards/Committees/Commissions/Council		
Date:	9/26/03	
Name:	Rick Maier	Occupation: Sales
Home Address:	12230 S. Adkins Circle, Canby OR 97013	
	Address	City Zip
Employer:	Self-Employed	Position:
Daytime Phone:	(503) 266-2859	Evening Phone: same
Email Address:	janirick@canby.com	
For which position are you applying:	Parks & Rec Board	
What are your community interests (committees, organizations, special activities)?	Park & Rec Member since 1994. Canby Swim Club - Board member (1994-1997). Oregon Swimming Official - (1994-2002). Canby High Voter Reg. Chair (1996-Present)	
Experience and educational background:	AAS (Bus Adm) SUNY at Farmingdale, NY Add'l Coursework at Syracuse Univ. Associate in Risk Mgt (AEM) & CIC designations (insurance)	
Reason for your interest in this position:	To work toward adequate and stable funding for Park & Rec Programming. Advocate for local citizens. Plan for growth.	
List any other City or County positions on which you serve or have served:	Parks & Rec Board - Current member	
Information on any special membership requirements:		
Referred by (if applicable):		

Feel free to attach a copy of your resume and use additional sheets as necessary

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to:

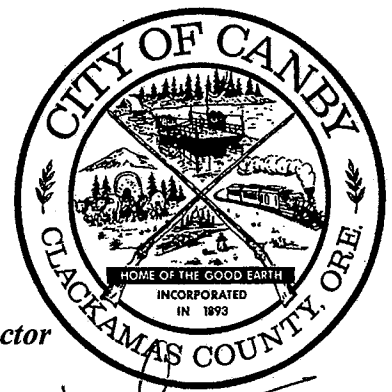
City of Canby
182 N Holly Street
PO Box 930
Canby OR 97013

RECEIVED

SEP 30 2003

CITY OF CANBY

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *John R. Williams, Community Development & Planning Director*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *October 8, 2003*

Issue: Ordinance 1126 (CPA 03-04), adopting an area of special concern designation for the Northwoods properties.

Synopsis: The Planning Commission has proposed a Comprehensive Plan Amendment that would add 30.19 acres of property in NW Canby to the list of areas requiring special attention during development. These "areas of special concern" are locations which "because of unique development constraints or other special circumstances, warrant special attention in terms of land use regulations."

The proposed language would require creation of a comprehensive master plan addressing parks and/or open space provision, street and infrastructure design, buffering, and other relevant issues.

Process: The City Council will hold a quasi-judicial public hearing on Comprehensive Plan Amendment 03-04 on October 15 and make a decision after considering the Planning Commission's recommendation and all input at the public hearing.

Recommendation: The Planning Commission voted 6-0 to recommend that the Council approve the proposal. To implement this decision, the Council would make a motion to **approve Ordinance 1126 and direct staff to return with written findings on CPA 03-04.**

Rationale: See attached Planning Commission staff report for more details. The Planning Commission believes that the proposed language is needed to ensure that the properties are developed in a way that fits in with the existing neighborhood.

Background: The neighborhood association's appeal of the Council's UGB decision on these properties is still wending its way through the Land Use Board of Appeals. They may not reach a decision until 2004. Until LUBA tells us something different, the Council's decision stands, which is why the Planning Commission chose to act at this time. The property owners could file a subdivision application at any time.

Options: Deny the proposal or amend the proposed language. The Planning Commission had extended discussion about the specific language and made a couple of changes from the original proposal. The Commission also reviewed a change proposed by the property owners to remove the last sentence ("Creation of the master plan should include input from the public and neighborhood association.") While the property owners felt that this sentence would require input from those

sources to be included in the plan, the Commission stated that it only meant the input would have to be considered.

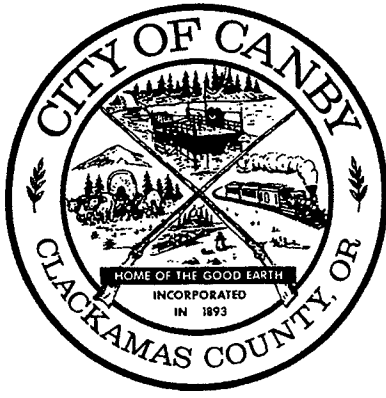
Attached: Ordinance 1126; proposed language including Planning Commission revisions; Planning Commission staff report and attachments.

City of Canby CPA 03-04
Exhibit 1

TEXT TO BE ADDED TO IMPLEMENTATION MEASURE B OF POLICY 6, LAND USE ELEMENT:

Area "L" comprises approximately 30 acres of parcels zoned for low density residential development. The parcels have been farmed for many years and were outside the Urban Growth Boundary of the City until 2003. The area presents a unique challenge because it is surrounded by existing neighborhoods that could be negatively impacted by development. In addition, the City has infrastructure requirements that must be addressed, such as parks provision and street design. Therefore, Area "L" should be developed following a comprehensive master plan addressing parks and/or open space provision, street and infrastructure design, public safety facilities, buffering, and other relevant issues. The master plan should integrate reasonable foreseeable uses of adjacent properties. Subdivision of the property should not occur unless such a master plan is approved by the Planning Commission. Creation of the master plan should include input from the public and neighborhood association.

**text underlined = additions made by Planning Commission*



City of Canby

Planning and Building Department

STAFF REPORT

FILE #: CPA 03-04

APPLICANT: Canby Planning Commission

STAFF: John Williams, Community Development & Planning Director

DATE OF REPORT: August 27, 2003

DATE OF HEARING: September 8, 2003

I. REQUEST

This is a quasi-judicial comprehensive plan amendment that would add 30.19 acres of property in NW Canby to the list of areas requiring special attention during development. These "areas of special concern" are locations which "because of unique development constraints or other special circumstances, warrant special attention in terms of land use regulations."

The proposed language (attached as exhibit 1) would require creation of a comprehensive master plan addressing parks and/or open space provision, street and infrastructure design, buffering, and other relevant issues.

The affected properties are Tax Lot 800 of Map 3-1E-32AA, lots 100, 200, and 1700 of map 3-1E-33AD, lots 300 and 501 of map 3-1E-33BB; and lot 6600 of map 3-1E-33BC (See map, exhibit 2).

II. APPLICABLE REGULATIONS

City of Canby General Ordinances:

16.88.180 Comprehensive Plan Amendments (Quasi-judicial)

III. MAJOR APPROVAL CRITERIA

Section 16.88.180 Comprehensive Plan Amendments

In judging whether a quasi-judicial plan amendment shall be approved, the Planning Commission and City Council shall consider:

1. The remainder of the Comprehensive Plan of the City, as well as the plans and policies of the county, state or any local school or service districts which may be affected by the amendments;
2. Whether all required public facilities and services exist, or will be provided concurrent with the anticipated development of the area.

IV. FINDINGS

A. BACKGROUND

For many years the subject properties were outside of Canby's Urban Growth Boundary (UGB) but inside city limits. This year the City Council approved a Comprehensive Plan amendment and Zone Change that amended the City's UGB to include the property and rezoned the property to R-1, low density residential. This decision has been appealed to the Land Use Board of Appeals (LUBA) by the neighborhood association. LUBA is expected to make a decision in a few months.

Due to the unique history and physical characteristics of these parcels, the Planning Commission is proposing to add them to the list of areas of special concern (Attached as exhibit 3) contained in the Canby Comprehensive Plan.

B. COMPREHENSIVE PLAN CONSISTENCY ANALYSIS

i. CITIZEN INVOLVEMENT ELEMENT

GOAL: TO PROVIDE THE OPPORTUNITY FOR CITIZEN INVOLVEMENT THROUGHOUT THE PLANNING PROCESS

Analysis: The proposed language provides for public input during the creation of the master plan. The plan would also be reviewed and approved by the Planning Commission in public meetings.

ii. URBAN GROWTH

GOAL: 1) TO PRESERVE AND MAINTAIN DESIGNATED AGRICULTURAL AND

FOREST LANDS BY PROTECTING THEM FROM URBANIZATION.

- 2) TO PROVIDE ADEQUATE URBANIZABLE AREA FOR THE GROWTH OF THE CITY, WITHIN THE FRAMEWORK OF AN EFFICIENT SYSTEM FOR THE TRANSITION FROM RURAL TO URBAN LAND USE.**

Policy #3: Canby shall discourage the urban development of properties until they have been annexed to the City and provided with all the necessary urban services.

Analysis: The property is currently within the City Limits. Urban services are available directly adjacent and would be extended as a part of development. The master plan will address urban service provision to ensure that all services are available.

iii. LAND USE ELEMENT

GOAL: TO GUIDE THE DEVELOPMENT AND USES OF LAND SO THAT THEY ARE ORDERLY, EFFICIENT, AESTHETICALLY PLEASING AND SUITABLY RELATED TO ONE ANOTHER.

Policy #1 Canby shall guide the course of growth and development so as to separate conflicting or incompatible uses, while grouping compatible uses.

Analysis: This property is currently surrounded by low density residential uses and will be developed with the same. Therefore, there should be few conflicts between incompatible uses.

Policy #2 Canby shall encourage a general increase in the intensity and density of permitted development as a means of minimizing urban sprawl.

Analysis: As this property is currently surrounded by urban uses, development of the property would not contribute to urban sprawl.

Policy #3 Canby shall discourage any development which will result in overburdening any of the community's public facilities or services.

Analysis: The proposed master plan would address public service provision and ensure that Canby's public services can support whatever type and amount of development is proposed.

Policy #4 Canby shall limit development in areas identified as having an unacceptable level of risk because of natural hazards

Analysis: The area is not within an identified hazard area.

Policy #6 Canby shall recognize the unique character of certain areas and will utilize the following special requirements, in conjunction with the requirements of the Land Development and Planning Ordinance, in guiding the use and development of these unique areas.

Analysis: The proposal directly addresses this policy. This property has a unique history and physical location surrounded by well-established residential areas. Therefore, it is appropriate to include it on Canby's list of "areas of special concern."

iv. ENVIRONMENTAL CONCERNS

GOALS: TO PROTECT IDENTIFIED NATURAL AND HISTORIC RESOURCES.

TO PREVENT AIR, WATER, LAND, AND NOISE POLLUTION.

TO PROTECT LIVES AND PROPERTY FROM NATURAL HAZARDS.

Policy #7-R: Canby shall seek to improve the overall scenic and aesthetic qualities of the City.

Policy #8-R: Canby shall seek to preserve and maintain open space where appropriate and where compatible with other land uses.

Analysis: The proposed language would address these issues by requiring a coordinated development plan addressing buffering and parks/open space provision.

v. **TRANSPORTATION ELEMENT**

**GOAL: TO DEVELOP AND MAINTAIN A
TRANSPORTATION SYSTEM WHICH IS SAFE,
CONVENIENT AND ECONOMICAL**

- Policy #1: Canby shall provide the necessary improvement to City streets, and will encourage the County to make the same commitment to local County Roads, in an effort to keep pace with growth.
- Policy #2: Canby shall work cooperatively with developers to assure that new streets are constructed in a timely fashion to meet the City's growth needs.
- Policy #3: Canby shall attempt to improve its problem intersections, in keeping with its policies for upgrading or new construction of roads.
- Policy #4: Canby shall work to provide an adequate sidewalk and pedestrian pathway system to serve all residents.
- Policy #6: Canby shall continue in its efforts to assure that all new developments provide adequate access for emergency response vehicles and for the safety and convenience of the general public.
- Policy #7: Canby shall provide appropriate facilities for bicycles and, if found to be needed, for other slow moving, energy efficient vehicles.

Analysis: All of these streets and transportation issues would be addressed by the proposed master plan. Development of this property is expected to complete NW 10th Avenue and NW Territorial Road along the properties' frontage. These streets will improve emergency service provision as well as pedestrian and vehicle connectivity. The master plan should address the potential negative

impacts of development as well, such as speeding and impact on neighboring streets and intersections.

vi. PUBLIC FACILITIES AND SERVICES

GOAL: TO ASSURE THE PROVISION OF A FULL RANGE OF PUBLIC FACILITIES AND SERVICES TO MEET THE NEEDS OF THE RESIDENTS AND PROPERTY OWNERS OF CANBY.

Policy #1: Canby shall work closely and cooperate with all entities and agencies providing public facilities and services.

Analysis: The proposed master plan would address public service provision, including sewer, water, streets, emergency services, and parks.

Policy #5: Canby shall assure that adequate sites are provided for public school and recreation facilities:

Analysis: The applicants have stated they will dedicate at least 3 acres of land for parks or other public purposes. The City has the ability to require more park land if it is deemed necessary to meet our Parks Master Plan standards. This could be done at the time of development should this property be included in the UGB. The master plan will be required to address parks and open space provision.

V. PUBLIC TESTIMONY

As of the date of this report, staff has received five written comments from the public on this application (attached as exhibit 4). One letter expressed opposition to any development of the property. Three expressed specific ideas recommended for inclusion in the master plan (building design, lot sizes, and parks provision). The last expressed support for the master plan requirement. The Planning Commission may wish to consider adding specific additional requirements for inclusion in the proposed master plan.

VI. CONCLUSION

Criteria for Quasi-Judicial Comprehensive Plan Amendment

1. **The remainder of the Comprehensive Plan of the City, as well as the plans and policies of the county, state or any local school or service districts which may be affected by the amendments;**

Staff concludes that the proposed Comprehensive Plan Amendment is consistent with the remaining policies of the Comprehensive Plan.

2. **Whether all required public facilities and services exist, or will be provided concurrent with the anticipated development of the area.;**

Staff concludes that the proposed master plan will ensure that these services are provided in a coordinated fashion for the full development of this property.

VI. RECOMMENDATION

Based on the findings and conclusions presented in this report, and without benefit of a public hearing, staff recommends that the Planning Commission advance a recommendation of approval on to the City Council for CPA 03-04 if the Commission concludes that this amendment is necessary to ensure that development of the property does not have negative impacts on existing neighborhoods.

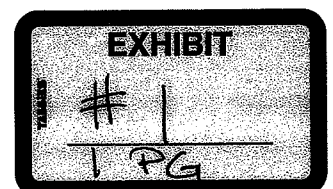
Exhibits:

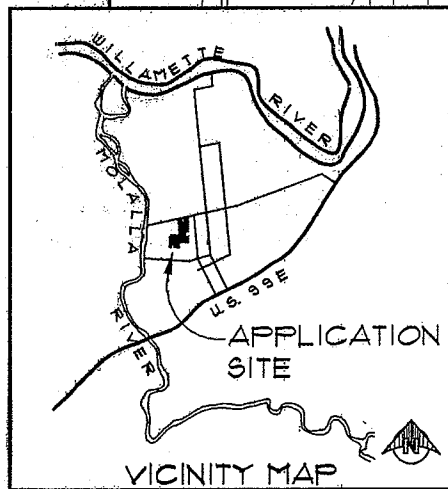
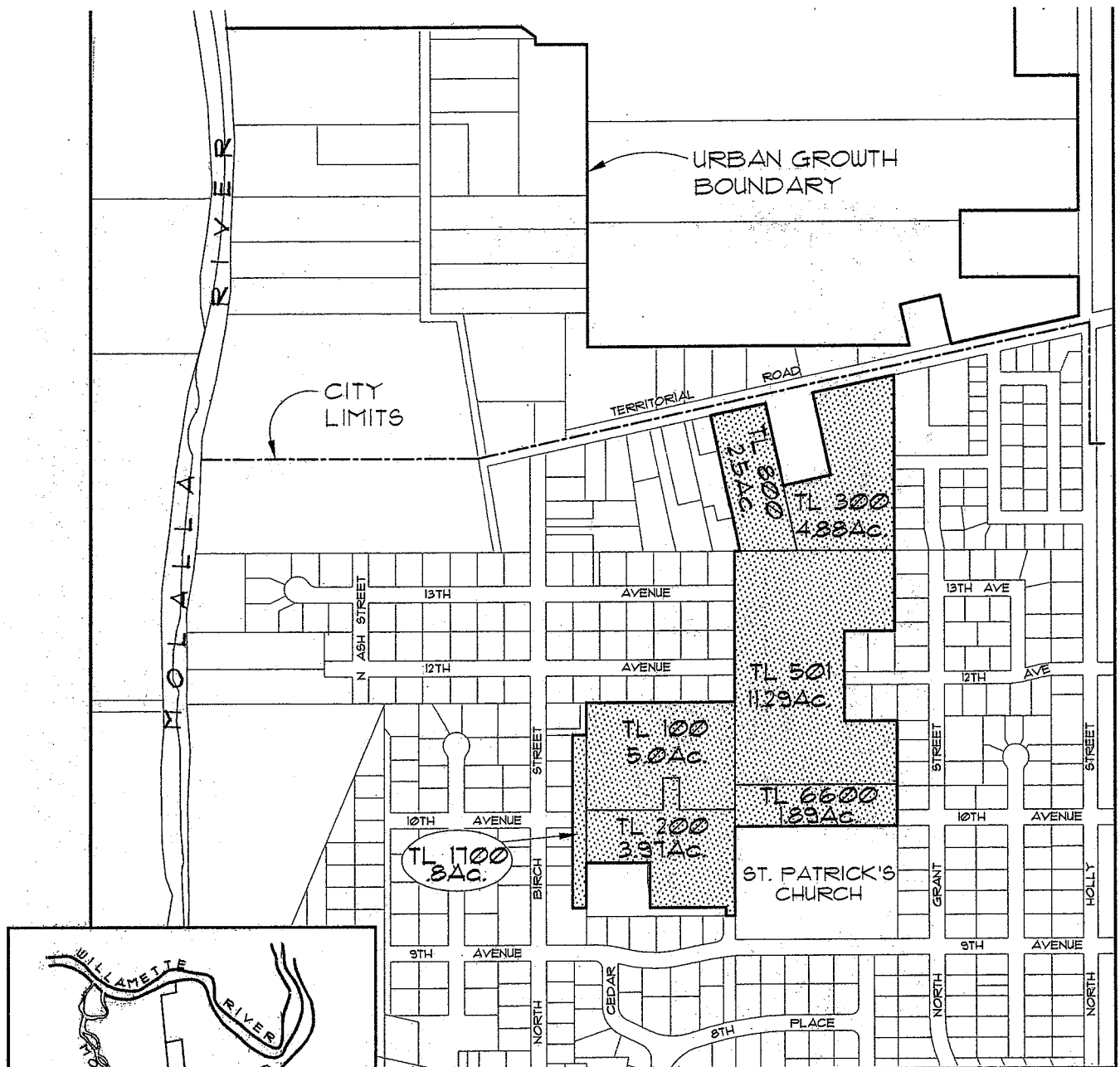
1. Proposed Comprehensive Plan Language
2. Map of subject parcels
3. Current list of areas of special concern with map
4. Public testimony received to date

**City of Canby CPA 03-04
Exhibit 1**

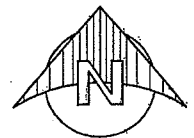
*TEXT TO BE ADDED TO IMPLEMENTATION MEASURE B OF POLICY 6, LAND
USE ELEMENT:*

Area "L" comprises approximately 30 acres of parcels zoned for low density residential development. The parcels have been farmed for many years and were outside the Urban Growth Boundary of the City until 2003. The area presents a unique challenge because it is surrounded by existing neighborhoods that could be negatively impacted by development. In addition, the City has infrastructure requirements that must be addressed, such as parks provision and street design. Therefore, Area "L" should be developed following a comprehensive master plan addressing parks and/or open space provision, street and infrastructure design, buffering, and other relevant issues. Subdivision of the property should not occur unless such a master plan is approved by the Planning Commission. Creation of the master plan should include input from the public and neighborhood association.





SITE IDENTIFICATION and VICINITY MAP



1" = 600' ±

CITY OF CANBY
COMPREHENSIVE PLAN AMENDMENT

**CPA 03-04
EXHIBIT 2**

MAP OF SUBJECT PARCELS

POLICY NO. 6: CANBY SHALL RECOGNIZE THE UNIQUE CHARACTER OF CERTAIN AREAS AND WILL UTILIZE THE FOLLOWING SPECIAL REQUIREMENTS, IN CONJUNCTION WITH THE REQUIREMENTS OF THE LAND DEVELOPMENT AND PLANNING ORDINANCE, IN GUIDING THE USE AND DEVELOPMENT OF THESE UNIQUE AREAS.

IMPLEMENTATION MEASURES:

A) A map of "Areas of Special Concern" is included at the back of this Plan Element. That map is to be regarded as having the full force and effect of the Land Use Map in determining appropriate land uses and levels of development. Development proposals, even those that appear to conform with existing zoning, will be considered to conform with the Comprehensive Plan only if they meet the requirements imposed here.

B) Specific characteristics of the Areas of Special Concern are as follows:

1. Area "A" is significant because of its location on Highway 99-E at a main entry to the City. This site has long been zoned for industrial development but has remained vacant because of topographic constraints, lack of State highway access, and limited rail access. With the installation of traffic signals at the intersection of Highway 99-E and S.W. Berg Parkway, the opportunity for major access improvements to the site can be seen. It now appears that commercial development would better utilize this area, but with a large adjacent area designated for industrial development, it would seem most reasonable to allow either light industrial or general commercial development (provided that any commercial development utilize the signalized intersection for access to Highway 99-E). The development of Area "A" is expected to have an impact on access to Area "B," which is adjacent. Area "A" has been rezoned C-M.

2. Area "B" is designated for Heavy Industrial use on the Land Use Map. It is unique because of its location within an old aggregate removal site, with special access, water and sewer service, and drainage concerns which result from its physical condition and location. Area "B" will be upzoned to M-2 when all public facilities are available to serve the area and access problems have been resolved.

CPA 03-04

EXHIBIT 3: 5 PAGES

**CURRENT LIST OF AREAS OF
SPECIAL CONCERN WITH MAD**

3. *Area "C"* includes all of the property shown on the Land Use Map within the "Residential-Commercial" category and having frontage on S. Ivy Street. Ever-increasing traffic on S. Ivy Street necessitates special treatment for access, especially where commercial or multifamily residential development occurs. The site plan review process shall be used to assure that strict adherence to parking and access requirements are maintained. Portions of this area which have already been zoned R-2 and developed residentially will be allowed to remain in R-2 zoning. C-R zoning has begun to be used as individual applications for zone changes have been processed. There is no reason to attempt to hasten this transition process because residential uses can eventually be converted to mixed residential/commercial use.

4. *Area "D"* is significant because of its location separating industrial, multiple-family residential, and single family residential areas. Originally intended as a "buffer strip" between conflicting uses, the site remains in private ownership with no known development plans. In order to assure that the development of the site does not conflict with surrounding uses, a review of any proposed design will be necessary. To assure maximum yield to the owner, without creating any undue hardships for residents, M-1/PUD zoning has been applied to the site.

5. *Area "E"* is significant because of its preponderance of extremely deep lots with resulting access constraints. Density of development remains extremely low because of poor access. As a means of opening this area up to increased development, while solving the access problem at the same time, planned unit developments using looped, one-way access roads are encouraged. Such one-way roads will be at least 20 feet in width, with parking restricted to one side and sidewalks required on one side only. They shall be private roads, but the City shall be guaranteed that the roads are maintained or work performed at the owners expense. The Land Use Map designates the area for Medium Density Residential use with appropriate zoning to remain R-1 until a specific proposal is made for R-1.5 PUD zoning.

6. *Area "F"* consists of a relatively narrow strip of land along the west side of N. Maple Street, north of N.W. 22nd Avenue. This land was included within the City's Urban Growth Boundary to allow for the eventual widening of N. Maple Street, which is presently a half street. It has been identified as an area of special concern because the City may need to allow special development techniques to maximize density while still requiring adequate buffers to minimize conflicts with adjacent agricultural activities. The improvement of N. Maple Street to full width is a major city concern because of the potential for increased development in the area, particularly within the Country Club. Development along the street must also allow for streets to eventually be constructed intersecting N. Maple Street from the west. R-1/PUD zoning will be applied to this area at the time of annexation.

7. *Area "G"* is a small triangular shaped piece of property with potential development limitations due to steeply sloping west and south sides and lack of present sewer service. Proper site planning and some financial investment should mitigate both problems at some point in the future. Until that time, development will be limited to a single family dwelling. Any further development will require the prior upzoning to R-1.5.

8. *Area "H"* is a developed neighborhood of single-family dwellings on conventional City lots. It is planned for eventual redevelopment to more of a multiple family and duplex character. The existing developed nature of the area obviates any need for an immediate zone change at this time. Any proposals for new development or redevelopment of the area, other than for one single-family dwelling, per lot, will require prior upzoning to R-2.

9. *Area "I"* consists of a wide strip of property bordering N.E. Territorial Road. It includes properties which are planned for medium density residential use and properties planned for high density residential use. Present development in the area includes apartments, condominiums, single-family dwellings, and vacant lots. Present zoning includes some R-2 areas and a predominance of R-1 areas. Street dedications and, in some cases, street improvements are needed to make some of the properties suitable for higher density development. New developments, other than one single-family dwelling per lot, will require prior upzoning to either R-1.5 or R2, as appropriate.

10. *Area "J"* is a large area of multiple owners bounded on the west side by Highway 99E, SE 1st Avenue to the South, Haines Road to the East, and the Urban Growth Boundary to the north. The area contains numerous single family homes, a pub (The Spinning Wheel), several churches, and significant open space and natural features, the most notable is a large, man-made lake located in the approximate center of the area. Because of the existing mix of uses, this area presents a unique opportunity for the City to master plan the area and create appropriate zoning language and/or zoning overlays to encourage a mixed density neighborhood. Until a master plan is adopted, this area should be held in reserve and properties in this area should remain a low priority for annexation. The creation of this master plan should be high on the priority list for long-range planning project for the City. Through the 2002-2003 public process to locate appropriate areas for Medium and High Density Residential Land, this area was found to be appropriate for the equivalent of a minimum of 12 acres of High Density Residential Development and a minimum of 15 acres of Medium Density Development. During the master planning process, these numbers should be used as a guideline, but could be increased if, through a public input process, more is deemed desirable, especially if it is to protect existing open spaces, natural features, or other desirable elements for the area. Development of the master plan should concentrate on protecting the special natural and physical characteristics of the area.

11. Area "K" is approximately 2.5 acres in size and is currently inside City Limits with a zoning of R-1. The parcel is located on the southeast corner of SE 13th Avenue and S. Ivy Street and is currently being operated as a commercial nursery (a grandfathered use from before it was annexed). Because of its proximity to Hope Village, schools, and residential neighborhoods, this parcel was identified as a good area for some sort of convenience or residential commercial. Because of the different allowed uses in each zone, it is difficult to determine which designation would be most appropriate. Many meeting participants felt that a convenience store (allowed outright in the Convenience Commercial (CC) zone but not at all in the Residential Commercial (CR) zone) might be appropriate but it is unclear as to whether a service station (also allowed outright in the CC zone) is equally as compatible with surrounding uses. A placeholder designation of Residential Commercial (RC) has been placed on the parcel because it offers the property owner more options at this time, but the City may wish to consider a text amendment to change the allowed or conditional uses in either zone to provide for a well designed convenience store at this location. A zone change would be required from R-1 upon redevelopment of the property.

C) In each of the examples listed above where one single family dwelling per lot is to be allowed prior to upzoning, the City will review the plot plans of such dwelling units and set such conditions regarding building setbacks or orientation as may be necessary to assure that future higher densities or intensities of development will not be precluded because of such building placement.

Map Changes

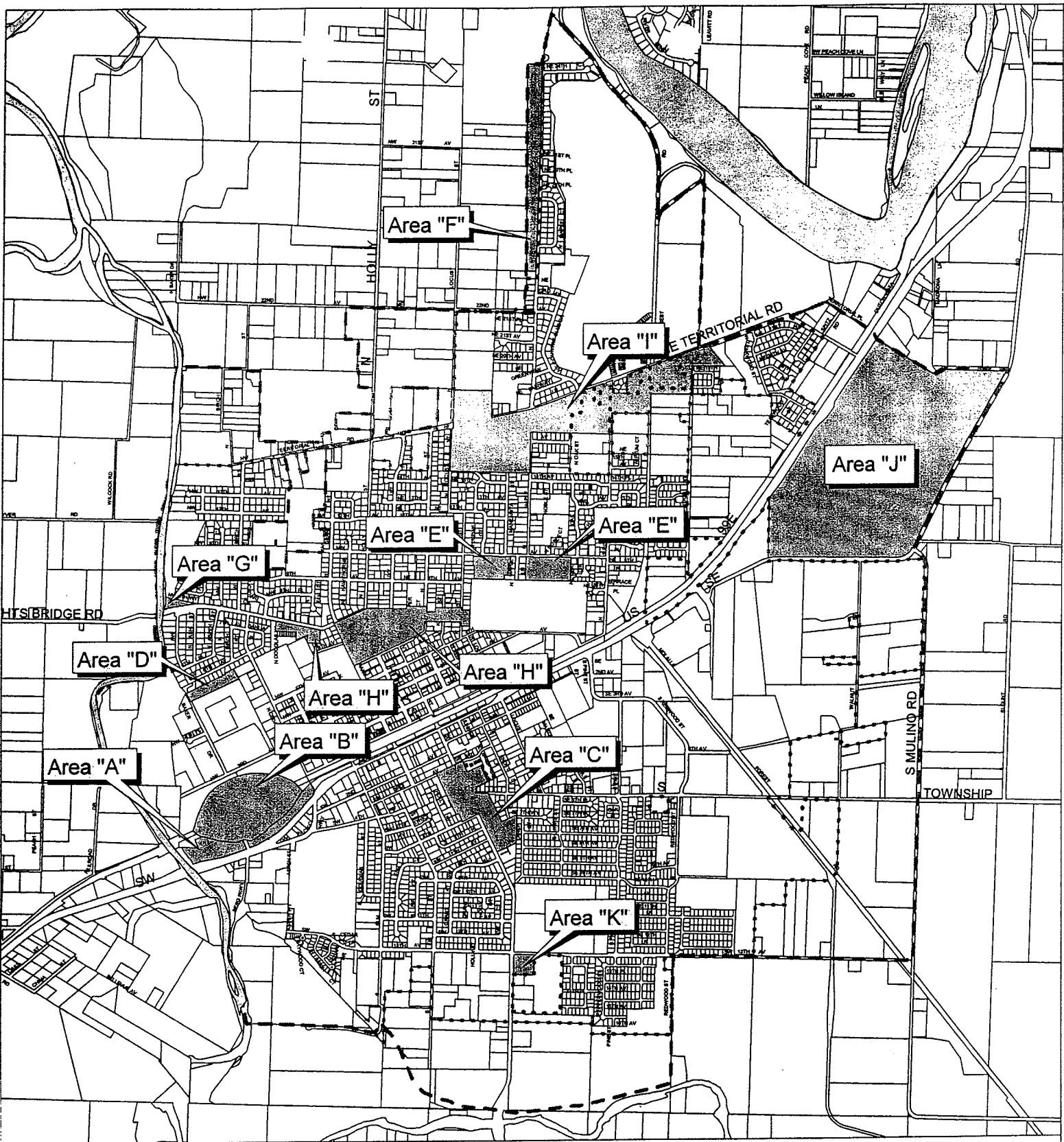
The "Areas of Special Concern" Map in the Comprehensive Plan shall be replaced with the attached map.

The Comprehensive Plan Land Use Map shall be changed to reflect the designations shown on the attached maps for Areas 1 through 9 (Area 6 was removed from the recommendation following the Planning Commission hearing).

Attachments:

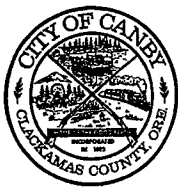
Revised "Areas of Special Concern" Map (1 page)

Areas 1-5 and 7-9 maps designating changes to the Comprehensive Plan Land Use Map.
(8 pages)

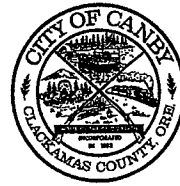


City of Canby Areas of Special Concern

Revised May, 2003



CITY OF CANBY COMMENT FORM



If you are not able to attend the meetings noticed on this application, you may submit written comments on this form or in a letter to the Planning Commission or City Council. Please send your comments to the Planning Department, PO Box 930, Canby, OR 97013, or drop them off at City Hall, 182 N. Holly Street. To ensure that your comments are read in advance by the hearing body, please submit them by 5 PM on August 28, 2003 for the Planning Commission meeting or by 5 PM on October 7, 2003 for the City Council hearing.

APPLICATION: Comprehensive Plan Amendment to list 30.19 acres south of NW Territorial Road as an "area of special concern," requiring creation of a master plan prior to development.

APPLICANT: City of Canby Planning Commission.

CITY FILE #: CPA 03-04

COMMENTS: We wholeheartedly agree that
there needs to be a comprehensive master
plan and would like to be kept informed
on the progress.
Thank

YOUR NAME: Mike & Patti Smith

ORGANIZATION/BUSINESS (if any): _____

ADDRESS: 820 N. Birch

PHONE # (optional): 503-266-3952

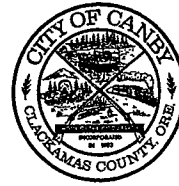
DATE: 8/21/03

Thank You.

RECEIVED
AUG 25 2003
CITY OF CANBY



CITY OF CANBY COMMENT FORM



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APPLICANT: City of Canby Planning Commission.

CITY FILE #: CPA 03-04

COMMENTS: with out a doubt, There will Be
houses in this area and a Sound plan
should Be instituted, wider Streets
Side walks AND + DEDICATED PARK
paid, from Lot Sales, NOT left
for the Community to make over
Just like Territorial Estates what
a DISASTER, Repetitious Housing By
Repetitious ~~the~~ Builder plans, NOT
Even Design Restriction, enforced
Boredom at its BEST, low
grade houses, hence forth should
NOT exist, to limit the Pockets
of low end Building TATIES

YOUR NAME: James Kruse

ORGANIZATION/BUSINESS (if any): J & J Kruse homes

ADDRESS: 23765 Klupenger Road

PHONE # (optional): 503-678-5100

DATE: Aug 20 2003

Thank You.

RECEIVED

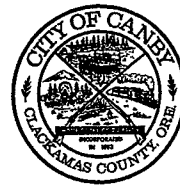
AUG 25 2003

CITY OF CANBY

P.S. we Built 1 house
with repair Siding 22



CITY OF CANBY COMMENT FORM



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APPLICANT: City of Canby Planning Commission.

CITY FILE #: CPA 03-04

COMMENTS: *I am apposed to the development of this land. It should remain agriculture as it is now.*

YOUR NAME:

Myron Hapdahl

ORGANIZATION/BUSINESS (if any):

ADDRESS:

684 NW 12th Ave Canby Or

PHONE # (optional):

503-266-9544

DATE:

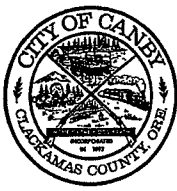
8/24/03

Thank You.

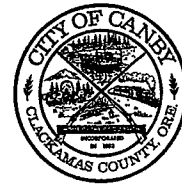
RECEIVED

AUG 26 2003

CITY OF CANBY



CITY OF CANBY COMMENT FORM



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APPLICANT: City of Canby Planning Commission.

CITY FILE #: CPA 03-04

COMMENTS: Our only concerns are what type of homes will be built and the increase of traffic on Birch St. We are not opposed to development as long as NO apartments are built. We also do not want our property value to decrease with development. If the area is to be developed, we feel that a ~~large~~ park & should be implemented into the development plans.

YOUR NAME: Jennifer & Brady Noffsinger

ORGANIZATION/BUSINESS (if any): _____

ADDRESS: 1025 N Birch St

PHONE # (optional): _____

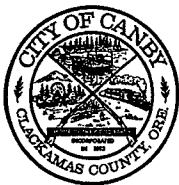
DATE: Aug 20, 2003

Thank You.

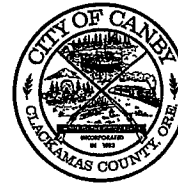
RECEIVED

AUG 27 2003

CITY OF CANBY



CITY OF CANBY COMMENT FORM



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APPLICANT: City of Canby Planning Commission.

CITY FILE #: CPA 03-04

COMMENTS: We know that development is necessary. However we strongly object to the lot sizing. This side of town has a unique flavor that we would like to keep. Once you reduce the lot sizes - it is forever gone. Bigger lots than those planned would be our vote.

YOUR NAME:

Dale & Peg Rohrschub

ORGANIZATION/BUSINESS (if any):

ADDRESS:

1160 N. Birch

PHONE # (optional):

DATE:

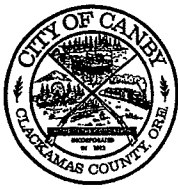
8-26-03

Thank You.

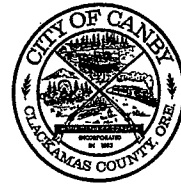
RECEIVED

AUG 27 2003

CITY OF CANBY



CITY OF CANBY COMMENT FORM



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APPLICANT: City of Canby Planning Commission.

CITY FILE #: CPA 03-04

COMMENTS: *We are very supportive of the proposal to require a master plan to development of the properties between Birch, Territorial Rd, and Grant. The open space of this area within 2 blocks of our home was one of the things that drew us to our neighborhood.*

Please pursue the goals you've outlined: park provision, low density, street design, buffering, etc.

Thank you for being considerate of the neighborhood.

YOUR NAME: *Contributor: Jerry Foster*

ORGANIZATION/BUSINESS (if any): _____

ADDRESS: *935 N. Aspen Ct.*

PHONE # (optional): _____

DATE: *8/28/03*

Thank You.

ORDINANCE NO. 1126

**AN ORDINANCE AMENDING THE CANBY COMPREHENSIVE PLAN BY
ADDING A NEW "AREA OF SPECIAL CONCERN."**

WHEREAS, the Planning Commission has proposed a comprehensive plan amendment as authorized by CMC 16.88.180(A); and

WHEREAS, the Canby Planning Commission, after providing appropriate public notice, conducted a public hearing on the amendment, during which the citizens of Canby were given the opportunity to come forward to present testimony on the proposed changes; and

WHEREAS, the Planning Commission found that the standards and criteria of Section 16.88.180(D) of the Land Development and Planning Ordinance, concerning Comprehensive Plan Amendments, were met and recommended approval by a vote of 6-0 to the City Council after making certain modifications; and

WHEREAS, the City Council, after reviewing the record of the Canby Planning Commission regarding the subject amendments, concluded that the Planning Commission's findings of fact and the amendment itself are appropriate.

NOW, THEREFORE, THE CANBY CITY COUNCIL ORDAINS AS FOLLOWS:

- (1) CPA 03-04 is hereby approved and the Comprehensive Plan of the City of Canby is modified as detailed in Exhibit 1.

SUBMITTED to the Council and read the first time at a regular meeting thereof on October 15, 2003, ordered posted in three (3) public and conspicuous places in the City for a period of five (5) days, as authorized by the Canby City Charter; and to come up for final reading and action by the Canby City Council at a regular meeting thereof on November 5, 2003, commencing after the hour of 7:30 p.m., at the Council's regular meeting chambers at the Canby City Hall in Canby, Oregon.

ENACTED on the second and final reading by the Canby City Council at a regular meeting thereof on November 5, 2003 by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee F. Seifried, City Recorder Pro Tem

ORDINANCE 1126 Exhibit 1

(City of Canby CPA 03-04)

***TEXT TO BE ADDED TO IMPLEMENTATION MEASURE B OF POLICY 6, LAND
USE ELEMENT:***

Area "L" comprises approximately 30 acres of parcels zoned for low density residential development. The parcels have been farmed for many years and were outside the Urban Growth Boundary of the City until 2003. The area presents a unique challenge because it is surrounded by existing neighborhoods that could be negatively impacted by development. In addition, the City has infrastructure requirements that must be addressed, such as parks provision and street design. Therefore, Area "L" should be developed following a comprehensive master plan addressing parks and/or open space provision, street and infrastructure design, public safety facilities, buffering, and other relevant issues. The master plan should integrate reasonable foreseeable uses of adjacent properties. Subdivision of the property should not occur unless such a master plan is approved by the Planning Commission. Creation of the master plan should include input from the public and neighborhood association.



MEMORANDUM

DATE: SEPTEMBER 22, 2003
TO: MARK ADCOCK, CITY ADMINSTRATOR
FROM: MARGARET YOCHEM *my*
RE: TRANSIT DEPARTMENT OS III

ISSUE:

Budget authority to replace existing FY 03-04 budgeted part time OS II with full time OS III in the city's Transit Department.

BACKGROUND:

It was determined in February '02 that one .50 OS II would be all that was needed to assist in the transit department. The basic needs were clerical and some administrative support for the director.

Due to financial pressures and workload projections, the Planning Department gave up half of its OS II and Carla Ahl went to work in Transit half time. This was done in conjunction with the staffing changes when John Williams was promoted. However, the Planning Department has found that it cannot function well without a full secretarial position and has proposed "re-shifting" its personnel. Planning would like to bring Carla back full time. In exchange, John Williams is proposing to cut the Planning Technician back to part time. John feels that since periodic review is ending, we can afford to make this change, which is "budget-neutral." Basically, they will be adjusting their staff mix to adapt to the current workload.

The needs of the Transit Department have been evolving since the inception of service in September '02. When we went into the budget for FY 03/04 I felt that things could continue to be handled with a .50 OS II, however since August of this year things have once again changed dramatically for Transit due to the following:

- ❖ Transit will now receive eight (up from three that we knew about during budget time) grants this fiscal year and monthly as well as quarterly reports are due to the different governing bodies ie: federal, state and local. It is a tremendous amount of paperwork.
- ❖ Tax revenues are up 11% in the first quarter and transit tax collection systems are needed to be put in place and monitored.
- ❖ Transit would like to bring the Transit tax database into the department and do the updates, care and feeding that Finance is currently doing.
- ❖ In an effort to save money and due to our ever evolving system as we grow, we would like to bring our schedules in house. Creation and printing.
- ❖ Our ADA applications have gone from 28 to 194 in just one year and they must be carefully monitored and maintained with the utmost of confidentiality
- ❖ It is my endeavor to have a highly skilled FTE to help with the city's transit policies and procedures manual as well as the five year transit plan and future facilities plan.
- ❖ This FTE would also be qualified or capable of being trained to maintain the city's web site and back up the technical service order requests from staff.

The needs of the department are such that hiring someone with at least 5 years of experience specializing in computer and administrative experience is important, as well as being capable of performing duties with little or no direction. It would also be helpful to have someone with supervisory skills as the transit department makes snap decisions from time to time regarding problems with passengers and then directs the drivers on how to proceed. I feel with the fast paced enormous growth that Canby Area Transit has experienced that this position is justified and very much needed.

The cost of the OS III would be offset by several things for the remainder of the FY03-04.

- ❖ 3 months of not having an OS II on staff
- ❖ Balance of a shared OS III that would be transferred to URD
- ❖ Discretionary grant money (10,200)**

****This would be a one time use for the remainder of this year. Future years would be included in the transit budget. Transit will not have a problem funding this position on an ongoing basis due to the continuous upswing of revenue as well as not having to match large grants for capital equipment as we have the last two years.**

I would propose to have an open recruitment and if approved would like to get someone hired by approximately the first of November.


Thank you for your time and attention to this matter.

DATE: September 16, 2003

MEMO TO: Mark Adcock, City Administrator

FROM: Beth Saul, Library and Parks Director

RE: Wait Park restroom project update

To: City Council
FYI: We need
Council authority
to pull \$15,000 from
Reserves.


Issue:

The Wait Park restroom project that was proceeding as a community volunteer partnership has now been taken over by the Parks Department. After reviewing the budget for the project and working with Finance and the CBR office to reconcile all bills and payments, I find that the project will still need up to \$15,000 in order to be completed.

Recommendation:

In order to finish the project, I am recommending that up to \$15,000 be taken from the Eco Park line item in the Park Development Fund. This line item contains funds that are not SDC's and therefore can be used for maintenance of our older parks. The funds have not been needed for Eco Park for over ten years and it is therefore appropriate to redirect these funds to a more critical need.

Background:

Analysis of the project budget shows that the preliminary materials list provided by the architect—which was used to create the budget for the project—did not take into account some code requirements and maintenance requirements, and that resulted in the purchase of different and more expensive materials than were first listed. In fact, the materials list was for a more “residential” type of building, but we needed to build a commercial grade project. In addition, inexperience by the project managers resulted in a budget that included no contingency.

Still, the bathroom project can be completed at an expenditure of no more than \$55,000. Our original bid from a professional builder last year was \$150,000, so the community volunteer approach has saved a very significant amount of money.

In order to finish the project, I am recommending that funds be taken from the Eco Park line item in the Park Development Fund. This line item contains funds that are not SDC's and therefore can be used for maintenance of our older parks. The money, which was from logging proceeds at Eco Park over ten years ago, was set aside for Eco Park development. However, the Eco Park is still in our Park Master Plan as an undeveloped park eligible for SDC funds. Since the money has not been needed for this ten year period, and since this property is being master planned along with the whole Willamette Wayside properties, it is not unreasonable to redirect this money to a more critical need. I believe that the Wait Park restroom qualifies as a critical need right now to be finished.

The amount of money needed is \$15,000. The original budget for the project was about \$40,000, of which \$25,000 was in the form of grants and donations, and \$15,000 was pre-approved from the Park Development fund Equipment Replacement line item (another non-SDC line item). This money has been spent, and we are not in a deficit situation, but in order to finish the interior with vandal proof walls, complete the concrete flatwork around the building, install the heater to prevent freezing, and most importantly complete the electrical and plumbing finish work, we estimate that \$15,000 more will be needed. Naturally, staff will strive to cut this amount down wherever possible without compromising the quality needed to withstand public use.

It is important to finish this project during this winter, as it was a hardship for our summer events to be without a bathroom. Therefore, since a source of funds is available and the park maintenance staff is able to focus on this as a winter project, it is prudent to approve the expenditure from the Park Development Fund to bring closure to the effort.

Again, I stress that this project is being completed for about one third of the cost had it been done using a private contractor. The High School building class saved us many thousands of dollars, and we were extremely pleased with their work. Due to scheduling difficulties with the adult volunteers who did the initial demolition work and foundation, the high school class got a much later start than we hoped for, and that is a major reason that we did not finish this spring. I just want to stress that this was not the fault of the high school class, but simply a risk we always take when we decide to use volunteers to do a project. It should be noted that a project of this magnitude is quite a

challenge for volunteers, and I believe that the finished product is turning out extremely well in spite of this challenge!

As one of our planners says, you want to have a project done cheap, fast, and good—but you usually can only have two out of the three. So with a volunteer built project we are settling for cheap and good, and leaving out fast! But it will get done before spring if we can access the non-SDC reserves that are available.

It is also to be noted that, should such a project be attempted again using a volunteer effort, it will be necessary to assign a staff member to oversee the project. At the time that this project was developed, no staff member had the time to be assigned to it, and it was thought that it could be done through the volunteer partnership. Now we know that projects of this magnitude really need the oversight of paid city staff.

Fiscal Impact:

The Eco Park line item contains \$52,120. If \$15,000 is redirected to the Wait Park Restroom, this will leave \$37,120 in the line item. *This money, like all of the money in the Park Development Fund, can only be used for park capital needs and is not available for any other use.*

ORDINANCE NO. 1124

AN ORDINANCE ADOPTING THE CITY OF CANBY'S LOCAL WETLANDS AND RIPARIAN INVENTORY, AMENDING CANBY'S COMPREHENSIVE PLAN, AND TITLE 16 OF THE CANBY MUNICIPAL CODE.

WHEREAS, the Land Conservation and Development Commission (LCDC) has amended statewide Planning Goal 5 and LCDC's administrative rules pertaining to Goal 5 resources, including wetlands, riparian corridors, and wildlife; and

WHEREAS, the City of Canby's periodic review work program instructs the City to develop regulations, policy and plan amendments, and changes to the City Comprehensive Plan and Land Development and Planning Ordinance to protect significant wetlands, riparian corridors, and wildlife habitat, and so to be in compliance with state rules pertaining to Goal 5 resources; and

WHEREAS, the Canby Planning Commission, after providing appropriate public notice, conducted a public hearing on said amendments, during which the citizens of Canby were given the opportunity to come forward to present testimony on these proposed changes; and

WHEREAS, the Planning Commission found that the standards and criteria of Section 16.88.160 and 16.88.180 of the Land Development and Planning Ordinance, concerning Text Amendments and Comprehensive Plan Amendments, were met, and recommended approval to the City Council on a 5-1 vote; and

WHEREAS, the City Council, after reviewing the record of the Canby Planning Commission regarding the subject amendments, concluded that the Planning Commission's findings of fact and the amendment itself are appropriate.

NOW, THEREFORE, THE CANBY CITY COUNCIL ORDAINS AS FOLLOWS:

- (1) CPA 03-05/TA 03-01 is hereby approved, the City of Canby's Local Wetlands and Riparian Inventory is adopted, and the Land Development and Planning Ordinance and Comprehensive Plan are hereby amended as detailed in Exhibits 2 through 4.


SUBMITTED to the Council and read the first time at a regular meeting thereof on October 1, 2003, ordered posted in three (3) public and conspicuous places in the City for a period of five (5) days, as authorized by the Canby City Charter; and to come up for final reading and action by the Canby City Council at a regular meeting thereof on October 15, 2003, commencing after the hour of 7:30 p.m., at the Council's regular meeting chambers at the Canby City Hall in Canby, Oregon.

ENACTED on the second and final reading by the Canby City Council at a regular meeting thereof on October 15, 2003 by the following vote:

YEAS _____ NAYS _____

Melody Thompson, Mayor

Memo to: Mayor and City Council

From: John H. Kelley, City Attorney 

Date: October 6, 2003

Re: Ordinance No. 1125 - Repeal of Residency Requirements

Per your discussion at the last council meeting, I have prepared Ordinance No. 1125 which repeals the residency requirements for officers and employees for the City. A motion to approve the Ordinance would be in order to complete the process. Any questions, please call me prior to the meeting.

ORDINANCE NO. 1125

AN ORDINANCE REPEALING CHAPTER 2.60 OF THE CANBY MUNICIPAL CODE WHICH ESTABLISHES RESIDENCY REQUIREMENTS FOR OFFICERS AND EMPLOYEES OF THE CITY OF CANBY.

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Chapter 2.60 of the Canby Municipal Code which establishes residency requirements for officers and employees of the City of Canby is hereby repealed in its entirety.

Section 2. This ordinance shall take effect on the thirtieth day after its enactment by the Canby City Council.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, October 15, 2003, 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, November 5, 2003, 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 5th day of November, 2003, by the following vote:

YEAS _____

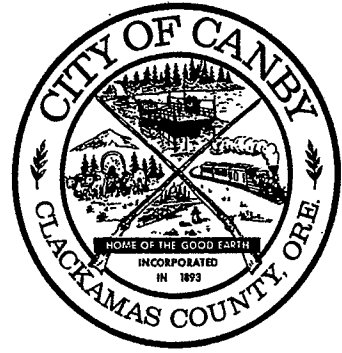
NAYS _____

Melody Thompson, Mayor

ATTEST:

Chaunee Seifried, City Recorder - Pro Tem

MEMORANDUM



TO: *Honorable Mayor Thompson and City Council*
FROM: *Matilda Deas AICP Project Planner*
DATE: *July 28, 2003*
THROUGH: *Mark C. Adcock, City Administrator*

Issue: Neighborhood Associations and Community Relations/Customer Service Goals

Synopsis: Staff, in concert with experienced Neighborhood Association Coordinators and other professionals from successful Neighborhood Association programs in Oregon City and Gresham, proposes a series of panel discussions and workshops with existing and newly forming neighborhood association representatives, City Councilors, Planning Commissioners and City Department Heads to address Canby City Council Goals 8 and 9, community relations and customer service, respectively.

Recommendation: Staff recommends that the City Council approve the proposed action steps and timeline outlined in attachment A, and direct Staff to proceed.

Rationale: Goal #1 of Oregon's Statewide Planning Goals is Citizen Involvement. The goal directs planning bodies to develop citizen involvement programs that insure the opportunity for citizens to be involved in all phases of the planning process. Canby's Planning Department strives to realize this goal, and Staff has been working with citizens interested in forming Neighborhood Associations as a vehicle for citizen involvement and enhanced communication between the City and its citizenry.

A large part of Staff's time in this area has been spent identifying successful Neighborhood Association programs, meeting with the respective program coordinators, and developing an action plan based on the fruits of those discussions and the results of Staff research.

This process aligns perfectly with Action Step A of the City Council's Community Relations Goal 8, which directs City Staff to schedule a workshop(s) with Neighborhood Associations to discuss mutual concerns and develop protocols for communication. Staff's proposal includes a joint workshop as part of the action plan (see Attachment A for details).

Staff expects the proposed panel discussions with Canby Neighborhood Associations and interested citizens to provide opportunities for citizens to provide feedback to the City with respect to customer service. Development of a Canby Neighborhood Association Manual is included in the staff proposal. Staff will work with citizens and successful Neighborhood Association Coordinators to

develop a Canby specific Neighborhood Association Manual, which will include strategies for efficient and effective communication between the City and its Neighborhood Associations. Improved communication procedures could in turn enhance the City's ability to provide excellent customer service.

- Options:
1. Modify proposed action steps and timeline.
 2. Reject proposed action steps and timeline.

Attached: Proposed action steps and implementing timeline.

Neighborhood Associations Action Steps and Timeline

STEP ONE: DESIGN AND DEVELOP TWO EDUCATIONAL VIDEOS:

Work with citizens, Neighborhood Associations, Oregon City and City of Gresham Neighborhood Association Coordinators and professionals to develop content and format for video.

Video #1: Panel discussion: All About Neighborhood Associations

- Panel discussion format (prepared questions and answers) filmed at OCTS
 - Panel members include representatives from:
 - Oregon City
 - Gresham
 - Existing Canby Neighborhood Associations
 - Newly forming Associations
 - City of Canby Staff liaison
 - Probable topics of discussion:
 - What works/what doesn't
 - How to be effective partners with City
 - Roles and responsibilities
 - *Estimated date of completion: September 2003*

Video #2: Panel discussion: Citizens and Land Use

- Presentation by Land Use Expert
- Questions and Answers
 - *Estimated Date of completion: November 2003*

Product: Copies of both videos available to public

STEP TWO: DESIGN AND DEVELOP WORKSHOP WITH COUNCIL AND COMMISSION

Work with Councilors and Commissioners and government/elected officials from Oregon City and Gresham to develop questions and format.

- Workshop led by government/elected officials with experience with successful Neighborhood Associations
- Question and answers
- Follow up workshop if necessary

STEP THREE: DESIGN AND DEVELOP WORKSHOP FOR DEPARTMENT HEADS

- Similar format as Council/Commission workshop but geared to department heads.

**First and second workshop dates to be determined, but ideally in February and March*

STEP FOUR: DESIGN AND DEVELOP JOINT WORKSHOP

- Facilitated workshop to share results of individual panel discussion and workshop issues.
- Discussion subjects to be determined from results of previous discussions/workshops
- *Estimated completion date: May 2004*

STEP FIVE: FORM COMMUNITY INVOLVEMENT COMMITTEE COUNCIL (HEADS OF NEIGHBORHOOD ASSOCIATIONS)

- Create Strategic Plan
 - Develop work plan goals and strategy priorities for the year

STEP SIX: CREATE CANBY NEIGHBORHOOD ASSOCIATION MANUAL

Collaborate with Gresham and Oregon City as they develop their manuals. Work with Canby Neighborhood Associations, the Canby City Council, Planning Commission, Department Heads and City Staff to develop Canby's own unique Neighborhood Association Manual.

- *Estimated completion date: September 2004*

From: Dolores Kilpela
To: Adcock, Mark; dhowell@eaglenewspapers.com; Howarth, Brian; Kroeplin, Greg; noellecrombie@news.oregonian.com; Pagano, Ken ; Scheafer, Kimberly
Date: 10/7/03 11:02AM
Subject: Press Release, Canby PD - McKee Plumbing Embezzlement

On 10/06/03, Lori LaFleur (Lisa St., Beaverton, DOB 07/24/71) was lodged at Clackamas County Jail on a warrant - 2 charges of Aggravated Theft I and 5 charges of Theft I.

The investigation began on 07/09/03 when Mike McKee, owner of McKee Plumbing in Canby, reported that he suspected their office manager had been embezzling money from their business for several months.

Ms. LaFleur was employed between 10/14/02 and 07/02/03. During that time, she embezzled \$44,562.55.

If you have any questions, please give me a call at (503) 793-3781.

Thanks-
Dolores

vo: City Council
FBI
MCS



CLACKAMAS COUNTY

Department of Community Corrections

September 29, 2003

Honorable Jon S. Henricksen
Judge, Canby Municipal Court
122 N. Holly
Canby, OR. 97013

MARK K. RASMUSSEN
DIRECTOR

RECEIVED
OCT 05 2003
CITY OF CANBY

To: City Council
FYI
Jes

RE: Canby Accountability Board

Dear Judge Henricksen:

The Canby Accountability Board (CAB) has completed it's third year. The Accountability Board members continue to be dedicated key elements who volunteer their services and make this program so successful.

The CAB statistical outcomes for fiscal year July 2002-June 2003 are as follows:

TOTAL CASES	-	17
PENDING COMPLETION	-	1
TOTAL SUCCESSFUL COMPLETIONS	-	15
RETURNED TO COURT	-	1

If the case, "pending completion" is successful, this will give the CAB a 94% success rate for the year. That is quite impressive! If the case is unsuccessful and returned to court the success rate for the year would be 88%.

CAB Hearings are still the third Tuesday of the month if there are new cases. Hearings are held at 5:45 P.M. at the Canby Adult Center, 1250 S. Ivy St., Canby, OR 97013. You are invited to attend any month.

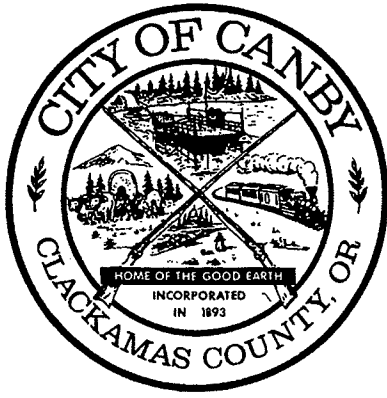
I want to thank you and John Kelly for your continued participation in this project. If you have any questions, please feel free to call me at 503-722-2784.

Sincerely,

Valerie Miller
Clackamas County Community Service

cc: Mark K. Rasmussen, Director
John Kelly, Canby City Attorney
Lt. Ken Pagano, Canby Police Department
Mark Adcock, City Administrator
CAB Board Volunteers





City of Canby

Office of the City Administrator
Phone 503-266-4021

October 6, 2003

Chief Ken Pagano
Canby Police Department
Canby, Oregon 97013

RE: Recognition of 27 Years of Service to the City of Canby

Dear Ken:

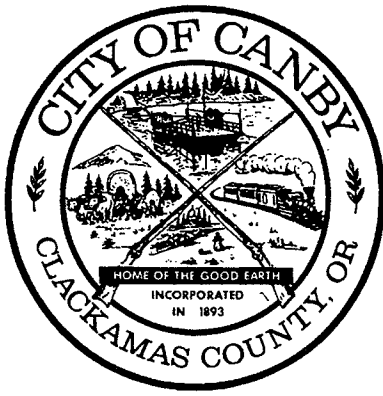
I want to take this opportunity to congratulate you on your 27 years of service to the City of Canby and the Canby Police Department. During this time, you have done an outstanding job in ensuring that the City and Police Department have been well served by your dedication, commitment to professionalism and untarnished ethics.

Your career can serve as a model to young officers who seek to make law enforcement their lifelong career. During your tenure with the City you have promoted through the ranks in an exemplary manner with each promotion based upon your quality of work and demonstrated drive and ambition to be the best at what you do. Your promotion to lieutenant and then later, to police chief have been the result of the culmination of all that hard work and personal sacrifice that comes along with success in the law enforcement profession.

It has been a pleasure and honor for me to be able to work with someone of your caliber and outstanding leadership attributes. I hope that you will look back on your time here in Canby with a degree of personal and professional satisfaction commensurate with your accomplishments.

With sincere best wishes,

Mark C. Adcock
City Administrator



City of Canby

Police Department

To: Mayor Thompson
Members of City Council

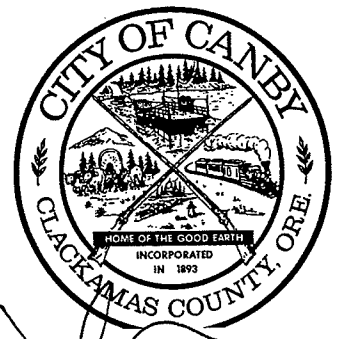
Re: September 2003, Monthly Report *B*

From: Chief Ken Pagano

- The Canby Community Outreach Center was opened this month. The process is moving along with volunteers staffing the center. Spectrum wood working built cabinets and counters for the outreach center which look great. Next month there will be a coat drive for children in the community. The coats will be turned into the outreach center.
- The department participated in the annual 3 Flag Seat Belt Blitz that is held statewide the last three weeks in September.
- Nate DiCenzo graduated from the Oregon Police Academy and is now in the field training program.
- The records position was filled and the police counter is now open from 8am to 5pm. Nikki Moore is the new records specialist who will work side by side with Lupita Robles.
- The department also assisted with the Canby Fun Run which was held September 20th.
- Employees attended several training sessions in the month of September. Officers Kilpela, Floyd and Evidence Technician Leber attended the Homicide Symposium in Las Vegas, Nevada. All are members of the county major crime time.
- The entire department attended EVOC this month which stands for emergency vehicle operation course training. This training is completed annually by all sworn members of the department.
- The department has located three separate marijuana grows within the last few months. These investigations are ongoing.

COMMUNITY DEVELOPMENT

MONTHLY REPORT



TO: *Honorable Mayor Thompson and City Council*
FROM: *John Williams, Community Development & Planning Director*
DATE: *October 8, 2003*
THROUGH: *Mark C. Adcock, City Administrator*
RE: *Community Development project status*

Following is the status of major Community Development projects as of October 8. Please call me or the appropriate staff if you have any questions. The updates on Planning and Building revenues and Planning Commission activities are also attached. Items shown with a * are completed and will be deleted from next month's report; items underlined are new additions.

Street Projects

1. **CDBG grant application.** *No change.* Clackamas County has tentatively agreed to fund our SE 2nd Avenue project in 2006. This project will realign 2nd Avenue through the Canby Telephone Parking lot, vacate a section of the existing 2nd Avenue, and reconstruct the rest of 2nd between Juniper and Locust with sidewalks. *Background:* the Community Development Block Grant program is federal money to fund projects benefiting low-income areas. Funds are available over a three-year period.
2. **Street maintenance funding.** Clackamas County's measure 3-115 is on the ballot November 4. Staff is still working on information to bring back to the Council as requested. *Background:* The Council has directed staff to spend time and money to work on the details of potential street maintenance funding mechanisms. This work will include a detailed inventory of Canby's commercial buildings, and investigation into potential gas tax revenues. Staff will return to the Council with a more detailed project proposal and public involvement process.
3. **99E/Territorial intersection.** *No change.* This intersection is recommended for funding in the 2004-2007 State Transportation Improvement Program. The project would be funded in the Safety category, is estimated at \$2.97 million, and is scheduled for 2006.
4. **Arndt Rd. improvements.** *No change.* The County's approval of this project is being appealed to the Land Use Board of Appeals. Neighbors of the project are concerned about the impacts the project will have on their properties and the river. *Background:* The County has received funding for this long-anticipated project, which will make it much easier for truck traffic to reach I-5 from Canby. The first phase, which will straighten the 90 degree turns on Arndt, has been completed. The second phase, which will connect Arndt directly to 99E with a new road along the Molalla River, under the rail trestle, and through Canby Ford, is scheduled for construction in 2005.
5. **Street project prioritization.** *No change.* At a March 26, 2003 workshop, the Council asked staff to set up a discussion of street capital projects, including funding sources and project prioritization. Staff will return with more details when a workshop date is available.

6. **Grant Street/Knight School crossing.** Most of the curb work has been completed and the crew is moving on to finish details. *Background:* The City, School District, and PTA are working together to improve pedestrian safety at this busy crossing. The project includes bumpouts similar to those downtown to slow traffic and narrow the required crossing distance for pedestrians.

Wastewater Treatment Plant

7. **Solids dewatering/effluent filtration upgrades.** Construction work is approaching completion at the Treatment Plant. *Background:* These two projects will complete Phase II improvements at the plant and will cost over \$2 million, including a construction bid of \$1.9 million. The first round of bids went well over our project estimates, resulting in the revised estimates.
8. **Sewer rate study.** Darwin Tramel is leading a review of sewer rates, as is done periodically. The study will include billing options, capital projects, and potential stormwater charges. We will update the Council as soon as we have some numbers.

Planning

9. **Annexation priority system.** *No change.* The City Council and Planning Commission will meet in a joint workshop (tentatively scheduled for November 10) to review the annexation priority system and discuss options for change.
10. **Natural Resource inventory and code work.** The City Council has approved an Ordinance adopting code and comprehensive plan language regarding wetland and riparian regulations (a requirement of periodic review). The regulations will become effective in November.
11. **Public facilities and services element of the Comprehensive Plan.** *No change.* Staff is beginning to draft the appropriate sections of the code and comprehensive plan. Work will enter the public process through a Planning Commission workshop.
12. **Neighborhood Associations.** Matilda's presentation on a training/educational session with neighborhood representatives and other topics to the Council has been rescheduled to October 15. *Background:* the Council has officially recognized two new neighborhood associations: Riverside and Northeast Canby. We have also been working with citizens in SE Canby. Staff will continue to work with these groups to provide information and training.
13. **Green Corridor agreement.** *No change.* The Council has tentatively approved ODOT's revised version of this agreement that removes any substantial financial commitment. ODOT has not produced a signed copy for the Mayor's signature, and ODOT staff seem to feel that Salem is not going to approve this version either. *Background:* In 1998 the Council, the County Commission, Metro, and ODOT tentatively agreed to an agreement dealing with growth issues and Highway 99E development but ODOT later refused to sign, citing budget shortfalls which would prevent them from implementing their portion of the agreement.
14. **Green Corridor County project.** *No change.* Clackamas County has run into a number of roadblocks on this project and has run out of funding. We're not sure what their next steps will be. *Background:* Matilda Deas and Teresa Blackwell are Canby's representatives.
15. **System Development Charges.** Matilda and Beth are working to refine the methodology for the Parks SDC, which is scheduled for Council review on October 1.
16. **Historic Review Board.** *No change.* The HRB and staff worked together to submit a grant application for various projects relating to historic preservation. *Background:* Canby's CLG

designation will give us access to a pool of funding for historic preservation and education projects.

17. **Heritage Tree Inventory.** *No change.* Matilda Deas is leading a project to inventory Canby's historic trees. The project has support from the Canby School District, Oregon Department of Forestry, Oregon State Extension Services, and numerous volunteers around town. The inventory should be completed this month, and Ackerman students will be doing oral histories of the trees this fall. The City Council will be designating volunteer participants at the end.
18. **Community Park project.** *No change.* The phase I work is completed and Matilda is looking for business partners to support the High School's native plant nursery, which will provide plants for future phases. Matilda is preparing a presentation for the Council and Planning Commission on this topic.
19. **Northwoods LUBA appeal.** *No change.* LUBA has decided that the record is complete, and will be receiving written arguments from each side over the coming weeks. *Background:* The Riverside Neighborhood Association has appealed the City's decision on the Northwoods application to the Land Use Board of Appeals. We expect it will be several months before a hearing is held.
20. **Northwoods "area of special concern" designation.** The Planning Commission reviewed this proposal at a September 8 public hearing and recommended approval to the City Council, which will hear the application on October 15. *Background:* The Planning Commission proposed this amendment, which would require creation of a master plan prior to development of the properties.
21. **NE Canby Master Plan.** *No change.* Good news here, we received notice from the State's TGM program that our application has been approved and is moving on to the contract negotiation phase! This means that we will be able to hire consultant staff to lead work on the development of a master plan for the area east of 99E and north of SE First Avenue. We requested \$53,000 from the state but will have to wait and see how much they will award. *Background:* This project will create a master plan addressing land use, design, parks/open space provision, and infrastructure issues for the area bounded by Highway 99E, SE 1st Avenue, Haines Road, and NE Territorial.

Urban Renewal

22. **Economic Development Plan.** *No change.* Work continues on Canby's Economic Development Plan. This work will include the CBR Board, the Chamber of Commerce, the City Council and Agency, among others, and its development should provide a good forum for discussion of economic development philosophies and strategies. *Background:* the Council directed staff to focus on economic development at its January 2003 goal-setting session.
23. **S. Sequoia Parkway.** The Council and Agency have approved the Special Public Works Fund loan and construction has begun on Sequoia and Hazeldell. The project is scheduled for completion in October. The Agency will be addressing what to do with the "extra" money created by the low bid price received on this project, which is now expected to total over \$600,000. *Background:* The Agency has approved an IGA with the Council that addressed the funding for a \$1.95 million loan application for the completion of approximately 2,500 lineal feet.

24. Urban Renewal Advisory Committee. The Urban Renewal Advisory Committee has unanimously recommended that the Sequoia/4th Avenue project be the next priority for funding by the Urban Renewal District. The Committee has also recommended that the Agency move forward with a feasibility study on Hazeldell Way, which would include an analysis of potential utility and ODOT issues as well as a discussion on funding. The Committee has also requested more information on parks and downtown projects.

Planning Perspective
John R. Williams
October 2003

TO CITY COUNCIL:
I MAY START USING THIS
AS MY MONTHLY PLANNING COMMISSION
REPORT. IT RAN IN TODAY'S
CANBY HERALD.
— John W.

Have you ever seen a new building or subdivision going up in Canby and wondered why you hadn't heard of it sooner? The City tries hard to publicize land use applications and planning projects but it's difficult to reach everyone. That's why we were very pleased when the Canby *Herald* offered to publish a monthly "planning update." We'll use this space to let you know what's going on around Canby. We hope you find it useful!

The Planning Commission has been busy in the last couple of months reviewing land use applications. Projects that have been approved include:

- A 12-lot subdivision on the southwest corner of SW 13th Avenue and S. Fir Street. The project will include 10 single-family homes and 2 duplexes.
- A 4-lot commercial subdivision on Highway 99E across from Safeway and Space Age Fuel. No buildings are proposed yet. The applicant will need to apply for Design Review approval from the Planning Commission in order to build any buildings. The Design Review process includes evaluation of building design, traffic impacts, parking layout, landscaping, and other features.
- An application to move Club Fit (currently located downtown at NW 2nd Ave. and N. Grant) to a building on S. Redwood Street north of Township Rd. The building Club Fit is in now is under new ownership and will be remodeled and converted to a different use.

Upcoming public hearings include reviews of two new commercial buildings: a bank at Sequoia Parkway and Highway 99E, and a dental office on NE 3rd Avenue east of N. Ivy Street. The Commission will also be considering a 128-lot subdivision near the skateboard park at NW 3rd Avenue and N. Cedar Street. We always love to get public comment on these applications, so please contact our office for more information.

Meanwhile, we've been working on a variety of community-oriented planning projects, including:

- New rules protecting Canby's wetlands and streamside areas. The state requires Canby to review and update our natural resource protection programs every 5 to 7 years. The City's new regulations are basically the minimum required by state law but will help maintain water quality and wildlife habitat for the future.
- An inventory of Canby's historic trees. Matilda Deas, project planner, is working with the School District, state agencies, and local volunteers on this. The inventory should be completed soon and Ackerman students will be doing interviews to learn about the history of each tree.
- An update of the City's "ABC" annexation system, which prioritizes different pieces of land for annexation depending on their location. The ABC map hasn't been updated for nearly 20 years and needs to be adapted for current conditions.

There are a lot of other things happening as well that we hope to cover in future articles. Until then, if you have any questions or comments or would like to get involved, please drop by our office at 182 N. Holly Street or call us at (503) 266-9404. Thanks!

To: **Honorable Mayor Thompson**
 City Council
From: **Roy Hester**

Subject: **Public Works Report for September 2003**

Date: **October 1, 2003**

September

Street Department

- Took down chicken BBQ banner and put up St. Josef's Grape Stomp banner.
- Picked up paint in Portland.
- Took down St. Josef's banner.

Streets:

- Excavated asphalt at Knight School for new bump out.
- Picked up (2) dead cats.
- Swept streets 9-5-03.
- Removed old concrete entrance at school for new entrance.
- Poured bump out on school side of N Grant.
- Swept streets 9-12-03.
- Started excavating for new bump out on south side of NW 5th and Grant Street.
- Finished preparing area for concrete at Knight School bump out.
- Swept streets 9-18-03.
- Cleaned up brush along railroad and transit terminal.
- Started dig out on N Grant bump out.
- Worked on bump outs on N Grant.
- Worked at the N Grant job site.
- Swept streets 9-25-03.
- Hauled dirt to back fill behind the new curbs at NW 5th and Grant.

Sidewalks and Curbs:

- Removed curb at transit terminal for new curb.
- Poured first curb at transit terminal.
- Poured more curb and sidewalk at transit terminal.
- Poured curb at NW 5th and Grant next to bump out.

Signs:

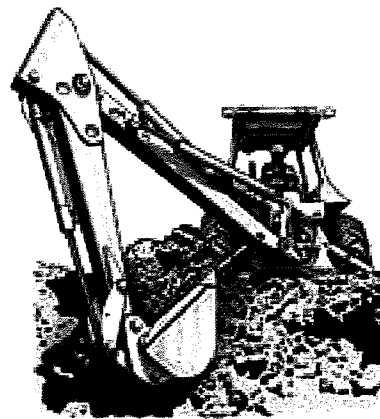
Street Lights:

- Fixed (6) street lights.
- Fixed (10) street lights.

Street Trees:

Special Projects:

- Started on new transit terminal 9-2-03.
- Worked on dirt removal at transit terminal.
- Worked on Yochem transit terminal.
- Worked on transit terminal.
- Worked on removal of dirt at transit terminal.
- Placed planter at bump out at Knights School.
- Worked on Transit terminal.
- Did the layout for ditching at transit station.



Sanitary Sewer and Storm Drains:

- Worked on moving storm system lines at NW 5th and Grant for new bump outs.
- Cleaned catch basins at Territorial Estates.
- Finished storm line, started yesterday.
- Started storm line extension on north side of 5th and Grant.
- Finished storm line and set catch basin on NW 5th.
- Unplugged sewer at 740 NE 14th.
- Cleaned shopping center lift station.
- Attempted to do a sewer lateral at the transit terminal pickup area.
- Installed sewer lateral for transit terminal.

Locates:

Twelve (12) locates were done during September.

Erosion Control:

- Completed (2) erosion inspections.
- Completed (1) final erosion inspection.
- Completed (2) erosion permit inspections.
- Completed (1) final erosion inspection.
- Completed (1) erosion permit inspection.
- Completed (1) erosion inspection.
- Completed (2) erosion final inspections.
- Completed (3) erosion inspections.
- Completed (2) erosion inspections.
- Completed (1) erosion inspection.
- Completed (6) erosion inspections.

Inspections for the month include the following:

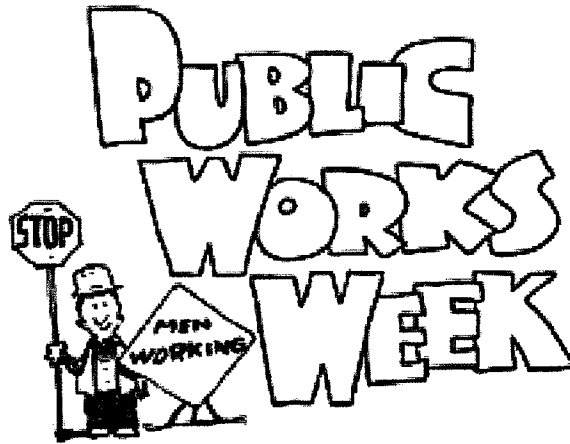
- Inspected (1) sewer lateral.
- Inspected (1) driveway storm system.
- Inspected (1) new sewer manhole installation at Valentine Meadows.
- Inspected sub-grade at Hazeldell Way.
- Inspected (1) sewer lateral.
- Inspected (1) sewer lateral.
- Inspected (1) sewer lateral.
- Inspected second lift of asphalt at Tofte IV.
- Witnessed air test on sewer mains at Garden Crossing.
- Inspected (1) sewer lateral.
- Inspected sub-grade at Sequoia Parkway.
- Inspected (1) sewer inspection.
- Inspected drywell at Pioneer Industrial Park.
- Inspected (1) sewer lateral.
- Inspected drywell at Sequoia Parkway.
- Inspected dry well at Sequoia Parkway.

Complaint/Inquiry Request:

- Thirteen Complaints/Inquiries for the month of September.

Meetings/Miscellaneous:

- Met with Jerry Barkman at Hope Village over sewer issues.
- Met with contractor at 790 NE 29th Place for erosion issues.
- Attended Traffic Safety meeting.
- Attended sewer degreaser demonstration.
- Met with property owner on erosion control issues.
- Met with Gary Stockwell about ditch job at transit terminal site.
- Checked on releasing the bond at Erika Acres.
- Meetings at transit station. 1-CUB, 2-CTA, 3-Level III comm.



FINANCE MEMORANDUM

DATE: OCTOBER 6, 2003
TO: CHAUNEE SEIFRIED
FROM: LAURA DORNBUSCH
RE: SEPTEMBER MONTHLY REPORT – FINANCE DEPARTMENT

- Our primary focus has been on completing year-end, preparing for the annual audit and the conversion to GASB34. The audit is scheduled to start on October 28, 2003.
 - Chaunee attended a CIS seminar.
 - Our insurance carrier provided a Healthy Benefits health screening. Employees were encouraged to attend and get their cholesterol and blood pressure checked.
 - New employees: None
-
- Anniversaries: September

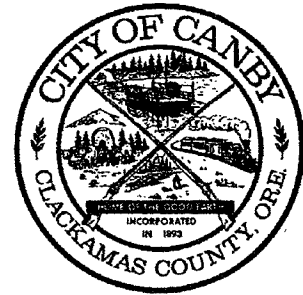
EMPLOYEE	DEPARTMENT	YEARS OF SERVICE
Tim Sommer	Police	15
Corey O'Brien	Pool	5
Matilda Deas	Planning	4
Cassandra Spencer	Pool	2
Laura Dornbusch	Finance	2
Patricia Calcagno	Pool	1

M E M O

DATE: October 7, 2003
TO: Chaunee Seifried, Fianace and Court Director
FROM: Kathy Mashek, Court Supervisor
RE: Monthly Report for September, 2003

- 31 People attended the August seatbelt class
- Court trial on the 2nd Wednesday of the month were held for 17 defendants
- 556 New cases were filed and 514 cases were concluded
- Revenue for the month of August was \$55,113.00.

**CANBY PUBLIC LIBRARY
MONTHLY REPORT
September 2003**



TO: Honorable Mayor Thompson
and City Council
FROM: Mark Adcock, City Administrator
Beth Saul, Library Director
PREPARED BY: Marty Moretty, Library Coordinator
DATE: October 1, 2003

Facility:

- *Set up new CD Spinner and created a more visual labeling system for music categories that will make for easier patron retrieval. With the addition of more CD's to our collection, it was decided to order another unit.
- *Moved shelving around in the Addison Children's Room to minimize our low lighting problem for the Parenting collection. Staff member Aleasha Jenkins and volunteer Drew Grimes lent their muscles to the project. New magazine racks have been ordered to better display and make useful the backside of a book shelf.
- *Plans following staff meeting discussion to begin to consider moving the reference desk closer to the main circulation area for greater patron visibility. The staff member at the reference desk could then better assist the circulation desk with the addition of a scanner and receipt printer.
- *Small lights were added to the underside of the holds shelving to help with dim lighting.

Programs:

- *Children's Friday story time has commenced again with the start of the school year beginning September 5th at 11:00 am. Librarian Peggy Wickwire is integrating picture books from our recently acquired purchases made possible by a Friends donation as well as our purchases from the new budget year. New visual book display holders have been added to highlight new feature books.
- *Staff is beginning to coordinate and plan for the upcoming CBRG/Chamber/School District Job and Career Fair, October 24-25. The Library will be participating by manning a table to give students and adults an overview of the resources available to them at the Canby Library in job searching.
- *Ballots were dropped off for the special election on September 16, 2003.

Personnel:

- *Hanna Hofer was congratulated at the September staff meeting for being named the City of Canby's first Employee of the Month as well as the Library Employee of the Year. All employees were recognized for their outstanding service as shown by our "Notice Me" feature.
- *Marty Moretty attended a conference on Answerland hosted at the Oregon State Library. With a computer and an internet connection, patrons can get reference help from librarians online. The program is just beginning to take shape and has been made possible with funds granted by the Oregon State Library under the Library Services and Technology Act.

Volunteers:

- *Contributed 170.5 hrs. this month by assisting in shelving, sorting, pick lists, cataloging and processing, book mending, shelf shifting, and cleaning.
- *This month I would like to highlight Library Board member Madeleine Henderson who comes in every Tuesday morning and pulls items out of our collection that have been requested from other libraries. It is a duty that is done every day so having Madeleine faithfully do the "pick list", frees up staff to do other tasks. She heard there was a need and stepped up to the plate!

Circulation Statistics for September 2003:

- | | |
|----------|----------------------------|
| * 19,628 | Monthly Circulation |
| * 734 | Internet Workstation Use |
| * 3,885 | Loans to LINCC Libraries |
| * 4,265 | Loans from LINCC Libraries |

Friends of the Library:

- * Monthly "Friday Surprise" book sale was held on September 26th and in addition, offered collector plates for sale made possible from a donation. They will continue to be available for sale at \$10 per plate while the supply lasts and are housed in display case.
- * Book Club guided by Friend Dale Liberty started up again this month after taking a summer vacation. The September Book of the Month was *Winterkill* by Craig Lesley and 15 members joined in the discussion. The fictional storyline was set in Oregon so descriptions and places were familiar; there was great insight into the modern Native American culture.
- *Friends member Frank Remsing helped with multiple building maintenance projects - lock and kickplate installation, mirrored windows for more reflective light in Addison Room, janitorial supply shelving, and portable processing supplies cabinet.
- *Friends member Nancy Kopelk offered to clean 100 book bags and this chore has temporarily been lifted from staff.

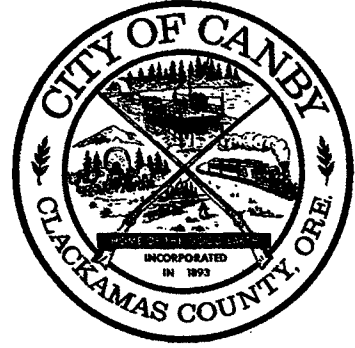
WASTEWATER TREATMENT FACILITY MONTHLY REPORT

To: *Honorable Mayor Thompson, City Council*

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

Subject: *September 2003 Wastewater Treatment Report*

Date: *October 8, 2003*



Facility Operations & Maintenance & Construction:

Effluent quality for the month of September was exceptional in all categories, with no interruption of services or violations. Operations at the facility have been outstanding as we are getting more familiar with the new effluent filter and the process is running at optimum conditions. We are truly seeing the finest looking effluent I've ever seen from this facility, almost drinking water, but all pass on a glass anyway. We have now started up the new filter press and are working some bugs out on that new system. Also during the month of September we received no complaints from the golf course, but did receive one complaint from an adjoining land owner to our biosolids site. That was early in September and we did not get another complaint from that individual.

Major maintenance activities for the month of September included working with contractors on system start ups and training on new equipment. There were no major maintenance brake downs or problems during the month of September.

Construction activities for Contractors, Inc. evolved around start up of the new filter press, training on equipment and working on the preliminary punch list. This project is coming to an end and final completion will be in mid October.

<u>New Connections:</u>	7
<u>Total Connections:</u>	5174
<u>Average Flow:</u>	0.9964 mgd
<u>Fecal Coli</u>	12

<u>Monthly Averages:</u>	
<u>Effluent BOD₅:</u>	5 mg/l
<u>Effluent CBOD₅:</u>	3 mg/l
<u>Effluent TSS:</u>	4 mg/l

Biosolids Program:

The City of Canby applied 0.1935 million gallons of liquid biosolids to the Piuser, Slate and Hein application sites.

Pretreatment Program:

During the month of September I worked on and attended the Pacific Northwest Pretreatment Conference, and have started to edit our new sewer use ordinance.

Meetings and Training Attended

I attended several meetings for the construction project, Oregon Association of Clean Waters Agency (ACWA), and the Pacific Northwest Pretreatment Conference (PNPC).

To: Honorable Mayor Thompson, City Council

From: Mark Adcock

Through: Beth Saul

Set up by: Jeff Snyder

Subject: Parks Report for September, 2003

Date: October, 3, 2003



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

* = no specific information for this area.

Adult Center

- Mowed and string trimmed the turf area.
- Removed dead pine tree between the Adult Center and the Swim Center.
- Trimmed some shrubs.
- Removed old gates from the patio, gates will be replaced by South County Fence Inc.

Arneson Garden horticultural park

- Turned off irrigation system, the Sequoia parking lot construction cut into the system and damaged one zone.

Baker Prairie Cemetery*

City Hall

- Worked on irrigation time clock for the hanging flower baskets.

Community Park (River)

- String trimmed on the wetlands trail and around the pond.
- CCCC cut brush along the wetlands trail and performed litter patrol.
- Removed hazard tree on the wetlands trail.

Eco Park natural area*

Faist V property

- Rented tractor and tiller to prepare land for seed.
- Spread 755 Fleur de Lawn seed on the property for erosion control, a low maintenance turf seed.

Holly&Territorial welcome sign property*

Hulbert's Welcome Sign property

- Mowed and string trimmed the turf area.

Library*

Locust Street

- Mowed string trimmed and edged the turf.
- CCCC performed litter patrol.

Logging Road Trail and Fish Eddy/Log Boom property

- Installed drinking fountain behind Willamette Wayside Grove apartments in the common area, also graded the ditch line.
- Used the backhoe to push back the brush off the trail from Territorial Rd. to 13th Ave.
- Cut down hazard tree along the walking path.

Maple Street Park

- Mowed and string trimmed the turf areas.
- Repaired the tire swing in the North playground.
- CCCC performed litter patrol.

Nineteenth Loop natural area

- Cleaned up debris and string trimmed the area.

Skate Park

- Repaired locking mechanism on the cyclone fence.
- CCCC performed litter patrol.

Shop Grounds

- Irrigated the turf.
- Mowed and string trimmed.
- Cleaned equipment.
- Trimmed shrubs.
- Repaired tools for CCCC.
- Took a pesticide inventory.

Swim Center

- Mowed and string trimmed the turf area.

Thirteenth Avenue future park property

- Mowed the turf.

Territorial Estates, Future CLC Park

- Rented tractor and tiller to prepare land for seed.
- Spread 755 Fleur de Lawn seed on the property for erosion control, a low maintenance turf seed.

Transit Building*

Triangle Park

- Irrigated the turf.
- Mowed and string trimmed.

Wait Park

- CCCC raked up debris and performed litter patrol.
- Measured the amount of concrete needed for the new restroom building.
- Met with the plumber regarding the installation of the fixtures in the Wait Park restroom.
- Met with a sheet rocker regarding the cost to complete the balance of the restroom building.
- Mowed string trimmed and edged turf.
- Fertilized the turf.

Willow Creek Wetlands

- Met with Joe Iehamanty (President of Willow Creek Estates, home owners association) regarding a hazard tree to be remove by True Care Inc. tree service in the wetlands.

Training/Meetings/Miscellaneous

- Attended City Safety Committee meeting and crew Safety Committee meeting.
- E-mailed CCCC work orders.
- Wrote monthly report.
- Met with Beth Saul and Jamie Johnk regarding the Wait Park restroom project expenses.
- Wrote up a cost estimate for the completion of the Wait Park restroom project.
- Drafted a memo regarding the cost of playground equipment and safety surfacing at Community Park for Bev Doelittle from the Chamber.
- Contracted with True Care Inc. tree service for the removal of a hazard tree.
- Contracted with Paul Ylvisaker to replace some siding at the Adult Center.
- Wrote a Park Maintenance Report for the City of Canby, regarding parklands and city facilities.

CANBY ADULT CENTER SEPTEMBER 2003

SEPTEMBER SERVICE LEVELS		YTD	LAST YEAR
CONGREGATE 60 YEARS (includes congregate, guests)			
1176/month	74 average/day	3290/year	1029/month
UNDER 60 (includes volunteers, guests and staff)			
92/month	6 average/day	300/year	88/month
\$1.59 average donation			\$1.58 average
HOME DELIVERED MEALS (Includes T19)			
1143/month	71 average/day	4,020 year	1258/month
UNDER 60 (T19)			
40/month	3 average/day	175/year	49/month
\$ 1.16 average donation			\$1.21 average
O.P.I. meals (Project Independence)			
49/month	3 average/day	189 year	112/month
TOTAL MEALS			
2,500/month	156 average/day	7,974 year	2,528/month

CLIENT SERVICES	MONTH	YEAR TO DATE
53 unduplicated clients		223
Assessments	1	15
Case Monitoring	51	114
Community Outreach	20	37
Info & Referral	110	332

TRANSPORTATION		
14 average rides/day	1065 miles per month	242 rides/month
3 new riders this month		

VOLUNTEER HOURS	
1101 month	52 average/day

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

943 people signed in

FUNDRAISING

\$575.03	Gifts, memorials and donations
\$822.00	Rentals
\$3,023.35	Center Projects (Includes the BBQ chicken dinner)
\$369.45	Bingo (Including food)

CENTER INFORMATION

The focus for September was to make the BBQ dinner that replaced Peddler's Market a success. Even though we didn't make quite as much as last year, this new fundraiser will not be as much work in the future. After expenses we cleared \$1,086. Not bad for the first time at a new location.

Rackleff House is still using our bus on the third Saturday of each month. So far, we are not charging them anything because we are able to get reimbursement from the County for the rides. When that funding is gone, we will ask for \$30 per use (plus the gas). They appreciate a chance to get out and the bus is usually sitting idle each weekend, so it works out well.

The Pepsi machine should be gone by the middle of the month. It has been emptied and unplugged to save electricity.

I spoke to Dan Wilcox near the end of September. He had been in touch with Mr. Glasgow's attorney and she expects distribution sometime in early December. The amount (as of that date) was over 4 million.


We are having multiple problems with computers and printers lately. I have hired Tom Potter (Susan's spouse) to come in and take care of them before it gets critical. Much of it (I believe) is adjustment. I don't think any of us completely understand how the networking functions.

Rentals remain steady and we also let the swim club use the building for a meeting from 10 'til 2 on a Saturday.

Jean Sarakoff (tutor) is back and will be using a room each day that she has a student to help. She finds a quiet place on her own as she knows some days we are crowded. Other teachers have asked for space, but because rooms are limited I choose to only allow one tutor. Jean has been coming here for about 3 years now and is very easy to work with. This is a good opportunity to strengthen ties to the local schools. Unfortunately, we can't accommodate everyone.



MEMORANDUM

DATE: OCTOBER 1, 2003
TO: MARK ADCOCK
FROM: MARGARET YOCHEM 
RE: TRANSIT & GENERAL SERVICES UPDATE FOR AUGUST

Transit

- Had a lovely vacation the first 10 days of the month!
- September ridership report attached
- Continued development of new transit stop.
- Attended one day workshop with ODOT regarding new funding grants
- Continuation on RFP for City Council Goal #4 on developing a long-term facilities plan
- Finished grant applications for STG Discretionary funds for the 03-05 biennium
- Meetings and other functions

Human Resources 1/2 day seminar

Clackamas Consortium

Social Services Steering Committee

Oregon Transit Association

Regional Transportation Coordination Council

Tech Services

- Fine tuning work continues on the City's new web site
- Ongoing maintenance of computers
- Oversight of new connections to the City Shop's and Library

Fleet Services

- Ongoing maintenance of City's rolling stock
- Finished the outfitting of two new police cars
- Continuation of Comprehensive study being done on all city rolling stock
- In process of writing IGA with Fire Chief Kunze between the fire district and the city for their fleet maintenance

Margaret's Daily Recap:

Sep-03

DAY	O/C Rt 1	O/C Rt 2	Rt 2	Rt 3	Lift 1	Lift 2	Sat Lift	Special	DAR 1	DAR 2	TOTALS
1	0	0	0	0	0	0	0				
2	150	188	116	99	2	4	0				559
3	166	128	148	127	10	5	0				584
4	133	100	69	73	7	9	0				391
5	118	131	107	85	6	4	0				451
6	100	0	18	46	0	0	8				172
7	0	0	0	0	0	0	0				
8	155	144	120	100	8	0	0				527
9	113	136	143	74	10	4	0				480
10	135	135	134	79	13	3	0				499
11	100	142	140	69	12	10	0				473
12	139	138	137	95	5	3	0				517
13	174	0	41	83	0	0	5				303
14	0	0	0	0	0	0	0				
15	160	171	109	82	8	2	0				532
16	134	164	109	64	4	0	0				475
17	137	150	132	77	9	10	0				515
18	134	152	139	65	9	3	0				502
19	112	156	109	72	6	2	0				457
20	99	0	56	28	0	0	7				190
21	0	0	0	0	0	0	0				
22	171	96	125	100	10	2	0				504
23	138	136	114	75	11	0	0				474
24	134	137	116	92	3	8	0				490
25	160	162	142	75	12	1	0				552
26	119	95	123	96	10	0	0				443
27	171	0	64	70	0	0	3				308
28	0	0	0	0	0	0	0				
29	132	183	129	74	8	6	0				532
30	164	172	132	86	4	4	0				562
31	0	0	0	0	0	0	0				0
TOTALS	3,448	3,016	2,772	1,986	167	80	23		0	0	11,492

Canby-Oregon City #1

Canby-Oregon City #2

Canby-South #2

Canby-North #3

[illegible]

Canby Lift 1

Passenger Category	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Senior	99	121	101	0									321
Disabled	95	85	62	0									242
General Public	0	6	4	0									10
Youth	0	0	0	0									0
Child	0	0	0	0									0
Aides/Other	0	0	0	0									0
Totals	194	212	167	0	0	0	0	0	0	0	0	0	573

Canby Lift 2

Passenger Category	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Senior	56	48	60	0									164
Disabled	35	26	17	0									78
General Public	0	5	3	0									8
Youth	0	0	0	0									0
Child	0	0	0	0									0
Aides/Other	0	0	0	0									0
Totals	91	79	80	0	0	0	0	0	0	0	0	0	250

Saturday Lift

Passenger Category	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
Senior	22	27	17	0									66
Disabled	2	12	6	0									20
General Public	0	0	0	0									0
Youth	0	0	0	0									0
Child	0	0	0	0									0
Aides/Other	0	0	0	0									0
Totals	24	39	23	0	0	0	0	0	0	0	0	0	86

Special Event

Passenger Category	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	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	0	0	0	0	0	0	0	0	#REF!	#REF!	
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Sunday DAR 1

[illegible]

Sunday DAR 2

[illegible]

Sept: Monthly Passenger Statistics: Canby Oregon City Rt #2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	TOTALS
1								
2	1	1	118	68				188
3	4	3	71	50				128
4	1	2	83	14				100
5	3	5	92	31				131
6								
7								
8	1	10	82	51				144
9	4	0	88	44				136
10	4	5	82	44				135
11	3	6	96	37				142
12	5	9	92	32				138
13								
14								
15	3	9	98	61				171
16	2	6	82	74				164
17	4	1	96	49				150
18	1	3	99	49				152
19	0	3	120	33				156
20								
21								
22	4	3	59	30				96
23	1	1	117	17				136
24	5	4	100	28				137
25	2	4	101	55				162
26	1	5	61	28				95
27								
28								
29	2	1	143	37				183
30	7	5	110	50				172
31								0
TOTALS	58	86	1,990	882	0	0	0	2,804

Sept: Monthly Passenger Statistics: Canby-North Route #3

DAY	Senior	Disabled	Regular	Youth	Child	Aides	Lift	TOTALS
1								
2	2	1	34	62				99
3	3	3	44	77				127
4	0	0	29	44				73
5	4	1	49	31				85
6	3	2	15	26				46
7								
8	7	2	25	66				100
9	5	4	24	41				74
10	2	5	32	40				79
11	1	0	22	46				69
12	8	3	37	47				95
13	4	2	20	57				83
14								
15	9	3	39	31				82
16	4	2	25	33				64
17	3	1	28	45				77
18	3	0	25	37				65
19	3	0	28	41				72
20	1	2	9	16				28
21								
22	3	3	40	54				100
23	2	0	38	35				75
24	2	1	40	49				92
25	5	0	26	44				75
26	1	1	28	66				96
27	2	0	31	37				70
28								
29	8	0	30	36				74
30	5	5	44	32				86
31								0
TOTALS	90	41	762	1,093	0	0	0	1,986
								83

Sept: Monthly Passenger Statistics: Canby Lift 1

DAY	Senior	Disabled	Regular	Youth	Child	Aides	TOTALS
1							
2	0	2					2
3	6	4					10
4	6	1					7
5	4	2					6
6							
7							
8	0	8					8
9	4	5	1				10
10	7	5	1				13
11	10	2	0				12
12	5	0					5
13							
14							
15	5	3					8
16	3	1					4
17	7	2					9
18	3	6					9
19	4	2					6
20							
21							
22	6	4					10
23	9	2					11
24	2	1					3
25	8	4					12
26	4	4	2				10
27							
28							
29	5	3					8
30	3	1					4
31							0
TOTALS	101	62	4	0	0	0	167
							8

Sept: Monthly Passenger Statistics: Canby Lift 2

DAY	Senior	Disabled	Regular	Youth	Child	Aides	TOTALS
1							
2	2	2					4
3	5	0					5
4	6	3					9
5	4	0					4
6							
7							
8							
9	2	1	1				0
10	3	0	0				4
11	10	0					3
12	3	0					10
13							3
14							
15	0	2					2
16	0	0					0
17	5	3	2				10
18	3	0					3
19	0	2					2
20							
21							
22	2	0					2
23	0	0					0
24	6	2					8
25	1	0					1
26	0	0					0
27							
28							
29	5	1					6
30	3	1					4
31							0
TOTALS	60	17	3	0	0	0	80

Sept: Monthly Passenger Statistics: Canby Saturday Lift

DAY	Senior	Disabled	Regular	Youth	Child	Aides	TOTALS
1							
2							
3							
4							
5							
6	6	2					8
7							
8							
9							
10							
11							
12							
13	5	0					5
14							
15							
16							
17							
18							
19							
20	5	2					7
21							
22							
23							
24							
25							
26							
27	1	2					3
28							
29							
30							
31							
TOTALS	17	6	0	0	0	0	23

Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: 10/06/03

Re: September Report

The Big news for the month is all the maintenance that has been done this last month. The most noticeable difference has been the new surfacing of the dressing rooms for the pool, along with the heaters for the dressing rooms. The dressing rooms look and feel like a new. Other projects done during the Canby Swim Center's annual maintenance have been: new burners for the pool air system, cleaning and painting throughout the building, and new tile around the base of the showers. The pool has re-opened although David still has a few more projects he is working on for the swim center. The much needed new skylights are being replaced on the east side of the roof, the west side skylights were replaced a couple of years ago. The original skylights were put in during the refurbishing of the Canby Swim Center in 1990. David is also getting bids on a sprinkler system for the landscaping in the front of the building. A local Boy Scout, Justin Krettler, is going to be doing the actual landscaping for his Eagle Scout project. We have heard a lot of positive comments about the changes for the pool and David Biskar has worked very hard to keep the swim center clean and updated. The staff is very thankful to the community that made all the updates possible through passing the pool levy.

As for attendance and revenue over the past month overall there has been an upturn for both. The Attendance is up 500 for the month but we still have a long way to go as overall attendance for the year is still down 2900 entries into the facility. Revenue numbers follow suit. Revenue was up \$800.00 for the month but is still down \$4,000.00 for the year. The next month will be a strong indicator of which way the numbers will be going. Everyone is invited to come see all the exciting changes that have taken place at the Canby Swim Center. Come by for a swim, water exercise classes or register a child or grandchild for swimming lessons. We offer all the before mentioned all year round.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR SEPTEMBER 2003
DATE: OCTOBER 6, 2003

CANBY SWIM CENTER SEPTEMBER 2003	ADMIT 2002	ADMIT 2003	PASS 2002	PASS 2003	TOTAL 2002	TOTAL 2003	YTD TOTAL 02-03	YTD TOTAL 03-04
MORNING LAP	28	32	167	198	195	230	895	875
ADULT RECREATION SWIM	55	85	190	311	245	396	1377	1423
MORNING WATER EXERCISE	81	110	0	0	81	110	404	479
PARENT/ CHILD	52	41	0	0	52	41	461	292
MORNING PUBLIC LESSONS	0	0	0	0	0	0	5565	3371
SCHOOL LESSONS	461	372	0	0	461	372	461	372
NOON LAP	22	44	70	107	92	151	516	614
FAMILY SWIM	14	6	0	0	14	6	14	6
AFTERNOON PUBLIC	27	69	9	1	36	70	1708	1553
PENGUIN CLUB	0	0	0	0	0	0	908	726
CANBY H.S. SWIM TEAM	0	0	0	0	0	0	0	0
CANBY SWIM CLUB	0	0	563	611	563	611	1622	1593
N. MARION H.S. SWIM TEAM	0	0	0	0	0	0	0	0
EVENING LESSONS	410	516	0	0	410	516	2437	2633
EVENING LAP SWIM	15	34	27	36	42	70	328	267
EVENING PUBLIC SWIM	181	276	54	36	235	312	2467	2190
EVENING WATER EXERCISE	79	107	0	0	79	107	498	380
ADULT LESSONS	0	0	0	0	0	0	15	0
GROUPS AND RENTALS	136	182	0	0	136	182	407	590
WATER POLO	0	0	0	0	0	0	74	0
OUTREACH SWIMMING	0	0	0	0	0	0	247	218
TOTAL ATTENDANCE	1,561	1,874	1,080	1,300	2,641	3,174	20404	17582