



City of Canby Bi-Monthly Report

Department: Administration

For Months of: November and December 2011

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Erin Burckhard, Office Specialist
Through: Greg Ellis, City Administrator
Date: January 9, 2012

- 1. Business Licenses** – Sixty-one (61) new business licenses were issued during the months of November and December, 2011. This compares to 16 new licenses issued during November and December 2010. Seventeen (17) business licenses were inactivated during the months of November and December 2011. This compares to 16 licenses inactivated during the same period in 2010. One Hundred-one (101) business license renewals were sent out.
- 2. Complaints/Inquiries** – Twenty-seven (27) complaints/inquiries were received during November and December. Twenty-seven (27) complaints have been resolved and 12 were resolved within 24 hours. Fourteen (14) follow-up cards were mailed and six were returned with Excellent and Good ratings. We received no Poor ratings during this tracking period.

The following comments from citizens were received that exemplify the satisfaction with the service received by City employees:

- ~ Very good job!*
- ~ Thank you so very much. With the crime rate going up this helps with the security of our street. Thank you Erin and the City of Canby!*
- ~ Thank you! Very prompt response! I am very satisfied and hopefully we will not have to deal with this light for awhile!*
- ~ Terrific service all the way around. Thank you!*

- 3. Training/Meetings** – Kim Scheafer attended the OAMR Board Meeting on November 18.
 - Kim Scheafer and Sue Ryan attended the OAMR Region 2 Lunch Meeting on December 8.
- 4. Special Animal Permits** – There were no Special Animal Permits issued during the months of November and December 2011.
- 5. Liquor Licenses Processed** – There were no new liquor licenses processed.
- 6. Miscellaneous** – The City started an electronic newsletter entitled E-News which was distributed to 197 email addresses in November and 746 email addresses in December.



City of Canby Bi-Monthly Monthly Report
Department: Court
For Months of: November and December, 2011

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, MMC, City Recorder
Prepared by: Kathy Mashek, Office Specialist
Date: January 3, 2012

- Three people attended the seatbelt class for the month of November. There was not anyone signed up for the December month. This generated \$45.00 toward the purchase of helmets.
- Court trials for the months of November & December were held for 30 defendants. This required 12 officers, at various times, to come to testify.
- Five hundred seventy were filed and 536 cases were concluded during these months.
- Revenue for both months was \$89,196.07. Out of this amount, Oregon Department of Revenue received checks totaling \$6,552.29, Oregon Judicial Department \$498.00 and Clackamas County received \$1,777.05.
- Thirty-eight defendants appeared with attorneys. With the defendants there were a total of six different attorneys present.



Bi-Monthly Finance Department Report

To: Mayor Randy Carson & City Council Members
From: Sue Engels, Finance Director
Through: Greg Ellis, City Administrator
Covering: November & December 2011
Compiled by: Suzan Duffy

In addition to providing services and responding to inquiries from both internal and external customers, and performing the tasks listed statistically on the last page, the Finance Department reports the following items of interest this period:

- The **Comprehensive Annual Financial Report** for the year ended June 30, 2011 was completed and submitted to the Secretary of State and the Government Financial Officers Association. It is available on the City website.
- New reference tools have been developed to assist departmental staff in navigating **spending procedures**. Refresher training was held for Development Services staff and is available for other departments.
- Software upgrades for **Business License and Transit Tax** were installed in December. The transition has had a few glitches, but tax return forms for both **quarterly and annual** tax payers were mailed on schedule.
- Particular satisfaction was found in finally receiving **Transit back tax payments** from 2007-2011 from one company totaling over \$6500.
- In November, a City County insurance representative was onsite for the **workers compensation audit**. This is an annual event to ensure that workers are classified under the appropriate rate structure.
- There has been some anecdotal evidence that some utility account holders that are **sent to collections** will eventually pay off their accounts when their circumstances improve. For example, a collections account from August 2010 was paid off in November. Unfortunately, most collections accounts remain unpaid.

Statistics this period:

- **Accounts Payable**

Invoices:	785
Invoice entries:	1157
Encumbrances:	21
Manual checks:	22
Total checks:	443

- **Payroll**

Timesheets processed:	543
Total checks and ACH payments:	172
New hires/separations:	0/3

- **Transit Tax Collection**

Forms sent:	1423
Reminders letters sent:	58
Accounts opened/closed:	61/17
Returns posted:	97

- **Utility Billing**

Bills sent:	8997
Counter payments:	299
Accounts opened and closed:	124
Lien payoffs:	3
Lien payoff inquiries:	22
Collection notices sent:	1
Accounts sent to collections:	0

- **General Ledger**

Total journal entries:	497
------------------------	-----

- **Cash Receipts Processed**

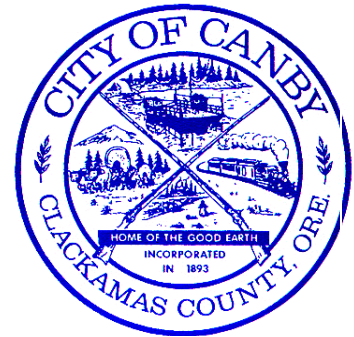
Finance:	606
Utility:	504

- **Cemetery**

Total property purchases recorded:	4
Total interments recorded:	4

CANBY PUBLIC LIBRARY
BI-MONTHLY STAFF REPORT
November - December 2011

TO: Honorable Mayor Carson and City Council
FROM: Penny Hummel, Library Director
THROUGH: Greg Ellis, City Administrator
DATE: January 5, 2012



Circulation. In September and October, circulation totaled 54,394 items, which is slightly lower than the same period last year, probably due in part to the road construction in front of and to the side of the library and around nearby Wait Park.

E-books. Use of the library's free e-book service (Library2Go) continues to grow, and the library's weekly e-book classes each Wednesday at 11 AM attract new patrons each week. We also receive many calls for assistance. A few days before Christmas, an older patron called for some help, then explained that he was traveling in California with his Kindle loaded up with library books. He said he thought it was great that an "old codger" (as he described himself) could learn how to use the new technology—and that his Kindle was increasing his reading time.

Grant news. As we enter a presidential election year, the library is excited to announce a new program initiative for 2012. Last month, the library was selected to receive a grant from the Clackamas County Cultural Coalition and the Oregon Cultural Trust to support the project *1776: A Reading and Discussion Series*. Additional support from the Friends of the Library will fund this multipart discussion and performance series from February through the spring of 2012.

The impetus for this project was an anonymous gift of 100 copies of the richly illustrated edition of David McCullough's acclaimed historical work *1776*, which includes sepia-toned facsimiles of maps, artwork, letters and other artifacts. The library will make these copies available to the public and will be working with the Canby School District and the Canby Historical Society to maximize impact and community involvement. Program dates will be announced shortly.

Community involvement. Volunteers donated 483 hours in November and December (the equivalent of 1.39 full time employees), helping the library keep up with patron demand by pulling holds, sorting, shelving, processing and mending books as well as staffing the Friends of the Library Bookstore.

New Library Planning. The next step in making the new library a reality is for the city to negotiate the purchase of the two properties on First Avenue. We look forward to making progress on this effort in early 2012.

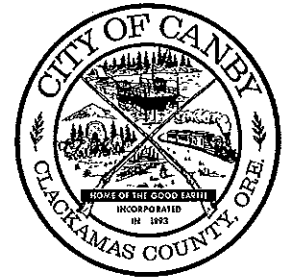
Fall Programming. Our major event at the end of 2011 was a daylong residency by acclaimed Latina artist Eva Castellanoz on November 1. Castellanoz' first presentation was a wax corona-making workshop, which attracted 65 participants, including members of an advanced Spanish language class from Canby High School. In the evening, Castellanoz discussed the importance of Dia de los Muertos (Day of the Dead) in Mexican and Mexican American culture before an audience of over 40 people. Both programs attracted people of all ages, from a range of linguistic and ethnic backgrounds.

Other programming in November and December included the following:

- Five weekly storytimes (one in Spanish);
- Two *Family Movie Nights at the Library* each month (one in English, one in Spanish)
- Monthly Saturday *Music in the Stacks* performances
- Let's Talk Together/*Vamos a Intercambiar!* (English/Spanish conversation; Mondays at 10:30).
- Weekly computer and e-book classes.
- A mixed media exhibit of various artists.

PLANNING & BUILDING DEPARTMENT

Nov. /Dec. 2011 BI-MONTHLY UPDATE



TO: *Honorable Mayor Carson and City Council*
FROM: *Bryan Brown, Planning Director*
DATE: *January 9, 2012*
THROUGH: *Greg Ellis, City Administrator*

The following report provides an update on the major planning and building activities through the months of November and December, 2011. Some projects encompass efforts of more than one department but only the planning and building departments contribution are included. Please feel free to call departmental staff if you have questions or desire additional information about these activities. An attachment provided at the end of this report lists the new and on-going land use applications being processed. The building permit and inspection activity for this period is the last item shown.

Plan Preparation

- 1. Highway 99E TGM Gateway Corridor & STA Grant.** *Update.* Toward the end of December, ODOT finally came to agreement on some possible options that they would allow for design improvements within the 99E State Highway right-of-way and for gateway treatment consideration. After working for months to get the various departments within ODOT to come to agreement, staff immediately jumped on the opportunity to move forward and set a community input meeting to review allowable and possible options and gain input and direction. The TGM grant is intended to address beautification, gateway enhancements, accessibility, multimodal provisions, special STA mobility standards, and safety considerations along Highway 99E through town – with special emphasis on the downtown portion, where the Oregon Transportation Commission approved our request for a Special Transportation Area (STA) designation. DKS and Associates and OTAC are our project consultants working with ODOT and the State Land Conservation and Development Department.
- 2. NE Canby Master Plan.** *No Change.* The City is on its own to adequately incorporate the TSP proposed Otto Road truck route as an amendment to the previous draft plan and adequately deal with the needed land use modifications in order to gain ODOT support of a revised Plan for its eventual adoption. ODOT has considerable investment in the Northeast Canby Master Plan and thus an interest in it being adopted. The adopted TSP includes Otto Road as a critical future transportation component. All current planning efforts must continue to incorporate Otto Road as a viable component as adopted in the TSP until it is formally agreed to be amended. Moving forward on Plan Amendments on our own that will lead to approvable changes that have both ODOT and the impacted property owners support will be technically demanding so are not likely to begin until staff has completed co-ordination of the Gateway Corridor Plan.

3. **Redwood Master Plan.** *No Change.* The Land Needs study and long-range consideration of how to proceed with a tertiary regional storm water treatment facility on City property east of the sewer treatment facility is currently receiving priority status as these two projects will assist with a Redwood Master Plan. Staff continues to monitor grant funding opportunities which is considered necessary to assist in the preparation of such a master plan.
4. **Canby Land Needs Study.** *No Change.* A land needs study technical assistance grant application prepared and submitted to DLCDC this past fall was not funded due to increased competition and reduced funding. Staff is considering an alternate process for obtaining partial funding along with in-house efforts to get a land needs study update done sooner rather than later.

City Program/Project Participation

5. **Transportation/Parks System Development Charge Study & Fee Update.** *Update.* Staff has contracted with the FCS Group and begun gathering and funneling necessary information and data for the study to FCS. When assessing and building a defensible Transportation System Development Charge methodology it is critical for the City to abide by follow our adopted Master Plans and the associated infrastructure projects contained therein. Through this effort, it has become obvious that the City needs a true 5-year Capital Improvement Plan to better assist with implementation of our SDC program and to guide and communicate the City's planned infrastructure investment priorities.
6. **Tertiary Storm Water Treatment Facility.** *No Change.*
7. **Engineering Specification & Design Standards.** *No Change.* New Engineering Specifications and Design Standards have been forwarded to the City Administrator for final review and approval prior to the revised specifications being brought before the Council for formal adoption and use with all new public and private development projects. The use of these standards are vital to the City in providing consistent public works design criteria and moving forward with Master Plan and Code language for implementation of new low impact design standards related to streets and storm water management.
8. **Community Park Improvements.** *No Change.* An initial design and cost estimates have been completed for Phase I improvements that include a walkway path and stairs around the lake. Details are available from Matilda.
9. **Dog Park Design.** *Update.* A public community meeting was held to inform the community about an opportunity to decide on an appropriate dog park location and begin to create a suitable design for Canby's first "dog park". Staff (Matilda) completed a great deal of research to be able to inform the public about "best design practices" as public input weighs in on the desired design. As a result of public input to date, the location for the dog park is now focused on the City own property just east of Eco Park north of Territorial Road.
10. **Code Enforcement Issues.** *Update.* Staff has participated in responding to couple of inquiries related to parking use in the railroad parking lot by large trucks and trash can use and sharing adjacent to the Pioneer Plaza parking lot area.



M E M O R A N D U M

TO: *Chair Ares and Urban Renewal Agency*
FROM: *Renate Mengelberg, Economic Development Director*
THROUGH: *Greg Ellis, City Administrator*

RE: *ECONOMIC DEVELOPMENT UPDATE January 9, 2012
for the Economic Development and Main Street Programs*

Economic Development Updates

The following projects are funded through Urban Renewal.

- **“Shop Canby”** was officially launched on December 15th. This program provides micro websites for all businesses in Canby that makes it easy for residents to shop local. Promotion efforts include website updates at Canby Business.com and the City website. Prerecorded calls were made to all businesses from Mayor Carson and Chamber President Brian Hodson (to chamber members). Workshops for local businesses have been scheduled for January 6th, January 17th and February 7th. The program was featured in the City newsletter and two Chamber of Commerce newsletters as well as announced at the State of the City address. To date - 18 businesses have registered.
- **Canby Business Surveys:** Surveys to Core Downtown and Highway 99E businesses will go out this week. The deadline for Industrial and Home Based Businesses has been extended to January 18th to encourage more participation. We have received responses from 26 home based businesses and 10 industrial businesses. We have sent a reminder to companies we have e-mail addresses for and will do targeted outreach to encourage the largest employers to respond. An online version of the survey can be found on www.Canbybusiness.com.
- **Business Assistance:** Staff met with three businesses to provide technical assistance, worked with two businesses to identify business locations and worked with a property owner to develop a successful \$5,000 design grant application for a new development.
- **UR Land preparation:** The 6.1 acre former police site land clearing project is half finished and on hiatus until spring. The contractor has removed all but a few perimeter trees. A geotechnical report recommends that the large holes be filled in with gravel for maximum stability. Grubbing, grading and seeding the site will commence in next spring.

- **Industrial Business Workshops:** Planning is underway for a quarterly business forum for industrial businesses. The program is being developed in partnership with the Oregon Manufacturing Extension Partnership and the Canby Chamber of Commerce. The first Forum will be held February 22nd at 8 AM at Pioneer Pump.

Main Street Updates

The following projects are funded through Urban Renewal.

- **Façade Improvement Program:** Preliminary conversations and applications were distributed to two businesses. The Park Avenue Salon and Canby Quilt Shop will see new awnings installed and fresh exterior paint in new colors completed this month.
- **2012 Flower Basket and Planter Program:** The city has refined its relationship with local partners this year. Canby High School will continue to grow 86 flower baskets for next summer along 2nd Avenue and Wait Park at a very affordable cost. The flower baskets will be installed and continue to be maintained by a contractor that has mastered the idiosyncrasies of the complicated watering system. The planters will be planted with dahlias donated by Swan Island Dahlias and other annuals donated or purchased to compliment the flower basket color scheme. The plants will be planted and maintained by volunteers lead by the Canby Livability Coalition. A planning committee will determine a planting plan that may include fall / winter plants.

Funds to underwrite the first half of next year's program remain from final payments Canby Business Revitalization that have come to an end. General fund support will be needed to cover basket maintenance from July – October 2012 and will need to fully support the program as well as any additional flower baskets and maintenance on 1st Avenue. The program currently costs about \$5,000 to \$6,000 and significantly leverages city funds with generous in-kind donations, volunteer planter maintenance and other community support.

- **Canby Art / Sculpture Program:** Staff met with representatives from the Canby Arts Association and Clackamas County Arts Alliance to discuss ideas for integrating art in the community. Ideas included banners, murals, sculpture and 1st Avenue enhancements. Staff plans to apply for a \$10,000 grant from the Oregon Arts Commission to leverage its investment in the UR beautification budget. Staff will present a preliminary concept for a sculpture program based on Lake Oswego's successful model at the January 11th UR meeting. Applications are due at the end of January.
- The **Light the Night** Parade and Tree lighting Ceremony in Wait Park was very well attended. The timely completion of paving around Wait Park delighted the record crowds. Sixteen Main Street businesses kept their doors open and reported the busiest First Friday Event of the season.
- **First Friday Evaluation:** Surveys of participating are being tallied on how the 6 month pilot project worked for them. Based on their continued interest and input, staff will look for ways to streamline the program to make it less labor intensive to support.

Regional Program/Project Participation

- 11. Metro Greenhouse Gas Reduction Targets:** *No New Update to Report.*
- 12. Clackamas County Transportation System Plan.** *Update.* Staff was requested to supply the County with an educated estimate and list of the “capacity building street” projects that are likely to be funded and built in the next 10-years in Canby. The projects forwarded are all identified within our adopted TSP and are equal to the estimated \$10,000,000 to be available in that time period.
- 13. Metro 2035 Forecast of Households and Employment.** *Update.* In January staff will be requested to review Metro’s release of their 2015, 2020, and 2025 household and employment forecast for review and comment. This allocation or distribution impacts each community from a planning perspective down the road. Their modeling determines the “capacity” of the region – including Canby – to accommodate the expected population forecast as far as 60 years out.
- 14. French Prairie Forum Meetings.** *Ongoing.* A recent meeting circulated a draft Memorandum of Understanding pertaining to the Willamette Water Trail Partnership. The Trail was completed in 2007 and stretches from the headwaters south of Eugene to the confluence with the Columbia River. A cooperative conservation award was garnered in 2008 in a ceremony performed in Washington D.C. It was implied that additional membership to this group was possible with the potential for Canby to be a “party” to the Willamette Water Trail Partnership if so desired. The group appears to work together to identify and improve recreation and stewardship opportunities on and along the river in order to serve and support the water trail effort.
- 15. Baldock Rest Area Coalition Meeting.** *Update.* Canby's Economic Development Director and Planning Director attended the last meeting where Oregon Travel Experience (OTE) representatives requested group support for the remaining of the I-5 Rest Areas to the French Prairie Rest Area. The famous highway engineer, Mr. Baldock’s illustrious history will be featured within the rest area in some manner to carry on his legacy. The meeting focused on how the rest area might be utilized as an economic tool to promote local businesses by better linking the 2.5 million visitors each year to nearby attractions and activities. Coordination between the control and management of the rest area is still being worked out among OTE and ODOT staff. It has been emphasized that establishing an attraction in and of itself at the rest stop will not be allowed, but a variety of possible uses could be allowed to assist travelers. The Coalition has been working on a Master Plan for the rest stops.

Miscellaneous Dept. Activities

- An intergovernmental agreement was signed and became effective on December 19, 2011 between Clackamas County and the City contracting with the county to provide building program services. The agreement was reached after many months of study and negotiated agreement with the County to provide Canby with an all-inclusive single-one-stop location for comprehensive building plan review and modern responsive inspection services. The contractual move reflects a measured response to long-term challenges related to the level of permit activity and the opportunity timing with the retirement of Canby’s long-time

building official.

- The Planning Director and City Attorney continued to meet with Shimadzu's attorney's to facilitate compliance with filing a shared access easement agreement and understanding for the eventual closing of two adjacent existing driveways on either side of Shimadzu's possible future Sequoia Parkway access driveway. We were just notified that an agreement has been reached among all 3 affected property owners. This resolves a code issue and practical safety consideration regarding adequate separation between driveways in the future.

Development Projects/Activity.

11. Pre-Application Conferences (Scheduled or Held).

- PRA -11-14: Darren Monen serves as applicant in running a proposed Dance Studio located adjacent to Product Manufacturing's building on SW 2nd Avenue through a second pre-application conference with more complete design information.

12. New Land Use Applications Submitted November through December, 2011.

New applications for this period included: (See attached Land Use Tracking Chart for all applications currently in some process stage).

- First Avenue Gateway Redevelopment (DR 11-05) a Type III Site and Design review application made by the City of Canby was submitted in November and set and approved by the Planning Commission in December.

13. Pre-Construction Meetings.

- none

14. Land Use Consultations.

- Met with Zoar Lutheran Church to review their desired construction timeline in relation to land use process and answer application submittal questions.
- Met with Canby Evangelical Church to assist with land use application submittal.
- Worked with Hope Village on submittal of Development Concept Plan waiver for consideration and approval by City Council.

15. Building and Inspections Summary for November & December, 2011.

23 Permits were issued in November with a total valuation of \$1,014,143

24 Permits were issued in December with a total valuation of \$63,200

Building Permits issued included:

November

- ✚ 2 New Single Family Residences
- ✚ 1 Church Alteration
- ✚ 2 Commercial Tenant Improvements
- ✚ 1 Commercial Racking Permits
- ✚ 1 Commercial Re-Roof Permits

- ✚ 3 Single Family Additions Garage/Shop/Utility Shed
- ✚ 2 Fire Systems
- ✚ 1 Single Family Alteration
- ✚ 1 Clackamas County Fairgrounds Restroom
- ✚ 1 Commercial Remodel
- ✚ 1 New Police Station

December

- ✚ 1 Office Expansion
- ✚ 1 Sign Permits
- ✚ 1 Commercial Tenant Improvement
- ✚ 1 Commercial Alarm System
- ✚ 3 Fire Protection Systems
- ✚ 1 Patient Lift
- ✚ 1 Residential Remodel
- ✚ 1 Garage Conversion to Detail Shop

Mechanical Permits issued:

11 Mechanical Permits were issued in November

9 Mechanical Permits were issued in December

This includes any heating and air conditioning replacement or new, both commercial and residential.

Permits Finalled

November

- ✚ 9 Commercial Mechanicals
- ✚ 10 Residential Mechanicals
- ✚ 3 Erosion Control
- ✚ 3 Residential Patio Covers
- ✚ 2 Commercial Tenant Improvements
- ✚ 2 Residential Remodels
- ✚ 2 Fire Systems
- ✚ 2 Commercial Re-Roofs
- ✚ 2 Sign Permits
- ✚ 1 New Commercial Store (O'Reilly's)
- ✚ 2 Commercial Remodels

December

- ✚ 1 Radon Mitigation
- ✚ 1 New Warehouse
- ✚ 1 Tenant Improvement (Legacy)
- ✚ 1 Fire Alarm System
- ✚ 2 Commercial Mechanical
- ✚ 5 Residential Mechanicals

City of Canby
Land Use Application Tracking
March and April 2011

File Number	Application	Description	Owner/Applicant	Property Address	Fee	Date Received	Date Approved	Status
DR-08-01 / SUB-08-01	Subdivision & Site and Design Review	Construct a 4-Unit Multi-family Structure	Snegirev	486 N.E. 3rd Ave, 463 N.E. 4th Ave	3,200.00	3/21/2008	4/13/2009	PC Granted 3 yr Extension for DR to 1.24.14 Plat not yet recorded; PC granted 3 yr Extension to 1.24.14
MLP-08-05	Minor Land Partition	Subdivide industrial zoned tract into 3 lots	AAI Engineering	SW/c of SE 1st & Mulino Rd	1,280.00	7/24/2008	1/26/2009	Plat not recorded; PC Granted 3 yr Extension to 1.24.14
SUB-08-03	Subdivision	Subdivide industrial zoned tract into 7 lots	AAI Engineering	SW/c of SE 1st Ave & SE Walnut Street	1,985.00	7/24/2008	1/26/2009	Plat not recorded; PC Granted 3 yr Extension to 1.24.14
ANN-09-01	Annexation	Annex 4.77 acres, including Pine Street ROW, assign R1 zoning & R1.5 to 1/2 ROW	Beck	1732 N Pine St	2,220.00	2/26/2009	11/2/2010	Corrected Map with Bearings To Be Prepared & Sent to State Cadastral Office
LLA-09-01	Lot Line Adjustment - replat	Reconfiguration of 2 industrial parcels	Parsons/Burden	400 Block of S. Sequoia Pkwy	520.00	5/21/2009	6/10/2009	Extension to 6/10/11; Contact Applicant of Expiration
LLA 10-03	Lot Line Adjustment	Adjustment of lot sizes of 2 residential lots	John Meredith	377401 Territorial	520.00	9/10/2010	10/18/2010	Plat Recordation Due By 10.18.11; Contact Applicant to Request Extension
LLA 10-04	Lot Line Adjustment	Reconfiguration of 2 industrial parcels	Parsons	23625 S Mulino Road	520.00	9/1/30/10	11/9/2010	Plat Recordation Due By 11.09.11; Contact Applicant to Request Extension
PRA 11-14	Pre-Application	Construct 12,000 sq. ft. steel building for dance studio	Darren Momen	500 Block SE 2nd Ave.	N/A	2/25/2011		Second Pre-App held 12.20.11; Application Pending
ANN 11-01/ ZC 11-01	Annexation and Zone Change	Annex 4 acres, Assign R2 Zoning to construct Senior Housing Units	Hope Village, Inc.	E side of 1700 Block of S. Fir Street	4,910.00	2/28/2011		Approved by Voters 11.08.11; Follow-up Actions in Process
MOD 11-01	Modification of Previous Site & Design Review	38,442 sq. ft. warehouse addition	Pioneer Pump	310 S Sequoia Parkway	720.00	3/3/11	4/25/11	Building Permit Issued; Under Construction
MOD 11-03	Modification of Previous Site & Design Review	54,000 sq. ft. manufacturing & warehouse expansion	Shimadzu	1900 SE 4th Avenue				Building Permit Issued; Under Construction
DR 11-01	Site & Design Review	Remove Bowling Alley & Construct 6,000 sq. ft. Retail Auto Parts Store	S T J 1 LLC for O'Reilly Auto Parts	24145 SW 1st Avenue	1,800.00	3/25/11	4/26/11	Permit Issued; Construction Complete; Occupancy Permit Issued 11.04.11
PRA 11-09	Change of Use	Occupy Existing Light Industrial Building & Modify Site Paving	Product Manufacturer	555 SW 2nd Avenue	N/A	3/25/11		Pre App Held 4/7/11; Change of Use/Inspection Completed; Occupancy Allowed, Follow-up On Equipment Item Pending
LLA 11-02	Lot Line Adjustment	Adjust Property Line to Remove from Proposed Warehouse Site	Pioneer Pump	310 S Sequoia Parkway	520.00	3/29/11	4/25/11	Plat Recordation Due 5/25/12
DR 11-02	Site & Design Review	Construct New Police Facility	City of Canby	1175 NW 3rd Avenue	2,956.00	4/14/11	5/23/11	Phase I & II Building Permit Issued, Under Construction
DR 11-03	Site and Design Review	Construct a 14,000 sq. ft. 2-story call center office	Hawksoft.	SE 3rd and SE Pine Street	N/A	6/27/11		Building Permit Issued; Under Construction
VAC 11-01	Street Vacation	Vacate abandoned portion of S. Walnut Street	City of Canby	S. Walnut St. from point of re-alignment to intersection with SE 4th Ave.	N/A	8/23/2011	10/19/2011	CC Approved; ORD No. 1351; Deed Filing In Process

City of Canby
 Land Use Application Tracking
 March and April 2011

File Number	Application	Description	Owner/Applicant	Property Address	Fee	Date Received	Date Approved	Status
DR 11-04 CUP 11-02	Site & Design Review Conditional Use Permit	10-Unit Manufactured Home Park	Tom Pettit	S. Elm Street	\$2,600	8/19/2011		PC Approved 12.12.11; Final Order Mailed 1.10.12 for 10-day appeal period
CUP 11-01	Conditional Use Permit	Jim Blackwell		1105 S Elm Street	\$2,040	8/16/2011		Approved by PC 9.12.11; Building Permit Issued; Construction Underway
DR 11-05	Site & Design Review	First Ave. Redevelopment	City of Canby	1st Ave from Ivy to Elm between businesses on 1st Ave & railroad	\$1,500	11/16/2011		PC Approved 12.12.11; Final Order Mailed 1.10.12 for 10-day appeal period



City of Canby Bi-Monthly Report
Department: Police
November & December 2012

To: The Honorable Mayor Carson & City Council
From: Chief Bret Smith
Date: January 9, 2012

Monthly Stats

Description	Nov.	Dec.
Calls for Service	1163	1054
Juvenile Arrests	10	6
Adult Arrests	41	25
Injury Accidents	2	2
Non injury Accidents	5	8
All Crime Reports	69	26
Traffic Citations	263	216
Parking Citations	1	0
False Alarm Calls for Service	25	20
Abandoned Vehicle Complaints	1	0
Animal Complaints	2	1
Parking Complaints	2	30
All other Code Violation Complaints	8	9
Records Incoming Phone & Counter Contacts	1497	1436

Detectives Significant Cases

During the month of December, Detectives were involved in three major person crime cases that involved a great deal of assistance from outside law enforcement agencies including the US Marshalls, Clackamas County Major Crimes Team, ATF, FBI, Metro Explosives Disposal Unit, Salem Police Explosives Disposal Unit and Oregon Dept. of Human Resources.

Other Activity:

- Assisted the South Metro Gang Task Force with a Canby search warrant.
- Conducted follow up interview with a suspect in custody at Clackamas County jail resulting in a confession to 4 separate thefts from cars at Canby High School and involvement in a NE Canby burglary.
- Investigated report of a female assault that occurred on Highway 99E, attacked by an unknown suspect who stole her purse and fled the scene.

Ongoing Investigations:

- 4 DCS Drug Cases (Oxycontin, Methamphetamine, Marijuana)
- 1 Aggravated Theft and a Theft of Services
- 2 Rape III

- ID Theft

Cleared/Suspended Cases:

- 4 Theft/UEMV
- 2 Assault Robbery I & II
- Child Neglect
- Escape II
- 2 PCS Drug (Meth, Marijuana)
- Forgery I
- 2 Sex Abuse cases, 1 Sodomy
- Strangulation
- 2 DHS Referral Investigations
- 2 Agency Assist Investigations
- Prostitution case

Training

Officer	November/December 2011 Department Training
Hemstreet	Oregon Property Officer's Association Conference
Macom	Field Training Evaluation Program training
All Officers	November Firearms Qualifications
Floyd	Cell Phone Forensics
Inness	CPS Technology

Community Activities

The department continues to appear on an OCTS Channel 5 cable show hosted by Karen Hill several times each month. In September and October, topics included a discussion with Clackamas County Juvenile Department regarding how the juvenile system works in Clackamas County.

Department Activities

The City team consisting of Dan Drentlaw, Chief Smith, Lt. Tro and Amanda Klock, continue to meet weekly with project architects Group Mackenzie, P&C Construction and project manager Bill Harper. We are on target to complete construction in May of 2012.

Meetings & Events Attended – Chief Smith / Lt. Tro

- Emergency Operations Center Exercise with Canby Fire Dept.
- Monthly Chief's Meeting – Milwaukie PD
- Terrific Kids Presentation – Knight Elementary
- Chief Russell/ Woodburn PD
- Gang Press Conference – Portland OR
- Farewell gathering – Ami Keiffer
- Fire & Laws Services Meeting.
- C800 Meeting / Fire & Law Services Mtg. (CCOM – Clackamas County Dispatch)
- G.R.E.A.T. Graduations Eccles & Knight Elementary
- John Steach/Superintendent Canby School District

- Rotary Christmas Social
- Clackamas County Communications (CCOM 911) User Meetings – Monthly
- CCOM 800 Meeting - Monthly
- Rotary – Weekly
- Canby Adult Center lunch service – Monthly

Bi-Monthly Report

From: Eric Laitinen, Aquatic Program Manager

Date: January 9, 2012

Re: November - December 2011 Report

The Canby Swim Center has had a busy November and December. The Pool Levy passed guaranteeing funding through June of 2017. Both Revenue and Attendance numbers were down for November/December versus 2010, but overall figures for the year are still ahead by \$7k and 500 swims respectively.

The Canby Gators hosted two home meets during the period: the Canby Mile Open and the Canby Animal Meet and also facilitated the Oregon Swimming Top-Five Awards Banquet at the Canby High School Fine Arts Center. In the Animal Meet, Canby's Carrie Kralovec won the girls 13&Over division and Alex Olson finished first for 12&UN boys. December also marked the installation of the new scoreboard purchased by the Swim Club after a year of fundraising. You may see the scoreboard in action at one the remaining four high school home duals: Thursdays January 5th, 12th, 19th and February 2nd and begin at 4:30pm.

January marks the beginning of Spring Program Registration. The Spring Program will include more lesson hours and expanded adult programs including learn-to-swim and the popular triathlon workshop. Later in the spring we will also have our spring Penguin Club which is always well attended.

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR NOVEMBER 2011
DATE: January 9, 2012

CANBY SWIM CENTER NOVEMBER 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	53	30	347	269	400	299	1099	1183
ADULT RECREATION SWIM	83	23	469	577	552	600	2073	2554
MORNING WATER EXERCISE	84	104	225	326	309	430	948	1530
PARENT/ CHILD	0	118	0	0	0	118	566	1039
MORNING PUBLIC LESSONS	225	134	0	0	225	134	3312	3236
SCHOOL LESSONS	84	0	0	0	84	0	84	680
NOON LAP	50	77	250	284	300	361	771	1088
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	234	135	19	19	253	154	1559	1510
PENGUIN CLUB	0	0	0	0	0	0	587	712
CANBY H.S. SWIM TEAM	0	0	426	477	426	477	426	477
CANBY GATORS	0	0	935	940	935	940	2384	2534
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	484	575	0	0	484	575	3521	3504
EVENING LAP SWIM	32	38	85	48	117	86	441	523
EVENING PUBLIC SWIM	262	191	20	19	282	210	2228	2109
EVENING WATER EXERCISE	104	72	44	46	148	118	624	606
ADULT LESSONS	0	9	0	0	0	9	0	22
GROUPS AND RENTALS	357	240	0	0	357	240	899	661
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
TOTAL ATTENDANCE	2,052	1,746	2,820	3,005	4,872	4,751	21970	24491

FROM : ERIC LAITINEN, AQUATIC PROGRAM MANAGER
SUBJECT: MONTHLY REPORT FOR DECEMBER 2011
DATE: January 9, 2012

CANBY SWIM CENTER DECEMBER 2011	ADMIT 2010	ADMIT 2011	PASS 2010	PASS 2011	TOTAL 2010	TOTAL 2011	YTD TOTAL 10-11	YTD TOTAL 11-12
MORNING LAP	48	41	321	265	369	306	1468	1489
ADULT RECREATION SWIM	64	35	550	617	614	652	2687	3206
MORNING WATER EXERCISE	83	83	201	297	284	380	1232	1910
PARENT/ CHILD	0	0	0	0	0	0	566	1039
MORNING PUBLIC LESSONS	159	84	0	0	159	84	3471	3320
SCHOOL LESSONS	336	0	0	0	336	0	420	680
NOON LAP	77	89	267	275	344	364	1115	1452
TRIATHLON CLASS	0	0	0	0	0	0	0	0
AFTERNOON PUBLIC	352	258	14	33	366	291	1925	1801
PENGUIN CLUB	0	0	0	0	0	0	587	712
CANBY H.S. SWIM TEAM	0	0	714	908	714	908	1140	1385
CANBY GATORS	0	0	808	697	808	697	3192	3231
MASTER SWIMMING	0	0	0	0	0	0	0	0
EVENING LESSONS	208	232	0	0	208	232	3729	3736
EVENING LAP SWIM	27	32	29	41	56	73	497	596
EVENING PUBLIC SWIM	258	145	23	18	281	163	2509	2272
EVENING WATER EXERCISE	60	63	35	38	95	101	719	707
ADULT LESSONS	0	0	0	0	0	0	0	22
GROUPS AND RENTALS	250	218	0	0	250	218	1149	879
KAYAK	0	0	0	0	0	0	0	0
OUTREACH SWIMMING	0	0	0	0	0	0	448	523
TOTAL ATTENDANCE	1,922	1,280	2,962	3,189	4,884	4,469	26854	28960



November and December, 2011
Monthly Reports

Facilities Maintenance – Dan Mickelson
Fleet Service – Joe Witt
Parks Department – Jeff Snyder
Public Works – Jerry Nelzen

Facilities Maintenance November & December 2011 Prepared by Dan Mickelsen

Happy New Year!! It's hard to believe another year has come and gone. In November I went on another unsuccessful Elk Hunt that lasted over a week, and in December I spent a week in Las Vegas and attended the PRCA Convention. Now to business; The fire alarm systems are now complete and staff has been trained on its operation. Phase II of the Shop Complex roof project has been completed so all the roofs have a new skin. As it was I managed to purchase the remainder of the roll from last year which put the pricing below anticipated cost. I have to admit I was off on my pricing on the Library repairs, but I may be able to rob Peter and pay Paul and come up with some of the extra money needed to repair the Library and do it right. Of course I will need the blessing of the Finance Dept. to keep me in line. The HVAC systems seem to be holding together thankfully it has not been too cold, but the Library currently has a blown compressor and a contactor that is out. These will need to be repaired before cooling season so it'll get fixed when I need it. It should prolong the warranty as well.

Police Dept: 11 w/o repairs. I'm currently replacing the exhaust fan from the evidence room. Whew the first price I got for a replacement motor was nearly \$600.00. I called the manufacturer found our area representative and bought it direct for a little over \$200.00. During leaf fall I cleaned the roof twice and blew everything away from the building, replaced a leaking frost proof hydrant, replaced the door latch assembly into the evidence room, hung a dry erase board for investigators, moved file cabinets and helped out with the Graffiti device. 22.75 hrs total.

Adult Center: 6 w/o repairs. I also cleaned this roof off twice during leaf drop, holy cow there were a lot of leaves. I replaced a damaged wheel stop with one I picked up from a contractor for free, sprayed around the parking areas for moss, replaced both strainers in the kitchen floor sinks, and dealt with a sticky kitchen door. 12.25 total hrs.

City Hall/Courts: 7 w/o repairs. Removed file cabinets, replaced exterior lights for courts, moved file boxes, and repaired the flag pole hardware to name a few. 8.25 total hrs.

Transit/Finance: 3 w/o repairs. Twice removed graffiti from the bus shelters and replaced all of the blinds in the Transit Dept. 7.75 total hrs.

Library: 10 w/o repairs. Somehow a large painting in the children's library was torn loose from the wall which needed re hung, removed then repaired vandalism to the aluminum window sill on the front of the building, took care of three lighting issues, sprayed for weeds, and did some investigating on a leak into the children's library that may be coming from the parapet wall, were some of the jobs completed. 18.0 total hrs.

Planning/Building: 9 w/o repairs. I painted several coats on an electrical panel in Renate's office, painted and hung up map or document holder throughout the building, adjusted the front

door closer, did four E.S.C. inspections and met with a contractor to go over the control panels for the welcome to Canby solar lights. 14.75 total hrs.

Shop Complex: 6 w/o repairs. I spent a lot of time getting the roof project started, ordering and picking up supplies getting permits and the like. Some other jobs completed were hanging the KfU heater back up in the Fleet Dept and assisting the electrician getting it wired back up, dealt with two failed motion sensors on lighting circuits, re built two frost proof valves on the building and did some plumbing repairs on the wash rack. 60.75 total hrs.

Public Works: 5 w/o. I helped out the crew with a plugged sewer lateral at a residence, attended two leadman meetings, attended safety meetings, reviewed and presented comments at the Pre-Application meeting for the new dance studio and also helped out a citizen with a flooded crawl space. 11.25 total hrs.

Fleet Services

Bi-Monthly Report : November / December 2011

Prepared by Joe Witt, Lead Mechanic

November 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	5	\$847.50	\$100.06	\$0.00	\$947.56
Adult Center	4	\$802.50	\$1,161.01	\$420.89	\$2,384.40
Building	2	\$228.75	\$24.15	\$0.00	\$252.90
Collections	4	\$1,038.75	\$3,674.03	\$860.29	\$5,573.07
Facilities	2	\$78.00	\$0.00	\$74.67	\$152.67
Fleet Service	4	\$540.00	\$70.68	\$186.95	\$797.63
Parks	2	\$239.25	\$43.70	\$616.65	\$899.60
Police	21	\$8,600.63	\$7,310.37	\$5,381.17	\$21,292.17
Streets	13	\$5,298.75	\$2,448.08	\$2,395.80	\$10,142.63
Transit (CAT)	24	\$9,416.90	\$4,380.31	\$7,660.63	\$21,457.84
Wastewater Treatment	6	\$1,331.25	\$182.50	\$200.07	\$1,713.82
Total Work Orders Processed for the Month	87	Totals*			\$65,614.29

*Total includes labor, materials and fuel for all departments:

December 2011

Department	Work Orders	Labor Cost	Material Cost	Fuel Cost	Total Cost
Administration	1	\$37.50	\$10.93	\$93.89	\$142.32
Adult Center	1	\$37.50	\$12.83	\$386.12	\$436.45
Building	0	\$0.00	\$0.00	\$0.00	\$0.00
Collections	7	\$1,466.25	\$1,946.84	\$771.62	\$4,184.71
Facilities	2	\$52.50	\$24.15	\$65.62	\$142.27
Fleet Service	1	\$11.25	\$0.00	\$61.02	\$72.27
Parks	6	\$742.50	\$107.15	\$544.20	\$1,393.85
Police	36	\$14,790.00	\$14,746.44	\$6,308.46	\$35,844.90
Streets	20	\$3,461.25	\$1,196.15	\$2,961.32	\$7,618.72
Transit (CAT)	29	\$5,916.10	\$1,363.85	\$7,520.17	\$14,800.12
Wastewater Treatment	1	\$26.25	\$0.00	\$0.00	\$26.25
Total Work Orders Processed for the Month	104	Totals*			\$64,661.86

*Total includes labor, materials and fuel for all departments:

Fleet Service Highlights

Fleet Service working with the help of other City Departments completed the Emission Testing of the City's Vehicle Fleet for DEQ.

Parks Maintenance

By Jeff Snyder, Parks Maintenance Lead Worker
November – December 2011

Park Renovations

At the Vietnam Era Veterans Memorial we have been working with the Memorial Committee on lighting upgrades to the site and the replacement of diseased trees. The Canby High School Agricultural / Horticultural class had thirty two students at the Memorial site trimming shrubs on December the 15th for two hours to help earn their community service hours.

The street construction project around Wait Park has been completed. Repairs to the parks infrastructure were repaired as they were dug up. The grass planter strip around Wait Park has now been widened with the completion of the construction project. Our next project will be to revamp the irrigation system to accommodate the width of the new planter strip.

Park Maintenance

All the mowing and turf maintenance was completed for the season by early November. Parks staff winterized all the park assets before the freezing weather hit. Leaf and storm debris removal has been occupying staff time over the last two months. The Parks Department spent 95 hours with the testing, installation and removal of the Christmas decorations at Wait Park. We are still in the process of trimming and cleaning up the cities shrub beds.

A water leak at South Locust St. Park was found and repaired.

The Parks Department spent 3 hours addressing graffiti and vandalism the last two months. Regular maintenance was performed at the 29 areas the Parks Department is responsible for, the Adult Center, Arneson Gardens Horticultural Park, Baker Prairie Cemetery, City Hall, Community Park (River), CPIP sign, Eco Park natural area, Faist V property, Holly & Territorial welcome sign property, Hulbert's welcome sign property, Klohe Fountain Library, South Locust Street Park, Logging Road Trail and Fish Eddy/Log Boom property, Maple Street Park, Nineteenth Loop Natural area, Northwood Estates Park, Simnitt Property, Skate Park, Shop Ground, Swim Center, Legacy Park, Territorial Estates Future CLC Park, Transit Building, Transit Bus Stop, Triangle Park, Vietnam Era Veterans Memorial, Wait Park & Willow Creek Wetlands.

Clackamas County Corrections Crews

The crew spent the majority of the last two months at Community Park raking up leaves and debris. They also spent one Sunday at Wait Park raking up leaves.

C.C.C.C. performed approximately 288 hours of labor for the City of Canby in the months of November and December.

Meetings attended

We all attended an Oregon Park and Recreation Association irrigation workshop sponsored by the Maintenance and Construction Section of ORPA. The two day training was held at Jenkins Estates in Beaverton.

We all had our industrial hearing tests.

I attended the Park and Rec. meeting.

I attended the Lead Workers meeting.

Ben and I met a couple of times with members of the Veterans Memorial Committee.

For your Information

The Christmas tree drop off site at Maple St. Park will stay open until January 10th.
The Parks Department is responsible for 200 acres of property.

Department: PUBLIC WORKS

For Month of: November and December 2011

Date: January 3, 2012

Prepared by: Jerry Nelzen

1. Streets:

During the month of November the Public Works Department had the street sweeper running 4 days a week to removing an abundance of leaf debris around the City. There were a few citizens blowing their leaves out in the street which caused minor flooding issues. The Welcome to Canby banners on 99E were removed for safety reasons after a major wind storm. Filled potholes around town and filled (3) in Thriftway parking lot by the Transit Station.

The crew received and located 90 locates for November.

Streets	Total Hours
Street Sweeping	117
Street Sweeper Maintenance	15
Street Maintenance	158
Sidewalks	30
Street Sign Manufacturing	8
Street Sign Maintenance	18
Street Sign Installation	33.5
Street Light Repair	17
Tree Trimming	25
Tree Removal	19
Dump Truck Usage	4
Vactor Usage	13.25

2. Sewer and Storm System:

The crew cleaned lift stations in Canby. Repaired and TV'd 2 sewer laterals. The Collections crew have been cleaning and TV'ing the sewer mains around town. A contractor lost a 5 gallon bucket down a manhole and was retrieved by the Public Works crew without incident. The crews have been cleaning catch basin and storm lines to alleviate potential flooding.

Sewer	Total Hours
Sewer Cleaning	96.5
Sewer Maintenance	52.5
Sewer Laterals TV	110
Sewer Laterals	7
Lift Station Maintenance	6
Locating Utilities	72
Sewer Inspections	3

Vactor Usage	7
Storm	
Catch Basin Maintenance	40
Dry Well Maintenance	26
Storm Line Inspections	4.5
Storm Water Sampling	6.5
Vactor Usage	15
Drying Beds	3

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

The crew during the month of November has trimmed limbs out of the right-of-way.
The crew replaced numerous street and stop signs.
The crew fixed or repaired 16 street lights for November.

4. **Miscellaneous:**

Shane Hester helped the Finance/Transit Department by clearing and removing leaf debris in the parking lot.

Miscellaneous	Total Hours
Meetings	23
Warehouse Maintenance	3
Equipment Cleaning	8
Work Orders	1
Training/Schools	6
Other	8

December 2011

1. Streets:

The Public Works two street improvement projects were completed this month, Wait Park and NE 3rd and NE 4th one-way streets. The Sweeping crew's diligence sweeping of the City's streets daily have kept any flooding issues to a bare minimum.

The crew received and located 74 locates for December.

Streets	Total Hours
Street Sweeping	117
Street Maintenance	30
Sidewalks	2
Street Sign Manufacturing	55.5
Street Sign Maintenance	36.5
Street Sign Installation	44.5
Street Light Repair	40
Tree Trimming	11.5
Tree Removal	17.5
Dump Truck Usage	10
Vactor Usage	9

2. Sewer and Storm System:

The crew repaired two sewer laterals and hooked up a service. Cleaned sewer and storm mains, along with TV'ing to ensure our mains are functioning without any problems.

Sewer	Total Hours
Sewer Cleaning	51
Sewer Maintenance	132
Sewer TV'ing	83
Sewer Laterals	126.5
Lift Station Maintenance	23
Locating Utilities	69
Sewer Inspections	4
Vactor Usage	5
Drying Beds	11
Storm	
Catch Basin Maintenance	24.5
Storm Line Inspections	8
Vactor Usage	4
Drying Beds	5.5

3. Street Sign/Trees/Lights:

The crew during the month of December trimmed tree limbs out of the right-of-way for clearance issues for sidewalks and our street sweeper and a few hazardous trees.
The crew added, fixed and changed out street and stop signs.
The crew fixed or repaired 28 street lights for December.

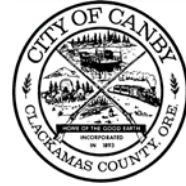
4. **Miscellaneous:**

Worked with Downtown management making sure all needs were met for the street project happening on NE 3rd, NE 4th and N Locust and around Wait Park with citizens and business owners.

Miscellaneous	Total Hours
Meetings	9.5
Warehouse Maintenance	4.5
Equipment Cleaning	33
Training/Schools	44

City of Canby Bi-Monthly Report

Department: Transit



For: the months of November & December, 2011

Date: January 6, 2011

Prepared by: Julie Wehling

Through: Greg Ellis, City Administrator

1) Funding Issues:

- a) Monthly Elderly and Disabled transportation reports were submitted to TriMet
- b) The annual Special Transportation Fund (STF) application in the amount of \$115,499 was submitted on November 11, 2011
- c) A biannual Special Transportation Operating (STO) program application in the amount of \$23,552 was submitted with the STF application on November 11, 2011
- d) Received contract amendment to extend the term of ODOT contract 26583 to June 30, 2011 in order to accommodate a January 4th Purchase Order date and a May delivery date for the vehicles as described in Ordinance 1353.
- e) Submitted annual National Transit Database (NTD) report to ODOT.
- f) STF and STO applications were approved by the Special Transportation Fund Advisory Committee (STFAC) on December 16, 2011 for the amounts requested.

2) Ridership:

As reported previously, the changes effective June 27, 2011 reduced services by nearly 33 percent (from 83.25 to 56 service hours per day). During the first six months of reduced service the total ridership is down by 30.52 percent.

The usual “same month previous year” comparisons are only meaningful for the Orange Line and Dial-A-Ride services with understanding that the services are only similar and not an exact service comparison. All local fixed route services were eliminated and neighborhood shuttles and a general public Dial-A-Ride were implemented. The Oregon City portion of the Orange Line was reduced from 24 to 18 trips per day (a 25% decrease in service). The Woodburn portion of the Orange Line was reduced from 9 to 6 trips per day (a 33.3 % decrease in service).

CAT provided:

- a) 12,162 rides in November (nearly 28% fewer than November of 2010).
 - 1,505 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 90.7 % more rides than were provided during November of 2010.
 - 7,651 to Oregon City (6.3 % fewer rides than November of 2010)

- 3,006 to Woodburn (nearly 16 % fewer rides than November of 2010)
- b) 11,995 rides in December (32.4% fewer rides than December of 2010).
 - 1,540 demand responsive rides (Neighborhood Shuttle & Dial-A-Ride). This is 96.2% more rides than were provided during December of 2010.
 - 7,232 to Oregon City (15.7% fewer rides than December of 2010)
 - 3,223 to Woodburn (22% fewer rides than December of 2010)

Over the first six months the total drop in ridership remains proportional to the drop in service hours.

3) Updates:

- a) On November 9th and December 8th the Transit Advisory Committee held their regular meetings. At the December meeting the committee voted to change the standing meeting date from the second Wednesday to the third Thursday at 5:30pm. Due to the resignation of the committee's co-chair the committee voted Sandra Cranston as the chair and Richard Ball as Vice Chair at their December meeting.
- b) General Public Dial-A-Ride customers have been notified of the fare implementation on January 2nd. Customers making reservations on January 2nd or later will be reminded by the dispatcher of the new fare requirement for General Public Dial-A-Ride service.

4) Collisions

- a) No collisions in November or December.

5) Training/Meetings/Conferences Attended: City staff, contractors and/or volunteers represented CAT at:

- a) MV Transit conducted a Safety Meeting for their drivers on November 19th.
- b) Julie Wehling attended a Clackamas County Transportation Consortium meeting in Oregon City on November 7th.
- c) Julie Wehling attended an 8 hour "Grant Management Training" on December 6th in Salem. The training was required by ODOT's Public Transit Division.
- d) Julie Wehling attended a Special Transportation Fund Advisory Committee (STFAC) meeting in Portland on December 2nd. She gave the committee an update on CAT service changes and informed the committee of the Council's decision to implement fares for CAT services.
- e) Julie Wehling attended the Special Transportation Fund Advisory Committee (STFAC) meeting in Portland on December 16th. She presented two funding applications and answered committee questions.



M E M O R A N D U M

TO: URBAN RENEWAL AGENCY
FROM: DAN DRENTLAW, URBAN RENEWAL PROJECT MANAGER
DATE: JANUARY 9, 2012
RE: NOVEMBER /DECEMBER URBAN RENEWAL UPDATE

Police Facility

The foundations, piers and basement walls have been poured, as well as the main floor above the basement level. The brick and masonry work on the main floor is nearly complete. The emergency access road along the railroad tracks has been completed and the parking lot along 3rd Avenue has been paved. The slab on grade for the community room will be poured the week of January 16th. The roof structure work will occur in February and “dry in” will occur the first or second week of March.

The contingency fund has an adequate balance, and the team has decided to use some of the fund to build a road and parking lot that will provide access from the 3rd Avenue parking lot down to an area in front of the basement. An estimate of the costs to do the work came in higher than expected, so the team will be looking to see if costs would be less if the work occurred later in the summer when the extra costs associated with earthwork during wet conditions would be avoided. The work could include not only paving, but curbs, a storm water treatment swale, landscaping, and lighting, depending on costs. This will allow the basement to be used by the police department, or future tenant that would provide a source of revenue that could assist in funding the costs associated with the additional overhead required for the new and much larger police facility.

The team is currently working to finalize interior finishes, furniture and equipment. The lockers and storage equipment will be bid by P and C construction. This will allow better coordination in the installation of the furnishings. The addition of this item to P and C’s contract and the GMP (Guaranteed Maximum Price) and will be presented to the Urban Renewal Commission at the January 11th meeting. The lockers, storage equipment and furniture will be ordered in late January to ensure delivery in April. The facility should be ready to occupy in May.

First Avenue Redevelopment

The Planning Commission approved the site design application at their public hearing of December 12th. Now the team can begin work on the construction documents. A geotechnical engineer has been hired and has started the engineering work related to the street and parking lot pavement specifications.

Formal written quotes were due January 6th for the underground conversion of the electrical lines. The work involves routing lines from the vaults to be provided by CUB to the various individual connections servicing the businesses along 1st Avenue. Once an electrical contractor is selected they will be coordinating their work with CUB, individual businesses, and County electrical inspectors to ensure they are involved in any required upgrades. During the next

several weeks the electrical contractor will be working with all the various parties to locate the new utility vaults.

Requests for quotes for the removal of the 1st Avenue street trees have been received. It is anticipated that the trees will be removed on two consecutive days, on a Sunday and Monday in February. We have been working with an artist that could use some of the wood for a sculpture that could be incorporated into the project. We are also considering using some of the Cedar removed from the old police site, on Sequoia and 4th for benches.

Work is proceeding on the construction documents and they are expected to be completed in late February. Then they will have to be submitted to the City and County for approval. Once approved, final bid documents will sent out and responses reviewed. We anticipate have a contract ready for approval by the Agency during the April meeting.

Once a contractor is selected, we will have a community meeting to discussed construction staging and coordination with the electrical contractor regarding the electrical conversion process and ways to minimize impacts to businesses on First Street. The construction is anticipated to take six months, ending sometime in October or November.



City of Canby Bi-Monthly Report

Department: Wastewater Treatment Plant

For Months of: November & December 2011

To: The Honorable Mayor Carson & City Council
From: Dave Conner, Lead Operator
Through: Greg Ellis, City Administrator
Date: January 4, 2011

Facility Operations & Maintenance

The water quality for the months of November and December remained excellent with no violations or interruption of services for either month. Plant Operators continue daily operations of the plant as we switch to winter compliance monitoring for DEQ. The City still remains in the mediation process over the biosolids dryer at this time. The next mediation meeting will be on January 10.

Plant personnel continued to keep up with preventative maintenance and operations that included the following:

- Completed new plant operations emergency manual.
- Received U.V recirc. pump back from warranty repair and reinstalled..
- Both emergency back up generators were inspected and had routine oil changes completed on them by E.C Power.
- Received 25 ton of hydrated lime for alkalinity control.
- Winterized all outside lines and equipment.
- Inventory and researched plant lighting needs.
- Sent Raw Sewage Pump in for repair and installed standby.
- Sent internal recirculations pump in for repair and installed standby.
- Completed belt press filter maintenance.
- Continuing to benchmark test for U.V lights.
- Started winter cleaning of gutters, down spouts and drain lines.
- Helped Aquionics do more warranty replacements on quartz tubes in module #2.
- Replaced valve on chemical tote.
- Performed routine daily maintenance, repairs, and cleaning of plant equipment.

FOG (fats, oils and grease) Program

Approximately 24 GRD's (grease removal devices) in Canby's food service establishment were cleaned over the last two months by our preferred pumpers. Continued inspections and mandatory cleaning schedules have been effective in the reduction of FOG through out the sewerage system. The program will continue to improve with the monitoring and implementation of the program as it grows.

Biosolids Program

Plant personnel ran the belt press approximately 35 days in the last two months and hauled 289 cubic yards of raw sludge to Riverbend Landfill.

Meetings and Training Attended

All staff (Don, Bob, Bruce, Dave) attended the shop safety meeting. I attended one of the monthly preferred pumper meetings and a meeting with Greg, Curt, Darvin and the attorneys regarding the progress of the biosolids dryer. Bob and I met with Behrman Transport Company to investigate on going and future sludge / biosolids hauling possibilities. Plant personnel continue to train on facility equipment malfunctions and emergency procedures to combat possible failures or permit violations.