



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

June 18, 2014

7:30 PM

Council Chambers
155 NW 2nd Avenue

Mayor Brian Hodson

*Council President Tim Dale
Councilor Clint Coleman
Councilor Traci Hensley*

*Councilor Greg Parker
Councilor Ken Rider
Councilor Todd Rocha*

WORK SESSION

6:30 PM

City Hall Conference Room
182 N Holly

This Work Session will be attended by the Mayor and City Council to discuss the IGA between the City of Canby and Clackamas County Building Codes Division. Pg. 1

CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER- 6:00 PM – City Hall Conference Room** – The Council will immediately go into Executive Session with a Work Session at 6:30 PM and the Regular Session following at 7:30 PM in the Council Chambers.
2. **EXECUTIVE SESSION: ORS 192.660 (2)(h) Pending Litigations**
3. **OPENING CEREMONIES – 7:30 PM – Council Chambers**
 - A. Pledge of Allegiance and Moment of Silence
 - B. Measure 3-436 Proclamation Pg. 7
 - C. Fill-the-Boot Day Proclamation Pg. 9
4. **COMMUNICATIONS**
5. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

8. CONSENT AGENDA

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

- A. Approval of Minutes of the June 4, 2014 City Council Regular Meeting
- B. Appointment to Library Board Pg. 10
- C. Reappointment to Bike & Pedestrian Committee Pg. 12

9. PUBLIC HEARINGS

- A. Noise Variance Application – Harefest LLC (1190 SW First) on July 19, July 20, 2014, August 16, and August 17, 2014 Pg. 13
- B. State Revenue Sharing Funds Pg. 29
- C. 2014-2015 FY Budget as Approved by Budget Committee Pg. 20

10. RESOLUTIONS & ORDINANCES

- A. Res. 1191, Closing the Parks Development Fund and Street Reserve Fund and Creating the System Development Charge (SDC) Fund Pg. 16
- B. Res. 1192, Verifying City Has Met Requirements to Receive State-Shared Revenue Money Pg. 18
- C. Res. 1193, Adopting Budget, Making Appropriations and Imposing and Categorizing Tax for the 2014-2015 FY Pg. 20
- D. Res. 1194, Adopting Supplemental Budget for the 2013-2014 FY Pg. 25
- E. Res. 1195, Declaring City's Election to Receive State Revenue for the 2014-2015 FY Pg. 29
- F. Ord. 1402, Amending Chapter 13.12.065 of the CMC Regarding In-Lieu of Franchise Fee for the Use of City-Owned Right-of-Ways for Sewer Service (**2nd Reading**) Pg. 31

11. NEW BUSINESS

- A. Report on Canby Area Transit Future Parking Options Pg. 32
- B. Cancellation of July 2, 2014 City Council Meeting

12. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

13. CITIZEN INPUT

14. ACTION REVIEW

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

16. 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, MMC, City Recorder at 503.266.0733. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on CTV Channel 5. For a schedule of the playback times, please call 503.263.6287.

RESOLUTION NO. 1119

A RESOLUTION OF THE CITY OF CANBY, (CITY) OREGON APPROVING AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH CLACKAMAS COUNTY BUILDING CODES DIVISION TO PROVIDE GRADING, BUILDING INSPECTION, PLAN REVIEW AND PERMITTING SERVICES FOR THE CITY OF CANBY.

WHEREAS, the City desires to enter into an intergovernmental agreement (IGA) with Clackamas County Building Codes Division ("BCD") to provide for grading, building inspection, plan review and permitting services for the City of Canby under the authority of ORS 190.010; and.

WHEREAS, the City and BCD have negotiated an appropriate IGA that addresses the services to be provided, the term of the IGA, revenue sharing between the parties, and various respective duties and responsibilities of the parties; and

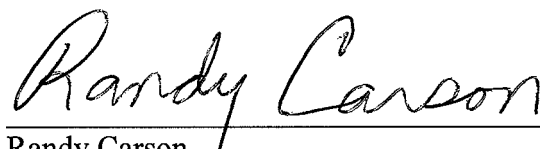
WHEREAS, the City believes it is in the City's best interest to enter into the proposed IGA, now therefore

IT IS HEREBY RESOLVED by the City of Canby as follows:

The Canby City Council approves the IGA between the City and Clackamas County, identified as Exhibit "A" to this Resolution, and hereby authorizes that City Administrator to execute the IGA on behalf of the City.

This resolution will take effect on December 7, 2011.

ADOPTED this 7th day of December 2011 by the City of Canby City Council.



Randy Carson
Mayor

ATTEST:



Kimberly Scheafer, MMC
City Recorder

INTERGOVERNMENTAL AGREEMENT BETWEEN CLACKAMAS COUNTY AND THE CITY OF CANBY

December 15th, 2011

This is an intergovernmental agreement ("Agreement"). It is for grading, building inspection, plan review, and permitting services. It is between Clackamas County, operating by and through its Building Codes Division ("BCD") and the City of Canby ("City"). It is done under the authority of ORS 190.010, 190.110, and similar statutes. Under the terms of this Agreement, the BCD shall provide grading, building inspection, plan review, and permitting services to the City under certain conditions and receive a portion of the fees, as set out below.

I. Term of the Agreement.

- A. This Agreement shall become effective on the date it is executed. It shall continue in force and effect through December 31, 2013.
- B. It may be renewed for a third, twelve month term expiring December 31, 2014. The third term shall automatically commence unless notice that the Agreement shall not be renewed is given on or before October 1, 2013.
- C. This Agreement may be terminated, with or without cause and at any time, by any party upon 90 days written notice to the other party.
 - 1. In the event that this Agreement is terminated, BCD shall complete the work for which it has been compensated, unless other arrangements are agreed to by the parties.
 - 2. A termination of this Agreement shall not affect a party's continuing rights under this Agreement, including-
 - a. A party's right to receive any reimbursement for any claims agreed to be paid prior to the termination; and
 - b. Rights to indemnification under Section VI D below.

II. Scope of Services: Nothing in this Agreement shall be construed as an assumption of the City's building and mechanical permitting programs by BCD. The City shall retain full responsibility for these programs.

III. Revenue Sharing: For permits subject to the provisions of this Agreement and issued after the Agreement's effective date, BCD and the City shall share collected permit revenues in accordance with the following schedule. Collected plan review fees are not subject to the revenue sharing provision.

BCD and the City reserve the right to subsequently revise the schedule. The schedule may not be revised before April 2, 2012. Any revision of the schedule shall be done in order to ensure that it reflects the respective costs of BCD and the City.

A. BCD retention: 88% of permit fees collected.

B. City retention: 12% of permit fees collected.

IV. BCD and City Responsibilities.

A. BCD Responsibilities: BCD shall provide all building and mechanical permitting, related plan reviews, and inspections services. Additionally, BCD shall provide grading permitting, related plan reviews, and inspection services. Where required, BCD shall provide fire and life safety plan reviews.

1. BCD shall use the City's fee structure for all grading, building, mechanical, standard plan reviews, and fire and life safety permits.
2. BCD shall maintain an automated, daily inspection request system, currently Selectron Interactive Voice Response (IVR). Maintenance of the IVR shall be done at no cost to the City.
3. BCD shall create and maintain permit compositions within its permitting software, currently Accela Permits Plus, for each permit type within the scope of this Agreement. Permit compositions shall be done at no cost to the City.
4. During BCD's normal business hours, BCD shall provide daily construction inspections for all inspections requested before 6:00 a.m. on the day the inspection is desired.
5. During BCD's normal business hours, BCD shall provide plan reviews for all permits requiring such reviews in accordance with its adopted Operating Plan on file with the State of Oregon Building Codes Division. BCD shall at all times provide a copy of its current Operating Plan to the City.
6. BCD shall assign one building inspector and one plans examiner as the primary contact for all permits subject to the terms of this Agreement for a period of 120 days in order to ensure that there is a single point of contact in each service area for consistency and to ensure that BCD may effectively learn the City's development services operation. After 120 days the County

may introduce additional personnel, however there shall be no charge to the City for any related training.

7. For permits falling within the scope of this Agreement, BCD shall collect all required state surcharges on behalf of the City and distribute the collected surcharges to the State of Oregon Building Codes Division on a monthly basis, as required by law. BCD shall provide a report to the City outlining the permits issued that are subject to the surcharge and the amount of surcharge collected on behalf of the City on a monthly basis.
8. For permits falling within the scope of this Agreement, BCD shall collect all required School District Construction Excise Taxes on behalf of the City and shall distribute the collected tax to the appropriate school district on a quarterly basis, in accordance with Oregon statute. BCD shall provide a report to the City outlining the permits issued that are subject to the tax and the amount of tax collected on behalf of the City on a quarterly basis. BCD shall retain 4% of the collected tax to offset the costs of collection and reporting, consistent with the statute.

B. City Responsibilities.

1. The City shall in all ways cooperate with BCD in the expeditious transfer of responsibilities and performance of duties set out in this Agreement.

V. Liaison

- A. BCD Liaison: The Clackamas County Building Official.
- B. City Liaison: The Canby Planning Director.
- C. Any notice required or permitted under this Agreement shall be given to the above named individuals and shall become effective when actually delivered or forty eight (48) hours after its deposit in the United States mail addressed to such address as may be specified from time to time by a Party or Parties in writing.

VI. General Provisions

- A. This Agreement may not be assigned.

- B. The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by a written instrument signed by both parties
- C. This is not a joint venture, partnership, or common enterprise between the City and BCD. BCD shall have the status of an independent contractor with respect to its services under this Agreement. No party or its employees is entitled to participate in any pension plan, insurance, bonus, or similar benefits provided by another party.
- D. To the extent permitted by law under the Oregon Constitution and statutes, BCD and the City shall each indemnify and defend the other, its officers, agents, and employees from any claim, loss, or liability arising out of or related to any activity of that party caused by the negligence or act of that party. BCD and the City shall have no liability to the other for any injury, loss, or damage caused by third parties. Each party agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of the Agreement at levels necessary to protect against public body liability as specified in ORS 30.270.
- E. This document embodies the entire Agreement and understanding between the parties hereto and supersedes all prior understandings relating to the subject matter hereof.
- F. Both parties and their duly authorized representatives shall have access to the books, documents, papers, and records which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts.
- G. In case any one or more of the provisions contained in this Agreement should be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be effected or impaired thereby.
- H. Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party which may result in litigation in any way related to this Agreement.
- I. This Agreement is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefore.
- J. Any dispute between the parties shall be resolved first by mediation, and next by action of the Circuit Court of the State of Oregon for the County of Clackamas.

WHEREAS, all the aforesaid is hereby agreed and executed by the duly authorized signatures below.

"CITY"

Randy Carson
Randy Carson
Mayor

Kimberly Scheafer
Kimberly Scheafer, MMC
City Recorder

12-7-11
Date

"BCD"

BOARD OF COMMISSIONERS
CLACKAMAS COUNTY

Charles P. Pekar
Chair

Mary Raethke
Mary Raethke, Recording Secretary

12-15-2011 B.I.
Date



Office of the Mayor

Proclamation

“Measure 3-436 Election Results”

WHEREAS, the City of Canby, County of Clackamas, Oregon, placed a measure on the Primary Election ballot on May 20, 2014, to consider the following measure:

MEASURE NO. 3-436

SHOULD THE CANBY URBAN RENEWAL AGENCY PROCEED WITH CONSTRUCTION OF A CIVIC CENTER CONSISTING OF CITY OFFICES AND A LIBRARY?

WHEREAS, the Clackamas County Elections Department offers the following as an official count of votes for the Primary Election on May 20, 2014:

Yes -1,980

No - 852

Blank - 0

Over Votes - 1

Under Votes - 113

NOW, THEREFORE, I, Brian Hodson, Mayor of the City of Canby, Oregon, do hereby proclaim the foregoing to be a true and accurate accounting as presented by the Clackamas County Election Division dated June 9, 2014.

Dated this 18th day of June 2014.

Brian Hodson
Mayor



Canvass Report — Official
Clackamas County, Oregon — Primary Election
 Page 134 of 146

— May 20, 2014

06/09/2014 09:15 AM

Total Number of Voters: 69,231 of 223,718 = 30.95%

Precincts Reporting 118 of 118 = 100.00%

3-436 City of Canby: Advising Canby Urban Renewal Agency on Building a Civic Center Nonpartisan

Precinct	Blank Ballots Cast	Over Votes	Under Votes	Total Ballots Cast	Registered Voters	Percent Turnout	YES	NO	Totals
122	0	0	36	896	2,792	32.09%	579	279	858
124	0	1	33	893	2,285	39.08%	628	231	859
125	0	0	42	1,157	3,161	36.60%	773	342	1,115
Totals:	0	1	113	2,946	8,238		1,980	852	2,832

CERTIFIED COPY OF THE ORIGINAL
 SHERRY HALL, COUNTY CLERK

BY: _____



Office of the Mayor

Proclamation

Canby Fire District #62 "Fill-the-Boot" Day

WHEREAS, Canby Fire District #62 has been working with the Muscular Dystrophy Association in their fight against neuromuscular disease; and

WHEREAS, "Fill-the-Boot" is an opportunity for Oregon firefighters to ask community members to drop donations into their fire boots to help local families served by MDA in the state. This year marks the 60th anniversary of the partnership between firefighters and MDA in the fight against muscle wasting diseases; and

WHEREAS, Canby Fire District #62 has spent many hours collecting money on the streets for this campaign; and

WHEREAS, firefighters, locally and nationally, are the largest contributors to the MDA. Canby Firefighters collected \$7,560.00 in 2013 to help in the fight against the 43 different types of neuromuscular diseases.

NOW, THEREFORE, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim Saturday, July 26, 2014 as:

**Canby Fire District #62
"Fill-the-Boot" Day for the City of Canby**

Given unto my hand this 18th day of June 2014.

Brian Hodson
Mayor



**CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

Date: 5-27-2014

Name: John P Smith.

Occupation: Librarian

Home Address:

Employer:

Position:

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Library Board

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

Champoeg Masonic Lodge (Canby)(Secretary)

Friends of the Canby Public Library donor (on behalf of Champoeg Masonic Lodge)

Wilsonville-Boones Ferry Historical Society (founder and President)

Al Kader Shriners (Historian)

Experience and educational background:

B.S. in Elementary Education

12 years teaching grade 5 & 6

5 years a substitute teacher of all grades

30 years working in public libraries in Molalla (multi-use building), Canby and Wilsonville

Involvement in the internal design of Wilsonville Public Library

Testified at Canby City Council meetings regarding a "new" CPL

Attended Citizen Input sessions regarding design of "2nd Avenue" location of CPL

Reason for your interest in this position:

36 years ago I moved my family to Canby for its schools and opportunities. My children attended Canby Public Library (CPL) Storytimes and there received their early appreciation of/for literature. They continue those values in their families and work. I want to see all families in Canby, through the CPL, have the chance to instill these values in their children. I want to help make Canby and CPL an active, educated and valued place for families, children and adults.

Too many Canby families opt to attend other libraries than CPL, mainly due to CPLs size and collection. I want to strive for the reversal of that trend. I want to work for a new, modern, large, well designed and strategically located CPL.

RECEIVED

MAY 27 2014

CITY OF CANBY

List any other City or County positions on which you serve or have served: None

Information on any special membership requirements: ?

Referred by (if applicable): Melissa Kelly, CPL Library Supervisor

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

Please return to: *City of Canby*
Attn: City Recorder
182 N Holly Street
PO Box 930
Canby, OR 97013

Phone: 503.266.0733 Fax: 503.266.7961 Email: Scheaferk@ci.canby.or.us

Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.

1-4-13

**CITY OF CANBY
APPLICATION
BOARD/COMMITTEES/COMMISSIONS/COUNCIL**

RECEIVED

JUN 09 2014

CITY OF CANBY

Date: 9 June 2014
 Name: LIZ BELT-TEMPLEMAN Occupation: EDUCATOR
 Home Address: CANBY, OR 97013
 Employer: _____ Position: _____
 Daytime Phone: _____ Evening Phone: _____
 E-Mail Address: _____

For which position are you applying? City of Canby Bike & Ped. Advisory Committee

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

Bicyclist & pedestrian enhancements along our city & county streets, as well as within neighborhoods; especially within new development areas

Experience and educational background: I am involved in organizing the elementary schools w/in city limits for SEES event days: one in the fall and one in the spring.

Reason for your interest in this position: This position keeps the city aware of bicyclist & pedestrian concerns.

List any other City or County positions on which you serve or have served: NONE

Information on any special membership requirements: NONE

Referred by (if applicable): re-appointment for another term

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

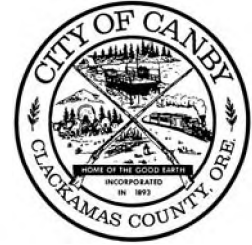
Please return to: City of Canby
Attn: City Recorder
182 N Holly Street
PO Box 930
Canby, OR 97013

Phone: 503.266.0733 Fax: 503.266.7961 Email: Scheaferk@ci.canby.or.us

Note: Please be advised that this information may be made available to anyone upon a public records request and may be viewable on the City's web site.

1-4-13

MEMORANDUM



TO: *Honorable Mayor Hodson and City Council*
FROM: *Kim Scheafer, MMC, City Recorder*
DATE: *June 9, 2014*
THROUGH: *Amanda Zeiber, Interim City Administrator/HR Director*

Issue: Request for Noise Variance

Synopsis: A request has been received from Harefest LLC for noise variances on July 19, 2014 from 4:00 p.m. – 12:30 a.m.; July 20, 2014 from 11:00 a.m. – 7:00 p.m.; August 16, 2014 from 8:00 p.m. – 2:00 a.m.; and August 17, 2014 from 8:00 p.m. – 2:00 a.m. The variances are being requested for music festivals.

Last summer similar noise variances were granted. No complaints were received at City Hall or the Police Department for last year's events.

Per Canby Municipal Code Section 9.48.050B, at least 10 days prior to the public hearing a notice was mailed to property owners within 200' of the location of the variance, published in the Canby Herald, and posted in various locations around the City. Section 9.48.050B allows the Council to approve a variance after certain criteria which would apply to the facts of the requested variance are considered by the Council. In granting a variance, the Council shall consider:

- a. The protection of health, safety and welfare of citizens as well as the feasibility and cost of noise abatement;
- b. The surrounding type of existing land uses;
- c. The acoustical nature of the sound emitted; and
- d. Whether variance from the provision would produce a benefit to the public.

If, after review of the evidence submitted by the applicant and hearing any testimony from the public, the Council chooses to allow the variance as requested, a motion to grant the variance would be appropriate.

Recommendation: Staff recommends Council approve the Noise Variance Application.

Motion: *I move to grant Noise Variances to Harefest LLC on July 19, 2014 from 4:00 p.m. – 12:30 a.m.; July 20, 2014 from 11:00 a.m. – 7:00 p.m.; August 16, 2014 from 8:00 p.m. – 2:00 a.m.; and August 17, 2014 from 8:00 p.m. – 2:00 a.m. for music festivals located at 1190 SW First Avenue.*

received by _____

MAY 08 2014

Canby Police

RECEIVED

MAY 09 2014



CITY OF CANBY
NOISE VARIANCE
APPLICATION
\$75.00

Receipt No:	459623
Date Paid:	5/9/14
Amount Paid:	7500

Attn: Administration - PO Box 930 - 182 N Holly - Canby, OR 97013 - 503.266.4021

Applicant Name Harefest LLC.
Address 1109 SW First Avenue
City Canby State OR Zip 97013 Phone 503-201-2060
Address of Noise Variance Request The Wild Hare Saloon 1190 SW First Ave
Name of Property/Business Owner of Variance Request The Wild Hare Saloon
Type of Event MUSIC Festival
Date(s) of Event July 19, 14 Time of Event 4pm-12:30 Requested Hours of Variance 8 1/2
Date(s) of Event July 20, 14 Time of Event 11am-7pm Requested Hours of Variance 8
Date(s) of Event 8/16-17 Time of Event 8pm-2am Requested Hours of Variance 6
Acoustical Nature of Sound to be Emitted Nostalgic Music, both Rock-N-Roll & Country
Will you be continually present at this activity ☒ Yes ☐ No If No is marked, who is to be the contact
should the need arise? _____

Additional Comments _____

A list of property owners and their addresses within 200' of the location of the noise variance must be submitted with this application. Canby Municipal Code Chapter 9.48 requires that any person who owns, controls or operates any source which violates provisions of that chapter apply to the City Council for a noise variance.

By signing below, I acknowledge that I have read the attached Canby Municipal Code Chapter 9.48 and understand that violations of this chapter are subject to a fine of \$500. Signature of Police Chief or Designee must be obtained prior to submitting Application for Council Approval.

Signature of Applicant _____

Police Chief or Designee _____

Mayor _____

5/7/14
Date _____

5/9/14
Date _____

Date _____

CITY OF CANBY NOTICE OF PUBLIC HEARING - NOISE VARIANCE

**Date and Time Requested for
Variances:**

July 19, 2014 (4:00 p.m. – 12:30 a.m.)
July 20, 2014 (11:00 a.m. – 7:00 p.m.)
August 16, 2014 (8:00 p.m. – 2:00 a.m.)
August 17, 2014 (8:00 p.m. – 2:00 a.m.)

Address of Variance:

The Wild Hare Saloon
1190 SW First Avenue, Canby, OR 97013

Business Owner:

Harefest LLC

Name of Applicant:

Harefest LLC

A public hearing conducted by the Canby City Council will be held on Wednesday, June 18, 2014 at 7:30 p.m. in the City Council Chambers located at 155 NW 2nd Avenue, Canby, Oregon. The purpose of this hearing is to consider the granting of four Noise Variances to Harefest LLC for music festivals on the dates listed on this notice.

Dated this 16th day of May 2014.

Kimberly Scheafer, MMC
City Recorder

M E M O R A N D U M

DATE: June 18, 2014
TO: Honorable Mayor Hodson and City Council
FROM: Haley Fish, Finance Director
THROUGH: Amanda Zeiber, Interim City Administrator
RE: **A RESOLUTION CLOSING THE PARKS DEVELOPMENT FUND AND THE STREET RESERVE FUND AND CREATING THE SYSTEM DEVELOPMENT CHARGE (SDC) FUND**

Issue: Closing the Parks Development Fund and the Street Reserve Fund, combining capital activity with the respective program operating funds and establishing a System Development Charge (SDC) Fund to record, maintain and control expenditure of restricted improvement SDC revenue in accordance with ORS 223.297 to 223.314.

Background: In the past, the city received SDC revenue into operating or capital project funds of the respective programs, this comingled the restricted revenue source with other program revenue making it hard to reconcile and control expenditure in accordance with the aforementioned state statutes. Therefore it is desired that a separate fund be established for the sole purpose of recording, maintaining and controlling expenditure of restricted improvement SDC revenue.

In addition there is no requirement to maintain separate capital projects funds; with the creating of the SDC fund there is no longer a dedicated revenue source for the Parks Development Fund and the Street Reserve is funded by transfers from the Street Fund therefore administratively it is more efficient to eliminate these 2 funds.

Recommendation: Staff recommends that the Council adopt Resolution 1191.

Attached: Resolution No. 1191

RESOLUTION NO. 1191

A RESOLUTION CLOSING THE PARKS DEVELOPMENT FUND AND THE STREET RESERVE FUND AND CREATING THE SYSTEM DEVELOPMENT CHARGE (SDC) FUND

WHEREAS, there are no requirements to maintain separate capital projects funds and administratively it is more efficient to combine operating and capital initiatives of the same program;

WHEREAS, parks operations is maintained in the parks department of the general fund and street operations are maintained in the street fund; and

WHEREAS, improvement system development charges (SDC) are restricted to be expended in accordance with ORS 223.297 to 223.314 therefore establishment of a special revenue fund to record and maintain restricted balances by type so that compliance with allowable use can be more easily tracked and controlled is desired; therefore

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

1. That the Parks Development Fund and Street Reserve Fund shall be closed as of June 30, 2014; their restricted improvement SDC balances be deposited into the new System Development Charge Fund and the remaining balances be deposited into their respective program operating funds.
2. A System Development Charge Fund be established to record, maintain and expend restricted improvement SDC revenue in accordance with ORS 223.297 to 223.314.

This resolution shall take effect on June 18, 2014.

ADOPTED this 18th day of June, 2014, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

M E M O R A N D U M

DATE: June 18, 2014
TO: Honorable Mayor Hodson and City Council
FROM: Haley Fish, Finance Director
CC: Amanda Zeiber, Interim City Administrator
RE: **A RESOLUTION VERIFYING THAT THE CITY OF CANBY
HAS MET THE REQUIREMENTS TO RECEIVE STATE-
SHARED REVENUE MONEY.**

Issue: Annual verification that the City has met the requirements to receive revenues from intergovernmental taxes.

Background: ORS 221.760 Prerequisites for cities in counties over 100,000 population to receive revenues from cigarette, gas and liquor taxes. (1) The officer responsible for disbursing funds to cities shall disburse such funds in the case of a city located within a county having more than 100,000 inhabitants, according to the most recent federal decennial census, only if the officer reasonably is satisfied that the city meets the requirements or if the city provides four or more of the following municipal services; (a) Police protection, (b) Fire protection, (c) Street construction, maintenance and lighting, (d) Sanitary sewers, (e) Storm sewers, (f) Planning, zoning and subdivision control, or (g) One or more utility services.

Recommendation: That council adopts Resolution No. 1192 certifying that the city has met the requirements to receive state-shared revenue money.

Fiscal Impact: The city estimates amounts to be received are \$19,900 for cigarette taxes, \$226,000 for liquor taxes, and \$910,500 for gas taxes.

Attached: Resolution No. 1192

RESOLUTION NO. 1192

A RESOLUTION VERIFYING THAT THE CITY OF CANBY HAS MET THE REQUIREMENTS TO RECEIVE STATE-SHARED REVENUE MONEY.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services and:

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760,

NOW, THEREFORE, BE IT RESOLVED, that the City of Canby, Clackamas County, Oregon hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance and lighting
3. Sanitary sewers
4. Storm sewers
5. Planning, zoning and subdivision control

This Resolution shall take effect on June 18, 2014.

ADOPTED this 18th day of June 2014 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

M E M O R A N D U M

DATE: June 18, 2014
TO: Honorable Mayor Hodson and City Council
FROM: Haley Fish, Finance Director
CC: Amanda Zeiber, Interim City Administrator
RE: **A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES FOR THE 2014-2015 FISCAL YEAR.**

Issue: Oregon budget law requires adoption of an annual budget by June 30 of each year. ORS 294.453 requires the City to hold a public hearing, and ORS 294.458 requires the City to submit tax certification documents to the County Assessor by July 15th. ORS 294.456 allows the governing body to amend the budget estimates as long as property tax revenue or rates to be certified is not increased and expenditures in a fund are not increased more than \$5,000 or 10% whichever is greater.

Background: The City of Canby passed a Tax Base of \$1,250,000 on November 6, 1990. The City passed a local option levy of \$0.49 per \$1000.00 of assessed property value on November 08, 2011 to fund Swim Center operations. The City levies the taxes provided for in the adopted budget at the permanent rate of 3.4886 per \$1000. These taxes are hereby levied upon all taxable property within the district as of 1:00 a.m. July 1, 2014. The allocation and categorization are subject to the limits of section 11, Article XI of the Oregon Constitution.

Subsequent to budget committee approval it was noted that there was a clerical error in the amount of \$390 in the forfeiture fund as stated in the budget summary, this has been corrected in the resolution presented for adoption as allowed by ORS 294.456.

Recommendation: We recommend City Council adopt Resolution No. 1193

Attached: Resolution No. 1193

RESOLUTION NO. 1193

A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAX FOR THE 2014-2015 FISCAL YEAR

WHEREAS, a public hearing for the 2014-2015 City Budget as approved by the Budget Committee was duly and regularly advertised and held on June 18, 2014; and

WHEREAS, ORS 294.456 allows the governing body to amend the budget estimates as long as property tax revenue or rates to be certified is not increased and expenditures in a fund are not increased more than \$5,000 or 10% whichever is greater, and a correction was made in the forfeiture fund which increased expenditures by \$390 to align budget with detailed estimates, and

WHEREAS, the City Council of Canby proposes to levy the taxes provided for in the adopted budget at the permanent rate of 3.4886 per \$1,000 and a local option levy of 0.49 per \$1,000 of assessed property value and that these taxes be levied upon all taxable property within the district as of July 1, 2014; and

WHEREAS, the following allocation and categorization subject to the limits of section 11, Article XI of the Oregon Constitution make up the above aggregate levy; now therefore:

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Canby hereby adopts the budget for fiscal year 2014-15 in the total of \$31,619,786. This budget is now on file at City Hall, 182 N. Holly St., Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below are hereby appropriated:

GENERAL FUND

ADMINISTRATION	1,199,390
COURT	320,817
PLANNING	214,384
PARKS	994,859
BUILDING	44,185
POLICE	4,808,206
CEMETERY	102,170
FINANCE	437,821
ECONOMIC DEVELOPMENT	484,900

TRANSFERS	91,377
CONTINGENCY	835,313
TOTAL GENERAL FUND	9,533,422

OTHER FUNDS

LIBRARY FUND

PERSONAL SERVICES	615,832
MATERIALS & SERVICES	167,905
TRANSFERS	103,142
CONTINGENCY	1,305,389
TOTAL	2,192,268

STREET FUND

PERSONAL SERVICES	587,748
MATERIALS & SERVICES	350,044
CAPITAL OUTLAY	1,134,821
TRANSFERS	98,649
CONTINGENCY	393,954
TOTAL	2,565,216

SDC FUND

TRANSFERS	521,700
CONTINGENCY	1,430,258
TOTAL	1,951,958

FLEET SERVICES FUND

PERSONAL SERVICES	241,890
MATERIALS & SERVICES	515,846
CONTINGENCY	157,556
TOTAL	915,292

FACILITIES FUND

PERSONAL SERVICES	100,222
MATERIALS & SERVICES	171,300
CAPITAL OUTLAY	27,800
CONTINGENCY	71,073
TOTAL	370,395

FORFEITURE FUND

MATERIALS & SERVICES	36,950
TOTAL	36,950

TECH SERVICES FUND

PERSONAL SERVICES	95,369
MATERIALS & SERVICES	183,375
CAPITAL OUTLAY	71,589
CONTINGENCY	69,029
TOTAL	419,362

TRANSIT FUND

PERSONAL SERVICES	290,194
MATERIALS & SERVICES	1,332,393
CAPITAL OUTLAY	165,000
TRANSFERS	155,216
CONTINGENCY	777,374
TOTAL	2,720,177

SWIM CENTER LEVY FUND

PERSONAL SERVICES	492,865
MATERIALS & SERVICES	126,960
CAPITAL	15,000
TRANSFERS	76,712
CONTINGENCY	316,720
TOTAL	1,028,257

SEWER COMBINED FUND

PERSONAL SERVICES	1,285,575
MATERIALS & SERVICES	723,527
CAPITAL OUTLAY	5,575,938
DEBT SERVICE	594,176
TRANSFERS	535,761
CONTINGENCY	295,413
TOTAL	9,010,390

TOTAL APPROPRIATIONS, ALL FUNDS	\$30,743,687
TOTAL UNAPPROPRIATED AMOUNTS, ALL FUNDS	\$ 876,099
TOTAL ADOPTED BUDGET	\$31,619,786

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for the tax year 2014-2015 upon the assessed value of all taxable property within the district:

- (1) At the rate of \$3.4886 per \$1,000 of assessed value for permanent rate tax;
- (2) At the rate of \$0.4900 per \$1,000 of assessed value for local option tax; and
- (3) In the amount of \$ 0 for debt service for general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of article XI section 11b as:

	General Government Limitation	Excluded from Limitation
Permanent Rate Tax	\$ 3.4886/\$1,000	
Local Option Tax.....	\$ 0.4900/\$1,000	
General Obligation Debt Service Fund.....		\$ 0

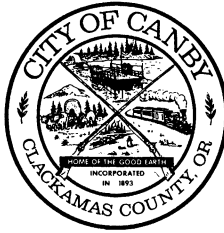
This Resolution shall take effect on June 18, 2014.

The above resolution statements were approved and declared adopted on this 18th day of June 2014.

Brain Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder



MEMORANDUM

DATE: JUNE 18, 2014
TO: HONORABLE MAYOR HODSON AND CANBY CITY COUNCIL
FROM: HALEY FISH, FINANCE DIRECTOR
THROUGH: AMANDA ZEIBER, INTERIM CITY ADMINISTRATOR
RE: SUPPLEMENTAL BUDGET RESOLUTION NO. 1194

ISSUE: Adoption of a Supplemental Budget for the 2013-2014 fiscal year.

SYNOPSIS: A supplemental budget is required when unanticipated revenues are received and the City wants to be able to spend or transfer them in the current fiscal year. The other changes in the supplemental budget are changes in appropriations from one budget category to another within the same fund. Such changes can be accomplished by a resolution transfer, but they can also be included in a supplemental budget.

General Fund

Administration Personal Services is increased to account for unexpected separation expenses due to the departure of the City Administrator, this is offset with the recognition of a portion of the retirement and separation revenue received which was unexpected as the reserve was established subsequent to the adoption of the 2013-2014 budget; additionally \$60,000 has been budgeted for estimated separation expense and severance packages related to positions which have been proposed to be eliminated in the 2014-2015 budget.

Police Personal Services is increased to account for unexpected overtime expense due to unexpected activity, this is offset with the recognition of grant revenue which was budgeted in prior year but not realized until the current year. The grant was received for reimbursement of capital expenses recognized in prior year.

Planning Materials and Services is increased due to unexpected activity and offset by a corresponding increase in fees.

Street Fund

Transfers are increased due to an unexpected increase in fees, a percentage of which is allocated to the street reserve fund.

Tech Services Fund

A transfer between Personal Services and Materials and Services is proposed to account for an unexpected increase in employee salaries.

Swim Center Levy Fund

Personal Services is being increased to account for unanticipated activity in June due to the change in schedule for the summer.

Sewer Combined fund

Transfers are increased due to an unexpected increase in fees, a percentage of which is paid as a franchise fee to the general fund.

RECOMMENDATION: Staff recommends that Council adopt Resolution No. 1194

ATTACHED: Resolution No. 1194

RESOLUTION NO. 1194

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET
FOR THE 2013-2014 FISCAL YEAR**

WHEREAS, the City of Canby budget for the 2013-2014 fiscal year was adopted by the City Council at a regular meeting thereof on Wednesday, June 19, 2013; and

WHEREAS, the City of Canby has since received unanticipated revenues and a supplemental budget is required in order to expend those revenues; and

WHEREAS, in order not to overspend appropriations in any category of expenditures, it is necessary to transfer appropriations within several funds from certain expenditure categories to other expenditure categories.

NOW THEREFORE, BE IT RESOLVED THAT:

Section 1. The following Supplemental Budget for the City of Canby for the 2013-2014 fiscal year is hereby adopted.

2013-2014 SUPPLEMENTAL BUDGET SUMMARY

<u>Fund/Department</u>		<u>Resources</u>	<u>Requirements</u>		
GENERAL FUND					
Administration	Retirement/		Personal Services	\$	82,670
	Separation Reserve	22,670	Contingency		(60,000)
Police	Grants	56,000	Personal Services		56,000
Planning	Fees	25,000	Materials & Services		25,000
	Total Resources	<u>\$ 103,670</u>	Total Requirements	<u>\$ 103,670</u>	
STREET FUND					
	Fees	\$ 28,300	Transfers	\$	28,300
	Total Resources	<u>\$ 28,300</u>	Total Requirements	<u>\$ 28,300</u>	
TECH SERVICES FUND					
			Personal Services	\$	710
			Materials & Services	\$	(710)
	Total Resources	<u>\$ -</u>	Total Requirements	<u>\$ -</u>	
SWIM CENTER LEVY FUND					
			Personal Services	\$	16,600
			Contingency		(16,600)
	Total Resources	<u>\$ -</u>	Total Requirements	<u>\$ -</u>	
SEWER COMBINED FUND					
	Fees	\$ 91,500	Transfers	\$	91,500
	Total Resources	<u>\$ 91,500</u>	Total Requirements	<u>\$ 91,500</u>	

This resolution shall take effect on June 18, 2014.

ADOPTED by the Canby City Council at a regular meeting thereof on June 18, 2014.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

M E M O R A N D U M

DATE: June 18, 2014
TO: Honorable Mayor Hodson and City Council
FROM: Haley Fish, Finance Director
CC: Amanda Zeiber, Interim City Administrator
RE: **A RESOLUTION DECLARING THE CITY'S ELECTION TO
RECEIVE STATE REVENUE FOR FISCAL YEAR 2014-2015.**

Issue: A resolution declaring the City's election to receive state revenues for fiscal year 2014-2015.

Background: State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance or resolution requesting state revenue sharing money. The law mandates public hearings be held by the city, both before the budget committee to discuss possible uses of the funds and before the city council on the proposed uses of the funds in relation to the entire budget. Certification of these hearings are required. This has to be done and filed with the Oregon Department of Administrative Services prior to July 31.

Recommendation: That council adopt Resolution 1195 declaring the city's election to receive state revenue for fiscal year 2014-2015.

Fiscal Impact: The amount estimated by the city to receive is approximately \$149,600.

Attached: Resolution No. 1195

RESOLUTION NO. 1195

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2014-2015.

WHEREAS, a public hearing for the use of state revenue sharing funds was held before the Budget Committee on May 29, 2014 and before City Council on June 18, 2014; now therefore,

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1 Pursuant to ORS 221.770, the City of Canby hereby elects to receive state revenues for fiscal year 2014-2015.

This Resolution shall take effect on June 18, 2014.

ADOPTED this 18th day of June 2014 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

****I certify that a public hearing before the Budget Committee was held on May 29, 2014 and a public hearing before the City Council was held on June 18, 2014, giving citizens an opportunity to comment on use of State Revenue Sharing.**

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1402

AN ORDINANCE AMENDING CHAPTER 13.12.065 OF THE CANBY MUNICIPAL CODE (CMC) REGARDING AN IN-LIEU-OF FRANCHISE FEE FOR THE USE OF CITY-OWNED RIGHT-OF-WAYS FOR SEWER SERVICE.

WHEREAS, the City of Canby Sewer service enjoys the use of City-owned right-of-ways;

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. Chapter 13.12, Rates and Connection Fees, of the City of Canby Municipal Code is hereby amended to read, as follows:

13.12.065 In-Lieu-of Franchise Fee. ~~Effective July 1, 2012 through June 30, 2014~~ As compensation for the use of publically-owned rights-of-way, the sewer combined funds shall pay the General Fund an In-lieu-of franchise fee in the amount of seven percent (7%) of City of Canby sewer customer service charges.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, June 4, 2014 and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and to come before the City Council for final reading and action at a regular meeting thereof on Wednesday, June 18, 2014 commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 155 NW 2nd Avenue in Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 18th day of June 2014 by the following vote:

YEAS _____

NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Canby Area Transit - Bus Yard

June 9, 2014

Introduction

This document provides some historical background and an overview of Canby Area Transit's bus yard needs. It also includes an accounting of the bus yard options which have been suggested, discussed and/or considered over the past year in both narrative and matrix format. Ultimately a clear recommendation based on specific criteria is presented.

Background

The original Canby Area Transit (CAT) operation was housed at 123 NW 2nd Avenue and utilized a parking lot behind the office. At that time the only vehicles used for the service were minivans and cut-away minibuses (21'-26'). In 2006 three 35' coaches were purchased to accommodate demand. These buses did not fit into the existing lot so for several years the city leased parking behind the Thriftway store just off of NE 2nd Avenue. In 2009 during the NE 2nd Avenue, theater and adjacent parking lot development the buses were moved to the public parking lot on NW 1st Avenue directly across from the CAT office and transit parking lot. Then in 2011 during the NW 1st Avenue redevelopment CAT lost its parking location again. This is when the staff began to stage the coaches at the Transit Center and park spares or overflow at a designated space at the city shops, in the public lot behind the theater or the original CAT lot on NW 2nd Avenue.

Since at least 2006 it has been clear that CAT needed more space both for its offices and a centralized space to accommodate CAT vehicles. During the next few years several properties were suggested to the City Administrator and/or the City Council by CAT management. Nothing was agreed upon until 2013 when the City Administrator and Council approved a 5 year lease for CAT office space at 195 S Hazel Dell Way, Suite C. At that time it was acknowledged that the next step would be to find a secure bus storage solution.

Since October of 2013 the buses have been parking in four different locations (see Attachment A). Each location has space for 4 vehicles and only two of the locations accommodate the coaches. Other than the spaces at the city shops the current parking locations are not secured by fencing. Currently, 4 CAT buses are parked in front of the two vacant office spaces next door to the CAT offices. As soon as the space is leased we will be forced to find at least 4 parking spaces within reasonable walking distance. It is critical to the day to day operation for there to be at least 4 cut-away minibuses nearby for the efficient operation of our Dial-A-Ride service.

What CAT Needs

Moving the CAT office to its current location solved the long time need of more office space. This move was the first step toward more effective and efficient facilities for CAT. In addition to a larger and more efficient space for its offices, there are a number of other advantages. The new office is in southeast Canby, outside the down-town core, south of the railroad tracks, closer to the fleet facility, close to a transit hub, and near 99E (where CAT's fixed-route operates).

Now it is time to take the next step and identify an appropriate place for a CAT bus yard. In this section you will find the major items of consideration during the bus yard site review process.

Security

Industry standard for transit vehicle storage is a central garage location or bus yard with at least 6 foot fencing and locked gates. Security lights are standard as are security cameras. Historically, CAT buses have been purchased with Federal Transit Administration (FTA) grant funds. The FTA requirement is that: “a control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property.” 49 CFR subtitle A § 18.32 Equipment (3).

Of the four transit systems operating in Clackamas County CAT is the only system without a secure fenced bus yard.

Centralized Operation

As a small rural system CAT needs to operate from a central location. The efficiencies gained by housing staff and vehicles in adjacent locations cannot be overstated. Shuttling vehicles drains our limited staff resources and increases costs by increasing dead-head. Operating from more than one location requires staff to duplicate their efforts, challenges communication and eliminates many opportunities for efficiency.

Each of the other small transit services in Clackamas County operate out of one bus yard. Drivers are assigned vehicles out of one location. Although transit facility design varies widely, centralization of operation is critical to efficiency.

An ideal arrangement would place all activity (administrative offices, dispatch, driver check-in, vehicle staging, and vehicle maintenance) adjacent to each other. The more activities within close proximity the more efficiencies are realized. It is especially critical to have the dispatch, fare collection and driver activities centralized. This requires the dispatch office and bus yard to be within reasonable walking distance. Since its inception CAT enjoyed the most logistically ideal arrangement when the buses were parked on NW 1st Avenue very near the CAT offices.

Suitability

There are many factors to consider when examining which sites are suitable for a CAT bus yard. The major factors are listed as criteria on the Cat Bus Yard Site Review Matrix (Matrix) (Attachment B). This section describes how each relates to a specific CAT need.

Adequate space

Currently, CAT has the following service vehicles three 35' coaches, eight 21"-26' cut-away minibuses and one minivan. In addition we have 2 sedans that are used as staff vehicles. The fleet has been reduced by 5 vehicles since our service cuts in 2011. We currently need at least one additional vehicle as a back-up and to increase service in any way we will need to add vehicles. Our parking needs also include parking both city and contractor employee vehicles. We estimate this to be approximately 12 private vehicles during the peak of day to day operation.

The ideal bus yard will have room for buses to park and maneuver safely and include at least one level spot for pre/post trip inspections. A level spot is necessary when checking vehicle fluid levels. For the purposes of this review when there is room to accommodate the current CAT fleet “Adequate space” is indicated on the Matrix.

Flow and egress

Statistically speaking the most common transit vehicle accidents are backing accidents. To avoid this CAT drivers do not back up without permission from dispatch. Spotters are used whenever possible. It is CAT policy for drivers to back into parking spaces but to otherwise avoid backing whenever possible.

A bus yard design with two points of access is ideal. By avoiding the need for a turnaround less space is required for a safe and efficient flow in the yard.

Other items to consider are the access point(s) to or from the yard and the public street. Entering or exiting on a curve, the speed of the street traffic, visibility, and other egress conditions must be studied for suitability, efficiency and safety.

For purposes of this review “Flow and egress” is indicated on the Matrix when the site has at least safe and efficient public street access and room to turn around if needed.

Room for growth

As mentioned above the current CAT fleet numbers are at a low point. In order for CAT to grow and add more services we will need more vehicles. So it is important that the bus yard have room for growth. “Room for growth” indicated on the Matrix means the site has room to accommodate more than the current fleet of CAT vehicles.

Location to fleet

CAT buses are serviced and maintained by the City’s Fleet Department staff. In the FY 2014-15 Budget 41% of the Fleet Department budget was allocated to CAT. Reducing the distance between the CAT operation and the City’s Fleet Department will improve efficiency. In addition to the usual maintenance and repair tasks provided by fleet staff; the service provider (currently MV Transportation, Inc.) shuttles buses to the City’s wash bay at the fleet facility for biweekly cleaning.

It is common for transit staff and fleet staff to communicate several times a day. Keeping track of which vehicles are ready for service or in need of maintenance or repair is something that is updated daily and, at times, hourly. Locating the transit operation close to the fleet facility is very beneficial to efficient operation and saves resources.

For the purposes of this review “Location to fleet” means the fleet facility is within 1.5 miles of the proposed bus yard location.

Location to transit hub

The current CAT fixed-route serves three hubs in Canby. These hubs are points where customers can make transfers to other transit providers and are the most popular spots for customers to access our services. The hubs in Canby are at Canby Square (Safeway), Canby Market Center (Fred Meyer) and the Canby Transit Center which is located at Canby Station (Thriftway).

It is important to our customers for CAT offices to be near one of these hubs preferably near the Canby Transit Center or the Canby Market Center because these are the two most popular stops and handle the highest volume of customers. Locating the office near a hub allows customers to easily access the office for purchasing fares or making face to face contact with CAT staff.

Locating the bus yard near one of these hubs also allows us to design our routes more efficiently and eliminate dead-head by starting the route from very near or at a transit hub.

When “Location to transit hub” is indicated on the Matrix the site is within reasonable walking distance (approximately 2 blocks) of a transit hub.

Location to office

As mentioned earlier, it is important for efficiency that the administrative and dispatch offices and the bus yard to be located adjacent to each other or at least within reasonable walking distance. For the purpose of this review the “Location to office” criteria refers to the existing offices on Hazel Dell Way. When indicated on the Matrix the site is within reasonable walking distance (approximately 2 blocks) of the current office

Out of downtown core

There has been a lot of discussion over the years at both the Transit Advisory Committee and City Council regarding the placement of more permanent CAT facilities including: park-and-ride facilities, transit stations (hubs), administrative offices, dispatch and driver facilities, and vehicle maintenance and storage facilities.

The outcome has been a general consensus that the ideal centralized CAT operation (administrative offices, dispatch/driver center, and bus yard) should be outside of the downtown core. Preferably, at a location in southern Canby with reasonably quick access to the City’s fleet facility.

South of 99E (railroad tracks)

A preference for locating the centralized CAT operation south of the railroad tracks is rather obvious. Stopping for trains regularly impacts our on-time performance and occasionally buses and customers are delayed for extended periods of time waiting for a malfunctioning railroad crossing, track maintenance, or remarkably long trains.

In addition, the majority of the current demand for CAT services is in south Canby. We expect the Pioneer Business Park and additional residential development to add to the demand for CAT services in south Canby.

Proximity to residences

CAT operates according to the industry standard practice which requires drivers to begin and end each shift with a vehicle inspection. These inspections require drivers to honk the horn, run the engine, back-up (which triggers a back-up alarm) and check the overall functioning of the vehicle including checking all lights. Completing these inspections in close proximity to residences especially during the first and last runs of the day would certainly disturb anyone attempting to sleep. Currently, our first run leaves the Transit Center at 5:05 am so the pre-trip inspections start happening around 4:50 am. The last run of the day ends at 8:40 pm putting the vehicle back in the bus yard around 8:50 or 9:00 pm depending on how long it takes to fuel the vehicle.

In addition to the current schedule we hope to expand our service offerings to include longer hours Monday through Friday and added services on Saturday and someday even service on Sunday. So it makes the most sense for us to avoid locating the bus yard near residences even if zoning allows it.

Traffic pattern

The ideal bus yard will be located near the fixed-bus route which runs along 99E and in a location as free of traffic congestion as possible. To stay on schedule it is important to locate the bus yard where there are options for drivers to avoid crowded intersections, particularly intersections that regularly back-up during peak hours.

The Matrix indicates the sites that do not have significant traffic congestion or access issues and are located reasonably close to 99E.

Summary

The Matrix (Attachment B) lists each of the 14 sites that were considered and the criteria outlined in the section above. An "X" signifies that the site meets or exceeds the listed criterion.

Options

Each of the sites we reviewed are listed in this section. The first section describes two sites that offer a long term solution and provides details about each site.

The second section lists each of the other reviewed sites and provides a brief narrative describing the benefits and challenges of each site. See Attachment B for easy access to the criteria scores for each site.

Recommended

The following sites meet the basic criteria and are listed in order of recommendation.

Zimmer Ventures LLC

284 S Sequoia Parkway

This site is our first recommendation. It meets each of the review criteria and is large enough to accommodate both a bus yard and future office building. The owner is willing to consider a lease with an option to purchase after 5 years which provides valuable flexibility.

The owner is willing to lease CAT (the City) the portion of the property needed for a bus yard (38,744 sq. ft.) and cover \$47,109 of the \$186,977 cost estimate provided by Canby Excavating for preparing and improving the site. Leaving CAT with an estimated \$139,969 in preparation costs. Water, electricity, sidewalk, and landscaping are in place for this site.

This option allows CAT to operate very efficiently in both the short and long term; and provides the future opportunity to purchase the entire property as a bus yard and future office building site. This site is in an ideal location for access to the CAT offices, fleet services and a transit hub making it the most efficient of the long term solutions.

It is very likely that this site has the best resale value of the long term solutions and a large portion of the site has been surcharged by a large berm so the soil base is very stable.

Burden Lot

SE 1st Avenue & S Hazel Dell Way

This site is recommended as a second choice. The site meets nearly all of the review criteria and it is large enough to accommodate both a bus yard and a future office building. The owners would consider a sale, lease or lease with an option to purchase at a later date so it also has valuable flexibility.

This site does not have sidewalks or landscaping. There are curbs and access to water and electricity on the Hazel Dell Way side of the property but none of these improvements are in place on the SE 1st side of the property. The site will require extensive storm water improvements.

The property will probably sell for less per square foot but the costs of both short and long term improvements will be higher. The owner will not contribute to the cost of the required improvements.

This option would be less efficient than the first recommendation in both the short and long term. The property is also in close proximity to several residences and a rather long walk from the nearest transit hub.

Not Recommended

The following sites were also considered and reviewed. Each was measured against the criteria and eliminated as a suitable site for one or more reasons. The sites are listed below in the order they appear on the Matrix (Attachment B).

Pioneer Pump

185 S Hazel Dell Way

At the time CAT moved its offices to the Hazel Dell Way location it seemed likely that this site would be available for a future bus yard. Instead the property changed hands and the current owner, Pioneer Pump, is not interested in a long term lease arrangement. The owner is willing to consider a short term land lease not to exceed 7 and a half years. The cost of any improvements would be CAT's responsibility. At the end of the lease the owner has plans for the site so CAT would have to move its bus storage area again.

Although the site meets many of the review criteria it is not recommended because it only provides short term solution and would require us to pay for improvements that would be lost to us after only 7 and a half years.

Old Wilco Site

896 S Ivy Street

This site has been discussed as a potential location for a centralized CAT operation since it was vacated by Wilco Farm Stores several years ago. The site meets many of the criteria but falls short of a recommendation for the following reasons.

It does not meet the "Flow and egress" criterion. There is only one point of access onto South Ivy and during peak traffic hours this access would be very challenging and negatively impact on-time performance.

This site does not meet the "Location to fleet" criterion because it is more than 2 miles from the city's fleet facility; or the "Location to transit hub" or "Location to office" criteria because it is about 7 blocks from the nearest transit hub and 1.6 miles from the CAT offices. The site is also located on a busy roadway adjacent to residences which means it does not meet either the "Proximity to residences" or "Traffic pattern" criteria.

Although the site has enough space and it is already fenced it would require significant tenant improvements to the existing buildings in order to have a workable office space and the asking price for the property is nearly 1 million dollars more than the county reported real market value.

Old Transmission Shop

23232 S Highway 99E

This site has a very challenging access point onto 99E which causes it to fall far short of meeting the "Flow and egress" and "Traffic pattern" criteria. Although the site is near Highway 99E access to the highway is far from ideal. Other factors causing this site to fall short of a recommendation are that the size of the existing building limits the parking space on the site; and the secondary access onto SE 1st Avenue is also challenging because it allows only one-way traffic.

Although the old transmission shop site is available for lease the property is part of a larger tax lot so purchasing this piece alone would be challenging. The existing building would need to be remodeled or replaced in order to accommodate a workable office space and an adequate bus yard.

County Fair Grounds Lot

705 N Pine

In 2011 we contacted the manager of the Clackamas County Fair Grounds and asked if there was any opportunity for CAT to park buses on Fair Grounds property. At that time we were offered a small grass lot on N Pine. This site is included in this review in order to present a complete overview of the considered options.

The Fair Grounds site falls short on nearly every criteria considered during this review. It should also be mentioned that this option would require us to vacate the site for at least two weeks in August (for the Clackamas County Fair) and find another temporary bus storage option every year.

Canby Utility (Co-locate)

S Pine & SE 3rd

It was recently suggested that we explore the possibility of co-locating with Canby Utility (CU) at their site on S Pine and SE 3rd Avenue. Following conversations between CU and Canby Area Transit management we found the following.

Canby Utility has not yet determined a timeline for moving either their offices or the centralized operation. It is estimated that a move of the offices could happen as soon as 2 - 3 years but it is not yet decided if the move will happen in that timeframe or be delayed until the entire operation is relocated to the new site.

As far as the possibility of co-locating is concerned CU would require that any improvements to the land be at CAT's expense on the southern 2/3rds of the property and be designed to accommodate the future needs of Canby Utility. CU management would only consider a lease of the property and there would not be an option for including CAT offices on the same site.

Although it might be possible to design a temporary arrangement between the two parties this option is not recommended for several reasons. The primary reason being that this site does not offer a long term centralized CAT operation solution.

Another significant reason this site falls short of a recommendation is its "Proximity to residences". This site is located very near large apartment complexes.

City Lot 1

SE Pine & S Redwood

This City owned lot is not recommended. It falls short on nearly all criteria. The lot is mostly a ravine which is filled with large concrete blocks. The site is essentially a part of the "Logging Road Trail" and not large enough to accommodate a bus yard. See Matrix for criteria score.

City/Canby Utility Lot (Fleet)

1470 NE Territorial Road

Over the years this site has been suggested most often as an option for a CAT bus yard and a central location for CAT operations. This is a 30 acre tax lot that includes Eco Park and a 6 acre fenced section that is shared by the City and Canby Utility (CU). The City controls 45.7 percent of the 6 acres and Canby Utility controls 54.3 percent.

Currently, the City doesn't have enough extra space to accommodate either the CAT fleet or CAT office space at this location. Special accommodations have been made for CAT to store a few buses (specifically the 35' coaches) on the City's share of the property when necessary.

In order for this suggestion to work CU would have to sell/vacate the property. CU has purchased property on S Pine & SE 3rd and intends to move its offices and the entire daily operation to the new location; but a firm timeline has not been established. CU management reports that they expect to have enough funds to build the new office facility in about 2 or 3 years. The benefit of building and moving to a new office facility before there are funds to move the entire operation have yet to be evaluated. No decisions regarding this have been made yet.

Although CU representatives are willing discuss options for the future of the 6 acre shared site they are not prepared to sell/vacate the property for a number of years. CU intends to save funds for the completion of their new site and only move when they can afford to do so. It is quite possible that CU may choose to retain their share of the site in order to take advantage of its water rights to the river.

Given the number of unknowns regarding this site and the fact that CAT has an immediate need for a bus yard this option is not recommended.

Water Treatment Plant/Disc Golf

1480 NE Territorial Road

This City owned property is not recommended. There isn't room for either a short term parking solution or a long term centralized CAT operation.

Three Sisters Property - Dog Park

1570 NE Territorial Road

This City owned property is not recommended. The site has been designated for waste water treatment expansion and parks. Willow Creek runs through a portion of the north end of the property and part of the property is within or near the FEMA special flood hazard zone. A section of the property has been identified as a future RV Park and the front 6 acres have been identified as the location for Canby's first dog park.

Willamette Wayside Park

2000 NE Territorial Road

This City owned property is not recommended. It is not in Canby Urban Growth Boundary (CUGB); it is under Clackamas County's jurisdiction. The State has designated this property as a conservation zone. Willow Creek runs through a portion of the north end of the property and all of the property is within or near the FEMA special flood hazard zone. Willow Creek also runs through this property. This property is also designated as future site for storm water treatment.

City Lot 2

Sequoia Parkway

This City owned lot was originally purchased as a site for a Canby police facility. Instead the police facility was built on NW 3rd Avenue. During the development of the NW 3rd Avenue facility, it was decided that the proceeds from the sale of the Sequoia Parkway lot would be used to pay for the NW 3rd police facility.

This site meets nearly all of the review criteria and would be a suitable site for a centralized CAT facility; but at the time of this report an offer on the property is under negotiation.

City Lot - Police Department (PD)

1175 NW 3rd Avenue

The gravel lot at the police facility has been suggested as a short term bus parking solution. This location is not recommended. The 60 X 120 foot lot is currently used as an overflow lot for the Police Department and is also used as a City access road. Additionally, there is about a 7% incline between the upper lot and the gravel lot below. This site meets very few of the criteria to mention a few: "Flow and egress", "South of 99E", "Proximity to residences" and "Traffic pattern"

In addition to the PD gravel lot it has been suggested that a portion of the same property to the east of the Skate Park might work for a CAT bus yard and long term centralized CAT operation facility. Although this site has also been suggested as a Transit Center (large bus stop) it would only work as a Transit Center if the Berg Parkway extension were in place. Without the Berg Parkway extension this site should not be seriously considered for any transit activities. The location is problematic for all of the same reasons the PD lot falls short except that there is more space available. For the purposes of this review the criteria score on the Matrix is specific to the PD gravel Lot.

CAT Parking

	Fleet	Transit Center	Old CAT lot	Current office
16 Spaces Available				
35 ft Coaches	3	2	0	0
21-26 ft Cutaways	1	2	4	4
14 Currently Parked				
35 ft Coaches	1	2	0	0
21-26 ft Cutaways	0	1	3	4
sedan or minivan	0	0	0	3
Time of Day				
	5 am - 8 pm	8 pm - 5 am		
Employee Parking	at most	at most		
Weekdays	12	3		
Weekends	3	3		
	7-9 am			
Weekend Training	17			

CAT Bus Yard
Site Review Matrix

	Zimmer Ventures, LLC 284 S Sequoia Pky	Burden SE 1st Avenue & Hazel Dell Way	Pioneer Pump 185 S Hazel Dell Way	Old Wilco 896 S Ivy St.	Old Transmission Shop 23232 S. Hwy 99E	County Fair Grounds Lot 705 N Pine	Canby Utility (co locate) S Pine & SE 3rd	City Lot 1 Pine/Redwood	City/Canby Utility Lot (Fleet) 1470 NE Territorial Road	Water Treatment Plant/Disc Golf 1480 NE Territorial Road	Three Sisters - Dog Park 1570 NE Territorial Road	Willamette Wayside Park 2000 NE Territorial Rd	City Lot 2 Sequoia Parkway	City Lot - Police Department (PD). 1175 NW 3rd
General Info												C122074		
												C122072		
Property ID	C442090	C421797	C426952	C116760	C419658	C118915	C118037	C118009	C122071	C122066	C122067	C402108	C417214	C117083
Acres	0.99	1.54	1.90	2.48	1.21	0.68	6.00	0.50	30.00	13.40	37.20	52.76	5.90	13.90
Sale Price	Sale or Lease	Sale or Lease	Not for Sale	\$1,400,000	Not for Sale	Not for Sale	Not for Sale	City owned	City & CU	City owned	City owned	City owned	City owned	City owned
Real Market (land & buildings)	\$225,390	\$282,205	\$337,999	\$404,259	\$1,500,767	\$218,072	\$1,228,949	\$178,030	\$2,675,426	\$6,325,050	\$422,780	\$2,113,905	\$1,083,552	\$8,534,757
Large enough to accommodate both parking and a future building	X	X		X	X				X		X	X	X	
Criteria														
An "X" indicates that the site meets the criteria														
Security - Secure Bus Yard Possible	X	X	X	X	X		X		X				X	
Centralized Operation - Possible at this location	X	X	X	X	X				X				X	
Suitability														
Adequate space	X	X		X	X		X		X		X	X	X	
Flow and egress	X	X					X		X	X	X	X	X	
Room for growth	X	X		X	X				X		X	X	X	
Location to fleet	X	X	X		X		X	X	X	X	X	X	X	
Location to transit hub	X		X		X									
Location to office	X	X	X		X								X	
Out of downtown core	X	X	X	X	X	X	X	X	X	X	X	X	X	X
South of 99E (railroad tracks)	X	X	X	X	X		X	X					X	
Proximity to residences	X		X		X				X	X	X	X	X	
Traffic pattern	X	X	X				X	X	X	X	X	X	X	

Management Team Meeting Minutes

June 2, 2014

2:00 PM

City Hall Conference Room

In attendance: Julie Wehling, Kim Scheafer, Bryan Brown, Eric Laitinen, Melissa Kelly, Haley Fish, Joseph Lindsay, Bret Smith, and Renate Mengelberg.

Kim Scheafer

- Amanda Zeiber will be out until Wednesday. Is available by phone and email.
- Reviewed Agendas for June 18 CC and URA Meetings

Haley Fish

- Items for supplemental budget need to be turned in by Wednesday, as they have to be sent to the newspaper by Friday
- Will clarify to CC the wording in the resolution regarding Sequoia property proceeds

Julie Wehling

- Working on report to CC regarding options for future Transit parking locations
- Working with ODOT and railroad regarding bus stops in railroad right-of-way

Melissa Kelly

- PT OS II vacancy may be filled internally
- Canby will be part of a website pilot program with the State. No cost the first year.
- Library District Directors are implementing a 5 to 1 hold ratio during the next six months. Will review statistics at end of six months.

Eric Laitinen

- School ends Thursday and the summer swim schedule starts Sunday
- Lanes open for noon lap swim are decreased during the summer

Joseph Lindsay

- Court was very busy this morning

Renate Mengelberg

- Pavilion sites on 1st Avenue will be planted with dahlias
- First Friday is June 6
- Doing outreach to businesses
- Environmental studies are being done on proposed civic center property
- OpenCounter unveiling will be on Wednesday
- Sequoia Parkway bridge grand opening is on June 9 at 10 a.m.
- Thank you to Haley for making the budget process easier for the budget preparers

Bryan Brown

- PC forwarded a text amendment to the CC
- Two annexation applications are on the next PC Agenda
- Meeting was held last week with staff and specialists who will be working on the N Redwood Masterplan
- Preapplication for Canby Square was submitted
- Application was received for a ten lot subdivision on the south side of town

Bret Smith

- New police officer starts June 16
- Testing out a new compact car battery charger

Minutes taken by Kim Scheafer