



AMENDED AGENDA

CANBY CITY COUNCIL REGULAR MEETING

February 5, 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

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. 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.)

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. 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 January 15, 2014 City Council Work Session & Regular Meeting

B. Appointment to Canby Utility Board

7. PUBLIC HEARING

A. Reducing Fee for Canby Area Transit Monthly Pass

Pg. 1

8. RESOLUTIONS & ORDINANCES

- A. Res. 1179, Reducing Fee for Canby Area Transit Monthly Pass and Eliminating the Discounted Monthly Pass Pg. 4
- B. Res. 1180, Declaring City Items as Surplus Property and Indicating Intent and Method for Disposal of Such Property Pg. 6
- C. Ord. 1393, Adding Chapter 2.90 to the Canby Municipal Code Creating an Audit and Financial Oversight Committee (**2nd Reading**) Pg. 7

9. NEW BUSINESS

- A. Approval of Ballot Title Advising Canby Urban Renewal Agency to Proceed with Construction of a Civic Center Consisting of City Offices and a Library Pg. 11

10. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

11. CITIZEN INPUT

12. ACTION REVIEW

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

14. 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.

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

Date: Dec 3, 2013Name: Walt Daniels Occupation: Retired

Home Address: _____

Employer: N/A Position: _____Daytime Phone: _____ Evening Phone: Same

E-Mail Address: _____

For which position are you applying? Member of the Utility Board

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

CTV 5 board member, Canby Transit board memberExperience and educational background: B.S. Agric. Oregon State College25 yrs as Councilor on the Canby City CouncilReason for your interest in this position: Education Leadership Skills, WantingTo serve my Community

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

Canby Transit board, CTV 5 board memberCanby Adult Ct. boardInformation on any special membership requirements: NoneReferred by (if applicable): Bob Cornelius,

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

THANK YOU FOR YOUR WILLINGNESS TO SERVE CANBY

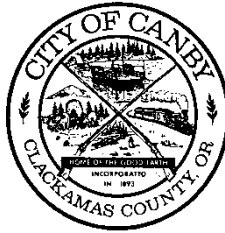
Please return to: **City of Canby**
Attn: City Recorder
182 N Holly Street
PO Box 930
Canby, OR 97013

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

RECEIVED**DEC 04 2013****CITY OF CANBY**



MEMORANDUM

DATE: JANUARY 20, 2014
TO: MAYOR HODSON AND COUNCIL
FROM: JULIE WEHLING, TRANSIT DIRECTOR
THROUGH: GREG ELLIS, TRANSIT DIRECTOR
RE: REDUCE PRICE OF MONTHLY PASS AND ELIMINATE DISCOUNTED MONTHLY PASS FOR CANBY AREA TRANSIT (CAT)

Issue: Reduce Monthly Pass price to \$20 and eliminate the discounted Monthly Pass.

Background: Currently, CAT offers a \$40 Monthly Pass and a discounted (\$20) Monthly Pass to low-income customers and commuters. The discounted Monthly Pass (\$20) was originally offered as temporarily fare to assist customers when CAT started charging a fare (October 1, 2012). The discounted Monthly Pass was intended to last for one year but it has been extended to September 30, 2014. The sales from the full price \$40 Monthly Pass have been negligible. The majority of the full price Monthly Passes (\$40) used during the first year were promotional or complementary gifts. See attached Exhibit A.

In the first year of pass sales only 45 of the full priced (\$40) Monthly Passes have been sold. The discounted Monthly Pass and the \$20 Punch Pass have both been popular and are sold in much greater numbers than the \$40 Monthly Pass.

Eliminating the \$40 Monthly Pass will improve efficiency. The discounted \$20 Monthly Pass requires riders to qualify based on their income or by showing proof that they have purchased a pass from another transit system. Which restricts how customers are able to purchase the discounted Monthly Pass. The discounted pass is only sold at the CAT office and cannot be sold by the drivers. Offering only one kind of Monthly Pass will eliminate the approval process and make it possible for all passes to be sold on the buses. It will make purchasing a Monthly Pass more convenient for customers and staff. It will also open the door for selling the passes at other locations around town.

We estimate that the revenue lost by elimination of the \$40 Monthly Pass would be at most \$900 annually and further we expect the number of \$20 Monthly Passes to increase because customers would no longer be require to qualify.

Recommendation: Staff recommends that the City Council to approve the Transit Advisory Committee's recommendation that CAT offer only one kind of Monthly Pass and charge \$20 per pass. This amends the Canby Area Transit fees listed in Resolution 1157 to read as follows:

Dial-A-Ride General Public	\$1.00 per boarding
Dial-A-Ride Paratransit	\$1.00 per boarding
Dial-A-Ride Premium	\$1.00 per boarding
Shopping Shuttle Service	no charge
Fixed Route Bus Service	\$1.00 per boarding
Monthly Pass	\$20/calendar month
Punch Pass (24 boardings)	\$20 no expiration
Payroll and self-employment tax	0.6 %

Staff further recommends that this change be effective April 1, 2014.

Motion: "I move to adopt Resolution 1179, A RESOLUTION AMENDING THE CAT FEES LISTED IN RESOLUTION 1157 BY REDUCING THE PRICE OF A MONTHLY PASS FROM \$40 TO \$20 AND ELIMINATING THE DISCOUNTED MONTHLY PASS.

Attached: Resolution 1179 and Exhibit "A"

Exhibit A

Full Price (\$40) Monthly Passes - 1st 12 months of Fare Collection					
Year	Month	Sold by Drivers	Sold by Dispatch	Complementary	Total
2012	September	4	3	4	11
2012	October	5	6	4	15
2012	November	4	4	7	15
2012	December	0	2	2	4
2013	January	1	0	10	11
2013	February	0	0	4	4
2013	March	0	2	5	7
2013	April	0	1	5	6
2013	May	0	1	3	4
2013	June	0	2	4	6
2013	July	0	3	7	10
2013	August	1	1	2	4
2013	September	0	5	4	9
Number of Passes		15	30	61	106
Revenue collected		\$600.00	\$1,200.00	\$0.00	\$1,800.00
Revenue lost by eliminating full price Monthly Pass		\$300.00	\$600.00	\$0.00	\$900.00

RESOLUTION 1179

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANBY, OREGON, REDUCING FEES FOR CANBY AREA TRANSIT MONTHLY PASS AND ELIMINATING THE DISCOUNTED MONTHLY PASS

The Council of the City of Canby, Clackamas County, does hereby resolve that:

WHEREAS, the proposed fee change was recommended by the Transit Director and the Transit Advisory Committee; and

WHEREAS, the Discounted Monthly Pass was offered temporarily to assist customers when Canby Area Transit (CAT) implemented a fare on October 1, 2012; and

WHEREAS, the proposed change will eliminate the administrative approval process for Discounted Monthly Passes thereby improving efficiency and simplifying the process; and

WHEREAS, the Canby City Council held a public hearing on February 5, 2014, to receive public testimony regarding the reduction in the price of the Monthly Pass from \$40 to \$20 and thereby eliminating the temporary offering of a Discounted Monthly Pass.

NOW, THEREFORE, BE IT RESOLVED by the Canby City Council as follows:

Section 1: City of Canby fees and charges listed for Canby Area Transit in Resolution 1157 are revised to read as follows:

Dial-A-Ride General Public	\$1.00 per boarding
Dial-A-Ride Paratransit	\$1.00 per boarding
Dial-A-Ride Premium	\$1.00 per boarding
Shopping Shuttle Service	no charge
Fixed Route Bus Service	\$1.00 per boarding
Monthly Pass	\$20/calendar month
Punch Pass (24 boardings)	\$20 no expiration
Payroll and self-employment tax	0.6 %

Section 2: The Canby City Council hereby classifies the fees imposed herein as not being subject to the limitations imposed by Section 11 (b), Article XI of the Oregon Constitution and that the City Recorder is hereby directed to publish notice in accordance with ORS 310.145.

This resolution shall take effect on April 1, 2014.

ADOPTED this 5th February, 2014 by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

RESOLUTION 1180

A RESOLUTION DECLARING CITY ITEMS AS SURPLUS PROPERTY AND INDICATING INTENT AND METHOD FOR DISPOSAL OF SUCH PROPERTY

The Council of the City of Canby, Clackamas County, does hereby resolve that:

WHEREAS, the City of Canby has the below listed items which are no longer needed or used;
and

WHEREAS, the City of Canby wishes to declare these items as surplus property so that they
may be sold;

NOW, THEREFORE, BE IT RESOLVED that the City of Canby hereby declares the below
items as surplus property and authorizes the City Administrator to arrange for the sale of said
items.

SURPLUS ITEMS:

1. 1997 Ford S9660 Sludge Truck (est. value \$19,000 - \$24,000)
2. Hagedorn Series II 225 Manure Spreader (est. value \$10,000 - \$16,000)

This Resolution shall take effect on February 5, 2014.

ADOPTED this 5th day of February 2014, by the Canby City Council.

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

ORDINANCE NO. 1393

AN ORDINANCE ADDING CHAPTER 2.90 TO THE CANBY MUNICIPAL CODE CREATING AN AUDIT AND FINANCIAL OVERSIGHT COMMITTEE.

WHEREAS, the City of Canby believes that it is critical to review the adequacy of financial policies, internal controls and ensure that audits of the City's financial statements are completed annually in accordance with Oregon state law; and

WHEREAS, the City Council believes that oversight of the City's financial policies, internal controls and independent auditors is a shared responsibility between City management and the City Council; and

WHEREAS, the City Council desires the opportunity to assist City management in the review and selection of the City's independent auditor; and

WHEREAS, the City Council, without limiting its role or the responsibilities of the City Administrator, believes that an advisory committee to the City Council can ensure transparency in the management of City audits, financial oversight and provide critical assistance to the auditors and management; now therefore

THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The Canby Municipal Code (CMC) is hereby amended to include Chapter 2.90 Municipal Audit and Financial Oversight Committee. A copy of Chapter 2.90 is attached hereto as Exhibit "A".

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, January 15, 2014, and ordered posted in three (3) public and conspicuous places in the City of Canby as specified in the Canby City Charter and scheduled for second reading before the City Council for final reading and action at a regular meeting thereof on Wednesday, February 5, 2014, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, MMC
City Recorder

2ND READING

PASSED on the second and final reading by the Canby City Council at a regular meeting thereof on February 5, 2014 by the following vote:

YEAS _____ NAYS _____

Brian Hodson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

2ND READING

EXHIBIT “A”

Chapter 2.90: MUNICIPAL AUDIT AND FINANCIAL OVERSIGHT COMMITTEE

2.90.010 Established.

The Municipal Audit and Financial Oversight Committee shall be appointed to serve in an advisory role to the Council.

2.90.020 Membership.

The Municipal Audit and Financial Oversight Committee shall consist of up to three Citizen Committee Members, the Mayor, and up to two City Councilors; number of elected official members not to exceed number of citizen members. No member of the Municipal Audit and Financial Oversight Committee shall have any financial interest, either directly or indirectly, in any contract to which the City is a party, nor shall any member receive a salary or any payment for any materials or for any services rendered the Committee.

2.90.030 Terms of Office; Vacancies.

At the first City Council Meeting of the first year of the Mayor’s term all members of this committee will be appointed. The Mayor shall automatically be a member. In the Mayor’s absence, the Council President shall serve in this capacity, unless it constitutes a quorum of the Council. Prior to that meeting any Citizen who wishes to be on the Municipal Audit and Financial Oversight Committee shall submit to the City Recorder a Committee Application so that they may be selected at the aforementioned meeting. Ideally, all members of the audit committee should possess or obtain a basic understanding of governmental financial reporting and auditing. The audit committee also should have access to the services of at least one financial expert, either a committee member or an outside party engaged by the committee for this purpose. All members shall serve a two year term. The Mayor may vote only to break a tie, if necessary for the appointment.

Any Committee member failing to attend two consecutive meetings without approval of the Chair may be removed by the City Council and a new Member shall be appointed as soon as practical. The Municipal Audit and Financial Oversight Committee serves at the pleasure of the City Council and are subject to removal at any time by the Council with or without cause.

2.90.040 Duties and Powers.

The duties of the Committee shall include:

- A. Solicit input from the Council regarding audit and financial oversight related issues including but not limited to financial policies and internal control.
- B. Review the credentials of potential auditors and make recommendation to the Council as to the selection of the auditor.
- C. Assure the scope of the audit meets Council requirements.
- D. Assure financial statements and audits meet Council needs and are reported to the Council in a timely manner as required by state law.

- E. Review annually the performance of the auditors, provide that information to the Council, and make recommendation to the Council if a change in auditor is recommended.
- F. Review annually the adequacy of the City's internal controls.
- G. Review annually the adequacy of the City's financial policies.
- H. Meet and review other audit and financial oversight related projects as suggested by the City Council.
- I. The audit committee should establish procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Such procedures should specifically provide for the confidential, anonymous submission by employees of the government of concerns regarding questionable accounting or auditing matters.

2.90.050 Officers.

At the first meeting of each year, the Committee shall elect a Chair who shall serve for a term of one year ending December 31. The Finance Director shall serve as staff liaison to the Committee and keep the record of its action.

2.90.060 Location of Meetings.

The Municipal Audit and Financial Oversight Committee shall meet at least once per quarter, or more if necessary, at a location open to the public.

**CITY OF CANBY
NOTICE OF BALLOT TITLE
FOR THE MAY 20, 2014 ELECTION**

NOTICE IS HEREBY GIVEN that on _____, 2014, the City Recorder received from the City Attorney the following ballot title for a measure to be referred to the legal voters of the City:

CAPTION: ADVISING CANBY URBAN RENEWAL AGENCY ON BUILDING A CIVIC CENTER

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

SUMMARY: The result of this advisory referral will not impact your taxes. A “Yes” vote advises the Canby Urban Renewal Agency to use available Urban Renewal funds that were already secured in December 2012 to build a civic center. This construction would allow City of Canby offices to move from the five current, aging buildings into one space for the purpose of consolidating staff, improving efficiency, and reducing operations costs as well as including a new library that is modern, efficient, and spacious. A “No” vote advises the Canby Urban Renewal Agency to use the same secured funds for other Urban Renewal projects as listed in the Urban Renewal Report (available on-line at the City of Canby website). The ultimate outcome of this vote is advisory only and not legally binding on the Canby Urban Renewal Agency or the Canby City Council.

NOTICE IS FURTHER GIVEN that any elector of the City who believes the proposed measure contains more than one subject or who believes the ballot title is insufficient, not concise, or unfair may file a petition for judicial review with the Circuit Court for Clackamas County no later than 5 PM on _____, 2014, which is seven business days after this notice.

Any elector who files a petition to review the ballot title must notify the City Recorder in writing that the petition has been filed no later than 5 PM on the next business day following the day the petition is filed.

Kimberly Scheafer, MMC
City Recorder

Published in the Canby Herald _____

Management Team Meeting Minutes
January 20, 2014
2:00 PM
City Hall Conference Room

In attendance: Greg Ellis, Amanda Zeiber, Julie Wehling, Kim Scheafer, Renate Mengelberg, Joseph Lindsay, Haley Fish, and Bret Smith.

Kim Scheafer

- Reviewed schedule and template for Department Goal presentations
- Reviewed Agenda for February 5 CC Meeting
- At the end of February or beginning of March, four scholars from Korea will be visiting and touring Canby for a day. Sue Ryan is organizing their visit. They will be visiting departments and may want to talk to some Managers or Directors in depth. Sue will be sending out more information when the details are finalized.
- Will be touring City of Portland at the end of February to look at the State of Oregon's HP TRIM cloud based records management and archiving system. Departmental Records Coordinators are welcome to attend.

Renate Mengelberg

- Project Sparkle is still on the radar
- Arts Council is having their first meeting
- Working on inputting available property in Canby into a statewide database

Greg Ellis

- Gave an update on property being looked at for a Civic Center
- Received an email regarding safety improvements on SE 13th now that Sequoia is almost finished
- Out-of-office Friday and all next week

Bret Smith

- Officer position may be open soon
- Attended training with supervisory staff from Police Department

Haley Fish

- Mid-year update will be presented at February 19 CC meeting
- Meeting with budget preparers for each department
- Working on a retirement payout reserve

Julie Wehling

- Transit Advisory Committee went for a ride in one of the new buses. Driver training has started. Will train six drivers on the new buses.
- New mini-van came in December
- ODOT is giving CAT \$40,000 from 5317 money that was left over. Has to be used by June 2015 and has a 50% match.
- Application for STF formula money is due Friday
- Will be attending Tri-Met meetings on reduced service to Oregon City

Joseph Lindsay

- There will be a City Council Work Session on March 19 regarding a party host ordinance

Amanda Zeiber

- Background check is being done on a Court Clerk applicant. Tentative start date is February 10.
- Received 100 applications for the Police Records Clerk
- Handed out OSHA forms that need to be posted
- AFSCME negotiations starting soon
- Blinds were installed in HR so there is a private area
- Working on evaluation schedules
- Postponing recruitment for Library Director at this time. Top candidates dropped out.

Minutes taken by Kim Scheafer