



## AGENDA

### CANBY CITY COUNCIL REGULAR MEETING

March 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*

---

### WORK SESSION

6:00 PM

City Hall Conference Room  
182 N Holly

This Work Session will be attended by the Mayor and City Council to discuss the recruitment process for the City Administrator vacancy.

---

### 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 February 19, 2014 City Council Work Session &  
Regular Meeting

B. Reappointments to Transit Advisory Committee

Pg. 1

C. Appointment to Planning Commission

Pg. 3

**7. RESOLUTIONS & ORDINANCES**

- A. Ord. 1394, Establishing a Retirement and Separation Payout Reserve and Committing it to be Used to Fund Payouts of Vacation, Sick, Comp and Holiday Accruals and Corresponding Employer Liabilities Made in Accordance with Benefit Agreements at the Time of Retirement or Separation from the City (**2<sup>nd</sup> Reading**) Pg. 4
- B. Ord. 1395, Amending Canby Municipal Code Chapter 12.28 Regarding the City Cemetery (**2<sup>nd</sup> Reading**) Pg. 6
- C. Ord. 1396, Amending Canby Municipal Code Chapter 5.04.190 Regarding Business License Exemptions (**2<sup>nd</sup> Reading**) Pg. 10

**8. NEW BUSINESS**

- A. Departmental Goal Review for Administration, Economic Development, Public Works/Street, Swim Center, Transit, and WWTP Pg. 12

**9. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS**

**10. CITIZEN INPUT**

**11. ACTION REVIEW**

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

**13. 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](http://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: February 13, 2014

Name: Sandra Cranston

Occupation: HR Consultant

Home Address:

Employer:

Position:

Consultant

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? CAT Advisory Committee

What are your community interests (committees, organizations, special activities)? Bus transit for members of the community who need transportation services. I also volunteer with a HOPE food bank in Oregon City, which provides food for participants of the federal SNAP program that reside in Oregon City, Canby and other surrounding areas.

Experience and educational background: AS Office Administration. I was working for Tri-Met HR office when I became involved with CAT.

Reason for your interest in this position: I was a bus commuter for several years and became aware of ridership issues while commuting. I also strongly believe in the mission and goals of CAT and believe this is a very important community service.

List any other City or County positions on which you serve or have served: I have only served on the CAT committee.

Information on any special membership requirements: NA

Referred by (if applicable): NA. Current committee member.

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](mailto: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.**

**RECEIVED**

**FEB 13 2014**

**CITY OF CANBY**

1-4-13

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

Date: 2/12/2014  
 Name: Carol Luce Occupation: Retired  
 Home Address: \_\_\_\_\_  
 Employer: N.A. Position: N.A.  
 Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 E-Mail Address: N.A.  
 For which position are you applying? C.A.T. advisory Council

What are your community interests (committees, organizations, special activities)?  
Volunteer Grandparent at Lee school.  
Current Advisory council representative

Experience and educational background: some College Experience  
as C.A.T. Council rep.

Reason for your interest in this position: As a regular C.A.T. APA  
user who is interested in community  
involvement I wish to continue supporting  
the C.A.T. service

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

Information on any special membership requirements: N.A.

Referred by (if applicable): \_\_\_\_\_

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](mailto: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**

**FEB 20 2014**

**CITY OF CANBY**

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

Date: 12/11/2013

Name: Larry B. Boatright

Occupation: Tool & Die Maker

Home Address:

Employer:

Position: Moldmaker

Daytime Phone:

Evening Phone:

E-Mail Address:

For which position are you applying? Planning Commission

What are your community interests (committees, organizations, special activities)? Planning Commission, Canby Kids, Coached fast pitch softball for 16 years

Experience and educational background: High School Graduate, 4 years US Navy, 2+years college, 44 years working in the manufacturing sector as a machinist/tool maker. Husband, Father and Grandfather

Reason for your interest in this position: We have lived here for 20 years, raised two children and now have 3 grand children living in this community. This is home and we love Canby. I would like to help maintain the liveability of this community for my family.

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): John Savory & Sean Hensley

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](mailto: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 16 2013**

**CITY OF CANBY**

## **ORDINANCE NO. 1394**

### **AN ORDINANCE ESTABLISHING A RETIREMENT AND SEPARATION PAYOUT RESERVE AND COMMITTING IT TO BE USED TO FUND PAYOUTS OF VACATION, SICK, COMP AND HOLIDAY ACCRUALS AND CORRESPONDING EMPLOYER LIABILITIES MADE IN ACCORDANCE WITH BENEFIT AGREEMENTS AT THE TIME OF RETIREMENT OR SEPARATION FROM THE CITY; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City has unfunded long-term liabilities related to benefits payable to employees who retire or separate from the City as specified in corresponding employee benefit agreements; and

**WHEREAS**, the City budgeted for a 15% increase in healthcare benefit costs and the actual increase was only 9.9% amounting to a variance of \$68,254 available in the current budget to be dedicated to initially fund the Retirement Payout Reserve (the Reserve); and

**WHEREAS**, prospectively the Reserve will be funded by budgeting 2-4% of salaries to accrue each pay period until the liability reaches a funding status of 90%, funding status will be reviewed at least twice a year during the mid-year review and the development of the subsequent year budget in order to maintain the aforementioned funding status; and

**WHEREAS**, the City plans to maintain the Reserve in the General Fund and would like to commit the corresponding fund balance for the purpose of funding payouts of vacation, sick, comp, and holiday accruals and corresponding employer liabilities; and

**WHEREAS**, the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type, paragraph 10 specifies that amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority should be reported as committed fund balance; and

**WHEREAS**, a City of Canby Ordinance is the highest level of decision-making authority; now therefore

### **THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:**

**Section 1.** The Retirement Payout Reserve is hereby established, \$68,254 is dedicated from the current year budget to initiate funding, prospectively 2-4% of salaries will be budgeted to fund the reserve until it reaches a 90% funding status, funding status will be reviewed semi-annually to maintain a 90% funding status and the reserve is committed to be used for the purpose of funding payouts of vacation, sick, comp, and holiday accruals and corresponding employer liabilities.

**Section 2.** Inasmuch as it is in the best interest of the citizens of Canby, Oregon, that the reserve be committed, an emergency is hereby declared to exist and this ordinance shall take effect immediately upon its enactment.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, February 19, 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, March 5, 2014, commencing at the hour of 7:30 PM at the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue, 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 5th day of March 2014, by the following vote:

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

---

Brian Hodson  
Mayor

ATTEST:

---

Kimberly Scheafer, MMC  
City Recorder

**ORDINANCE NO. 1395**

**AN ORDINANCE AMENDING CANBY MUNICIPAL CODE CHAPTER 12.28  
REGARDING THE CITY CEMETERY**

**WHEREAS**, Chapter 12.28 of the Canby Municipal Code regarding the City Cemetery is outdated, and

**WHEREAS**, the City Council finds it necessary to update the wording of this chapter so it corresponds with current practices.

**THE CITY OF CANBY ORDAINS AS FOLLOWS:**

Chapter 12.28 of the Canby Municipal Code is amended to read as noted in Exhibit "A". All other sections, not amended in Exhibit "A", shall remain in full force and effect as they presently appear.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting thereof on Wednesday, February 19, 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 March 5, 2014 commencing at the hour of 7:30 PM in the Council Meeting Chambers located at 155 NW 2<sup>nd</sup> Avenue, Canby, Oregon.

---

Kimberly Scheafer, MMC  
City Recorder

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

YEAS\_\_\_\_\_ NAYS\_\_\_\_\_

---

Brian Hodson  
Mayor

ATTEST:

---

Kimberly Scheafer, MMC  
City Recorder



## EXHIBIT "A"

### CHAPTER 12.28: CITY CEMETERY

#### Section

- 12.28.010 Rules adopted.
- 12.28.020 Duties of **Cemetery Sexton** and City Recorder.
- 12.28.030 Operation and maintenance.
- 12.28.040 Permits for interment, removal and transfer of bodies.
- 12.28.050 Prices and charges.
- 12.28.060 Conveying title to lots.
- 12.28.070 Privileges and restrictions on owners of lots and graves.
- 12.28.080 Cremain lots.
- 12.28.090 Cemetery **Perpetual Care** Reserve Fund.
- 12.28.100 Penalty.

#### § 12.28.010 Rules adopted.

Except as otherwise provided in this chapter, the rules and regulations of the Zion Cemetery Association of Canby, Oregon, adopted January 10, 1938 and revised in July 1949 **and 2006**, shall be the rules and regulations for the use, control, operation and management of the city's cemetery which is now known as Zion Memorial Park **Cemetery**. The rules and regulations may be revised and amended from time to time by resolution of the City Council to the extent not inconsistent with this chapter.

#### § 12.28.020 Duties of **Cemetery Sexton** and City Recorder.

The **Cemetery Sexton** ~~City Recorder~~ shall receive, issue proper receipts for, ~~and place in appropriate cemetery funds,~~ all monies due the city from the sale of lots, services furnished and all other sources. **Said funds will be placed in appropriate cemetery funds by the Finance Department.** The City Recorder shall issue in the name of the city all ~~titles~~ permits required and shall keep complete records of all matters pertaining to the cemetery **as required by the State of Oregon Mortuary and Cemetery Board,** ~~including a record of ownership of lots and graves, a record of all burial permits issued, showing the full name of the deceased, the place of birth (if known), age (if known), date and place of death, date of interment, cause of death, the number and date of permit, name of undertaker, lot or grave in which buried, and outside dimensions of coffin or box.~~

#### § 12.28.030 Operation and maintenance.

The operation and maintenance of the cemetery shall be the responsibility of the **Cemetery Sexton** ~~Public Works Department~~, subject to the general supervision of the City Administrator. The **Cemetery Sexton** ~~Public Works Department~~ shall keep on the cemetery premises a record of all interments **as required by the State of Oregon Mortuary and Cemetery Board,** ~~showing the full name of the deceased, place of birth (if known), age (if known), date and place of death, date of interment, cause of death, number and date of permit, name of undertaker, lot or grave in which buried and outside dimensions of coffin or box.~~ The records to be kept at the cemetery shall be duplicates of the **original** records to be kept by the City Recorder at the City Hall. **The Cemetery Sexton shall provide the City Recorder with all records required for permanent retention.**

#### § 12.28.040 Internment, removal and transfer of bodies.

- A. No person shall be allowed to have their dead interred in the cemetery without first obtaining verification of ownership from the Cemetery Sexton or producing a Certificate of Title to the grave in which they desire to inter the remains.**
- B. Upon receiving proper documentation for interment, as required by the State of Oregon Mortuary and Cemetery Board, the Cemetery Sexton shall issue an invoice which shall also act as a permit.**
- C. In case of interment of a deceased owner of a lot, the invoice shall state the informant's name.**
- D. A permit from a funeral home must also be secured prior to the removal of any body from the cemetery or the transfer of any body from one part of the cemetery to another.**
- E. No cremains may be scattered on top of burial sites.**

2nd Reading

~~A permit from the City Recorder must be secured prior to the interment of any deceased person and a permit must also be secured prior to the removal of any body from the cemetery or the transfer of any body from one part of the cemetery to another. Written application for permits shall be made by the owner of the lot to be used and the applicant shall state the full name of the deceased, place of birth, age at death, date and place of death, date of interment in cases of transfer or removal, name of undertaker and lot or grave used. In case of interment of a deceased owner of a lot, the application shall be signed by some member of his or her family or household or by his or her physician. No permit shall be issued unless all money due the city has been paid. The permit, after issuance by the City Recorder, must be filed with the Public Works Department giving ample time before the funeral and notice of the hour of the funeral must be given at the same time. In case of disinterments, a permit from the Oregon State Board of Health must be secured and the written consent of the owner or owners of the lot or surviving spouse, children if of age, or parents of the deceased must be secured, but if the consent of the person cannot be obtained, the consent of the City Council shall be sufficient.~~

**§ 12.28.050 Prices and charges.**

The City Council shall, by resolution, establish the schedules of prices to be charged for lots, graves, grave openings and other services and privileges; provided, however, that the charges now being made shall be continued until changed by resolution of the Council.

**§ 12.28.060 Conveying title to lots.**

Every conveyance of a lot in the cemetery shall be by Certificate of Title, executed by the City Recorder, but the conveyance shall only have the effect of giving the perpetual use of a lot for burial purposes, subject to the laws of the state and the ordinances of the city. No grave or lot which has been conveyed by the city can be sold, transferred, assigned or exchanged for other graves except with the consent of the **Cemetery Sexton** City Administrator and upon those terms and conditions as the **Cemetery Sexton** Administrator may provide. **The City Recorder shall issue a new Certificate of Title after the conveyance has been approved.** ~~Notice in writing of the consent and the conditions thereof shall be mailed or otherwise delivered to the person or persons concerned by the City Recorder.~~

**§ 12.28.070 Privileges and restrictions on owners of lots and graves.**

The owner of a grave in any improved portion of the cemetery will be allowed to remove the body from the grave and reinter it in any other grave in the cemetery which he or she may own and will be allowed the price paid for the relinquished grave, provided it is not more than the price of the grave selected for reinterment. ~~and upon submitting a quit claim deed to the city for the relinquished grave.~~ **The original Certificate of Title must be returned to the City for the relinquished grave.** The owner of a lot may, with the approval of the **Cemetery Sexton** City Administrator, allow the burial of a friend or any other person in the lot, but to allow the burial for any compensation is strictly forbidden. The price of all graves includes the perpetual care of the same and is payable in advance before interment is permitted. Subdivisions of graves or lots by owners is not allowed; however, the burial of cremains within the graves of immediate family members shall be permitted, provided that not more than one marker or headstone is installed per grave. Planting of trees or shrubs shall be prohibited in locations other than areas designated for such landscaping.

**§ 12.28.080 Cremain lots.**

Additional to the provisions for cremain burial delineated in § 12.28.070, other areas may be specifically portioned off for the purpose of cremain burials. Not more than one cremain burial shall occur on each cremain lot.

**§ 12.28.090 Cemetery **Perpetual Care** Reserve Fund.**

A. The Cemetery **Perpetual Care** Reserve Fund shall be maintained and allowed to continue to grow in both principal and interest.

B. The City Council shall cause the Fund to be properly invested and the income therefrom shall be devoted exclusively to the permanent maintenance or perpetual care of the city's Zion Memorial **Park** Cemetery and as hereinafter provided.

C. The obligation to be assumed by the city under the provisions of this section is to expend the income from the Cemetery **Perpetual Care** Reserve Fund in the care, maintenance and beautification of the cemetery and all lots or graves therein as far as the income from the Fund shall justify or permit, and in the following manner and no other: in the irrigation of the lots; in keeping the graves green and properly mowed; in reseeding the grass when

2nd Reading

necessary; in trimming and pruning the trees and the flowers and shrubbery permitted to be grown on the lots under the terms of this chapter; in filling in and keeping up the general level of the graves as may cave in or sink; and in keeping in good working order and repair, and renewing when worn out, the water pipes and hydrants now or hereafter installed in the cemetery. The city shall not use any of the revenue derived from the Fund to dig any graves, erect or repair any tombstones or monuments, repair any fences or other enclosures, or place or replace any flowers or shrubs which are killed or die through no fault of the city or its agents.

D. Amounts to be taken from the cemetery rates or charges and placed in the Cemetery **Perpetual Care Reserve** Fund shall be set by resolution of the City Council.

**§ 12.28.100 Penalty.**

Violation of any provision of this chapter or the rules of Zion Memorial Park **Cemetery** is punishable by a fine not to exceed \$100.

## ORDINANCE NO. 1396

### AN ORDINANCE AMENDING CANBY MUNICIPAL CODE (CMC) CHAPTER 5.04.190 REGARDING BUSINESS LICENSE EXEMPTIONS IN THE CITY OF CANBY.

**WHEREAS**, the City of Canby currently requires businesses that operate within the City limits to obtain and maintain a Canby business license; and

**WHEREAS**, the City of Canby desires to clarify and update which businesses are exempt from obtaining or maintaining such a license; and

**WHEREAS**, the Canby Municipal Code needed to better address the need of businesses to follow all laws; now therefore

### THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

**Section 1.** The Canby Municipal Code (CMC) Chapter 5.04.190 is hereby amended to read as follows:

#### **§ 5.04.190 Exemptions.**

~~A. The provisions of this chapter shall not apply to garage sales, as described in this chapter.~~  
~~B. The provisions of this chapter shall not apply to participants in all official city-sponsored or sanctioned events, including but not limited to General Canby Day and Peddler's Market.~~  
~~C. The provisions of this chapter shall not apply to any person engaged as a landlord in leasing or renting property to others, unless the person leases at any 1 time more than 2 separate rental units, spaces or parcels, whether it be land, buildings or both, or residential, commercial or both.~~

The provisions of this chapter shall not apply to:

- A. Garage sales, as described in this chapter.
- B. Participants of all official city-sponsored or sanctioned events.
- C. General Canby Day and Canby Saturday Market.
- D. Any person engaged as a landlord in leasing or renting property to others, unless the person leases at any 1 time more than 2 separate rental units, spaces or parcels, whether it be land, buildings or both, or residential, commercial or both.
- E. Municipal, State, or Federal agencies.
- F. All non-profit businesses are exempt for the business license fee, but still required to complete an application.
- G. Any person who carries on or engages in a business that is illegal under applicable City, State, or Federal laws is prohibited from being issued a business license.
- H. Any business which is exempt from a license by virtue of State or Federal law.

**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, February 19, 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, March 5, 2014, commencing at the hour of 7:30 pm at the Council Meeting Chambers located at 155 N.W. 2<sup>nd</sup> Avenue, Canby, Oregon.

---

Kimberly Scheafer, MMC  
City Recorder

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

YEAS\_\_\_\_\_ NAYS\_\_\_\_\_

---

Brian Hodson  
Mayor

ATTEST:

---

Kimberly Scheafer, MMC  
City Recorder



## 2014 Departmental Goals Administration Department

### **\*CITY COUNCIL GOAL – COMMUNITY\***

*Departmental Goal: Continue to increase and enhance communication with citizens.*

**Actions:** Monthly production and distribution of City E-News. Push information out via website and social media. Work with CTV5 and Tech Services to stream televised meetings live on web page.

**Budget:** TBD

**Completion Date:** On-going

**Staff:** Kim Scheafer, City Recorder and Sue Ryan, Deputy City Recorder

*Departmental Goal: Organize and archive City records in preparation for implementing an archiving and records management program.*

**Actions:** Assist and advise Departmental Records Coordinators in organizing their records. Continue to work on Administration and Cemetery records and creating digital copies. Work with departments on creating standardized file structure and classification system including naming conventions. These actions are in preparation to possibly joining HP TRIM in 2015 so that Departmental Records Coordinators can use the State's cloud-based program for managing and archiving records.

**Budget:** TBD

**Completion Date:** 2015-2016

**Staff:** Kim Scheafer, City Recorder and Sue Ryan, Deputy City Recorder

### **\*CITY COUNCIL GOAL - GROWTH & ECONOMIC DEVELOPMENT\***

*Departmental Goal: Plan, fund and build a new civic center.*

**Actions:** Manage design and construction of a new civic center.

**Budget:** 10.5 million

**Completion Date:** 2015

**Staff:** City Administrator and Asst. City Administrator/HR Director

*Department Goal: Detailed Long Term Planning*

**Actions:** Develop concept and master plans for future residential, commercial and industrial property within Canby's Urban Growth Boundary with substantial community and property owner input.

**Budget:** \$40,000

**Completion Date:** 2015-16 Budget Year

**Staff:** City Administrator and Planning Department

**\*CITY COUNCIL GOAL - PARKS AND RECREATION\***

*Departmental Goal: Fund and Implement Master Plans to include the Canby Parks and Recreation Master Plan, Parks Acquisition Plan and Willamette Wayside Master Plan. Update plans as needed.*

**Actions:** Locate sources of funding to leverage funds from City Budget. During plan updates look for additional gaps in Parks and Recreation programs and Park locations.

**Budget:** TBD

**Completion Date:** On-going

**Staff:** City Administrator and Planning Department

*Departmental Goal: Work with Canby Area Parks & Recreation District (CAPRD) to reduce the size of the District Boundary to match the Canby Urban Growth Boundary.*

**Actions:** Meet with CAPRD Board to explore willingness to move forward.

**Budget:** TBD

**Completion Date:** On-going

**Staff:** City Administrator and Mayor

**\*CITY COUNCIL GOAL - TRANSPORTATION, PUBLIC SAFETY, AND PUBLIC SERVICES\***

*Departmental Goal: City, County and State Coordination on Transportation Needs*

**Actions:** Regular meetings to discuss issues and solutions, set priorities and identify resources and coordinate with adjoining jurisdictions wherever possible.

**Budget:** \$200 – Host a meeting occasionally.

**Completion Date:** Ongoing – There have already been two meetings hosted by Clackamas County that were well attended.

**Staff:** City Administrator and Public Works Lead Person

*Departmental Goal: Cultivate Employee Health & Wellness Program*

**Actions:** Sponsor/host employee meetings and guest speakers, create newsletters and other communications that will encourage employee health and wellness. Coordinate with insurance providers to inspire premium rate reductions.

**Budget:** \$2,000 in miscellaneous meeting and printing expenses.

**Completion Date:** On-going

**Staff:** Human Resources



## 2014 Departmental Goals Economic Development Department

### **\*CITY COUNCIL GOAL – COMMUNITY\***

***Departmental Goal:** Keep small town feel by promoting connectivity with community and businesses.*

**Actions:** Ask (survey) local businesses on what they need and want, highlight local businesses and help cross promote local events. - Canby Community Vision Aspiration; page 6

**Budget:** Staff time, mailing costs

**Completion Date:** Ongoing

**Staff:** Renate Mengelberg, Jamie Stickel and community partners

**Actions:** Expand the way finding system in Canby especially between the Clackamas County Event Center and downtown Canby.

**Budget:** \$50,000

**Completion Date:** 2014-15

**Staff:** Jamie Stickel

***Departmental Goal:** Expand Events, Attractions and Art / Communication and Outreach*

**Actions:** Explore the feasibility of establishing funding for events and attractions. Build community capacity to be successful in holding events. Create a general catch-all location or resource for community members to visit such as Clackamas County Tourism kiosks. Embrace diversity through inclusive communication, events and the arts, launch a public art initiative. - Canby Community Vision Aspiration; page 7 - 9

**Budget:** TBD

**Completion Date:** 2014-2016

**Staff:** Jamie Stickel, Arts & Culture Alliance and community event leaders

***Departmental Goal:** Maintain Canby Identity*

**Actions:** Implement downtown beautification initiatives: Launch a 1% for the Arts program; promote the new blade sign incentive plan; complete downtown mural(s); and continue the successful flower basket and planter program

**Budget:** \$50,000

**Completion Date:** Ongoing

**Staff:** Jamie Stickel, Matilda Deas



## **\*CITY COUNCIL GOAL - GROWTH & ECONOMIC DEVELOPMENT\***

***Departmental Goal:** Industrial and Business Growth Affording Economic Prosperity and Quality Job Creation While Maintaining Quality of Life and Improving the Overall Tax Base for the Community*

**Actions:** Work toward a seamless and clear process; work to reduce hoops while maintaining the integrity of that the community wants. Review existing industrial area code and requirements and present ideas for clarifying and expediting the process for approval by the Planning Commission. Explore and implement initiatives that provide fast, accessible, clear and customized information to applicants – such as the innovative Open Counter program that the planning and Economic Development Departments are seriously considering.

- Canby Community Vision Aspiration page 23

**Budget:** \$4,500 for set up of Open Counter and \$7,500 annual subscription

**Completion Date:** Open Counter set up in spring - summer 2014 with ongoing improvements made as needed. Code updates scheduled for spring, 2014.

**Staff:** Renate Mengelberg and Bryan Brown

**Actions:** Convene remaining industry clusters and address issues and develop new tools as needed. - Canby Community Vision Aspiration pages 23

**Budget:** TBD

**Completion Date:** Hold three remaining industry meetings in 2014.

**Staff:** Renate Mengelberg

**Actions:** Attract high tech green industries – ensure infrastructure including roads and fiber optics is in place, launch business recruitment and targeted outreach to these industries including calls, visits, trade shows and outbound visits with county, state and regional partners. Create an attractive community and explore tax incentives as needed.

- Canby Community Vision Aspiration pages 24 -25

**Budget:** \$10,000 for recruitment, TBD for roads needed.

**Completion Date:** Ongoing Effort

**Staff:** Renate Mengelberg

***Departmental Goal:** Keep a Vital Active Centralized Downtown Avoiding Sprawl throughout Canby, Specifically Along Highway 99*

**Actions:** Attract more small businesses, restaurants, a brew pub, and nightlife options at a variety of price points. Promote Canby attributes, provide technical assistance, and implement a marketing plan

- Canby Community Vision Aspiration, page 25

**Budget:** Staff Time

**Completion Date:** Ongoing

**Staff:** Jamie Stickel

**Actions:** Further update relatively new design standards to ensure that new development has a similar historic flavor of the current downtown and retail and develop a cohesive downtown look

- Canby Community Vision Aspiration, page 26

**Budget:** Staff time

**Completion Date:** 2014-2015

**Staff:** Bryan Brown and Jamie Stickel

**Actions:** Integrate mixed use office and/or residential over retail and within Downtown zone  
- Canby Community Vision Aspiration page 26

**Budget:** Staff Time

**Completion Date:** Ongoing

**Staff:** Bryan Brown and Jamie Stickel

***Departmental Goal: Foster a Strong Business Community***

**Actions:** Promote and implement the Façade Improvement Program and Revolving Loan Programs: Promote programs and partner with businesses on loans and property owners to install façade improvements, as well as blade and monument signs in downtown and along 99E with participating store and property owners.

**Budget:** \$750,000

**Completion Date:** When URD program ends or funds are expended.

**Staff:** Renate Mengelberg and Jamie Stickel

**Actions:** Stimulate entrepreneurship and support new businesses. Connect businesses to Canby Revolving Loan Program, Tools for Business Success, Explore Canby Mobile App, and other resources. Launch programs to support home based businesses and entrepreneurs. This could include business outreach, training, technical assistance, networking, linkage to mentors and business services, resources, etc.

**Budget:** Staff time and modest promotional and event related costs.

**Completion Date:** Ongoing

**Staff:** Renate Mengelberg and Jamie Stickel

**Actions:** Strategic property acquisition, remodeling and redevelopment to stimulate business investment / Civic Block planning and redevelopment

**Budget:** TBD at the direction of URA

**Completion Date:** TBD

**Staff:** Urban Renewal Director / City Administrator

**CITY COUNCIL GOAL – TRANSPORTATION, PUBLIC SAFETY AND PUBLIC SERVICES**

***Departmental Goal: Roads Aspiration: Canby will have a safe, attractive system of roads that are well maintained and support the efficient movement of people, goods and services.***  
Community Vision Aspiration page 19

**Actions:** Implement the OR 99E Gateway Corridor Plan improvements. Secure funds via grants and partnerships.

**Budget:** Components of the project to be determined

**Completion Date:** Ongoing

**Staff:** Matilda Deas, Senior Planner and Jamie Stickel, Main Street Manager

**Actions:** Develop a railroad system that works for the community. Priority Gap - Noise:  
Actions Steps – Complete a quiet zone application for approval by ODOT and Unions Pacific Railroad and on approval, install improvements required for quiet zone approval at Elm, Ivy and Grant. - Canby - Community Vision Aspiration page 20  
**Budget:** up to \$200,000 depending on final FRA determination  
**Completion Date:** 2013 - 2015  
**Staff:** Matilda Deas, Senior Planner and City Contract Engineer

**Actions:** Design Otto Road / 99E connection. Identify optimal location as part of NE Canby Master Plan Project. Pursue construction funds.  
**Budget:** \$3.8 M  
**Completion Date:** As funds are available  
**Staff:** Matilda Deas, Senior Planner

**Actions:** Complete Infrastructure Projects from the Urban Renewal Plan.  
- Canby Community Vision Aspiration page 24

- In Downtown, projects include: Road improvements to NW 3rd and 4th and SW 1st from Grant to Elm.
- Canby Pioneer Industrial Park Projects include: Extending 4th and Township from Sequoia to Mulino Road, a Sanitary Sewer Lift Station at Mulino and 13th, and improvement to SE 1st Avenue from Hazel Dell Way to the Cemetery.
- 99E projects include Gateway improvements such as railroad crossings, and a pedestrian crossing.
- Other improvements include 3rd Avenue Extension to Arndt Road.

**Budget:** TBD- URD funding could be available for projects in the URA boundary  
**Completion Date:** When Funds available  
**Staff:** UR Project Manager; UR Director; and City Engineer

**Actions:** Encourage higher density residential development in and near downtown core so more residents can walk to shops, restaurants and services and access bus service. Launch proactive outreach efforts to quality developers and evaluate the potential of appropriate incentives to attract them.  
- Canby Community Vision Aspiration page 26  
**Budget:** TBD  
**Completion Date:** 2014-2016  
**Staff:** UR Director and Economic Development Director

# City of Canby

## 2014 Departmental Goals Public Works / Street Department

### **\*CITY COUNCIL GOAL - TRANSPORTATION, PUBLIC SAFETY, AND PUBLIC SERVICES\***

*Departmental Goal: Maintain City infrastructure by continuing the Street Maintenance Program.*

**Actions:**

- Public works will follow the current Pavement Condition Report to determine the next streets to be paved.
- We will also coordinate with other utility providers to ensure unnecessary street cutting of our new overlays.

**Budget:** approximately \$500,000/year

**Completion Date:** On-going

**Staff:** Jerry Nelzen, Public Work Lead and Staff

*Departmental Goal: Improve City infrastructure and promote pedestrian safety by acquiring all necessary easements for the NE 10 Avenue improvements and completing the improvements.*

**Actions:**

- Acquire all necessary easements for the NE 10 Avenue improvements for pedestrian safety.
- To further this process of acquiring easements Ronda Rozzell, Public Works Secretary became a notary, making the process easier by going to the homeowner's house.
- NE 10<sup>th</sup> Avenue updated with sidewalks will provide pedestrian safety, especially when events are being held at the Clackamas County Fairgrounds.

**Budget:** TBD

**Completion Date:** On-going

**Staff:** Jerry Nelzen, Public Work Lead and Staff

***Departmental Goal: Develop Strategy for implementing the Storm Water Master Plan to maintain and improve City infrastructure and attain compliance with all applicable regulations.***

**Actions:**

- The City will work with Curran-McLeod Engineering to budget and stay in compliance with future storm water regulations.

**Budget:** TBD

**Completion Date:** On-going

**Staff:** Jerry Nelzen, Public Work Lead and Staff

***Departmental Goal: Maintain collections infrastructure in order to maintain reliable sewer service to the citizens of Canby.***

**Actions:**

- Conduct routine maintenance to meet capacity and compliance needs.
- Respond to customer inquiry/requests/complaints timely.

**Budget:** TBT

**Completion Date:** On-going

**Staff:** Jerry Nelzen, Public Work Lead and Staff

***Departmental Goal: Continue to enhance communication between the City and citizens through coordination of the Traffic Safety Committee.***

**Actions:**

- Complete traffic calming improvements related to the SE 13<sup>th</sup> Ave and Sequoia Parkway Bridge Project as recommended in the DKS Engineering Traffic Study of 2013 and agreed to at the Traffic Safety Committee meeting in February 2014 by June 30, 2014.
- Communicate concerns of Traffic Safety Committee as related to the Dog Park Project and coordinate plan to address with planning and Parks and Recreation Committee.

**Budget:** TBD

**Completion Date:** On-going

**Staff:** Jerry Nelzen, Public Work Lead and Staff



## 2014 Departmental Goals Canby Swim Center Department

### **\*CITY COUNCIL GOAL – COMMUNITY\***

*Departmental Goal: Provide Public Recreation and Learning*

**Actions:** Continue to provide a full range of programs for the community.  
**Budget:** Within current budget, no additional funding.  
**Completion Date:** Ongoing  
**Staff:** Eric Laitinen, Aquatic Program Manager

### **\*CITY COUNCIL GOAL – COMMUNITY\***

*Departmental Goal: Continue to Improve Outreach Program Started 2013*

**Actions:** Provide all information in Spanish. I started providing schedules & lesson information in Spanish last year and it will continue.  
**Budget:** Within current budget, no additional funding total cost under \$1,000.  
**Completion Date:** Ongoing  
**Staff:** Eric Laitinen, Aquatic Program Manager

### **\*CITY COUNCIL GOAL - GROWTH & ECONOMIC DEVELOPMENT\***

*Departmental Goal: Providing Service to Residents and Non-Residents*

**Actions:** Continued service brings people into town to use other services as half of the swim center customers are from out of the city.  
**Budget:** Within current budget, no additional funding.  
**Completion Date:** Ongoing  
**Staff:** Eric Laitinen, Aquatic Program Manager

## **\*CITY COUNCIL GOAL - GROWTH & ECONOMIC DEVELOPMENT\***

*Departmental Goal: Provide Events that Bring People into Canby*

**Actions:** Providing a venue for swimming competition.  
**Budget:** Within current budget, no additional funding.  
**Completion Date:** Ongoing –*There are 8-10 High School, Club and Masters swim meets as well as the Gator Grinder Triathlon and Oregon Swimming Awards held at the Canby Fine Arts Center. Swimming events bring people to Canby from all over Oregon and SW Washington.*  
**Staff:** Eric Laitinen, Aquatic Program Manager

## **\*CITY COUNCIL GOAL - PARKS AND RECREATION\***

*Departmental Goal: Provide Recreation Service to the Community*

**Actions:** Provide services for all ages – Lap, Water Exercise, Rentals & Public Swims  
**Budget:** Within current budget, no additional funding  
**Completion Date:** Ongoing  
**Staff:** Eric Laitinen, Aquatic Program Manager

## **\*CITY COUNCIL GOAL - TRANSPORTATION, PUBLIC SAFETY, AND PUBLIC SERVICES\***

*Departmental Goal: Teach Swimming Lessons to all Ages*

**Actions:** Teaching Swimming Lessons, Penguin Club, Swim Team & Masters all of these programs improve swimming ability and add water safety to the community.  
**Budget:** Within current budget, no additional funding  
**Completion Date:** Ongoing  
**Staff:** Eric Laitinen, Aquatic Program Manager



## 2014 Departmental Goals Transit Department

### **\*CITY COUNCIL GOAL – COMMUNITY\***

#### *Departmental Goal: Support Canby Businesses*

**Actions:** Promote/maintain-expand - Free Shopper Shuttle  
**Budget:** Current service level included in budget  
**Completion Date:** Ongoing  
**Staff:** Julie Wehling

**Actions:** Explore benefits/challenges of advertising on CAT buses.  
**Budget:** TBD  
**Completion Date:** TBD  
**Staff:** Julie Wehling

#### *Departmental Goal: Communication and Outreach*

**Actions:** Improve customer service information: signs, kiosks, schedules, website, printed information, and social media in English & Spanish.  
**Budget:** TBD  
**Completion Date:** Ongoing  
**Staff:** Julie Wehling

**Actions:** Expand outreach via event participation, presentations, publications, agency/organization contact, and customer survey.  
**Budget:** TBD  
**Completion Date:** Ongoing  
**Staff:** Julie Wehling

#### *Departmental Goal: Planning*

**Actions:** Update/complete Transit Master Plan. Update plan to include fare structure and service changes.  
**Budget:** TBD  
**Completion Date:** TBD  
**Staff:** Julie Wehling



## **\*CITY COUNCIL GOAL - TRANSPORTATION, PUBLIC SAFETY, AND PUBLIC SERVICES\***

### ***Departmental Goal: Maximize Service***

<b>Actions:</b>	Monitor existing service for effectiveness and efficiency. Make schedule or service level adjustments as needed.
<b>Budget:</b>	as current budget allows
<b>Completion Date:</b>	Ongoing
<b>Staff:</b>	Julie Wehling
<b>Actions:</b>	Expand Dial-A-Ride service area and add same day rides on space available basis
<b>Budget:</b>	no cost – use only existing capacity
<b>Completion Date:</b>	TBD
<b>Staff:</b>	Julie Wehling
<b>Actions:</b>	Increase service level to meet demand (add local route/additional days or hours). Implement new/increased service based on community input.
<b>Budget:</b>	TBD – when budget can sustain it
<b>Completion Date:</b>	Ongoing
<b>Staff:</b>	Julie Wehling

### ***Departmental Goal: Adequate Facilities and Equipment***

<b>Actions:</b>	Obtain suitable secure parking for the Transit Fleet.
<b>Budget:</b>	TBD
<b>Completion Date:</b>	Ongoing
<b>Staff:</b>	Julie Wehling
<b>Actions:</b>	Plan for vehicle expansion and replacement.
<b>Budget:</b>	TBD
<b>Completion Date:</b>	Ongoing
<b>Staff:</b>	Julie Wehling
<b>Actions:</b>	Add bus stop amenities (lights, shelters & benches).
<b>Budget:</b>	TBD
<b>Completion Date:</b>	Ongoing
<b>Staff:</b>	Julie Wehling

### ***Departmental Goal: Stable Funding***

<b>Actions:</b>	Access grant funding, support businesses, and explore new funding opportunities.
<b>Budget:</b>	TBD
<b>Completion Date:</b>	Ongoing
<b>Staff:</b>	Julie Wehling



## 2014 Departmental Goals WWTP Department

### **\*CITY COUNCIL GOAL – COMMUNITY\***

*Departmental Goal: Continue with public education.*

**Actions:** Continue educational opportunities through internships with Clackamas Community College, giving tours to elementary and high school students, and educating the public on our F.O.G program.

**Budget:** \$1,500

**Completion Date:** On-going

**Staff:** WWTP Personnel

### **\*CITY COUNCIL GOAL - GROWTH & ECONOMIC DEVELOPMENT\***

*Departmental Goal: Maintain current infrastructure, facilitate capital improvement projects and continue monitoring our energy management program.*

**Actions:** Refurbish and utilize existing buildings during improvements, continue with C.I.P plan in order to keep the treatment plant healthy and running properly, utilize energy efficient equipment and ideas during plant upgrades.

**Budget:** See Capital Improvement Plan project list

**Completion Date:** On-going

**Staff:** WWTP Personnel

### **\*CITY COUNCIL GOAL - TRANSPORTATION, PUBLIC SAFETY, AND PUBLIC SERVICES\***

*Departmental Goal: Ensure public and environmental safety.*

**Actions:** Maintain a proactive approach to all functions of the WWTP. Comply with the discharge limitations and reporting requirements of the City's NPDES permit.

**Budget:** See yearly budget detail

**Completion Date:** On-going

**Staff:** WWTP Personnel

**Management Team Meeting Minutes**  
**February 24, 2014**  
**2:00 PM**  
**City Hall Conference Room**

In attendance: Greg Ellis, Amanda Zeiber, Julie Wehling, Kim Scheafer, Bryan Brown, Eric Laitinen, Melissa Kelly, Bret Smith, Haley Fish, Darwin Tramel, and Renate Mengelberg.

Kim Scheafer

- Reviewed Agenda for March 5 CC Meeting

Amanda Zeiber

- 2.5 % COLA will be budgeted
- The new Police Records Specialist will be starting next week
- One of the Court Clerks resigned
- Applications are being accepted for a Police Officer
- Transit Director position will no longer be contracted out. Julie Wehling will come in house on an interim basis. Position will be posted soon.

Julie Wehling

- Out of office at meeting Friday

Bret Smith

- Gave update on Police Department happenings

Haley Fish

- Budget calendars and forms were distributed last week
- Capital items need to be planned for

Renate Mengelberg

- Working with vendor for on-line program that will help new businesses with permitting process

Melissa Kelly

- Library was tagged with graffiti last week
- State Library is doing transformation. In 2015-16 the City will have to pay for web posting services.
- Friends of Library are having annual meeting at 6:30 PM on February 25

Eric Laitinen

- Today was the first day of the spring schedule
- Extra public swim sessions are scheduled in March
- Large swim meet will be held March 15-16

Darwin Tramel

- Working on NPDES application
- Working with staff on mapping. Need another license for ArcView so another computer can be used.
- Will start sewer collection mapping soon

Bryan Brown

- Working on application for Trend Business Building C
- Received planned unit development application on Friday
- Will work with Finance on procedure for large credit card transactions
- Northwood homeowner came in concerned about non CC&R enforcement
- LUBA record was completed on Friday and sent to Fred Meyer's attorney

Greg Ellis

- Concrete was poured on S Sequoia Parkway
- Traffic Safety Commission met last week with concerned homeowners along SE 13<sup>th</sup> Avenue. The City hired a traffic safety consultant and will be implementing recommendations as discussed at the meeting.

*Minutes taken by Kim Scheafer*