



AGENDA

CANBY CITY COUNCIL REGULAR MEETING

October 17, 2012

7:30 PM

Council Chambers

155 NW 2nd Avenue

Mayor Randy Carson

Council President Walt Daniels

Councilor Richard Ares

Councilor Tim Dale

Councilor Traci Hensley

Councilor Brian Hodson

Councilor Greg Parker

CITY COUNCIL AND PLANNING COMMISSION WORK SESSION

6:00 PM

City Hall Conference Room

182 N Holly

This Work Session will be attended by the Mayor, City Council, and Planning Commission to discuss transportation and parks SDC methodologies and fee updates. Pg. 1

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

- A. Pledge of Allegiance and Moment of Silence
- B. Bike and Walking Month Proclamation

Pg. 25

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 October 3, 2012 City Council Regular Meeting

7. PUBLIC HEARING

- A. 12-03/TA 12-01 Fred Meyers Stores, Inc. (**Moved to 11-7-12 City Council Meeting**)

8. RESOLUTIONS & ORDINANCES

- A. Res. 1142, Authorizing Transfer of Appropriations from Contingency to Capital Outlay in the Swim Center Levy Fund Pg. 26
- B. Ord. 1364, Authorizing Contract with Hubbard Chevrolet; Wilsonville Chrysler Jeep Dodge; Wire Works of Salem; and Ford Motor Credit for the Lease/Purchase of One 2013 Chevrolet Tahoe and One 2013 Dodge Charger with Police Equipment Packages Pg. 28

9. NEW BUSINESS

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 503.266.4021 ext. 233. 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 OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

M E M O R A N D U M

***TO: Honorable Mayor Carson and City Council
Chairman Ewert and Planning Commissioners***

THROUGH: Greg Ellis, City Administrator

DATE: October 17, 2012

PREPARED BY: Matilda Deas, AICP, Senior Planner

Issue: Update of Transportation and Park and Recreation System Development Charge Methodologies.

Synopsis: The City of Canby has engaged the services of FCS Group to update the City's System Development Charge methodologies for both Transportation and Parks. ORS 223.297-314 provides the legal framework for the imposition of SDCs in order to provide equitable funding for orderly growth and development in Oregon's communities. Some key characteristics of SDC's to keep in mind when reviewing the draft materials are:

1. SDCs are one-time charges, not ongoing rates
2. SDCs are for capital only, in both their calculation and in their use.
3. Properties which are already developed do not pay SDCs unless they "redevelop."
4. SDCs include both future and existing cost components
5. SDCs are for general facilities, not "local" facilities

Action: The consultants will incorporate any changes or modifications to the draft methodologies resulting from the October 17th joint Council/Planning Commission workshop into the report, and will present the final report to the Council for adoption at its regularly scheduled meeting of January 16th, 2013.

Attachments:

- A. Draft Report for Transportation System Development Charge Study
- B. Draft Report for Parks and Recreation System Development Charge Study



City of Canby, Oregon

System Development Charges for Parks and Transportation

By John Ghilarducci

October 17, 2012

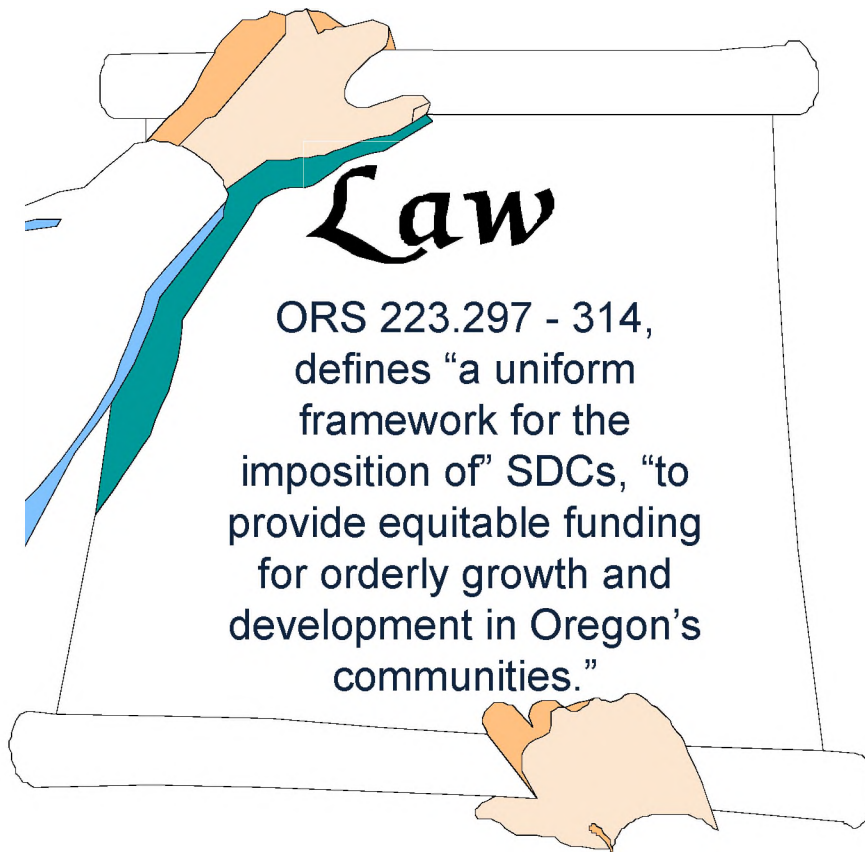


4380 SW Macadam Avenue, Suite 220, Portland OR 97239 ■ 503-841-6569

Agenda

- ✓ SDC Basics
- ✓ Parks SDCs
- ✓ Transportation SDCs
- ✓ Next Steps

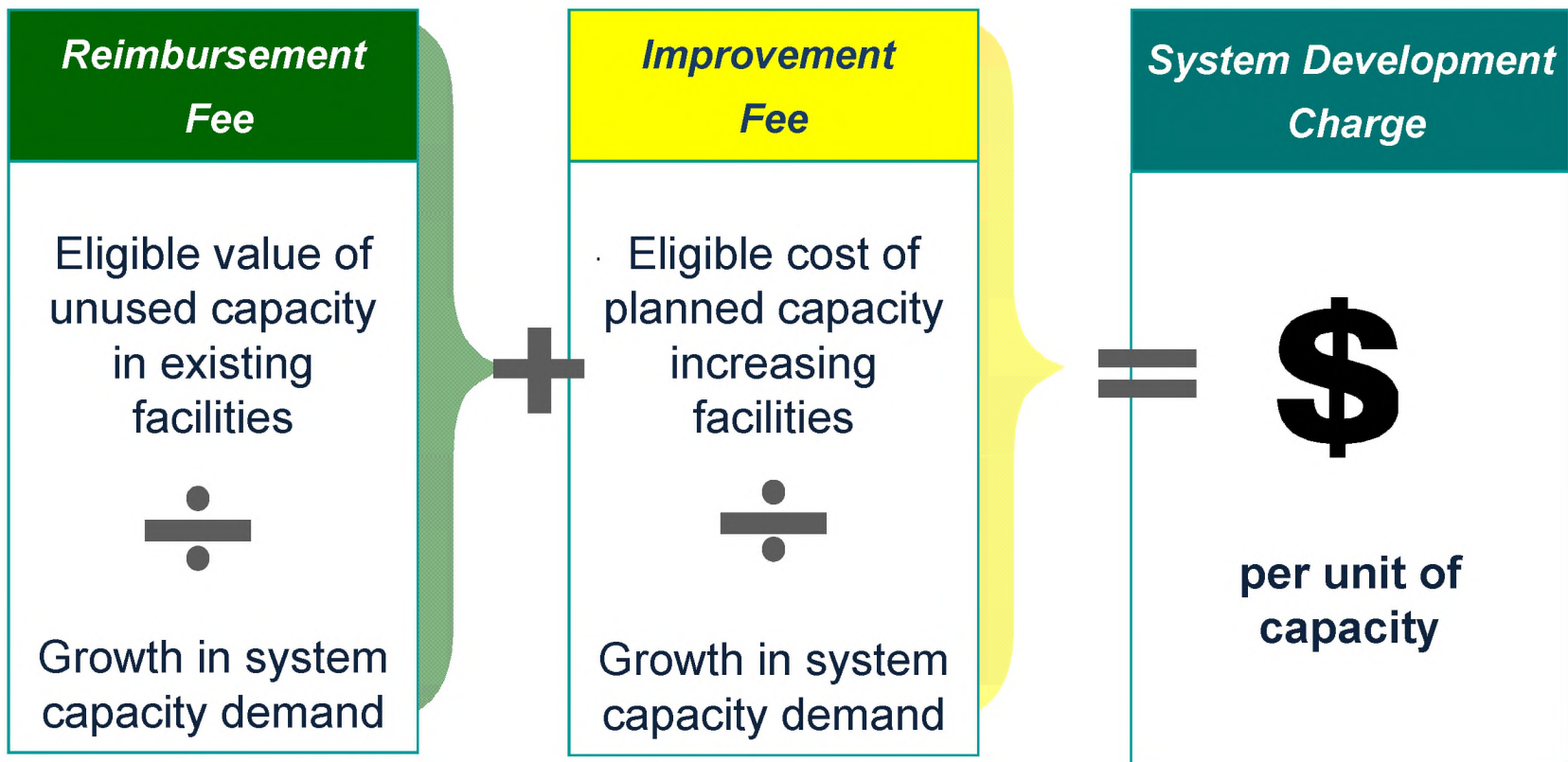
SDC Basics: Oregon Law



Key Characteristics

1. SDCs are one-time charges, not ongoing rates.
2. SDCs are for capital only, in both their calculation and in their use.
3. Properties which are already developed do not pay SDCs unless they "redevelop."
4. SDCs include both future and existing cost components.
5. SDCs are for general facilities, not "local" facilities.

SDC Basics: Methodology



SDC Basics: Reimbursement Fee

223.304 Determination of amount of system development charges; methodology; credit allowed against charge; limitation of action contesting methodology for imposing charge; notification request.

(1)(a) **Reimbursement fees** must be established or modified by ordinance or resolution setting forth a **methodology that is, when applicable, based on:**

(A) **Ratemaking principles** employed to finance publicly owned capital improvements;

(B) **Prior contributions** by existing users;

(C) **Gifts or grants** from federal or state government or private persons;

(D) The **value of unused capacity available to future system users** or the **cost of the existing facilities**; and

(E) **Other relevant factors** identified by the local government imposing the fee.

(b) The methodology for establishing or modifying a reimbursement fee must:

(A) **Promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.**

(B) **Be available for public inspection.**

✓ *Reimbursement
fee
methodology*

✓ *Cost to serve*

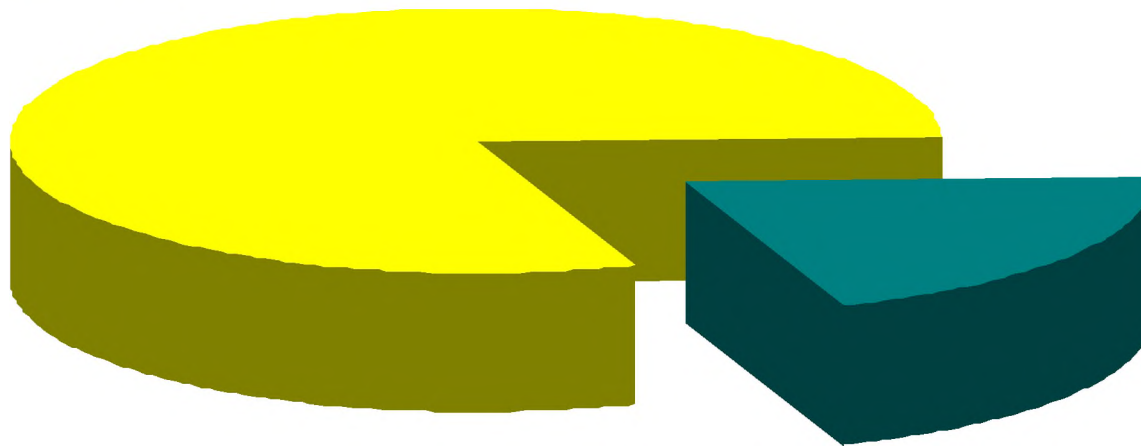
✓ *Unused
capacity only*

SDC Basics: SDCr Cost Basis

Sample Existing Facilities Cost

reimbursement fee eligible

Serving Existing Customers



Unused Capacity

SDC Basics: Improvement Fee

(2) **Improvement fees must:**

(a) Be established or modified by ordinance or resolution setting forth a **methodology that is available for public inspection and demonstrates consideration of:**

(A) The projected cost of the capital improvements identified in the plan and list adopted pursuant to ORS 223.309 that are needed to increase the capacity of the systems to which the fee is related; and

(B) The need for increased capacity in the system to which the fee is related that will **be required to serve the demands placed on the system by future users.**

(b) Be calculated to **obtain the cost of capital improvements for the projected need for available system capacity for future users.**

(3) A local government may establish and impose a system development charge that is a **combination of a reimbursement fee and an improvement fee, if the methodology demonstrates that the charge is not based on providing the same system capacity.**

✓ *Improvement
fee
methodology*
✓ *“Demonstrates”
is new
language*

✓ *Growth-related
capacity only*

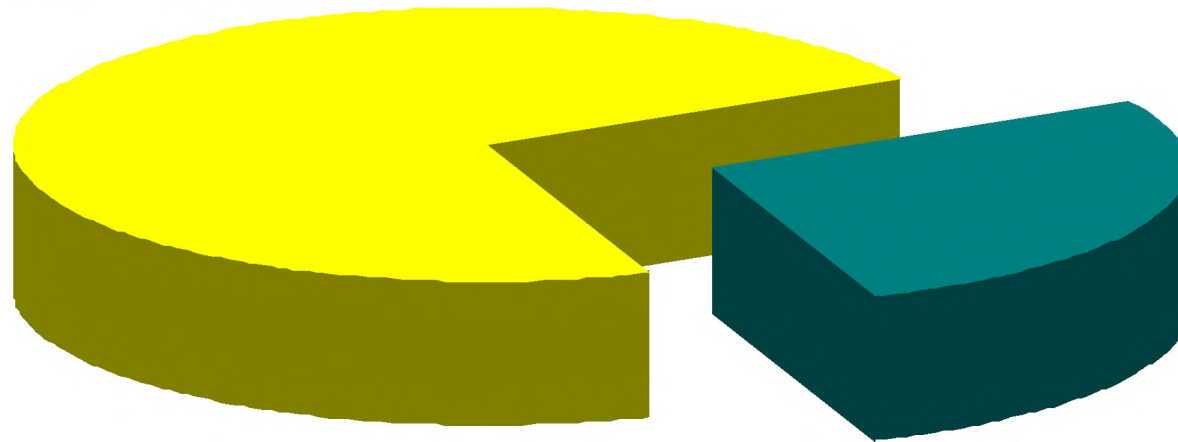
✓ *No double
charging*

SDC Basics: SDCi Cost Basis

Sample Planned Capital Costs

improvement fee eligible

To Serve Existing Customers



Capacity Increasing

SDC Basics: Credits

Credits against the improvement fee must be provided for the construction of a capital improvement, which is:

- ✓ required as a condition of development,
- ✓ identified in an adopted capital facilities plan, and
- ✓ is either off-site or, if on-site, is required to provide more capacity than needed by the development in question.



SDC Basics: Credits

(4) The ordinance or resolution that establishes or modifies an improvement fee shall also provide for a **credit** against such fee for the construction of a qualified public improvement. A “qualified public improvement” means a capital improvement that is required as a condition of development approval, identified in the plan and list adopted pursuant to ORS 223.309 and either:

✓ Credits

(a) Not located on or contiguous to property that is the subject of development approval; or

(b) Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

(5)(a) The credit provided for in subsection (4) of this section is only for the improvement fee charged for the type of improvement being constructed, and credit for qualified public improvements under subsection (4)(b) of this section may be granted **only for the cost of that portion of such improvement that exceeds the local government’s minimum standard facility size or capacity needed to serve the particular development** project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under subsection (4)(b) of this section.

SDC Basics: Credits

(b) A local government may deny the credit provided for in subsection (4) of this section if the local government demonstrates:

(A) That the application does not meet the requirements of subsection (4) of this section; or

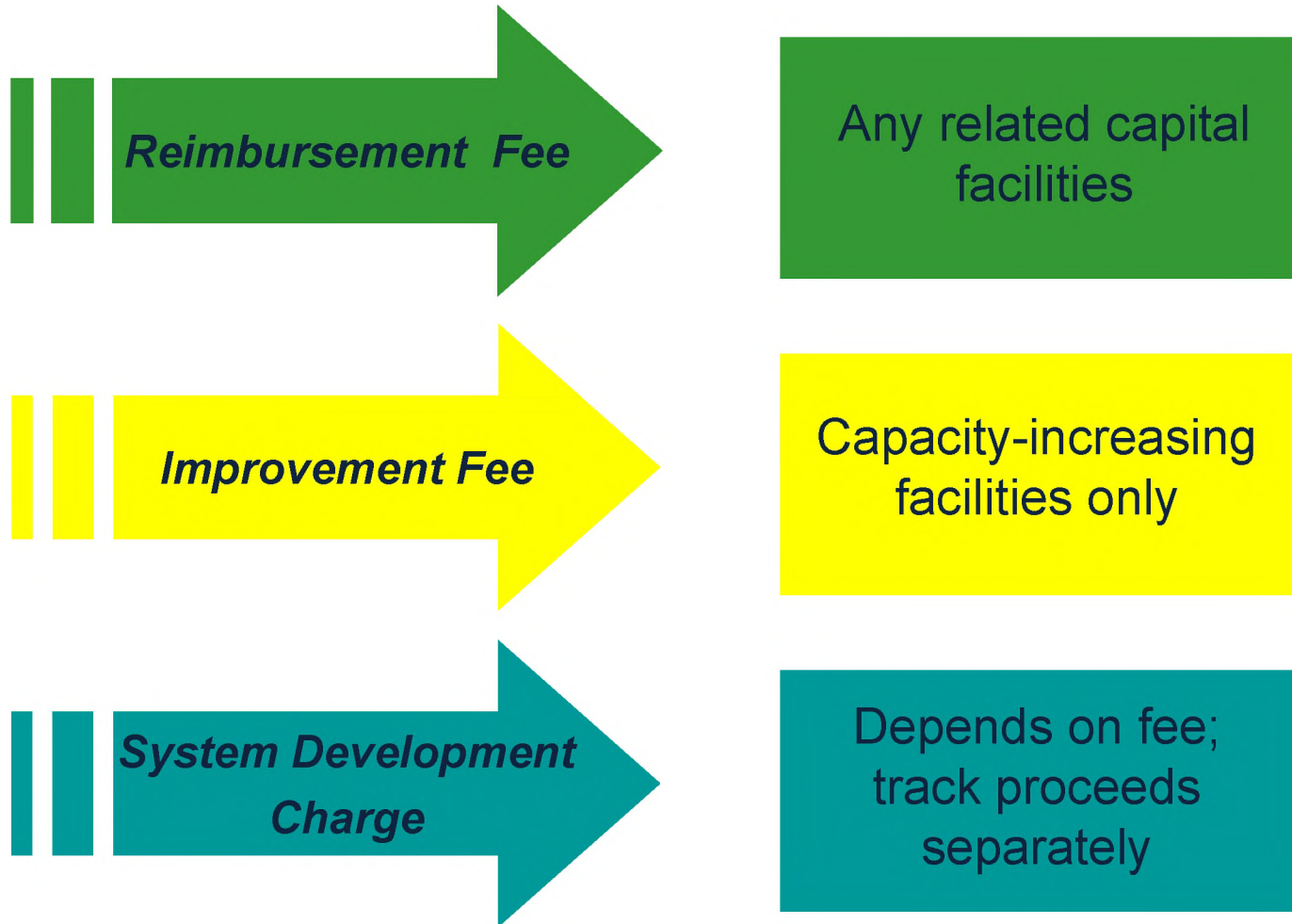
(B) By reference to the list adopted pursuant to ORS 223.309, that the improvement for which credit is sought was not included in the plan and list adopted pursuant to ORS 223.309.

(c) **When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project. This subsection does not prohibit a local government from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing a credit for a capital improvement not identified in the plan and list adopted pursuant to ORS 223.309, or from providing a share of the cost of such improvement by other means, if a local government so chooses.**

✓ *Many local governments far exceed minimum requirements*

(d) Credits must be used in the time specified in the ordinance but not later than **10 years** from the date the credit is given.

SDC Basics: Allowable Expenditures



Parks SDCs

- ✓ Capital Improvements
- ✓ Improvement fee cost basis
- ✓ Residential SDCs
- ✓ Current and Proposed SDCs

Parks SDCs: Capital Improvements

Project	Estimated Cost	SDC Eligibility	SDC-Eligible Cost
Willamette Wayside Improvements	\$ 323,700	57.4%	\$ 185,828
Logging Road Trail Corridor	145,000	57.4%	83,241
Swim Center Replacement/Addition	10,020,000	57.4%	5,752,220
Northwoods Park	325,000	57.4%	186,574
NW Neighborhood Park North	350,000	57.4%	200,926
Acquisition and Development	28,306,400	57.4%	16,249,965
	<u>\$39,470,100</u>		<u>\$ 22,658,754</u>
<i>Source: City staff</i>			

Parks SDCs: SDCi Cost Basis

Cost Type	SDC-Eligible Costs	Residents		Employees	
		%	\$	%	\$
Facilities	\$ 22,658,754	91.4%	\$ 20,708,328	8.6%	\$ 1,950,426
Compliance	559,365	91.4%	511,216	8.6%	48,149
Fund balance	(843,521)	91.4%	(770,912)	8.6%	(72,609)
	<u>\$ 22,374,598</u>		<u>\$ 20,448,631</u>		<u>\$ 1,925,966</u>
Growth in residents/employees			11,761		4,816
Cost per resident/employee			\$ 1,739		\$ 400
Source: Exhibits 2, 4, 6, 9 and FY 2010-11 CAFR					

Parks SDCs: Residential SDCs

Type of Dwelling Unit	Cost per Capita	Residents per Dwelling Unit	SDC per Dwelling Unit
Single-Family	\$1,739	2.87	\$ 4,987
Multi-Family	\$1,739	2.99	\$ 5,192
Manufactured	\$1,739	2.40	\$ 4,165
Source: Exhibits 3 and 10			

Parks SDCs: Current and Proposed

Type of SDC	Fee		Change	
	Current	Proposed	\$	%
Residential, Single-Family	\$4,725	\$ 4,987	\$ 262	5.5%
Residential, Multi-Family	\$3,869	\$ 5,192	\$ 1,323	34.2%
Residential, Manufactured	\$3,874	\$ 4,165	\$ 291	7.5%
Non-Residential, Per Employee	\$ 129	\$ 400	\$ 271	210.0%
Source: Master Fee Schedule, Exhibits 10 and 11				

Transportation SDCs

- ✓ New TSP is basis for the Capital Improvements & Growth forecast (\$19.48M in eligible project cost, equates to 78% of total project cost of \$25M)
- ✓ New Multimodal focus: **we recommend a “person trip” vs. vehicle-trip methodology, and a charge for road, bike and ped. Improvements**

New TSDC Methodology

- ✓ Identifies 22 specific land use types
- ✓ Adjustments for “linked trips”
- ✓ Adjustments for “trip length”
- ✓ Results in “moderate increases” in TSDCs
- ✓ Results for non-residential vary by land use type
- ✓ Policies for credits, exemptions, phase-in, and indexing can affect SDCs

Canby TSDC Growth Share Calculation

- ✓ New person-trips will consume 46.8% of increased capacity by 2032

a	b	c	d	e	f	g
Trip Generator	Est. 2012 (Avg. Weekday Vehicle Trip Ends) ¹	Proj. 2032 (Avg. Weekday Vehicle Trip Ends) ¹	Est. 2012 (Avg. Weekday Person Trip Ends) ²	Proj. 2032 (Avg. Weekday Person Trip Ends) ²	Increase in Person Trip-ends (e - d)	Trip End Avg. Annual Growth Rate (AAGR)
Residential Trip-ends	49,647	83,161	83,406	139,711	56,304	2.6%
Retail Trip-ends	26,605	57,043	44,697	95,832	51,136	3.7%
Non-retail Trip-ends	33,583	66,315	56,419	111,410	54,991	3.3%
Total Trip-ends	109,835	206,520	184,522	346,953	162,431	3.1%
New person trips as a % of total future trips					46.8%	

Notes:

¹ Derived from Canby Transportation System Plan, March 2010, with 2012 estimates and 2032 projections based on extrapolations of 2010 to 2030 forecast. Assumes peak trips account for 10% of average weekday trip rates.

² Person trip conversion rate of 1.68 derived from 2009 U.S. National Household Transportation Survey findings.

Canby TSDC Cost Per Avg. Daily Person Trip

- ✓ \$117.90 for motor vehicle facilities
- ✓ \$33.48 for bicycle/pedestrian facilities
- ✓ \$28.63 for reimbursement element
- ✓ \$3.78 for compliance

**\$183.79 per
person-trip**

a	b	c	d	e
	TSDC Eligible Cost	Growth in Avg. Weekday Person Trip Ends ⁴	Eligible TSDC Cost Per Person Trip End Before Fund Balance (b / d)	Eligible TSDC Cost Per Person Trip End After Fund Balance
Motor Vehicle Facility Costs ¹	\$19,483,000	162,431	\$119.95	\$117.90
Pedestrian/Bicycle Facility Costs ¹	\$5,533,000	162,431	\$34.06	\$33.48
Subtotal	\$25,016,000			
Compliance Costs ²	\$625,000	162,431	\$3.85	\$3.78
Subtotal	\$25,641,000			
Less SDC Fund Balance ³	(\$438,000)	162,431	-\$2.70	
Subtotal	\$25,203,000	162,431	\$155.16	\$155.16
Plus Reimbursement element ⁵	\$4,650,760	162,431	\$28.63	\$28.63
Grand Total	\$29,853,760			\$183.79

Notes:

¹ Derived from Appendix B. Amounts shown are adjusted to 2012 dollars.

² Assumed to be 2.5% of total SDC eligible capital costs, and allocated based on capital cost allocation shown above.

³ Based on City staff estimates.

⁴ Derived from Table 1.

⁵ Derived from Appendix A.

Transportation SDC Comparison

LAND USE TYPE	Prior/Current Transportation SDC ¹	New Revised Transportation SDC	Change
Residential: Single family per Dwelling Unit	\$2,603	\$2,955	\$352
Residential: Multi-family per Dwelling Unit	\$1,738	\$2,069	\$331
Commercial: Shopping Center (50,000 SF floor area)	\$165,655	\$196,017	\$30,362
Office building (4,000 SF floor area)	\$7,786	\$13,598	\$5,812
Light Industrial building (60,000 SF floor area)	\$127,400	\$129,129	\$1,729

Notes:

¹ Based upon City of Canby Master Fee Schedule, effective as of 1/2/2012.

Next Steps

- ✓ Public hearing
- ✓ Adopt charges, with or without phasing
- ✓ Implement charges



Office of the Mayor

Proclamation

Bike and Walking Month

WHEREAS, for more than a century the bicycle has been an utilitarian, economical, environmentally sound and effective means of personal transportation, recreation and fitness; and

Whereas, the City of Canby encourages the use of bicycles (and walking) as a means of transportation; and

Whereas, the City of Canby recognizes the bicycle as a legitimate roadway vehicle and therefore is entitled to legal and responsible use of all public roadway facilities in Oregon except highways constructed to interstate standards; and

Whereas, the City of Canby encourages the increased use of the bicycle -and walking- benefiting all citizens of Canby by improving air quality, reducing traffic congestion and noise, decreasing the use of and dependence upon finite energy sources, and fostering exercise; and

Whereas, the City of Canby recognizes the use of bicycles and walking as viable modes of transportation, endeavors to promote safe and responsible bicycling and walking and is committed to incorporating the development of bicycle and pedestrian facilities in the vision for revitalizing downtown Canby; and

WHEREAS, the City of Canby's Bicycle and Pedestrian Committee in conjunction with International Bike and Walk to School Day and the Mayor encourage all citizens to ride their bicycles (or walk) to work, to the store, to the park, to school, around their neighborhoods and with friends, family, and neighbors to promote the personal and societal benefits achieved from bicycling and walking.

NOW THEREFORE, I, Randy Carson, by virtue of the authority vested in me as Mayor of the City of Canby, do hereby proclaim the month of October as:

BIKING AND WALKING MONTH

in the City of Canby and do urge all those in the Canby area to support and promote this observance.

Given unto my hand this 17th day of October 2012 in the City of Canby, Oregon.



Randy Carson
Mayor

M E M O R A N D U M



TO: *Honorable Randy Carson and City Council*
FROM: *Sue Engels, Finance Director*
DATE: *October 5, 2012*
THROUGH: *Greg Ellis, City Administrator*

Issue: Approval of a \$13,000 transfer from Contingency to Capital in the Swim Center Levy Fund to purchase a new pool heater.

Synopsis: During the annual maintenance of the pool and its equipment, it was found that the pool's heater needed replacement. A new heater will cost \$13,000. This capital expenditure was not anticipated and was not provided for in the current year budget. There is sufficient money appropriated in Contingency to cover replacement of the heater. In order to access this money, a transfer must be made from Contingency to Capital Expense.

Recommendation: Staff recommends that Council adopt Resolution 1142.

Attached: Resolution 1142

RESOLUTION NO. 1142

**A RESOLUTION AUTHORIZING TRANSFER OF APPROPRIATIONS FROM
CONTINGENCY TO CAPITAL OUTLAY IN THE SWIM CENTER LEVY FUND**

WHEREAS, the need to replace a pool heater in the Swim Center became known during the annual maintenance of the pool and its equipment, and

WHEREAS, it was not anticipated at the time the current budget was adopted the this capital item would be needed, and

WHEREAS, the Swim Center Levy Fund has sufficient money budgeted in Contingency to cover this item,

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

Section 1. The City Administrator shall transfer or cause to be transferred the following appropriation in the Swim Center Levy Fund:

<u>From</u>		<u>To</u>	
Contingency	13,000	Bldg. Improvements > \$5K	13,000

This resolution shall take effect on October 17, 2012.

ADOPTED this 17th day of October 2012 by the Canby City Council.

Randy Carson, Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

MEMORANDUM



TO: *Honorable Mayor Carson and City Council*
FROM: *Lt. Jorge Tro*
THROUGH: *Greg Ellis, City Administrator*
DATE: *September 24, 2012*

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR

Sue Engels

Issue: Purchase of a 2013 Chevrolet 2WD Tahoe and a 2013 Dodge Charger.

Synopsis: Scheduled replacement of two patrol vehicles.

Recommendation: Staff recommends that the City Council approve Ordinance #1364 allowing the Mayor and City Administrator to execute the appropriate lease/purchase contract with Ford Municipal Finance Program (Bid #72566R) to purchase the Tahoe through Hubbard Chevrolet and the Charger through Wilsonville Dodge.

Rationale: The purchase of these vehicles is a continuation of our vehicle replacement plan. Both of these vehicles are replacing existing older police units. The Dodge Charger will be a marked unit assigned to the Patrol Division. The 2WD Tahoe will also be a marked unit assigned to the K9 Division. The Chevrolet Tahoe gives us the ability to transport a prisoner along with the K9 due to its larger interior compartment compared to a standard sedan.

Background: Our Fleet Services Supervisor, Joe Witt, obtained the state bid quote of \$52,798.21 from Hubbard Chevrolet and Wilsonville Dodge for both vehicles as listed in the attached ordinance. The necessary police equipment, paint, graphics and outfitting by Wire Works of Salem will be added to the purchase price for a grand total of \$81,089.36 for both vehicles. This total cost is financed through the Ford Motor Municipal Finance Program over a four-year period and will be funded from the Fleet Services and Police Vehicle Leasing line items as approved in the 2012/2013 adopted budget.

Chief Bret Smith and I recommend the approval of the attached City Ordinance #1364.

ORDINANCE NO. 1364

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH HUBBARD CHEVROLET OF HUBBARD, OREGON; WILSONVILLE CHRYSLER JEEP DODGE OF WILSONVILLE, OREGON; WIRE WORKS OF SALEM, OREGON; AND FORD MOTOR CREDIT CORPORATION FOR THE LEASE / PURCHASE OF ONE (1) 2013 CHEVROLET TAHOE AND ONE (1) 2013 DODGE CHARGER WITH POLICE EQUIPMENT PACKAGES FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby wishes to lease/purchase one (1) 2013 Chevrolet Tahoe and one (1) 2013 Dodge Charger vehicle with police equipment packages for the Canby Police Department; and

WHEREAS, the cost of the vehicles and equipment will be paid by the Canby Police Department which has budgeted said lease/purchase for the fiscal years 2012-2013 through 2016-2017; and

WHEREAS, in accordance with ORS Chapter 279 and Canby Public Purchasing Rules as set forth in Ordinance No. 1170 and Resolution No. 897, Exhibit A, Section G (18), the City wishes to utilize an existing solicitation from another governmental agency; and

WHEREAS, the State of Oregon awarded Hubbard Chevrolet of Hubbard, Oregon a contract to supply Chevrolet vehicles to the State and other public agencies in accordance with Price Agreement # 0433 and Hubbard Chevrolet is able to provide one (1) 2013 Chevrolet Tahoe in the amount of \$28,291.15; and

WHEREAS, the State of Oregon awarded Wilsonville Chrysler, Jeep, Dodge of Wilsonville, Oregon, a contract to supply Dodge vehicles to the State and other public agencies in accordance with Price Agreement # 0432 and Wilsonville Chrysler, Jeep, Dodge is able to provide one (1) 2013 Dodge Charger in the amount of \$23,988.00; and

WHEREAS, the City of Gresham awarded Wire Works of Salem, Oregon, a contract to supply police equipment packages to the City of Gresham in accordance with Contract # 5637 and Wire Works is able to provide two (2) police equipment packages in the amount of \$28,810.21; and

WHEREAS, Hubbard Chevrolet, Wilsonville Chrysler, Jeep, Dodge, and Wire Works are able to provide one (1) 2013 Chevrolet Tahoe vehicle, one (1) 2013 Dodge Charger vehicle, and one (1) police equipment package to the City of Canby's Police Department for the total sum of \$81,089.36; and

WHEREAS, the City Council meeting and acting as the Contract Review Board for the City of Canby has reviewed this proposed sales price, reviewed the staff report and believes it to be in the best interest of the City to purchase these vehicles from Hubbard Chevrolet and Wilsonville Chrysler, Jeep, Dodge; and Wire Works; and

WHEREAS, in order to fund the purchase of these vehicles, the City wishes to enter into a lease/purchase agreement with Ford Motor Credit Company under its Municipal Finance Program (Bid # 72566R); now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and City Administrator are hereby authorized and direct to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate contract with Hubbard Chevrolet of Hubbard, Oregon, Wilsonville Chrysler, Jeep, Dodge of Wilsonville, Oregon and Wire Works of Salem, Oregon for the total purchase price of \$81,514.36 , which includes the Ford Credit underwriting fee of \$425.00 .

Section 2. The Mayor and City Administrator are hereby authorized and directed to make, execute and declare in the name of the City of Canby and on its behalf, an appropriate Municipal Lease Purchase Contract (Bid # 72566R2) with Ford Motor Credit Company to finance the purchase of the vehicles.

Section 3. In so much as it is in the best interest of the citizens of the City of Canby, Oregon to provide the Police Department with these vehicles without further delay, and to better serve the citizens of Canby, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting thereof on October 17, 2012, 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 November 7, 2012, commencing at the hour of 7:30 P.M. in the City Council Chambers located at 155 NW 2nd Avenue, Canby, Oregon

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 7th of November 2012, by the following vote:

YEAS _____

NAYS _____

Randy Carson
Mayor

ATTEST:

Kimberly Scheafer, MMC
City Recorder

Management Team Meeting Minutes
October 1, 2012
2:00 p.m.
City Hall Conference Room

In attendance: Greg Ellis, Sue Engels, Bryan Brown, Darwin Tramel, Julie Wehling, Penny Hummel, Joseph Lindsay, Kim Scheafer, and Renate Mengelberg.

Julie Wehling

- Fare charging started today and is going very smoothly

Sue Engels

- New PERS rates were released on Friday for the next two years. There will be a substantial increase
- CC & URA Budget Comm. Work Session has been scheduled for November 30 at 6 PM in the Council Chambers

Penny Hummel

- It's Banned Books Week at the Library

Renate Mengelberg

- Manufacturing Day Proclamation is on the October 3 CC Agenda
- JW Northwest is working with Workforce Investment Council doing customized training

Darwin Tramel

- RFP for the Stormwater Master Plan went out last week
- Working on inspections

Bryan Brown

- Took in a new application from Allegro Dance Studio
- Fred Meyer Fuel Station was postponed at the last PC meeting

Eric Laitinen

- Special public swims are being offered in October due to no school

Greg Ellis

- Attended LOC Conference Friday and Saturday
- Visioning meeting went well
- Received an email from a business wanting to be reimbursed to loss of business

Minutes taken by Kim Scheafer

Management Team Meeting Minutes

October 8, 2012

2:00 p.m.

City Hall Conference Room

In attendance: Greg Ellis, Bret Smith, Bryan Brown, Julie Wehling, Penny Hummel, Joseph Lindsay, Kim Scheafer, Amanda Zeiber, and Renate Mengelberg.

Kim Scheafer

- Reviewed Agenda for October 17 CC Meeting
- City Hall and Municipal Court will be closed on October 16 from 10 a.m. – 12:30 p.m. due to a power outage to allow underground power to be hooked up

Penny Hummel

- Helping to work on RFP's for new library
- Attended OLA Conference last week
- Reported on new Library Passport system

Julie Wehling

- Fare implementation went well
- Will talk about Business Energy Tax Credits at the November 7 CC Meeting

Renate Mengelberg

- A staff member is doing GIS work regarding the Pioneer Industrial Park which dovetails with what the County is doing
- First Friday went well
- Meeting with several businesses regarding Façade Improvement Program

Bret Smith

- Police Department Dedication is scheduled for October 16 at 10:30 a.m. for dignitaries
- Will be scheduling another Open House

Bryan Brown

- Processing Dance Studio application
- Dragonberry Produce is moving forward
- PC meeting for tonight was cancelled

Greg Ellis

- Visioning process is going forward
- Haunted House will be held at old Police Department location on Halloween
- Working on bond sale for library

Joseph Lindsay

- Lina Bondar started in Court today as the new Court Administrator

Amanda Zeiber

- New Parks Department worker starts on Monday
- RFP went out for Construction Manager for Library & City Hall project. They are due on October 17.
- Architect and Engineer RFP will be going out next week

Minutes taken by Kim Scheafer

CITY COUNCIL / URA MEETING FOLLOW-UP ITEMS				
ORIG. CC / URA MTG. DATE	ITEM	STATUS	ASSIGNED TO	FOR CC OR URA MTG. OF
10/12/2011 URA	Entrance Sign Power - ODOT	Contact appropriate person at ODOT	Dan Drentlaw	TBD
10/12/2011 URA	Other use or market for solar panels	Researching	Dan Drentlaw	TBD
September 12, 2012	Industry Cluster Analysis	Underway	Renate Mengelberg	November 14, 2012
September 12, 2012	Team Track Feasibility Assessment	Begun	Renate Mengelberg	November 14, 2012
August 8, 2012	Available Properties Update	Underway	Jamie Stickel	November 14, 2012
September 12, 2012	Industrial Property Sale	Underway	Renate Mengelberg	December 2012 latest
October 10, 2012	Industrial Area GIS Mapping	Begun	Renate Mengelberg	December 12, 2012
Several	Economic Development Plan	Underway	Renate Mengelberg	January 9, 2013
March 14, 2012	Urban Renewal Plan Annual Report	Not started	Renate Mengelberg	March 13, 2013
July 11, 2012	Retail Business Recruitment Update	Not started	Jamie Stickel	March 13, 2013
July 11, 2012	Main Street Annual Report	Not started	Jamie Stickel	June 12, 2013
OTHER STAFF ITEMS				
DATE	ITEM	STATUS	ASSIGNED TO	TARGET DATE
	Selling Property Partitioned Next to Maple Street Park (former location of Marshall House)	Waiting for better econmic times to sell property		On-Going