



## AGENDA

### CANBY CITY COUNCIL REGULAR MEETING

March 7, 2012

7:30 PM

Council Chambers

155 NW 2<sup>nd</sup> Avenue

*Mayor Randy Carson*

*Council President Walt Daniels*

*Councilor Richard Ares*

*Councilor Tim Dale*

*Councilor Traci Hensley*

*Councilor Brian Hodson*

*Councilor Greg Parker*

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### CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER –6:45 PM – City Hall Conference Room – The Council will immediately go into Executive Session with the Regular Session following at 7:30 PM in the Council Chambers.**
2. **EXECUTIVE SESSION: ORS 192.660(2)(e) Real Property**
3. **OPENING CEREMONIES (7:30 PM - Council Chambers)**
4. **CALL TO ORDER**
  - A. Pledge of Allegiance and Moment of Silence
  - B. Certificates of Valor
  - C. First Avenue Redevelopment Presentation
5. **COMMUNICATIONS**
6. **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.)*
7. **MAYOR'S BUSINESS**
8. **COUNCILOR COMMENTS & LIAISON REPORTS**
9. **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 15, 2012 City Council Regular Meeting
  - B. Approval of Minutes of the February 22, 2012 City Council Special Meeting
  - C. Appointment to Bike & Pedestrian Committee

Pg. 1

**10. RESOLUTIONS & ORDINANCES**

A. Res. 1121, Adopting a Supplemental Budget for the 2011-2012 FY Pg. 2

**11. NEW BUSINESS**

A. Request from OCTS for Additional \$5,000 for 2011-12 FY Pg. 10

**12. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS**

**13. CITIZEN INPUT**

**14. ACTION REVIEW**

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

**16. ADJOURN**

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer, MMC, City Recorder at 503.266.4021 ext. 233. 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 OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.

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

Date: 2-14-2012

Name: Michael Hemelstrand      Occupation: Retired

Home Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

For which position are you applying? Bike & Pedestrian Committee

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

Experience and educational background: 30 years as a professional mechanical engineer

Reason for your interest in this position: I have a desire to contribute to the community. I am cyclist who regularly uses bike lanes and paths in and around Canby

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

Information on any special membership requirements: \_\_\_\_\_

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: 503.266.4021 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.**

12-4-07

# **M E M O R A N D U M**



**TO:** *Mayor Randy Carson and City Council*  
**FROM:** *Sue Engels, Finance Director*  
**DATE:** *February 24, 2012*  
**THROUGH:** *Greg Ellis, City Administrator*

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Issue: Adoption of a Supplemental Budget for the 2011-2012 fiscal year.

Synopsis: A supplemental budget is required when unanticipated revenues are received and the City wants to be able to spend or transfer them in the current fiscal year. A large FEMA grant that will be passed through to Canby Utility is one example of changes of this type.

When revenues are not as much as expected, which was the case with Library Fund cash carryover, adjustments to expenditure appropriations must be made to compensate.

The other changes in the supplemental budget are changes in appropriations from one budget category to another within the same fund. Such changes can be accomplished by a resolution transfer, but they can also be included in a supplemental budget.

At the mid-year budget review workshop on January 25, the details of the supplemental budget changes were discussed. There have been a few additional items added. The detail sheets that explain the line item changes are attached for your review.

Recommendation: Staff recommends that Council adopt Resolution 1121.  
Attached: Resolution 1121  
Supplemental Budget Detail Sheets

**RESOLUTION NO. 1121**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET  
FOR THE 2011-2012 FISCAL YEAR**

**WHEREAS**, the City of Canby budget for the 2011-2012 fiscal year was adopted by the City Council at a regular meeting thereof on Wednesday, June 15, 2011; and

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

**WHEREAS**, in order to increase transfers from one fund to another fund a supplemental budget is required; and

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

**NOW THEREFORE, BE IT RESOLVED THAT:**

Section 1. The following Supplemental Budget for the City of Canby for the 2011-2012 fiscal year is hereby adopted.

**2011-2012 SUPPLEMENTAL BUDGET SUMMARY**

<b><u>Fund/Department</u></b>	<b><u>Resources</u></b>	<b><u>Requirements</u></b>
<b>GENERAL FUND</b>		
Administration	FEMA Grant-CU	539,298
	Contingency	(197,436)
	Personal Services	62,599
	Materials & Services	572,187
Parks	Transfers	16,426
	Capital	(17,761)
	Transfers	17,761
Building	Sch. Dist. Excise Tax	65,203
	Bldg. Permit Surchg.	7,298
	Personal Services	(20,000)
Police	Materials & Services	91,334
	Building Reserve	70,839
	Materials & Services	(20,092)
Cemetery	Grant-Home. Sec.	8,885
	JUV Diversion	(15,000)
	Capital	13,977
Finance	Personal Services	350
	Materials & Services	5,000
	Transfers	10,500
<b>Total Resources</b>		<b>Total Requirements</b>
\$ 605,684		\$ 605,684

<b>LIBRARY FUND</b>	CC Library District	\$ 8,698	Personal Services	\$ 18,469
	Grants-State Library	14,707	Materials & Services	9,504
	Transfer-Gen. Fd.	13,266	Contingency	(145,983)
	Cash Carryover	(154,681)		
	<b>Total Resources</b>	<u><u>\$ (118,010)</u></u>	<b>Total Requirements</b>	<u><u>\$ (118,010)</u></u>
<b>FACILITIES FUND</b>			Contingency	\$ (9,000)
			Cap. Exp.-Library Bldg.	9,000
			<b>Total Requirements</b>	<u><u>-</u></u>
<b>FORFEITURE FUND</b>	Transfer - Gen. Fd.	\$ 3,160	Materials & Services	\$ 3,760
			O/H Transfer - Gen. Fd.	(600)
	<b>Total Resources</b>	<u><u>\$ 3,160</u></u>	<b>Total Requirements</b>	<u><u>\$ 3,160</u></u>
<b>TECH. SERVICES FUND</b>	Reserve Transfers	\$ 10,500	Capital	\$ 10,500
	<b>Total Resources</b>	<u><u>\$ 10,500</u></u>	<b>Total Requirements</b>	<u><u>\$ 10,500</u></u>
<b>TRANSIT FUND</b>			<b>Materials &amp; Services</b>	
			Vehicle Maintenance	\$ (1,000)
			Vehicle(Non-Ins)Repair	(2,700)
			Communications	3,700
			<b>Total Requirements</b>	<u><u>\$ -</u></u>
<b>SWIM CENTER LEVY FUND</b>			Capital	\$ 7,500
			Contingency	(7,500)
				<u><u>\$ -</u></u>
<b>SEWER COMBINED FUND</b>			Materials & Services	\$ 115,000
			Contingency	(115,000)
			<b>Total Requirements</b>	<u><u>\$ -</u></u>
<b>STREET RESERVE FUND</b>			Capital-Other Projects	\$ (158,000)
			Capital-Wait Park	158,000
			<b>Total Requirements</b>	<u><u>\$ -</u></u>
<b>CAPITAL RESERVE FUND</b>	Cash Carryover	\$ 28,872	Capital	\$ 23,947
			Transfer	4,925
	<b>Total Resources</b>	<u><u>\$ 28,872</u></u>	<b>Total Requirements</b>	<u><u>\$ 28,872</u></u>

This resolution shall take effect on March 7, 2012.

**ADOPTED** by the Canby City Council at a regular meeting thereof on March 7, 2012.

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Randy Carson, Mayor

ATTEST:

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Kimberly Scheafer, MMC  
City Recorder

City of CanbySupplemental Budget Detail

Account Number	Account Title	Resources	Expenditures	
<b>GENERAL FUND</b>				
100-000-345-0700	FEMA Grant - CU	539,298		Pass-thru IGA w/ Canby Utility-Res.1114
100-101-801-8801	Contingency		(197,436)	
		539,298	(197,436)	
<i>Administration</i>				
100-101-410-1101	City Attorney		55,200	Estimated retirement payout
100-101-410-1170	Main Street Project Mgr.		(5,401)	Position vacant
100-101-410-2000	Employee Benefits		12,800	Combined effect of above 2 lines
			62,599	
100-101-410-3120	Election		1,989	Swim Center operating levy election
100-101-410-5200	Liability Insurance		24,914	Estimate too low
100-101-410-6117	Downtown Flower Baskets		5,986	EDD carryover plus \$637
100-101-410-6625	FEMA Grant Pass-Thru -CU		539,298	Pass-thru IGA w/ Canby Utility-Res.1114
			572,187	
100-101-491-0201	Transfer to Library		13,266	Reitremment payout-L.B.
100-101-491-0229	Transfer to Forfeiture		3,160	O/H charge not allowed
			16,426	
<i>Parks</i>				
100-106-452-7613	Park Paving		(17,761)	
100-106-491-0204	Transfer to Fleet		17,761	Maintenance costs more than estimated
			-	
<i>Building</i>				
100-007-340-0010	School District Excise Tax	65,203		Greater than expected activity
100-007-345-0001	Building Permit Surcharge	7,298		Greater than expected activity
		72,501		
100-107-422-1144	Building Official		(20,000)	Retired
100-107-422-3110	Contract Labor		2,087	Until new OS II was hired
100-107-422-3120	Contract Building Inspect.		20,000	Cover Building Offical's remaining tasks
100-107-422-5824	Building Permit Surcharge		6,812	Greater than expected activity
100-107-422-5830	School District Excise Tax		62,435	Greater than expected activity
			91,334	
100-107-422-8900	Building Reserve		70,839	Unexpected carryover from 2010-11



## City of CanbySupplemental Budget Detail

Account Number	Account Title	Resources	Expenditures	
<i>Police</i>				
100-008-334-0115	Grant-Homeland Security	8,885		<i>For radio equip.--awarded after July 1</i>
100-008-345-0001	JUV Diversion Pass-Thru	(15,000)		<i>Will not be receiving</i>
		<u>(6,115)</u>		
100-108-421-5140	Investigation & Info		(2,500)	<i>To fund LEDS software &amp; equipment</i>
100-108-421-5807	Detective Equipment		(500)	<i>To fund LEDS software &amp; equipment</i>
100-108-421-6100	Supplies & Services		(592)	<i>To fund LEDS software &amp; equipment</i>
100-108-421-6180	Traffic Equipment		(1,500)	<i>To fund LEDS software &amp; equipment</i>
100-108-421-6600	JUV Diversion Pass-Thru		(15,000)	<i>Will not be expending</i>
			<u>(20,092)</u>	
100-108-421-7460	Equipment-800 Meg Radio		8,977	<i>For radio equip.--awarded after July 1</i>
100-108-421-7461	LEDS Software & Equip.		5,000	
			<u>13,977</u>	
<i>Cemetery</i>				
100-109-450-2000	Employee Benefits		350	<i>Due to employee's health ins. option</i>
100-109-450-4620	Refunds		5,000	<i>Increase estimate</i>
<i>Finance</i>				
100-110-493-0231	Res. Transfer to Tech. Svs.		10,500	<i>Payroll &amp; Business License modules</i>
	Total	<u>605,684</u>	<u>605,684</u>	
<b>LIBRARY FUND</b>				
201-000-311-0030	CC Library District	8,698		<i>Increased estimate by district</i>
201-000-334-0001	Grants-Library	14,707		<i>Grants increased/allocation change</i>
201-000-399-0001	Cash Carryover	(154,681)		<i>Carryover less than estimated</i>
201-000-391-0100	Transfer From General Fund	13,266		<i>Cover GF portion of L.B.'s retirement</i>
201-201-455-1150	Tech Ref Librarian		11,434	<i>Cover GF portion of L.B.'s retirement</i>
201-201-455-2000	Employee Benefits		1,832	<i>Cover GF portion of L.B.'s retirement</i>
201-201-455-1155	Bilingual Librarian		5,203	<i>Grant allocation change</i>
			<u>18,469</u>	
201-201-455-6615	State Library Grant (exp.)		5,627	<i>Grant allocation change</i>
201-201-455-6610	Grants-Library Expended		3,877	<i>Grants increased</i>
			<u>9,504</u>	

## City of CanbySupplemental Budget Detail

Account Number	Account Title	Resources	Expenditures	
201-201-801-8801	Contingency		(145,983)	
	Total	(118,010)	(118,010)	
<b>FACILITIES FUND</b>				
227-227-801-8801	Contingency		(9,000)	
227-237-480-7230	Capital Exp. - Library Bldg.		9,000	Facade repair & replace alarm system
			-	
<b>FORFEITURE FUND</b>				
229-000-391-0100	Trans. From General Fund	3,160		Return of prior O/H charges
229-229-421-6100	Supplies & Services-Fed		1,880	
229-229-421-6110	Supplies& Services-State		1,880	
229-229-491-0110	O/H Transfer to Gen. Fund		(600)	O/H charge not allowed
		3,160	3,160	
<b>TECH. SERVICES FUND</b>				
231-004-393-0110	Res. Trans. From Finance	10,500		
231-232-457-7459	Computer Equip.-Finance		10,500	Payroll & Business License modules
		10,500	10,500	
<b>TRANSIT FUND</b>				
240-240-466-4342	Vehicle Maintenance		(1,000)	
240-240-466-5201	Vehicle (Non-Ins) Repair		(2,700)	
240-240-466-5300	Communications		3,700	Bus radio monthly operating charge
			-	
<b>SWIM CENTER LEVY FUND</b>				
275-275-455-4300	Bldg Maintenance		7,500	Pool vacuum replacement, etc.
275-275-801-8801	Contingency		(7,500)	
			-	

City of CanbySupplemental Budget Detail

Account Number	Account Title	Resources	Expenditures	
<b>SEWER COMBINED FUND</b>				
306-306-432-3200	Contract Services		100,000	<i>Attorney fees for biosolids dryer issue</i>
306-306-432-4210	Disposal Services		50,000	<i>Increase due to hauling biosolids</i>
306-306-432-6200	Utilities		(35,000)	<i>Reduction due to not drying biosolids</i>
			115,000	
306-306-801-8801	Contingency		(115,000)	
			-	
<b>STREET RESERVE FUND</b>				
420-420-431-7612	Other Projects		(158,000)	
420-420-431-7663	Wait Park/SW St. Reconst.		158,000	<i>Increased project scope</i>
			-	
<b>CAPITAL RESERVE FUND</b>				
427-000-399-0001	Cash Carryover	28,872		
427-427-600-7420	Capital-PEG Access		23,947	<i>Carryover from 2010-11</i>
427-427-491-0227	Transfer to Facilities Fund		4,925	<i>Increase due to larger carryover</i>
		28,872	28,872	

February 6, 2012

Greg Ellis  
Canby City Administrator  
Canby, Oregon 97013

Dear Greg,

OCTS is requesting an increase of five thousand (\$5000.00) additional dollars for the rest of the fiscal year of 2011-2012. As discussed with you and Council President, Walt Daniels, these additional monies will help cover the cost to OCTS in the taping of the Urban Renewal meetings and one other additional "city" meeting per month. This is outside of the current Canby City Council meetings and the Planning Commission meetings that are currently covered in the existing inter-agency agreement between OCTS and the city of Canby.

Thank you to you as well as Councilman Daniels for your insights and encouragement as OCTS has faced this budgetary crisis. We are pursuing the possibility of grant monies that might be available to supplement our budget for the rest of our current fiscal year.

If you or the council has any questions, please do not hesitate to contact me or the OCTS Chairman, Ryan Oliver

Sincerely,



Jeanne Eyman  
OCTS Board member and Treasurer  
jeyman@canby.com  
ph #s (c) 503-313-1660  
(h) 503-266-2991

RECEIVED

FEB 08 2012

CITY OF CANBY

## Meetings Televised by OCTS for 2011-2012

July 6 CC Meeting  
July 11 PC Meeting  
July 13 URA Meeting  
July 18 Special PC Meeting  
July 20 CC Meeting

### **5 Meetings for July**

August 3 CC Meeting  
August 10 URA Meeting  
August 17 CC Meeting  
*(Both PC meetings were cancelled)*

### **3 Meetings for August**

September 7 CC Meeting  
September 12 PC Meeting  
September 21 CC Meeting  
*(September 14 URA Meeting, OCTS did not tape meeting/September 26 PC Meeting was cancelled)*

### **3 Meetings for September**

October 5 CC Meeting  
October 10 PC Meeting  
October 12 URA Meeting  
October 19 CC Meeting  
October 24 PC Meeting

### **5 Meetings for October**

November 2 CC Meeting  
November 9 URA Meeting  
November 16 CC Meeting  
*(Both PC Meetings were cancelled)*

### **3 Meetings for November**

December 7 CC Meeting  
December 12 PC Meeting  
December 14 URA Meeting  
*(Only one PC & CC Meeting were held in December)*

### **3 Meetings for December**

January 4 CC Meeting  
January 9 PC Meeting  
January 11 URA Meeting  
January 23 PC Meeting  
*(January 18 CC Meeting Cancelled)*

### **4 Meetings for January**

February 1 CC Meeting  
February 8 URA Meeting  
February 15 CC Meeting  
*(Both PC Meetings were cancelled)*

### **3 Meetings for February**

**Management Team Meeting Minutes**  
**February 27, 2012**  
**2:00 PM**  
**City Hall Conference Room**

In attendance: Greg Ellis, Amanda Klock, Dan Drentlaw, Bret Smith, Eric Laitinen, Penny Hummel, Bryan Brown, Sue Engels, Renate Mengelberg, and Kim Scheafer.

Kim Scheafer

- Reviewed Agenda for March 7 City Council Meeting
- Records Management Training is going well
- Be sure permanent minutes have been prepared before any audio tapes are destroyed for an advisory committee

Penny Hummel

- Wrapping up LSTA Grant

Greg Ellis

- Making a presentation at the March 14 URA regarding consolidating City Offices in the new Police Department basement

Renate Mengelberg

- Presenting a parking analysis at the March 14 URA meeting
- The Industrial Form was held last week and there was a good turnout
- Thirty artistic banners will be hung next week

Bryan Brown

- Zoar Lutheran submitted their application for Phase II
- Hope Village paid for their second annexation. Application is expected to come in this week.
- Having a pre-application meeting for a new fuel station
- Several builders are contemplating building houses on various lots
- Bringing on another RARE Student for GIS work for several departments
- Matilda turned in the CDBG application. Ivy Street did not qualify so another project was chosen for the application.
- Final Occupational Permit was issued to Shimadzu

Eric Laitinen

- Reviewed recent incident at pool where a swimmer was rescued

Dan Drentlaw

- New Police Department opening has been delayed to July due to late delivery of steel
- First Avenue Construction Plans were finished today

Bret Smith

- Steel is expected to be delivered this week
- P & C has done a great job about keeping pressure on steel fabricator

Sue Engels

- Staff is busy answering questions regarding budget preparation
- Will be out of the office Tuesday with Suzan at training

Amanda Klock

- Working with Canby High School on an Intern Program
- Job offer was made to a City Attorney Candidate

*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
11/2/2011	Knights Bridge Road - Entrance Sign	Waiting for TSP	Renate - Annie?	TBD
10/12/2011 URA	Entrance Sign Power - ODOT	Contact appropriate person at ODOT	Dan	March 14, 2012
10/12/2011 URA	Other use or market for Solar Panels	Researching	Dan	March 14, 2012
11/2/2011	NW 3rd Ave. Parking	Researching	Greg	March 14, 2012
11/9/2011 URA	Sequoia Parkway to 13th Extension Design	Need Authorization to Proceed from URA	Greg	March 14, 2012
2/1/2012	Clackamas County Broadband Project	Determine Need @ City Owned Facilities	Greg	April 4, 2012
OTHER STAFF ITEMS				
DATE	ITEM	STATUS	ASSIGNED TO	TARGET DATE
	Home Business Survey	Compiling Data From Returned Surveys	Renate	???
	Property Purchase Negotiations - CUB & Oliver Insurance	Meeting W/ Property Owners / Representatives	Greg	On-going Updates
12/7/2011	Road Improvement & Sidewalk Extension on NE 4th Avenue by CC Event Center	Getting Easements & Right-of-Way; Proceeding With Design	Greg	On-Going
	Selling Property Partitioned Next to Maple Street Park (former location of Marshall House)	Waiting for better econmic times to sell property.		On-Going