

Management Team Meeting Minutes

March 1, 2011

9:00 AM

City Hall Conference Room

In attendance: Greg Ellis, Bryan Brown, Sue Engels, Julie Wehling, Amanda Klock, John Kelley, Bret Smith, Darvin Tramel, and Kim Scheafer.

Greg Ellis

- Out of office at meeting all day on March 7
- Next Management Meeting will be at 9 AM on March 8

Amanda Klock

- Renate Mengelberg will start as the new Economic Development Director on March 2
- Be sure to let her know when an employee is out of the office sick three or more days

Bret Smith

- Melody Thompson will start as the new Administrative Assistant on March 7
- Still working on filling officer positions

Darvin Tramel

- Working on budget and rate study
- Reviewed how biosolids process works

Bryan Brown

- Pre-application for Police Department will be held on Thursday

John Kelley

- Will be on vacation starting March 7 for two weeks. Out of office rest of month, but is available by phone and email.

Julie Wehling

- Working on RFP for transit services
- Submitted several grant applications

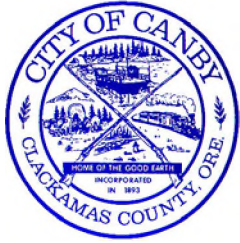
Sue Engels

- Handed out new Department Directors Budget Calendar

Kim Scheafer

- Bi-Monthly Reports are due by March 7

Minutes taken by Kim Scheafer



City of Canby Bi-Monthly Monthly Report
Department: Court
For Months of: January and February, 2011

To: The Honorable Mayor Carson & City Council
From: Kim Scheafer, CMC, City Recorder
Prepared by: Kathy Mashek, Office Specialist
Date: March 1, 2011

- Twelve people attended the seatbelt class for the months of January & February. This generated \$180.00 towards the purchase of helmets.
- Court trials for the months of January & February were held for 25 defendants. This required 10 officers, at various times, to come to testify.
- Four hundred sixty cases were filed and 434 cases were concluded during these months.
- Revenue for both months was \$102,045.19. Out of this amount, Oregon Department of Revenue received checks totaling \$8,231.05, Oregon Judicial Department \$555.00 and Clackamas County received \$2,320.29.
- Twenty-four defendants appeared with attorneys. With the defendants there were a total of six different attorneys present.