

**CANBY CITY COUNCIL
CITY COUNCIL WORK SESSION
December 3, 2014**

Presiding: Mayor Brian Hodson.

Council Present: Todd Rocha, Clint Coleman, Traci Hensley, Tim Dale, Greg Parker, and Ken Rider.

Staff Present: Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Haley Fish, Finance Director; and Kim Scheafer, City Recorder.

Others Present: Tracie Heidt.

Mayor Hodson called the Work Session to order at 6:30 p.m. in the City Hall Conference Room.

The Council met in a Work Session to discuss receive the first quarter financial status update.

Haley Fish, Finance Director, presented a report on the Supplemental Budget. The reason for the Supplemental Budget was a change in the project list for the Street Fund and there were some changes in the General Fund. One change included retirement payouts which eliminated everything that was in the reserve. She would be looking for equitable ways to fund the reserve in the future. Another change was for property sale and marketing and timing differences for purchases and unforeseen repairs. The cash carryover covered the additional expenses and contingency was not needed to be used. The Urban Forestry Program was new in the Street Fund and revenue and expenses had been included for that program. Money that had been allocated for the N Juniper project and other projects was now going to the Fourth Avenue improvement project which was recommended by the Traffic Safety Commission. The street maintenance program had been mostly done in June instead of July to keep the prices down, and the funds had to reflect that. She had done a report on the street maintenance program and how much had been collected and the projects that had been accomplished. She had heard positive feedback from people who were seeing the work being done by the funds.

There was discussion regarding the projects that could not have been done without the Street Maintenance Fee.

Ms. Fish explained the Fleet fund difference was because of timing of receiving a new vehicle which was budgeted for last year, but did not happen until this year. The change in the Transit fund was due to the newly approved bus yard which would be coming out of contingency. The Wastewater Treatment Plant improvements came in over budget and there was a timing difference as staff thought it would be completed last year, but it was completed this year. For the SDC fund, the supplemental budget showed the actual year-end balance.

Ms. Fish reviewed the first quarter financial status report. The General Fund revenues looked low due to the timing of cash flow. The City received notice that the contractor who maintained the Zion Memorial Cemetery was resigning effective December 31. Public Works would be taking over the maintenance, but a contractor would be doing the burials.

There was discussion regarding how the new situation would work and the impact to the budget.

Ms. Fish said the library fund had a similar situation as the General Fund as far as cash flow, as the City did not get the first payment from the District until January. Revenues were not received in the Forfeiture fund until November and another Supplemental Budget might be needed if the Police Department needed to spend the funds. Regarding the Transit fund, they were a little short as the funds came in quarterly and they had a healthy reserve that could be maintained for some time. There would be a Supplemental Budget to adjust the Civic Center project in the Urban Renewal General Fund. She reviewed the handouts regarding the five year General Fund history, cash carry over, and General Fund balance trend analysis. The trends were going in the right direction. She continued to review the handouts on cash flow and balances and status of Urban Renewal projects. She explained the funding for the Civic Center project. She proposed holding a Budget Committee Work Session in February to present current financial data and to discuss the budget process for the next year.

Mayor Hodson adjourned the Work Session at 7:15 p.m.

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
December 3, 2014**

Presiding: Mayor Brian Hodson.

Council Present: Todd Rocha, Clint Coleman, Traci Hensley, Tim Dale, Greg Parker, and Ken Rider.

Staff Present: Rick Robinson, City Administrator; Joseph Lindsay, City Attorney; Kim Scheafer, City Recorder; Bryan Brown, Planning Director; and Haley Fish, Finance Director.

Others Present: Bob Cornelius, Tracie Heidt, Mallory Gwynn, Laurie Harmon, Doris Robertson, Kris Rocha, Joseph Schaefer, Walker Dillinger, and Mike DeDona.

CALL TO ORDER: Mayor Hodson called the Regular Meeting at 7:30 p.m. in the Council Chambers followed by opening ceremonies.

Community Food & Toy Drive Sponsored by Canby Kiwanis Proclamation – Mayor Hodson presented Doris Robertson, Canby Kiwanis, with a proclamation proclaiming December 14-20, 2014, as Canby Community Food & Toy Drive Week sponsored by Canby Kiwanis.

Ms. Robertson thanked the Council and emphasized all the donations were given to local families. She collected the donations from the Council.

Measure 3-453 Proclamation – Mayor Hodson read the certification of the November 4, 2014 General Election regarding Measure 3-453. The official count of votes from Clackamas County was: Yes – 4,373 and No – 1,657.

Measure 3-454 Proclamation – Mayor Hodson read the certification of the November 4, 2014 General Election regarding Measure 3-454. The official count of votes from Clackamas County was: Yes – 3,918 and No – 2,057.

Mayor & Council Election Proclamation – Mayor Hodson read the certification of the November 4, 2014 General Election regarding the Mayor and City Council election. The official count of votes from Clackamas County was:

MAYOR

Brian D. Hodson – 4,088 and Write-In – 244

CITY COUNCIL

Clinton H. Coleman – 2,716, Todd H. Rocha – 3,132, Tracie Heidt – 3,646, Greg Parker – 3,008, and Uncertified – 84.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

MAYOR’S BUSINESS: Mayor Hodson hoped everyone had a great Thanksgiving and wished everyone a Merry Christmas. The RFP went out for the architect for the Civic Center. It closed on December 29. Light up the Night would be held on Friday. He met with the City Administrator, Councilor Coleman, and Library Board Chair regarding issues related to the new Library. He thanked Pappy’s Greasy Spoon for holding their free Thanksgiving Dinner with canned food donations. He also thanked Kiwanis, Canby Center, Rotary, and local churches for their support during this time of year.

COUNCILOR COMMENTS & LIAISON REPORTS: Councilor Rocha said the Canby Adult Center would be holding their Holiday Bazaar on Saturday. Their Christmas Luncheon would be held on December 19 and Santa would be at the Center on December 22. He would be attending Light up the Night and volunteering for Operation Snuggle on Saturday.

Councilor Hensley spent Saturday shopping locally. The Light up the Night Parade started at 6:00 p.m. on Friday night. The park would be lit up after the parade. She would also be volunteering for Operation Snuggle.

Councilor Coleman said the Library Board Meeting would be held next Tuesday. Five holiday themed homes would be open for tours this Saturday as a Library fundraiser. He thanked everyone who volunteered and supported the Library. The Traffic Safety Commission would be meeting on Friday. It had been a great experience for him to be on the City Council. He was impressed with how friendly and professional City staff was. He was proud of what the Council had done the last couple of years and where they were going.

Councilor Dale would be attending Light up the Night on Friday.

Councilor Parker would also be attending Light up the Night on Friday. The Bike and Pedestrian Committee would be meeting on Tuesday.

Councilor Rider said Canby Area Transit was awarded a federal grant to replace two buses with buses with wheel chair stations. The grant would cover 83% of the cost, and CAT could cover the remaining 17% with funds from surplus buses and an insurance settlement. CAT would be having a Holiday Open House on December 15. At the last Planning Commission meeting, an application was approved for a minor land partition located on Fir Street and an application for a

modification to replace pavers with asphalt for the Emerald Gardens subdivision was also approved. There was a new Associate Planner, Dave Epling. The appeal regarding the Fred Meyer fuel station had been denied.

Mayor Hodson said the Cantalina's sang at the Chamber Luncheon. They were having concerts on December 10 and 15.

CONSENT AGENDA: **Councilor Dale moved to adopt the minutes of the November 19, 2014 City Council Work Session and Regular Meeting and reappointment of Tyler Smith to the Planning Commission for a term to expire on December 31, 2017. Motion was seconded by Councilor Coleman and passed 6-0.

RESOLUTIONS & ORDINANCES: Resolution 1204 – Kim Scheafer, City Recorder, said this was a housekeeping resolution which formally adopted the S-8 supplemental pages to the Canby Municipal Code.

****Councilor Hensley moved to adopt Resolution 1204, A RESOLUTION CODIFYING AND COMPILING CERTAIN EXISTING GENERAL ORDINANCES FOR THE CITY OF CANBY. Motion was seconded by Councilor Parker and passed 6-0.**

Resolution 1205 – Rick Robinson, City Administrator, said Plantore LLC and SR Smith were the same company. The City and SR Smith had encroached on one another's property. The resolution would put into motion steps to correct that. SR Smith offered to donate a third of an acre near the park and the City would vacate some property on Berg Parkway. Currently the park land was being used for parking and the land on Berg Parkway had part of SR Smith's building on it. He explained the areas that would be affected. The agreement as written did not formally bind each party but put in the steps to facilitate the donation of the property and redefinition of the properties. New maps would be recorded to reflect the adjusted property lines, and SR Smith had agreed to pay all of the costs associated with the work that had to be done. He would be asking the City Engineer to review the maps which would be a nominal cost for the City.

****Councilor Rider moved to adopt Resolution 1205, A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A DONATION AND VACATION AGREEMENT WITH PLANTORE LLC. Motion was seconded by Councilor Dale and passed 6-0.**

Mike DeDonna, CFO SR Smith, thanked staff for their work on this.

Resolution 1206 – Haley Fish, Finance Director, said in the General Fund there was \$57,000 in retirement payouts over the past year. A reserve had been set up to fund these payouts. This would exhaust the reserve, but she would maintain it and continue to look for ways to fund it. There were also adjustments in personal services in the Parks department for a difference in allocation of staff and benefits. There had also been unforeseen equipment repairs in the Parks department and a purchase of property was underway. For the Street Fund, the Urban Forestry Revenue Program relating to street trees was new this year and there were revenues and off-setting expenses. There were projects that had been deferred in favor of Fourth Avenue improvements and additional funding from the State had been received for that project. She discussed the Street Maintenance Fee activity summary and how its use was made more transparent in the budget. Changes to the Fleet fund was allocating capital funds for a vehicle that was expected to come through last year, but did not occur until this year. The budget increase for

CAT was for the bus yard project and reserves were being used to fund it. The Wastewater Treatment Plant improvements were using sewer reserves. The bids came in higher than expected, but there were timing differences in engineering costs that were budgeted last year but did not occur until this year. The SDC fund balances were being adjusted to actual based on the year end results. She also discussed the SDC Annual Report.

The Council thanked Ms. Fish for her work on the Supplemental Budget.

****Councilor Coleman moved to adopt Resolution 1206, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2014-2015 FISCAL YEAR. Motion was seconded by Councilor Hensley and passed 6-0.**

Ordinance 1405 – Bryan Brown, Planning Director, said staff realized they needed to have an Ordinance instead of a resolution in order to bring the property into the City, set the legal description, and officially change the zoning map. He explained the proposed development of the property.

****Councilor Hensley moved to approve Ordinance 1405, AN ORDINANCE ACCEPTING THE RESULTS OF NOVEMBER 4, 2014 ELECTION, PROCLAIMING ANNEXATION INTO THE CITY OF CANBY, OREGON OF 4.62 ACRES INCLUDING 4.47 ACRES OF REAL PROPERTY DESCRIBED AS TAX LOT 2600 OF TAX MAP 3-1E-27C AND 0.15 ACRES ADJACENT TO NORTH PINE STREET RIGHT-OF-WAY AND AMENDING THE ZONING FROM RURAL RESIDENTIAL FARM FOREST (RRFF-5) TO LOW DENSITY RESIDENTIAL (R-1) AND SETTING THE BOUNDARIES OF THE PROPERTY to come up for second reading on January 7, 2015. Motion was seconded by Councilor Rider and passed 6-0 on first reading.**

Ordinance 1406 – Mr. Brown said this property had five property owners and two different zoning districts. He explained what sections would be low density and which would be medium density. These ordinances would be sent to the Secretary of State's office and then to the County.

****Councilor Dale moved to approve Ordinance 1406, AN ORDINANCE ACCEPTING THE RESULTS OF NOVEMBER 4, 2014 ELECTION, PROCLAIMING ANNEXATION INTO THE CITY OF CANBY, OREGON 32.1 ACRES INCLUDING 31.6 ACRES OF REAL PROPERTY DESCRIBED AS TAX LOTS 400, 500, 600, 700, AND 800 OF SECTION 3, T4S, R1E, WM (ASSESSOR TAX MAP 4-1E-03 AND 0.5 ACRES OF ADJACENT SE 13TH AVENUE RIGHT-OF-WAY AND AMENDING THE ZONING FROM COUNTY EXCLUSIVE FARM USE (EFU) TO CITY LOW DENSITY RESIDENTIAL (R-1) FOR TAX LOT 700 AND 800 AND MEDIUM DENSITY RESIDENTIAL (R 1.5) FOR TAX LOT 400, 500, AND 600 AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITHIN THE CITY LIMITS to come up for second reading on January 7, 2015. Motion was seconded by Councilor Hensley and passed 6-0 on first reading.**

Ordinance 1407 – ****Councilor Rocha moved to adopt Ordinance 1407, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH McCLURE & SONS, INC. FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Coleman and passed 6-0 by roll call vote.**

Ordinance 1409 – ****Councilor Hensley moved to adopt Ordinance 1409, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH POWER CHRYSLER JEEP DODGE OF NEWPORT, OREGON; SAFETY VEHICLE SYSTEMS OF SALEM, OREGON; DELL OF AMERICA; MOTOROLA SOLUTIONS OF AMERICA; HOT ROD DREAMWORKS OF CANBY, OREGON AND FORD MOTOR CREDIT CORPORATION FOR THE LEASE / PURCHASE OF TWO (2) 2015 DODGE CHARGERS WITH POLICE EQUIPMENT PACKAGES FOR THE CANBY POLICE DEPARTMENT; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Coleman and passed 6-0 by roll call vote.**

NEW BUSINESS: Cancellation of December 17, 2014 City Council Meeting – Mayor Hodson said there was nothing for the December 17 agenda. Council consensus was to cancel the meeting.

ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Robinson said the RFP for the architect for the new Civic Center project was posted on the City's webpage today. It would be posted in the *Daily Journal of Commerce* on Friday. There was a mandatory pre-proposal meeting on December 11 and the RFPs were due on December 29. The proposals would be reviewed and finalists interviewed in January and a contract for approval would be brought to the Council in February. He encouraged everyone to go to the Christmas Home Tour fundraiser for the Library. He attended a tour of Canby Utility facilities. Zion Memorial Park Cemetery was going through a change in service providers.

Joseph Lindsay, City Attorney, was thankful for the two new police cars they had purchased as they would be equipped with cameras which would provide better evidence in court cases.

CITIZEN INPUT: Mallory Gwynn, Chamber Director, said they were involved in the blood drive on December 30 which was a competition between the Fire Department and Police Department. He thanked the Chamber Board for their leadership and service. He gave a background on each Board member and three new Board members. He explained his involvement in the State legislature process and listed the assets of Canby.

Bob Cornelius, Canby resident, thanked all of the City employees, Mayor, and Council for their work in making the City the wonderful place that it was. He wished them a merry Christmas and happy New Year.

ACTION REVIEW:

1. Approved the Consent Agenda.
2. Adopted Resolution 1204.
3. Adopted Resolution 1205.
4. Adopted Resolution 1206.
5. Approved Ordinance 1405 to come up for second reading on January 7, 2015.
6. Approved Ordinance 1406 to come up for second reading on January 7, 2015.
7. Adopted Ordinance 1407.
8. Adopted Ordinance 1409.
9. Staff would cancel the December 17, 2014 City Council Meeting.

There was no Executive Session.

Mayor Hodson adjourned the meeting at 8:47 p.m.

Handwritten signature of Kimberly Scheafer in black ink.

Kimberly Scheafer, MMC
City Recorder

Handwritten signature of Brian Hodson in blue ink.

Brian Hodson
Mayor

Assisted with Preparation of Minutes - Susan Wood