

**CANBY CITY COUNCIL
REGULAR MEETING MINUTES
November 16, 2005**

Presiding: Mayor Melody Thompson.

Council Present: Roger Harris, Walt Daniels, Georgia Newton, Wayne Oliver, Teresa Blackwell and Randy Carson.

Staff Present: Mark Adcock, City Administrator; John Kelley, City Attorney; John Williams, Community Development & Planning Director; Beth Saul, Library & Parks Director; Chaunee Seifried, Finance & Court Services Director; Margaret Yochem, Transit & General Services Director; Ken Pagano, Police Chief; Greg Kroeplin, Police Lieutenant; and Kim Scheafer, City Recorder Pro Tem.

Others Present: Craig Finden, Tony Helbling, Jim Newton, Ken Perinchief, Bev Doolittle, Catherine Comer, Jan Milne, Ryan Oliver, Leonard Walker, Bob Backstrom, Steve Mayes, Paul Carlson, Bob Archibald, Jerry Smith, Michelle Stevens, Lloyd Mendenhall, Paul Satter, Janet & Lee Whitcomb, Judy Adams, Kathy Thompson, Del Hildreth, Robert Arltold, Kriss Carpenter, Kevin Batridge, Al Tate, Steven Langford, Max & Carlotta Allen, and Steve St. Amand.

CALL TO ORDER: Mayor Thompson called the Regular Meeting to order in the Canby High School Applied Technology Center OMNI Room at 7:34 p.m., followed by the opening ceremonies.

COMMUNICATIONS: None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: Bev Doolittle, Chamber Director, said that Light up the Night Parade would be on Saturday, November 26 at 5:30 p.m.

MAYOR'S BUSINESS: None.

COUNCILOR COMMENTS & LIAISON REPORTS: None.

CONSENT AGENDA: ****Councilor Blackwell moved to approve Accounts Payable of \$787,379.80, Minutes of the October 26 City Council Workshop, Minutes of the November 2 City Council Regular Meeting, and Minutes of the November 3 City Council Workshop. Motion was seconded by Councilor Carson and passed 6-0.**

RESOLUTIONS & ORDINANCES:

Ordinance 1194 – ****Councilor Harris moved to approve Ordinance 1194, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH WINSTEAD AND ASSOCIATES TO PROVIDE BUILDING CODE SERVICES; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Daniels and passed 6-0 by roll call vote.**

Ordinance 1195 – ****Councilor Harris moved to approve Ordinance 1195, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH CURRAN-MCLEOD, INC. CONSULTING ENGINEERS FOR ENGINEERING SERVICES TO EXTEND SOUTH BERG PARKWAY APPROXIMATELY 1,700 FEET TO CONNECT HIGHWAY 99E TO THE EXISTING TERMINATION OF SW 13 AVENUE; AND DECLARING AN EMERGENCY. Motion was seconded by Councilor Carson and passed 6-0 by roll call vote.**

Ordinance 1196 - ****Councilor Carson moved to approve Ordinance 1196, AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON FOR TAX LOT 3000 OF TAX MAP 3-1E-33CB. Motion was seconded by Councilor Blackwell and passed 6-0 by roll call vote.**

Ordinance 1197 – ****Councilor Daniels moved to approve Ordinance 1197, AN ORDINANCE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH RECREATION RESOURCE FOR THE PURCHASE OF PLAYGROUND EQUIPMENT; AND DECLARING AN EMERGENCY to come up for second reading on December 7, 2005. Motion was seconded by Councilor Harris.**

Beth Saul, Library & Parks Director, said the money was coming from the Parks Development Fund, which was a dedicated fund. Ms. Saul explained how the money got in the fund.

Councilor Carson said the homeowners in the area would see a return of their money into a park they could use. This was an older child playground. The contract was for \$93,473.

Ms. Saul explained what still needed to be done at the park.

Motion passed 6-0 on first reading.

NEW BUSINESS: Request to Fill Vacancy in Police Department – Property Evidence Technician – Mark Adcock, City Administrator, said that in July the City Council had imposed a hiring freeze. The Chief of Police prepared a justification report for the position.

Ken Pagano, Police Chief, said that the Property & Evidence Technician had accepted another job. The Police Department was accredited and there were standards that they had to meet. If the position was not filled it would hinder the Detectives and create a ripple down effect. The position was extremely important for operations in that department.

Councilor Harris asked if anyone else could take over the duties. Mr. Pagano said that a detective would be taking over the duties until a replacement could be found and would already have been partially trained for the position, but they needed someone dedicated to the position.

Councilor Carson asked if the position would be paid closer to what they were paying now. Mr. Adcock said the position would be replaced by a lower paid person within that job classification. There would be some salary savings.

Mayor Thompson said they hired a detective to catch up on a backlog in cases and asked if it had cleared up. Chief Pagano said with the addition it cleared up the load and they were able to do more on their cases because of it.

****Councilor Daniels moved to authorize the hiring of a Property & Evidence Technician position by January 1, 2006. Motion was seconded by Councilor Carson.**

Councilor Harris said that the financial forecast was grim, and nothing had changed. They had not gone through the process of zero based budgeting and setting priorities which was why they set a hiring freeze.

Mr. Adcock said it looked like next year they would not have a general fund deficit. He would rather fill this position and work a full year with the detectives division clearing cases and if it still appeared in 2007-2008 that there would be a deficit, that position could be laid off.

Mayor Thompson clarified in the bargaining agreements, the last one hired was the first one fired and Mr. Adcock said that was correct.

Councilor Daniels said they needed to remember it was a replacement position.

Councilor Harris said the freeze they had imposed did not include the police department because every position they had would be deemed critical. Mayor Thompson said that would be what the prioritization process would decide.

Motion passed 6-0.

CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS: Mr. Adcock said that for the last few months the Council had been discussing goals and one of those was to continue to be proactive and judicious in meeting the estimated financial difficulties in 2007-2008. They met with the Budget Committee and had gone over some of the forecast scenarios. They had prepared the general fund supported functions that were done in the various departments to help in the prioritization process. He wanted to stress that these were estimates. This was a fluid process that changed. While it was still serious and of concern, the 2006-2007 forecast looked better than it did previously.

Chaunee Seifried, Finance & Court Services Director, gave an overview on how the numbers had been obtained. They had \$500,000 more than they thought they would have. The numbers continued to change.

Mayor Thompson said the biggest variable was property tax revenue in the general fund.

Councilor Harris said that it was encouraging, but if the numbers turned out to be accurate the general fund would be in trouble. That was why they were preparing now.

Mr. Adcock said that the City Council would be ranking departmental activities. Based upon that information staff would go back with a zero based budget approach to 2007-2008, and 2008-2009. Three budget scenarios would be prepared: one based on the maintenance level budget against the most current revenue projections, a reduced budget against another lower increment revenue projection, and a reduced budget reflecting the worst case scenario. They would also discuss this with the public. There was other methodology if they wanted to use it.

Councilor Carson said that staff had done a lot to get to the level of zero based budgeting with supplies already. They were going to be looking at PERS and insurance.

Mayor Thompson said the prioritization by department was so general, she had trouble with knowing what the outcome would be. She thought possible service cuts would be presented, but might not be workable to the department heads. She was afraid that it was not enough direction and she didn't want to waste their time.

Mr. Adcock said that to eliminate one activity might not eliminate a position as staff did several jobs. The percent of cost to total budget was significantly less because staff was smaller. He was not sure if the prioritization process would answer the questions they had, but it was an orderly process they could look back to. It was a good start.

Councilor Daniels said they should do the prioritization and have a discussion about how it should be implemented.

Councilor Carson thought they also needed citizen input.

CITIZEN INPUT: None.

ACTION REVIEW:

1. Approved the consent agenda.
2. Approved Ordinance 1194 on second reading.
3. Approved Ordinance 1195 on second reading.
4. Approved Ordinance 1196 on second reading.
5. Approved Ordinance 1197 to come up for second reading on December 7, 2005.
6. Approved the request to fill vacancy of Property Evidence Technician in the Police Department.

Mayor Thompson adjourned the Regular Meeting at 8:28 p.m.

**CANBY CITY COUNCIL
TOWN HALL MEETING MINUTES
November 16, 2005**

Presiding: Mayor Melody Thompson.

Council Present: Roger Harris, Walt Daniels, Georgia Newton, Wayne Oliver, Teresa Blackwell and Randy Carson.

Staff Present: Mark Adcock, City Administrator; John Kelley, City Attorney; John Williams, Community Development & Planning Director; Beth Saul, Library & Parks Director; Chaunce Seifried, Finance & Court Services Director; Margaret Yochem, Transit & General Services Director; Ken Pagano, Police Chief; Greg Kroeplin, Police Lieutenant; and Kim Scheafer, City Recorder Pro Tem.

Others Present: Craig Finden, Tony Helbling, Jim Newton, Ken Perinchief, Bev Doolittle, Catherine Comer, Jan Milne, Ryan Oliver, Leonard Walker, Bob Backstrom, Steve Mayes, Paul Carlson, Bob Archibald, Jerry Smith, Michelle Stevens, Lloyd Mendenhall, Paul Satter, Janet & Lee Whitcomb, Judy Adams, Kathy Thompson, Del Hildreth, Robert Arlgtold, Kriss Carpenter, Kevin Batridge, Al Tate, Steven Langford, Max & Carlotta Allen, and Steve St. Amand.

Mayor Thompson called the Town Hall Meeting to order in the Canby High School Applied Technology Center OMNI Room at 8:30 p.m.

Economic Development – John Williams, Community Development & Planning Director, gave an overview of economic development in Canby. Economic development was a partnership between the City, Urban Renewal District, and several other agencies. They spent four million dollars of Urban Renewal funds for infrastructure in the industrial park, and that was helping to bring in more industries. The Urban Renewal District was turning its attention to the commercial areas. The Agency funded a business development plan with analysis of how to recruit and keep businesses in Canby. They also funded an analysis of the local and regional economy from the industrial sector perspective to show how best to spend their money in the industrial park. The report from that project would be presented on December 5 at the Canby Adult Center. They were working on infrastructure investments, planning efforts, and assessments for incentives. The goal was to provide jobs in Canby. Canby was one of the only places in the Portland region that had large areas of industrial land. There was an area past the Post Office that was in the Urban Renewal District, but was now being built for residential, and they were discussing whether to keep it in the District or if the taxes should be used for the general fund.

Mayor Thompson recessed the Town Hall Meeting at 8:55 p.m. and reconvened the meeting at 9:01 p.m.


Street Maintenance Fee – Mr. Williams said they had known for a number of years that street maintenance was a problem. An inventory of the city streets had been completed and rated with

a pavement condition score. A task force met on Monday and they had gone over inventory, repair techniques, and the way that street maintenance was funded. The task force's next meeting would be on November 28 and they would be discussing the options other communities used for this problem. Many had gone to a street maintenance fee. The amount of money received from the government was not increasing in proportion to the demands placed on the system. A local gas tax was another option. They were hoping to get a recommendation back to the Council by January 2006.

There was a question from the audience about how growth affected this issue. Discussion took place regarding annexations and developments and that growth was controlled through voter approved annexations. There was also discussion about SDC funding and the gas tax. The option of bringing this up to a vote was discussed.

Need for New Police/Court Facility – Margaret Yochem, Transit & General Services Director, said that the Future Facilities Study had reported that the current police facility was not adequate. The immediate need would be to add 2,300 square feet. It was a priority of the Urban Renewal Agency. It would take 3.5 acres and about seven million dollars to build the facility. They were aggressively pursuing their options, but they were sensitive to the use of public money. There was discussion about keeping the police facility downtown or not and if the facilities should all be kept together or not.

Mayor Thompson adjourned the Town Hall Meeting at 10:15 p.m.


Kimberly Scheafer
City Recorder Pro Tem


Melody Thompson
Mayor

Assisted with Preparation of Minutes – Susan Wood