

CANBY CITY COUNCIL  
REGULAR SESSION  
JUNE 19, 2002

Mayor Terry Prince presiding. Council members present: Jean Tallman, Walt Daniels, Patrick Johnson, Shirley Strong, Teresa Blackwell, and Randy Carson.

Also present: City Administrator Mark Adcock, Community Development and Planning Director John Williams, City Attorney John Kelley, Transit Director Margaret Yochem, Police Chief Ken Pagano, Lt. Greg Kroeplin, Officer Brian Howarth, Officer Jorge Tro, Officer Steve Floyd, Officer Tim Green, Library and Parks Director Beth Saul, Finance Director Chaunee Seifried, Joyce Peters, Robin Adcock, Melody Thompson, Randy Tessman, Keith Stewart, Ron Berg, Steve Amick, Jamie Johnk, Barry Lucas, Lila & Curtis Gottman, Wayne Scott, Wayne Oliver, Leonard Walker, Ben Johnston, Jeff Snyder, Marlene Elmore, Georgia Newton, Jim Newton, Craig Bowcock, Rudy Prael, Bev Doolittle, Mark Gross, Robi Kurth, Buzz Weygandt, Lisa Weygandt, and Craig Lewelling.

Mayor Prince called the regular session to order at 7:30 p.m., followed by the opening ceremonies and a moment of silence.

**PROCLAMATIONS:** Certification of May 21, 2002 Measure 3-55 Harbison Annexation  
Certification of May 21, 2002 Measure 3-56 Canby School District Annexation  
Certification of May 21, 2002 Measure 3-59 Police Levy  
Certification of May 21, 2002 Measure 3-60 Swim Center Levy

Mayor Prince read the four proclamations certifying the results of the Primary Election May 21, 2002 into the public record.

1. **Measure 3-55 for annexation of 1.97 acres on SW 13<sup>th</sup> Avenue official count from Clackamas County being Yes 2664 No 1097 Blank 223 Overvotes 5**
2. **Measure 3-56 for annexation of 45.42 acres on SE Township Rd. official count from Clackamas County being Yes 2634, No 1132, Blank 217, Overvotes 6**
3. **Measure 3-59 for City Levy of 1.40 per \$1,000 of assessed value for Police Services. Official count from Clackamas County being Yes 1700 No 2100 Blank 185 Overvotes 4**
4. **Measure 3-60 for City Levy of \$0.32 per \$1,000 of assessed value for the Swim Center. Official count from Clackamas County being Yes 2699 No 1192 Blank 97 Overvotes 1**

Mayor Prince expressed appreciation to the citizens for turnout for this election.

**CITIZEN INPUT ON NON-AGENDA ITEMS:** None.

**CONSENT AGENDA:**

**\*\*Councilor Strong moved to approve the Minutes of the regular session of June 5, 2002, and Accounts Payable of \$,226,218.40. Motion was seconded by Councilor Carson and passed 5-0 with Councilor Tallman abstaining.**

Per the request of Jean Tallman the Performance Evaluation of the City Administrator pursuant to ORS 192.660(1)(c) was moved up on the Agenda.

Mayor Prince stated that this was a performance evaluation of City Administrator Mark Adcock. The guide line sheet listed six different categories:

1. Communication with Council
2. Implementation of Council Policy
3. Relationship with Community Stake holders
4. Staff Management
5. Financial Management
6. Crisis Management

Mayor Prince requested input from each of the Council.

### **1. Communication with the Council**

Mayor Prince rated Mark very good on this point. He stated there was never a week that went by, where something did not arrive from staff or Mark. The Council packets are up to date and pre-agenda items were very helpful.

Councilor Daniels stated he appreciated Mark's timely communication. Getting information before news media was much appreciated and information was not held off until packets were due.

Councilor Tallman stated on a personal communication, that Mark kept her informed during her recovery and felt he did a remarkable job in keeping her from being overwhelmed before she was ready.

Councilor Johnson agreed with Jean and appreciated Mark's trip to hospital during his illness to keep him informed.

Councilor Carson appreciated that packet is delivered a week before Council meeting and that it is complete, and there are few last minutes items that the Council needs to quickly read up on.

Councilor Blackwell stated she appreciated completeness of packet and phone calls from Chief Pagano (at Mark's suggestion) to let us know what was happening.

Councilor Shirley agreed with the others and stated she appreciated getting information in a timely manner and keeping the Council informed.

### **1a. Accurate communication**

Mayor Prince stated he found Mark's update very thorough and communication top notch and appreciated all the detail, with a lot of information up front.

Councilor Carson stated that all the information was factual and concise and covered both sides of the issues.

Councilor Blackwell stated it was helpful during the budget process to have both sides.

Councilor Johnson stated that information is accurate and timely especially during budget and the new numbers or changes were commented quickly. He expressed thanks to Finance as well. Councilor Johnson stated he rated Mark an excellent in both communication categories.

Councilor Daniels liked and appreciated the choices given and results of each choice.

Councilor Tallman agreed.

Administrator Adcock appreciated the Council's comments.

### **3. Implementation of Council Policy (administrates Council operation consistent with Council policy.)**

Mayor Prince stated he found that especially true with the budget, periodic review, and keeping the Council on track. He noted that the Park acquisition was very difficult and out of the ordinary and Mayor Prince felt that Mark was on top of those issues.

Councilor Carson stated that things are quickly implemented thanks to Mark and his staff.

Councilor Johnson noted that the Council implemented many new fees, and that Mark had been the point man at City Hall from 9-5, dealing with the public. Councilor Johnson noted it was a tough job to administer Council policy especially with current budget constraints and felt Mark has done an excellent job and that he was a consummate professional.

#### **4. Assist Council in development of goals and strategic planning**

Mayor Prince stated he much appreciated the development of the five year plans from staff and each department, he found it helped. He felt reluctant to put too much burden on staff, but the items departments accomplished were considerable and lengthy, considering the small staff.

#### **5. Policy implementation with community members**

Mayor Prince was disappointed to have to decrease funding for affiliated community agencies. Mark took that on to find other funding. Mark was conscientious in letting the community know early, so they can react to the changes.

Councilor Carson commented on Mark's work with the Fire Department, with emergency operation, police, the schools, Clackamas County, CBR and the Chamber.

#### **6 Relationship with community state holders**

Mayor Prince stated Mark is seen as collaborative with CBR if businesses are thinking of leaving Canby. After the recent fire at the Farm & Garden, he was instrumental in getting paper work done to get the store back on track. He felt Mark had a lot to do with keeping that business in Canby.

Councilor Blackwell said she talked to people from some of the partner agencies and she noted that Mark was spoken of highly. It was noted if Mark could not attend meeting he would call, and that his dealings were professional and courteous.

Councilor Daniels noted the City is not an island and Mark keeps in touch with other groups to keep them informed and to bring back information to the Council

Councilor Strong also talked to a partner agencies and was told the agencies were appreciative of being kept informed especially during the budget process.

#### **6a. Clear communications**

Mayor Prince found communication clear, but would like more communications about City departments for the paper in the next year so the public can understand how budget cuts effect those departments and the City.

Councilor Carson stated point-of-view articles are good and would like to see staff put in articles to take the burden off of Mr. Adcock.

Councilor Strong noted at last budget meeting a citizen approached her about the police levy. That citizen felt that information was important for everyone in the community. Ms. Strong would like to see more communication with the community in regards to the policy levy etc.

Mr. Adcock commented that once it becomes a ballot measure, the Administration can no longer pass out the information.

Councilor Johnson asked how many letters or articles Mr. Adcock helped to write for the Council or Mayor.

Mr. Adcock stated that he authored the last two State of the City addresses for the Mayor. Beth

wrote a letter for the Mayor regarding the Log boom property. Mr. Adcock went on to say he authored an article for the Mayor about the neighbor to neighbor project, fiscal challenges facing the City, and City budget committee recommendations. Chief Pagano has also written articles.

Councilor Daniels stated that Mr. Adcock's communications are clear and concise.

#### **8. Seen as Approachable and Friendly**

Mayor Prince stated that most people who know Mr. Adcock think of him as approachable and friendly.

Councilor Johnson stated that the mark of a good manager is to surround oneself with people who take care of your shortcomings. Mr. Adcock knows his limitation and sends out John Williams, Ken Pagano or his wife when "schmoozing" is required. Councilor Johnson felt that Mr. Adcock has made huge strides in this area and with his staff.

#### **9. Well known in Community**

Mayor Prince stated that Mr. Adcock is known because of OCTS and the broadcast of the Council meetings.

Councilor Daniels said people call him Mark and that there is a lot of respect when people do that.

Councilor Strong stated there is still a segment who ask who's Mark. She thinks an article in paper to let citizens know who you are would be a positive.

Councilor Blackwell stated that at first Mr. Adcock scared her, and that a stigma comes with being an administrator but finds Mark a genuine and approachable person.

Councilor Johnson stated that philosophically, a piece of the job is to manage a \$15M corporation, we are point men and his job is to make us look better. Does he need to be well known in the community? Most people will be handled by staff. Is it Mr. Adcock's role to be known in the community or is it the Councilors' role to be accessible and bring that information back?

Councilor Blackwell stated Mr. Adcock is out in the community more than most of us, except for perhaps Councilor Carson.

Councilor Strong suggested people in the community want to get a sense that they know who the City Administrator is, and that was why she suggested the articles etc.

Mr. Adcock appreciated the suggestion and stated that he had some ideas of how to do that.

#### **10. Visible at community event**

Mayor Prince stated he saw Mr. Adcock at a lot of events and felt that his presence reinforced his recognition in the community.

Councilor Strong said she agreed with Teresa Blackwell and that there was not a community event that she had been to where Mr. Adcock was not in attendance.

Councilor Carson stated that if he is there, Mark is there. Councilor Carson said he talks to people who don't know who the City Councilors are, so does not see this as one of the major issues to worry about.

Councilor Daniels stated this question has two sides, if he is not visible in the community, there are complaints and if he is not in his office, there are complaints.

#### **11. Staff management**

Mayor Prince indicated that Mr. Adcock was very capable in staff management and has gotten more out of the staff than could be expected. Mayor Prince stated he appreciated the policies and procedures manual making this organization more professional.

Councilor Tallman noted you can tell an organization by how one is treated at front desk. She



indicated that going into City Hall, you see a happy staff that is purely a reflection of the man on top.

Councilor Daniels stated that being budget and past Council President, he had been at staff meetings and was impressed with how Mr. Adcock handled the meetings and how he held his staff accountable.

Councilor Johnson said he marked all criteria as excellent. He sees that the training, support, leadership, and morale they have received from Mr. Adcock could not have been better. Mr. Adcock has also made the Councilors better.

Councilor Carson felt that Mr. Adcock had the departments heads working together, and noted that every department head was present at the meeting.

Councilor Blackwell indicated that she had talked to several staff members and felt that all of the staff was fully on board and behind Mr. Adcock.

Councilor Strong asked about staff training. Mr. Adcock noted that it was possible to do training last year but the coming budget had less money for training. There were ways to improve skills, through collaborative efforts with other cities i.e. mentoring programs were available in finance. He indicated that he asked each department to leave one significant professional conference in their budget and bring back information their departments can use.

Councilor Carson indicated that when Mr. Adcock lays out the packet and has his or staff presentations as needed, they are ready and have all the information needed. There are very few questions that are not answered at the meetings.

Councilor Johnson indicated that a year ago he had trouble with staff presentations and felt those presentations had increased in quality.

#### **12a. Budget preparation in a timely manner**

Mayor Prince stated that Canby was known for getting their budget out early. He felt that made a big difference in being ready for changes, especially in tight budget years and constant changes or revenue. Mayor Prince stated that Mr. Adcock is always making sure that capital accounts and contingency funds are kept up to date.

Councilor Daniels, Chairman of the Budget Committee, stated it has been easier each year that Mr. Adcock has been here, because the budget has been complete and balanced. He felt it make the Committee's job easier and felt that was due to staff and a well organized budget.

Councilor Carson indicated Mr. Adcock was proactive on the budget and looked at areas to cut before things were too far gone.

Councilor Blackwell stated that comments have been made at the County level about Mr. Adcock. When Council asked for options, there were several options given with the effects of each option.

Councilor Johnson stated that Mr. Adcock deserves a gold star in financial management this year. He stated that the funding programs and budget were eliminated, even those in one instance that directly could affect Mr. Adcock.

Mayor Prince indicated that the City had a clean audit this year and he felt that was a good indicator or sound fiscal management.

Councilor Strong said it was the first time that things at the budget committee level did not have to be rehashed and rehashed before drawing conclusions.

#### **12d. Budget developed to achieve long term financial stability**

Councilor Tallman's comment on "d" was "don't we wish". She thought that the category should be changed to read "survival" with something in coffers to fall back on, but thought more was in the fall back coffers than originally planned, thanks to belt tightening of staff. She felt the City was doing as well as could be expected.

Mayor Prince indicated it was helpful of Mr. Adcock when he issued a memo that there would be money left in the budget at the end of the fiscal year. Mr. Adcock volunteered that he had told Council that staff would save \$90,000 and at last count \$140,000 had been saved.

Councilor Carson commended Finance Director Chaunee Seifried and Mr. Adcock on the layout of the budget, it is indexed and tabbed, with last year's budget, current budget, and the proposed budget and is much easier to read.

### **13. Crisis Management**

Mayor Prince stated that he appreciated his skill especially in relation to the high school incident that recently occurred. He indicated Mr. Adcock was behind the scenes making sure that the situation was handled and that the Council was kept up to date. He indicated that being able to keep staff on board with the budget problems was an indicator of Mark's crisis management skills.

Councilor Johnson said that Mr. Adcock has contingency plans for almost any situation. Mr. Johnson said he rated Mr. Adcock excellent on everything. No matter what the situation, the Council gets a memo, and a contingency plan.

Councilor Carson said it was not just a plan, but any problem. A call to Mr. Adcock will discover that he and staff have already had discussions. Mr. Carson indicated that every time he calls, he gets a good response from Mr. Adcock and an indication of what will be done.

Mayor Prince indicated that labor negotiations this last time were hard because of the budget, but it went very smoothly because of Mr. Adcock's contact with the unions.

Councilor Carson read a letter from Corey Parks in respect to Mark Adcock's review:

Mr. Parks said that he had the highest regard for Mr. Adcock as a City Administrator, and it was his opinion that Mr. Adcock is one of the brightest and hardest working city official's Canby could hope to have on staff. He continued to write that Mr. Adcock excels in 1) staff preparation, training and management; 2) fiscal management; and 3) communication. Mr. Parks indicated that there were the essential skills for a successful City Administrator, particularly important for the City of Canby. Mr. Parks indicated that in the three years Mr. Adcock has been in Canby, the quality of the staff presentation has increased in quality and sophistication. Mr. Parks said that Mr. Adcock performed his duties in a professional, courteous and competent manner during his tenure with the City.

Mayor Prince stated that Mr. Parks's letter was a good summary and indicated the Council was lucky to have Mr. Adcock. Mr. Prince indicated that Mr. Adcock was doing an excellent job.

Councilor Johnson stated that in Mr. Adcock's last job review, he was given five things he needed to do. They were: 1) Matrix of different projects and their status 2) Do goal setting session with the Council (this did not happen because of change in Councilors and illness of Councilors) 3) Develop recommendations for Council 4) Community communications 5) Five year plans for each department. (Mr. Adcock did this and then showed them to the Budget Committee- the police five-year plan is the basis for the levy). Mr. Johnson said Mr. Adcock accomplished everything the Council had set out for him.

Mr. Adcock requested that the Council do a written report of his review and that all members present sign the review and that it be placed in his file.

**\*\*Councilor Carson moved that in as much as Mr. Adcock had an excellent review, his salary be increased to Step 5 schedule B of the Management pay plan. The motion was seconded by Councilor Tallman and passed 6-0.**

Mr. Adcock thanked the Council for their kind words and comments and especially to Councilor Jean Tallman for being able to participate. He felt there were some good comments/suggestions and the Administration will be working on in the next year.

Mayor Prince adjourned the meeting to take a break at 8:40 p.m. and reconvened at 8:50 p.m.

**COMMUNICATIONS:** None.

**PUBLIC HEARINGS:** 2001-2002 Supplemental Budget -

Mayor Prince opened the public hearing at 8: 50 p.m.

Mr. Adcock called on Chaunee Seifried to give background on supplemental budget for 2001-2002. Financial Director Chaunee Seifried thanked Mr. Adcock for all he has done for staff. Ms. Seifried indicated the supplemental budget addressed four issues. General Fund has cash carry over, about \$30,000 was the cost of service study that was not completed in the previous year. Police Emeritus of \$3,000 that Council agreed to take out of contingency, the redevelopment of the Community Director and Planning Director ( just regrouped where the money is applied) and Building Department brought in \$30,000 of additional revenue which has ben applied to professional service plan, and the balance is the money for the LID that is allocated in the different funds.

**PUBLIC INPUT:** None.

Mayor Prince closed the public hearing at 8:55 p.m.

**DISCUSSION:**

**\*\*Councilor Daniels moved to approve Resolution 800, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2001-2002. Motion was seconded by Councilor Strong and passed 6-0.**

2002-2003 Fiscal Year Budget -

City Administrator Mark Adcock noted a public hearing was required to consider the adoption of the 2002-2003 City Budget.

Mayor Prince opened the public hearing at 8:56 p.m.

**PUBLIC INPUT:** Melody Thompson, 1747 NE Laurelwood Loop, was a citizen member of the Budget Committee. She concurred with Council on the level of difficulty that this budget presented. She supported the budget in its entirety and recommended Council's approval.

Mayor Prince closed the public hearing at 8:57 p.m.

**DISCUSSION:**

**\*\*Councilor Daniels moved to approve Resolution 801, A RESOLUTION ADOPTING THE A**

**BUDGET, MAKING APPROPRIATIONS, AND CATEGORIZATION FOR THE 2002-2003 FISCAL YEAR. Motion was seconded by Councilor Johnson**

Councilor Strong wanted the general public to know that the permanent rate levy of \$3.4886 per thousand and local option levy (Swim Center) of .32 per thousand was a total of \$3.8086. There is bonded debt of \$73,207 which is excluded from limitation.

Councilor Johnson indicated some great discussions with the Budget Committee, and wanted the public to know that the \$3.8086 is low compared to other cities of our size that have park districts. He wanted the citizens to discuss what the community wants to support and what additional cuts the citizens are willing to make.

**\*\*Motion passed 6-0.**

**NEW BUSINESS: Report from Budget Committee** - Mr. Adcock asked Committee Chair Daniels to give the report from the June 11<sup>th</sup> Budget Committee meeting. Mr. Daniels deferred to Melody Thompson.

Melody Thompson representing the Budget Committee, said the meeting on June 11, at request of the Council, was asked to consider the May public safety levy results. After due consideration, the Committee recommended the levy again be referred voters. She stated that the three reasons that emerged from this meeting were:

1. General Fund revenue information from City staff continues to cause grave concerns about how and to what degree the City will fund the departments the city supports (this includes the Police Department). It becomes necessary to consider again alternate revenue sources which is one of the few viable options.
2. Chief Pagano maintains that the needs in this levy are essential to his department to combat the effects of Canby's population growth and increases in criminal activity, traffic, and code enforcement. Additionally, it would purchase much needed equipment such as 800Mhz which will be mandatory equipment for the department.
3. The May public safety levy indicated a very close finish and many people felt doing a better job of informing the public of the need for this levy and increasing the campaign effort, could likely result in passage.

Councilor Johnson noted he would be having a meeting next Wednesday, June 26<sup>th</sup> in the Council Chambers for police levy discussion and it would be open for anyone who was interested.

**\*\* Motion was made by Councilor Johnson to direct staff to prepare necessary material to get the Public Safety levy on the November ballot and that it be the same levy that appeared on the May ballot. The motion was seconded by Councilor Carson and passed 6-0.**

**Manuel Application for Zone Change (02-02)**

Mr. Adcock deferred to John Williams for information on the application for zone change.

John Williams, Community Development and Planning Director, thanked Mr. Adcock for his advise and guidance in the last ten months as he has gotten used to his job.

Mr. Williams stated that pages 8-94 in the packet are the public record for zone change on ½ acre located behind 447 S. Ivy Street. This is part of an application that included a conditional use permit in a subdivision, all of which have been heard by the Planning Commission with recommended approval of the zone change. The only part that comes to the Council is the zone change. The comprehensive plan calls for this parcel to be zoned downtown commercial, it is currently zoned low density residential. John noted that only a small portion of this development was to be rezoned.

Mr Williams indicated that the Council needed to review the material and then make a final decision on Ord.1100.

Mayor Prince noted that the only problem with the development seemed to be the access on Ivy Street and conditions that address it.

City Attorney John Kelley indicated that a public hearing was needed as a hearing on the record.

#### **PUBLIC HEARING:**

Mayor Prince opened the public hearing on the record at 9:10 pm.

#### **CONFLICT OF INTEREST:**

Councilor Blackwell indicated no conflict and would participate.

Councilor Carson indicated no conflict and would participate.

Councilor Strong indicated no conflict and would participate.

Mayor Prince indicated no conflict and would participate.

Councilor Johnson indicated no conflict and would participate.

Councilor Daniels indicated no conflict and would participate.

Councilor Tallman indicated no conflict and would participate.

#### **EX'PARTE CONTACT:**

Councilor Blackwell driven past site, but not visited.

Councilor Carson driven past site, but not visited.

Councilor Strong driven past site, but not visited.

Mayor Prince driven past site, visited site and drew no conclusions.

Councilor Johnson driven past site, and drew no conclusions.

Councilor Daniels driven past site, and drew no conclusions.

Councilor Tallman had no ex'parte contact.

#### **PUBLIC TESTIMONY:**

Mayor Prince requested of any person in the audience if they had question of the Council regarding conflict of interest or ex'parte contact. None.

**PROPONENTS:** None.

**OPPONENTS:** None.

Mayor Prince closed the public hearing at 9:15 p.m.

Councilor Johnson asked about traffic issue. Mr. Williams indicated there was a great deal of



discussion by the Planning Commission about the close access and its nearness to Township Road. There appeared to be no real fix at this time and the Planning Commission did vote to approve. Access and driveway will be built to County standards.

**\*\*Councilor Carson moved to adopt Ordinance 1100, AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF CANBY, CLACKAMAS COUNTY, OREGON FOR TAX LOT 7700 OF TAX MAP 4-1E-04AB to come up for second reading on July 3, 2002. Motion was seconded by Councilor Daniels and passed 6-0.**

Discussion re: State Accreditation of Police Department -

Mark Adcock introduced Chief Pagano to give the Council information on accreditation of the Police Department and a memorandum of police department hours.

Chief Pagano thanked Mr. Adcock for his contribution to the City and Police Department. He also recognized police members Lt Kroeplin, and newly-hired Patrolman Tim Green.

Effective July 1, 2002 the Police Department front counter will be closed. Chief Pagano said they were looking for a senior volunteers program to make contact at the front window to greet and hand out flyers. Interested persons should contact Lt Greg Kroeplin or Chief Pagano.

Councilor Strong if the counter would be open once they had sufficient volunteers?

Chief Pagano indicated "yes" as soon as they had a pool of people and were able to do some training and screening, hopefully the end of July.

Councilor Daniels asked how many police officers the records clerk did records and Chief Pagano indicated there were 20 persons that she did records for as well as processing and distributing of reports. She doesn't work weekends, but the police work 7 days a week, 24 hours a day. Some of the records are time sensitive and there have been some real problems.

Mayor Prince noted that this is a very busy office, and needs to be kept open to citizens.

Chief Pagano noted contact with the citizens was very important, but he could not afford to lose any more staff because of burnout. Contact can be made at 266-1104.

**\*\*Mayor Prince received consensus of approval of the Police Department action.**

Chief Pagano discussed OAA (Oregon Accreditation Alliance) and CALEA (Commission on Accreditation for Law Enforcement Agencies). Chief Pagano indicated there were only three agencies in Oregon accredited. Accreditation is the advancing of professional law enforcement. This accreditation has the agency critique itself, and making the agency accountable for what it has. He stated there were 147 standards that reflect minimum professional requirements practiced for law enforcement in liability, safety, and critical management areas. Accreditation certifies the Police Department operations and makes sure they are in order in all the high risk areas of liability, for example use of force, pursuit, records management, holding facilities, written directive, policy, and procedures. Lt Kroeplin will be the accreditation manager, this will be a lot of work and the whole

department will be involved. We are guessing this is a 10 month process. This should reduce risk of liability by about 40% and reduces civil action be upheld by about 70%. Police work is high risk and high liability for cities. Once the department is accredited, it has an onsite audit of the department. An annual review is done and every three years an onsite audit is done. This is not a mandatory process but just makes good sense.

Councilor Carson stated that this should make department more accountable and more knowledgeable about what their actions can cause down the road. Chief Pagano noted that it really makes the officers a partner in the agency, they know their policies and procedures and need to be part of the department. Accredited police agencies are the best in state.

**UNFINISHED BUSINESS: Progress Report from Traffic Safety and Bike and Ped Committees.**

Mr. Adcock said the Council asked to recall the discussion of merger of both committees. Both committees are currently working well as separate committees. Memo from Chief Pagano indicates both committees are working closely together.

**ORDINANCES & RESOLUTIONS:**

**Resolution 796 -**

**\*\*Councilor Daniels moved to adopt Resolution 796, A RESOLUTION ACCEPTING THE RESULTS OF MAY 21, 2002 ELECTION, PROCLAIMING ANNEXATION INTO THE CITY OF 45.42 ACRES DESCRIBED AS TAX LOTS 900, 1100 AND 1200 OF TAX MAP 4-1E-03 LOCATED ON THE SOUTH SIDE OF SE TOWNSHIP ROAD EAST OF TROST ELEMENTARY SCHOOL, AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITHIN THE CITY LIMITS. Motion was seconded by Councilor Johnson and passed 6-0.**

**Resolution 797 -**

**\*\*Councilor moved Johnson to adopt Resolution 797, A RESOLUTION ACCEPTING THE RESULTS OF MAY 21, 2002 ELECTION, PROCLAIMING ANNEXATION INTO THE CITY OF 1.97 ACRES DESCRIBED AS TAX LOTS 1200 OF TAX MAP 4-1E-04CA LOCATED ON THE SOUTHWEST CORNER OF SW 13<sup>TH</sup> AVENUE AND S FIR STREET, AND SETTING THE BOUNDARIES OF THE PROPERTY TO BE INCLUDED WITH THE CITY LIMITS. Motion was seconded by Councilor Strong and passed 6-0.**

**Resolution 798 -**

John Williams noted that the Council discussion one year ago of system development charges (SDC'S), and requested that SDC's be updated annually, based on what the construction cost index had done. The charges are based on Engineering News Record Construction Index, which is a cost of construction materials and labor adjusted for the Portland area. This cost has increased 3.6% in sanitary sewer, transportation, storm drainage and parks and recreation fees. The increase for a new four bedroom house would adjust the sanitary sewer from \$1785 to 1850, and transportation from \$1835 to \$1904. Mr. Williams stated that by bringing this back each year, the City will not have to face the double digit increase that happened last year.

**\*\*Councilor Daniels moved to adopt Resolution 798, A RESOLUTION AMENDING CANBY'S**

**SYSTEM DEVELOPMENT CHARGES TO ACCOUNT FOR INFLATION. Motion was seconded by Councilor Strong and passed 6-0.**

Resolution 799 -

**\*\*Councilor Tallman moved to adopt Resolution 799, A RESOLUTION ACCEPTING THE RESULTS OF May 21, 2002 ELECTION, PROCLAIMING PASSAGE OF A FIVE YEAR LOCAL OPTION SERIAL TAX LEVY TO FUND THE CANBY SWIM CENTER. Motion was seconded by Councilor Blackwell.**

Councilor Tallman said this pool has saved her.

Mayor Prince thank people who worked for the passage of levy.

**\*\*Motion passed 6-0.**

Resolution 802 -

**\*\*Councilor Carson moved to adopt Resolution 802, A RESOLUTION AUTHORIZING TRANSFER OF FUNDS IN BUDGET LINE ITEMS TO BALANCE TO 2001-2002 BUDGET. Motion was seconded by Councilor Strong and passed 6-0.**

Ordinance 1097 -

**\*\*Councilor Daniels moved to adopt Ordinance 1097, AN ORDINANCE DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE FOR FISCAL YEAR 2002-2003 on second reading. Motion was seconded by Councilor Tallman and passed by roll call vote 6-0.**

Ordinance 1098 -

**\*\*Councilor Carson moved to adopt Ordinance 1098, AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PURCHASE AND SALE AGREEMENT WITH THE STATE OF OREGON, DEPARTMENT OF PARKS AND RECREATION FOR THE ACQUISITION OF APPROXIMATELY 76.85 ACRES FOR PUBLIC PARK PURPOSES, AND DECLARING AN EMERGENCY on second reading. Motion was seconded by Councilor Blackwell and passed by roll call vote 6-0.**

Mayor Prince thanked the Council for support in obtaining this and other property along the Willamette River as well as thanks to Kurt and Martha Schrader.

Ordinance 1099-

**\*\*Councilor Blackwell moved to adopt Ordinance 1099, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH OREGON HOUSING AND ASSOCIATED SERVICES, INC., dba WHEELS COMMUNITY TRANSPORTATION OF SALEM, OREGON FOR PROVIDING BUS DRIVERS FOR THE CANBY TRANSIT SYSTEM; AND DECLARING AN EMERGENCY on final reading. Motion was seconded by Councilor Johnson and passed by roll call vote 6-0.**

Margaret Yochem thanked Mark Adcock for all his help and guidance with Transportation Department. Ms. Yochem introduced Jay Lynch, Executive Director of OHAS dba Wheels. Mr.

Lynch thanked City for their vote of confidence and indicated how anxious and eager Wheels is to partner with the City in the operation of the CAT transportation system. He noted he was looking forward to working with the City.

**MANAGERS' ISSUES:** Mark Adcock noted that the General Canby Day is requesting additional street closure that are not normal for the 4<sup>th</sup> of July celebration. These are 2<sup>nd</sup> Avenue from N. Holly to Grant and closure of 4<sup>th</sup> Avenue at N. Ivy. Mr. Adcock requested the Council's approval of those closures relative to General Canby Day.

**\*\*Councilor Daniels moved to note the additional street closures of 2<sup>nd</sup> Avenue from Holly to Grant and of 4<sup>th</sup> Avenue at N. Ivy relating to General Canby Day. Motion was seconded by Councilor Blackwell and passed 6-0.**

Mark Adcock noted that last year this Council passed a resolution in support Hope Village's attempt to secure state funding for low income apartment development, they were unable to participate in that funding cycle and have asked for similar report. Mr. Adcock is asking for a new resolution to be brought to the Council at the next meeting July 3<sup>rd</sup>. \*\*Council gave consensus.

13<sup>th</sup> Avenue Park Plan Update - Parks Director Beth Saul noted that last night, June 18, 2002, a meeting was held for the kick off of the final planning for 13<sup>th</sup> Avenue Park. Over a year ago, stakeholders from Canby School District, Canby Kids, Adult Center got together to take the whole area around Ackerman Campus including six acres owned by the City, and design an overall recreation complex. Part of that was a small area for just a park that the neighbors are interested in on the City property and so a plan for a playground and other amenities is getting off the ground. A mini master plan can be developed and then phase in the parts that are doable as resources and maintenance is available. A playground is needed and the Parks Department could handle that maintenance-wise. Volunteers leafleted the neighbors with over 300 flyers but last night's meeting yielded mostly the staunch parks supporters from the Park & Rec Board, the Livability Coalition, Council, and staff. Beth said that additional publicity will hopefully bring better turnout. In a general sense, it is known that neighbors want play equipment and picnic area. The next meetings will be July 9, July 16, August 6 and 13 with the intent to complete plan. Once the Council approves the initial plan, it can be implemented in phases starting with a play structure. Matilda Deas has done master planning so the City hasn't had to hire an outside consultant.

Councilor Carson was also disappointed in the turnout and said that the group needs neighborhood residents with children, and unless there is more turnout at the other meetings, the project will become minimal play equipment at this time. Other groups in town are interested in getting park areas, so the focus will most likely turn to them. There needs to be commitment from the local neighborhoods.

Councilor Johnson clarified that the money is dedicated by law for parks so it can't be used other places. There is a pool of money so it needs to be determined where money should be spent, the Council is influenced by citizen input.

Year End Organizational Accomplishments - This item afforded Mark Adcock the opportunity to publicly state his appreciation and notable accomplishments done by the management team. It has been a difficult year and time was spent on noteworthy things. He has been in public service for 32

years and has not worked with any organizations that have a more competent, dedicated, or professional than Canby's management team. He attributes accomplishments to a dedicated defined group, dedicated to work to sustain good morale. Cash carryover was created of over \$140,000. Their can-do attitude, no complaints, and positive attitude has been borne out by increased commitment to employee accountability. They have done it in positive way and have been committed to positive outcomes. The City has not had mass bailout, especially managerial, management has worked with other departments and have proven to be team players. Good people produce good work. Importantly, there people don't care who gets the credit.

1. Chaunee Seifried and Laura Dornbusch of the Finance Department: Cost of Services Study; Clean Audit Result of Good Cash Management; Five Year Plans; Budget Cycles; Continued Improvement as shown by receiving a Liability Cost Containment Award.
2. Beth Saul was instrumental in coordinating the new Personnel Policy and Procedures Manual.
3. John Williams was endorsed by Mark to the ICMA as an associate member along with Mike Swanson of the City of Milwaukie for his outstanding work in the last ten months as the new Community Development and Planning Director. It has been exemplified with an excellent rating for our Building Department.
4. Margaret Yochem has moved Public Transit in the City further in her first three months than since its conceptual inception.
5. Beth Saul continued to work on the Parks Master Plan.
6. The Management Team as a whole has applied for a variety of grants amounting to \$1.3 million; this has all been done without a grant writer on staff.
7. John Williams and Darvin Tramel received excellent findings from DEQ for WWT Plant compliance audit.
8. John Williams for the implementation of the revised system for the SDCs and updates to the Residential Zoning Code.
9. Ken Pagano has implemented management systems in the Police Department and is working towards achieving State accreditation.
10. Everyone in the Management Group was responsible for the reorganization of City services through the shift of reporting responsibilities.
11. John Kelley for his sound legal counsel.

Administrator Adcock wished to publically thank and recognize these Department Directors and City Attorney John Kelley for these major accomplishments and presented pens to staff.

**CITIZEN INPUT:** None.

**COUNCILORS' ISSUES:** Councilor Johnson apologized about last meeting's comments about the process for evaluating the City Administrator. He appreciated the process that the Mayor gave them, thought it went well, and thanked the Mayor for a good job.

Mayor Prince thanked Councilor Johnson in his efforts to work with Canby Trophy to resolve the rental house issue so they can get through their busy season. Mr. Johnson also thanked Margaret Yochem for her efforts and assistance and the Mayor echoed his appreciation for her persuasiveness and flexibility.



Mayor Prince addressed the acquisition of the park acreages and knew that a wildlife management plan would need to be done before any improvements could be started, but he entertained a suggestion from Trost School Principal Mike Zagya to contact the National Guard MSCA (Military Support Civilian Authority) unit to pave the trail. They had done the trail paving around the Trost School and would need to be contacted prior to the beginning of their next fiscal year which would start on October 1st. Mayor Prince said he could work with Beth to create a letter of application. Council was in consensus to proceed.

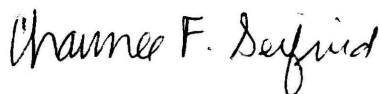
Mayor Prince shared information about the Mayor's Service Day and has selected September 21<sup>st</sup>. The *Herald* is running an article about the renaming of the event. Canby Telephone is sponsoring the event and this year they are trying to identify specific projects with certain groups. There will be announced meetings in the next several months to plan the event.

**ACTION REVIEW:**


1. Approving the consent agenda.
2. Approving Res. 796.
3. Approving Res. 797.
4. Approving Res. 798.
5. Approving Res. 799.
6. Approving Res. 800.
7. Approving Res. 801.
8. Approving Res. 802.
9. Approving Ord. 1097 on final reading.
10. Approving Ord. 1098 on final reading.
11. Approving Ord. 1099 on final reading.
12. Approving placing Police levy on November ballot.
13. Approving Ord. 1100 for second reading on July 3, 2002.
14. Granting additional street closures for General Canby Day.
15. Bringing a resolution to July 3, 2002 Council meeting supporting Hope Village's funding application for low income housing.

There was no Executive Session.

Mayor Prince adjourned the regular Council meeting at 10:20 p.m.



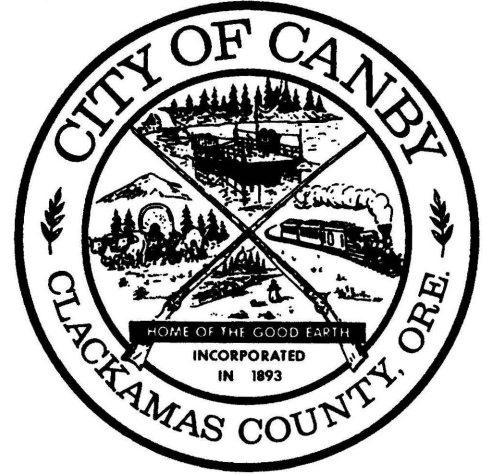
Chaunee F. Seifried  
City Recorder pro tem



Terry L Prince  
Mayor



Prepared by Joyce Peters and Marty Moretti  
Office Specialists



## PROCLAMATION

WHEREAS, the City of Canby, County of Clackamas, Oregon, held a Primary Election on May 21, 2002, to consider the following measure:

### MEASURE NO. 3-55

**Shall 1.97 acres located on SW 13<sup>th</sup> Avenue near S. Fir Street  
be annexed into Canby?**

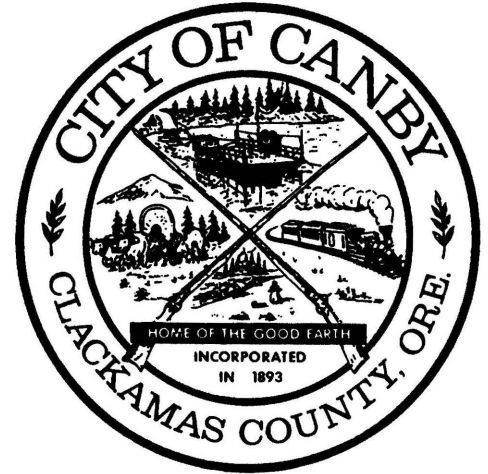
WHEREAS, the Clackamas County Elections Department offers the following as an official count of votes for the Primary Election on May 21, 2002.

**YES - 2664**  
**NO - 1097**  
**Blank - 223**  
**Overvotes - 5**

**NOW, THEREFORE**, I, Terry L Prince, Mayor of the City of Canby, Oregon, do hereby proclaim the foregoing to be a true and accurate accounting as presented by the Clackamas County Election Division dated June 7, 2002.

Dated this 19th day of June, 2002.

  
Terry L Prince, Mayor



## PROCLAMATION

WHEREAS, the City of Canby, County of Clackamas, Oregon, held a Primary Election on May 21, 2002, to consider the following measure:

### MEASURE NO. 3-56

**Shall 45.42 acres located on SE Township Road east of S. Redwood Street be annexed into the City?**

WHEREAS, the Clackamas County Elections Department offers the following as an official count of votes for the Primary Election on May 21, 2002.

**YES - 2634**  
**NO - 1132**  
**Blank - 217**  
**Overvotes - 6**

**NOW, THEREFORE**, I, Terry L Prince, Mayor of the City of Canby, Oregon, do hereby proclaim the foregoing to be a true and accurate accounting as presented by the Clackamas Election Division dated June 7, 2002.

Dated this 19th day of June, 2002.

  
Terry L Prince, Mayor



## PROCLAMATION

WHEREAS, the City of Canby, County of Clackamas, Oregon, held a Primary Election on May 21, 2002, to consider the following levy:

### MEASURE NO. 3-59

**Shall the City levy \$1.40 per \$1,000.00 of assessed property value annually for five years 2002-2007 for police services?**

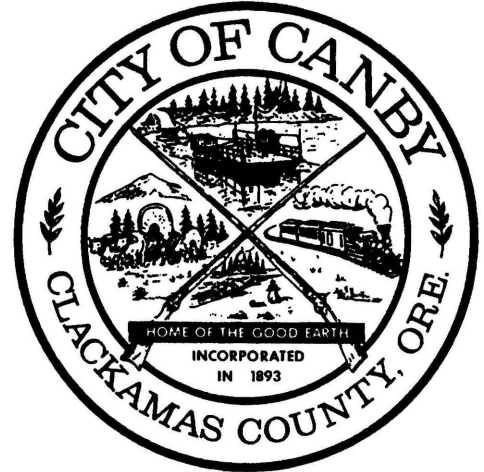
WHEREAS, the Clackamas County Elections Department offers the following as an official count of votes for the Primary Election on May 21, 2002.

**YES - 1700**  
**NO - 2100**  
**Blank - 185**  
**Overvotes - 4**

**NOW, THEREFORE**, I, Terry L Prince, Mayor of the City of Canby, Oregon, do hereby proclaim the foregoing to be a true and accurate accounting as presented by the Clackamas Election Division dated June 7, 2002.

Dated this 19th day of June, 2002.

  
Terry L Prince, Mayor



## PROCLAMATION

WHEREAS, the City of Canby, County of Clackamas, Oregon, held a Primary Election on May 21, 2002, to consider the following levy:

### MEASURE NO. 3-60

**Shall the City impose \$0.32 per \$1,000.00 of assessed property value for five years 2002-2007 funding swim center operations?**

WHEREAS, the Clackamas County Elections Department offers the following as an official count of votes for the Primary Election on May 21, 2002.

<b>YES -</b>	<b>2699</b>
<b>NO -</b>	<b>1192</b>
<b>Blank -</b>	<b>97</b>
<b>Overvotes -</b>	<b>1</b>

**NOW, THEREFORE**, I, Terry L Prince, Mayor of the City of Canby, Oregon, do hereby proclaim the foregoing to be a true and accurate accounting as presented by the Clackamas Election Division dated June 7, 2002.

Dated this 19th day of June, 2002.

Terry L Prince, Mayor





# CLACKAMAS COUNTY

Office of the County Clerk

JOHN KAUFFMAN  
CLERK

719 MAIN STREET  
OREGON CITY, OR 97045  
(503) 722-2745  
FAX (503) 650-3563

E-MAIL  
johnk@co.clackamas.or.us

RECEIVED

JUN 10 2002

CITY OF CANBY

I HEREBY CERTIFY that at the May 21, 2002 primary election, 3,989 ballots were cast within the City of Canby and that 6,783 voters were eligible to cast ballots for a turnout of 58.8%

WITNESS MY HAND and SEAL this 7<sup>th</sup> day of June 2002.

JOHN KAUFFMAN  
COUNTY CLERK

*Darlene Kenney*  
By: Darlene Kenney  
Deputy

BOARD OF PROPERTY TAX APPEALS  
719 MAIN STREET  
OREGON CITY, OR 97045  
(503) 655-8662  
FAX (503) 650-3563

ELECTIONS DIVISION  
825 PORTLAND AVENUE  
GLADSTONE, OR 97027  
(503) 655-8510  
FAX (503) 655-8461

PRINTING DIVISION  
2100 KAEN ROAD  
OREGON CITY, OR 97045  
(503) 655-8337  
FAX (503) 557-5883

RECORDING DIVISION  
104 11TH STREET  
OREGON CITY, OR 97045  
(503) 655-8551  
FAX (503) 650-3035

RECORDS MANAGEMENT DIVISION  
270 BEAVERCREEK ROAD, SUITE 200  
OREGON CITY, OR 97045  
(503) 655-8323  
FAX (503) 655-8195



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Statement of Vote - Clackamas County Primary Election - May 21, 2002

\*\* City of Canby - Measures 3-55 and 3-56 \*\*

Page Number 73.029.001

	REG- ISTERED VOTERS	TURN- OUT	TURN- OUT PERCENTAGE	Meas- ure 3- 55 YES	Meas- ure 3- 55 NO	Meas- ure 3- 56 YES	Meas- ure 3- 56 NO	Meas- ure 3- 55 YES	Meas- ure 3- 55 NO	Meas- ure 3- 56 YES	Meas- ure 3- 56 NO
CONSOL PREC NO 122	1793	1060	59.1%	726	271	61	2	747	258	50	5
CONSOL PREC NO 123	615	323	52.5%	222	79	21	1	217	83	23	0
CONSOL PREC NO 124	1702	1022	60.0%	641	319	61	1	632	332	58	0
CONSOL PREC NO 125	1391	797	57.2%	569	184	44	0	543	204	49	1
CONSOL PREC NO 126	1283	787	61.3%	506	244	36	1	495	255	37	0
**** TOTALS ****	6784	3989	58.8%	2664	1097	223	5	2634	1132	217	6

CERTIFIED COPY OF THE ORIGINAL  
 JOHN F. KAUFFMAN, COUNTY CLERK  
 BY: *[Signature]*  
 JUN - 7 2002

Statement of Vote - Clackamas County Primary Election - May 21, 2002

\*\* City of Canby - Measures 3-59 and 3-60 \*\*

Page Number 74.030.001

	REG- ISTERED VOTERS	TURN- OUT	TURN- OUT PERCENTAGE	MEAS- 3-59 YEARS OPTIONAL CITY LEVY CANBY YES	MEAS- 3-59 POLICE SERVICES CITY OF CANBY NO	BLANKS	OVER- VOTES	MEAS- 3-60 YEARS OPTIONAL CITY LEVY CANBY YES	MEAS- 3-60 FOR SWIM CENTER CITY OF CANBY NO	BLANKS	OVER- VOTES				
CONSOL PREC NO 122	1793	1060	59.1%	481	529	50	0	748	287	25	0				
CONSOL PREC NO 123	615	323	52.5%	140	168	15	0	208	105	10	0				
CONSOL PREC NO 124	1702	1022	60.0%	413	556	51	2	655	338	29	0				
CONSOL PREC NO 125	1391	797	57.2%	342	421	34	0	569	214	14	0				
CONSOL PREC NO 126	1283	787	61.3%	324	426	35	2	519	248	19	1				
**** T O T A L S ****	6784	3989	58.8%	1700	2100	185	4	2699	1192	97	1				

CERTIFIED COPY OF THE ORIGINAL  
JOHN F. KAUFFMAN, COUNTY CLERK  
By: *Wayne Penney*  
JUN -7 2002