

MINUTES
Troutdale City Council – Regular Meeting
Troutdale City Hall – Council Chambers
104 SE Kibling Avenue
Troutdale, OR 97060-2099

Tuesday, March 13, 2007

1. PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE

Mayor Thalhofer called the meeting to order at 7:00pm.

PRESENT: Mayor Thalhofer, Councilor Kight, Councilor Ripma, Councilor Thomas, Councilor Canfield, Councilor Kyle and Councilor Daoust.

ABSENT: None.

STAFF: John Anderson, City Administrator; Jim Galloway, Public Works Director; Rich Faith, Community Development Director; Debbie Stickney, City Recorder; Dave Nelson, Chief of Police and Jack Hanna, Code Compliance Officer.

GUESTS: Pat Smith and Chad Tippen.

2. CONSENT AGENDA:

- 2.1 ACCEPT MINUTES:** November 14, 2006 Work Session, November 21, 2006 Work Session and December 12, 2006 Regular Meeting.
- 2.2 RESOLUTION:** A resolution recognizing the completion of the public improvements associated with the Estates at Riverbend residential subdivision and accepting them into the City's Fixed Asset System.
- 2.3 RESOLUTION:** A resolution recognizing the completion of the public improvements associated with Partition Plat No. 2004-39 adjacent to SE Hood View Way and accepting them into the City's Fixed Asset System.
- 2.4 RESOLUTION:** A resolution approving the personal services agreement for City Attorney recruitment services.
- 2.5 RESOLUTION:** A resolution opposing any legislation that combines a school system development charge with the parks system development charge and sets an arbitrary cap on the system development charge rate.
- 2.6 RESOLUTION:** A resolution extending the City Administrator's contract for a period of three (3) months (from March 28, 2007 to June 30, 2007).
- 2.7 RESOLUTION:** A resolution adopting certain criteria to be used by the Council in evaluating the job performance of the City Administrator.

MOTION: Councilor Kyle moved to accept the consent agenda. Seconded by Councilor Kight. Motion Passed Unanimously.

3. PUBLIC COMMENT: Please restrict comments to non-agenda items at this time.

None.

4. PRESENTATION / MOTION: A presentation of the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2006 followed by a motion to accept the report.

Kathy Leader, Finance Director, reviewed the highlights from 2006 outlined in the staff report contained in the packet.

Roy Rogers, Pauly, Rogers and Co., stated one of the most important things for you, as the judiciaries of the public money and public trust, is to make certain that things are done appropriately and that you have good internal control systems and good accounting records. Your financial statements are in good order. The Comprehensive Annual Financial Report (CAFR) is a very transparent document. We have issued a clean opinion and there is no management letter, which is a tribute to your staff. I have to disclose to you if we had any disagreements regarding anything relating to the audit and we did not. We had no difficulties performing the audit; if I had I would report that to you. If there were any significant audit adjustments I would have to tell you at this time, but there were not. We did not have any disagreements about accounting policies or accounting estimates. We commend your staff, they do an excellent job.

Councilor Daoust stated I commend our Finance Director for the positive audit and the clean opinion. Pages 92 and 93 show ten years worth of revenue and expenditures and I noticed that public safety expenditures more than doubled over the last ten years. This council puts a lot of emphasis on public safety.

Kathy Leader stated I believe from 1997 to 1998 we may have included fire service in the general government, which may be why you see a large jump there.

Councilor Daoust stated on page 92 I noticed an increase in how much we are charging for current services compared to previous years, also licenses and permits. Are we getting a better handle on charging for our services?

Kathleen Leader replied licenses and permits are mainly building permit revenues and we have had significant increases in the last couple of years in permit revenues. Charges for current services include utility charges and also SDC charges. One of the items that made that number jump was the park SDC that was increased two years ago. Utility fees are consistently going up as we have additional users.

Councilor Kight stated one of the many projects that the City is looking at with urban renewal will probably cause us to go into debt in order to finance certain projects. How do you see the CAFR helping us to get a good bond rating?

Roy Rogers replied any type of rating starts with looking at the financial worthiness of the entity as well as what you do to show your financial data or how transparent you are in showing your financial data. You have applied for and received national awards with regards to your reporting and that is a very positive sign. I don't think you will have any problem with your bond rating.

Councilor Kight asked do you feel comfortable with the amount that we have in our contingency fund?

Roy Rogers replied for a city of your size and for the activities, it is comfortable.

MOTION: Councilor Thomas moved to adopt the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2006. Seconded by Councilor Daoust.

VOTE: Councilor Kyle – Yes; Councilor Daoust – Yes; Councilor Kight – Yes; Councilor Ripma – Yes; Councilor Thomas – Yes; Mayor Thalhoffer – Yes; Councilor Canfield – Yes.

Motion Passed Unanimously.

5. PUBLIC HEARING / ORDINANCE (Introduced 2/27/07): An Ordinance clarifying procedures for imposing system development charges and amending Chapter 12.02 of the Troutdale Municipal Code.

Mayor Thalhoffer read the ordinance title and opened the public hearing at 7:36pm.

Jim Galloway, Public Works Director, stated this was introduced to you at the February 27th Council meeting. We are coming before you with some suggested changes to clarify language in the Municipal Code pertaining to system development charges. The first change we are proposing is to clarify that the system development charges are for the benefit of the property where the development has occurred and does not go to any particular individual. The second change we are proposing is we want to make it clear that the system development charge is required if there is a change in usage even if it doesn't generate a need for a building permit. The third clarification has to do with our practice of granting an allowance for a previous use and we want to clarify that and say that the previous use needs to have occurred within the City of Troutdale, the assumption being that there was some prior commitment or prior payment that allowed that particular use. If the property were outside of the city limits and then annexed in we wouldn't be granting prior use credit for that use outside of the city limits. We also made a few administrative changes. Three of those administrative changes are simply inserting a word that has been erroneously left out. In one case there is an addition to incorporate some language from the recent changes in the Oregon Statutes. The last administrative change was a proposal to add an authorization that would allow the council at some future date to grant an annual automatic adjustment to the system development charge pertaining to parks system development charges.

Councilor Daoust asked will the automatic annual inflationary adjustment apply to just parks system development charges, or will it apply to others?

Jim Galloway replied the proposed language does not have that limitation. I don't have any intention of coming forward and asking for an automatic adjustment for the four utilities.

Councilor Daoust asked but it is not so open in that we have to adopt any change by resolution and any inflationary factor would come before Council?

Jim Galloway replied that is correct.

Councilor Daoust stated so it is not an automatic increase.

Jim Galloway stated if you were to adopt the proposed language it would allow the Council, at a future date, to enact that action.

Mayor Thalsofer asked is there anyone here that would like to speak to us on this issue?

No testimony received.

Mayor Thalsofer closed the public hearing at 7:41pm.

MOTION: Councilor Daoust moved to adopt the ordinance clarifying procedures for imposing system development charges and amending Chapter 12.02 of the Troutdale Municipal Code. Seconded by Councilor Ripma.

Councilor Daoust stated staff has gone through this chapter and is trying to clean up a few issues and I agree with the staff report.

VOTE: Councilor Kyle – Yes; Councilor Daoust – Yes; Councilor Kight – Yes; Councilor Ripma – Yes; Councilor Thomas – Yes; Mayor Thalsofer – Yes; Councilor Canfield – Yes.

Motion Passed Unanimously.

6. STAFF COMMUNICATIONS

None.

7. COUNCIL COMMUNICATIONS

Councilor Kight stated I am sure that all of the Council received the letter that responded to Richard Weil the attorney in Troutdale. Apparently he never received his invoice for his business license but he received a second notice with a late fee assessed. In situations like this where any number of steps could have kept an individual from receiving their invoice for their license and they have a history of paying their license on time, I am wondering if the council might want to look at a policy for being a little more user friendly. I am sure we have

all received bills with late fees assessed where we didn't see the original statement and they reverse the charges. Apparently the City has a policy that you should have known that you were going to get a bill from the city.

Councilor Thomas stated there is a work session scheduled to discuss this issue on the 27th.

8. ADJOURNMENT:

MOTION: Councilor Ripma moved to adjourn. Seconded by Councilor Kight. Motion passed unanimously.

Meeting adjourned at 7:45pm.

Paul Thalhofer, Mayor

Dated: Approved June 12, 2007

ATTEST:

Debbie Stickney, City Recorder