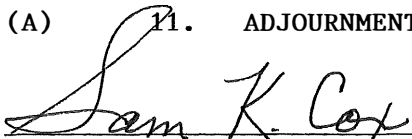


AGENDA
TROUTDALE CITY COUNCIL
7:00 P.M. -- City Council Chambers
104 SE Kibling
TROUTDALE CITY HALL
January 8, 1985

- (A) 1. PLEDGE OF ALLEGIANCE
Call to Order, Roll Call and Agenda Update: **Mayor**
- (A) 2. SWEARING IN: Mayor and New Council Members
- (A) 3. CONSENT AGENDA
 - 3.1: **Accept:** Minutes of December 13, 1984 - Regular Session
 - 3.2: **Accept:** Business License Report
 - 3.3: **Accept:** Bills for the month of **December 1984**
 - 3.4: **Ratify:** Windust Agreement - property
 - 3.5: **Resolution:** Accepting Deeded Property - Windust
 - 3.6: **REsolution:** Accepting Dedication of R-O-W
- (A) 4. AGREEMENT: Multnomah County Electrical
Gresham - Plumbing & Electrical Contracting Services
- (A) 5. AUTHORIZATION: Call for Bids
Capital Leasing Computer Hardware and
System License
- (A) 6. RESOLUTION: Accepting Community Development Block Grants
- (A) 7. APPOINTMENTS: Budget Committee
Planning Commission
- (A) 8. DEPARTMENTAL REPORTS
 - 8.1: Public Safety
 - 8.2: Finance & Records
 - 8.3: Community Services
 - 8.4: City Attorney
 - 8.5: Executive
- (A) 9. COUNCIL CONCERNS AND INITIATIVES
- (A) 10. PUBLIC COMMENT
- (A) 11. ADJOURNMENT



Sam K. Cox, MAYOR

MINUTES
TROUTDALE CITY COUNCIL
JANUARY 8, 1985 - 7:00 P.M.

The meeting was called to order at 7:07 p.m.

Mayor Cox asked Dave Butzer to lead the Pledge of Allegiance.

PRESENT : Ron Burgin, Marge Schmunk, Dave Butzer, Mayor Sam Cox, Dan Lowe and Gene Bui. Paul Thalhofer arrived at 7:22.

STAFF : Pam Christian, Nancy Nixon, Greg Wilder, George Haddock, Brian Freeman and Barbara Rossman

PRESS : John Enders of the Oregonian and Steve Hunter of the Gresham Outlook

GUESTS : The Martin Gault family, the Sam Cox family and Edd Humburg

AGENDA ITEM #2 - SWEARING IN: MAYOR AND CITY COUNCIL MEMBERS

Nancy Nixon, Finance Director, administered the Oath of Office to Sharlyn Jacobs and Martin Gault, new council members; Gene Bui, re-elected Council member and Sam Cox, re-elected as Mayor. Mayor Sam Cox then presented outgoing Council members, Dave Butzer and Dan Lowe, with plaques recognizing their service to the City of Troutdale. Sharlyn Jacobs and Martin Gault were then seated.

AGENDA ITEM #3 - CONSENT AGENDA

Pam Christian, City Administrator, said this action was ratifying the Windust purchase discussed at the last meeting. Pam said the City was responsible on the taxes on a pro rata basis up to the time we take over. That was not included in the staff report at the last meeting. Pam said in accepting the Consent Agenda, Council would be accepting the deeded property from Frank Windust. Item 3.6 is a street right-of-way for the Plaid Pantry. Gene Bui asked that in the minutes Agenda Item #14, Council Concerns, his comments that he felt there should be indoctrination for the two new Council members be added. Nancy Nixon said that would be noted. Gene Bui moved that the minutes be approved with that change. Ron Burgin seconded the motion. Ayes 5 Nays 0. Gene Bui then moved to approve the rest of the Consent Agenda. Ron Burgin seconded the motion. Ayes 5 Nays 0.

AGENDA ITEM #4 - AGREEMENT: Multnomah County Electrical
Gresham - Plumbing & Electrical Contracting Services

Greg Wilder said at a previous meeting the Council had authorized staff to enter into an agreement with Multnomah County to provide electrical inspections. Greg said staff had found a more efficient way to do that dealing with both the County and the City of Gresham. The agreements are basically the same. The City of Troutdale accepts all the applications for permits

and the City of Gresham electrical inspector provides the inspection. Anyone doing electrical work does not have to go to DES or the State to acquire their permits. Greg said staff recommended that Council authorize the Mayor to enter into these agreements. Pam said she had a call from the business manager of National Electrical Contractors Association, NECA, and they are very much opposed to us contracting for electrical inspections with either Gresham or the County because they like it the way it is now. The procedure now is to fill out a permit request and mail it to the State. There is one inspector for the entire County and the law states that if the work has not been inspected within 48 hours, they can cover their work whether or not it has been inspected. Greg said a high percentage of the electrical work goes uninspected. The Mayor said it has been felt for some time that this should be done as it will be much safer. Greg said the costs are no greater. Gene Bui commented that because of fire hazards caused by electrical situations in the County building on the County farm because of the way it is wired, it provides a great fire hazard to Fire District #10. He said he felt this would be the best way to go. Ron Burgin said, as someone who has done some remodeling, this system would be a lot easier working through Troutdale. Gene Bui moved to authorize the Mayor to execute the agreement on the electrical processes. Marge Schmunck seconded the motion. Ayes 6 Nays 0. (Paul Thalhofer arrived during this discussion.)

AGENDA ITEM #5 - AUTHORIZATION: CALL FOR BIDS

Capital Leasing Computer Hardware and System License

Greg Wilder said this system would fulfill all our needs now and probably for the next ten years. The financial accounting system is totally interactive and provides the ability for any division or department head to check real time budget information and is a decision making tool. The system includes Digital Equipment Corporation VA 730 which has a 3 megabyte core, carries 2 - 205 megabyte removable hard disks for 410 megabytes, a tape drive to transmit data and store archive information; a telephone modum and a floating point accelerator to do scientific processing work. The main system will be located where the Wang is now and has with it a data terminal. The Finance Director's terminal will be a micro-terminal network to the mini system which allows her to either independently or through the system, do spread sheet analysis; graphic projections; statistical work; etc. separate from the main box or in conjunction with the main box. It includes two data entry and retrieval terminals for payroll and utility billing, word processing terminals for court, building and Finance & Records secretary. Upstairs the system includes a data terminal in the City Administrator's office, word processing terminal at both the Executive and Community Services' secretaries' desks, scientific terminals at Community Service Director's office and another terminal upstairs for the general use of the other departments and divisions. There will be a number of printers, both draft quality and correspondence quality and a single letter quality printer upstairs. Any part of the system can address any other part of the system. The system can also interact with the new system that Gresham is about to put on line; Tigard is looking seriously at the Gresham system. Greg said that would allow any of the cities, through networking, to back the others

up when their system goes down. In addition to all the financial functions, we will be able to generate our geographic base, mapping base and data base systems for retrieving file information (If looking for a file from Multnomah County five years ago, we will be able to retrieve that information quickly and be able to retrieve that file without ever having to physically go to the file.) We will also have word processing functions, water simulation, computer-aided drafting capabilities, electronic mail & memo systems, maintenance management programs for all divisions & departments, building and planning information files and system networking. Ron Burgin asked if Greg was satisfied with the security arrangements at the terminals. Greg said he was satisfied and that there are four levels of control built into the system and we have the ability to add any other layering in the control system we want. Gene Bui asked if the system had the ability to annex the cities of Wood Village and Fairview should they be interested in participating in it. Greg said as far as system capacity s concerned, yes. Interoffice mail and response would be instant. Spelling and punctuation will be electronically checked. Marty Gault asked what was anticipated for the Police Department. Greg said the Police currently have a terminal that can be configured to interact with the system and would require no further hardware.

Pam Christian said Troutdale had entered into an administrative agreement with Gresham to share software and to back systems up. Ron Burgin asked if the Councillors and the Mayor could use home terminals to interact with the City's system. Greg said if the home system can emulate a V-100 terminal and with the proper access codes and the proper authorization they could interact. Pam said a whole new policy would have to be developed on who has access.

Pam said funds had been set aside in Federal Revenue Sharing for the computer Approximately \$4,000 was used for a consultant to work with Greg for the system configuration and costs. Greg Wilder explained the differences between the minimum and maximum configuratons is the number of desk terminals. He said under the minimum configuration a number of terminals would be deleted and the terminals at secretarial positions would be downgraded for a savings of approxiately \$30,000. We would trade off a lot of independence in the system and we start buying equipment that we don't get discounts on. Pam said the difference between the minimum and maximum configuration works out to about \$42,000. Pam said staff was not sure what bids would be received and so Council had a schedule for both the five year and seven year lease. Nancy had talked a number of leasing companies that felt comfortable giving an interest rate of 10½%. Pam said there is \$30,000 specifically allocated to the computer in Federal Revenue Sharing. Federal Revenue Sharing came in at \$18,000 below projections. \$30,000 minus that \$18,000 leaves \$12,000 which will comfortably make the remainder of this budget year's payment on that system. The payments for each of the following years can be designated from Federal Revenue Sharing. Marge Schmunk asked Pam if she was that sure of Federal Revenue Sharing and Pam replied that we had it for the next three years and chances of the program or a similar one continuing were good. Ron Burgin

asked if it would be a unique situation for Troutdale to project a use that far ahead for Federal Revenue Sharing funds. Pam said it would and other cities such as Wilsonville have built their city halls that way. Ron Burgin asked what our system was costing at present. Nancy Nixon, Finance Director, replied that the system is paid for and a maintenance agreement costs \$295 per month.

Gene Bui said the City should go with the maximum system as we would save in the long run, not trying to nickel and dime it with a lesser system. Pam stated that there is a clause that if a municipality does not appropriate the funds, the lease is cancellable. The equipment would then have to be returned, however. Marge Schmunk asked what percentage of Federal Revenue Sharing the \$38,000 was. Nancy said it was about one-third. She said BOEC, EMC, the audit and insurance also came out of Federal Revenue Sharing. Ron Burgin asked how we could just buy it. Pam said we could not do it this year. She said the lease could be negotiated with no pre-payment penalty so it could be paid off without penalty when funds were available. Ron said he would like to see it written that way. Nancy said that might result in a slightly higher interest rate. Pam said the information had been prepared for both 5 and 7 years as the City might not receive bids for 7 years. Some leasing companies might not want to bid on a 7-year lease. She said staff was asking tonight for action to authorize the purchase and authorize Nancy Nixon to send out RFPs for leasing. Nancy said Council needed to decide if they wanted a 5 or 7-year lease, a 7-year lease being a smaller amount of money committed annually. Mayor Cox asked, with a no pre-payment penalty clause, how much higher the interest would be. Nancy said possibly 1 or 2%. Pam said the Council needed to decide if they wanted the minimum or maximum system and then authorize staff to send out proposals on leasing equipment. She said when RFPs have been received, the Council then decides whether to accept and award the lease. Paul Thalhoffer said we should go with the 7-year lease and no pre-payment penalty and let companies compete. Ron Burgin said he would like to be able to consider the matter in the whole budget process but if time constraints would not allow this then look at a 7-year lease. The payments are about the cost of a middle management position with fringe benefits and the system is worth at least that much to the City. He said it seems comparable. Pam said last year's Budget Committee had reviewed and discussed this concept.

Paul Thalhoffer moved to authorize an RFP for the maximum configuration on a 7-year lease and that we specify that we want the ability to pay off at any time and we will not tolerate a pre-payment penalty. Gene Bui seconded the motion. Ayes 6 Nays 0.

Ron Burgin asked if the terminal could call out. Greg said only through the main system but can at a later time be accommodated to do that. Gene Bui said that the City will have to start writing policies for the use of information and access to the system. Pam said a committee would need to be established to outline and draft policies. Gene said he would like that put on the agenda when RFPs have come back.

AGENDA ITEM #6 - RESOLUTION: ACCEPTING COMMUNITY DEVELOPMENT BLOCK GRANTS

Greg Wilder said these were the Community Development Block grants discussed at a previous meeting when the Council had been asked to approve applications. These four had been awarded and Council now needed to accept them. Mayor Cox read the resolution by title. Marge Schmunk moved to accept the resolution and Ron Burgin seconded the motion. Ayes 6 Nays 0.

AGENDA ITEM #7 - APPOINTMENTS: BUDGET COMMITTEE
PLANNING COMMISSION

Pam Christian introduced Edd Humburg, who was in the audience, as one of the new Budget Committee members. He is to replace Martin Gault and his term will be one year. Bill Smith was recommended for reappointment and Dave Butzer also was recommended for appointed to the Budget Committee. Their terms will be for 3 years. Cathy Hamme and Jeff Watanabe were recommended for appointments to the Planning Commission for four year terms. Mayor Cox said there had been 13 applicants for these positions. Gene Bui moved to appoint Cathy Hamme and Jeff Watanabe to the Planning Commission. Marge Schmunk seconded the motion. Ayes 6 Nays 0. Gene Bui moved to appoint Edd Humburg, Bill Smith and Dave Butzer to the Budget Committee. Marge Schmunk seconded the motion. Ayes 6 Nays 0.

AGENDA ITEM #8 - DEPARTMENTAL REPORTS

8.1 - Public Safety:

Chief George Haddock had nothing to add to his report. Ron Burgin asked what we were doing in December 1983 that we didn't do in December 1984 as there was a difference in the number of citations issued of 245 in 1983 and 72 in 1984. George replied that personnel on the streets was down and weather conditions could account for the difference but there was no policy difference. Gene Bui asked how close the department was to hiring. George said the 3 applicants being considered would all have to attend the Academy which was full at the present time and it was better if new officers attended the Academy right away to be of better service to the City. Mayor Cox asked if the new drunk driving laws would have anything to do with the decrease in citations and George said it was to early to tell, but groups such as M.A.D.D. were having an effect. Ron Burgin asked for an evaluation of the decrease in citations.

8.2 Finance and Records:

Nancy Nixon asked for the return of the Preliminary Financial Report distributed at the last meeting by John McClure of Coopers & Lybrand.

8.3 - Community Services:

Greg Wilder added that the storm sewer system on Columbia had been inspected today and the balance of the payment would be forthcoming. He said the preliminary rate structure results would be presented at the next meeting. Marge Schmunk asked if the City would allow builders to build one single unit of an attached single family unit such as was done in Oakmont. Greg said that would go through Planning and the decision would be reviewed there. Pam said the position of Development Coordinator would not only follow rules, but point out shortcomings in existing rules so they could be brought before Council.

8.4 - City Attorney:

Brian Freeman had no report tonight.

8.5 - Executive:

Pam said the public hearing on the Bennett Waterline LID for January 22nd needed to be cancelled. We are trying to integrate it into the CDBG funds. Gene Bui moved to cancel the public hearing for January 22nd and Ron Burgin seconded the motion. Ayes 6 Nays 0.

Pam asked the Council about the best time for goal setting sessions. Mayor Cox suggested Saturday mornings and Pam said it would take two sessions. She said since there is not going to be a tax levy those deadlines do not have to be met and we can go into the budget later into the year. She said the review would be started the end of February or first two weeks of March. Pam said the League of Oregon Cities had a goal setting program where people from the League work with cities for a very reasonable price. Paul Thalhofer asked what this would cost. Pam said \$1200 had been allocated and it was \$300 a session. Paul said staff and people on the Council could set their own goals without using taxpayer's money to pay someone from outside. Marge Schmunk said an outsider is more unbiased and doesn't tend to lead Council. Pam recommended against doing this on staff level. Ron Burgin said the previous Council had had some criticism of being staff lead and it was unfair to put Pam in the position of organizing the meeting, leading the meeting and then be subject to their criticism. The person from the League presumably knows about municipal goals and is someone who can keep the meeting going and on track. Paul said his concern was that the taxpayers felt the staff and Council could set goals for the City without spending money on consultants but as it was already in the budget he would not object to it. Marge Schmunk suggested one session with an outsider. Gene Bui said that the League is there to provide that service. This is a legislative year and small cities like Troutdale have a tendency not to be looked at on issues that affect them because they don't have clout because they are not in on things and the League can put them in on what is going on. Gene Bui moved to have two goal setting sessions beginning at 9:00 a.m. until 12 noon on two Saturday mornings selected by staff after contacting the consultant as to when they are available. Ron Burgin seconded the motion. Ayes 6 Nays 0.

Pam said the League of Oregon Cities would hold newly elected officials workshops February 2 in Hillsboro and February 22 in The Dalles. She asked if any Council members wanted to attend. Sharlyn Jacobs wanted to attend the one on the 22nd and Marty Gault wanted to attend but said he would have to check his calendar. Gene Bui said he would like to attend either one.

AGENDA ITEM #9 - COUNCIL CONCERNS AND INITIATIVES

Ron Burgin asked if a letter could be sent to Scott Pemble expressing our appreciation. Paul Thalhofer agreed. Pam said it was being drafted already. Paul Thalhofer said he would like to see the Public Comment on the agenda be moved up so people could come to meetings and tell Council their concerns and not have to wait the whole meeting. Council decided to move Public Comment after the Consent Agenda. Gene Bui welcomed the new Budget Committee and Planning Commission members. The Mayor also welcomed them.

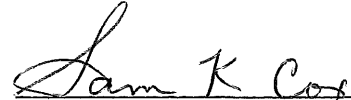
AGENDA ITEM #10 - PUBLIC COMMENT

Edd Humburg, newly appointed Budget Committee member said he wanted to express his appreciation at being appointed and he looked forward to working with the City of Troutdale.

AGENDA ITEM #11 - ADJOURNMENT

Pam said there was a possibility of paying for the computer system. There is an additional carry over; beginning fund balance. She said if we do that we start out with a \$0 fund balance. We could look at that when we get into the budget. She suggested going ahead with the lease program and then based on the fact that there is not a pre-payment penalty, bigger payments could be made. Ron said we could just lease the equipment and pay outright for the licensing and installation. Pam said she had considered that but based on Nancy's recommendation that she would rather be able to have the flexibility with the cash flow. Nancy said in the past year there had been a number of opportunities we would not have been able to take advantage of if we hadn't had the cash. Pam mentioned the Windust property purchase and Marge the EDA projects. Pam said that was the beginning fund balance as of June 30th and the budget this year is based on projected revenues. The revenues may not come in at the rate projected. Gene Bui said we should not touch carry over.

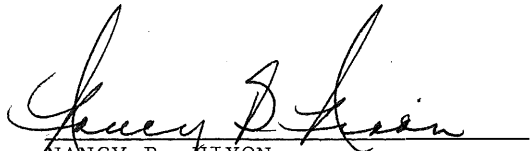
Marge Schmunk moved to adjourn. Gene Bui seconded the motion.
Ayes 6 Nays 0. The meeting was adjourned at 8:57 p.m.



SAM K. COX, MAYOR

DATE SIGNED: 1-23-85

ATTEST:



NANCY B. NIXON
FINANCE DIRECTOR/CITY RECORDER