

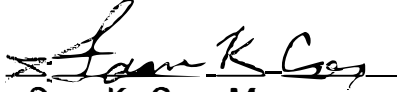
# CITY OF TROUTDALE

## AGENDA

TROUTDALE CITY COUNCIL/BUDGET COMMITTEE -- WORK SESSION  
COUNCIL CHAMBERS  
TROUTDALE CITY HALL  
104 SE KIBLING AVENUE  
TROUTDALE, OR 97060-2099

7:00 P.M. -- NOVEMBER 27, 1990

- (1) PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE
- (2) IMPACTS OF BALLOT MEASURE #5

  
Sam K. Cox, Mayor

**NOTE:** All Budget Committee members are invited to attend this meeting.

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**MINUTES  
JOINT CITY COUNCIL WORK SESSION  
CITY COUNCIL/BUDGET COMMITTEE  
TROUTDALE CITY HALL  
COUNCIL CHAMBERS  
104 SE KIBLING AVENUE  
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**7:00 P.M. - NOVEMBER 27, 1990**

**ITEM #1: PLEDGE OF ALLEGIANCE, ROLL CALL**

Mayor Cox called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

City Recorder, Raglione, was asked to call roll.

**PRESENT: Bui, Burgin, Cox, Fowler, Jacobs, Schmunk, Thalsofer**  
**BUDGET COMMITTEE MEMBERS: DeCamp, Jensen, Nutting, Schreifels**

**STAFF: Christian, Cline, Collier, Gazewood, Raglione, Wilder**

**ITEM #2: IMPACTS OF BALLOT MEASURE #5 - DISCUSSION**

Background was given by Christian who stated that the assumption she must go on was that the majority of voters chose a spending limitation. We would respond to that decision and reduce City expenditures by: 1) determining service priorities; 2) deleting programs not meeting basic service needs; 3) increasing efficiency.

Christian stated that the basic budget principles were:

- A. Funds are segregated**
1. General Fund
  2. Enterprise/Special Revenue
  3. Capital/Improvement Fund
  4. Debt Service

Each has a dedicated/statutory purpose.

- B. Financial Impact**
- Analysis
  - Future resources in question

**C. Other alternative solutions**

Christian then presented activities that the Executive Department was responsible for performing.

- o Coordination of work programs of all departments;
- o Developing policy statements from Council actions;
- o Representation of City at Administrative staff level - County; Metro; State; Other jurisdictions;
- o Setting priorities of departments work programs;
- o Coordination and establishment of final Budget Document;
- o Personnel administration - Final authority for decisions and interpretation;
- o Monitors all City purchasing and all City expenditures;
- o Recommends policy to City Council;
- o Citizen relations [last resort];
- o Responsible directly to Council for staff performance;
- o Plans and organizes - Council meetings; Budget Meetings; Special meetings;
- o Recommends and implements Council processes for all Boards; Commissions; Committees; Special Projects

Councilor Burgin stated that the City should take an active stance to gather City revenues lost by encouraging legislation during this session, however, not by creating any new taxes to the citizens.

Questions of clarification by Jensen and Fowler.

Christian stated there were three pots: 1) school; 2) personal property \$10.00 tax limit; 3) and real property - \$10.00 limit.

Wilder presented functions that Public Works Department was responsible for performing

<b>MANAGEMENT: (E)</b>	<b>Engineering (E)</b>
	<i>Computer* (G)</i>
	<i>Facilities Maintenance* (G)</i>
	<b>Wastewater (E)</b>
	<b>Public Works (E)</b>
	<b>Water (E)</b>
	<b>Streets (E)</b>
	<b>Internal Services (O)</b>

<b>ENGINEERING:</b>	<i>Regulatory Compliance (S)</i>
	<b>Project Management (E)</b>
	<b>Support (E)</b>
<b>COMPUTER:</b>	<i>Central System (G)</i>
	<i>PC Support (G)</i>
	<i>Project Support (G)</i>
<b>FACILITIES MAINTENANCE:</b>	<i>Parks (G)</i>
	<i>Buildings (G)</i>
	<i>Recreation (G)</i>
	<i>Support (G)</i>
	<b>Street Tree (E)</b>
<b>WATER:</b>	<b>Supply (E)</b>
	<b>Distribution (E)</b>
	<b>Regulatory Compliance (E)</b>
<b>WASTEWATER:</b>	<b>Collection (E)</b>
	<b>Treatment (E)</b>
	<b>Regulatory Compliance (E)</b>
	<b>Storm Lines (E)</b>
<b>STREETS:</b>	<b>Maintenance (E)</b>
	<b>Bike &amp; Trail (E)</b>
	<b>Support (E)</b>
<b>INTERNAL SERVICES:</b>	<b>Vehicle Maintenance (O)</b>
	<b>Phone/Elect. Support (O)</b>
	<b>Equipment Acquisition &amp; Maintenance (O)</b>
	<b>Other Support (O)</b>
<b>MANAGEMENT:</b>	<i>Management &amp; Administrative (G)</i>

	<i>Clerical Support (G)</i>
	<i>Project/Program Development (G)</i>
	<i>Support/Internal &amp; External (G)</i>
<b>OTHER/(CAPITAL &amp; SPECIAL):</b>	<b>Water Improvement (E)</b>
	<b>Sewer Improvement (E)</b>
	<b>Street Improvement (E)</b>
	<b>Parks Development (E)</b>
	<b>Street Tree (E)</b>
<b>ENTERPRISE:</b> <b>GREEN appears in this type print.</b>	
<b>GENERAL FUND:</b> <b>RED appears in this type print.</b>	
<b>EITHER FUND:</b> <b>OTHER appears in this type print.</b>	
<b>SPLIT GENERAL/ENTERPRISE:</b> <b>COMBINATION GREEN/RED appears in this type print.</b>	

Collier presented functions that Public Safety Department was responsible for performing.

Councilor Thalsofer stated that this department would be his priority.

Chief Collier stated that the department had 12 sworn officers with 2 cars on 24 hours/day minus 1 8 hr. shift per week. The DARE program took more time than he had expected equalling approximately 16 hours per week of one officer's time. There were other programs at the Elementary school level [i.e., 2000 program].

Councilor Fowler asked for clarification regarding the purchase of a new facility. Christian stated it was over a two year period.

Discussion of coverage in Wood Village and charging for their portion of service(s) ensued.

Councilor Thalhoffer discussed the possibilities of researching a Central Holding Facility rather than the time away from the City to transport to Multnomah County @ 122nd. He stated this appeared to be reasonable for other jurisdictions as well as Troutdale.

Councilor Burgin discussed reducing staff and benefits.

Councilor Schmunk stated that the Reynolds High School housed students that were receiving benefits of Troutdale police without paying for those services since they didn't live in Troutdale.

Christian stated there were two options to consider: A) wait to see what action the legislature would take after further knowledge of the impacts of Ballot Measure 5 and hold the line for 1 year; B) take the hits now.

Christian stated that staff needed to know 'What level of service' did Council want to maintain? Defer maintenance and maintain service levels?

Councilor Bui stated there was an investment in people that worked here that should be maintained, people weren't hardware. He favored maintaining for 1 year.

<b>UNIFORM PATROL</b>	Neighborhoods
	Commercial Establishments
	Response to Police Calls for Service
<b>INVESTIGATIONS</b>	Troutdale cases
	Interjurisdictional cases
	Multi-agency Task Forces
<b>POLICE RECORDS</b>	Records Mgmt/Clerical Support
	City initiated dispatch/call taking
	Fingerprinting
<b>POLICE RESERVES</b>	Patrol supplement
	Investigations Supplement
	Special assignments
<b>NEIGHBORHOOD WATCH PROGRAM</b>	
<b>BLOCK HOME PROGRAM</b>	

<b>DARE PROGRAM</b>	
<b>SCHOOL LIAISON PROGRAM</b>	
<b>SUMMER BEACH PATROL</b>	
<b>NEW FACILITY PURCHASE</b>	

Gazewood presented functions that Finance Department was responsible for performing.

<b>TREASURY FUNCTIONS:</b>
Maintain daily cash flow
Invests available funds
Collect Special Assessments, Utility Charges and General Revenues
Make Daily Bank Deposits
Disburses Accounts Payable
Improvement Warrant Financing
<b>ACCOUNTING FUNCTIONS:</b>
Preaudits purchase orders, receipts and disbursements
Prepares Bi-weekly payroll and related reports
Prepares and issues all checks
Maintains general accounting and budgetary records
Prepare and issue billings for Special Assessments, utility user charges and miscellaneous fees and charges
Maintain fixed assets record of all City property
Prepare interim and annual financial reports
<b>LOCAL IMPROVEMENT DISTRICTS:</b>
Individual Project Cost Maintenance
Prepares Notice of Preliminary & Final Assessments
Arrange for Interim and Long Term Financing

Maintain LID Special Assessment Ledgers
<b>BUDGETARY FUNCTIONS:</b>
Makes Revenue Estimates
Assembles Budget Estimates
Assists in Preparing Budget Document
Provides Budget Monitoring
<ul style="list-style-type: none"> <li>o Handles Debt Administration</li> <li>o Coordinates Property/Liability Insurance Matters w/Agent of Record</li> <li>o Provides for Reception/Central Telephone and Daily Mail Activities</li> </ul>

**9:05 P.M. - BREAK:**

Cline presented functions that Community Development Department was responsible for performing.

<b>BUILDING:</b>	
Permit Processing:	Plan Review
	Record, Plan, Permit Retention
	Permit Fee Calculation
	<i>Coordination &amp; Scheduling</i>
<i>Inspections:</i>	<i>Mandatory Inspections</i>
	<i>Special Inspections</i>
*	<i>Denotes Services Provided to Wood Village, Fairview, Multnomah County-- Per Contract. On-site Investigation</i>
General Administrative:	Code Interpretation
	Code Enforcement
	Reports to: State/Metro/County Committee Participation
	Training/Certification



Public/Intergov't. Resource:	Code/General Information
	Construction Related Resource
	Utility Locates/Information
	Intergov't. Coordination [i.e., DEQ, EPA, DSL, POP, PFB, COE, OSHA, PDC]
	Draft Ordinance changes to streamline process.
<b>PLANNING:</b>	
Planning Commission:	Staff support Agendas, Notices, Minutes, etc.
Development Applications:	Plan Amendments
	Zone Changes
	Conditional Uses
	Site Plans
	Tentative/Final Plats
	Partition Plats
	Major/Minor Variances
General Administrative:	Flood Damage Prevention
	Comprehensive Planning ORS 197.
	Periodic Review
	Updates of Plan Elements
	Site and Design Review
Intergovernmental Cooperation:	Columbia River Gorge Planners Advisory Committee
	Metro UGB Technical Adv. Committee
	Metropolitan Area Planning Directors
Development Process Enhancement:	Revision/Streamlining
	Ord. Draft [Land Use Devl. Regs.]

	Economic Devel. Ass't. & Info.
	Special Planning Projects
	Devel. Related Co-Ord.
	Public Contact
	Dissemination of Devel. Information

**GENERAL DISCUSSION:**

Bui stated that there should be a hiring freeze.

Option A: Maintain all current servicelevels and cut maintenance or capital expenditures or anything else that can be cut to maintain all service levels.

Option B: Assume that the funds won't ever be replaced and might as well bite the bullet now. Cut staff and services permanently.

Option A2(C): Maintain full staff and make some significant cuts in service levels which could be reduced. No big cuts in people and wait to see what happens.

Mayor Cox asked if everyone was ready for a consensus of direction.

Fowler: B - permanent cuts; Burgin - C; Thalsofer - C; Schmunk - C; Bui - C; Jacobs - C

Mayor Cox called on the Budget Committee members and Councilor Elect Thompson.

Thompson - C; DeCamp - C; Jensen - C; Nutting - C

**DISCUSSION OF MEETING DATES:**

Jensen suggested appointing an Ad Hoc Committee of 2 Council ; 2 Budget Committee; 2 Staff and review services that could be recommended to Council for a place to start.

Councilor Schmunk questioned that process and eliminating the possibilities of one-sidedness.

Councilor Burgin didn't feel that the Council and Budget Committee members shouldn't have the options limited before they begin the process.

Jensen felt that the earlier in January, the better.

Mayor Cox asked for suggestions of dates in January and stated there would be a couple spots open on the Budget Committee....Ron?

Christian asked if staff could have the month of January to prepare the budget document for review? With an analysis of people to levels of services would take some time to prepare.

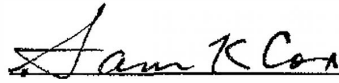
Jensen suggested an all day session on a Saturday as well as the alternate Tuesdays.

Councilor Bui stated that there were specific services that must be provided by ORS to maintain the ability to receive State Shared Revenues. By showing the specific services and levels required, that could help to make some of the decisions.

**MOTION:** Councilor Schmunk moved to set January 29, 1991, as the first Budget Hearing. Councilor Burgin seconded the motion.  
**UNANIMOUS**

**MOTION:** Councilor Schmunk moved for adjournment. Councilor Burgin seconded the motion.  
**UNANIMOUS**

The November 27, 1990 Joint City Council/Budget Committee work session adjourned at 10:10 p.m.



Sam K. Cox, Mayor

Dated: 12-14-90

**ATTEST:**



Valerie J. Raglione, CMC  
City Recorder

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