

**CANBY CITY COUNCIL**

**REGULAR MEETING**

**AUGUST 7, 1985**

Mayor William Pulver presiding. Councilmembers present: David Anderson, Nancy Kopelk, Scott Taylor, Gary Sowles, Helen Brennan and Michael Jordan.

Also present: City Administrator Bud Atwood, City Attorney John Kelley, Police Chief Jerry Giger, Recorder Marilyn Perkett, Sue Cox, Dr. Richard Davies, Dorothy McCormick, Fire Chief Smith French, Betsy Ross, Dr. E.E. Davies, Dorothy Patterson, Cheryl Anderson, Charlie Lam and Don Schaefer.

Mayor Pulver called the regular session to order at 7:30 p.m., followed by the flag salute and meditation.

Roll call of the Council showed a quorum present.

\*\*Councilwoman Kopelk moved to approve as distributed the minutes of the Special Meeting, July 15, 1985 and the Regular Meeting, July 17, 1985. Motion seconded by Councilman Jordan and approved unanimously.

**CITIZEN INPUT ON NON-AGENDA ITEMS:** Dorothy McCormick, Adult Center Director, addressed the Council requesting consideration of maintaining the Senior Center Task Force Committee that was implemented a few years ago to develop plans for the Adult Center that was opened on Monday, August 5, 1985. Those on the committee were: Dorothy McCormick, Carol Lee Morse, Nancy Pickett, Bob Rapp, Betsy Ross, Dr. E.E. Davies, Clarence Potampa, Jack Murray, and Councilman Gary Sowles. Nancy Pickett was a representative from the School District and is no longer on the school board, however, Mrs. McCormick will contact the district to see if they wish to be represented. Grant money is available and an enlargement addition is being planned. Council consensus was to approve the maintaining of the Task Force Committee.

**COMMUNICATIONS:** Administrator Atwood read a letter from Sue Cox, Retail Trade President, requesting authorization to hold the Harvest Festival on September 28th in the S.P. parking area. Mrs. Cox explained to the Council the concept of a midway in the parking area, leaving parking between Holly and Ivy Streets. \*\*Councilman Sowles moved to approve the request of the Retail Trade Committee for their annual Harvest Festival on September 28, 1985, utilizing the S.P. parking area for booths and the street open for parking. Motion seconded by Councilwoman Brennan and approved 6-0.

The City Recorder read a letter from a local citizen, Peter Shrier, to the Mayor commending and supporting the Mayor on his

stand for vandalism. Mayor Pulver noted that he intended "to stick to my guns", regarding closing the Community Park if the vandalism continues.

Administrator Atwood read a letter from the State of Oregon Department of Fish and Wildlife regarding changing the bag limit of trout at the Canby Pond from the current ten per day to five per day, thereby creating additional angling opportunities. A public hearing on the issues will be September 7th.

Attorney Kelley informed the Council that he had received a letter from Thomas-Hahn Insurance and their contact person regarding our insurance bid had been on vacation and will supply us with more information at a later date.

Attorney Kelley informed the Council that the Legislative action to remove Clackamas County from the Metro Boundary Commission had "died" in Legislature and the City had paid the current assessment.

**ORDINANCES & RESOLUTIONS:** None presented.

**NEW BUSINESS:** \*\*Councilwoman Kopelk moved to approved accounts payable in the amount of \$78,436.59, seconded by Councilman Anderson and approved 6-0 by roll call vote.

At this time, Smith French, Fire Chief, addressed the Council regarding the impact of the recent decision by the Supreme Court to include government agencies regarding wages set by the Fair Labor Standards Act (FLSA). The Fire Department faces the issue of maintaining the current ambulance service. A meeting has been scheduled for September 11, 1985, 7:00 p.m., for citizen input on the issue, since the desirable option will be to go for a serial levy or tax base election next May, 1986. Chief French explained the ambulance schedule and noted some options available; the most favorable option, Option No. 5, at this time to use some unanticipated cash carryover to fund one additional person for the current year and have the Chief and Assistant Chief go to shift work. The Council discussed the importance of consolidating the district as soon as possible and perhaps seeking a new tax base. Council consensus was to pursue the Option No. 5 and seek citizen input at the scheduled meeting, Councilwoman Brennan abstained from a consensus at this time since she felt she didn't have enough information or citizen input on the issue.

Mayor Pulver asked if the FLSA ruling would affect the City and was informed that it would in overtime pay that has not been budgeted for in the current budget.

The Council next considered authorizing renewal of the 911 Agreement between the City and Clackamas County. Council briefly discussed the proposed "enhanced 911 system", which will be instituted by Bell Telephone Systems and cost approximately \$50,000 for hookup through the County 911 system. However, the current agreement is the same as last year's. \*\*Councilman

Taylor moved to authorize signatures of the 911 Primary and Secondary PSAP Service Agreement between the City of Canby and Clackamas County on a continuing basis, with a ninety day cancellation notice clause. Motion seconded by Councilman Anderson and approved 6-0.

A Special Event Liquor License application was presented for Council consideration; along with a staff recommendation to have Special Event Liquor Licenses, not permanent licenses, approved at staff level. \*\*Councilwoman Kopelk moved to approve the Special Event Liquor License of the North Willamette Valley Barrel Racing Futurity Committee, August 23, 3:00 p.m. to 12:00a.m.; August 24, 11:00 a.m. to 8:00 p.m.; and August 25, 11:00 a.m. to 12:00 a.m., at the County fairgrounds, motion seconded by Councilman Anderson and carried 6-0. \*\*Councilwoman Kopelk moved to authorize the Chief of Police and City Administrator to approve Special Event Liquor Licenses, keeping the Council informed of such licenses; and to waive the City fee of \$10.00 for charitable events. Motion seconded by Councilman Anderson. Councilman Taylor was against the proposal since the public would not have the opportunity to voice an opinion in a public meeting on an application. Vote on the motion was for approval 5-1, with Councilman Taylor voting nay.

Communication equipment bid quotes for the Police Department were next considered by the Council. Chief Giger explained that he had contacted firms from the State of Oregon Purchasing List and had received three quotes. The three bids included consoles, base radios, pagers, mobile-portables, scanner and page system for a quote under \$60,000. \*\*Councilwoman Kopelk moved to authorize staff to advertise for bids for communication equipment for the Police Department, motion seconded by Councilman Taylor and approved unanimously.

A proposal for software and technical support for computers services from Charlie Lam was presented for Council consideration. The Council was informed of the past assistance that Mr. Lam has extended to the City and of the importance of the need for the proposed software and support. Councilman Taylor expressed that he had hoped to see budgeted money for this type of need, however, Mr. Atwood explained that he had not anticipated that staff would be advanced enough for the computer needs during this fiscal year but with the support Mr. Lam has given the City staff, they are now ready for the advanced software. \*\*Councilman Anderson moved to approve the proposal as presented by Charlie Lam (a copy is attached to the minutes of this meeting) for computer software and technical support. Motion seconded by Councilwoman Kopelk and approved 6-0.

**UNFINISHED BUSINESS:** Architect, Robert Evenson, was not present as scheduled for a review of the Police Facility progress, however, Chief Giger informed the Council of the progress. Chief Giger explained that the floor plan is tentatively done and at this time the technical drawings, for electrical, mechanical, etc., are being completed. At this time, the time frame appears that in about two weeks they will be call for bids and it would be another four weeks before construction actually begins.

Administrator Atwood informed the Council that there has been some problems with the 13th Street Elmwood mobile home park with people wanting to put trailers in the site and some of the conditions have not yet been met, specifically the obscuring fence that one adjoining property owner strongly demanded, however, the issues now seems to be resolved and the fence will be properly placed. Also, the 13th Street paving problem has been resolved with the issuance of the new subdivision plat requiring as a condition that the street be paved to the center of the improved street. Attorney Kelley did note that there is a thirty day period for appealing the condition.

**\*\*Councilman Sowles moved to go into Executive Session under ORS 192.660 (1) (d), to discuss labor negotiations, seconded by Councilman Jordan and approved 6-0.**

At this time, Councilman Anderson was excused from the remainder of the meeting due to an appointment. Mayor Pulver recessed the regular session to go into Executive Session at 9:08 p.m. The regular session was reconvened at 10.21 p.m.

**\*\*Councilwoman Kopelk moved to grant the City of Canby Office and Public Works Employees a salary raise of 3.5% effective July 1, 1985, seconded by Councilman Sowles and approved 5-0.**

**\*\*Councilman Sowles moved to grant the City Attorney a 3.5% salary increase effective July 1, 1985, seconded by Councilwoman Brennan and approved by the Council, 5-0.**


**\*\*Councilwoman Kopelk moved to grant the Department Heads, with the exception of the Swim Center Manager pending the September evaluation, a 3.5% salary increase; and that the City pay the increase, not to exceed \$3.22, for the prescription drug benefit, effective July 1, 1985. Motion seconded by Councilman Jordan. Councilman Taylor objected to the section of the motion excluding the Swim Center Manager since, in his opinion, the Manager was not adequately advised of the disciplinary action. Motion failed 2-3, with Councilman Jordan and Councilwoman Kopelk voting yea; and Councilmen Sowles and Taylor and Councilwoman Brennan voting nay.**


**\*\*Councilwoman Kopelk moved to grant a salary increase to Department Heads, excluding the Swim Center Manager pending the September evaluation, in the amount of 3.5% effective July 1, 1985, seconded by Councilman Sowles. Motion carried 3-2, with Councilman Taylor and Councilwoman Brennan voting nay.**

**\*\*Councilman Jordan moved that the City pay for the prescription drug benefit increase, excluding the Swim Center Manager, effective July 1, 1985, seconded by Councilwoman Kopelk. Motion failed 2-3, with Councilmen Sowles and Taylor and Councilwoman Brennan voting nay.**

**\*\*Councilman Jordan moved that the City pay for the prescription drug benefit increase for all Department Heads, seconded by Councilman Taylor and approved 4-1, with Councilman Sowles voting nay.**

Mayor Pulver adjourned the regular meeting at 10.29 p.m.

  
Marilyn K. Perkett, City Recorder

  
William F. Pulver, Mayor

July 29, 1985

Dear Mrs. Kopelk,

Please share this letter with your fellow councilpersons.

Attached are the following:

- a. An explanation of the computer equipment that Canby has purchased this past year
- b. A summary of tasks that I have had the pleasure of doing for Canby
- c. A short note on computer usage, and,
- d. A proposal.

Sincerely,

*Charles Lam*

Charles Lam.

PROPOSAL

1. The following projects are good candidates for Menu Driven Programs :

TYPE	DATES		PROGRAMMING COST
	START	DONE	
DBASE III	Core Program - Aston Tate		400
Cemetery Plot	8/1/85	10/01/85	550
Ex-Employee File	8/15/85	10/30/85	300
Employee File	10/30/85	11/30/85	100
Business Licenses	8/15/85	11/15//85	400
Property Depreciation	01/15/86	04/01/86	650
			<u>2,400<sup>00</sup></u>

*Note:* \* Future Applications would cost less after the init modules are built. The units on Business License may be modified to suit the need of Public Works.

2. Tech Support : \$30.00 per hour

a. Main Office - 2 hours per month  
August thru January

$$= 360^{00}$$

b. Public Works - 4 hours per month  
Aug. & Sept.  
2 hours per month  
Nov. thru June.

$$= 240^{00}$$

$$= 180^{00}$$


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$$1,080^{00}$$

It should be noted that the individual department does not necessarily use up all the time allocated. The end-users probably get a lot more time than what the city would be billed for.

3. Program Fees Payment Schedule

1/3 payment at the start of program design  
1/3 after Documentation is completed  
Balance when complete program is installed and run

## PROPOSAL (cont')

In writing the various "Modules" for the City of Canby, the following will need to be stated :

### SYSTEM DOCUMENTATION

Documentation needs to be generated before the writing of the programs. This way, the documentation could give specifications and limitations of the system to help the end user understand what the system is able to do.

More importantly, the documentation would insure that the written program be modifiable by any competent programmer.

The documentation would consist of the following :

1. Startup
  - a. startup procedures
  - b. backup and recovery procedures
  - c. brief description of the main options
2. System Limitation
  - a. hardware environment
  - b. storage requirement
  - c. printers configuration
3. Data Structure
  - a. data files, index files, file linkages
  - b. memory files
  - c. data dictionaries
4. Program Logic
  - a. command file execution outline
  - b. pseudo-code listing
5. Reports / Labels / Printouts
  - a. description of reports generated

### PROGRAM OWNERSHIP

1. Programs generated may be used by the City and the City only. No part of the programs may be copied for resale purposes.

2. The programs will be very heavily documented so that in the future others may modify part or all of the program.

3. Dbase III, the base program, belongs to the City without any condition. For certain individuals ( Jim S., for ex.) this could be used to keep track of departmental data.



## Equipment

### EQUIPMENT ON HAND

#### Hardware :

1. M. Perkett
  - IBM PC with 640K and 2 disk drives.
  - Printers
    - a. Letter Quality Printer \*\* \$1100
    - b. An inexpensive high-speed printer for draft. \$380  
The savings in not using up expensive ribbons on the Letter Quality Printer pays itself off.
  
2. Police
  - IBM PC with 256K and 2 disk drives  
This is the most basic setup.
  - Printer High Speed, inexpensive, wide-carriage. \$600
  
3. V. Graham
  - IBM XT with 640K and 1 disk drive. \*\*\*  
This one comes with a hard-disk drive with 20,000,000 bytes storage capacity. This machine has the capacity to run most programs written commercially for large companies.
  - Printer High Speed, inexpensive, wide-carriage. \$600
  
4. Public Works
  - IBM PC with 256K and 1 disk drive.  
This one comes with a 10,000,000 bytes drive.
  - Printer High Speed with a near Letter Quality mode. \$1100  
Wide carriage.

\*\* Mrs. P. needed a printer that could send out letter quality material as well as type out minutes and other materials quickly. A letter quality printer that could output at a moderate rate costs \$1750.00. We were able to accomplish the same with two printers at the same price. \*\*

\*\*\* The difference between a PC and an XT is in the power supply and expansion slots. The XT is better equipped to handle the 20-Meg Drive. The cost of the XT, however, is also higher by \$500.00. A 20 M drive is higher than a 10 Meg by only \$250. \*\*\*

Initially, the staff were looking at purchasing color monitors. We took that off the list and bought monochrome monitors (black and white) and that move saved us quite a bit of money which we were able to put into the computers.

Color monitors may be added on later on without any cost penalty.

#### Software :

Wordstar Package and Lotus123.

## POINTS TO CONSIDER

### USERS :

1. Operators, including managers and secretaries, need training. They can be sent out to a training center or a school. Follow up training is still needed because retention is very low. Or, for small companies, hiring a consultant to help the individuals over a period of time might be a better alternative. Either way, do include this in the budget.
2. The worst way to automate a department is to get the machines and let the individuals purchase different programs and "do their own things". The result is wasted duplication of data entry as well as lack of coordination. Yet, this is very prevalent in many companies as well as in schools and governmental offices.
3. Secretaries and managers are users and their energy should be directed toward office-related tasks. Very few are able to effectively understand and modify programs to fit their needs. Worse yet, most are not aware of the power of the computers and programs and rarely take full advantage of the equipment.
4. Programs are what make computers work. A "canned program" that is easy to use means that it would do a few simple things well and is not modifiable to fit the needs of many. A program that is very powerful and flexible would almost always be difficult to learn and difficult to program.
5. For the first year, users need a lot of support. With computers being sold at very competitive prices, vendors seldom provide any help after the initial sale.

## POINTS (cont')

### PROGRAMS :

1. Programs can require a lot of training on the part of the end-user. Should the clerk who initially started on the machine become unavailable, the business may have to wait quite a while to retrain a new person.

2. Programs may also be written so that it requires very little training on the part of the users. Such programs are referred to as "Menu-Drive" programs.

Menu-Driven programs do need to be carefully looked at in that they would do the job only if the programmer knows exactly what the users desire.

3. Well put together "Menu-Driven" Programs is ideal. It costs the most at the beginning.

4. Depending on the situations, all three types have their place in your office.

Lotus123, as used by Virginia, is type #1. Fortunately, Lotus123 is a very popular program and what she does with it is not at all complicated. It is important that she documents her work, files her data logically and keep a good record of her data flow. That way, should the City of Canby ever decide to grant her an extended trip to China, her task could be carry on after a relatively short training period for her replacement.

## TASKS

done by Charles Lam

Equipment : Purchase 2 Hercules Cards (memory boards for the first  
2 pc's)

By so doing, rather than purchasing it thru Byte Shop, we  
we able to save \$300.00

- : Purchase 2 printers for M.P. and configure the two  
printers so that they are in sync.
- : Located the 2 PC's with 10 M drives at \$400 less than  
the lowest bids that came in at that time

We were able to do the above because we had C. Lam to  
do the hooking, configuring and set up.

## Technical Support

- : The office staffs were always able to get answers from  
me whenever they were experiencing difficulties. I do  
make it a point to visit the City Hall office once a  
week. The first 2 months of init installation were very  
frustrating for both ladies. Technical support provided  
in those months was critical for them to be successful.
- : The effort have been very satisfying. I feel that the 30  
or more hours spent in getting machines, locating  
programs, configuring the equipment and working with MP  
and VG has been well used.
- : I have also come to the conclusion that a new user needs  
support time, a hot line and a person to check in on  
periodically.