



CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

AGENDA

CITY COUNCIL – REGULAR MEETING

CITY CONFERENCE BUILDING
223 BUXTON AVENUE
TROUTDALE, OR 97060

Tuesday, January 24, 2012 – 7:00PM

Mayor

Jim Kight

City Council

Doug Daoust

Norm Thomas

Glenn White

David Ripma

Rich Allen

Eric Anderson

City Manager

Craig Ward

City Attorney

David J. Ross

1. **PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE.**
2. **CONSENT AGENDA:**
 - 2.1 **MOTION:** A motion adopting a policy and procedures for recognizing committee volunteers.
 - 2.2 **RESOLUTION:** A resolution repealing Section 1.m of Resolution No. 1954, City of Troutdale Fees and Charges Schedule.
3. **PUBLIC COMMENT:** Public comment is limited to comments on non-agenda items. *Remarks shall be limited to 5 minutes for each speaker unless a different time is allowed by the Mayor. The Mayor and Council should avoid immediate and protracted response to citizen comments.*
4. **MOTION:** Motions implementing the City of Troutdale Selection Committee's Recommendations.

A: A motion accepting the Selection Committee's recommendation for appointments to the Parks Advisory Committee, Citizens Advisory Committee, Budget Committee, Planning Commission, Public Safety Advisory Committee and Historic Landmarks Commission.

B: A motion directing staff to prepare an ordinance to amend Chapter 2.20 of the Troutdale Municipal Code to make changes to the Historic Landmarks Commission and Public Safety Advisory Committee membership.

5. **PRESENTATION:** CROPS briefing.


Multnomah County Commissioner Diane McKeel &
Dan Bravin, Program Specialist for the Office of Sustainability

6. **STAFF COMMUNICATIONS**

7. **COUNCIL COMMUNICATIONS**

8. **ADJOURNMENT**


Mayor Jim Kight

Dated: 

City Council Regular Meetings are broadcast live on Comcast Cable Channel 30 and Verizon Cable Channel 38. Replays of the meeting are shown on the weekend following the meeting - Saturday at 2:30pm and Sunday at 9:00pm.

Further information and copies of agenda packets are available at: Troutdale City Hall, 104 SE Kibling Avenue Monday through Friday, 8:00 a.m. - 5:00 p.m.; On our Web Page www.troutdaleoregon.gov or call Debbie Stickney, City Recorder at 503-674-7237.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to: Debbie Stickney, City Recorder 503-674-7237.



CITY OF TROUTDALE



STAFF REPORT

SUBJECT / ISSUE: A Motion adopting a policy and procedures for recognizing committee volunteers

MEETING TYPE: City Council Regular Mtg.	MEETING DATE: January 24, 2012 STAFF MEMBER: Ward DEPARTMENT: Executive
ACTION REQUIRED Motion PUBLIC HEARING No	ADVISORY COMMITTEE/COMMISSION RECOMMENDATION: Approval Comments: The CAC initially presented this proposal to the Council

STAFF RECOMMENDATION: Approval of the proposed policy.

EXHIBITS:
A. Letter to Mayor and Troutdale City Council from Brian Sheets, CAC Vice-Chair, dated July 12, 2011 with Proposed Amendment to TMC 2.20.050.

Subject / Issue Relates To:


- Council Goals
 Legislative
 Other (describe)

Issue / Council Decision & Discussion Points:

- ◆ Establishing a policy and procedure for recognizing volunteers who serve on City committees and commissions
- ◆ Costs associated with implementing this policy

BACKGROUND:

At the July 12, 2011 council meeting, CAC vice-chairman, Brian Sheets, presented a letter (Exhibit A) outlining a proposal for recognizing volunteer members of the City's various committees at the time a member steps down from serving on a committee. Brian's letter included proposed language for inclusion in Chapter 2.20 of the municipal code pertaining to vacancies on city committees. His proposed code amendment language spells out the conditions under which the City would issue a certificate of appreciation to committee members

Reviewed and Approved by City Manager: 

who are vacating their position.

The city attorney disagreed with amending the municipal code to incorporate a volunteer recognition policy and asked the council to allow staff to review the proposal and to report back with a recommendation for implementing such a policy. City staff has evaluated this matter and recommends the following criteria and procedure for issuing certificates of appreciation to volunteers serving on city committees.

On September 13, 2011 the council adopted a policy that it reversed at the subsequent meeting and directed the City Manager to meet with John Wilson, who had several suggestions regarding recognizing volunteers. The recommended policy was subsequently revised, as shown below in revisions mode from the version provided in September. The revised process provides that certificates will be "provided" in an annual celebration with retiring volunteers, committee chairpersons, the Mayor and City Council and committee staff in which simple refreshments will be served. Retiring committee volunteers who do not attend the meeting will be mailed their framed certificates. The fiscal impact noted below reflects the costs of certificates, frames, and meeting refreshments.

CITY OF TROUTDALE RECOGNITION POLICY FOR COMMITTEE VOLUNTEERS

The following policy establishes the criteria and procedure for issuing certificates of appreciation to Troutdale citizens who serve on city committees:

Eligibility Criteria

- 1) The person has been a duly appointed member of one of the committees established by Section 2.20.010 of the Troutdale Municipal Code.
- 2) The person has served as a member of the committee for a full term, or if the person has served less than a full term then that person must have served on the committee at least twelve months and has attended at least half of the meetings of the committee during the period that person has served.

Issuance Procedure

- 1) A certificate of appreciation will be ~~provided mailed~~ to a committee member upon receiving his/her notice of resignation or when his/her term has expired without reappointment to that committee.
- 2) The certificate of appreciation will be signed by the mayor and city council.
- 3) Certificates will be provided in an annual meeting celebrating the service of retiring volunteers and hand-delivered by the Mayor or the Mayor's designee. The city recorder will be responsible for issuing certificates.

To provide a streamlined, efficient process for issuing certificates, a template roughly conforming to the following language would be used for each certificate. Each certificate would bear the signatures of the mayor and city council.

Having been a member of the _____ (insert name of committee) _____ from _____ to _____, the City of Troutdale thanks you for your dedicated service. Your participation on this committee demonstrates that you care about your community and were willing to devote time toward its improvement.

The City of Troutdale awards this certificate of appreciation to you as a token of its deepest gratitude for helping to make your city a better place to live.

PROS & CONS:

Pros:

- Gives recognition to deserving committee members
- The policy is simple and straightforward and accomplishes what the CAC intended by having a written policy in place
- It will be less expensive to implement than the previous practice of holding an annual sit-down dinner of all committee members

Cons

- Not every person who serves on a committee would be recognized annually
- Adds minor cost to the City for printing and framing certificates, and for refreshments

Current Year Budget Impacts Yes (describe) N/A

If implemented, it will cost approximately \$20 to issue each certificate (paper, printing, framing and mailing), \$100 for meeting refreshments, plus staff time.

Future Fiscal Impacts: Yes (describe) N/A

Approximately the same amount annually.

Community Involvement Process: Yes (describe) N/A

The original proposal was initiated by the CAC. They have been apprised of the staff recommendation.

Citizens Advisory Committee

July 12, 2011

Dear Troutdale City Council and Mayor:

In April of this year, a member of the Citizens Advisory Committee relocated to another state to be closer to family. With her departure, several years of committee wisdom and experience also left our community. And although her departure was quick, her years of service to Troutdale were worthy of recognition.

Current committee and commission members volunteer a significant amount of time to their local government in an effort to improve Troutdale and provide for an effective representation of the community. The service and energy these dedicated committee and commission members provide to Troutdale is worthy of recognition.

Presenting committee and commission members with a Certificate of Appreciation at the end of their service is an economical, yet effective token of recognition. Troutdale has already signaled the appreciation of volunteers by creating the "Volunteer Recognition" line item in the 2011-2012 budget for \$500.¹ Most likely, a gesture like this would not deplete that budget line item, and Troutdale may already have a similar product already on hand.

Last Wednesday evening, I presented this proposal to the Citizens Advisory Committee, where it met unanimous approval. Additionally, this was mentioned at last Thursday's Public Safety Advisory Committee, where I heard it was also well received.

I urge you to consider this amendment, as it gives thanks to departing volunteers for their selfless dedication.

Respectfully,



Brian Sheets

Vice Chair, Citizens Advisory Committee

encl. Proposed amendment to Troutdale Municipal Code 2.20.050

¹ General Government Account 01.35; Special Department Expense GL Account 8211.

Proposed Amendment to Troutdale Municipal Code

Relating to committee member vacancies and recognition of service.

Amends 2.20.050 – Committees – Vacancies, to read (new text in **bold**):

- A. The office of a committee member becomes vacant upon its incumbent's death, removal from the city (if residency is a qualification), removal from office by the council or resignation. The office may be declared vacant by action of the committee or by the council for nonperformance of duties if the incumbent fails to attend three consecutive meetings of the body. Unless any of the absences are excused in advance, each member should notify the chair or staff liaison of expected absence no later than four hours before the meeting of the committee.
- B. A committee member may resign at any time. A resignation occurs by delivery of a written resignation to the chair, staff liaison or city recorder.
- C. In the absence of a more specific process of the council to the contrary, a vacancy shall be filled in the manner provided by Sections 2.20.010 and 2.20.020 of this chapter. The committee chair or staff liaison shall notify the city recorder of any vacancy as soon as feasible so that a recruitment process can begin quickly.
- D. Unless otherwise provided by law, a member of a committee may be removed from office by vote of a majority of the members of the council.
- E. **The Executive Department shall issue a Certificate of Appreciation to a former committee or commission member upon office vacancy resulting from: expiration of office term without consecutive term appointment; resignation; removal from the city (if residency is a qualification); incapacity; or death. The Certificate of Appreciation shall be issued to the former committee or commission member no later than 90 days after office vacancy and will include the name of the member, the name of the committee or commission, the dates the member served, and the original signatures of the mayor and city council. The Executive Department shall adopt rules relating to the issuance and design of the Certificate of Appreciation. This paragraph is effective for office vacancies after (date of effect).**



CITY OF TROUTDALE



STAFF REPORT

SUBJECT / ISSUE: A resolution repealing Section 1.m of Resolution Number 1954, the City of Troutdale fees and charges schedule.

MEETING TYPE:
City Council Regular Mtg.

MEETING DATE: January 24, 2012

STAFF MEMBER: David Ross
DEPARTMENT: Legal

ACTION REQUIRED
Consent Agenda/Resolution

ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:
Approval

PUBLIC HEARING
No

Comments:

STAFF RECOMMENDATION: Adopt Resolution

EXHIBITS: None

Subject / Issue Relates To:

- Council Goals
- Legislative
- Other (describe)

BACKGROUND:

Section 1.m of Resolution No. 1954, which establishes various fees and charges assessed by the City, provides for a \$100 Amusement Device Fee for lottery devices. The fee is assessed on the owner or operator of the business where the lottery device is located.

The fee is collected as part of the Business License which is considered delinquent if not paid by January 31st of each year. The State Lottery has noted a technical ambiguity in the law related to this fee, and the City feels that is equitable to repeal this section while the ambiguity is being studied.

Reviewed and Approved by City Manager:

PROS & CONS:

Pros:

- Will avoid a potential challenge to a delinquency determination.

Cons

- Loss of approximately \$8500 in revenue.

Current Year Budget Impacts Yes (*describe*) N/A

Loss of approximately \$8500 in annual revenue.

Future Fiscal Impacts: Yes (*describe*) N/A

Loss of approximately \$8500 in annual revenue.

Community Involvement Process: Yes (*describe*) N/A

RESOLUTION NO.

A RESOLUTION REPEALING SECTION 1.m OF RESOLUTION NUMBER 1954, THE CITY OF TROUTDALE FEES AND CHARGES SCHEDULE.

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. Section 1.m of Resolution No. 1954 establishes a Lottery Device Fee of \$100 per device.
2. A technical ambiguity has arisen relating to the manner in which the fee is assessed.
3. Because the fee will become delinquent at the end of the month, it is equitable to rescind it while the ambiguity is being studied.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE

Section 1. Section 1.m. of Resolution No. 1954 is hereby repealed.

Section 2. This resolution shall take effect immediately and be effective for the 2012 calendar year.

YEAS:
NAYS:
ABSTAINED:

Mayor Jim Kight

Date

Sarah Skroch, Deputy City Recorder

Adopted:



CITY OF TROUTDALE



STAFF REPORT

SUBJECT / ISSUE: A Motion accepting the Selection Committee's recommendation for appointments to the Parks Advisory Committee, Citizens Advisory Committee, Budget Committee, Planning Commission, Public Safety Advisory Committee and Historic Landmarks Commission.

MEETING TYPE:
City Council Regular Mtg.

MEETING DATE: January 24, 2012

STAFF MEMBER: Debbie Stickney
DEPARTMENT: Executive

ACTION REQUIRED
Motion

SELECTION COMMITTEE RECOMMENDATION:
Approval

PUBLIC HEARING
No

Comments:

STAFF RECOMMENDATION: Approve the recommendations forwarded by the Selection Committee.

EXHIBITS:
None.

Subject / Issue Relates To:

- Council Goals
 Legislative
 Other (describe)

Issue / Council Decision & Discussion Points:

- ◆ Consider the recommendation forwarded from the Selection Committee for appointments to the City's Parks Advisory Committee, Citizens Advisory Committee, Budget Committee, Planning Commission, Public Safety Advisory Committee and Historic Landmarks Commission.

Reviewed and Approved by City Manager:

BACKGROUND:

Each year the City conducts a recruitment process to fill vacancies on the City's committees. Ads are placed in the Gresham Outlook, the Troutdale Champion and on the City's Web Page soliciting citizens to apply for a position on one of our volunteer committees.

The City's Selection Committee, comprised of the Mayor, City Councilors and the Chair of the respective committee(s), met on Wednesday, January 11, 2012 to interview applicants.

At the conclusion of the interviews the Selection Committee agreed to recommend the following applicants for appointment:

Parks Advisory Committee

Position #1 – Richard Caldwell	Term Expires 12/31/12
Position #4 – June Mohler	Term Expires 12/31/13
Position #6 – Lynette Nelson	Term Expires 12/31/13
Position #7 – Marilee Thompson	Term Expires 12/31/14
Position #8 – Jerry Hughes (Re-appointment)	Term Expires 12/31/14
Position #9 – Donna Kurilo (Re-appointment)	Term Expires 12/31/14
Alternate #1 – Pat Smith	Term Expires 12/31/12

NOTE: The Selection Committee had recommended that John Wilson be appointed as Alternate #1, however Mr. Wilson declined this position.

Citizens Advisory Committee

Position #5 – Jon Lowell	Term Expires 12/31/13
Position #6 – Stayce Blume	Term Expires 12/31/14
Position #7 – Carl Tebbens (Re-appointment)	Term Expires 12/31/14
Position #8 – Joseph King	Term Expires 12/31/14
Alternate – Brian Harris	Term Expires 12/31/12

Budget Committee

Position #1 – Jon Lowell (Re-appointment)	Term Expires 12/31/14
Position #6 – Stayce Blume	Term Expires 12/31/14
Alternate – Joseph King	Term Expires 12/31/12

Planning Commission:

Position #5 – Kevin Coulton	Term Expires 12/31/14
Position #6 – Tanney Staffenson (Re-appointment)	Term Expires 12/31/15
Position #7 – Sandy Glantz (Re-appointment)	Term Expires 12/31/15
Alternate – Robert Canfield	Term Expires 12/31/12

Public Safety Advisory Committee:

Position #1 – Mike Goss (Re-appointment)	Term Expires 12/31/15
Position #2 – Justin McCauley (Re-appointment)	Term Expires 12/31/15
Position #4 – Jorgan Shaw (Re-appointment)	Term Expires 12/31/15
Position #5 – Melanie Snider	Term Expires 12/31/13
Alternate #1 – Jon Brown	Term Expires 12/31/12
Alternate #2 – Harold Cassity	Term Expires 12/31/12
Alternate #3 – Carol Hasler	Term Expires 12/31/12

Note: We did not receive any applications to fill Position #3 to represent our Faith Community; in accordance with TMC Mr. Stitzel will remain in that position until the Council conducts another recruitment to fill that position.

Historic Landmarks Commission:

Position #1 – Audrey Lowell	Term Expires 12/31/15
Position #2 – Erin Janssens	Term Expires 12/31/15
Position #4 – Bob Taylor	Term Expires 12/31/14
Position #5 – Brian Harris	Term Expires 12/31/14

Note: Due to the lack of applications received for this new committee Positions 3, 6 and 7 remain unfilled at this time.

Current Year Budget Impacts <input type="checkbox"/> Yes (describe) <input checked="" type="checkbox"/> N/A
Future Fiscal Impacts: <input type="checkbox"/> Yes (describe) <input checked="" type="checkbox"/> N/A
City Attorney Approved N/A <input type="checkbox"/> Yes
Community Involvement Process: <input type="checkbox"/> Yes (describe) <input checked="" type="checkbox"/> N/A



CITY OF TROUTDALE



STAFF REPORT

SUBJECT / ISSUE: A motion directing staff to prepare an ordinance to amend Chapter 2.20 of the Troutdale Municipal Code to make changes to the Historic Landmarks Commission and Public Safety Advisory Committee membership.

MEETING TYPE:
City Council Regular Mtg.

MEETING DATE: January 24, 2012

STAFF MEMBER: Debbie Stickney
DEPARTMENT: Executive

ACTION REQUIRED
Motion

SELECTION COMMITTEE RECOMMENDATION:
Approval

PUBLIC HEARING
No

Comments:

STAFF RECOMMENDATION: Approve the recommendation forwarded by the Selection Committee to amend Chapter 2.20 of the Troutdale Municipal Code to make changes to the Historic Landmarks Commission and the Public Safety Advisory Committee membership.


EXHIBITS:
None.

Subject / Issue Relates To:

- Council Goals
- Legislative
- Other (describe)

Issue / Council Decision & Discussion Points:

- ◆ Consider the recommendation forwarded from the Selection Committee regarding making amendments to the Code to reduce the number of members on the Historic Landmarks Commission from 7 members to 5 members, and making all 9 positions on the Public Safety Advisory Committee "residents at large" instead of having five positions represent specific interest groups.

Reviewed and Approved by City Manager: 

BACKGROUND:

The City's Selection Committee (comprised of the Mayor, City Councilors and the Chair of the respective committees), met on Wednesday, January 11, 2012 to interview applicants to serve on the City's volunteer committees.

During the meeting the Committee discussed the membership make-up of the Public Safety Advisory Committee (PSAC), which has several position that are designated to represent specific interest groups including: a Troutdale business owner, a Reynolds School District employee, a representative from the Troutdale faith community, a representative from a Troutdale multi-family housing unit and a high school or college student. These positions also have to be residents and electors of the City. The other four positions on this committee are residents at large. The Committee discussed the difficulty we have experienced in finding residents to fill the positions that represent the specific interest groups.

The Selection Committee has recommended that the Council direct staff to prepare an ordinance to amend Chapter 2.20 of the Troutdale Municipal Code to change the PSAC membership make-up to 9 residents at large instead of having 5 of the positions designated to represent specific areas of interest.

During the meeting the Committee also discussed the difficulty that we had recruiting interested residents or business owners to serve on the newly created Historic Landmarks Commission (HLC). Staff presented several options for the Committee to consider before making their recommendation.

After discussing the options the Selection Committee recommended that the Council direct staff to prepare an ordinance to amend Chapter 2.20 of the Troutdale Municipal Code to reduce the membership of the HLC from 7 members to 5 members.

Current Year Budget Impacts <input type="checkbox"/> Yes (describe) <input checked="" type="checkbox"/> N/A
Future Fiscal Impacts: <input type="checkbox"/> Yes (describe) <input checked="" type="checkbox"/> N/A
City Attorney Approved N/A <input type="checkbox"/> Yes
Community Involvement Process: <input type="checkbox"/> Yes (describe) <input checked="" type="checkbox"/> N/A