

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
April 12, 2018
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. Consent Calendar:
 - a. [Review of bills paid in March, 2018](#)
 - b. Contracts \$2,500 - \$50,000
 - a. FEI Portland Waterworks –Water Meters for Riverwood Village: \$6,803.55
 - c. OLCC License Application
 - a. Arco Wood Village: New Business Owner - Yong Cho: YHC Enterprise LLC
4. Discussion: Intersection of Holladay at 238/242nd - Multnomah County
5. [Resolution 8-2018: 2018-19 Annual Performance Plan Adoption – Greg Dirks](#)
6. [Resolution 9-2018: Water SDC Rate Update - Greg Dirks](#)
7. [Resolution 10-2018: Sewer SDC Rate Update - Greg Dirks](#)
8. [Resolution 11-2018: Parks SDC Rate Update - Greg Dirks](#)
9. [30th Annual Easter Egg Hunt Recap – Greg Dirks](#)
10. [Discussion: Nite Out Event – Greg Dirks](#)

ADJOURN

The meeting location is wheelchair accessible. This information is available in large print upon request. To request large-print documents or for accommodations such as assistive listening device, sign language, and/or oral interpreter, please call 503-667-6211 at least two working days in advance of this meeting. (TDD 1-800-735-2900).

NEXT MEETING: Tuesday, April 24, 2018



CITY OF WOOD VILLAGE

Check Report

By Check Number

Date Range: 03/01/2018 - 03/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP River-AP Riverview Bank						
0520	CITY OF GRESHAM	03/01/2018	Regular	0.00	3,153.72	22231
1056	FIERCE THOUGHT	03/01/2018	Regular	0.00	110.00	22232
1910	NOLAN'S TIRE FACTORY	03/01/2018	Regular	0.00	153.90	22233
10011	PIXIS LABS, LLC	03/01/2018	Regular	0.00	74.40	22234
10003	RIVER CITY ENVIRONMENTAL	03/01/2018	Regular	0.00	3,389.76	22235
0970	ADVANCE AUTO PARTS	03/08/2018	Regular	0.00	24.99	22236
0098	AMERICAN BACKFLOW PREVENTION ASSOC.	03/08/2018	Regular	0.00	85.00	22237
0120	AWWA	03/08/2018	Regular	0.00	86.00	22238
0287	BRENNTAG PACIFIC INC	03/08/2018	Regular	0.00	1,245.12	22239
0330	BURNS FEED STORE, INC	03/08/2018	Regular	0.00	349.98	22240
10033	CHR CREATIVE	03/08/2018	Regular	0.00	270.00	22241
0505	CITY OF FAIRVIEW	03/08/2018	Regular	0.00	63.92	22242
0530	CITY OF PORTLAND	03/08/2018	Regular	0.00	4,686.81	22243
0638	COPYTRONIX	03/08/2018	Regular	0.00	124.49	22244
1042	FASTENAL COMPANY	03/08/2018	Regular	0.00	26.93	22245
1049	FEI PORTLAND WATERWORKS #3011	03/08/2018	Regular	0.00	307.66	22246
1571	LOWES COMPANIES, INC	03/08/2018	Regular	0.00	648.92	22247
	Void	03/08/2018	Regular	0.00	0.00	22248
1650	METRO	03/08/2018	Regular	0.00	480.00	22249
10122	NET ASSETS	03/08/2018	Regular	0.00	11.00	22250
2202	PAPE MACHINERY EXCHANGE	03/08/2018	Regular	0.00	58.80	22251
10003	RIVER CITY ENVIRONMENTAL	03/08/2018	Regular	0.00	968.88	22252
0561	TIM CLARK	03/08/2018	Regular	0.00	104.06	22253
0970	ADVANCE AUTO PARTS	03/15/2018	Regular	0.00	4.49	22256
0510	CITY OF GRESHAM	03/15/2018	Regular	0.00	33,058.51	22257
0520	CITY OF GRESHAM	03/15/2018	Regular	0.00	1,596.08	22258
0579	COLUMBIA PEST CONTROL	03/15/2018	Regular	0.00	65.00	22259
0730	DAILY JOURNAL OF COMMERCE, INC	03/15/2018	Regular	0.00	140.40	22260
1200	GLOBAL NETWORK SUPPORT INC.	03/15/2018	Regular	0.00	1,595.00	22261
1303	HARBOR FREIGHT TOOLS	03/15/2018	Regular	0.00	25.98	22262
1448	KELLER ASSOCIATES, INC	03/15/2018	Regular	0.00	1,850.00	22263
0960	KIP EDGLEY	03/15/2018	Regular	0.00	3,740.00	22264
1610	MASTERTECH SECURITY SVC	03/15/2018	Regular	0.00	80.85	22265
1940	NORTHWEST ARBOR CULTURE INC.	03/15/2018	Regular	0.00	4,227.22	22266
0611	PAMPLIN MEDIA GROUP	03/15/2018	Regular	0.00	30.08	22267
2236	PETTY CASH	03/15/2018	Regular	0.00	12.90	22268
2270	PGE	03/15/2018	Regular	0.00	1,002.39	22269
2244	PITNEY BOWES, INC	03/15/2018	Regular	0.00	105.00	22270
2350	POSTMASTER	03/15/2018	Regular	0.00	240.00	22271
2530	REYNOLD'S SCHOOL DISTRICT #7	03/15/2018	Regular	0.00	459.04	22272
3005	WALMART COMMUNITY	03/15/2018	Regular	0.00	43.90	22273
10097	ANATUM FIELD SOLUTIONS, LLC	03/22/2018	Regular	0.00	150.00	22274
0164	ASSOC OF CLEAN WATER AGENCIES	03/22/2018	Regular	0.00	200.00	22275
10039	CONSERVATION TECHNIX INC	03/22/2018	Regular	0.00	949.97	22276
1042	FASTENAL COMPANY	03/22/2018	Regular	0.00	196.83	22277
1056	FIERCE THOUGHT	03/22/2018	Regular	0.00	110.00	22278
1054	FIRWOOD DESIGN GROUP, LLC	03/22/2018	Regular	0.00	4,093.10	22279
2020	ONE CALL CONCEPTS, INC	03/22/2018	Regular	0.00	73.50	22280
10140	RELAY RESOURCES	03/22/2018	Regular	0.00	306.20	22281
10121	RR LANDSCAPE INC	03/22/2018	Regular	0.00	525.00	22282
3010	WASTE MANAGEMENT OF	03/22/2018	Regular	0.00	61.20	22283
0081	AFLAC	03/29/2018	Regular	0.00	161.83	22285
0637	CONST & GEN LABORERS' UNION LOCAL 737	03/29/2018	Regular	0.00	152.00	22286
0431	76 FOODMART	03/29/2018	Regular	0.00	390.54	22287

Check Report

Date Range: 03/01/2018 - 03/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10141	ADESA PORTLAND	03/29/2018	Regular	0.00	2,140.54	22288
0520	CITY OF GRESHAM	03/29/2018	Regular	0.00	108,644.50	22289
0530	CITY OF PORTLAND	03/29/2018	Regular	0.00	8,613.00	22290
0638	COPYTRONIX	03/29/2018	Regular	0.00	1,500.00	22291
1220	GRAINGER	03/29/2018	Regular	0.00	124.70	22292
1910	NOLAN'S TIRE FACTORY	03/29/2018	Regular	0.00	70.50	22293
2181	OREGON HEALTH AUTHORITY	03/29/2018	Regular	0.00	3,300.00	22294
2244	PITNEY BOWES, INC	03/29/2018	Regular	0.00	161.48	22295
10011	PIXIS LABS, LLC	03/29/2018	Regular	0.00	74.40	22296
10092	RITZ SAFETY, LLC	03/29/2018	Regular	0.00	200.00	22297
10003	RIVER CITY ENVIRONMENTAL	03/29/2018	Regular	0.00	739.20	22298
1120	FRONTIER	03/01/2018	Bank Draft	0.00	49.07	DFT0000875
1120	FRONTIER	03/01/2018	Bank Draft	0.00	42.70	DFT0000876
1120	FRONTIER	03/01/2018	Bank Draft	0.00	42.70	DFT0000877
1120	FRONTIER	03/01/2018	Bank Draft	0.00	42.70	DFT0000878
1120	FRONTIER	03/01/2018	Bank Draft	0.00	42.70	DFT0000879
1920	NW NATURAL	03/01/2018	Bank Draft	0.00	220.37	DFT0000880
1920	NW NATURAL	03/01/2018	Bank Draft	0.00	190.22	DFT0000881
1920	NW NATURAL	03/01/2018	Bank Draft	0.00	225.16	DFT0000882
1120	FRONTIER	03/08/2018	Bank Draft	0.00	89.99	DFT0000883
0170	AT & T MOBILITY	03/15/2018	Bank Draft	0.00	456.07	DFT0000884
1120	FRONTIER	03/15/2018	Bank Draft	0.00	42.70	DFT0000885
2270	PGE	03/15/2018	Bank Draft	0.00	599.03	DFT0000886
2270	PGE	03/15/2018	Bank Draft	0.00	1,698.24	DFT0000887
2270	PGE	03/15/2018	Bank Draft	0.00	19.80	DFT0000888
2270	PGE	03/15/2018	Bank Draft	0.00	858.43	DFT0000889
2270	PGE	03/15/2018	Bank Draft	0.00	17.77	DFT0000890
2270	PGE	03/15/2018	Bank Draft	0.00	31.73	DFT0000891
2270	PGE	03/15/2018	Bank Draft	0.00	35.26	DFT0000892
2270	PGE	03/15/2018	Bank Draft	0.00	298.71	DFT0000893
2270	PGE	03/15/2018	Bank Draft	0.00	20.17	DFT0000894
2270	PGE	03/15/2018	Bank Draft	0.00	469.13	DFT0000895
2270	PGE	03/15/2018	Bank Draft	0.00	1,252.75	DFT0000896
2270	PGE	03/15/2018	Bank Draft	0.00	133.06	DFT0000897
2270	PGE	03/15/2018	Bank Draft	0.00	3,324.39	DFT0000898
2270	PGE	03/15/2018	Bank Draft	0.00	26.84	DFT0000899
0920	CIS TRUST	03/22/2018	Bank Draft	0.00	3,799.14	DFT0000901
1120	FRONTIER	03/22/2018	Bank Draft	0.00	26.93	DFT0000902
1390	INTEGRA TELECOM	03/22/2018	Bank Draft	0.00	603.23	DFT0000903
1710	MILLER NASH GRAHAM & DUNN LLP	03/22/2018	Bank Draft	0.00	3,740.00	DFT0000904
2704	STERICYCLE COMMUNICATION SOLUTIONS	03/22/2018	Bank Draft	0.00	61.51	DFT0000905
2153	OREGON DEPT OF JUSTICE	03/31/2018	Bank Draft	0.00	600.00	DFT0000907
0920	CIS TRUST	03/28/2018	Bank Draft	0.00	10,570.63	DFT0000908
1358	ICMA	03/28/2018	Bank Draft	0.00	1,500.00	DFT0000909
1880	NATIONWIDE RETIREMENT SOL.	03/28/2018	Bank Draft	0.00	700.00	DFT0000910
2200	OREGON PERS	03/28/2018	Bank Draft	0.00	9,715.63	DFT0000911
1120	FRONTIER	03/29/2018	Bank Draft	0.00	42.70	DFT0000912
1120	FRONTIER	03/29/2018	Bank Draft	0.00	42.70	DFT0000913
1120	FRONTIER	03/29/2018	Bank Draft	0.00	42.70	DFT0000914
1120	FRONTIER	03/29/2018	Bank Draft	0.00	42.70	DFT0000915
1120	FRONTIER	03/29/2018	Bank Draft	0.00	49.07	DFT0000916
1920	NW NATURAL	03/29/2018	Bank Draft	0.00	263.34	DFT0000917
1920	NW NATURAL	03/29/2018	Bank Draft	0.00	225.16	DFT0000918
1920	NW NATURAL	03/29/2018	Bank Draft	0.00	115.10	DFT0000919
10107	RIVERVIEW CC - CA	03/29/2018	Bank Draft	0.00	55.00	DFT0000920
10108	RIVERVIEW CC - FD	03/29/2018	Bank Draft	0.00	753.00	DFT0000921
10109	RIVERVIEW CC - HR	03/29/2018	Bank Draft	0.00	1,017.51	DFT0000922

Check Report

Date Range: 03/01/2018 - 03/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10110	RIVERVIEW CC - PW	03/29/2018	Bank Draft	0.00	2,966.80	DFT0000923

Bank Code AP River Summary

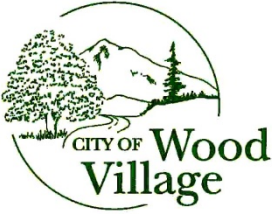
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	64	0.00	197,639.67
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	91	47	0.00	47,162.54
EFT's	0	0	0.00	0.00
	181	112	0.00	244,802.21

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	64	0.00	197,639.67
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	91	47	0.00	47,162.54
EFT's	0	0	0.00	0.00
	181	112	0.00	244,802.21

Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	3/2018	244,802.21
			<u>244,802.21</u>



Adoption of Annual Performance Plan 2018-2019

Wood Village City Council Agenda Item Staff Report

Meeting Date: April 12, 2018

TO: Mayor and City Council
FROM: Bill Peterson, City Manager
Authored by Greg Dirks: HR/Records Manager
DATE: April 3, 2018
SUBJECT: Annual Performance Plan Adoption

Requested Action

Adopt Resolution Number 8-2018 establishing the Annual Performance Plan for the fiscal period 2018-2019.

Background

The City Council briefly discussed potential Annual Performance Plan items for 2018-19 during the annual retreat at the City Hall in February of this year. The Council identified specific items for potential inclusion in the plan, and further refinements to the plan were made during a workshop this past March.

The City of Wood Village has adopted a municipal management plan known as System Integration™. This plan is the copyrighted name assigned Caryn Tilton to the management and evaluation system adopted by the City of Wood Village. This system provides for the creation of an Annual Performance Plan (APP). As this process is designed, the City Council is responsible for the adoption of the city's overall strategic direction. The City Manager is responsible to provide to the City Council an Annual Performance Plan that demonstrates through Objectives and Actions Plans that specific strides will be taken to insure the achievement of the City Council goals.

The plan is not a restatement of the standard operations of the City, the requirements for oversight of our entire contract operations and direct operations, and the achievements of our operating departmental targets is handled through the management system, and not reiterated in the APP. It is extremely important for Council to recognize that we have structured our small organization to avert excess capacity. While we desire specified and identifiable work plan items to achieve, we all have routine daily duties that consume a great deal of our time to assure our routine operations are smooth and that we meet our performance targets in operations.

The recommendation in the System Integration System is to have approximately 20% of capacity identified for APP related projects. To that end we have identified potential projects that would enhance our ability to achieve our goals.

To reiterate the policy, the APP format is as follows:

1. Each year in March, the City Manager will present the city's Annual Performance Plan to the council.
2. Each year in April the council will adopt the city's Annual Performance Plan as is or with recommended changes or additions. If there are additions, both council and staff must agree that the overall plan is doable in a one year's period of time or modify the plan until such agreement is reached.
3. The Annual Performance Plan will be presented in a table showing:
 - a. **Objectives** that will be accomplished in the coming year to support city goals.
 - b. The city **Goal** that the Objective supports.
 - c. The **Responsible Person** for Objective achievement.
 - d. The **Target Date for Objective Completion**
4. The Objectives in the Annual Performance Plan should state specifically what will be accomplished in one year.
5. Moving Objective achievement to a new year shall occur only if the council agrees by majority vote, after reviewing supporting argument for the move, that unforeseen circumstances warrant delaying Objective achievement.
6. If the council determines it is in the best interest of the city to add an Objective to the Annual Performance Plan any time other than at the April council meeting, the council, working with the City Manager, shall determine which of the existing Objectives shall be moved to next year's Annual Performance Plan to allow adequate time and other resources for the new Objective.
7. Success or failure in the achievement of the Objectives in the Annual Performance Plan shall be considered the success or failure of the City Manager's performance and will be considered as one part of the City Manager's annual review.
8. The City Manager will be responsible for all Objective achievement either by his/her own effort or through the efforts of the employees of the City.

There are several items that are identified that may, or may not, be included in the adopted budget. If they are not included in the budget, they will need to be removed from the plan, or reported through the year as delinquent and not accomplished.

All items on the attached listing of APP objectives are identified sufficiently to identify the topic, and the intended time of completion. Key items in this plan that will consume significant time and effort include:

1. Arata Road Fencing Project through URA
2. City Hall Development Activities
3. Halsey Corridor Project
4. Plastic Bag Ban
5. Internet Feasibility Evaluation
6. Capital Projects

Estimating 20% of available time from the four managers (John, Bill, Greg and Finance) indicates that we will be able to dedicate about 1,600 person hours to the APP task accomplishment. (Not including time from other assigned personnel). We have very loosely estimated the demand from this plan and believe we have the capacity to meet the obligations + identified in the plan.

Annual Performance Plan, Description of Tasks

GOAL 1 A safe, clean, livable community with a sense of pride, quality housing, and strong identity.

1. Arata Road Rebuild Support/URA Project: Providing direct interaction during construction, assuring all City facilities are appropriately protected and or moved to facilitate construction. Secure permission from all properties for the installation of selected fencing, contract for and assure the installation of fencing along the right of way. Process will involve community meetings, meetings with individual property owners, contracting and contract management, and fiscal management. Funding in the Urban Renewal Budget, total Cost \$300,000
2. Feasibility Evaluation for Façade Renovation: This project will look at program options, methods, and preliminary costs of making residential façade and landscape improvements to the homes along 238th Dr. When completed, the Council and Urban Renewal Board will be presented with various options and cost estimates for conducting that project at a point in the future. Funding in the Urban Renewal Budget, total cost \$25,000
3. Freeway Onramp Landscape Improvements: Working with ODOT and securing an agreement to clear current grasses at the on and off ramps at exit 16, and plant a mix of wildflowers. Funding pending in discretionary budget request. Total cost for a scarify and reseed is \$8,000.

GOAL 2: Excellent police, fire and building services.

1. Develop Electronic Plan Review and Permit: Working with the City of Gresham to utilize its existing platform to electronically submit plans for review and approval.
2. Citizen Academy: Lobby the Multnomah County Sheriff's Office to bring back the Citizen's Police Academy program and have it open to the general public.

GOAL 3: High Quality, cost-effective public utilities, parks and events.

1. Scheduled events for the year include the Easter Egg hunt, Nite Out, Clean Up Event, Youth Police Academy, Pumpkin Festival, City wide yard sale, and the Tree Lighting.
2. Park Entry Enhancements: This includes building out the Gorge Hub entry features as identified in the Master Plan. Included in the proposed discretionary capital outlay, this is estimated at \$78,000 for the base improvements and an additional \$64,000 for the columns and gates if we wish to include them in this scope.
3. Design and build complete road/waterline/sewer/drain project. The project targeted for this period is Cedar Lane. Included in the Budget Officer's recommended budget at a total of \$663,000 from all funds.
4. Hawthorne Avenue Trailhead Project: Buildout the trailhead improvements at the Hawthorne entrance. This includes a gravel turnaround, gates, and upgraded park signage. Discretionary Budget estimated cost of \$30,000 for grant match, grants from State and Metro sought at \$62K, so total \$92K.
5. SCADA System Upgrade: Continue the effort to provide for the electronic management system for the City water and sewer utilities. This involves design, software evaluation, acquisition and installation of the elements. Included in Budget officers recommendations.
6. Irrigation System for DLR Park: This is the construction and enhancement of the sports field irrigation system, as well as adding irrigation capacity to the arboretum. The project will necessitate regrading and over-seeding the sports fields upon completion. Included in Budget Officers recommendations at \$80,000.
7. Feasibility evaluation for Data and Cable System (Not TV): This project would hire a consulting firm to evaluate the economic feasibility of a municipally owned data system for net-neutral internet access. Discretionary Budget Request for an estimated \$40,000. This will be further refined with more information by the time the budget gets underway.

GOAL 4: Long-term financial stability, economic vitality and growth.

1. City Hall Size and Selection of Property: Working with our architectural firm to conduct a space and needs analysis to develop a basic building envelope to evaluate potential properties. Once suitable properties are identified, there will be attempts to purchase the preferred property. Initial costs in the current budget is \$70,000.
2. Interim Lease and Move: This will temporary relocate City Hall to leased office space off of Halsey. A lease agreement has been completed between City and Pressure Safe, and is available effective July 2018.
3. Complete Design and Bid for City Hall Project: This takes the rough drawings developed earlier and creates a set of plans for construction. Those plans will then be used to bid and build the new City Hall facility. The proposed budget for the City Hall is included in the budget officer's recommendations for the 2018-19 budget year.
4. Provide Incentives for Development of URA City Property: This is completing the incentive package outlined in the DDA. The incentives include completing the relocation of utilities, adding fencing, and tracking and paying SDC's and permit fees per the agreement. Utility relocation, fencing and other issues will be included in the work product with the Urban Renewal budget.

GOAL 5: A work environment that develops and encourages employees and rewards their creativity and innovation.

1. Targeted Safety training Twice Annually
2. Staff Team Building Once Annually

GOAL 6: Effective Local, State and Regional Partnerships.

1. Halsey Corridor Project: This work continues to refine and implement the Main Street on Halsey project. Specifically, this will refine the economic opportunities along the corridor, and provide specific opportunities for business growth and place making opportunities. Total for the DLCD grant is \$60,000, we also have an additional \$17K for local match issues for the next phase of Halsey work.
2. Two City Recreation Program: This continues the effort and support to continue to grow and expand the two-city recreation program, and provide a two-year summary report.

GOAL 7: Environmental Responsibility.

1. Brown Paper Bag Project (Plastic Bag Ban): This project will work with the County and other jurisdictions to explore the implementation of a plastic bag ban. Depending on that process, we would move forward with developing or partnering in the creation of the legislation for the ban, and engage stakeholders in the process.
2. Continue annual efforts at tree planting. Budget \$10K included in the budget recommendation.

Goals Affected

- GOAL 1 A safe, clean, livable community with a sense of pride, quality housing, and strong identity.
- GOAL 2: Excellent police, fire and building services.
- GOAL 3: High Quality, cost-effective public utilities, parks and events.
- GOAL 4: Long-term financial stability, economic vitality and growth.
- GOAL 5: A work environment that develops and encourages employees and rewards their creativity and innovation.
- GOAL 6: Effective local, state and regional partnerships.
- GOAL 7: Environmental Responsibility.

Alternatives

The alternatives are to:

1. Amend the presented plan, adding additional items, modifying time schedules, or eliminating provisions.
2. Take no action and do not adopt a plan for the year ahead.
3. Adopt the Resolution.

Fiscal Impact

All identified actions in the APP demand resource, personnel or financial resource. The adoption of the plan provides guidance for the development of the budget recommendations for the fiscal year.

Suggested Motion

I move to adopt resolution number 8-2018 adopting the Annual Performance Plan for the fiscal period beginning July 1, 2018 and ending June 30, 2019.

RESOLUTION 8-2018

A RESOLUTION ADOPTING THE ANNUAL PERFORMANCE PLAN FOR THE CITY OF WOOD VILLAGE FOR THE PERIOD BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

WHEREAS:

1. The City of Wood Village has adopted a trademarked management system developed by Caryn Tilton known as the System Integration™ Plan, and
2. The City Council identified the strategic goals for the City of Wood Village, affirming the goals currently adopted and developing implementation steps identified as the annual performance plan, and
3. The annual plan contains performance deadlines, responsible individuals and specific tasks to be accomplished.

NOW THEREFORE, BE IT RESOLVED THAT THE WOOD VILLAGE CITY COUNCIL adopts the Annual Performance Plan for July 1, 2018 through June 30, 2019, as the same is attached as Exhibit A to this Resolution, and

Moved to approve by _____; seconded by _____ and adopted this 12th day of April 2018.

YEAS _____ NAYS _____

Timothy Clark: Mayor

ATTEST:

GREG DIRKS
CITY RECORDER

Attachment A Resolution 8-2018



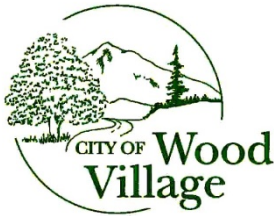
2018-19 Annual Performance Plan

A Unique, Small City with Exemplary Public Services, Fiscal Responsibility, and Progressive Leadership Providing a Safe, Livable Community which Promotes Business Vitality and Growth.

Adopted
Status Report

Key: Planned Duration Planned Items not Budgeted for Completion Past Due C Completed

City Goals	Department Objectives	Person	Target Date for Objective Completion															
			July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
GOAL 1 A safe, clean, livable community with a sense of pride, quality housing, and strong identity.	Arata Road Rebuild Support/URA Project Fencing	Bill																
	Feasibility Evaluation for Fagade Renovation	Greg																
	Freeway Onramp Landscape/Art	Works																
GOAL 2 Excellent police, fire and building services.	Develop Electronic Plan Review and Permit	Works																
	Citizen Academy	Greg																
GOAL 3 High Quality, Cost Effective Public Utilities, Parks and Events	Scheduled City Events	Greg																
	Park Entry Enhancements	Works																
	Design and Build Complete Road/waterline/sewer/drain project (Cedar)	Public Works																
	Hawthorne Avenue Trailhead Project	Works																
	SCADA System Upgrade	Works																
	Irrigation System construction Donald L Robertson	Works																
	Feasibility evaluation for Data and Cable System (I	Works																
GOAL 4 Long-Term Financial Stability and Economic Vitality	City Hall Size and Selection of Property	Bill																
	Interim Location Lease and Move	Bill																
	Complete Design and Bid for City Hall Project	Bill																
	Provide Incentives for Development URA City Prop	Bill																
GOAL 5 A Work Environment that Develops and Encourages Employees, Rewards Creativity and Innovation	Targeted Safety Training Twice Annually	Greg																
	Staff Team Building Once Annually	Bill																
GOAL 6 Effective Local, State, and Regional Partnerships	Halsey Corridor Project DLCD/Solutions Team/ Met	Bill																
	Two City Recreation Program Continuation Recomm	Bill																
GOAL 7 Environmental Responsibility	Brown Paper Bag Project (Plastic Bag Ban)	Bill																
	Tree Planting and Tree Program	Works																



Wood Village City Council Agenda Item Staff Report

Meeting Date: April 12, 2018

TO: Mayor and City Council
FROM: Bill Peterson, City Manager
AUTHORED BY: Peggy Minter, Finance Director
DATE: April 5, 2018
SUBJECT: Resolution Adjusting the Water System Development Charge for the current ENR Construction Cost Index

Requested Action

Adopt the Resolution establishing COLA-indexed Water SDC rates.

Background

The Wood Village City Council has adopted a water system development charge with methodology and appropriate capital facilities listings. The existing code requires the City Council to consider the indexing of the SDC to the Construction Cost Index as published by the Engineering News Record annually. The current ENR rate is 4.7596%, resulting in the following:

Effective May 1, 2018

Meter Size (Inches of Diameter)	Ratio to Equivalent Number of 3/4 Meters	Water System SDC
5/8 or 3/4"	1	3,162.89
1"	1.67	5,282.02
1 1/2"	3.33	10,532.41
2"	5.33	16,858.19
3"	11.67	36,910.90
4"	21	66,420.65
6"	46.67	147,611.96
8"	80	253,031.02
Single Family	1	3,162.89
Multi-Family	.8 EDU per unit	2,530.31

Comparing this rate to the current SDC rates yield the following:

Meter Size (Inches of Diameter)	Ratio to Equivalent Number of 3/4 Meters	Current SDC	Proposed SDC (Aug 2016)	Increase (Decrease)
5/8 or 3/4"	1	3,019.19	\$3,162.89	143.70
1"	1.67	5,042.04	\$5,282.02	239.98
1 1/2"	3.33	10,053.89	\$10,532.41	478.52
2"	5.33	16,092.26	\$16,858.19	765.93
3"	11.67	35,233.91	\$36,910.90	1,676.99
4"	21	63,402.92	\$66,420.65	3,017.73
6"	46.67	140,905.43	\$147,611.96	6,706.53
8"	80	241,534.92	\$253,031.02	11,496.10
Single Family	1	3,019.19	3,162.89	143.70
Multi-Family	.8 EDU per unit	2,415.35	2,530.31	114.96

Goals Affected

The adoption of the resolution adjusting SDC rates for the water utility will further City Council GOAL 4: Long-term financial stability, economic vitality and growth.

Alternatives

The actions available to the Council include:

1. Reject the Resolution.
2. Determine to re-evaluate the indexing of the Water SDC and direct staff to prepare other index methodologies for the water SDC rate.
3. Adopt the Resolution

Fiscal Impact

A single family residence will experience the following impact:

Current SDC Rate \$3,019.19
 New Rate \$3,162.89

With the anticipation of 40+ single family homes constructed in the next 12 months, this will have a substantial fiscal impact.

Recommendation and Suggested Motion

Adopt the Resolution: I move to adopt Resolution Number 9-2018 adopting COLA indexed rates effective May 1, 2018 for water SDCs.

RESOLUTION NUMBER 9-2018

A RESOLUTION ADJUSTING THE WATER SYSTEM DEVELOPMENT CHARGE FOR NEW CONNECTIONS TO THE WATER SYSTEM

WHEREAS:

1. The City Council authorized the current water system SDC rates on August 1, 2016 following the adoption of an updated water system master plan, and
2. Indexing the SDC rates to the Engineering News Record Construction Cost Index helps to avert future increases and maintains the purchasing power of the funds raised by the SDC, and
3. The Wood Village Municipal Code specifically provides for the adjustment of SDC by Resolution.

NOW, THEREFORE, BE IT RESOLVED by the common council of the City of Wood Village that the Water SDC rates for connections to the water system are raised to the following amounts on May 1, 2018:

Effective May 1, 2018

Meter Size (Inches of Diameter)	Ratio to Equivalent Number of 3/4 Meters	Water System SDC
5/8 or 3/4"	1	\$3,162.89
1"	1.67	\$5,282.02
1 1/2"	3.33	\$10,532.41
2"	5.33	\$16,858.19
3"	11.67	\$36,910.90
4"	21	\$66,420.65
6"	46.67	\$147,611.96
8"	80	\$253,031.02
Single Family	1	3,162.89
Multi-Family	.8 EDU per unit	2,530.31

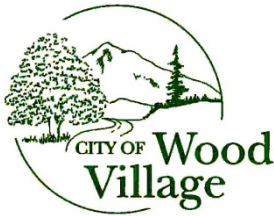
Motion to approve by _____; seconded by _____ and adopted this 12th day of April, 2018.

YEAS _____ Nays _____

TIMOTHY CLARK, MAYOR
CITY OF WOOD VILLAGE

ATTEST:

GREG DIRKS
CITY RECORDER



Wood Village City Council Agenda Item Staff Report

Meeting Date: April 12, 2018

TO: Mayor and City Council
FROM: Bill Peterson, City Manager
AUTHORED BY: Peggy Minter, Finance Director
DATE: April 5, 2018
SUBJECT: **Resolution Adjusting the Sewer System Development Charge for the current ENR Construction Cost Index**

Requested Action

Adopt the Resolution establishing COLA-indexed Sewer SDC rates.

Background

The Wood Village City Council has adopted a sewer system development charge with methodology and appropriate capital facilities listings. The existing code requires the City Council to consider the indexing of the SDC to the Construction Cost Index as published by the Engineering News Record annually. The current ENR rate is 4.7596%, resulting in the following:

Effective May 1, 2018

Meter Size (Inches of Diameter)	Ratio to Equivalent Number of 3/4 Meters	Sewer System SDC
5/8 or 3/4"	1	2,952.88
1"	1.67	4,931.92
1 1/2"	3.33	9,832.71
2"	5.33	15,738.35
3"	11.67	34,460.12
4"	21	59,057.47
6"	46.67	123,046.87
8"	80	177,173.49
Single Family	1	2,952.88
Multi-Family	.8 EDU per unit	2,361.83

Comparing this rate to the current SDC rates yield the following:

Meter Size (Inches of Diameter)	Ratio to Equivalent Number of 3/4 Meters	Current SDC	Proposed SDC (Aug 2016)	Increase (Decrease)
5/8 or 3/4"	1	2,818.72	2,952.88	134.16
1"	1.67	4,707.85	4,931.92	224.07
1 1/2"	3.33	9,385.98	9,832.71	446.74
2"	5.33	15,023.30	15,738.35	715.05
3"	11.67	32,894.48	34,460.12	1565.65
4"	21	56,374.28	59,057.47	2683.19
6"	46.67	117,456.41	123,046.87	5590.46
8"	80	169,123.87	177,173.49	8049.62
Single Family	1	2,818.72	2,952.88	134.16
Multi- Family	.8 EDU per unit	2,254.52	2,361.83	107.31

Goals Affected

The adoption of the resolution adjusting SDC rates for the sewer utility will further City Council GOAL 4: Long-term financial stability, economic vitality and growth.

Alternatives

The actions available to the Council include:

1. Reject the Resolution.
2. Determine to re-evaluate the Sewer SDC indexing and direct staff to prepare other indexing methodologies for the sewer SDC rate.
3. Adopt the Resolution

Fiscal Impact

A single family residence will experience the following impact:

Current SDC Rate \$2,818.72
New Rate \$2,952.88

With the anticipation of 40+ single family homes constructed in the next 12 months, this will have a substantial fiscal impact.

Recommendation and Suggested Motion

Adopt the Resolution: I move to adopt Resolution Number 10 -2018 adopting COLA indexed rates effective May 1, 2018 for sewer SDCs.

RESOLUTION NUMBER 10-2018

A RESOLUTION ADJUSTING THE SEWER SYSTEM DEVELOPMENT CHARGE FOR NEW CONNECTIONS TO THE SEWER SYSTEM

WHEREAS:

1. The City Council last indexed the sewer system SDC rates on October 13, 2015 following the adoption of an updated sewer system master plan, and
2. Indexing the SDC rates to the Engineering News Record Construction Cost Index helps to avert future increases and maintains the purchasing power of the funds raised by the SDC, and
3. The Wood Village Municipal Code specifically provides for the adjustment of SDC by Resolution.

NOW, THEREFORE, BE IT RESOLVED by the common council of the City of Wood Village that the Sewer SDC rates for connections to the sewer system are raised to the following amounts on May 1, 2018:

Effective May 1, 2018

Meter Size (Inches of Diameter)	Ratio to Equivalent Number of 3/4 Meters	Sewer System SDC
5/8 or 3/4"	1	2,952.88
1"	1.67	4,931.92
1 1/2"	3.33	9,832.71
2"	5.33	15,738.35
3"	11.67	34,460.12
4"	21	59,057.47
6"	46.67	123,046.87
8"	80	177,173.49
Single Family	1	2,952.88
Multi-Family	.8 EDU per unit	2,361.83

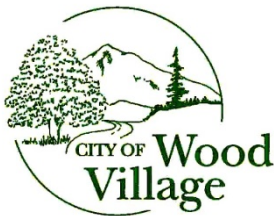
Motion to approve by _____; seconded by _____ and adopted this 12th day of April, 2018.

YEAS _____ Nays _____

TIMOTHY CLARK, MAYOR
CITY OF WOOD VILLAGE

ATTEST:

GREG DIRKS
CITY RECORDER



Wood Village City Council Agenda Item Staff Report

Meeting Date: April 12, 2018

TO: Mayor and City Council
FROM: Bill Peterson, City Manager
AUTHORED BY: Peggy Minter, Finance Director
DATE: April 5, 2018
SUBJECT: **Resolution Adjusting the Park System Development Charge for the current ENR Construction Cost Index**

Requested Action

Adopt the Resolution establishing COLA-indexed Park SDC rates.

Background

In 2016 the Wood Village City Council adopted a Capital Improvement program for the Park System along with the park system development charge. The existing code requires the City Council to consider the indexing of the SDC to the Construction Cost Index as published by the Engineering News Record annually. The current ENR rate is 4.7596%, resulting in the following:

Effective May 1, 2018

Wood Village Park and Trail Master Plan System Development Charge			
Category	Current Rate	Proposed	Increase/Decrease
Single Family Residence	\$2,466	\$2,583	\$117
Multi-Family Per Unit	\$1,973	\$2,067	\$94
Commercial/Industrial			
Industrial and Manufacturing/1000 ft2	\$112	\$117	\$5
Restaurant/1000 ft2	\$784	\$821	\$37
Wholesale or Warehouse/1,000 ft2	\$2	\$2	\$0
Retail Over 20,000/1,000 ft2	\$224	\$235	\$11
Other Retail/1,000 ft2	\$448	\$469	\$21
Office/Medical/1,000 ft2	\$672	\$704	\$32
Hotel/Motel/1000 ft2	\$280	\$293	\$13
Entertainment/Major Entertainment/ 1000 ft2	\$168	\$176	\$8

Goals Affected

The adoption of the resolution adjusting SDC rates for the park will further City Council GOAL 4: Long-term financial stability, economic vitality and growth.

Alternatives

The actions available to the Council include:

1. Reject the Resolution.
2. Determine to re-evaluate the Park SDC indexing and direct staff to prepare other indexing methodologies for the Park SDC rate.
3. Adopt the Resolution

Fiscal Impact

A single family residence will experience the following impact:

Current SDC Rate	\$2,466
New Rate	\$2,583

With the anticipation of 40+ single family homes constructed in the next 12 months, this will have a substantial fiscal impact.

Recommendation and Suggested Motion

Adopt the Resolution: I move to adopt Resolution Number 11-2018 adopting COLA indexed rates effective May 1, 2018 for park SDCs.

RESOLUTION NUMBER 11-2018

A RESOLUTION ADJUSTING THE PARK SYSTEM DEVELOPMENT CHARGE FOR THE CURRENT ENR CONSTRUCTION COST INDEX.

WHEREAS:

1. The City Council adopted the Capital Improvement program for the Park System along with the park system development charges in 2016.
2. Indexing the SDC rates to the Engineering News Record Construction Cost Index helps to avert future increases and maintains the purchasing power of the funds raised by the SDC, and
3. The Wood Village Municipal Code specifically provides for the adjustment of SDC by Resolution.

NOW, THEREFORE, BE IT RESOLVED by the common council of the City of Wood Village that the Park SDC rates are raised to the following amounts on May 1, 2018:

Effective May 1, 2018

Wood Village Park and Trail Master Plan System Development Charge		
Category	Current Rate	Proposed
Single Family Residence	\$2,466	\$2,583
Multi-Family Per Unit	\$1,973	\$2,067
Commercial/Industrial		
Industrial and Manufacturing/1000 ft2	\$112	\$117
Restaurant/1000 ft2	\$784	\$821
Wholesale or Warehouse/1,000 ft2	\$2	\$2
Retail Over 20,000/1,000 ft2	\$224	\$235
Other Retail/1,000 ft2	\$448	\$469
Office/Medical/1,000 ft2	\$672	\$704
Hotel/Motel/1000 ft2	\$280	\$293
Entertainment/Major Entertainment/ 1000 ft2	\$168	\$176

Motion to approve by _____; seconded by _____ and adopted this 12th day of April, 2018.

YEAS _____ Nays _____

TIMOTHY CLARK, MAYOR
CITY OF WOOD VILLAGE

ATTEST:

GREG DIRKS
CITY RECORDER



City Council Agenda Item Staff Report

Meeting Date: April 12, 2018

TO: Mayor and Councilors

FROM: Bill Peterson: City Manager
Authored by: Greg Dirks: HR/Records Manager

DATE: April 3, 2018

SUBJECT: 30th Annual Easter Egg Hunt Recap

Requested Council Action

No specific action is requested. The Council is asked to provide feedback on the hunt and related activities.

Background

The City's 30th Annual Easter Egg Hunt was held on Saturday, March 31st. The event featured separate hunt areas for special needs children, and children aged 3-4, 5-6, and 7-9. There were 30,000 Easter Eggs stuffed with candy, and no prize tickets this year. There were 250 reusable shopping bags filled with egg dying kits, and plastic bags with egg dying kits were also available. Emilio Inc. provided face painting, love rocks, and other crafts from 8-10am. The Easter Bunny arrived at 9am in the City's Gator utility vehicle with a large basket in the back. The hunts started at 10am and the last hunt went off at 10:30m. The Easter Bunny stayed until about 10:30am. It is estimated that about 2,000 people attended the event.

About 50 volunteers helped on the day of the hunt with volunteers coming from Emilio Inc., Lowes, Reynolds High School Key Club, and Walmart. Members of Cub Scout Troop 717 sold coffee and doughnuts, and the Girl Scout Troop sold cinnamon rolls.

Direct financial support came from Walmart, AAA of Wood Village, and the Wood Village 76 Gas Station. There was also the support from Platinum Community Partner Advanced Metal and Wire, and Silver Community Partner Joy Teriyaki. In-kind support was provided by Lowes, Emilio Inc., Walmart, and the Chapel.

Next Steps

Feedback and suggestions will be used to help plan next year's event. We solicited feedback at the event via a survey, and did not receive any responses. Additional discussion items include:

- Method of the Easter Bunny arrival
- Prizes
- Field layout and design
- Give-away items
- Timing of hunts

Next Steps

We have written personalized thank you notes to all volunteers and sponsors. Feedback and suggestions will be used to help plan next year's 31st annual hunt.

Fiscal Impact

The total cost of the event was about \$4,972, and total direct cash contributions totaled \$3,550. That amount does not include the \$8,400 that has been paid to be a community partner. The budgeted amount for the event was \$3,500, and details of the expenses include:

- Pre-Stuffed Easter Eggs: \$3,300
- Bunny Costume \$360 (is City owned)
- Candy \$345
- Egg Dying Kits: \$500
- Banners: \$372
- Other Supplies \$95

City Goal

The successful execution of this event helped complete City Goal 3: High quality, cost effective public utilities, parks and events.

Suggested Motions

No Motion is suggested.



City Council Agenda Item Staff Report

Meeting Date: April 12, 2018

TO: Mayor and City Council

FROM: Bill Peterson: City Manager
Authored by: Greg Dirks: HR/Records Manager

DATE: April 12, 2018

SUBJECT: 20th Annual City Nite Out

Requested Action

Review and discuss event details and features, and approve an event plan.

Background

The 20th Annual City Nite Out is scheduled for Friday July 20th from 5-9pm. Current event features include free food such hot dogs, chips, beverages, side dishes, popcorn, cotton candy and ice cream. Staff will work with area stores and vendors to get donated or reduced cost items. Other free event features include police demonstrations, pony rides, children activities, and live music. There is also a discussion about including a futsal tournament, or lessons at the Nite Out as well.

There are concerns about having a parade this year because Arata Road will be under construction in July, and staging may not be available at City Hall due to the utility relocation project. An alternative to a vehicle procession is a walking parade around the church campus that would involve area children.

We have already secured a sponsor to provide free soccer balls to children. We estimate that we will be able to provide about 300 soccer balls with the donation provided.

Businesses and organizations that are not for profit, specialize in community services, disaster preparedness or recovery, or are event sponsors will be invited to have a booth at the event. Organizations that have already committed to attend the event include; the MCSO, Emilio Inc, Gresham Fire, Red Cross, , Oregon National Guard, Army, Navy, Marines, and Life Flight.

The Council is requested to discuss and select the features for this event. The above suggestions can be modified, or do not have to be included at all. The Council may also select additional event features to enhance the quality of the event.

Next Steps

Staff will implement and coordinate the event plans, as well as meet with area businesses for sponsorship, displays, and volunteer needs.

Fiscal Impact

\$6,000 is proposed for this event in the 2018-19 budget. Last year the City spent about \$4,800, and received \$1,800 in donations. The Wood Village Baptist Church has committed to supplying the ice cream, volunteers, cotton candy, popcorn, and children’s activities. Staff will work with area businesses for financial or in-kind support.

City Goal

The successful completion of this event will meet City Goal 3: High quality, cost effective public utilities, parks and events.

Suggested Motions

“I move to approve the 20th Annual City Nite Out event plan as presented or modified.”