

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
April 28, 2020
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Presentation: Supportive Housing Measure – Metro Councilor Craddick
3. Resolution 12-2020: Extending the City’s Emergency Declaration – Greg Dirks
4. Discussion: City Scholarship Program – Greg Dirks
5. Resolution 13-2020: Text Amendment Authorization: A Review of Vehicle Oriented Uses – Greg Dirks
6. Discussion: Revision to City Personnel Policies – Rose Douglass

Public Works

- Director’s Report

Finance

- Director’s Report

City Manager:

- Director’s Report

City Attorney

Mayor and Council Comments and Reports

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, May 12, 2020



City Council Agenda Item Staff Report

Meeting Date: April 28, 2020

TO: Mayor and Councilors

FROM: Greg Dirks: City Manager

DATE: April 22, 2020

SUBJECT: Resolution 12-2020 Extending the City's Emergency Declaration due to COVID-19

Requested Council Action

Review and approve Resolution 12-2020 extending the Emergency Declaration of March 13, 2020.

Background

A full background of the Emergency Declaration can be found in the staff report dated March 26, 2020 with additional details in Resolution 7-2020 that ratified the declaration. The Emergency Declaration that was issued on March 13th and ratified on the 26th had an end date of April 30, 2020. While efforts and initiatives to reduce the spread of COVID-19 have appeared to work, more time is still needed to ensure the safety and welfare of the community. Based on the latest information, it is recommended that at least some of the provisions in the declaration be extended until June 30, 2020. These provisions include suspending water and sewer bill late fees and shut offs for non-payment; canceled non-essential meetings and events; implementing additional cleaning and hand sanitizing stations; taking operational measures to ensure that essential operations such as water and sewer continue; other actions as authorized under Municipal Code section 1.10.050.

Next Steps

The Governor and public health officials have stated that this is a fluid and still evolving event. While staff has worked to be proactive, there will continue to be new or revised measures put in place to help protect the health and wellness of the community as well as the economy.

Alternatives

The emergency declaration provides for a wide array of response and preventative options. The listing of next steps does not preclude the consideration and adoption of other measures, guidance, and recommendations to help reduce the impacts of COVID-19.

City Goal

The City's response and planning for COVID-19 impacts all City Goals.

Suggested Motions

"I move to approve Resolution 12-2020, extending the Emergency Declaration signed by the Mayor on March 13, 2020 in response to the COVID-19 pandemic until June 30, 2020.

RESOLUTION NUMBER 12-2020

**A RESOLUTION EXTENDING THE MARCH 13, 2020 EMERGENCY DECLARATION
ISSUED IN RESPONSE TO COVID-19**

WHEREAS;

- The Coronavirus is a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions; and,
- COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and,
- On March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1), and has since enacted other emergency measures including a Stay at Home Order and calling upon local governments to help reduce the spread of COVID-19; and,
- COVID-19 requires a significant amount of resources and response at the local level to keep the public and community informed and as safe as possible.

NOW, THEREFORE, be it resolved by the Mayor and City Council of the City of Wood Village that the March 13, 2020 Emergency Declaration be extended to June 30, 2020.

Moved to approve by _____; seconded by _____ and adopted this 28th day of April, 2020.

YEAS _____ NAYS _____

T. Scott Harden, MAYOR

ATTEST:

Rose Douglass
City Recorder



City Council Agenda Item Staff Report

Meeting Date: April 28, 2020

TO: Mayor and Councilors
FROM: Greg Dirks: City Manager
DATE: April 17, 2020
SUBJECT: Discussion: City Council Scholarship Program

Requested Council Action

Review and approve the framework and approach for the initial 2020 Wood Village Opportunity Scholarship

Background

The FY 2019-20 budget contained \$2,500 for funding educational incentives. The original thought was a combination of honor roll recognition and a scholarship program for Wood Village students. Staff attempted to work directly with the Reynolds School District to craft a program, but were unable to gain any momentum. The Council at the March 26th meeting reiterated the interest and importance of the program and directed staff to put together a scholarship for this year.

Councilor John Miner assisted in the development of a scholarship program using his experience in school administration. The basic draft elements of the program are below, and the intent was to make it a simple process that would encourage all kinds of students to apply. The draft program elements include:

- Must be a Wood Village resident
- Graduating from high school or completed a GED program this year, and plan to continue their education in the fall
- Have a minimum of a 2.0 GPA
- Complete the application – attached as exhibit A
- Applications and interviews would be conducted by a panel consisting of two Councilors, one staff member, and one or two members of the community.
- Scholarship amount would be at least \$1,000 and could be more based on need or other pre-selected criteria.
- Applications due by June 30th, with the selection in July. Awards will be given based on proof of college, university, or trade-school registration.

Next Steps

If approved, staff will formalize the program and application, and advertise the program within the community. Staff will work to develop the application review committee as well.

Alternatives

The Council may elect to require any number of elements in the application and interviewing process. The Council also sets the scholarship amounts. The Council may also elect not to have a program or award any scholarships.

Fiscal Impact


\$2,500 is allocated in the current fiscal year budget. Due to the timeline of the program, this will need to extend into next fiscal year. Staff presented alternative amounts as part of the budget hearing at the April 21st Budget Hearing, and \$5,000 was recommended for the upcoming fiscal year.

City Goal

City Goal : A safe, clean, inclusive community with a sense of pride and strong identity.

Suggested Motions

“I move to direct staff to complete the Wood Village Opportunity Scholarship as discussed.”

A decorative banner at the top of the page features a light blue sky with white clouds and a green landscape with rolling hills and several green trees. The text "City of Wood Village 2020 Opportunity Scholarship" is centered in the sky area.

City of Wood Village 2020 Opportunity Scholarship

The City of Wood Village Opportunity Scholarship is established to help fund and assist students and residents who reside in Wood Village and have a goal to continue their education after high school. The scholarship amount is a minimum of \$1,000 depending on number of applicants and funds available.

Application Guidelines:

- Resident of Wood Village
- Demonstrated financial need
- Minimum GPA of 2.0
- Completed application
- Personal Interview: If you are selected as a finalist there will be a personal interview with the scholarship committee. This interview will be an opportunity for you to share additional information related to your background, goals and plans for your future.

Due Date: Applications are due by June 30, 2020.

Instructions to Applicant:

All elements must be complete in order to be considered

1. Complete this fillable application on a computer. A hard copy is available at City Hall during work hours (please call to schedule a time to pick up/drop off a paper application 503-667-6211)
2. Attach an unofficial high school transcript, GED certificate or other documents indicating readiness for continuing education and post-secondary training.
3. Attach a copy of FAFSA (Free Application for Federal Student Aid <https://studentaid.gov/h/apply-for-aid/fafsa>), ORSAA (Oregon Student Aid Application <https://oregonstudentaid.gov/fafsa-orsaa.aspx>) or other documents and explanation verifying financial need.
4. Completed application including essay questions and attachments are due by June 30, 2020 either in hard copy to Wood Village City Hall or email to GregD@WoodVillageOR.gov

Wood Village City Hall

23335 NE Halsey

Wood Village OR 97060-2812

(Mail, place in drop box, or call for an appointment to drop off application) 503-667-6211

Part 1: Personal contact information

Legal Name: _____
Last First Middle Initial

Permanent mailing address: _____
Street

City State Zip

Telephone number: _____

E-mail address: _____

Parent(s)/Guardian(s) _____

Number of family members being supported in the household _____

Number of school aged children in the household _____

Part II: Educational background

High school you will graduate from in 2020 OR previously graduated from and date of you graduated. _____

School Name

City and State

Date of Graduation

If you earned a GED where and when did you or will you earn the certificate?

Date

Location/Program

Intended college/university/trade school:

Intended field of study at this time:

Part III:

City of Wood Village Opportunity Scholarship Essay Questions

(Limit of 250 words for each answer)

- What are your specific educational/training plans and career goals? How will this scholarship help you?
- What have you done for yourself, family, or community that you are most proud of and why?
- Describe a significant change or experience that has occurred in your life. How did you respond and what did you learn about yourself?
- What additional information would you like the committee to know about you and/or your goals that would help them understand how this scholarship will benefit you?

I certify that all information I have provided in my application is true and complete to the best of my knowledge. I authorize the release of information on this application to the scholarship selection committee members.

Signature: _____

Date: _____

If applicant is under 18 years of age, parent/guardian signature:

Wood Village Opportunity Scholarship

Considerations for Discussion and Implementation

Wood Village Opportunity Scholarship Philosophy/Objective:

The mission of this scholarship is to serve a current or former high school graduate who are residents of Wood Village who want to continue their education and/or training. While not a requirement, students who demonstrate financial need will be given more careful consideration in the selection process. The City considers this scholarship a “boost” to support, perhaps even help create motivation and a means for residents to follow their goal toward a stable financial and rewarding career and future. In this initial year a “keep it simple and cast a wide net” may be the best marketing strategy to launch this program.

As we look to the future, it seems reasonable that the City with targeted efforts can grow both the funding and the number of scholarships available for our young adult citizens. In short, this program may have the potential to become one of our “signature” outreach and engagement efforts with direct and tangible support for our families.

Marketing/Advertising

These seem to be obvious potential avenues for advertising/promoting scholarship in the next few months and explore/develop further for future years:

Media/Social Media

- City of Wood Village Website
- Newsletter
- Wood Village Baptist Newsletter
- Pamplin Media
- Next Door Digest
- Other

Organizational/Personal Connections

- Wood Village Baptist Church
- Play East
- Homeowners' Associations (Riverwood, other)
- Hard Copy Handouts
- Other

Suggested Timeline

- 4/28 Scholarship Draft to City Council for review and action
- May-June Marketing
- Mid-June Selection Committee confirmed and Initial Screening if necessary
- June 30-July 3 Final Screening/Selection/Candidates selected for interview and notified
- July 6-10 Interview(s) completed and all candidates notified of results. Suggest personal call and letter from Mayor to each candidate

Selection Committee make-up/Selection Process

- 1-2 Council members
- City Manager or designee
- 1-2 Community members (Suggest Pastor Bill or Pastor Tom, Jairo, others who can help as we further refine this project as well as promote it in this first year.)

Scoring Guide:

- Financial Need 30 points
- Essay Questions 40 points
- Letters of Reference 15 points
- Interview 15 points

Future considerations for growing and sustaining the scholarship(s)

- Contact Reynolds High School Counseling Department to consult, review our scholarship guidelines, and request publication and notification within RHS system. Seek their guidance in how to identify high school students within Wood Village boundary.
- Contact Mt. Hood Community College Financial Aid Office for similar outreach as per Reynolds HS
- Early promotion in City newsletter, website, etc.
- Seek private/business funding to help expand program
- Research process for creating Tax exempt status for this scholarship
- Extend program to grades 9, 10 and 11 with a yearly fund (i.e.\$500 a year) that accrues until their graduation (Based on grades, attendance, other)
- Research other cities/municipalities offering similar programs
- Other

Resources:

Oregon School districts: Reynolds School District, North Clackamas School District, Greater Albany School District

Mt. Hood Community College—Office of Financial Aid Scholarship Guidelines for Students

Oregon University System

Personal/Professional contacts

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City Council Agenda Item Staff Report

Meeting Date: April 28, 2020

TO: Mayor and Councilors

FROM: Greg Dirks: City Manager

DATE: April 17, 2020

SUBJECT: Zoning and Development Code Text Amendment Process Authorization – Auto Oriented Uses

Requested Council Action

Approve Resolution Number 13-2020 directing the City Manager to prepare a text amendment process to the Wood Village Zoning and Development Code considering revisions to the definitions and use categories regarding certain automotive oriented uses.

Background

Per section 560.110 of the City's Zoning and Development Code, only the City Council or Planning Commission may initiate an amendment to the code. In this case, the City Council is being asked to consider and authorize a text amendment process which would include workshops and consideration of revised code language regarding automotive oriented use definitions and allowable use categories.

The current Zoning and Development Code defines auto oriented uses in two categories; Quick Vehicle Servicing, and Vehicle Repair. Currently, Quick Vehicle Servicing is a conditional use in the Light Manufacturing Zone and is an outright use in the Commercial/Industrial Zone. Vehicle Repair is an outright use in the Light Manufacturing Zone, and Commercial Industrial Zone, and is a conditional use in the General Manufacturing Zone.

Quick Vehicle Servicing is defined in the current code in section 710.210 as follows: provide direct services for motor vehicles where the driver generally waits in the car before and while the service is performed. The development will include a drive-through facility, the area where the service is performed. Examples include full-serve and mini-serve gas stations, unattended card key stations, car washes, quick lubrication and tune-up services, and Department of Environmental Quality vehicle emission test sites.

Vehicle Repair is defined in section 710.260 as follows: firms servicing passenger vehicles, light and medium trucks and other consumer motor vehicles such as motorcycles, boats and recreational vehicles. Generally, the customer does not wait at the site while the service or repair is being performed. Examples include vehicle repair, transmission or muffler shop, auto body shop, alignment shop, auto upholstery shop, auto detailing, and tire sales and mounting.

It is also important to note that under section 710.240 Retail Sales and Service and that car rental, lease, and repair is also classified as Vehicle Repair. In general, these code provisions

have the impact of treating any sales or service of vehicles including items like car stereo/accessory installation as Vehicle Repair. Based on the variety of uses, it may be worth exploring revising where auto oriented uses are allowed, and/or modifying the existing definitions and adding a new auto-dependent use definition that would enable certain lower impact auto oriented uses in other zones either as an outright or conditional use.

The request is that the City Council authorize staff to review options and bring them back for Planning Commission and City Council consideration. The approval of this resolution does not modify the current Zoning and Development Code, or require any revisions to the code.

Next

Staff will evaluate code and language alternatives from regional and model codes and conduct a workshop with the Planning Commission to determine a path forward on the uses. Following the workshop, a hearing will be held with the Planning Commission and its recommendation will then be forwarded to the City Council for consideration. A timeline has not yet been established for this effort, and the intent is to have it completed and back in front of the Council later this summer.

Alternatives

The Council may always determine how to proceed on issues. A sample of some potential methods to proceed include:

1. Conduct a joint workshop with the Planning Commission to further examine the type of code and definition options for auto oriented uses prior to authorizing a text amendment;
2. Not authorize the amendment;
3. Adopt the resolution authorizing staff to move forward on preparing use alternatives.

Fiscal Impact

It is anticipated that between 20 and 30 hours will be required to review language options and draft alternatives to present to the Planning Commission. The cost is estimated to be between \$2,000 to \$2,500 in our contracted Planners time, absent complications in hearings or an appeal.

City Goal

The updated definition will assist in completing City Council Goals 1: A safe, clean, inclusive community with a sense of pride and strong identity, as well as Council Goal 4: Long-term financial stability, economic vitality and growth.

Suggested Motions

“I move to approve Resolution Number 13-2020 directing the City Manager to prepare a text amendment process to the Wood Village Zoning and Development Code considering revisions to the definitions and use categories regarding certain automotive oriented uses.”

Resolution Number 13-2020

A RESOLUTION DIRECTING THE CITY MANAGER TO PREPARE A TEXT AMENDMENT PROCESS TO THE WOOD VILLAGE ZONING AND DEVELOPMENT CODE CONSIDERING REVISIONS TO THE DEFINITIONS AND USE CATEGORIES REGARDING CERTAIN AUTOMOTIVE ORIENTED USES.

WHEREAS:

1. The City Council is empowered in the Zoning and Development Code to initiate zoning code text amendments, and
2. The existing Wood Village Zoning and Development Code classifies all oriented uses into two definitional uses; and
3. A review and consideration of revisions to auto oriented uses and allowable areas helps ensure that the City's Zoning and Development Code is current and relevant.

NOW, THEREFORE, be it resolved by the common council of the City of Wood Village that the City Manager is directed to prepare a text amendment process to the Wood Village Zoning and Development Code considering revisions to the definitions and use categories regarding certain automotive oriented uses, and schedule such amendment considerations to hearing before the Planning Commission and consideration by the City Council.

Motion to Approve by Councilor _____ seconded by Councilor _____ and passed this 28th day of April, 2020.

_____ AYE

_____ NAY

T. Scott Harden, Mayor

ATTEST

Rose Douglass, City Recorder



City Council Agenda Item Staff Report

Meeting Date: April 28, 2020

TO: Mayor and Councilors
FROM: Greg Dirks: City Manager
Authored by: Rose Douglass, Assistant to the City Manager
DATE: April 16, 2020
SUBJECT: Revisions to the City's Personnel Manual

Requested Council Action

Review and provide feedback on the proposed revisions to the Wood Village Personnel Manual

Background

Staff has completed a comprehensive review and revision of the City's Personnel Manual. The last comprehensive review of the Personnel Manual was in 2015. With changes to Oregon law and City operations, the following revisions are recommended by staff:

Section 020 Employment at the City of Wood Village

In this section, there are conflicting policies. One states that policy changes can be made *with or without* notice to staff, and another states that policy changes will be made *with* notice to staff. This was changed to *with* notice to staff.

Section 025 Onboarding and Orientation

This section was added to include a schedule of activities for the first day of employment including orientation session with Human Resources, administrative overview, City mission, goals, and organization chart with City Manager, and a City tour.

Section 040 Pay Equity

A statement regarding Pay Equity was added based on Oregon's Pay Equity Law and federal and state law prohibiting discrimination between employees on the bases of a protected class in payment of wages or other compensation for work of comparable character. To measure wage equity, staff has constructed a formula for onboarding employees to determine their hiring wage.

Section 045 Anti-Harassment and Discrimination

Language was added to this section to include that harassment is prohibited by employees, non-employees, elected officials, members of the community, volunteers, interns, and vendors.

Language regarding sexual harassment was expanded and it was added that all City employees must complete annual sexual harassment training.

Regarding reporting, the designated individuals to report sexual harassment to and/or who conducts investigations are the City Manager, Human Resources, or a designee on their behalf.

New Oregon law language was added regarding an employee's right to take legal action against the City in the event of potential sexual harassment and the statute of limitations involved in reporting.

Section 050 Pregnancy Accommodation

Policy was added to state that employees whose pregnancy may impact their ability to work are able to discuss options for reasonable accommodation.

Section 051 Religious Accommodation

A statement was added that staff may use their vacation, personal holiday, or comp time for religious holy day observance. If accrued leave is not available, an employee may request unpaid leave.

Section 070 Range and Wage Determination

Altered to reflect that new employees are placed at a pay range that reflects internal wage equity as well as Oregon's Wage Equity Laws.

Section 110 Telecommuting

This section was updated to reflect current practices. Staff will seek permission from the City Manager for remote work and will have pre-arranged work projects from their Supervisor. The employee will provide regular check-ins on progress.

Section 120 Timekeeping

This section was updated as it is normal for staff to approve or verify a timesheet on an employee's behalf when necessary. Restrictions were still put in place to deter forgery.

Section 150 Rest Breaks for the Expression of Breast Milk

New Oregon law regarding rest breaks for the expression of breast milk were incorporated into this section including length, notice, and storage.

Section 150 Payday and Payroll Periods

Language was added to reflect that an employee may receive a paper check if they do not wish to have direct deposit.

Section 220 Vacation Scheduling

This section was changed to provide more specific guidelines for requesting vacation time. Requests will be approved on a "first come, first served" basis and best practice is to submit a request with at least 48 hours' notice.

Section 230 Sick Leave

The following policy was removed: "No sick leave pay shall be granted to an employee for an injury resulting from employment with any employer other than the City of Wood Village."

Section 235 Medical Leave

Regarding use of accrued leave, employees must use accrued leave during an otherwise unpaid portion of leave.

Section 250 Leave for Death in the Family

Employees may take up to five days of Bereavement Leave, however, the employee will be paid for three full workdays. The remaining days can utilize sick, vacation, comp, or unpaid leave as approved by the City Manager.

Section 270 Employee Assistance Program

A statement was included regarding the City's EAP and what services are provided.

Section 270 Required Training and Certification

The statement, "Employees will not be paid for travel time to and from the employee's home and the training site" was changed to reflect that the employee will generally be paid for this time, based on the training location.

Section 300 Personal Conduct

A section was added regarding ethics and an open-door policy.

Section 300 Personal Visitors

This policy was altered to indicate that children, pets, and other visitors may be allowed in City buildings for special events or with prior authorization from a Director or City Manager.

Section 330 Drug Testing

Language was added to this section regarding pre-employment drug screening. If a pre-employment drug screen is positive for an illegal or unauthorized substance, the City reserves the right to deny employment. If employment continues, the employee may be subject to additional drug screening at any time during the six-month introductory period. Employees who test positive for illegal or unauthorized substances during their six-month introductory period are subject to disciplinary action up to and including termination.

Section 350 Dress and Appearance

Office dress code was updated to reflect that casual wear flexibility is at the discretion of the City Manager when whether or other circumstances allow. City employees must maintain business casual attire for public meetings and outside trainings.

Section 365 Faxes

This policy was changes to specify that personal use of the fax machine should be kept to a minimum and that the charge does not need to be paid by the employee as it costs more in finance personnel time than the City recovers from the transaction.

Section 374 Disciplinary and Grievance Practice

This section was removed as it only pertained to employees hired prior to March 13, 2002. The City no longer has any employees who began employment before this date. There is a separate Disciplinary and Grievance Policy for employees beginning after this date.

Section 380 Privacy in the Workplace

This policy was updated to specify that employees are encouraged to keep personal items in their workspace to reflect their personality and motivation to serve the public. Prior policy discouraged keeping any personal items at work.

Section 630 Alarm Reporting

This section was updated to specify that upon receipt of notice of alarm, the City Manager or designee will investigate the cause or nature of the alarm.

Miscellaneous

All gender pronouns were removed from the Personnel Manual and the following protected classes were added: pregnancy, gender identity, genetic information, domestic violence victim status. Sexual preference was changed to sexual orientation.

Next Steps

Staff will update the proposed revisions based on the conversation with the Council, and bring the policies for adoption consideration at the next Council meeting. Once adopted, the new policies will be delivered and presented to all staff members.

Alternatives

There are several alternatives available for Council to explore:

- Do not approve the revisions.
- Propose alternate revisions.
- Approve the staff recommendations.

Fiscal Impact

No additional personnel costs are anticipated with this revision.

City Goal

The approval of this resolution will help achieve City Goal 5: A work environment that develops and encourages employees and rewards their creativity and innovation.

Suggested Motions

No motion is suggested as staff is seeking direction on the proposed revisions.

PUBLIC WORKS MONTHLY REPORT

TO: MAYOR AND CITY COUNCIL
FROM: GREG DIRKS, CITY MANAGER
AUTHOR: JOHN NIYAMA, PUBLIC WORKS DIRECTOR
COUNCIL DATE: APRIL 28, 2020
SUBJECT: PUBLIC WORKS DIRECTOR'S REPORT

MONTH OF FEBRUARY & MARCH 2020

Arata Fence

- Adjacent property owner and resident meeting March 31st 6pm Wood Village Baptist Church. **CANCELLED**
- RFP to be posted Business Tribune April 7th & 10th. Bid Opening April 20th.
- Kyler working on securing a survey Personal Services Contract and notifications to adjacent residents and property owner.
- Award to Rick's Custom Fencing. URA adopted URA 2-2020

Levee Ready

- Final appointment deadline for the initial/temporary board is April 30th.
- Majority of the members will consist of regional elected officials.
- City of Wood Village has a seat on the initial/temporary board.
- City Council to decide representation---Public Works Director

EMCTC

- ODOT Tolling I-5 & I-205
- TriMet – Pedestrian Plan
- PBOT – East Glisan corridor presentation 82nd – 162nd
- ODOT Tolling Presentation
- TriMet Pedestrian Plan Presentation
- PBOT Glisan Stree (82nd-162) Corridor Plan Presentation

Gorge Hub Project

- Project Complete
- Final walkthrough completed first week of March.

Glisan Sanitary Sewer Sub-Basin Design Plan

- Kyler providing RH2 with information related to properties within the identified area.

- Sanitary Sewer Master Plan information supported with as-built drawings and GIS data.
- Design completion date June 20, 2020

Hawthorne Trailhead and Natural Playground

- CDBG grant application completed.
- PAB Policy Advisory Board hearing March 24th. Kyler presented CDBG Grant.

Meetings Attended By Director:

- Levee Ready Columbia
- Treehill HOA monthly meeting to discuss the Hawthorne Project.
- WSP to complete Hawthorne Project construction design by June 30th.
- PGE Preliminary underground estimate w/ City Manager.
- Gresham Sanitary Sewer staff to discuss IGA and annual billing (including Seth).
- EMCTC
- COVID-19 Conference Calls w/ Multnomah County Emergency Management and Local Public Works Directors.

Municipal Water – Storm Water – Sanitary System – Streets – City Park

- Playground equipment maintenance and inspection, dead tree removal, and litter removal completed at Donald L Robertson Park. Restrooms opened early due to COVID-19 Virus.
- 238th median & Mayor's Corner maintenance.
- Monthly meter reading & water sampling complete.
- Routine monthly cleaning of the Shea Lift Station wet well.
- Maple Blvd storm line camera work---blockage (tree root intrusion) removed.
- Catch basin routine inspection and cleaning.
- Reservoir 1 communications work continues.
- **70** displaced shopping carts were corralled and returned to appropriate businesses February & March.
- **46** Locates Completed Month of February and March.

Development progress: *These activities require plan reviews and comments by the Building Department and other Public Works staff. We also spend time in consultation with the developers, their engineers and the contractor as the project moves from planning to completion.*

- **Wood Village Apartments** – Development and Permitting Continues
- **1121 NE 239th** – Sewer and water connection scheduled for April.
- **City Hall** – Grading Permit filed with DEQ. Design review continues.

Permits Issued

February 22 Permits

March 19 Permits

Code Compliance Activity:

February

- 7 In-Progress
- 24 Closed

TOTAL CASES 31

March

- 12 In-Progress
- 32 Closed

TOTAL CASES 44

Related to Graffiti, vegetation, garbage, vehicle parking, and camping

Personnel Update:

- Kyler completed initial Street Saver training. Pavement rating tool.
- Kyler completed State Erosion & Sediment Control Inspector certification training.
- Fred Ramirez Groundskeeper will be retiring March 31st.
- Johnathon Pierce to start March 31st (Marie's replacement) Public Works Administrative Coordinator.

Water Consumption/Production:

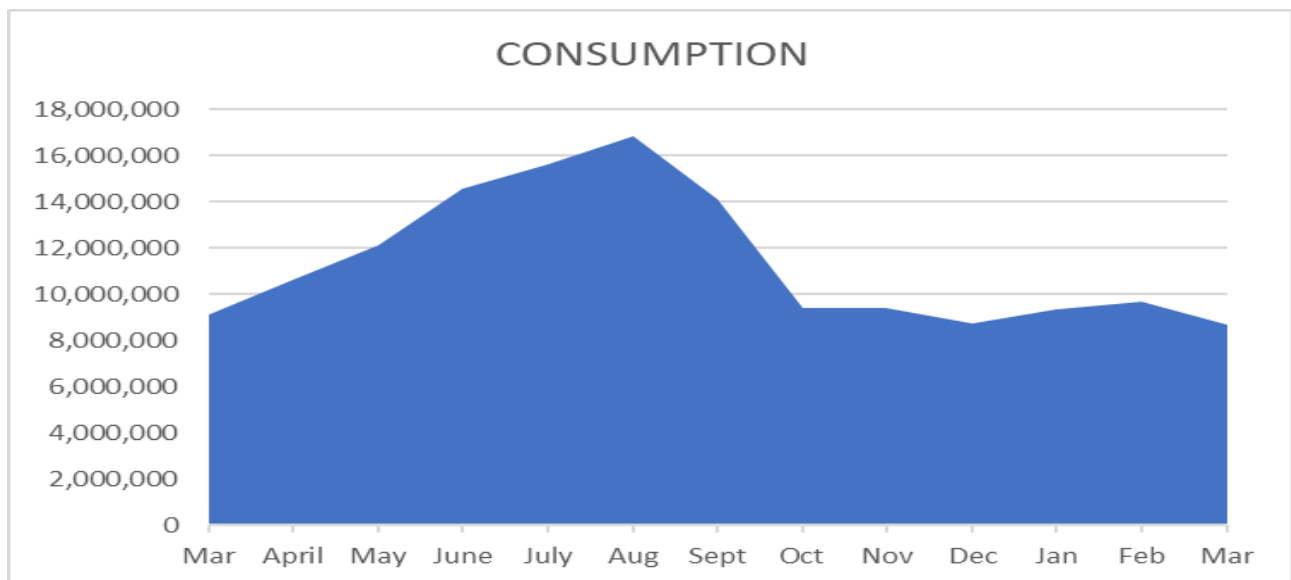
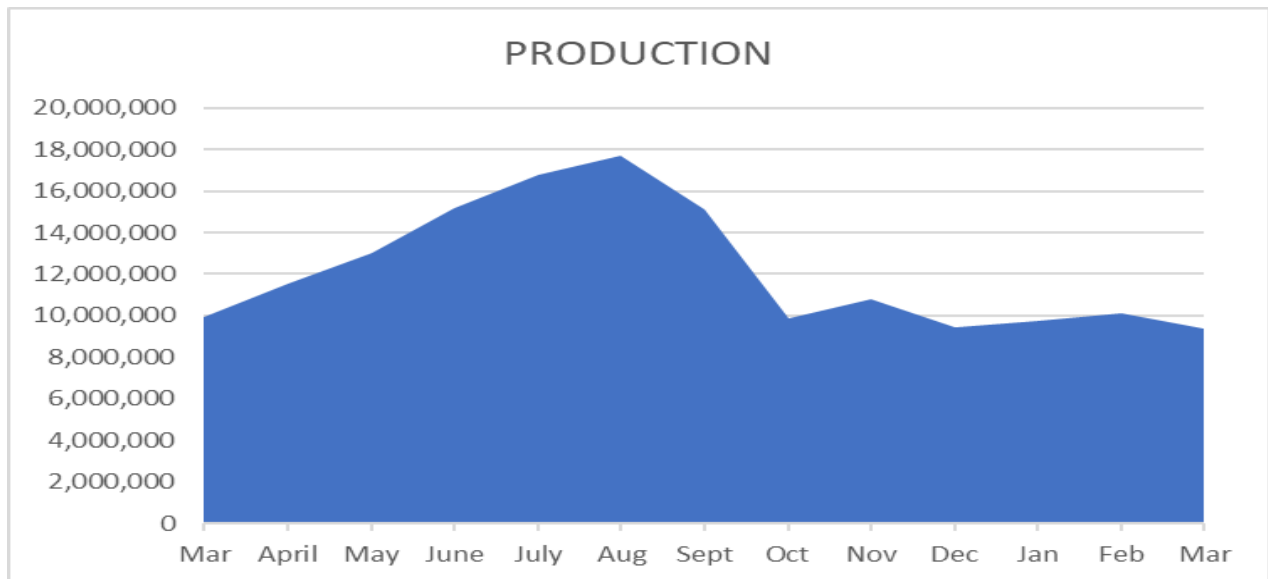
FEBRUARY 2020

- Consumption 9,693,108 gallons
- 775 Billed Accounts 128 Commercial & 647 Residential
- System Loss 4.2%
- Production 10,121,749 gallons

MARCH 2020

- Consumption 8,675,311 gallons
- Billed Accounts 126 Commercial & 643 Residential
- System Loss 7.3%
- Production 9,365,349 gallons

***Note – all reservoirs being filled manually to higher than normal levels while automatic system is under repair.**





City Council Agenda Staff Report

Meeting Date: April 28th, 2020

Memorandum

TO: Mayor and City Council

FROM: Greg Dirks, City Manager

AUTHOR: Seth Reeser, Finance Director

DATE: April 21st, 2020

TOPIC: **Council Finance Preliminary Report on Revenue & Expenditures through March 31, 2020.**

This report covers all revenue from **July 1, 2019 through March 31, 2020**, the first nine (8) months of the fiscal year. All expenditures and appropriations through March 31, 2020 are within budgeted parameters.

The county distributed the summary property tax. Through March, property tax revenues were 101% of budget. This revenue is forecast to come in ~\$58,000 over budget, which would be a 6.2% increase over the prior year with most of the gains coming in Urban Renewal.

Updates from the County confirm that the BIT revenue is tracking higher than anticipated, with an anticipated revenue to the General Fund of \$40,000 over the budgeted \$270,000 revenue. This forecast is complicated by two factors. First, the COVID-19 outbreak caused the county to revise their estimates down about 2% from the last month budget. This will probably continue to decline. Second, Multnomah County recently passed an ordinance that will increase the BIT rate from 1.45% to 2.0% retroactively on January 1, 2020 with anticipated net revenues up ~25%. Details on how the revenue sharing component will be structured are on-going, but the first conversation with the County indicates that they would increase the City's share by ~11%. Additional information will be presented at the meeting.

Gas tax revenue is below last year's pace, which fell short of budget by ~\$20,000. With the impacts from the COVID-19 outbreak, it is likely that the gas tax will fall short of budgeted \$308,030 this year by ~\$40,000.

Personnel expenditures are tracking at 82% of budget. One vacancy was filled this last month, with another to be filled at the end of April. This should push us closer to 90% this fiscal year. Materials &

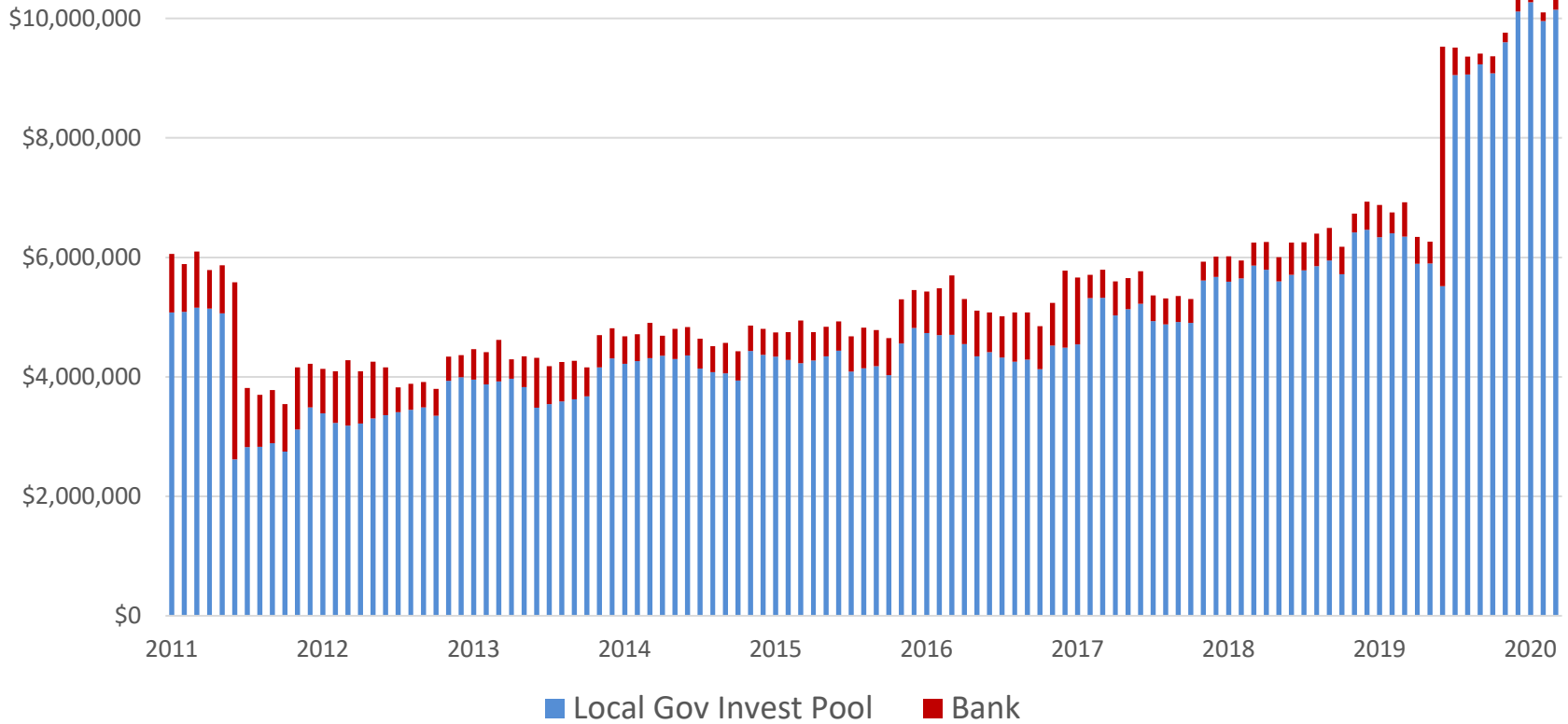
Mayor and Council Members
Finance Department Report

Services across all funds are tracking at 74% of budget thanks to several projects at the park moving forward.

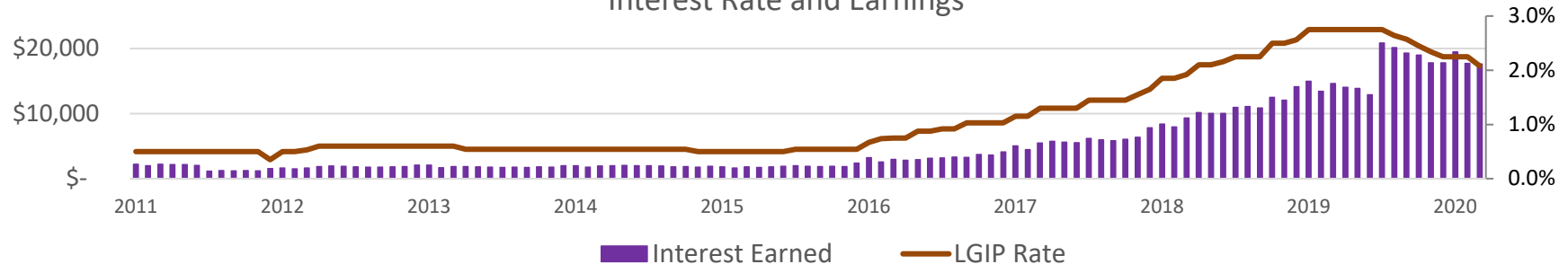
Attached you will find the capital report, which reports capital expenditures by project. Purchase of the Grande Ronde Property is shown in March as well as increased expenditures on the Municipal Building.

The interest rate at the LGIP dropped to 2.08% from 2.25% in February. The Oregon State Treasury issued an advisement they were lowering the LGIP rate for April to 1.75% in response to the federal rate cuts due to the COVID-19 outbreak. On March 31st, our investment portfolio was at \$10,144,937. It is likely that interest rates will continue to decline over the coming months. Interest revenue in total should come in \$100,000 over the \$101,500 budget with anticipated capital spend down over the last three months of the fiscal year.

Ending Cash Balance - Through March 31, 2020



Interest Rate and Earnings



INVESTMENT HISTORY	Amt invested at month-end	Interest rate	Actual Interest		Amt invested at month-end	Amt invested at month-end	Interest rate	Actual Interest	Amt invested at month-end	Interest rate	Amt invested at month-end
		avg/mo	received					received			
	LGIP				US BANK	RIVERVIEW BANK			WELLS FARGO CHECKING		TOTAL CMBND
MAR 2020	\$10,144,936.87	2.080%	\$17,651		0	\$231,415.10	0.50%	\$0.00	\$0.00	0.00%	\$10,376,351.97
FEB 2020	\$9,956,875.26	2.250%	\$17,708		0	\$145,169.06	0.50%	\$0.00	\$0.00	0.00%	\$10,102,044.32
JAN 2020	\$10,270,017.00	2.250%	\$19,505		0	\$206,487.52	0.50%	\$0.00	\$0.00	0.00%	\$10,476,504.52
DEC 2019	\$10,114,111.43	2.250%	\$17,808		0	\$257,781.88	0.50%	\$0.00	\$0.00	0.00%	\$10,371,893.31
NOV 2019	\$9,602,566.18	2.340%	\$17,808		0	\$158,013.64	0.50%	\$0.00	\$0.00	0.00%	\$9,760,579.82
OCT 2019	\$9,082,182.89	2.450%	\$18,995		0	\$285,237.55	0.50%	\$0.00	\$0.00	0.00%	\$9,367,420.44
SEPT 2019	\$9,228,714.36	2.570%	\$19,336		\$0.00	\$181,685.42	0.50%	\$0.00	\$0.00	0.00%	\$9,410,399.78
AUG 2019	\$9,061,865.02	2.640%	\$20,170		\$0.00	\$300,966.14	0.50%	\$0.00	\$0.00	0.00%	\$9,362,831.16
JULY 2019	\$9,052,733.15	2.750%	\$20,846		\$0.00	\$457,819.67	0.50%	\$0.00	\$0.00	0.00%	\$9,510,552.82
JUNE 2019	\$5,519,322.61	2.750%	\$12,920		\$0.00	\$4,005,277.24	0.50%	\$0.00	\$0.00	0.00%	\$9,524,599.85
MAY 2019	\$5,896,100.20	2.750%	\$13,902		\$0.00	\$366,926.55	0.50%	\$0.00	\$0.00	0.00%	\$6,263,026.75
APR 2019	\$5,891,935.72	2.750%	\$14,073		\$0.00	\$452,696.78	0.50%	\$0.00	\$0.00	0.00%	\$6,344,632.50
MAR 2019	\$6,346,418.09	2.750%	\$14,648		\$0.00	\$573,683.75	0.50%	\$0.00	\$0.00	0.00%	\$6,920,101.84
FEB 2019	\$6,403,517.69	2.750%	\$13,425		\$0.00	\$349,344.00	0.50%	\$0.00	\$0.00	0.00%	\$6,752,861.69
JAN 2019	\$6,339,272.08	2.750%	\$14,995		\$0.00	\$540,336.57	0.50%	\$0.00	\$0.00	0.00%	\$6,879,608.65
DEC 2018	\$6,461,693.37	2.560%	\$14,138		\$0.00	\$469,134.82	0.50%	\$0.00	\$0.00	0.00%	\$6,930,828.19
NOV 2018	\$6,418,639.54	2.500%	\$12,064		\$0.00	\$314,332.67	0.50%	\$0.00	\$0.00	0.00%	\$6,732,972.21
OCTOBER 2018	\$5,716,433.89	2.500%	\$12,496		\$0.00	\$460,408.58	0.50%	\$0.00	\$0.00	0.00%	\$6,176,842.47
SEPTEMBER 2018	\$5,945,297.28	2.250%	\$10,889		\$0.00	\$546,451.07	0.50%	\$0.00	\$0.00	0.00%	\$6,491,748.35
AUG 2018	\$5,852,137.65	2.250%	\$11,115		\$0.00	\$545,040.95	0.50%	\$0.00	\$0.00	0.00%	\$6,397,178.60
JULY 2018	\$5,782,257.82	2.250%	\$10,969		\$0.00	\$472,080.52	0.50%	\$0.00	\$0.00	0.00%	\$6,254,338.34
JUNE 2018	\$5,705,419.11	2.160%	\$10,054		\$0.00	\$542,537.38	0.50%	\$0.00	\$0.00	0.00%	\$6,247,956.49
MAY 2018	\$5,598,084.70	2.100%	\$10,033		\$0.00	\$406,496.22	0.50%	\$0.00	\$0.00	0.00%	\$6,004,580.92
APR 2018	\$5,795,145.78	2.100%	\$10,154		\$0.00	\$459,976.67	0.50%	\$0.00	\$0.00	0.00%	\$6,255,122.45
MAR 2018	\$5,860,949.38	1.920%	\$9,327		\$0.00	\$385,579.06	0.50%	\$0.00	\$0.00	0.00%	\$6,246,528.44
FEB 2018	\$5,650,223.77	1.850%	\$7,976		\$0.00	\$295,690.87	0.50%	\$0.00	\$0.00	0.00%	\$5,945,914.64
JAN 2018	\$5,595,388.07	1.850%	\$8,408		\$0.00	\$420,613.40	0.50%	\$0.00	\$0.00	0.00%	\$6,016,001.47
DEC 2017	\$5,675,189.39	1.650%	\$7,834		\$0.00	\$337,965.84	0.50%	\$0.00	\$0.00	0.00%	\$6,013,155.23
NOV 2017	\$5,614,149.89	1.550%	\$6,369		\$0.00	\$314,836.68	0.50%	\$0.00	\$0.00	0.00%	\$5,928,986.57
OCT 2017	\$4,904,871.37	1.450%	\$6,052		\$0.00	\$396,886.29	0.50%	\$0.00	\$0.00	0.00%	\$5,301,757.66
SEP 2017	\$4,917,897.10	1.450%	\$5,835		\$0.00	\$436,133.29	0.50%	\$0.00	\$0.00	0.00%	\$5,354,030.39
AUG 2017	\$4,878,300.95	1.450%	\$5,980		\$99,500.00	\$333,042.52	0.50%	\$0.00	\$0.00	0.00%	\$5,310,843.47
JULY 2017	\$4,931,034.89	1.450%	\$6,197		\$99,500.00	\$330,639.24	0.50%	\$0.00	\$0.00	0.00%	\$5,361,174.13
JUNE 2017	\$5,222,604.91	1.300%	\$5,550		\$99,500.00	\$448,157.30	0.50%	\$0.00	\$0.00	0.00%	\$5,770,262.21
MAY 2017	\$5,134,523.17	1.300%	\$5,610		\$99,500.00	\$417,445.32	0.50%	\$0.00	\$0.00	0.00%	\$5,651,468.49
APR 2017	\$5,026,542.20	1.300%	\$5,753		\$99,500.00	\$472,152.20	0.50%	\$0.00	\$0.00	0.00%	\$5,598,194.40
MAR 2017	\$5,321,376.41	1.300%	\$5,497		\$99,500.00	\$370,764.18	0.50%	\$0.00	\$0.00	0.00%	\$5,791,640.59
FEB 2017	\$5,317,749.16	1.150%	\$4,490		\$99,589.10	\$290,242.02	0.50%	\$0.00	\$0.00	0.00%	\$5,707,580.28
JAN 2017	\$4,545,433.46	1.150%	\$4,409		\$99,589.10	\$1,017,269.54	0.50%	\$625.00	\$0.00	0.00%	\$5,662,292.10
DEC 2016	\$4,487,859.56	1.030%	\$4,097		\$100,818.10	\$629,754.35	0.50%	\$0.00	\$559,375.17	0.21%	\$5,777,807.18
NOV 2016	\$4,523,225.08	1.030%	\$3,647		\$100,818.10	\$0.00	0.50%	\$0.00	\$616,574.78	0.21%	\$5,240,617.96
OCT 2016	\$4,128,447.18	1.030%	\$3,735		\$100,818.10	\$0.00	0.50%	\$0.00	\$620,880.27	0.21%	\$4,850,145.55
SEPT 2016	\$4,290,620.22	1.030%	\$3,285		\$100,818.10	\$0.00	0%	\$0.00	\$685,353.60	0.21%	\$5,076,791.92
AUG 2016	\$4,253,160.06	0.920%	\$3,307		\$101,065.31	\$0.00	0%	\$0.00	\$724,172.74	0.21%	\$5,078,398.11
JULY 2016	\$4,323,141.59	0.920%	\$3,194		\$101,065.31	\$0.00	0%	\$0.00	\$586,725.38	0.71%	\$5,010,932.28
JUNE 2016	\$4,415,949.15	0.875%	\$3,140		\$101,065.31	\$0.00	0%	\$0.00	\$562,257.51	0.71%	\$5,079,271.97
MAY 2016	\$4,341,731.06	0.875%	\$2,919		\$101,065.31	\$0.00	0%	\$0.00	\$664,325.22	0.71%	\$5,107,121.59
APR 2016	\$4,548,380.06	0.75%	\$2,834		\$101,065.31	\$0.00	0%	\$0.00	\$655,083.11	0.71%	\$5,304,528.48
MAR 2016	\$4,701,221.56	0.75%	\$2,949		\$101,065.31	\$0.00	0%	\$0.00	\$894,923.95	0.71%	\$5,697,210.82
FEB 2016	\$4,697,812.65	0.74%	\$2,556		\$101,325.72	\$0.00	0%	\$0.00	\$681,955.64	0.71%	\$5,481,094.01

INVESTMENT HISTORY	Amt invested at month-end	Interest rate	Actual Interest		Amt invested at month-end	Amt invested at month-end	Interest rate	Actual Interest	Amt invested at month-end	Interest rate	Amt invested at month-end
		avg/mo	received					received			
	LGIP				US BANK	RIVERVIEW BANK			WELLS FARGO CHECKING		TOTAL CMBND
						*previously Sterling Bank					
JAN 2016	\$4,734,048.80	0.67%	\$2,594		\$101,347.72	\$0.00	0%	\$625.00	\$594,112.34	0.71%	\$5,429,508.86
DEC 2015	\$4,816,143.63	0.54%	\$2,389		\$100,722.72	\$0.00	0%	\$0.00	\$534,712.67	0.71%	\$5,451,579.02
NOV 2015	\$4,558,708.91	0.54%	\$1,859		\$100,039.00	\$0.00	0%	\$0.00	\$640,271.85	0.71%	\$5,299,019.76
OCT 2015	\$4,029,379.78	0.54%	\$1,899		\$100,039.00	\$0.00	0%	\$0.00	\$519,997.98	0.71%	\$4,649,416.76
SEPT 2015	\$4,176,917.47	0.54%	\$1,847		0	\$0.00	0%	\$0.00	\$607,753.19	0.71%	\$4,784,670.66
AUG 2015	\$4,143,423.17	0.54%	\$1,889		0	\$0.00	0%	\$0.00	\$679,771.25	0.71%	\$4,823,194.42
JULY 2015	\$4,087,032.16	0.54%	\$1,976		0	\$0.00	0%	\$0.00	\$589,578.17	0.71%	\$4,676,610.33
JUNE 2015	\$4,440,146.72	0.50%	\$1,917		0	\$0.00	0%	\$1.49	\$489,594.49	0.79%	\$4,929,741.21
MAY 2015	\$4,342,884.96	0.50%	\$1,831		0	\$89,919.65	0.0025%	\$2.23	\$404,587.92	1.06%	\$4,837,392.53
APR 2015	\$4,273,916.33	0.50%	\$1,747		0	\$89,917.36	0.0025%	\$2.22	\$382,739.86	1.06%	\$4,746,573.55
MAR 2015	\$4,230,374.18	0.50%	\$1,810		0	\$89,915.14	0.0025%	\$2.29	\$625,321.38	1.06%	\$4,945,610.70
FEB 2015	\$4,281,177.59	0.50%	\$1,645		0	\$89,912.85	0.0025%	\$2.07	\$379,281.23	1.06%	\$4,750,371.67
JAN 2015	\$4,338,810.05	0.50%	\$1,832		0	\$89,910.78	0.0025%	\$2.29	\$314,388.30	1.06%	\$4,743,109.13
DEC 2014	\$4,367,357.91	0.50%	\$1,882		0	\$89,908.49	0.60%	\$44.40	\$347,397.10	1.06%	\$4,804,663.50
NOV 2014	\$4,431,578.20	0.50%	\$1,749		0	\$89,864.09	0.60%	\$44.30	\$335,117.50	1.06%	\$4,856,559.79
OCT 2014	\$3,937,516.28	0.54%	\$1,838		0	\$89,819.79	0.60%	\$45.76	\$400,859.61	1.06%	\$4,428,195.68
SEPT 2014	\$4,059,726.07	0.54%	\$1,797		0	\$89,774.03	0.60%	\$44.26	\$421,256.07	1.06%	\$4,570,756.17
AUG 2014	\$4,080,559.29	0.54%	\$1,904		0	\$89,684.05	0.60%	\$45.72	\$342,821.63	1.06%	\$4,513,064.97
JULY 2014	\$4,139,985.22	0.54%	\$1,948		0	\$89,666.83	0.60%	\$57.22	\$408,309.19	1.06%	\$4,637,961.24
JUNE 2014	\$4,358,512.96	0.54%	\$1,923		0	\$191,524.07	0.60%	\$65.57	\$283,230.62	1.06%	\$4,833,267.65
MAY 2014	\$4,299,734.19	0.54%	\$1,975		\$0.00	\$89,601.26	0.60%	\$45.65	\$414,168.49	1.06%	\$4,803,503.94
APR 2014	\$4,354,215.26	0.54%	\$1,922		\$0.00	\$89,555.61	0.60%	\$65.76	\$243,107.77	1.06%	\$4,686,878.64
MAR 2014	\$4,311,233.82	0.54%	\$1,967		\$0.00	\$4,462.91	0.60%	\$0.08	\$586,063.29	1.06%	\$4,901,760.02
FEB 2014	\$4,265,139.51	0.54%	\$1,755		\$0.00	\$79,462.91	0.60%	\$36.57	\$370,179.39	1.06%	\$4,714,781.81
JAN 2014	\$4,218,494.70	0.54%	\$1,949		\$0.00	\$79,426.34	0.60%	\$51.97	\$382,918.69	1.06%	\$4,680,839.73
DEC 2013	\$4,307,954.32	0.54%	\$1,961		\$0.00	\$179,374.37	0.60%	\$38.96	\$326,511.69	1.06%	\$4,813,840.38
NOV 2013	\$4,160,325.08	0.54%	\$1,684		\$0.00	\$69,335.41	0.60%	\$73.62	\$471,061.04	1.08%	\$4,700,721.53
OCT 2013	\$3,673,331.64	0.54%	\$1,674		\$0.00	\$169,261.79	0.60%	\$127.33	\$315,190.28	1.08%	\$4,157,783.71
SEP 2013	\$3,622,862.65	0.54%	\$1,600		\$0.00	\$369,134.46	0.60%	\$145.83	\$276,065.10	1.08%	\$4,268,062.21
AUG 2013	\$3,588,125.54	0.54%	\$1,638		\$0.00	\$268,988.63	0.60%	\$142.79	\$392,180.93	1.08%	\$4,249,295.10
JUL 2013	\$3,542,187.94	0.54%	\$1,609		\$0.00	\$318,845.84	0.60%	\$134.50	\$317,549.79	1.08%	\$4,178,583.57
JUN 2013	\$3,483,026.39	0.54%	\$1,682		\$0.00	\$318,601.87	0.60%	\$109.47	\$515,640.98	1.08%	\$4,317,269.24
MAY 2013	\$3,828,140.49	0.54%	\$1,829		\$0.00	\$18,586.87	0.60%	\$9.48	\$495,871.33	1.08%	\$4,342,598.69
APR 2013	\$3,968,205.27	0.54%	\$1,750		\$0.00	\$218,592.39	0.60%	\$96.26	\$108,725.56	1.08%	\$4,295,523.22
MAR 2013	\$3,924,685.41	0.60%	\$1,789		\$0.00	\$118,496.13	0.60%	\$60.00	\$576,710.31	1.08%	\$4,619,891.85
FEB 2013	\$3,875,001.00	0.60%	\$1,613		\$0.00	\$218,414.39	0.60%	\$68.65	\$321,305.39	1.08%	\$4,414,720.78
JAN 2013	\$3,951,430.67	0.60%	\$2,019		\$0.00	\$108,293.50	0.60%	\$56.84	\$403,359.94	1.08%	\$4,463,084.11
DEC2012	\$3,992,301.82	0.60%	\$2,032		\$0.00	\$108,288.90	0.60%	\$53.53	\$263,068.77	1.08%	\$4,363,659.49
NOV 2012	\$3,935,478.78	0.60%	\$1,792		\$0.00	\$108,235.37	0.60%	\$53.37	\$294,403.54	1.08%	\$4,338,117.69
OCT 2012	\$3,347,765.90	0.60%	\$1,769		\$0.00	\$108,182.00	0.60%	\$55.11	\$341,697.26	1.08%	\$3,797,645.16
SEPT 2012	\$3,490,631.28	0.60%	\$1,706		\$0.00	\$108,126.89	0.60%	\$67.28	\$317,604.79	1.08%	\$3,916,362.96
AUG 2012	\$3,451,163.20	0.60%	\$1,745		\$0.00	\$158,059.61	0.60%	\$37.79	\$276,077.97	1.08%	\$3,885,300.78
JULY 2012	\$3,411,582.22	0.60%	\$1,720		\$0.00	\$57,933.09	0.60%	\$88.73	\$352,254.79	1.00%	\$3,821,770.10
JUNE 2012	\$3,359,047.61	0.60%	\$1,639		\$0.00	\$482,933.09	0.60%	\$278.76	\$317,479.77	1.00%	\$4,159,460.47
MAY 2012	\$3,305,049.21	0.60%	\$1,660		\$0.00	\$532,652.26	0.60%	\$278.76	\$414,740.26	1.00%	\$4,252,441.73
APR 2012	\$3,220,495.26	0.60%	\$1,574		\$0.00	\$582,086.37	0.60%	\$287.13	\$290,749.23	1.00%	\$4,093,330.86
MAR 2012	\$3,183,302.59	0.53%	\$1,443		\$0.00	\$582,086.37	0.60%	\$211.66	\$515,659.76	1.00%	\$4,281,048.72
FEB 2012	\$3,231,478.70	0.50%	\$1,313		\$211,715.00	\$403,777.11	0.60%	\$192.44	\$246,215.36	0.30%	\$4,093,186.17
JAN 2012	\$3,391,161.02	0.50%	\$1,465		\$211,573.00	\$403,584.67	0.60%	\$192.40	\$125,943.53	0.30%	\$4,132,262.22
DEC 2011	\$3,490,144.41	0.35%	\$1,472		\$211,432.00	\$403,349.08	0.60%	\$90.93	\$115,117.41	0.30%	\$4,220,042.90

SOURCE OF INCOME	YTD 2017-18			YTD 2018-19			YTD 2019-20		
	as of	31-Mar-18		31-Mar-19		31-Mar-20	2017-18 3,915	2018-19 3,920	2019-20 4,028
The percentages are for the change from the prior year to the next year.									
Property Tax **		\$957,209	↑ 5%	\$1,002,078	↑ 13%	\$1,127,999	\$244.50	\$255.63	\$280.04
Business Income Tax		\$133,366	↑ 18%	\$157,154	↑ 10%	\$173,080	\$34.07	\$40.09	\$42.97
Cigarette Tax		\$3,190	↓ -10%	\$2,857	↑ 20%	\$3,421	\$0.81	\$0.73	\$0.85
Liquor Tax		\$77,221	↑ 7%	\$82,381	↑ 14%	\$94,279	\$19.72	\$21.02	\$23.41
Gasoline Tax		\$181,622	↑ 22%	\$221,229	↓ -1%	\$218,738	\$46.39	\$56.44	\$54.30
State Shared Revenues*		\$36,077	↓ -2%	\$35,224	↑ 4%	\$36,800	\$9.22	\$8.99	\$9.14
Motel Tax		\$126,982	↓ -4%	\$122,428	↓ -3%	\$118,252	\$32.43	\$31.23	\$29.36
Interest Revenue		\$63,975	↑ 79%	\$114,740	↑ 49%	\$171,267	\$16.34	\$29.27	\$42.52
TOTALS		\$1,579,642	↑ 10%	\$1,738,091	↑ 12%	\$1,943,836	\$403.48	\$443.39	\$482.58

PROPERTY TAX REVENUES COMPARISON BY DATE											
JULY 2017 THROUGH MARCH 2020											
FY 2017-18				FY 2018-19				FY 2019-20			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
BY MONTH		TO DATE		BY MONTH		TO DATE		BY MONTH		TO DATE	
JULY 2017	\$ 5,437	\$ 5,437	0.6%	JULY 2018	\$ 4,768	\$ 4,768	0.5%	JULY 2019	\$ 4,983	\$ 4,983	0.4%
AUG 2017	\$ 2,504	\$ 7,942	0.8%	AUG 2018	\$ 4,844	\$ 9,612	0.9%	AUG 2019	\$ 3,201	\$ 8,184	0.7%
SEPT 2017	\$ 2,253	\$ 10,194	1.0%	SEPT 2018	\$ 25,917	\$ 35,529	3.4%	SEPT 2019	\$ 2,131	\$ 10,314	0.9%
OCT 2017	\$ 1,275	\$ 11,470	1.2%	OCT 2018	\$ 1,290	\$ 36,819	3.5%	OCT 2019	\$ 1,543	\$ 11,858	1.1%
11/13/2017	\$ 84,625	\$ 96,095	9.8%	11/13/2018	\$ 73,887	\$ 110,706	10.6%	11/15/2019	\$ 121,133	\$ 132,991	11.9%
11/16/2017	\$ 66,421	\$ 162,516	16.5%	11/15/2018	\$ 30,117	\$ 140,823	13.5%	11/18/2019	\$ 17,585	\$ 150,576	13.5%
11/22/2017	\$ 420,340	\$ 582,856	59.3%	11/23/2018	\$ 151,965	\$ 292,789	28.0%	11/25/2019	\$ 231,968	\$ 382,544	34.3%
11/30/2017	\$ 233,236	\$ 816,092	83.1%	11/30/2018	\$ 377,356	\$ 670,144	64.1%	11/30/2019		\$ 382,544	34.3%
DEC 2017	\$ 97,314	\$ 913,406	93.0%	DEC 2018	\$ 269,730	\$ 939,874	89.9%	DEC 2019	\$ 695,533	\$ 1,078,077	96.5%
JAN 2018	\$ 12,666	\$ 926,071	94.3%	JAN 2019	\$ 31,614	\$ 971,488	92.9%	JAN 2020	\$ 13,625	\$ 1,091,702	97.8%
FEB 2018	\$ 7,438	\$ 933,509	95.0%	FEB 2019	\$ 5,418	\$ 976,905	93.4%	FEB 2020	\$ 7,364	\$ 1,099,066	98.4%
MAR 2018	\$ 23,701	\$ 957,209	97.4%	MAR 2019	\$ 25,173	\$ 1,002,078	95.8%	MAR 2020	\$ 28,934	\$ 1,127,999	101.0%
APRIL 2018	\$ 3,040	\$ 960,249	97.7%	APRIL 2019	\$ 4,470	\$ 1,006,548	96.3%	APRIL 2020		\$ 1,127,999	101.0%
MAY 2018	\$ 3,080	\$ 963,329	98.0%	MAY 2019	\$ 3,282	\$ 1,009,830	96.6%	MAY 2020		\$ 1,127,999	101.0%
JUNE 2018	\$ 20,383	\$ 983,712	100.1%	JUNE 2019	\$ 24,641	\$ 1,034,471	98.9%	JUNE 2020		\$ 1,127,999	101.0%
	YTD TOTAL	\$ 983,712			YTD TOTAL	\$ 1,034,471			YTD TOTAL	\$ 1,127,999	
	2017-18 budgeted rev		\$982,500		2018-19 budgeted rev		\$1,045,686		2019-20 budgeted rev		\$1,116,791
	Budget includes Wood Village & URA				Budget includes Wood Village & URA				Budget includes Wood Village & URA		

MULTNOMAH COUNTY BUSINESS INCOME TAX														
JULY 2017 THROUGH MARCH 2020														
FY 2017-18	AMOUNT		CUMULATIVE		FY 2018-19	AMOUNT		CUMULATIVE		FY 2019-20	AMOUNT		CUMULATIVE	
	BY MONTH	TO DATE				BY MONTH	TO DATE				BY MONTH	TO DATE		
JULY 2017	\$ 15,676	\$ 15,676	6.1%		JULY 2018	\$ 32,905	\$ 32,905	12.9%		JULY 2019	\$ 30,977	\$ 30,977	11.5%	
AUG 2017	\$ 14,112	\$ 29,788	11.6%		AUG 2018	\$ 17,514	\$ 50,419	19.8%		AUG 2019	\$ -	\$ 30,977	11.5%	
SEPT 2017	\$ 4,457	\$ 34,245	13.3%		SEPT 2018	\$ 7,741	\$ 58,160	22.8%		SEPT 2019	\$ 11,981	\$ 42,958	15.9%	
OCT 2017	\$ 31,404	\$ 65,649	25.5%		OCT 2018	\$ 24,126	\$ 82,286	32.3%		OCT 2019	\$ 36,128	\$ 79,086	29.3%	
NOV 2017	\$ 22,758	\$ 88,407	34.3%		NOV 2018	\$ 25,563	\$ 107,849	42.3%		NOV 2019	\$ 35,268	\$ 114,354	42.4%	
DEC 2017	\$ 2,591	\$ 90,998	35.3%		DEC 2018	\$ -	\$ 107,849	42.3%		DEC 2019	\$ 4,525	\$ 118,879	44.0%	
JAN 2018	\$ 27,586	\$ 118,584	46.1%		JAN 2019	\$ 37,558	\$ 145,407	57.0%		JAN 2020	\$ 39,802	\$ 158,681	58.8%	
FEB 2018	\$ 11,056	\$ 129,640	50.3%		FEB 2019	\$ 11,747	\$ 157,154	61.6%		FEB 2020	\$ 14,399	\$ 173,080	64.1%	
MAR 2018	\$ 3,726	\$ 133,366	51.8%		MAR 2019	\$ -	\$ 157,154	61.6%		MAR 2020	\$ -	\$ 173,080	64.1%	
APRIL 2018	\$ 25,574	\$ 158,940	61.7%		APRIL 2019	\$ 6,559	\$ 163,713	64.2%		APRIL 2020		\$ 173,080	64.1%	
MAY 2018	\$ 58,345	\$ 217,285	84.4%		MAY 2019	\$ 95,558	\$ 259,271	101.7%		MAY 2020		\$ 173,080	64.1%	
JUNE 2018	\$ 23,848	\$ 241,133	93.6%		JUNE 2019	\$ 37,866	\$ 297,137	116.5%		JUNE 2020		\$ 173,080	64.1%	
		\$ 241,133					\$ 297,137					\$ 173,080		
	2017-18 budgeted rev		#####		2018-19 budgeted rev		\$255,000			2019-20 budgeted rev		\$270,000		

LIQUOR & MARIJUANA TAX REVENUES COMPARISON BY DATE											
JULY 2017 THROUGH MARCH 2020											
FY 2017-18	AMOUNT	CUMULATIVE		FY 2018-19	AMOUNT	CUMULATIVE		FY 2019-20	AMOUNT	CUMULATIVE	
	BY MONTH	TO DATE			BY MONTH	TO DATE			BY MONTH	TO DATE	
JULY 2017	\$ -	\$ -	0.0%	JULY 2018	\$ 3,614	\$ 3,614	5.9%	JULY 2019	\$ -	\$ -	0.0%
AUG 2017	\$ 5,574	\$ 5,574	9.1%	AUG 2018	\$ 6,134	\$ 9,748	16.0%	AUG 2019	\$ 6,098	\$ 6,098	5.4%
SEPT 2017	\$ 5,083	\$ 10,658	17.5%	SEPT 2018	\$ 21,349	\$ 31,097	51.0%	SEPT 2019	\$ 5,488	\$ 11,586	10.3%
OCT 2017	\$ 25,835	\$ 36,492	59.8%	OCT 2018	\$ 6,133	\$ 37,231	61.0%	OCT 2019	\$ 21,929	\$ 33,515	29.7%
NOV 2017	\$ 5,984	\$ 42,477	69.6%	NOV 2018	\$ 5,547	\$ 42,778	70.1%	NOV 2019	\$ 9,765	\$ 43,280	38.3%
DEC 2017	\$ 22,871	\$ 65,347	107.1%	DEC 2018	\$ 9,716	\$ 52,493	86.1%	DEC 2019	\$ 16,494	\$ 59,774	52.9%
JAN 2018	\$ -	\$ 65,347	107.1%	JAN 2019	\$ 17,651	\$ 70,145	115.0%	JAN 2020	\$ 7,120	\$ 66,894	59.2%
FEB 2018	\$ 8,207	\$ 73,555	120.6%	FEB 2019	\$ 8,277	\$ 78,421	128.6%	FEB 2020	\$ 7,936	\$ 74,830	66.2%
MAR 2018	\$ 3,666	\$ 77,221	126.6%	MAR 2019	\$ 3,960	\$ 82,381	135.1%	MAR 2020	\$ 19,448	\$ 94,279	83.4%
APRIL 2018	\$ 15,541	\$ 92,762	152.1%	APRIL 2019	\$ 4,671	\$ 87,052	142.7%	APRIL 2020		\$ 94,279	83.4%
MAY 2018	\$ 6,073	\$ 98,835	162.0%	MAY 2019	\$ 5,245	\$ 92,298	151.3%	MAY 2020		\$ 94,279	83.4%
JUNE 2018	\$ 18,021	\$ 116,856	191.6%	JUNE 2019	\$ 24,607	\$ 116,905	191.6%	JUNE 2020		\$ 94,279	83.4%
JUNE 2018	\$ -	\$ 116,856	191.6%	JUNE 2019	\$ -	\$ 116,905	191.6%	JUNE 2020		\$ 94,279	83.4%
	YTD TOTAL	\$ 116,856			YTD TOTAL	\$ 116,905			YTD TOTAL	\$ 94,279	
	2017-18 budgeted rev		\$61,000		2018-19 budgeted rev		\$61,000		2019-20 budgeted rev		\$113,000
	Budget includes OLCC & Marijuana				Budget includes OLCC & Marijuana				Budget includes OLCC & Marijuana		

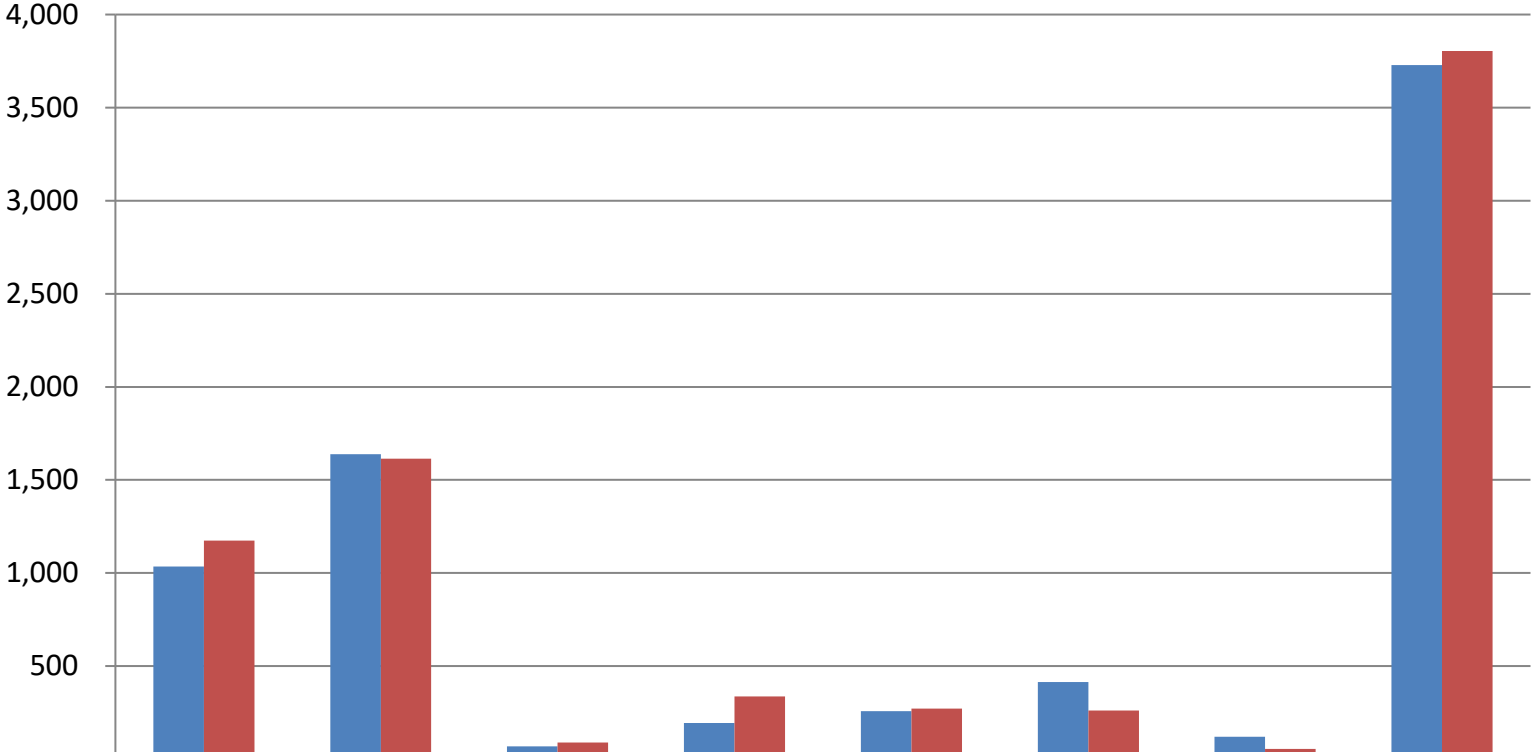
ODOT - GAS TAX REVENUES COMPARISON BY DATE												
JULY 2017 THROUGH MARCH 2020												
FY 2017-18				FY 2018-19				FY 2019-20				
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		
BY MONTH		TO DATE		BY MONTH		TO DATE		BY MONTH		TO DATE		
JULY 2017	\$ 20,141	\$ 20,141	9.2%	JULY 2018	\$ 24,166	\$ 24,166	7.9%	JULY 2019	\$ 26,199	\$ 26,199	8.5%	
AUG 2017	\$ 19,096	\$ 39,237	17.9%	AUG 2018	\$ 19,445	\$ 43,611	14.2%	AUG 2019	\$ 18,075	\$ 44,273	14.4%	
SEPT 2017	\$ 21,082	\$ 60,320	27.5%	SEPT 2018	\$ 26,780	\$ 70,391	23.0%	SEPT 2019	\$ 27,077	\$ 71,350	23.2%	
OCT 2017	\$ 21,841	\$ 82,160	37.5%	OCT 2018	\$ 26,261	\$ 96,652	31.5%	OCT 2019	\$ 24,507	\$ 95,857	31.1%	
NOV 2017	\$ 19,545	\$ 101,706	46.4%	NOV 2018	\$ 25,449	\$ 122,101	39.9%	NOV 2019	\$ 24,761	\$ 120,618	39.2%	
DEC 2017	\$ 18,862	\$ 120,567	55.0%	DEC 2018	\$ 26,649	\$ 148,750	48.6%	DEC 2019	\$ 25,319	\$ 145,937	47.4%	
JAN 2018	\$ 20,589	\$ 141,156	64.4%	JAN 2019	\$ 25,386	\$ 174,136	56.8%	JAN 2020	\$ 25,348	\$ 171,286	55.6%	
FEB 2018	\$ 20,159	\$ 161,316	73.6%	FEB 2019	\$ 25,380	\$ 199,515	65.1%	FEB 2020	\$ 25,702	\$ 196,987	64.0%	
MAR 2018	\$ 20,307	\$ 181,622	82.9%	MAR 2019	\$ 21,713	\$ 221,229	72.2%	MAR 2020	\$ 21,750	\$ 218,738	71.0%	
APRIL 2018	\$ 18,253	\$ 199,875	91.2%	APRIL 2019	\$ 15,745	\$ 236,974	77.4%	APRIL 2020		\$ 218,738	71.0%	
MAY 2018	\$ 24,456	\$ 224,331	102.4%	MAY 2019	\$ 25,136	\$ 262,110	85.6%	MAY 2020		\$ 218,738	71.0%	
JUNE 2018	\$ 24,322	\$ 248,653	113.5%	JUNE 2019	\$ 22,864	\$ 284,974	93.0%	JUNE 2020		\$ 218,738	71.0%	
YTD TOTAL		\$ 248,653		YTD TOTAL		\$ 284,974		YTD TOTAL		\$ 218,738		
2017-18 budgeted rev			\$219,170	2018-19 budgeted rev			\$306,350	2019-20 budgeted rev			\$308,030	

STATE SHARED TAX REVENUES COMPARISON BY DATE											
JULY 2017 THROUGH MARCH 2020											
FY 2017-18				FY 2018-19				FY 2019-20			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
BY MONTH		TO DATE		BY MONTH		TO DATE		BY MONTH		TO DATE	
JULY 2017	\$ 10,501	\$ 10,501	28.1%	JULY 2018	\$ -	\$ -	0.0%	JULY 2019	\$ -	\$ -	0.0%
AUG 2017	\$ -	\$ 10,501	28.1%	AUG 2018	\$ 10,827	\$ 10,827	28.9%	AUG 2019	\$ 11,589	\$ 11,589	25.2%
SEPT 2017	\$ -	\$ 10,501	28.1%	SEPT 2018	\$ -	\$ 10,827	28.9%	SEPT 2019	\$ -	\$ 11,589	25.2%
OCT 2017	\$ -	\$ 10,501	28.1%	OCT 2018	\$ -	\$ 10,827	28.9%	OCT 2019	\$ -	\$ 11,589	25.2%
NOV 2017	\$ -	\$ 10,501	28.1%	NOV 2018	\$ -	\$ 10,827	28.9%	NOV 2019	\$ 11,764	\$ 23,353	50.8%
DEC 2017	\$ 25,576	\$ 36,077	96.5%	DEC 2018	\$ 11,784	\$ 22,611	60.5%	DEC 2019	\$ -	\$ 23,353	50.8%
JAN 2018	\$ -	\$ 36,077	96.5%	JAN 2019	\$ -	\$ 22,611	60.5%	JAN 2020	\$ -	\$ 23,353	50.8%
FEB 2018	\$ -	\$ 36,077	96.5%	FEB 2019	\$ -	\$ 22,611	60.5%	FEB 2020	\$ 13,447	\$ 36,800	80.0%
MAR 2018	\$ -	\$ 36,077	96.5%	MAR 2019	\$ 12,612	\$ 35,224	94.2%	MAR 2020	\$ -	\$ 36,800	80.0%
APRIL 2018	\$ 11,634	\$ 47,711	127.6%	APRIL 2019	\$ -	\$ 35,224	94.2%	APRIL 2020		\$ 36,800	80.0%
MAY 2018	\$ -	\$ 47,711	127.6%	MAY 2019	\$ 9,718	\$ 44,942	120.2%	MAY 2020		\$ 36,800	80.0%
JUNE 2018	\$ 9,936	\$ 57,648	154.1%	JUNE 2019	\$ -	\$ 44,942	120.2%	JUNE 2020		\$ 36,800	80.0%
	YTD TOTAL	\$ 57,648			YTD TOTAL	\$ 44,942			YTD TOTAL	\$ 36,800	
	2017-18 budgeted rev	\$37,400			2018-19 budgeted rev	\$37,400			2019-20 budgeted rev	\$46,000	

MOTEL REVENUES COMPARISON BY DATE											
JULY 2017 THROUGH MARCH 2020											
FY 2017-18				FY 2018-19				FY 2019-20			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
BY MONTH		TO DATE		BY MONTH		TO DATE		BY MONTH		TO DATE	
JULY 2017	\$ 42,073	\$ 42,073	26.9%	JULY 2018	\$ 37,405	\$ 37,405	23.2%	JULY 2019	\$ 40,407	\$ 40,407	26.8%
AUG 2017	\$ -	\$ 42,073	26.9%	AUG 2018	\$ 3,906	\$ 41,311	25.6%	AUG 2019	\$ -	\$ 40,407	26.8%
SEPT 2017	\$ -	\$ 42,073	26.9%	SEPT 2018	\$ 4,117	\$ 45,428	28.2%	SEPT 2019	\$ -	\$ 40,407	26.8%
OCT 2017	\$ 15,125	\$ 57,198	36.6%	OCT 2018	\$ 10,470	\$ 55,898	34.7%	OCT 2019	\$ 43,255	\$ 83,662	55.4%
NOV 2017	\$ 39,637	\$ 96,835	61.9%	NOV 2018	\$ 38,356	\$ 94,254	58.5%	NOV 2019	\$ 5,901	\$ 89,563	59.3%
DEC 2017	\$ -	\$ 96,835	61.9%	DEC 2018	\$ -	\$ 94,254	58.5%	DEC 2019	\$ -	\$ 89,563	59.3%
JAN 2018	\$ 24,392	\$ 121,227	77.5%	JAN 2019	\$ 22,492	\$ 116,746	72.5%	JAN 2020	\$ 22,602	\$ 112,166	74.3%
FEB 2018	\$ 5,754	\$ 126,982	81.2%	FEB 2019	\$ 5,682	\$ 122,428	76.0%	FEB 2020	\$ 6,087	\$ 118,252	78.3%
MAR 2018	\$ -	\$ 126,982	81.2%	MAR 2019	\$ -	\$ 122,428	76.0%	MAR 2020	\$ -	\$ 118,252	78.3%
APRIL 2018	\$ 2,395	\$ 129,377	82.7%	APRIL 2019	\$ 2,984	\$ 125,411	77.9%	APRIL 2020		\$ 118,252	78.3%
MAY 2018	\$ 24,773	\$ 154,150	98.6%	MAY 2019	\$ 23,852	\$ 149,263	92.7%	MAY 2020		\$ 118,252	78.3%
JUNE 2018	\$ -	\$ 154,150	98.6%	JUNE 2019	\$ -	\$ 149,263	92.7%	JUNE 2020		\$ 118,252	78.3%
	YTD TOTAL	\$ 154,150			YTD TOTAL	\$ 149,263			YTD TOTAL	\$ 118,252	
	2017-18 budgeted rev	\$156,400			2018-19 budgeted rev	\$161,092			2018-19 budgeted rev	\$151,000	

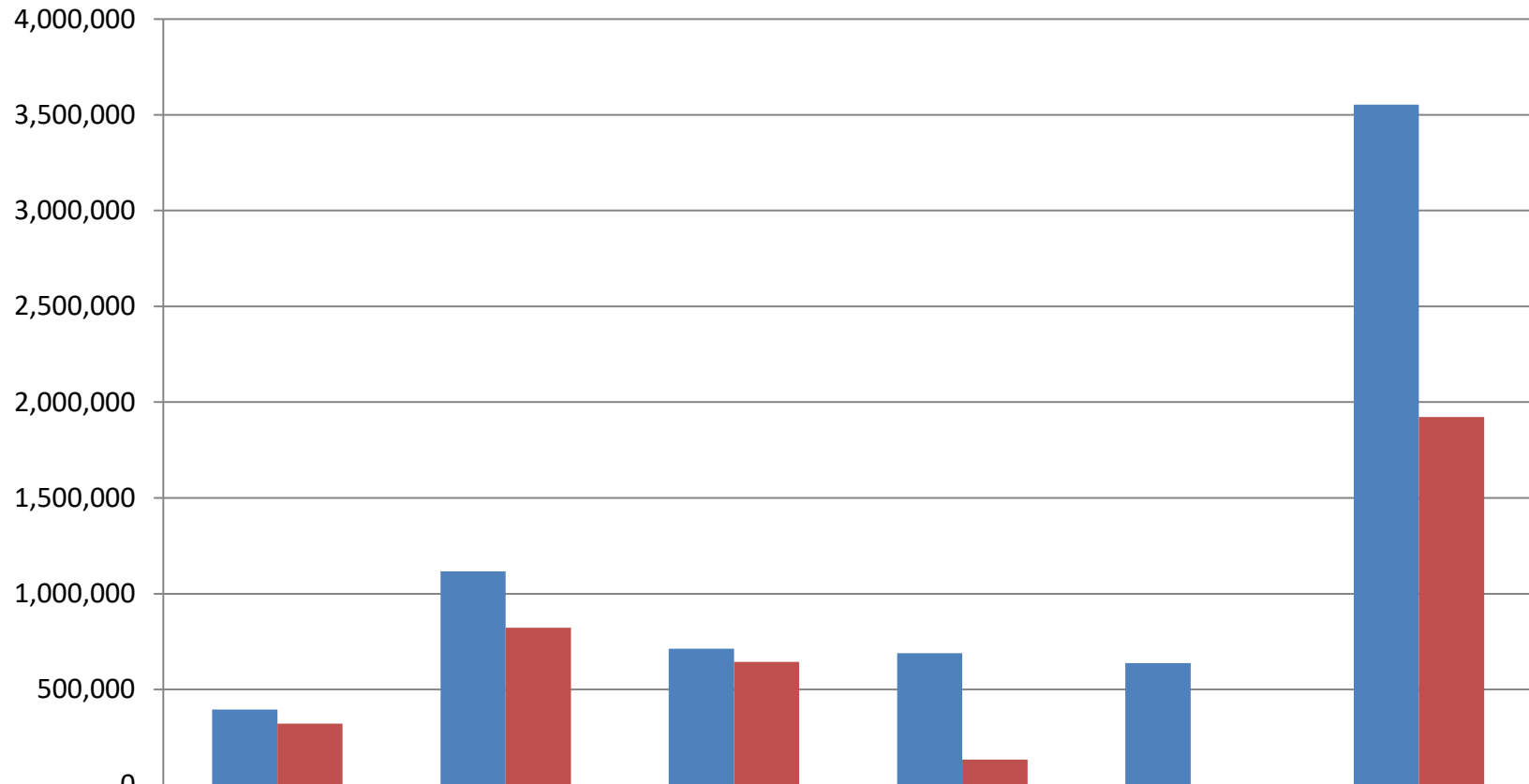
INTEREST REVENUES COMPARISON BY DATE											
JULY 2017 THROUGH MARCH 2020											
FY 2017-18	AMOUNT	CUMULATIVE		FY 2018-19	AMOUNT	CUMULATIVE		FY 2019-20	AMOUNT	CUMULATIVE	
	BY MONTH	TO DATE			BY MONTH	TO DATE			BY MONTH	TO DATE	
JULY 2017	\$ 6,197	\$ 6,197	18.8%	JULY 2018	\$ 10,969	\$ 10,969	25.7%	JULY 2018	\$ 20,846	\$ 20,846	20.5%
AUG 2017	\$ 5,980	\$ 12,177	36.9%	AUG 2018	\$ 11,115	\$ 22,084	51.8%	AUG 2018	\$ 20,170	\$ 41,015	40.4%
SEPT 2017	\$ 5,835	\$ 18,012	54.6%	SEPT 2018	\$ 10,889	\$ 32,974	77.3%	SEPT 2018	\$ 19,336	\$ 60,351	59.5%
OCT 2017	\$ 6,052	\$ 24,063	72.9%	OCT 2018	\$ 12,496	\$ 45,470	106.6%	OCT 2018	\$ 18,995	\$ 79,346	78.2%
NOV 2017	\$ 6,369	\$ 30,432	92.2%	NOV 2018	\$ 12,064	\$ 57,534	134.9%	NOV 2018	\$ 17,808	\$ 97,154	95.7%
DEC 2017	\$ 7,834	\$ 38,265	116.0%	DEC 2018	\$ 14,138	\$ 71,672	168.0%	DEC 2018	\$ 19,248	\$ 116,402	114.7%
JAN 2018	\$ 8,408	\$ 46,673	141.4%	JAN 2019	\$ 14,995	\$ 86,668	203.2%	JAN 2019	\$ 19,505	\$ 135,907	133.9%
FEB 2018	\$ 7,976	\$ 54,649	165.6%	FEB 2019	\$ 13,425	\$ 100,092	234.7%	FEB 2019	\$ 17,708	\$ 153,615	151.3%
MAR 2018	\$ 9,327	\$ 63,975	193.9%	MAR 2019	\$ 14,648	\$ 114,740	269.0%	MAR 2019	\$ 17,651	\$ 171,267	168.7%
APRIL 2018	\$ 10,154	\$ 74,129	224.6%	APRIL 2019	\$ 14,073	\$ 128,813	302.0%	APRIL 2019		\$ 171,267	168.7%
MAY 2018	\$ 10,033	\$ 84,162	255.0%	MAY 2019	\$ 13,902	\$ 142,715	334.6%	MAY 2019		\$ 171,267	168.7%
JUNE 2018	\$ 10,054	\$ 94,216	285.5%	JUNE 2019	\$ 12,920	\$ 155,635	364.9%	JUNE 2019		\$ 171,267	168.7%
	YTD TOTAL	\$ 94,216			YTD TOTAL	\$ 155,635			YTD TOTAL	\$ 171,267	
	2017-18 budgeted rev	\$33,000			2018-19 budgeted rev	\$42,650			2019-20 budgeted rev	\$101,500	

Budget vs. Actual Revenue Period 9, YTD March 31, 2020



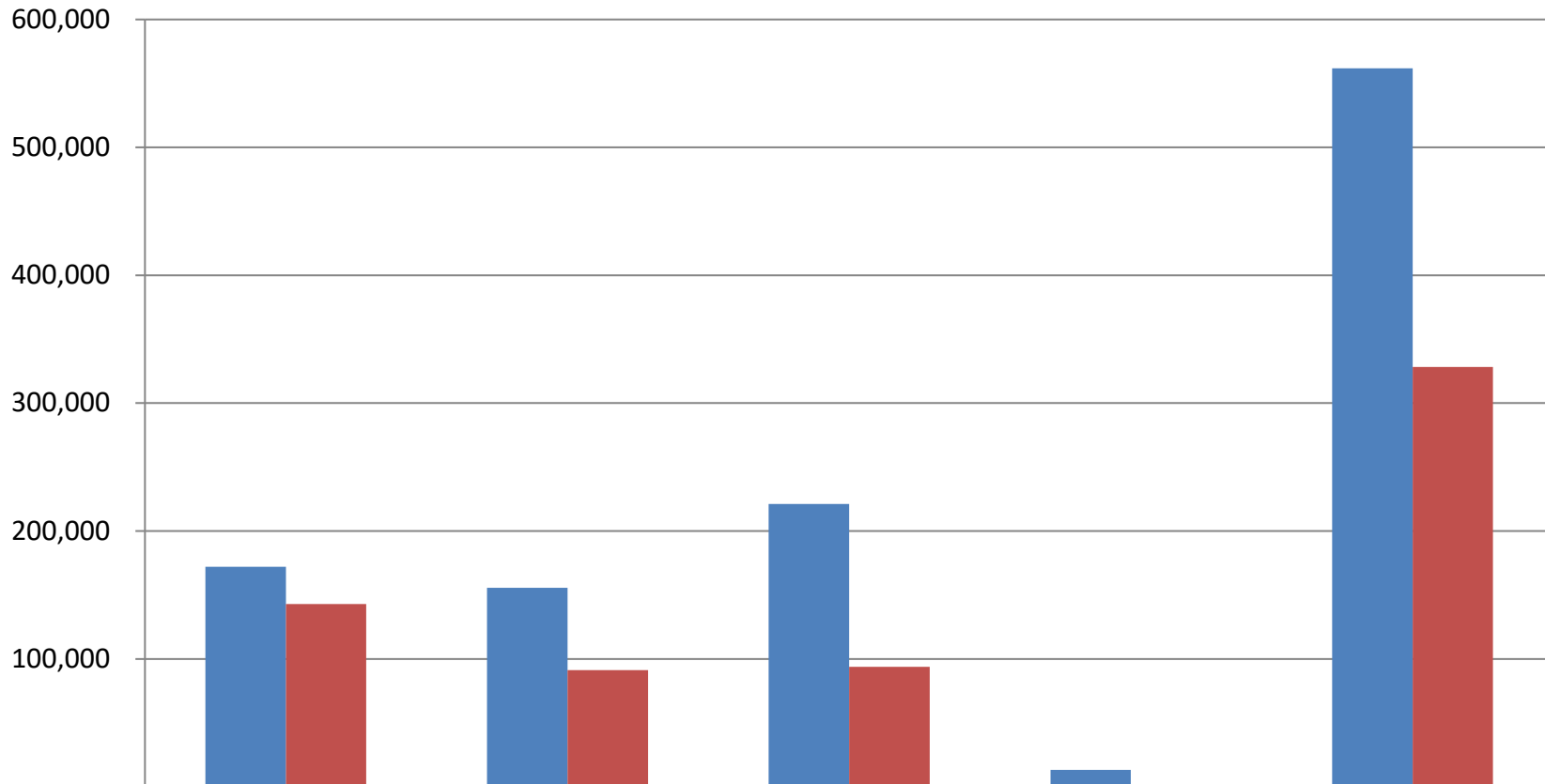
	Taxes	Water/Sewer/Street/Park User Fees	Interest	Permits/Licenses	Franchise	Intergovern.	Misc.	TOTAL
■ Budget	1,035	1,639	69	194	257	414	120	3,728
■ Received	1,174	1,615	90	337	272	262	55	3,804

General Fund - Budget vs. Actual Expense Period 9 - YTD March 31, 2020



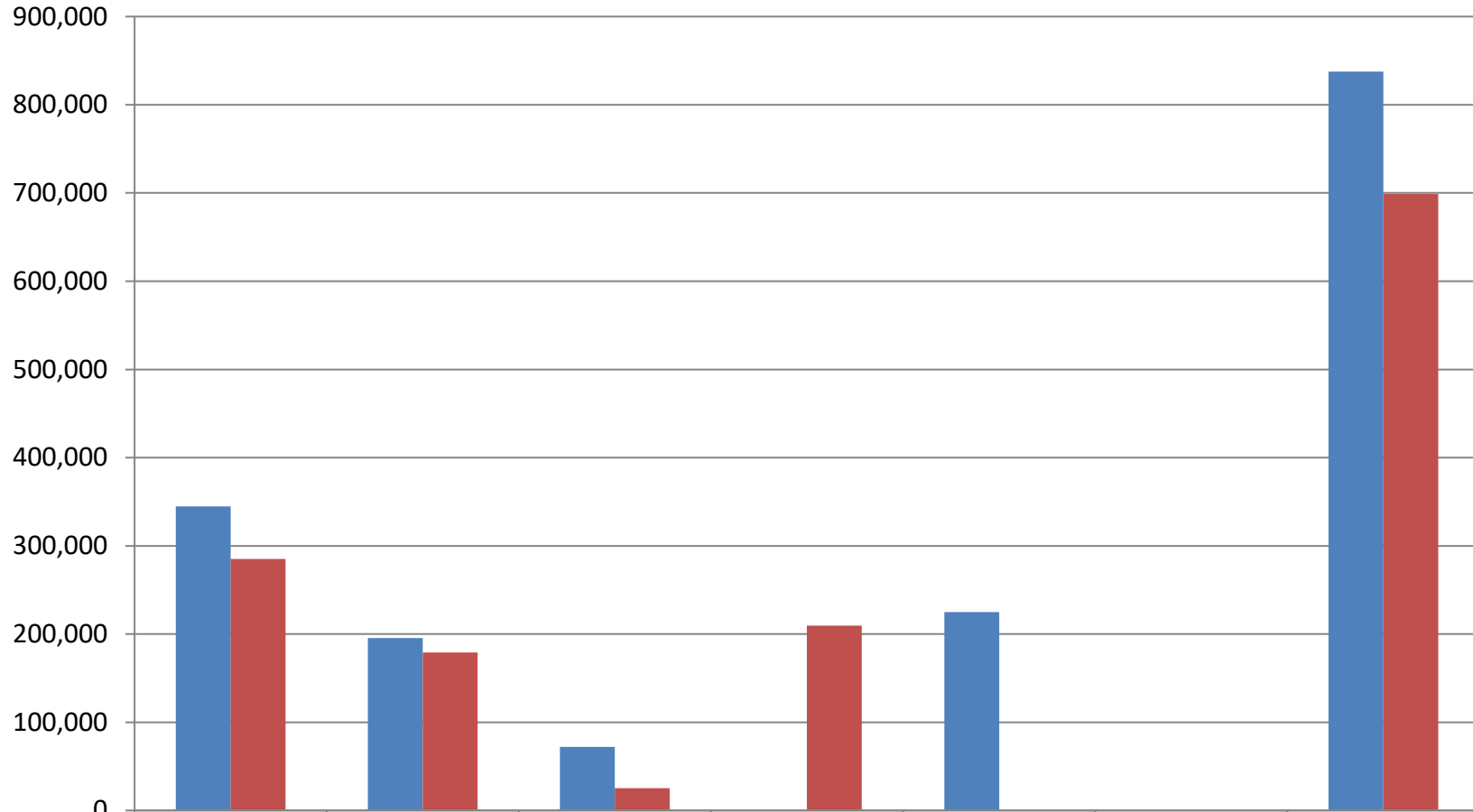
	Personnel Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Contingency	Total
■ Budget	394,710	1,117,300	713,600	690,000	637,500	3,553,109
■ Spent	322,452	821,734	644,360	134,636	0	1,923,182

Street Fund - Budget Vs. Actual Expense Period 9 - YTD March 31, 2020



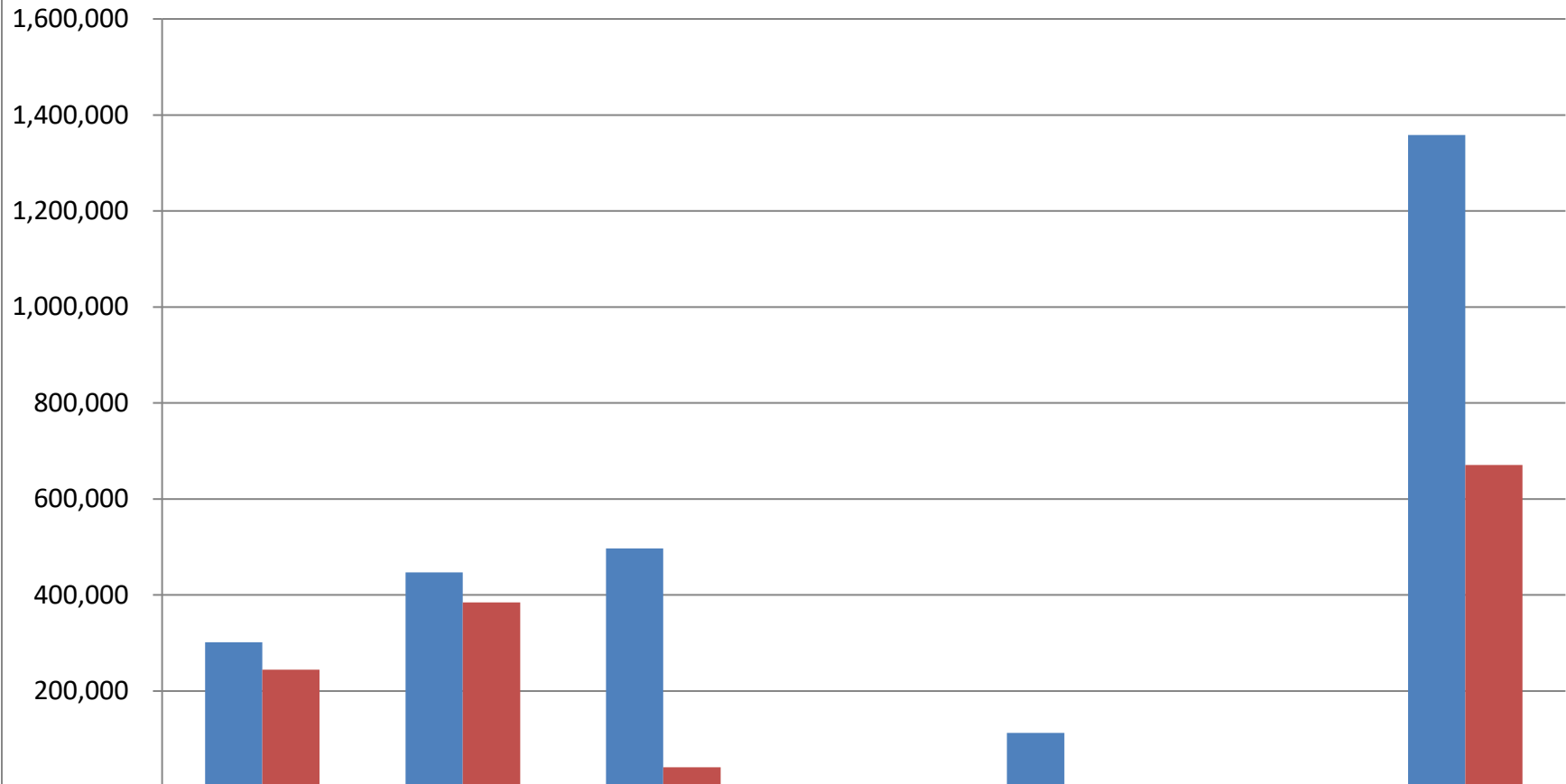
	Personnel Services	Materials & Services	Capital Outlay	Contingency	Total
Budget	172,043	155,530	221,100	13,209	561,882
Spent	142,933	91,363	93,956	-	328,252

Water Fund - Budget vs. Actual Expense Period 9 - YTD March 31, 2020



	Personnel Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Contingency	Debt Service	Total
Budget	344,714	195,588	72,150	0	225,000	0	837,452
Spent	285,099	178,975	25,243	209,491	0	0	698,808

Sewer Fund - Budget vs. Actual Expense Period 9 - YTD March 31, 2020



	Personnel Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Contingency	Debt Service	Total
■ Budget	301,688	446,928	497,100	-	112,500	-	1,358,216
■ Spent	244,656	384,664	41,286	-	-	-	670,606



City Council Agenda Item Staff Report

Meeting Date: April 28, 2020

TO: Mayor and Councilors
FROM: Greg Dirks: City Manager
DATE: April 22, 2020
SUBJECT: City Annual Performance Plan Report

Requested Council Action

None.

Background

The City Council adopted the 2019-2020 Annual Performance Plan at their meeting on April 4, 2019. The plan consisted of activities to be completed in the year ahead and was used as one of the base documents in developing the annual budget.

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

- 1.1 **Arata Road Rebuild Support and Urban Renewal Project:** Arata Road while not fully completed, was reopened to regular traffic on February 7th. The road work is now substantially completed enough for the City and URA to complete the fencing project. A fencing contract has been awarded to Rick's Custom Fencing, and we anticipate the project being completed by June 30th.
- 1.2 **Recruit and Contract with a new City Manager:** Greg Dirks was selected as the new manager, and a contract was executed in October with a November 21, 2019 start date.
- 1.3 **Create a Multiyear Capital Plan, all funds:** Phase one of identifying capital assets has been complete. Phase two of determine condition and funding needs is in next year's adopted APP.

Goal 2 Excellent police, fire and building services.

- 2.1 **Evaluate electronic permitting:** We have looked at the products available from Tyler Corporation, and determined that it would not be cost effective for the City to free stand software. We will work with Gresham to determine if a licensing arrangement for a remote workstation is a possibility with Gresham's incoming new permit system.

Goal 3 High quality, cost-effective public utilities, parks and events.

- 3.1 **Scheduled City Events:** The first event of this plan was the Nite Out, and despite the continued construction on Arata, the event was successful. The Pumpkin Fest occurred on October 26th and had the largest turn out yet. The

Tree Lighting occurred on December 7th, and the event went well despite the rain. The 32nd annual Easter Egg Hunt plan was approved by the Council at the February 13th meeting. Since COVID-19, all remaining events this fiscal year have been cancelled. We did donate the 32,000 eggs for the Easter Egg Hunt to local school meal programs.

3.2 Park Entry and Hawthorne Improvements: The entry improvements have been bid on a reduced scope, recognizing that portions of the work will not be completed due to the City Hall project pending at the park. The contract has been awarded to Lee Contracting, and the project is finished.

3.3 Transportation System Investments (Maple Lane dig out, crack seal and slurry): The project was completed in early October. Staff is scoping the next round of projects scheduled for spring and may include a project in the Original Village or along 236th/237th.

3.4 Sanitary Sewer IGA's: There was another extension of the IGA as staff transitions at Gresham have resulted in a delay. A full rework of the IGA will occur later in the year.

3.5 Acquire Sewer Treatment Plant Capacity: Agreement has been approved by both Councils for the acquisition of an additional 50,000 of capacity.

3.6 Complete Sewer System Sub-basin Plan: The consulting engineering firm of RH2 is still working on the project, and staff has provided direction and information.

3.7 Underground Power Utility, 238 to 244 on Halsey: Preliminary design work has been completed along with a preliminary estimate. The estimate is greater than the available resource, and the City is working with PGE on options. Next steps will include an agreement with PGE and the telecommunication providers for the project scope and budget, with actual construction in 18-24 months.

3.8 Freeway Ramp Enhancement: Investigations to create a sustainable project resulted in significant additional actions and resources that would need to be taken to make this a reality. The Council considered this project complete without making the improvements.

3.9 Wetland Park Design: The acquisition of the property from the Grand Ronde closed in February. Design work has been awarded to Lando and Associates with an anticipated completion of June 30th.

3.10 Feasibility Evaluation for Broadband: Multnomah County is managing the project, with a timeline that is extending well into 2020. A kick-off meeting occurred on the 23rd and an updated was provided to the Council in November. There was an update meeting in March, and it was discussed that the issue with service is more about affordability, which a public network may not be able to resolve in the current market. Free WIFI areas are now being evaluated as a potential option to help close the digital divide.

Goal 4 Long-term financial stability and Economic Vitality

4.1 Promote Opportunity Zones: Four efforts to connect developers with Opportunity Zone investors have been completed. The Williams Dame connection was successful, and information was passed along to the real estate representatives for the Grand Ronde property, the developer of Vista View, and to the property owner of a site on Halsey and 238th.

4.2 Develop Long Term IT Plan: A full report was provided to the Council at the April 16th meeting.

4.3 Complete Design and Bid for City Hall project: The property has been secured, and the contracts for detailed design and the CM/GC contracts are approved. There have been several reoccurring meetings, and schematics have been completed. Work is now underway with the estimate and refining specific design elements. Design review is scheduled for May 4th, with permits pending in June for bid and award. Construction is anticipated in July.

4.4 Main Street on Halsey; Opportunity sites and Zoning Code Revisions: Contract awarded through Fairview and work is underway with the consultants. Met with the property owner of the opportunity site in the City, and work is progressing.

4.5 Implement Façade/Renovation Plan on 238: The report has been prepared and delivered to the City Council. An update on an approach was provided to the Council at the April 16th meeting. The Council provided direction to solicit additional feedback from property owners before deciding on a direction for investment.

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

5.1 Targeted Safety Training Twice Annually: First aid, CPR, and blood borne pathogens training was completed on December 19th. A training for the spring is pending.

5.2 Staff Team Building Once Annually: Preliminary discussions on programs have occurred. The COVID-19 pandemic has postponed this activity due to social distancing requirements, but new work practices have been implemented that have provided strength to the team.

5.3 Benchmark Services/Best Practices: No work to date.

Goal 6 Effective local, state and regional partnerships.

6.1 Two City Recreation Program Continuation: The program IGA was extended for an additional three years.

Goal 7 Environmental Responsibility.

7.1 Waste Reduction Strategy: Staff members have worked with Gresham to shape a proposed IGA to address methods to implement the updated METRO solid waste plan. The five-year agreement was approved by both parties in November.

7.2 Mandatory Food Scrap Program Implementation: The City Council adopted ordinance 3-2019 in July of 2019 to implement the mandatory recycling program.

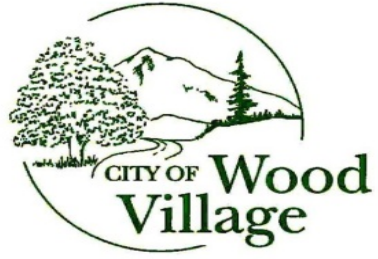
7.3 Tree Planting and Tree Improvement program: Tree replacement at the Best Western occurred earlier this month. Another tree planting project with PGE for the spring is pending.

Fiscal Impact

As identified in the budget document.

City Goal

This action will further the implementation of all seven council goals.



2019-2020 Annual Performance Plan

A Unique, Inclusive Small City with Exemplary Public Services, Fiscal Responsibility, and Progressive Leadership Providing a Safe, diverse and livable community which Promotes Business Vitality and Growth.

Adopted April 4, 2019

Status Report April

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

City Goals	Department Objectives	Responsible 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	Greg												
	Recruit and Employ a new City Manager	Greg				C								
	Create MultiYear Capital Plan, All Funds	Seth										C		
GOAL 2														
Excellent police, fire and building services.	Evaluate Electronic Permitting and Permit Costs	Seth/John											C	
GOAL 3														
High Quality, Cost Effective Public Utilities, Parks and Events	Scheduled City Events	Greg	C				C		C				C	
	Park Improvements; Hawthorne and Entry	John												
	Complete Annual Masterplan Investments/Transportation	John				C								
	Sanitary Sewer IGA's	John												
	Acquire Sewer Plant Capacity	John							C					
	Complete Sewer System Sub-basin Plan	John												
	Underground Utilities; Halsey 238 to 244	John												
	Freeway Ramp Enhancement	John												
	Wetland Park Design	John												
Feasibility evaluation for Broadband	Greg													
GOAL 4														
Long-Term Financial Stability and Economic Vitality	Promote Opportunity Zones	Greg		C									C	
	Develop Long Term IT Plan	Seth												C
	Complete Design/Construction of City Hall	Greg												
	Main Street on Halsey Zoning Code Project	Greg												
	Implement Façade Renovation Program	Greg												C
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	CM												
	Benchmark Services/Best Practices	Seth												
GOAL 6														
Effective local, State, and Regional Partnerships														
	Two City Recreation Program Continuation Recommend	CM											C	
GOAL 7														
Environmental Responsibility	Waste Reduction Strategy	Greg							C					
	Complete Food Scrap Mandatory Regional System	Greg	C											
	Tree Planting and Tree Program	John					C							