

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
December 18, 2019
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. City Hall Design Update – LRS Architects
4. [Review of Bills Paid: November 2019](#)
 - a. Contracts: \$2,500 - \$50,000
 - River City Environmental - Hot Spot Cleaning: \$3,269.64
5. Consent Calendar:
 - a. [2020 Liquor Licenses](#)
6. [Discussion: The Application of Building Permit Fees and System Development Charges – Greg Dirks](#)
7. [Discussion: Tree Lighting Event Debrief – Greg Dirks](#)
8. [2020 City Council Meeting Dates](#)

Public Works

- [Director's Report](#)

Finance

- [Director's Report](#)

City Manager:

- [City Calendar](#)
- [Annual Performance Plan](#)

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: Thursday, January 16, 2020



CITY OF WOOD VILLAGE

Check Report

By Check Number

Date Range: 11/01/2019 - 11/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP River-AP Riverview Bank						
0092	ALEXIN ANALYTICAL LABORATORIES	11/07/2019	Regular	0.00	3,825.00	23444
10033	CHR CREATIVE	11/07/2019	Regular	0.00	270.00	23445
0505	CITY OF FAIRVIEW	11/07/2019	Regular	0.00	122.66	23446
1200	GLOBAL NETWORK SUPPORT INC.	11/07/2019	Regular	0.00	1,748.00	23447
1437	JW UNDERGROUND ENTERPRISES, INC	11/07/2019	Regular	0.00	144.00	23448
0960	KIP EDGLEY	11/07/2019	Regular	0.00	2,040.00	23449
10166	MIG, INC	11/07/2019	Regular	0.00	2,745.00	23450
1775	MULTNOMAH COUNTY TREASURY	11/07/2019	Regular	0.00	36,448.44	23451
10122	NET ASSETS	11/07/2019	Regular	0.00	75.00	23452
2210	PARKROSE HARDWARE	11/07/2019	Regular	0.00	78.53	23453
10011	PIXIS LABS, LLC	11/07/2019	Regular	0.00	74.40	23454
1056	PORTLAND WEB DESIGN	11/07/2019	Regular	0.00	110.00	23455
10003	RIVER CITY ENVIRONMENTAL	11/07/2019	Regular	0.00	3,269.64	23456
10168	SMITH-WAGAR BRUCKER CONSULTING LLC	11/07/2019	Regular	0.00	488.75	23457
0970	ADVANCE AUTO PARTS	11/14/2019	Regular	0.00	24.79	23460
0510	CITY OF GRESHAM	11/14/2019	Regular	0.00	32,716.12	23461
1428	DEERE & COMPANY	11/14/2019	Regular	0.00	11,091.10	23462
1500	LEAGUE OF OREGON CITIES	11/14/2019	Regular	0.00	20.00	23463
10116	MULTNOMAH COUNTY - DCA	11/14/2019	Regular	0.00	10,000.00	23464
2020	ONE CALL CONCEPTS, INC	11/14/2019	Regular	0.00	64.80	23465
2046	OPENONLINE, LLC	11/14/2019	Regular	0.00	18.00	23466
10092	RITZ SAFETY, LLC	11/14/2019	Regular	0.00	222.00	23467
2890	UNITED FIRE, HEALTH, & SAFETY	11/14/2019	Regular	0.00	753.17	23468
0074	ADVANCED METAL & WIRE	11/20/2019	Regular	0.00	1,390.00	23469
2260	ADVENTIST HEALTH OCCUPATIONAL MEDICINE	11/20/2019	Regular	0.00	171.00	23470
0340	GRESHAM LOCKSMITH, INC.	11/20/2019	Regular	0.00	10.00	23471
10221	HDG BUILDING MATERIALS	11/20/2019	Regular	0.00	1,375.00	23472
1960	OFFICE DEPOT CREDIT PLAN	11/20/2019	Regular	0.00	50.99	23473
2350	POSTMASTER	11/20/2019	Regular	0.00	240.00	23474
2530	REYNOLD'S SCHOOL DISTRICT #7	11/20/2019	Regular	0.00	659.54	23475
10200	RH2 ENGINEERING INC	11/20/2019	Regular	0.00	2,128.93	23476
10165	SERVICE MASTER BUILDING SERVICES	11/20/2019	Regular	0.00	654.00	23477
0081	AFLAC	11/26/2019	Regular	0.00	167.42	23478
0637	CONST & GEN LABORERS' UNION LOCAL 737	11/26/2019	Regular	0.00	78.00	23479
0431	CHEVRON FOODMART	11/27/2019	Regular	0.00	41.00	23480
10159	LRS ARCHITECTS, INC	11/27/2019	Regular	0.00	12,597.57	23481
10011	PIXIS LABS, LLC	11/27/2019	Regular	0.00	74.40	23482
10167	PLATINUM LANDSCAPE MAINT LLC	11/27/2019	Regular	0.00	175.00	23483
10202	SMM REAL ESTATE LLC	11/27/2019	Regular	0.00	4,215.53	23484
1120	FRONTIER	11/07/2019	Bank Draft	0.00	95.98	DFT0001610
0170	AT & T MOBILITY	11/14/2019	Bank Draft	0.00	431.51	DFT0001611
2270	PGE	11/14/2019	Bank Draft	0.00	1,144.39	DFT0001612
2270	PGE	11/14/2019	Bank Draft	0.00	40.90	DFT0001613
2270	PGE	11/14/2019	Bank Draft	0.00	22.71	DFT0001614
2270	PGE	11/14/2019	Bank Draft	0.00	1,492.30	DFT0001615
2270	PGE	11/14/2019	Bank Draft	0.00	804.73	DFT0001616
2270	PGE	11/14/2019	Bank Draft	0.00	436.66	DFT0001617
2270	PGE	11/14/2019	Bank Draft	0.00	299.31	DFT0001618
2270	PGE	11/14/2019	Bank Draft	0.00	23.39	DFT0001619
2270	PGE	11/14/2019	Bank Draft	0.00	20.94	DFT0001620
2270	PGE	11/14/2019	Bank Draft	0.00	74.53	DFT0001621
2270	PGE	11/14/2019	Bank Draft	0.00	23.48	DFT0001622
2270	PGE	11/14/2019	Bank Draft	0.00	29.33	DFT0001623
2270	PGE	11/14/2019	Bank Draft	0.00	3,745.90	DFT0001624

Check Report

Date Range: 11/01/2019 - 11/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1390	ALLSTREAM	11/20/2019	Bank Draft	0.00	444.46	DFT0001625
1710	MILLER NASH GRAHAM & DUNN LLP	11/20/2019	Bank Draft	0.00	3,168.00	DFT0001626
1920	NW NATURAL	11/20/2019	Bank Draft	0.00	76.21	DFT0001627
2704	STERICYCLE COMMUNICATION SOLUTIONS	11/20/2019	Bank Draft	0.00	61.07	DFT0001628
0920	CIS TRUST	11/26/2019	Bank Draft	0.00	14,237.51	DFT0001630
1358	ICMA	11/26/2019	Bank Draft	0.00	1,500.00	DFT0001631
1880	NATIONWIDE RETIREMENT SOL.	11/26/2019	Bank Draft	0.00	900.00	DFT0001632
2200	OREGON PERS	11/26/2019	Bank Draft	0.00	14,772.93	DFT0001633
1120	FRONTIER	11/27/2019	Bank Draft	0.00	75.98	DFT0001634
1920	NW NATURAL	11/27/2019	Bank Draft	0.00	225.91	DFT0001635
10107	RIVERVIEW CC - CA	11/27/2019	Bank Draft	0.00	533.82	DFT0001636
10108	RIVERVIEW CC - FD	11/27/2019	Bank Draft	0.00	512.00	DFT0001637
10109	RIVERVIEW CC - HR	11/27/2019	Bank Draft	0.00	4,425.21	DFT0001638
10176	RIVERVIEW CC - OPS	11/27/2019	Bank Draft	0.00	1,168.06	DFT0001639
10110	RIVERVIEW CC - PW	11/27/2019	Bank Draft	0.00	1,706.42	DFT0001640

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	57	39	0.00	130,377.78
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	100	30	0.00	52,493.64
EFT's	0	0	0.00	0.00
	157	69	0.00	182,871.42

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	57	39	0.00	130,377.78
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	100	30	0.00	52,493.64
EFT's	0	0	0.00	0.00
	157	69	0.00	182,871.42

Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	11/2019	182,871.42
			182,871.42



City Council Agenda Item Staff Report

Meeting Date: December 18, 2019

TO: Mayor and Councilors

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

DATE: December 11, 2019

SUBJECT: OLCC Liquor License Application Renewals

Requested Council Action

Review and approve as part of Consent the 2020 Liquor License Applications.

Background

The City annually reviews and provides feedback to the OLCC on liquor license application renewals. If there are concerns with a particular business such as public drunkenness, fights, unlawful sales, or excessive noise, the City can provide feedback to the OLCC, which will take that information into consideration regarding the renewal. The following businesses have renewals in 2020:

- Arco AM/PM: 2550 NE 238th Dr.
- Buffalo Wild Wings: 22849 NE Glisan
- Chevron Food Mart (76 station) 23720 NE Halsey St.
- Diamond Darcy's: 785 NE 242nd Ave.
- Dotty's: 2705 NE 238th Dr. Ste E
- Exit 16 Liquor Store : 2705 NE 238th Dr. Ste G
- Fred Meyer: 22855 NE Park Ln.
- Plaid Pantry: 725 Ne 242nd Ave.
- The Bronx Bar/Resturant: 23705 NE Sandy Blvd.
- The Rock Wood Fired Pizza: 22401 NE Glisan
- Walmart: 23500 NE Sandy Blvd.
- Wood Village Burrito Shop: 23424 NE Halsey Ste. 101
- Wood Village Market: 23830 NE Halsey
- Yazzi's Bar and Grill: 2500 NE 238th Dr.

Next Steps

If there are concerns from the Council, those will be forwarded to the OLCC for consideration. There were no concerns or issues from the MCSO.

Alternatives

The Council may elect to pull this item from Consent to review and discuss a specific business or license.

Fiscal Impact

Application renewals are \$25 per license. Estimated revenue from the renewals is \$400, which helps offset the cost to run a background check on each business.

City Goal

The completion of the renewals helps accomplish City Goal 4: Long-term Financial Stability and Economic Vitality.

Suggested Motions

Approve the renewals as part of the Consent Calendar approval.



City Council Agenda Item Staff Report

Meeting Date: December 18, 2019

TO: Mayor and Councilors

FROM: Greg Dirks: City Manager

DATE: December 9, 2019

SUBJECT: Discussion: The Application of Building Permit Fees and System Development Charges

Requested Council Action

No specific Council action is requested. The information provided is to help better educate the Council on building permit and System Development Charges (SDCs) calculations for developments, and the standards and practices in place at the City.

Background

The City has had building permit fees, and SDC methodologies in place for over 30 years. Fees and methodologies are reviewed and updated regularly, with the SDC methodologies being updated within the past five years and building permit fees updated within this past year. The building permit fees were restructured this past April to better match how the City of Gresham outlines building permit fees, which was part of our intergovernmental agreement for building inspection services. While there were no significant changes to any one fee, the structure and some working definitions of how fees are calculated did change. For example, a multifamily development is often categorized under a commercial building permit. However, the new fee structured listed multifamily under the residential use. In conducting additional research, multifamily in that case meant only two units. A traditional multifamily residential development is still treated as a commercial development, but that was not initially clear to staff.

Calculating building permit fees and development estimates is conducted by hand, with the aid of Excel or a calculator. The City does not have a program that develops and calculates the fees, and as part of the APP we are continuing to evaluate cost-effective electronic permit and estimate programs. For example, each development estimate is a custom created Excel sheet listing known assumptions about the project such as square footage, estimated values, number of plumbing fixtures, and other details of the development, all of which are required in calculating permit costs. While other jurisdictions may have implemented computer generated estimates and fees, the City's building program never historically generated enough revenue or permits to justify the system. In addition, prior to this past year, the last multifamily development in the City was built 1975. Since that time, permits and estimates have been for single-family homes, commercial developments, or remodels. These projects are simpler to calculate, and estimate compared to a large multifamily complex.

Between the restructuring of permit fees, and not having a multifamily development in over 40 years, there were difficulties in preparing the estimate for the Wood Village Apartments project,

which is on the site of the old City Hall. The original estimate was developed in early 2018, well before the land was sold. The estimate included known elements of the development including square footage, number of units, and approximate value. The estimate was revised and updated several times based on information from the developer. This was one of the largest and most complex estimates put together by the City, and as such several errors were made in the estimate. Some errors included not all lines being included in a summation formula, some errors used incorrect fee rates, and the largest error was on the calculation for water and sewer SDCs. From the start, the SDCs were estimated based on meter size, which is appropriate for a commercial development. However, even though a multifamily development is based on a commercial building permit, its use is residential for the SDC calculation. While summation errors and fee rates were corrected over time, the SDC error went unnoticed until mid-November of this year when the developer asked for another update to the estimate. Between using the correct SDC rate, increases in fees and updated valuations, the estimate increased from about \$975,000 to about \$1,975,000. \$770,000 of the increase was attributable to the SDC rate.

Understandably, the developer was upset, especially considering the development was well underway with active permit applications. Staff reviewed the options including consulting with legal counsel and our insurance agent and determined that the best option was to charge the developer the SDCs based on meter size and write off the remaining amount. The City will still receive \$163,067.53 for water SDCs and \$152,236.25 for sewer SDCs for a total of \$315,303.83 for the two utilities. Parks SDCs were unaffected and the City will collect \$376,570.48 in park SDCs.

SDCs are defined by statute in the use, and the City's rate includes both a reimbursement component to pay for existing excess capacity use, and a growth component to pay for future capacity needs. 94 percent of the water SDC rate is a reimbursement, and the remaining six percent is attributed to future growth. While it is called a reimbursement, the fees collected can only be used for water projects that add capacity or to pay off debt that was used to construct additional capacity. Since the water fund does not have any debt, the funds can only be used to add capacity. For the short term, there are no major anticipated projects that fall under this category. The SDC eligible projects included in the 2014 approved facility list total \$161,000 in 2014 values. The bulk of the projects were upgrades/enhancements to existing facilities like reservoirs and wells that added increments of capacity. Short of updated population projections and capital needs, there is no short-term need for capital expansions to the water system.

The sewer system SDCs were structured differently. While it is comprised of both a reimbursement and growth component, the split is a 29 percent reimbursement and a 71 percent growth component. This means more of the fee was developed to pay for new capacity needed within the system to accommodate the development, not to reimburse for consumed capacity already in the system. SDC eligible projects in for sewer total about \$5.7 million, with \$2.7 million of that coming from purchasing additional sewer treatment capacity from Gresham. Additional projects include replacing and upsizing the main trunk line at just over \$1 million, followed by upsizing and replacing the line segments along Sandy Blvd. for about \$1.2 million. There is a need for additional treatment capacity, and the City has entered into a purchase agreement with the City of Gresham for 50,000 gallons of additional capacity at a price of \$521,000 over a three-year period. Current and pending development SDCs were anticipated to complete the purchase agreement. With the SDC rate calculation error for the Wood Village Apartments project, there is a shortage of approximately \$125,000 to complete the purchase. The trunk line project was not anticipated to be completed until about 2030, and the Sandy Blvd. project was not anticipated within the next 15-20 years at a minimum.

In summary, our experience in crafting development cost estimates for permits and SDCs was limited to commercial developments, single-family homes, and assorted remodel projects. The combination of a new development type for the City, revised fee structures, and a lack of a computer-generated estimating system created the opportunity for the rate calculation error. Staff has discussed new procedures and processes for developing estimates moving forward, and with the limited growth capacity in the City for new/redevelopment, the purchase of a standalone estimating system may still not be cost effective. Staff plans to continue to work with the city of Gresham as part of the APP work to have a license on its new permit system, which may also enable the use of computer-generated development estimates.

There are no anticipated impacts to the water SDC fund for future projects, but there is a short-term need in the sewer SDC fund. A potential option is to exercise the provision in the Urban Renewal Plan which allocated \$500,000 to additional sewer treatment capacity. The payment can be structured to have the sewer SDC fund pay back the amount, if additional SDC revenue comes in during the next three to five-year period. This option will be explained with additional detail at the next meeting in January, where Urban Renewal finances will be discussed in more detail.

Next Steps

Staff will present the Urban Renewal finances and bond options at the next meeting, with the consideration of exercising \$125,000 towards the purchase of additional sewer treatment capacity. Staff is also working on the procedures for development estimates to avoid similar issues, as well as to provide the highest-quality product as possible in the future. The longer-term plan is to continue to partner with Gresham for enhanced building services including computer-generated estimates.

Alternatives

While there is no specific Council action requested, the Council can request/direct options moving forward. Some alternatives include:

- Request that the developer pay the full SDC rate. This may not survive a legal challenge, which the City would be out legal costs, time, and the development relationship would be harmed.
- Request that the General Fund pay back the SDC difference in one or both of the funds. The General Fund is not currently structured to handle this level of repayment without severely impacting other projects and operations. In addition, there is no short-term anticipated need for additional water SDC funds, but a long-term payment plan for sewer could be evaluated.
- Direct that staff evaluate a stand-alone computer estimating system or program aside from the work with Gresham. An estimate from August had the initial cost at \$65,000 with annual costs of \$8,000.
- Accept the staff recommendation of writing off the SDC difference and consider having the Urban Renewal pay the short-term cash need for additional capacity.

Fiscal Impact

The City's SDC funds will be short approximately \$770,000 of anticipated revenues from the calculation error. There is no anticipated need for the water SDC fund, and the short-term needs of the sewer SDC fund can be solved with Urban Renewal money.

City Goal

This issue impacts goals 3: high quality, cost effective public utilities, parks, and events; as well as goal 4: long-term financial stability and economic vitality.

Suggested Motions

No motion is required, the report is for information only.



City Council Agenda Item Staff Report

Meeting Date: December 18, 2019

TO: Mayor and Councilors
FROM: Greg Dirks: City Manager
DATE: December 9, 2019
SUBJECT: Tree Lighting Event Recap

Requested Council Action

No specific Council action is requested. The report is for informational purposes, and feedback will be used in the planning of next year's event.

Background

The City held its 10th annual Tree Lighting event on Saturday, December 7th. The event was held at the Wood Village Town Center, at the plaza area near Fred Meyer. The City partnered with Town Center owner Cire Equity on the event. Cire arranged and paid for the 26' artificial tree. The City arranged and coordinated the other features of the event including advertising, the choir, refreshments, and the visit by Santa. There was also a polar bear greeting guests prior to Santa's arrival. Caroling began at 5pm by the Walt Morey Middle School Choir which sang inside Fred Meyer before singing in front of the tree as Santa arrived just before 6pm. Santa arrived via fire engine from Gresham Fire at 6pm, and lit the tree. Santa then greeted the children until 6:30pm. The Wood Village Starbucks supplied the hot water needed for the hot chocolate, and City volunteers along with Play East Recreation handed out the beverages, cookies, and a free craft activity for children. Despite the heavy rains prior to the event, it is estimated that 300 people attended the tree lighting.

While there were no complaints or issues raised by guests, ideas for improvement include better coordination of music/entertainment prior to the lighting of the tree and an enhanced area for Santa.

Next Steps

The tree at the Town Center is scheduled to remain in place and lit through December. Staff will use feedback and comments to help improve future events.

Fiscal Impact

The budget for this event was \$3,000. The City received \$250 from AAA of Oregon and had contributions from community partners Advanced Metal and Wire, Walmart, and the Confederated Tribes of the Grand Ronde. A breakdown of costs is below:

- Banners: \$120
- Refreshments: \$260
- Honoraria to Choir: \$120
- Santa: \$50

- Total: \$550

City Goal

The successful completion of this event helps achieve City Goal 3: High Quality, Cost Effective Public Utilities, Parks, and Event.

Suggested Motions

No motion is suggested.



City Council Agenda Item Staff Report

Meeting Date: December 18, 2019

TO: Mayor and Councilors
FROM: Greg Dirks: City Manager
DATE: December 9, 2019
SUBJECT: 2020 City Council Meeting Dates

Requested Council Action

Review and approve the 2020 City Council meeting dates.

Background

The default City Council meeting dates are the second and fourth Tuesday of each month. However, due to work conflicts, some of the meeting dates are revised to help enable all Councilors to attend the meetings. This means some Tuesday meetings are moved to the following Thursday. The proposed 2020 City Council schedule is attached as Exhibit A.

Next Steps

Once the 2020 dates are approved by the City Council, staff will publish the meeting calendar and distribute it to stakeholders and the website.

Alternatives

The Council may select alternative meeting dates. The adoption of the meeting date schedule does not preclude the Council from adding, removing, or modifying Council meeting dates as needed in the future.

Fiscal Impact

There is no anticipated financial impact

City Goal

The ability to hold Council meetings impacts City Goals 1-7.

Suggested Motions

"I move to approve the 2020 City Council meeting date schedule."

City Council Meeting Dates: 2020

- **January**
 - Thursday, January 16, 2020
 - Tuesday, January 28, 2020
- **February**
 - Thursday, February 13, 2020
 - Tuesday, February 25, 2020
- **March**
 - Tuesday, March 10, 2020
 - Thursday, March 26, 2020
- **April**
 - Thursday, April 16, 2020
 - Tuesday, April 28, 2020
- **May**
 - Tuesday, May 12, 2020
 - Thursday, May 28, 2020
- **June**
 - Tuesday, June 9, 2020
 - Tuesday, June 23, 2020
- **July**
 - Thursday, July 14, 2020
 - Thursday, July 30, 2020
- **August**
 - No Meetings
- **September**
 - Thursday, Sept. 10, 2020
 - Tuesday, September 22, 2020
- **October**
 - Tuesday, October 13, 2020
 - Tuesday, October 27, 2020
- **November**
 - Thursday, Nov. 12, 2019
 - Tuesday, November 24, 2020
- **December**
 - Tuesday, December 8, 2020

PUBLIC WORKS MONTHLY REPORT

TO: MAYOR AND CITY COUNCIL
FROM: GREG DIRKS, CITY MANAGER
AUTHOR: JOHN NIYAMA, PUBLIC WORKS DIRECTOR
COUNCIL DATE: DECEMBER 18, 2019
SUBJECT: PUBLIC WORKS DIRECTOR'S REPORT

MONTHS OF OCTOBER & NOVEMBER 2019

Multnomah County

- City Street Sweeping completed November 18 & 19. Next Scheduled sweep January 20 & 21.
- Arata Road construction to continue through mid-January 2020. Remaining work estimated to complete is 6 weeks to be completed during "in-water work window" summer 2020. Speed and Traffic study to follow completion.
- No update on the transfer of ODOT right of way adjacent to the Wood Village Apartment development.
- NE 238th project will advertise February 2020 and construction to begin summer 2020.

EMCTC East Multnomah County Transportation Committee

- Region 1 Advisory Committee on Transportation (Region 1 ACT) nominations took place.
- ODOT presented a brief Historic Columbia River Highway update.
- Regional Flexible Funds Allocation (RFFA) update: EMCTC action to support Division Street (Gresham) Project and Sandy Blvd (County) Project. Also, mention of support of the 223rd (County/Fairview) project which did not make the list of funded projects.

Hawthorne Trailhead and Natural Playground Design RFP

John, Marie, and Greg met with representatives from WSP to review the preliminary design for the Hawthorne Trailhead and Nature Playground. They presented a broad spectrum of options and staff assisted with narrowing down the scope to reflect the vision and concepts. WSP to complete the next phase of the design by December 6th. Public Works staff to coordinate a Parks Commission meeting December 19th.

Gorge Hub Project

Lee Contractors began work the week of October 28th. Contract completion no later than January 31, 2020. Installing decorative retaining walls, ADA sidewalks, 3 bike racks, multi-use drinking fountain, decorative footsie, and a bike fix-it station.

Meetings Attended By Director:

- Monthly meeting with Multnomah County Transportation staff.
- RH2 on-call engineering services tour of City facilities.
- Walk-through of the Fire Access gravel road with developer and Gresham Fire.
- Met with City of Troutdale staff to discuss tree issue at Reservoir 2 & 3 (Cherry Park).
- Dwayne Link (MKC) discussion for the Town Center Master Plan.
- Met with representatives from WSP to review the preliminary design for the Hawthorne Trailhead and Nature Playground. They presented a broad spectrum of options and staff assisted with narrowing down the scope to reflect the vision and concepts. WSP to complete the next phase of the design by December 6th. Public Works staff will coordinate a Parks Commission meeting mid-December.
- Met with PGE & Potelco Inc to coordinate the replacement of 3 solar pathway lights with hard-wired lights located between NE 230th & 231st.

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

- Mowing, playground equipment maintenance, tree and hedge trimming, and litter removal completed at Donald L Robertson Park.
- Monthly meter reading & water sampling complete.
- Routine monthly cleaning of the Shea Lift Station wet well.
- Catch basin inspections completed as part of the City's Water Quality Permit.
- 68 displaced shopping carts were corralled and returned to appropriate businesses. October-November
- Marie has been preparing to submit grant applications for Metro's 2020 Community Placemaking grant (Hawthorne Project) and the East Multnomah Soil & Water Conservation District PIC (Partners in Conservation) Grant Program (4.6 acres to be purchased from the Confederated Tribes of Grand Ronde design and development).
- River City storm line vector work 2 lines: NE Holladay PI & NE 239th
- 92 Locates Months of October-November.

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.*

- **23213-23227 NE Halsey-** Development continues---7 units. C of O's are in the near future (Dec-Jan).
- **23800 NE Holladay** – Development continues
- **Wood Village Apartments** – On-site sanitary sewer and storm installation began. Continuing to work with OTAK, Gresham Building, and Gresham Fire with approval of the water design submittal.

- **1121 NE 239th** – Marie and Erika continue to work with property owner with design and planning. Vacant Lot
- **Vista View Apartment** – Pre-permit submittal meeting. Developer (Les Bick) expects a 12 month build time. Les Bick expects permit application submittals the week of December 9th.

2019 Permits Issued

January	20	
February	18	
March	31	
April	27	
May	19	
June	23	
July	15	
August	21	
September	24	6 Plan Review
October	23	5 Plan Review
November	16	3 Plan Review

2019 Billed Permit Hours City of Gresham (billing 15th of each month):

January	79
February	51
March	72
April	58
May	37
June	43
July	20
August	24
September	28
Last Billing Oct 7	

Code Compliance Activity:

- 9 Open code complaints/observations/notices
- 19 Closed
- 2 Not enough information to proceed

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

Personnel Update:

- GIS/CAD Intern Ryan Sipe completed several maps—Catch Basin and Water Meter. Now available for public viewing and on-line mapping system with various

city assets. Ryan's internship was completed November 27th. He did a great job with organizing and composing several maps which include assets and zoning.

- Engineering Tech Kyler Roberts first day was November 26th. He is a recent graduate from Oregon State's Engineering Department.
- Filling a vacant Utility I position is Garrett Winterbottom November 7th. He recently completed seasonal work for City of Gresham's Storm Water Division.

Water Consumption:

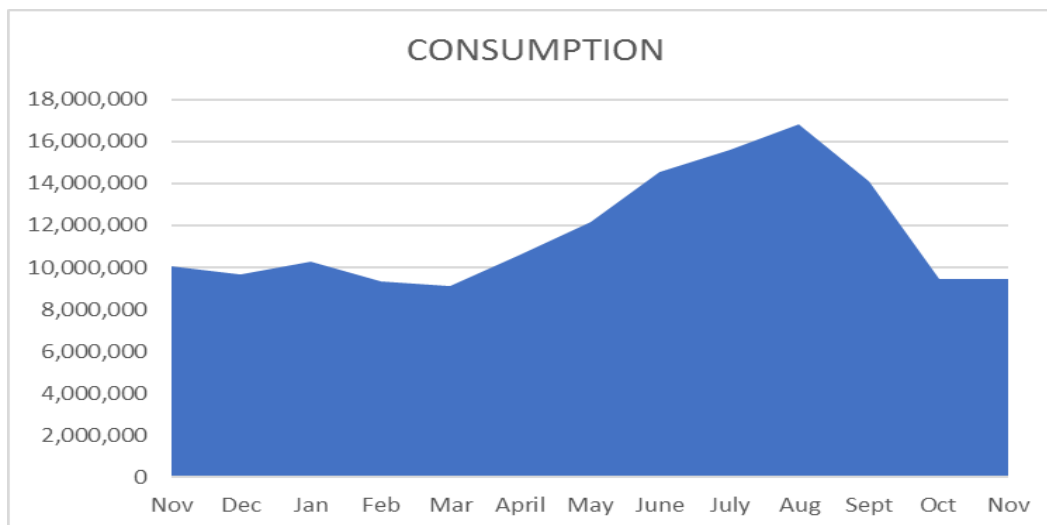
OCTOBER

- Consumption 9,417,133 gallons
- 771 Billed Accounts 128 Commercial & 643 Residential
- System Loss 3.68%
- Production 9,862,955 gallons

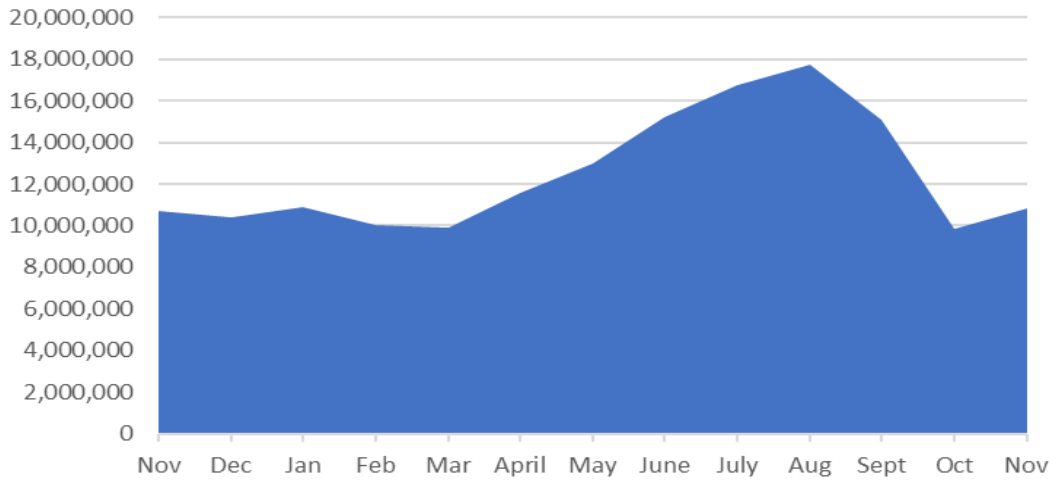
NOVEMBER

- Consumption 9,639,618 gallons
- 773 Billed Accounts 127 Commercial & 646 Residential
- System Loss * 10% *
- Production 10,804,897 gallons

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



PRODUCTION





City Council Agenda Staff Report

Meeting Date: January 22, 2018

Memorandum

TO: Mayor and City Council

FROM: Bill Peterson, City Manager

AUTHOR: Seth Reeser, Finance Director

DATE: January 16, 2019

TOPIC: Council Finance Report on Revenue & Expenditures through October 31, 2018.

This report covers all revenue from **July 1, 2018 through December 31, 2018**, 50% of the fiscal year. All expenditures and revenues through December 31, 2018 are within budgeted parameters.

Highlights:

- Property tax revenues have caught up this month with \$269,730 received from the county (totaling 89.9% of budget received).
 - Urban renewal property taxes are down compared to last year, due entirely to a reassessment of centrally assessed utilities that hit ~90% in the URA.
- The county let us know there would be no distribution for BIT in December. December payments have typically been lower (under \$2,000) and shouldn't affect the forecast.

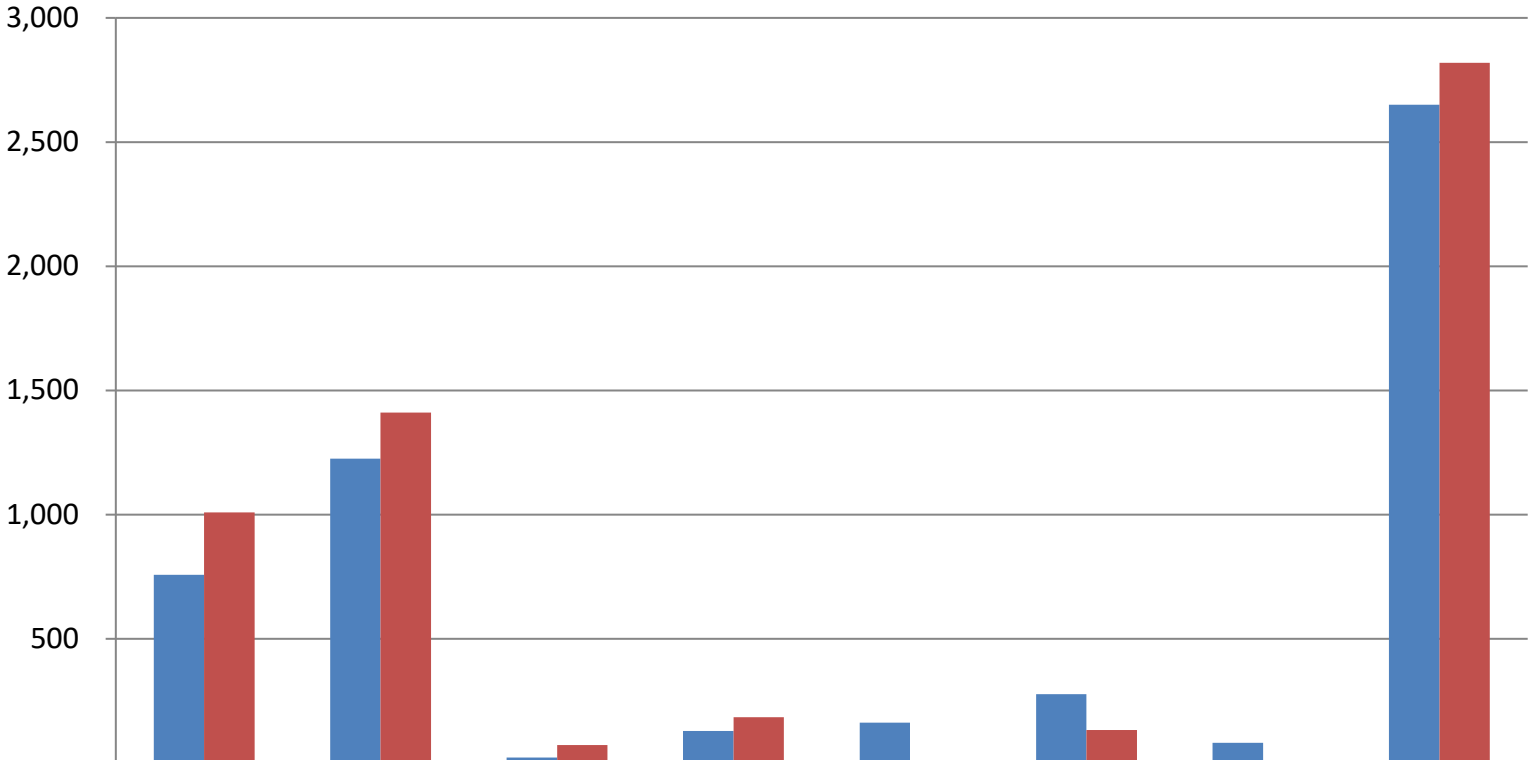
Please see the attached charts indicating specific December revenue and expense figures.

The interest rate at the LGIP is currently at 2.56%, up from 2.5% in November. On December 31st our investment portfolio was at \$6,930,828.19.

The city received a letter from the Secretary of State's office acknowledging receipt of our Report In Lieu of Audit for the Wood Village Urban Renewal agency for the fiscal year ending June 30, 2018. It included a reminder that the report is due ninety days after the end of the fiscal year.

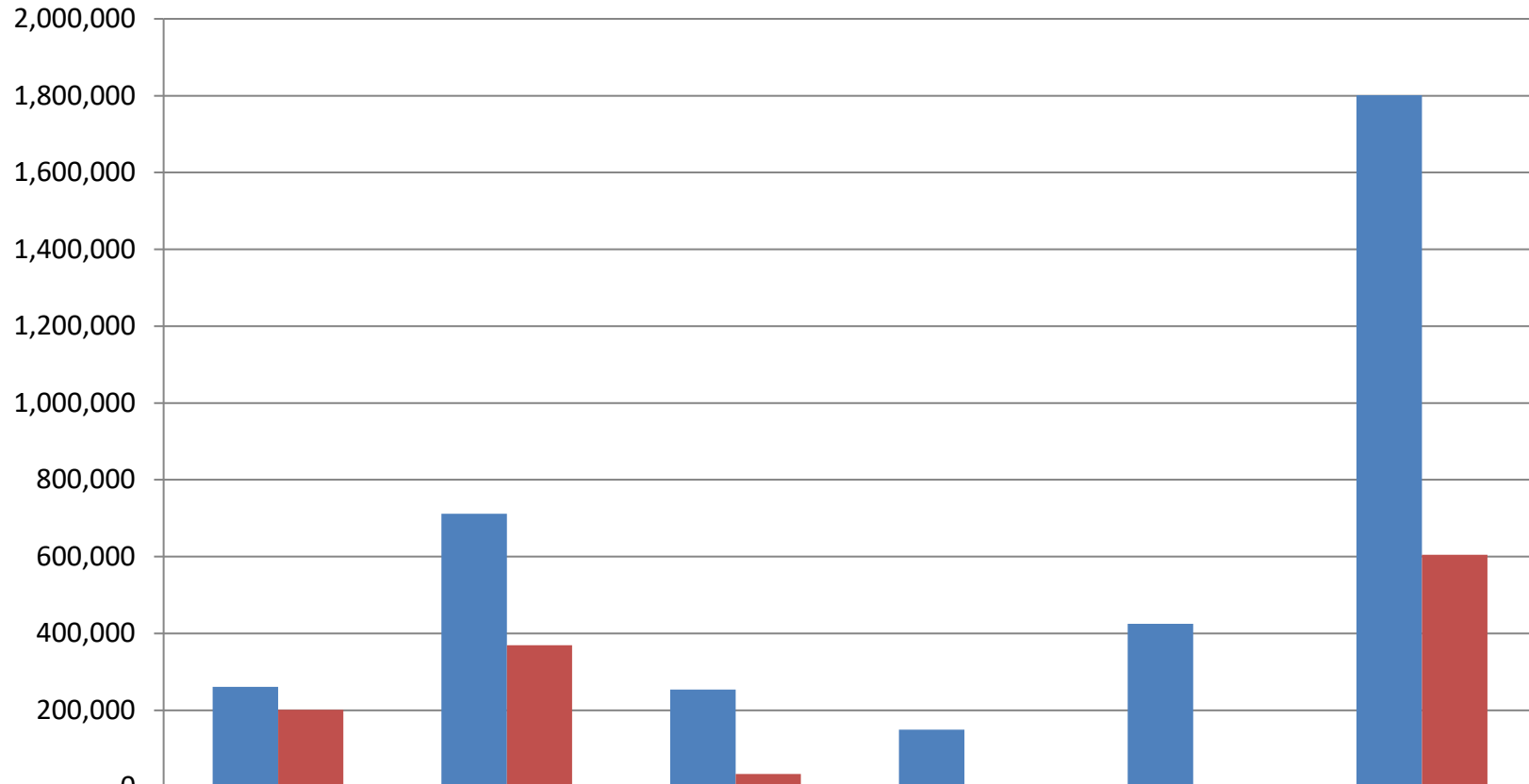
SOURCE OF INCOME	YTD 2016-17			YTD 2017-18			YTD 2018-19		
	as of	31-Dec-16		31-Dec-17		31-Dec-18	2016-17 3,910	2017-18 3,915	2018-19 3,920
The percentages are for the change from the prior year to the next year.									
Property Tax **		\$857,586	↑ 7%	\$913,406	→ 3%	\$939,874	\$219.33	\$233.31	\$239.76
Business Income Tax		\$88,144	↑ 3%	\$90,998	↑ 19%	\$107,849	\$22.54	\$23.24	\$27.51
Cigarette Tax		\$2,602	↓ -14%	\$2,239	↑ 11%	\$2,483	\$0.67	\$0.57	\$0.63
Liquor Tax		\$19,168	↑ 241%	\$65,347	↓ -20%	\$52,493	\$4.90	\$16.69	\$13.39
Gasoline Tax		\$121,724	↓ -1%	\$120,567	↑ 23%	\$148,750	\$31.13	\$30.80	\$37.95
State Shared Revenues*		\$28,286	↓ -10%	\$25,576	↓ -12%	\$22,611	\$7.23	\$6.53	\$5.77
Motel Tax		\$86,130	↑ 12%	\$96,835	↓ -3%	\$94,254	\$22.03	\$24.73	\$24.04
Interest Revenue		\$21,266	↑ 80%	\$38,265	↑ 87%	\$71,672	\$5.44	\$9.77	\$18.28
TOTALS		\$1,224,906	↑ 10%	\$1,353,233	↑ 6%	\$1,439,986	\$313.28	\$345.65	\$367.34

Budget vs. Actual Revenue Period 6, YTD December 31, 2018



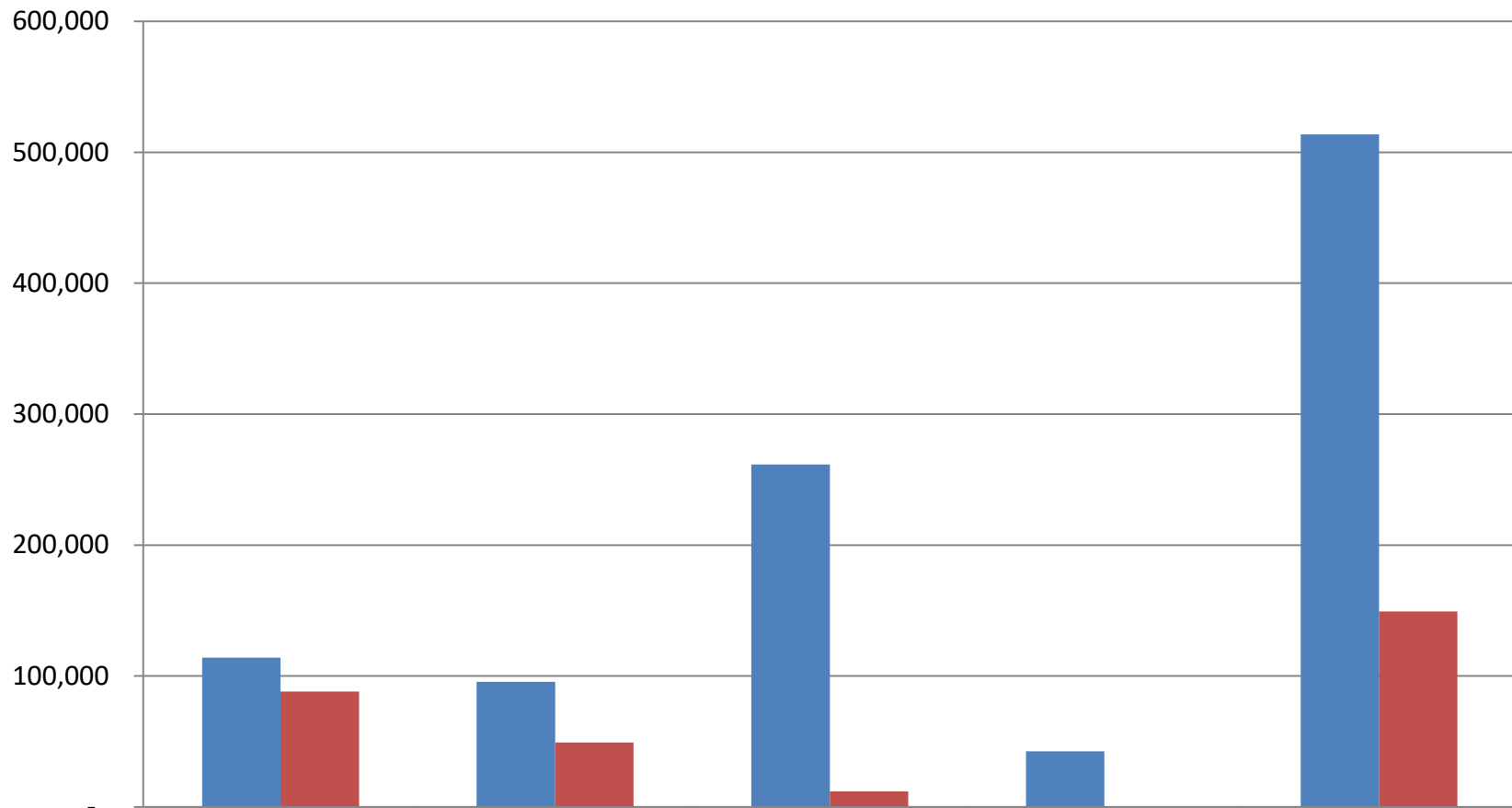
	Taxes	Water/Sewer/Street/Park User Fees	Interest	Permits/Licenses	Franchise	Intergovern.	Misc.	TOTAL
■ Budget	757	1,225	21	129	162	276	80	2,650
■ Received	1,009	1,411	72	184	8	132	4	2,819

General Fund - Budget vs. Actual Expense Period 6 - YTD December 31, 2018



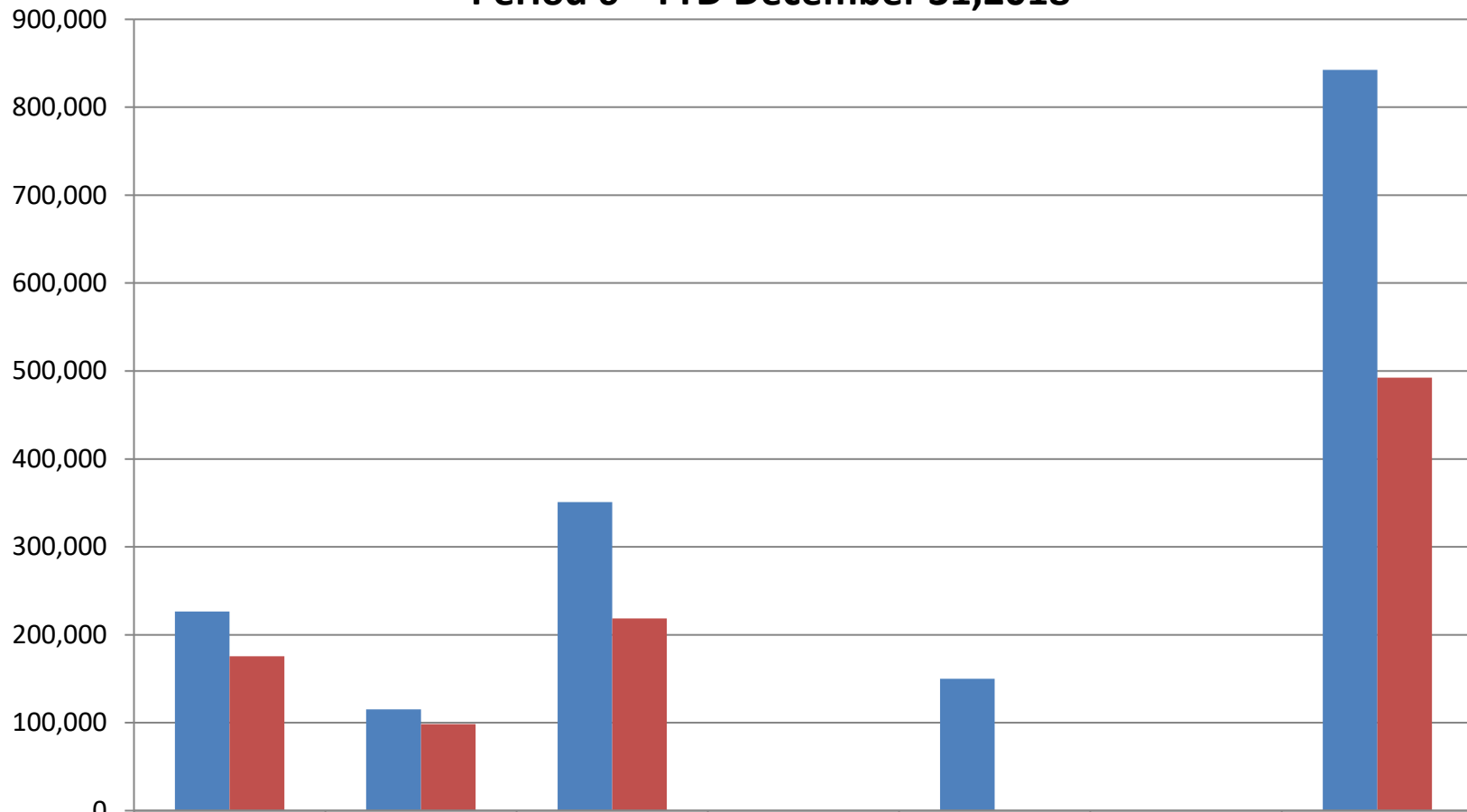
	Personnel Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Contingency	Total
Budget	260,973	711,602	253,693	150,000	425,000	1,801,268
Spent	201,479	369,362	34,408	0	0	605,249

Street Fund - Budget Vs. Actual Expense Period 6 - YTD December 31, 2018



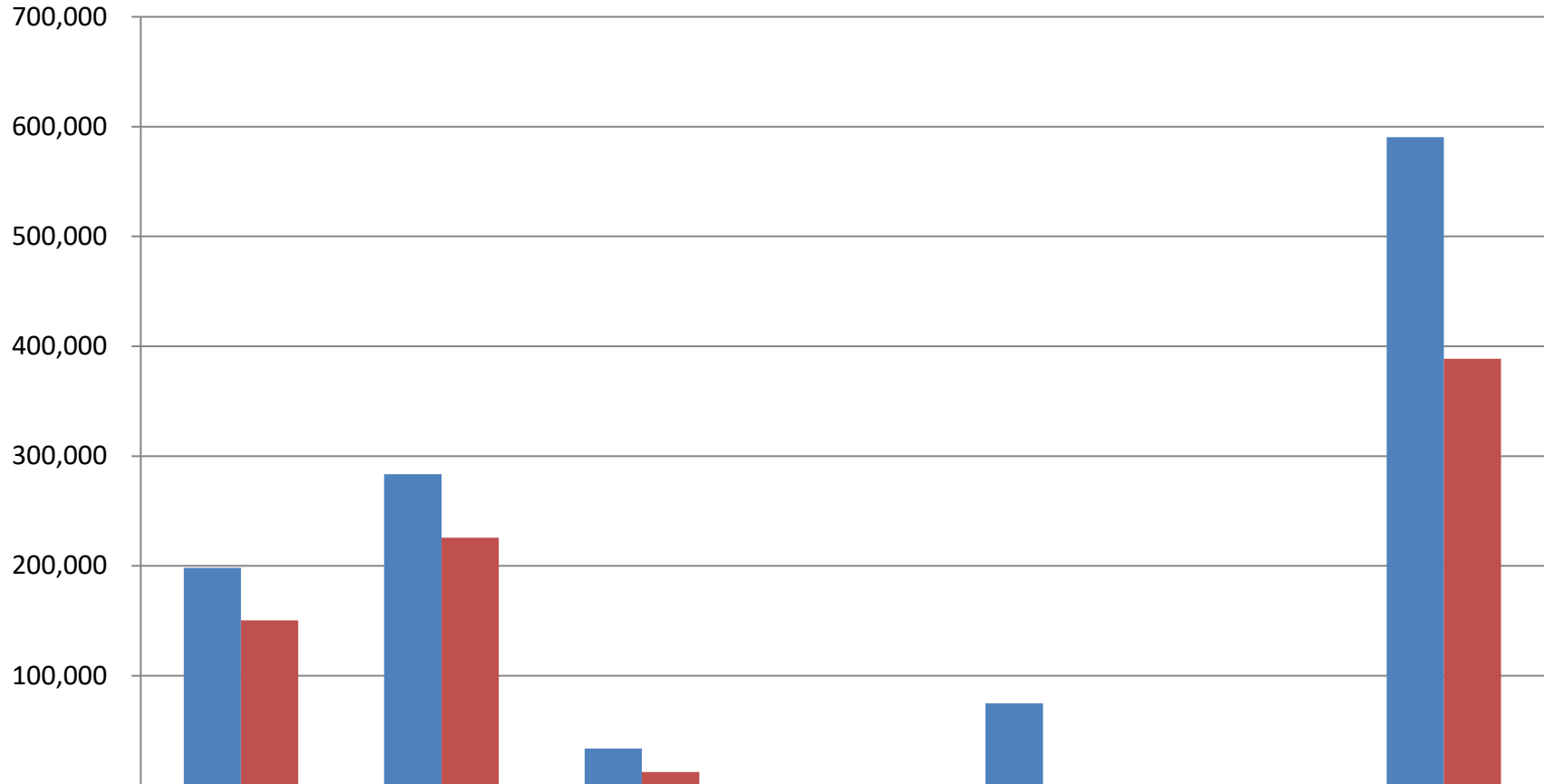
	Personnel Services	Materials & Services	Capital Outlay	Contingency	Total
Budget	113,965	95,672	261,550	42,500	513,687
Spent	88,181	49,366	11,841	-	149,388

Water Fund - Budget vs. Actual Expense Period 6 - YTD December 31, 2018



	Personnel Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Contingency	Debt Service	Total
■ Budget	226,563	115,045	351,023	0	150,000	0	842,631
■ Spent	175,547	98,289	218,747	0	0	0	492,582

Sewer Fund - Budget vs. Actual Expense Period 6 - YTD December 31, 2018



	Personnel Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Contingency	Debt Service	Total
■ Budget	198,163	283,423	33,800	-	75,000	-	590,385
■ Spent	150,435	225,665	12,432	-	-	-	388,532

PROPERTY TAX REVENUES COMPARISON BY DATE												
JULY 2016 THROUGH December 2018												
FY 2016-17	AMOUNT	CUMULATIVE		FY 2017-18	AMOUNT	CUMULATIVE		FY 2018-19	AMOUNT	CUMULATIVE		
	BY MONTH	TO DATE			BY MONTH	TO DATE			BY MONTH	TO DATE		
JULY 2016	\$ 4,693	\$ 4,693	0.5%	JULY 2017	\$ 5,437	\$ 5,437	0.6%	JULY 2018	\$ 4,768	\$ 4,768	0.5%	
AUG 2016	\$ 2,501	\$ 7,194	0.8%	AUG 2017	\$ 2,504	\$ 7,942	0.8%	AUG 2018	\$ 4,844	\$ 9,612	0.9%	
SEPT 2016	\$ 2,354	\$ 9,548	1.0%	SEPT 2017	\$ 2,253	\$ 10,194	1.0%	SEPT 2018	\$ 25,917	\$ 35,529	3.4%	
OCT 2016	\$ 1,879	\$ 11,427	1.2%	OCT 2017	\$ 1,275	\$ 11,470	1.2%	OCT 2018	\$ 1,290	\$ 36,819	3.5%	
11/10/2016	\$ 80,411	\$ 91,838	9.9%	11/13/2017	\$ 84,625	\$ 96,095	9.8%	11/13/2018	\$ 73,887	\$ 110,706	10.6%	
11/17/2016	\$ 83,529	\$ 175,368	18.9%	11/16/2017	\$ 66,421	\$ 162,516	16.5%	11/15/2018	\$ 30,117	\$ 140,823	13.5%	
11/23/2016	\$ 202,240	\$ 377,608	40.7%	11/22/2017	\$ 420,340	\$ 582,856	59.3%	11/23/2018	\$ 151,965	\$ 292,789	28.0%	
12/1/2016	\$ 383,254	\$ 760,862	82.1%	11/30/2017	\$ 233,236	\$ 816,092	83.1%	11/30/2018	\$ 377,356	\$ 670,144	64.1%	
12/7+12/2016	\$ 96,723	\$ 857,586	92.5%	DEC 2017	\$ 97,314	\$ 913,406	93.0%	DEC 2018	\$ 269,730	\$ 939,874	89.9%	
1/12/2017	\$ 10,556	\$ 868,142	93.7%	1/11/2018	\$ 12,666	\$ 926,071	94.3%	JAN 2019	\$ -	\$ 939,874	89.9%	
2/10/2017	\$ 5,482	\$ 873,623	94.2%	2/12/2018	\$ 7,438	\$ 933,509	95.0%	FEB 2019	\$ -	\$ 939,874	89.9%	
MAR 2017	\$ 24,650	\$ 898,273	96.9%	MAR 2018	\$ 23,701	\$ 957,209	97.4%	MAR 2019	\$ -	\$ 939,874	89.9%	
APRIL 2017	\$ 3,647	\$ 901,920	97.3%	APRIL 2018	\$ 3,040	\$ 960,249	97.7%	APRIL 2019	\$ -	\$ 939,874	89.9%	
MAY 2017	\$ 2,619	\$ 904,539	97.6%	MAY 2018	\$ 3,080	\$ 963,329	98.0%	MAY 2019	\$ -	\$ 939,874	89.9%	
MAY 2017	\$ -	\$ 904,539	97.6%	MAY 2018	\$ -	\$ 963,329	98.0%	MAY 2019	\$ -	\$ 939,874	89.9%	
6/12/2017	\$ 23,793	\$ 928,332	100.1%	JUNE 2018	\$ 20,383	\$ 983,712	100.1%	JUNE 2019	\$ -	\$ 939,874	89.9%	
	YTD TOTAL	\$ 928,332			YTD TOTAL	\$ 983,712			YTD TOTAL	\$ 939,874		
	2016-17 budgeted rev	\$927,000			2017-18 budgeted rev	\$982,500			2018-19 budgeted rev	\$1,045,686		
					Budget includes Wood Village & URA				Budget includes Wood Village & URA			

MULTNOMAH COUNTY BUSINESS INCOME TAX																	
JULY 2016 THROUGH December 2018																	
FY 2016-17	AMOUNT		CUMULATIVE		FY 2017-18	AMOUNT		CUMULATIVE		FY 2018-19	AMOUNT		CUMULATIVE				
	BY MONTH		TO DATE			BY MONTH		TO DATE			BY MONTH		TO DATE				
JULY 2016	\$	31,217	\$	31,217	14.6%	JULY 2017	\$	15,676	\$	15,676	6.1%	JULY 2018	\$	32,905	\$	32,905	12.9%
AUG 2016	\$	5,460	\$	36,677	17.1%	AUG 2017	\$	14,112	\$	29,788	11.6%	AUG 2018	\$	17,514	\$	50,419	19.8%
SEPT 2016	\$	3,303	\$	39,980	18.7%	SEPT 2017	\$	4,457	\$	34,245	13.3%	SEPT 2018	\$	7,741	\$	58,160	22.8%
OCT 2016	\$	8,623	\$	48,603	22.7%	OCT 2017	\$	31,404	\$	65,649	25.5%	OCT 2018	\$	24,126	\$	82,286	32.3%
NOV 2016	\$	37,809	\$	86,412	40.4%	NOV 2017	\$	22,758	\$	88,407	34.3%	NOV 2018	\$	25,563	\$	107,849	42.3%
DEC 2016	\$	1,732	\$	88,144	41.2%	DEC 2017	\$	2,591	\$	90,998	35.3%	DEC 2018	\$	-	\$	107,849	42.3%
JAN 2017	\$	23,341	\$	111,485	52.1%	JAN 2018	\$	27,586	\$	118,584	46.1%	JAN 2019	\$	-	\$	107,849	42.3%
FEB 2017	\$	19,883	\$	131,368	61.4%	FEB 2018	\$	11,056	\$	129,640	50.3%	FEB 2019	\$	-	\$	107,849	42.3%
MAR 2017	\$	3,455	\$	134,823	63.0%	MAR 2018	\$	3,726	\$	133,366	51.8%	MAR 2019	\$	-	\$	107,849	42.3%
APRIL 2017	\$	23,918	\$	158,741	74.2%	APRIL 2018	\$	25,574	\$	158,940	61.7%	APRIL 2019	\$	-	\$	107,849	42.3%
MAY 2017	\$	59,081	\$	217,822	101.8%	MAY 2018	\$	58,345	\$	217,285	84.4%	MAY 2019	\$	-	\$	107,849	42.3%
JUNE 2017	\$	27,694	\$	245,516	114.7%	JUNE 2018	\$	23,848	\$	241,133	93.6%	JUNE 2019	\$	-	\$	107,849	42.3%
			\$	245,516					\$	241,133					\$	107,849	
	2016-17 budgeted rev			\$214,000			2017-18 budgeted rev			\$257,500			2018-19 budgeted rev			\$255,000	

CIGARETTE TAX REVENUES COMPARISON BY DATE														
JULY 2016 THROUGH December 2018														
FY 2016-17	AMOUNT		CUMULATIVE		FY 2017-18	AMOUNT		CUMULATIVE		FY 2018-19	AMOUNT		CUMULATIVE	
	BY MONTH	TO DATE				BY MONTH	TO DATE				BY MONTH	TO DATE		
JULY 2016	\$ 404	\$ 404	8.2%		JULY 2017	\$ 479	\$ 479	9.4%		JULY 2018	\$ 401	\$ 401	7.9%	
AUG 2016	\$ 488	\$ 892	18.2%		AUG 2017	\$ -	\$ 479	9.4%		AUG 2018	\$ -	\$ 401	7.9%	
SEPT 2016	\$ 427	\$ 1,318	26.9%		SEPT 2017	\$ 887	\$ 1,366	26.9%		SEPT 2018	\$ 483	\$ 885	17.4%	
OCT 2016	\$ 488	\$ 1,806	36.9%		OCT 2017	\$ 568	\$ 1,934	38.1%		OCT 2018	\$ 830	\$ 1,714	33.8%	
NOV 2016	\$ 440	\$ 2,246	45.8%		NOV 2017	\$ -	\$ 1,934	38.1%		NOV 2018	\$ -	\$ 1,714	33.8%	
DEC 2016	\$ 356	\$ 2,602	53.1%		DEC 2017	\$ 305	\$ 2,239	44.1%		DEC 2018	\$ 769	\$ 2,483	48.9%	
JAN 2017	\$ 471	\$ 3,073	62.7%		JAN 2018	\$ 951	\$ 3,190	62.9%		JAN 2019	\$ -	\$ 2,483	48.9%	
FEB 2017	\$ -	\$ 3,073	62.7%		FEB 2018	\$ -	\$ 3,190	62.9%		FEB 2019	\$ -	\$ 2,483	48.9%	
MAR 2017	\$ -	\$ 3,073	62.7%		MAR 2018	\$ -	\$ 3,190	62.9%		MAR 2019	\$ -	\$ 2,483	48.9%	
APRIL 2017	\$ -	\$ 3,073	62.7%		APRIL 2018	\$ -	\$ 3,190	62.9%		APRIL 2019	\$ -	\$ 2,483	48.9%	
MAY 2017	\$ 1,032	\$ 4,104	83.8%		MAY 2018	\$ 952	\$ 4,142	81.6%		MAY 2019	\$ -	\$ 2,483	48.9%	
MAY 2017	\$ -	\$ 4,104	83.8%		JUNE 2018	\$ 771	\$ 4,913	96.8%		JUNE 2019	\$ -	\$ 2,483	48.9%	
JUNE 2017	\$ 792	\$ 4,897	99.9%		JUNE 2018	\$ -	\$ 4,913	96.8%		JUNE 2019	\$ -	\$ 2,483	48.9%	
	YTD TOTAL	\$ 4,897				YTD TOTAL	\$ 4,913				YTD TOTAL	\$ 2,483		
	2016-17 budgeted rev		\$4,900			2017-18 budgeted rev		\$5,075			2018-19 budgeted rev		\$5,075	

LIQUOR & MARIJUANA TAX REVENUES COMPARISON BY DATE											
JULY 2016 THROUGH December 2018											
FY 2016-17	AMOUNT	CUMULATIVE		FY 2017-18	AMOUNT	CUMULATIVE		FY 2018-19	AMOUNT	CUMULATIVE	
	BY MONTH	TO DATE			BY MONTH	TO DATE			BY MONTH	TO DATE	
JULY 2016	\$ 4,460	\$ 4,460	7.7%	JULY 2017	\$ -	\$ -	0.0%	JULY 2018	\$ 3,614	\$ 3,614	5.9%
AUG 2016	\$ -	\$ 4,460	7.7%	AUG 2017	\$ 5,574	\$ 5,574	9.1%	AUG 2018	\$ 6,134	\$ 9,748	16.0%
SEPT 2016	\$ 9,016	\$ 13,476	23.2%	SEPT 2017	\$ 5,083	\$ 10,658	17.5%	SEPT 2018	\$ 21,349	\$ 31,097	51.0%
OCT 2016	\$ -	\$ 13,476	23.2%	OCT 2017	\$ 25,835	\$ 36,492	59.8%	OCT 2018	\$ 6,133	\$ 37,231	61.0%
NOV 2016	\$ 5,692	\$ 19,168	33.0%	NOV 2017	\$ 5,984	\$ 42,477	69.6%	NOV 2018	\$ 5,547	\$ 42,778	70.1%
DEC 2016	\$ -	\$ 19,168	33.0%	DEC 2017	\$ 22,871	\$ 65,347	107.1%	DEC 2018	\$ 9,716	\$ 52,493	86.1%
JAN 2017	\$ 8,498	\$ 27,666	47.7%	JAN 2018	\$ -	\$ 65,347	107.1%	JAN 2019	\$ -	\$ 52,493	86.1%
FEB 2017	\$ 8,385	\$ 36,051	62.2%	FEB 2018	\$ 8,207	\$ 73,555	120.6%	FEB 2019	\$ -	\$ 52,493	86.1%
MAR 2017	\$ 3,627	\$ 39,678	68.4%	MAR 2018	\$ 3,666	\$ 77,221	126.6%	MAR 2019	\$ -	\$ 52,493	86.1%
APRIL 2017	\$ 4,450	\$ 44,128	76.1%	APRIL 2018	\$ 15,541	\$ 92,762	152.1%	APRIL 2019	\$ -	\$ 52,493	86.1%
MAY 2017	\$ 5,292	\$ 49,420	85.2%	MAY 2018	\$ 6,073	\$ 98,835	162.0%	MAY 2019	\$ -	\$ 52,493	86.1%
JUNE 2017	\$ 4,785	\$ 54,206	93.5%	JUNE 2018	\$ 18,021	\$ 116,856	191.6%	JUNE 2019	\$ -	\$ 52,493	86.1%
JUNE 2017	\$ 4,634	\$ 58,840	101.4%	JUNE 2018	\$ -	\$ 116,856	191.6%	JUNE 2019	\$ -	\$ 52,493	86.1%
	YTD TOTAL	\$ 58,840			YTD TOTAL	\$ 116,856			YTD TOTAL	\$ 52,493	
	2016-17 budgeted rev	\$58,000			2017-18 budgeted rev	\$61,000			2018-19 budgeted rev	\$61,000	
					Budget includes OLCC & Marijuana				Budget includes OLCC & Marijuana		

ODOT - GAS TAX REVENUES COMPARISON BY DATE											
JULY 2016 THROUGH December 2018											
FY 2016-17	AMOUNT	CUMULATIVE		FY 2017-18	AMOUNT	CUMULATIVE		FY 2018-19	AMOUNT	CUMULATIVE	
	BY MONTH	TO DATE			BY MONTH	TO DATE			BY MONTH	TO DATE	
JULY 2016	\$ 20,499	\$ 20,499	9.1%	JULY 2017	\$ 20,141	\$ 20,141	9.2%	JULY 2018	\$ 24,166	\$ 24,166	7.9%
AUG 2016	\$ 18,274	\$ 38,773	17.3%	AUG 2017	\$ 19,096	\$ 39,237	17.9%	AUG 2018	\$ 19,445	\$ 43,611	14.2%
SEPT 2016	\$ 19,086	\$ 57,859	25.7%	SEPT 2017	\$ 21,082	\$ 60,320	27.5%	SEPT 2018	\$ 26,780	\$ 70,391	23.0%
OCT 2016	\$ 23,113	\$ 80,972	36.0%	OCT 2017	\$ 21,841	\$ 82,160	37.5%	OCT 2018	\$ 26,261	\$ 96,652	31.5%
NOV 2016	\$ 20,766	\$ 101,738	45.3%	NOV 2017	\$ 19,545	\$ 101,706	46.4%	NOV 2018	\$ 25,449	\$ 122,101	39.9%
DEC 2016	\$ 19,986	\$ 121,724	54.2%	DEC 2017	\$ 18,862	\$ 120,567	55.0%	DEC 2018	\$ 26,649	\$ 148,750	48.6%
JAN 2017	\$ 18,807	\$ 140,531	62.5%	JAN 2018	\$ 20,589	\$ 141,156	64.4%	JAN 2019	\$ -	\$ 148,750	48.6%
FEB 2017	\$ 22,177	\$ 162,708	72.4%	FEB 2018	\$ 20,159	\$ 161,316	73.6%	FEB 2019	\$ -	\$ 148,750	48.6%
MAR 2017	\$ 17,291	\$ 180,000	80.1%	MAR 2018	\$ 20,307	\$ 181,622	82.9%	MAR 2019	\$ -	\$ 148,750	48.6%
APRIL 2017	\$ 16,526	\$ 196,526	87.4%	APRIL 2018	\$ 18,253	\$ 199,875	91.2%	APRIL 2019	\$ -	\$ 148,750	48.6%
MAY 2017	\$ 20,213	\$ 216,738	96.4%	MAY 2018	\$ 24,456	\$ 224,331	102.4%	MAY 2019	\$ -	\$ 148,750	48.6%
JUNE 2017	\$ 17,698	\$ 234,436	104.3%	JUNE 2018	\$ 24,322	\$ 248,653	113.5%	JUNE 2019	\$ -	\$ 148,750	48.6%
	YTD TOTAL	\$ 234,436			YTD TOTAL	\$ 248,653			YTD TOTAL	\$ 148,750	
	2016-17 budgeted rev	\$224,750			2017-18 budgeted rev	\$219,170			2018-19 budgeted rev	\$306,350	

STATE SHARED TAX REVENUES COMPARISON BY DATE												
JULY 2016 THROUGH December 2018												
FY 2016-17				FY 2017-18				FY 2018-19				
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		
BY MONTH		TO DATE		BY MONTH		TO DATE		BY MONTH		TO DATE		
JULY 2016	\$ 18,031	\$ 18,031	45.0%	JULY 2017	\$ 10,501	\$ 10,501	28.1%	JULY 2018	\$ -	\$ -	0.0%	
AUG 2016	\$ -	\$ 18,031	45.0%	AUG 2017	\$ -	\$ 10,501	28.1%	AUG 2018	\$ 10,827	\$ 10,827	28.9%	
SEPT 2016	\$ -	\$ 18,031	45.0%	SEPT 2017	\$ -	\$ 10,501	28.1%	SEPT 2018	\$ -	\$ 10,827	28.9%	
OCT 2016	\$ -	\$ 18,031	45.0%	OCT 2017	\$ -	\$ 10,501	28.1%	OCT 2018	\$ -	\$ 10,827	28.9%	
NOV 2016	\$ 10,255	\$ 28,286	70.5%	NOV 2017	\$ -	\$ 10,501	28.1%	NOV 2018	\$ -	\$ 10,827	28.9%	
DEC 2016	\$ -	\$ 28,286	70.5%	DEC 2017	\$ 25,576	\$ 36,077	96.5%	DEC 2018	\$ 11,784	\$ 22,611	60.5%	
JAN 2017	\$ 11,910	\$ 40,196	100.2%	JAN 2018	\$ -	\$ 36,077	96.5%	JAN 2019	\$ -	\$ 22,611	60.5%	
FEB 2017	\$ -	\$ 40,196	100.2%	FEB 2018	\$ -	\$ 36,077	96.5%	FEB 2019	\$ -	\$ 22,611	60.5%	
MAR 2017	\$ -	\$ 40,196	100.2%	MAR 2018	\$ -	\$ 36,077	96.5%	MAR 2019	\$ -	\$ 22,611	60.5%	
APRIL 2017	\$ -	\$ 40,196	100.2%	APRIL 2018	\$ 11,634	\$ 47,711	127.6%	APRIL 2019	\$ -	\$ 22,611	60.5%	
MAY 2017	\$ 9,360	\$ 49,556	123.6%	MAY 2018	\$ -	\$ 47,711	127.6%	MAY 2019	\$ -	\$ 22,611	60.5%	
JUNE 2017	\$ -	\$ 49,556	123.6%	JUNE 2018	\$ 9,936	\$ 57,648	154.1%	JUNE 2019	\$ -	\$ 22,611	60.5%	
	YTD TOTAL	\$ 49,556			YTD TOTAL	\$ 57,648			YTD TOTAL	\$ 22,611		
	2016-17 budgeted rev		\$40,100		2017-18 budgeted rev		\$37,400		2018-19 budgeted rev		\$37,400	

MOTEL REVENUES COMPARISON BY DATE												
JULY 2016 THROUGH December 2018												
FY 2016-17				FY 2017-18				FY 2018-19				
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		
BY MONTH		TO DATE		BY MONTH		TO DATE		BY MONTH		TO DATE		
JULY 2016	\$ 30,970	\$ 30,970	24.4%	JULY 2017	\$ 42,073	\$ 42,073	26.9%	JULY 2018	\$ 37,405	\$ 37,405	23.2%	
AUG 2016	\$ -	\$ 30,970	24.4%	AUG 2017	\$ -	\$ 42,073	26.9%	AUG 2018	\$ 3,906	\$ 41,311	25.6%	
SEPT 2016	\$ -	\$ 30,970	24.4%	SEPT 2017	\$ -	\$ 42,073	26.9%	SEPT 2018	\$ 4,117	\$ 45,428	28.2%	
OCT 2016	\$ 6,022	\$ 36,992	29.2%	OCT 2017	\$ 15,125	\$ 57,198	36.6%	OCT 2018	\$ 10,470	\$ 55,898	34.7%	
NOV 2016	\$ 49,138	\$ 86,130	67.9%	NOV 2017	\$ 39,637	\$ 96,835	61.9%	NOV 2018	\$ 38,356	\$ 94,254	58.5%	
DEC 2016	\$ -	\$ 86,130	67.9%	DEC 2017	\$ -	\$ 96,835	61.9%	DEC 2018	\$ -	\$ 94,254	58.5%	
JAN 2017	\$ 25,755	\$ 111,885	88.2%	JAN 2018	\$ 24,392	\$ 121,227	77.5%	JAN 2019	\$ -	\$ 94,254	58.5%	
FEB 2017	\$ 4,988	\$ 116,873	92.1%	FEB 2018	\$ 5,754	\$ 126,982	81.2%	FEB 2019	\$ -	\$ 94,254	58.5%	
MAR 2017	\$ -	\$ 116,873	92.1%	MAR 2018	\$ -	\$ 126,982	81.2%	MAR 2019	\$ -	\$ 94,254	58.5%	
APRIL 2017	\$ 11,376	\$ 128,250	101.1%	APRIL 2018	\$ 2,395	\$ 129,377	82.7%	APRIL 2019	\$ -	\$ 94,254	58.5%	
MAY 2017	\$ 16,637	\$ 144,886	114.2%	MAY 2018	\$ 24,773	\$ 154,150	98.6%	MAY 2019	\$ -	\$ 94,254	58.5%	
JUNE 2017	\$ -	\$ 144,886	114.2%	JUNE 2018	\$ -	\$ 154,150	98.6%	JUNE 2019	\$ -	\$ 94,254	58.5%	
	YTD TOTAL	\$ 144,886			YTD TOTAL	\$ 154,150			YTD TOTAL	\$ 94,254		
	2016-17 budgeted rev	\$126,900			2017-18 budgeted rev	\$156,400			2018-19 budgeted rev	\$161,092		

INTEREST REVENUES COMPARISON BY DATE											
JULY 2016 THROUGH December 2018											
FY 2016-17				FY 2017-18				FY 2018-19			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
BY MONTH		TO DATE		BY MONTH		TO DATE		BY MONTH		TO DATE	
JULY 2016	\$ 3,194	\$ 3,194	10.3%	JULY 2017	\$ 6,197	\$ 6,197	18.8%	JULY 2018	\$ 10,969	\$ 10,969	25.7%
AUG 2016	\$ 3,307	\$ 6,501	21.1%	AUG 2017	\$ 5,980	\$ 12,177	36.9%	AUG 2018	\$ 11,115	\$ 22,084	51.8%
SEPT 2016	\$ 3,285	\$ 9,786	31.7%	SEPT 2017	\$ 5,835	\$ 18,012	54.6%	SEPT 2018	\$ 10,889	\$ 32,974	77.3%
OCT 2016	\$ 3,735	\$ 13,521	43.8%	OCT 2017	\$ 6,052	\$ 24,063	72.9%	OCT 2018	\$ 12,496	\$ 45,470	106.6%
NOV 2016	\$ 3,647	\$ 17,169	55.6%	NOV 2017	\$ 6,369	\$ 30,432	92.2%	NOV 2018	\$ 12,064	\$ 57,534	134.9%
DEC 2016	\$ 4,097	\$ 21,266	68.9%	DEC 2017	\$ 7,834	\$ 38,265	116.0%	DEC 2018	\$ 14,138	\$ 71,672	168.0%
JAN 2017	\$ 4,409	\$ 25,675	83.1%	JAN 2018	\$ 8,408	\$ 46,673	141.4%	JAN 2019	\$ -	\$ 71,672	168.0%
FEB 2017	\$ 4,490	\$ 30,165	97.7%	FEB 2018	\$ 7,976	\$ 54,649	165.6%	FEB 2019	\$ -	\$ 71,672	168.0%
MAR 2017	\$ 5,497	\$ 35,662	115.5%	MAR 2018	\$ 9,327	\$ 63,975	193.9%	MAR 2019	\$ -	\$ 71,672	168.0%
APRIL 2017	\$ 5,753	\$ 41,415	134.1%	APRIL 2018	\$ 10,154	\$ 74,129	224.6%	APRIL 2019	\$ -	\$ 71,672	168.0%
MAY 2017	\$ 5,610	\$ 47,025	152.3%	MAY 2018	\$ 10,033	\$ 84,162	255.0%	MAY 2019	\$ -	\$ 71,672	168.0%
JUNE 2017	\$ 5,550	\$ 52,575	170.3%	JUNE 2018	\$ 10,054	\$ 94,216	285.5%	JUNE 2019	\$ -	\$ 71,672	168.0%
	YTD TOTAL	\$ 52,575			YTD TOTAL	\$ 94,216			YTD TOTAL	\$ 71,672	
2016-17 budgeted rev			\$30,880	2017-18 budgeted rev			\$33,000	2018-19 budgeted rev			\$42,650

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
DECEMBER 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
NOVEMBER 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
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

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
DECEMBER 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
NOVEMBER 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
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
DEC 2012	\$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
NOV 2011	\$3,117,891.72	0.50%	\$1,187	\$413,112.21	\$403,301.34	0.60%	\$16.00	\$225,973.01	0.30%	\$4,160,278.28
OCT 2011	\$2,748,637.55	0.50%	\$1,219	\$412,939.26	\$201,407.61	0.11%	\$16.80	\$183,095.21	0.30%	\$3,546,079.63
SEPT 2011	\$2,889,429.39	0.50%	\$1,181	\$412,576.61	\$201,390.81	0.09%	\$20.00	\$274,778.17	0.30%	\$3,778,174.98
AUG 2011	\$2,830,626.02	0.50%	\$1,208	\$412,260.82	\$201,370.81	0.12%	\$21.01	\$257,051.10	0.30%	\$3,701,308.75
JULY 2011	\$2,823,886.31	0.50%	\$1,131	\$411,865.49	\$201,349.78	0.15%	\$25.65	\$375,954.32	0.30%	\$3,813,055.90
JUNE 2011	\$2,618,935.24	0.50%	\$2,031	\$411,720.26	\$201,324.13	0.15%	\$24.82	\$2,352,564.72	0.30%	\$5,584,544.35
MAY 2011	\$5,064,567.65	0.50%	\$2,141	\$411,660.24	\$201,299.33	0.15%	\$27.85	\$188,677.49	0.30%	\$5,866,204.71
APR 2011	\$5,141,251.32	0.50%	\$2,125	\$411,265.21	\$201,271.48	0.15%	\$33.08	\$33,359.78	0.30%	\$5,787,147.79
MAR 2011	\$5,160,417.03	0.50%	\$2,183	\$410,874.97	\$201,238.40	0.21%	\$36.66	\$323,380.60	0.20%	\$6,095,911.00



City Council Calendar of Events and Items

December 2019

July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019
<p>July 9, 2019: City Council Meeting</p> <p>July 19, 2019: City Nite Out</p> <p>July 23, 2019: City Council Meeting</p>	<p>August 29, 2019: City Council Meeting • City Manager Recruitment</p>	<p>Sept. 10, 2019: City Council Meeting</p> <p>Sept. 19, 2019: City Manager Recruitment Reception</p> <p>Sept. 20, 2019: City Manager Interviews and Ex. Session</p> <p>Sept. 24, 2019: City Council Meeting</p> <p>APP Deadlines:</p> <ul style="list-style-type: none"> • Freeway Ramp Enhancement • Food Scrap Program 	<p>Oct. 10, 2019: City Council Meeting</p> <p>Oct. 22, 2019: City Council Meeting</p> <p>Oct. 26, 2019: Pumpkin Fest</p> <p>APP Deadlines:</p> <ul style="list-style-type: none"> • Safety Training • City Hall size and Property Selection <p>Oct. TBD 2019 Arata Road Opening</p>	<p>Nov. 12, 2019: City Council Meeting</p> <p>Nov. 20, 2019: Bill Peterson last Day</p> <p>Nov. 21, 2019: New City Manager Start date</p> <p>Nov. 26, 2019: City Council Meeting</p>	<p>Dec. 7, 2019: Tree Lighting Event</p> <p>Dec 18, 2019: City Council Meeting</p> <p>APP Deadlines</p> <ul style="list-style-type: none"> • Arata Road Fence • Sewer IGA • Sewer sub-basin plan • IT Strategic Plan • Best Practice Report • Waste Reduction Strategy



City Council Calendar of Events and Items

December 2019

Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020
<p>Jan. 16, 2020: City Council Meeting</p> <p>Jan. 28, 2020: City Council Meeting</p> <p>APP Deadlines:</p> <ul style="list-style-type: none"> • Utility Undergrounding 	<p>Feb. 1, 2020: City Council Retreat</p> <p>Feb. 13, 2020: City Council Meeting</p> <p>Feb 25, 2020: City Council Meeting</p> <p>APP Deadlines:</p> <ul style="list-style-type: none"> • Two City Rec Program Evaluation 	<p>March. 10, 2020: City Council Meeting</p> <p>March 26, 2020: City Council Meeting</p> <p>APP Deadlines:</p> <ul style="list-style-type: none"> • Multi-Year Capital Fund Plan • Broadband Feasibility • Opportunity Zone Promotion • Main Streets on Halsey Zoning Code • All-Staff Team Building 	<p>April 11, 2020 Easter Egg Hunt</p> <p>April 16, 2020: City Council Meeting</p> <p>April 28, 2020: City Council Meeting</p> <p>April TBD, 2020: Budget Hearing</p> <p>APP Deadlines:</p> <ul style="list-style-type: none"> • Electronic Permit Evaluation • Safety Training • Tree Planting 	<p>May TBD 2020 Appreciation Dinner</p> <p>May 12, 2020: City Council Meeting</p> <p>May 28, 2020: City Council Meeting</p> <p>APP Deadlines:</p> <ul style="list-style-type: none"> • Hawthorne Park Improvements • Additional Sewer Treatment Capacity • Design of New City Hall • Implement 238th Façade Program 	<p>June 9, 2020: City Council Meeting - Budget Adoption</p> <p>June 23, 2020: City Council Meeting</p> <p>June 19-21, 2020: City Garage Sale Weekend</p> <p>June 27, 2020: Cleanup Day</p> <p>APP Deadlines:</p> <ul style="list-style-type: none"> • Transportation System Projects • Weland Park Design



City Council Agenda Item Staff Report

Meeting Date: December 18, 2019

TO: Mayor and Councilors
FROM: Greg Dirks: City Manager
DATE: December 9, 2019
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:** The Arata road project has once again been delayed, with most of the finish now projected in January of 2020, and additional items in the summer of 2020. Work on Fencing cannot begin until the completion of the County road work in January, and staff is planning to begin the fencing project in February/march of 2020, with a neighborhood meeting in January.
- 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:** Work is pending.

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 work station 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.

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 well underway. Completion is anticipated in January.

3.3 Transportation System Investments (Maple Lane dig out, crack seal and slurry): The project was completed in early October.

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 has been directed to put together a scope for the basin plan.

3.7 Underground Power Utility, 238 to 244 on Halsey: Initial work with PGE has identified the project and had the project identified with a name and potential scope along with timing in the PGE system.

3.8 Freeway Ramp Enhancement: Investigations in implementation have identified significant additional actions that would need to be taken to make this a reality. A report will be delivered to the Council on future options and programs.

3.9 Wetland Park Design: The acquisition of the property from the Grand Ronde is anticipated in January. Design of the park will then be let for a design contract.

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. The next update meeting is scheduled for February.

Goal 4 Long-term financial stability and Economic Vitality

4.1 Promote Opportunity Zones: Two efforts to connect developers with Opportunity Zone investors have been completed. The Williams Dame connection was successful.

4.2 Develop Long Term IT Plan: Preliminary staff work is underway, with a report pending after the new year.

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 the intent is to finalize all the schematics (interior and exterior) in December.

4.4 Main Street on Halsey; Opportunity sites and Zoning Code Revisions: Contract awarded through Fairview and work is underway with the consultants.

4.5 Implement Façade/Renovation Plan on 238: The report has been prepared and delivered to the City Council. No specific work on the implementation is anticipated until after the first of the year.

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 is scheduled for December 19th.

5.2 Staff Team Building Once Annually: No work to date.

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: Active work with Fairview and the board has resulted in an active program that appears to be successful. A two-city Council meeting was held on December 4th, and a three-year extension of the program will be presented to each Council after the new year.

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.

Fiscal Impact

As identified in the budget document.

City Goal

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

Suggested Motions

None

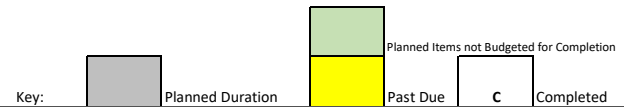


2019-2020 Annual Performance Plan

Adopted April 4, 2019

Status Report December

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.



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	Bill/CM												
	Recruit and Employ a new City Manager	Bill				C								
	Create MultiYear Capital Plan, All Funds	Seth												
GOAL 2														
Excellent police, fire and building services.	Evaluate Electronic Permitting and Permit Costs	Seth/John												
GOAL 3														
High Quality, Cost Effective Public Utilities, Parks and Events	Scheduled City Events	Greg	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	Bill/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	Bill/Greg			C									
	Develop Long Term IT Plan	Seth												
	Complete Design/Construction of City Hall	Bill/CM												
	Main Street on Halsey Zoning Code Project	Bill/CM												
	Implement Façade Renovation Program	Greg												
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												
GOAL 7														
Environmental Responsibility	Waste Reduction Strategy	Greg							C					
	Complete Food Scrap Mandatory Regional System	Greg	C											
	Tree Planting and Tree Program	John								C				