

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
February 24, 2015
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Discussion: Fire Contract Negotiations Update
3. Discussion: Brush Up Wood Village Applications
4. Discussion: Annual Cleanup Day
5. Resolution 6-2015: Park Master Plan Contract Award
6. Resolution 7-2015 Referring to the Voters of the City of Wood Village to consider amendments to the City Charter

Public Works

- Director's Report

Finance Director

- Director's Report

City Administrator:

- City Calendar
- Annual Performance Plan

City Attorney:

Mayor and Council Comments:

Committee Reports:

EMCTC – Tim Clark, Alt. Patricia Smith

MPACT – Tim Clark

East Metro Economic Alliance (EMEA) – Patricia Smith

Neighborhood Watch – Patricia Smith

Parks & Recreation Commission – Patricia Smith

School District – Scott Harden

ANNUAL PERFORMANCE PLAN WORKSHOP

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).



Update on Fire Bargaining With Gresham
City Council Agenda Item Staff Report

Meeting Date: February 24, 2015

TO: Mayor and Councilors
FROM: Bill Peterson: City Administrator
DATE: February 17, 2015
SUBJECT: Fire Contract Bargaining with Gresham

Requested Council Action

Receive an informational update on the status of bargaining with the City of Gresham for the provision of fire and emergency services.

Background

The City of Wood Village actively engaged in the development of service delivery alternatives for fire service. Beginning two years ago, and extending through the completion of work in the spring of last year, the City worked with Portland State University to evaluate a series of alternatives for the provision of fire services to not only Wood Village, but to the Cities of Fairview and Troutdale. In two separate briefings to the City Council at annual retreats, the range of alternatives available for fire service was presented, and direction provided by the City Council as follows:

FIRE SERVICES CONTRACT

1. Gresham is currently trying to change training process and develop a two man quick response team with a paramedic.
2. Current contract does not have defined service levels.
3. The payments from the three Cities reduce Gresham's overall net costs. Gresham would have the same costs without the fire contract.
4. Residents of the three Cities are currently paying 20-30% less than Gresham residents.
5. The fire service is looking for a way to charge directly to Senior Care Centers that generate a high number of calls.
6. Troutdale very interested in exploring other options, Fairview divided.

Fire Contract Concerns and Comments

1. Possibility of Troutdale and Fairview not interested in other options.
2. The Council would like to make their own decision not have the decision made for them by Troutdale or Fairview.
3. Risk that cost of fire services could change to high contribution while the use remains medium to light.
4. Would like to hear complete study from PSU before making decisions.
5. Concern about going with a more expensive option for no additional services.

6. If renewing with Gresham would like to negotiate the annual increase percentage to be dependent on level of service provided.
7. Would like a mediator and/or PSU involved in negotiations.
8. Establish key values/attributes we would like for a fire/EMS service.
9. Open negotiations with Gresham before we eliminate all alternative options.
10. What would our options be if we went with a levy and it failed?
11. Concern that Gresham will not want to contract just fire services because the amount will be too small.
12. Consider building a combined MCSO/Public Safety Center at City Hall with Fire & EMT in the long term.
13. Develop a critical timeline of next steps for the Council.

Initial Thoughts on Options

	Likes	Dislikes
Scott	Staying with Gresham (1) Giant Fire District (6) Contracting Option (4)	Volunteer options
Stan	Staying with Gresham, renegotiate Contract with Gresham for fire and outside for EMS Giant Fire District	Volunteer options Fire Station Building
Tim	3 City Fire District Contract with Gresham	Volunteer options Doing nothing
Pat	Contract Fire/EMS separately (4) Fire District	Staying with Gresham Fire Station Building
Mark C	Contract Fire/EMS separately (4) Stay with Gresham	None

While initiating bargaining with Gresham, we have been pursuing alternate methods to provide the service. The most promising of the alternatives is to provide EMS services through a lower cost provider with the use of different equipment and fewer personnel directly engaged in the effort. While a potential cost saving approach, the existing Multnomah County Emergency Services ordinance precludes the option. Conversations with Chair Kafoury and separate meetings and conversations with Darrell Knot, Administrator of Emergency Medical Services for the County health department. Mr. Knot responded with the following written (e-mail) statement:

During our meeting you wanted to know if the County would consider approving a proposal for the City of Wood Village to provide EMS first response by other than fire departments or if such a proposal would be considered a "non-starter". Our response to this question is that it should be considered a non-starter. The County has authority under state law and County ordinance to create the Ambulance Service Plan. The Plan covers first response services for medical emergencies. As a result, a city within Multnomah County could not separately contract with an ambulance service to provide first response.

Other key alternatives we preferred included working with Multnomah Rural Fire District #10 as a contract provider. Several issues have emerged with this potential, first the district is not in the direct fire service business, as they contract with Gresham to provide all fire services in their borders, and second, due to financial constraints on the construction of a new fire station, the district is reluctant to step forward in contracting. They are very willing to work toward the potential inclusion of the Cities within the district (a public vote to rejoin the fire district and

permit them to levy their tax rate of \$2.75 per thousand to provide fire service. For comparison, the Wood Village total permanent tax rate is \$3.14 per thousand for all services including fire.)

The alternatives that dealt with creating a new fire department for the Tricities have not been actively pursued pending the status of negotiations with Gresham.

The City Council has been traced with all information in the written exchange between parties, along with copies of the bargaining notes. In summary, the status today is as follows:

1. Tricities initiate bargaining by naming a cooperative bargaining team from all three cities (administrator and one councilor from each city) and sending a letter to Gresham with a “statement of principles” and an opening cost of \$1.38 per thousand equivalent (same level as current cost).
2. Gresham responds with agreement that a contract will have to include additional information on the service levels and provision of reporting, and establishes their base equivalent cost of service at \$1.80 (alternately \$1.93 to match Gresham residents), an escalator of 4.33%
3. Bargaining teams from Gresham and the TriCities met to have a first round of face to face bargaining. Several key points on costing were reached, including that overheads for Gresham Central Services, Legal, portions of property and ownership of equipment costs, and overhead for general government would not be included in the cost basis for calculating the tax rate equivalencies for service cost.
4. Cities representatives meet and review detail budgetary basis for calculations, and agree to the level of allocation to the Tricities for bargaining purposes.
5. Gresham prepares a proposal, with the following terms:
 - a. Basis for equivalent cost is \$1.74, a discount of 7.5% is applied, reducing the rate to \$1.61
 - b. Phase in would be two years, with \$1.44 in year one, and \$1.61 in year two
 - c. Adjustments after year one would be based on a “rolling three year average”
 - d. Significant reporting and Fire Management availability offered in lieu of specific performance standards
6. City bargaining team representatives renamed following changes at election, meetings with technical review groups in the Tricities and with a Gresham financial representative take place to refine the costs and understand the proposed three year language along with other provisions.
7. New bargaining team assembles and reviews the status of the bargaining to date and provides direction to the administrators on next steps.

Staff members from the Tricities are now working on a draft IGA along with specific counter proposals as directed by the fire bargaining team.

Next Steps

Prepare a formal IGA offer with alternatives to Gresham and meet to further bargain specific terms.

Fiscal Impact

The first cost of renewal at \$1.44 represents a reduction from the current costs incurred for this service in Wood Village. The rates of \$1.61 and above for the period will result in higher costs for the provision of fire and emergency services. We currently incur the equivalent of \$1.50 per thousand in Wood Village.

City Goal

This activity ties to the City Council GOAL 2: Excellent police, fire and building services.

Suggested Motions

No specific motion is suggested. If the Council wishes to get into specific counter proposals, we will need to be very cautious about disclosing bargaining positions to Gresham.



City Council Agenda Item Staff Report

Meeting Date: February 24, 2015

TO: Mayor and Councilors

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

DATE: February 17, 2015

SUBJECT: Brush Up Wood Village Program

Requested Council Action

Review and approve a Brush Up Wood Village Program.

Background

The Brush Up Wood Village Program was established by the City Council in September of 2012. The purpose of the program is to paint the exterior of a home within the City to help improve the appearance of the neighborhood, and the City painted their first home in July of last year. Staff presented options for the 2015 Brush Up Wood Village program during the September City Council meeting. The Council directed that the program be operated in the same manner as last year which included the following criteria:

- Must be an owner occupied single family home, and at least one of the following: All residents of the home are at least 60 years old, or all occupants are disabled, or the household income falls within HUD's guidelines. For a family of four that means the household income must be below \$55,500 a year.

Staff promoted the program from January 5th through February 13th. The program was advertised on the City's website and in the January newsletter. Staff did not receive any applications or inquiries as of the February 13th deadline. Staff is now requesting direction for the next steps of the program. Alternatives that were discussed in September include:

- The program could be changed from a house painting event to a community beautification and cleanup event. While still being called Brush Up Wood Village, the program could shift from painting a home to cleaning up graffiti and picking up litter, or replanting a section of the Park or right of way. The program could function with quarterly litter patrols in targeted areas such as Arata, Halsey and 238th. The program could also function to help people paint over graffiti on fences and other structures on an as needed basis.
- Another alternative is to conduct additional repairs on the home that was painted last year. The homeowner recently came into City Hall to pay a bill and stated how nice the home looks, and how thankful she was that the work was conducted. The home could

use work around the fascia and gutters, as well as landscaping and painting of a shed in the back yard. This program could be used to help complete those items.

Next Steps

The current APP timeline has the Brush Up event taking place in April or May. Staff will follow through with the program as directed by the Council.

Alternatives

The Council has an array of alternatives for this program and several are listed above. In addition to the options above the Council could also elect to revise the program with additional features/requirements and re-advertise, or discontinue the program altogether.

Fiscal Impact

\$2,500 was budgeted for this year's event. The Brush Up event from last year cost \$800.

City Goal

The successful completion of this event will help achieve City Goal 1: A safe, clean livable community with a sense of pride, quality housing, and strong identity.

Suggested Motions

No specific motion is suggested, staff is seeking direction on the next steps for the program.



City Council Agenda Item Staff Report

Meeting Date: February 24, 2015

TO: Mayor and Councilors

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

DATE: February 17, 2015

SUBJECT: Annual Wood Village Cleanup Day

Requested Council Action

Approve the plan for 2015 Wood Village Cleanup Day

Background

For several years the City has offered a spring cleanup event, and the last two years have been a community drop off event. This event qualifies for the disposal vouchers from Metro which helps make this event possible. Last year the City collected 12.12 tons of solid waste, 1.6 tons of scrap metal, and lots of tires. In addition to the solid waste, the City collected one 55 gallon barrel of canned food for SnowCap

Staff has met with representatives from Waste Management and Metro, and the proposed program will operate essentially the same as last year. Items for disposal include:

- Bulky Waste Drop Off
 - Furniture, mattresses, carpet, tires, toilets, sinks and tubs
- Scrap Metal
 - Washers, dryers, refrigerators, freezers, water heaters, bicycles, BBQ, lawnmowers, other scrap metal. All oil, gas and propane must be drained or removed.
- Hazardous Items and Waste will not be accepted
 - Fluorescent fixtures and polystyrene can be recycled at Gresham's Earth Day event on April 18th.
 - Electronics must be taken to an E-Cycle drop off facility. Closest facility is the Salvation Army drop off in the Fred Meyer parking lot.
 - Metro will have a hazardous chemical drop off in Gresham on May 16th and 30th.
- Yard debris will remain the same – Drop off at Troutdale Transfer Station

In addition to the drop off portion of the event, usable furniture will be on display for people take. The remaining usable furniture will be donated to a non-profit group. All other items will be sorted and disposed.

Staff is recommending a load limit of no more than one (1) full size pickup load, or one eight (8) ft trailer per trip. This process helps expedite the unloading process and avoids long lines.

The proposed date is Saturday, May 2, 2015. This is different from the mid-May date range for the cleanup day because Waste Management requested the earlier date. Dean Kampfer from Waste Management requested the date because they are conducting the Troutdale cleanup the same day, and it will save them on overtime costs. There will also be less confusion if Wood Village residents go to the Troutdale location by mistake.

The cleanup day event is being proposed as a five (5) hour event running from 9am-2pm. There is an estimated one hour for setup, and one hour for cleanup for a total of seven hours.

Volunteers will be needed to help organize and run the cleanup event. The following outlines the number of volunteers needed:

- Check-in Station: 2 volunteers
- Drop off Station: 4 sets of 4 people – 16 volunteers
- Furniture Booth: 4 volunteers

Last year the event operated in one shift with just under 20 volunteers. Staff will contact area businesses and organizations for volunteer support. In addition to volunteers, supplies such as work gloves and carts will be needed for the volunteers to transport the items. Staff will work with area businesses to purchase or use these items.

The City can have the option to have a curbside pickup for elderly or disabled residents. The City offered that service last year, and one household used that service. Waste Management indicated that they will pick up the items for elderly and disabled people.

City staff has contacted the Wood Village Baptist Church to once again be the host site for the event. The church indicated that they are willing to host the event, and have reserved the date.

Next Steps

If approved, staff will finalize the program with Waste Management. The event will also be advertised in the March newsletter, and on the City's website. Staff has already received 15 disposal vouchers from Metro for the program.

Alternatives

1. Take no action; do not have a City cleanup day event
2. Have the event be a curbside pickup again. This action would result in the City paying all the disposal costs.
3. Adopt the staff recommendations of a drop off event.

Fiscal Impact

The current franchise agreement with Waste Management includes a community cleanup day provision. Waste Management will provide the containers, transportation and dumping of the material up to the Metro voucher limit. The City received 15 vouchers for this year's event. Last year the City used nine vouchers.

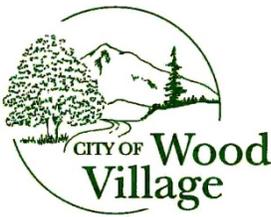
Additional costs that the City will have to pay for include gloves other small supplies for the volunteers, and food/beverages. \$1,000 was placed in the budget for the event.

City Goal

The successful completion of this event would help achieve City Goal 1: A safe, clean livable community with a sense of pride, quality housing, and strong identity. It will also help accomplish City Goal 7: Environmental Responsibility.

Suggested Motions

I move to approve the 2015 City Cleanup Day as presented or modified.



City Council Agenda Item Staff Report

Meeting Date: February 24, 2015

To: Mayor and City Council

From: Bill Peterson: City Administrator

Authored by: Scott Sloan

DATE: February 18, 215

SUBJECT: City of Wood Village Parks Master Plan Consultant Selection

Requested Council Action

Acceptance of the Parks and Recreation Board recommendation to direct staff to begin negotiations for Master Plan scope, cost and contract with Conservation Technix, Inc.

Background

The Wood Village City Council and administrative staff adopted the 2014-2015 Annual Performance Plan in May of 2014 and an item from Goal 3, *High Quality, Cost Effective Public Utilities, Parks and Events* was the development of a current and more responsive Parks Master Plan.

An early effort was made by the newly formed Parks and Recreation Commission to define its park in October, 1989 and a development plan was completed and presented to Council in April, 1990. In 1996 grant funding became available for a Master Plan and it was adopted in June, 1996. This Master Plan has been amended a number of times – February, 2002, August, 2003, May, 2004, April, 2006 and most recently, in December, 2010.

In October, 2014 a Request for Proposals was written and advertised both on the City's website and the Daily Journal of Commerce. All proposals were submitted by October 28th. On January 20, 2015 the Parks and Recreation Commission agreed to participate in the selection process and from the four respondents to the RFP, two consultants, Cameron-McCarthy, and Conservation Technix were chosen to interview at the Commission meeting held February 17, 2015. Conservation Technix was the unanimous choice, primarily based on methods for community outreach and involvement and familiarity of DLR Park and appreciation of the budgetary restrictions.

Next Steps

At Council direction staff will begin scope, cost and contract negotiation/preparation with the chosen consultant. The consultant expressed their ability to begin data and information gathering immediately from the community and staff. The RFP requested the Master Plan be completed in four months from the signing of the contract.

Alternatives

- Dismiss Parks and Recreation Board recommendation and accept runner-up consultant;
- Dismiss the previous RFP and re-advertise for a greater number of respondents;

- Because of the time limitations and age of the existing Master Plan, by law, to do nothing is not an option.

Fiscal Impact

- Budget for the Parks Master Plan was established last year for fiscal year 2015-2016 in the amount of \$25,000. Scope and cost of the Master Plan will be negotiated to this amount, accruing no further cost without the authorization of Council.

Suggested Motion

“I move to approve Resolution 6-2015, a resolution to authorize the City Administrator to enter into a contract negotiations and execution with Technix or the next qualified firm if negotiations are unsuccessful for the preparation of a Park Master Plan.”

RESOLUTION NUMBER 6-2015

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO CONTRACT NEGOTIATIONS AND EXECUTION WITH TECHNIX FOR THE CREATION OF A PARK MASTER PLAN

WHEREAS:

1. The Annual Performance Plan for Fiscal Period 2014-2015 includes the completion of an updated Park Master Plan, and
2. The current Park Master Plan was adopted in 1996 with the most recent revisions in 2010, and
3. Several sections, policy statements and projects have either been completed, are outdated, or could benefit from a review, and
4. Having an updated and comprehensive Master Plan will provide clear direction for park development, and will assist in competing for grant funding to complete park projects.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Wood Village as follows:

The City Administrator is authorized to enter into a contract negotiations and execution with Technix or the next qualified firm if negotiations are unsuccessful for the preparation of a Park Master Plan

Motion to approve by _____; seconded by _____ and adopted this 24th day of February, 2015.

YEAS _____ NAYS _____

PATRICIA SMITH, MAYOR

ATTEST

Greg Dirks, City Recorder

RESOLUTION 7- 2015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOOD VILLAGE REFERRING TO THE VOTERS AT THE MAY 19, 2015, SPECIAL ELECTION, A BALLOT MEASURE TO AMEND THE CITY OF WOOD VILLAGE HOME RULE CHARTER TO UPDATE PROCEDURAL AND ADMINISTRATIVE REQUIREMENTS AND CLARIFY LANGUAGE.

WHEREAS, the City of Wood Village Home Rule Charter of 1953 has not been comprehensively updated since 2002; and

WHEREAS, since the last comprehensive update, state laws affecting the city have changed, the League of Oregon Cities has issued an update model charter for cities, and interpretational questions have arisen;

WHEREAS, some provisions could be clarified to be more readable and/or grammatically correct;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wood Village that:

Section 1. An election is hereby called on the May 19, 2015 Special Election to refer to the voters of the City of Wood Village the following question:

QUESTION: Shall the Wood Village City Charter be amended to update and clarify certain procedural and administrative provisions?

The primary purpose of the measure is to update and clarify City procedures and administrative provisions.

Section 2. The notice and ballot title for the measure shall be as shown in attached Exhibit A, incorporated by reference herein.

Section 3. If the Measure is approved by the voters on May 19, 2015, the Wood Village Charter shall be amended as shown in attached Exhibit B (deletions indicated by ~~striketrough~~ and additions by **bold text**), incorporated by reference herein.

Section 4. The explanatory statement for the Measure shall be as shown in attached Exhibit C.

Section 5. This resolution is hereby filed with the City Recorder of the City of Wood Village acting as the City Elections Official. The City Recorder is hereby directed to file a certified copy of this resolution along with all other required documents with the appropriate Multnomah County Elections Official, no later than the close of business on March 19, 2015. The City Recorder is further directed to give notice of the ballot title and of this election in the manner set forth in the Wood Village Charter and state law.

Motion to approve by _____, seconded by _____ and adopted this 24th day of February 2015

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YEAS _____ NAYS _____

PATRICIA SMITH, MAYOR

ATTEST:

GREG DIRKS
CITY RECORDER

EXHIBIT "A"

CAPTION:

CHARTER AMENDMENT TO UPDATE PROCEDURES, CLARIFY PROVISIONS.

QUESTION:

Shall the Wood Village City Charter be amended to update and clarify certain procedural and administrative provisions?

SUMMARY:

This measure would make several housekeeping amendments to the Charter to update provisions and clarify terms. The amendments:

- Add a provision reserving initiative and referendum to the City voters as required by the Oregon Constitution.
- Clarify that the council adopts legislation by ordinance, administrative rules by resolution, and quasi-judicial decisions (for example permit appeals) by order, consistent with most cities.
- Revise language from the 1953 charter to eliminate inferences that the mayor or a councilor cannot attend a meeting electronically.
- Change the title of the chief executive officer from "city administrator" to "city manager" to reflect the duties of office approved by the city voters in 2002.
- Eliminate the requirement that an ordinance be read twice by title prior to enactment as long as the proposed ordinance is made available to the public at least a week in advance of the meeting.
- Eliminate provisions relating to elections now governed by state law.
- revise language, correct grammar, and reorganize some provisions to improve clarity.

I hereby certify that I prepared the above ballot title.

Jeffrey G. Condit
City Attorney

EXHIBIT "C"

EXPLANATORY STATEMENT

This Wood Village Charter amendment is referred to the voters by the City Council. Under the Oregon Constitution, city voters are empowered to enact or amend a home rule charter for their city. The charter establishes the structure and functions of city government and the powers and duties of the elected and appointed city officers. The charter was first adopted in 1953.

The City Council periodically reviews the charter to determine whether updates should be referred to the voters. The last comprehensive update was in 2002. Since that time, state law has changed, the League of Oregon Cities has updated the Model Charter for Oregon Cities, and several interpretational questions have arisen under the existing language. If approved, the measure would:

- Add a provision reserving the powers of initiative and referendum to the City voters. City voters have this right under the Oregon Constitution, but that right has not been referenced in the charter.
- Clarify that the council adopts legislation by ordinance, administrative rules and expressions of polity by resolution, and quasi-judicial decisions (for example permit decisions) by order. Currently the city council enacts legislation by ordinance and makes other official decisions by resolution. The amendment will bring Wood Village into conformance with standard practice and avoid unnecessary litigation over form of enactment.
- Revise language from the 1953 charter to eliminate inferences that the mayor or a councilor cannot attend a meeting electronically without being considered absent. This language does not take into account that the mayor or any councilor may attend meetings electronically under Public Meetings Law.
- Change the title of the city's chief executive officer from "city administrator" to "city manager." In 2002, the voters changed the powers and duties of the city administrator to that of a city manager, but did not change the title. The title "city manager" has a generally understood meaning in municipal government. Changing the title will eliminate potential external confusion as to the City's governance and could assist with recruitment of qualified individuals.
- Eliminate the requirement that an ordinance be read twice by title prior to enactment as long as the ordinance is made available to the public at least a week in advance of the meeting. The new language is from the Model Charter.
- Eliminate provisions in the Elections Chapter that are now governed by state law. The deleted provisions date to when cities ran their own elections. Now all local elections are run by the county elections office under the Oregon Secretary of State.
- revise language, correct grammar, and reorganize some provisions to improve clarity and readability. These changes include combining the two provision relating to the mayor into a

single provision, moving ordinance enforcement into the ordinance chapter, editing improper capitalization, and replace less clear language relating to the city manager and city attorney and vacancies in office. The new language is from the model charter and generally does not make any substantive change to existing powers, duties, or roles.

EXHIBIT B
PROPOSED CHARTER TEXT AMENDMENTS

CHARTER
for the CITY OF WOOD VILLAGE
Multnomah County, Oregon

AN ACT

To provide for the government of the City of Wood Village, Multnomah County, Oregon.

Be it enacted by the people of the City of Wood Village, Multnomah County, Oregon:

CHAPTER I
NAME AND BOUNDARIES

Section 1. TITLE OF ENACTMENT. This enactment may be referred to as the Wood Village Charter of 1953 as amended November 6, 1962, February 14, 1968, May 20, 1986, November 4, 1997, **November 5, 2002**, and May 16, 2006.

Section 2. NAME OF CITY. The City of Wood Village, Multnomah County, Oregon, shall continue to be a municipal corporation with the name "City of Wood Village."

Section 3. BOUNDARIES. The City of Wood Village includes all territory encompassed by its boundaries as they now exist or may be modified by the voters, the ~~City Council~~ **city council**, or any other agency with the legal power to modify the boundaries.

CHAPTER II
POWERS

Section 4. POWERS OF THE CITY. The city shall have all powers, rights, privileges and immunities which the constitutions, statutes, and common law of the United States of America and the State of Oregon expressly or impliedly grant or allow municipalities as fully as though this charter specifically enumerated each of those powers, rights, privileges and immunities.

Section 5. CONSTRUCTION OF CHARTER. In this charter, no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to the end that the city may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to the laws and to the municipal home rule provisions of the constitution of the State of Oregon.

~~Section 6. EXERCISE OF POWER. The city's exercise of a right, power, privilege or immunity where not prescribed by constitution or law shall be in the manner prescribed in this charter, or, where not prescribed by the constitution, law or this charter, then in the manner prescribed by ordinance or resolution of the City Council.~~

Section 6. DISTRIBUTION. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.

CHAPTER III

FORM OF GOVERNMENT

Section 7. WHERE POWERS VESTED. Except as this charter provides otherwise, all powers of the city shall be vested in the ~~Council~~**council**.

Section 8. COUNCIL. The ~~Council~~**council** shall be composed of five ~~Councilors~~**councilors** elected from the city at large.

Section 9. COUNCILORS. Councilors shall be elected at the biennial general election for a term of office of four years. Terms shall be staggered so that three ~~Councilors~~**councilors** are elected at one general election and two at next general election.

Section 10. MAYOR. The ~~Council~~**council**, from its members shall elect a mayor at the first meeting of the ~~Council~~**council** in each odd numbered year for a term of two years.

Section 11. OTHER OFFICERS AND EMPLOYEES.

A. Additional officers of the city shall be a ~~City Administrator~~**city manager** and a ~~City Attorney.~~ ~~Each of these~~**city attorney**. ~~These~~ officers shall be ~~nominated by the Mayor and~~ appointed and **may be removed by vote of** a majority of the whole ~~Council~~**council** ~~which shall include the Mayor.~~ ~~council including the mayor.~~ **The appointment of these officers must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management and local government law, respectively.** Their tenure shall not be for any stated or fixed period of time. They shall serve at the pleasure of the ~~Council~~**council**.

B. ~~The Council may create additional~~**Additional** employee positions as it may ~~deem~~**be created or eliminated as deemed** necessary or convenient for the operation of the City **and within the city budget**. The ~~Council~~**council** may adopt personnel policies and a classification and compensation plan to govern the employment relationship. ~~City employees shall be appointed, supervised, promoted, disciplined and removed by the City Administrator as provided in Section 23 of this Charter, subject to the personnel policies and classification and compensation plan, if any, adopted by the Council.~~

Section 12. SALARIES~~COMPENSATION~~. The **council must authorize the** compensation ~~for the services of each city officer shall be the amount fixed by the Council~~**city officers and employees as part of its approval of the annual city budget.**

Section 13. QUALIFICATIONS OF OFFICERS. No person shall be eligible for an elective office of the city unless at the time of election the person is a qualified voter within the meaning of the state constitution and has resided in the city ring the twelve months immediately preceding the election. No person currently employed by the city shall be eligible for an elective office of the ~~City~~**city**. The ~~Council~~**council** shall be final judge of the qualifications and election of its own members, subject, however, to review by a court of competent jurisdiction. The voter and residence qualifications provided in this section shall not have application to appointive officers.

CHAPTER IV

COUNCIL

Section 14. MEETINGS. The ~~Council~~**council** shall hold a regular meeting at least once each month at a time and at a place in the city which it designates. It shall **by resolution** adopt rules for the government of its members and proceedings. The ~~Mayor~~**mayor** may, upon his or her own motion or at the request of three ~~Members~~**members** of the ~~Council~~**council** then in the city, call a special meeting of the ~~Council~~**council**. All meetings shall comply with the State of Oregon Public Meetings Law.

Section 15. QUORUM. A majority of members of the ~~Council~~**council** shall constitute a quorum to transact business, but a smaller number may meet and compel the attendance of absent members ~~in a manner provided by ordinance~~**as prescribed by council rules.**

Section 16. JOURNAL. The ~~Council~~**council** shall keep a record of its proceedings pursuant to the State of Oregon Public Records and Public Meetings Laws.

Section 17. MEETINGS TO BE PUBLIC. All deliberations and proceedings of the ~~Council~~**council** shall comply with the State of Oregon Public Meetings Law.

Section 18. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. ~~The Mayor shall be chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions before it. The Mayor shall have authority to preserve order, enforce the Rules of the Council and determine the order of business under the rules of the Council.~~ **The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the**

order of business under council rules. The mayor is a voting member of the council and has no veto authority. With the consent of council, the mayor appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

Section 19. PRESIDENT OF THE COUNCIL. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the ~~Council by ballot shall~~**council must** elect a president from its membership. ~~In the Mayor's absence from a Council meeting, the president shall preside over it. Whenever the Mayor is unable to perform the functions the office, due to illness, absence from the city or other cause, the President of the Council shall act as mayor and while so acting, shall be clothed with all the power, authority, duties and functions vested in the Mayor by this charter and the ordinances of the City of Wood Village~~**The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.**

Section 20. VOTE REQUIRED. Except as this charter otherwise provides, the concurrence of a majority of the members of the ~~Council~~**council** present at a ~~Council~~**council** meeting shall be necessary to decide any question before the ~~Council~~**council**.

CHAPTER V

POWERS AND DUTIES OF APPOINTED OFFICERS

Section 21. ~~MAYOR.~~ The Mayor shall appoint the committees provided by the rules of the Council. ~~The Mayor shall sign all approved records of proceedings of the Council and countersign all orders on the treasury. The Mayor shall have no veto power and shall sign all ordinances passed by the Council within three days after their passing. Upon the approval of the Council, the Mayor shall endorse all bonds of city officers and all bonds for licenses, contracts, and proposals.~~

Section 22. PENALTIES FOR VIOLATION OF ORDINANCES. The Council may by ordinance establish the penalties for violation of any City ordinance.

Section 23. CITY ADMINISTRATOR.

Section 21. CITY MANAGER.

A. ~~The City Administrator shall be chosen on the basis of administrative qualifications~~**office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.**

B. ~~The City Administrator~~**city manager must:**

1. ~~Is the full time chief executive officer of the City and shall be responsible to the Council for the proper administration of those City affairs over which he or she is charged with~~

~~responsibility pursuant to this Charter;~~**Attend all council meetings unless excused by the mayor or council;**

2. ~~Shall appoint, remove, promote, discipline and supervise all employees of the City, except as otherwise provided by this Charter;~~**Make reports and recommendations to the mayor and council about the needs of the city;**

3. ~~Shall annually prepare and submit a proposed City budget for the ensuing fiscal year and properly administer the budget as adopted;~~**Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;**

4. ~~Shall keep the Council advised of the financial condition and needs of the City;~~**Appoint, supervise and remove city employees;**

5. ~~Shall make recommendations to the Council concerning the affairs of the City;~~**Organize city departments and administrative structure;**

6. ~~Shall, after authorization from the Council, conduct all aspects of real property transactions on behalf of the City~~**Prepare and administer the annual city budget;**

7. ~~Shall act as the purchasing agent for the City;~~**Administer city utilities and property;**

8. ~~Shall provide for enforcement of all City laws and regulations;~~**Encourage and support regional and intergovernmental cooperation;**

9. ~~Shall perform other duties consistent with this Charter and required by the Council;~~**Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of common goals.**

10. ~~Shall designate a City Recorder who shall serve as the clerk of the Council and keep the journal of the Council proceedings.~~**Perform other duties as directed by the council;**

11. ~~Shall engage in no incompatible business or occupation.~~**Delegate duties, but remain responsible for acts of all subordinates.**

C. ~~The City Administrator~~**city manager** is entitled to sit with the ~~Council~~**council**, but has no vote on questions before it. The ~~Administrator~~**city manager** may take part in all Council discussions.

D. In case of the ~~Administrator~~**city manager's** unauthorized absence from the ~~City~~**city**, disability to act as ~~Administrator~~**city manager**, discharge by the ~~Council~~**council**, or resignation, the ~~Mayor~~**mayor**, with advice and consent of the ~~Councilors~~**councilors**, shall appoint a ~~City Administrator Pro Tem~~**city manager pro tem**, who shall possess the powers and duties of the ~~City Administrator~~**city manager**. No ~~City Administrator Pro Tem~~**city manager pro tem**, however, may appoint or remove a ~~City~~**city** employee except with the approval of a majority of the entire Council.

E. No ~~Council~~ **council** member may directly or indirectly, by suggestion, or otherwise, attempt to influence or coerce the ~~Administrator~~ **city manager** in the making of any appointment or the removal of any employee, in the purchase of supplies or to exact a promise relative to an appointment from any candidate for ~~Administrator~~ **city manager**. A violation of this Subsection forfeits the office of the offending Council member after a public hearing by the ~~Council~~ **council** is held and the ~~Council~~ **council** determines that a violation of this Subsection has taken place. Nothing in this Subsection, however, prohibits the ~~Council~~ **council** in open session from fully and freely discussing with or suggesting to the ~~Administrator~~ **manager** anything pertaining to ~~City~~ **city** affairs or the interest of the ~~City~~ **city**.

Section 24.22 CITY ATTORNEY. ~~The City Attorney shall be a member in good standing of the Oregon State Bar and be chosen solely pursuant to his or her legal qualifications. The City Attorney shall be~~ **The city attorney shall be established as** the chief legal officer of the ~~City~~ **city** and perform whatever duties consistent with this Charter are required by the ~~Council~~ **council** or the ~~City Administrator~~ **city manager**. ~~The City Attorney~~ **city attorney** may be an employee or retained as outside counsel **and shall be a member in good standing of the Oregon State Bar.**

CHAPTER VI

ELECTIONS

Section 25. REGULAR ELECTIONS. ~~Regular City elections shall be held at the same times and places as general State elections, and all City elections shall meet the requirements of applicable State laws. Amended November 4, 1997.~~

Section 26. NOTICE OF REGULAR ELECTIONS. ~~The recorder, pursuant to directions from the Council, shall give at least ten days' notice of each regular city election by posting notice thereof at a conspicuous place in the city hall and, in addition thereto, post five (5) notices in five (5) public and conspicuous places of the city. The notice shall state the officers to be elected, the ballot title of each measure to be voted upon, and the time and place of the election.~~

Section 27. SPECIAL ELECTION. ~~The Council shall provide the time, manner, and means for holding any special election which shall be consistent with the requirements of applicable State law. The recorder shall give at least ten days' notice of each special election in the manner provided by the action of the Council ordering the election. Amended November 4, 1997.~~

Section 28. QUALIFICATIONS OF ELECTORS. ~~Every legal voter of the state of Oregon who is a resident of the City of Wood Village and is duly registered, shall be entitled to vote at a city election.~~

Section 29. REGULATION OF ELECTIONS. ~~Except as this charter provides otherwise and as the Council provides otherwise by ordinances relating to elections, the general laws of the state shall apply to the conduct of all city elections, recounts of the returns therefrom, and contests thereof.~~

~~Section 30. CANVASS OF RETURNS. To all elections held in conjunction with state and county elections, the state laws governing the filing of returns by the County Clerk apply. The results of all elections shall be recorded in the journal of the Council. The journal shall contain a statement of the total number of votes cast at the election, of the votes cast for each person elected to office, of the office to which he or she has been elected and of each measure enacted or approved. As soon as practical after the canvass is completed, the Recorder shall make and sign a certificate of election of each person so elected. A certificate so made and delivered shall be prima facie evidence of the truth of the statements contained in it.~~

Section 24. STATE LAW. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

~~Section 31-25. TIE VOTES. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the Council.~~

~~Section 32-26. COMMENCEMENT OF TERM OF OFFICE. The term of office of a person elected at a regular city election shall commence the first of the year immediately following the election.~~

~~Section 33-27. OATH OF OFFICE. Before entering upon the duties of his or her office, each officer shall take an oath or shall affirm that he will support the constitutions and laws of the United States and of Oregon and that he or she will faithfully perform the duties of the office.~~

~~Section 34-28. CANDIDACY FOR CITY OFFICE. A person shall file or be nominated for candidacy for an elected city office as provided by state law or ~~City~~city ordinance.~~

CHAPTER VII

VACANCIES IN OFFICE

~~Section 35. WHAT CREATES VACANCY. An office shall be deemed vacant upon the incumbent's death, adjudicated incompetence, conviction of a felony, resignation, or recall from office; upon the incumbent's ceasing to possess the qualifications necessary for his or her office; or upon the failure of the person elected or appointed to an office to qualify therefor within three days after the time for his or her office to commence; and in the case of Mayor or Councilor upon his or her absence from the city for 30 days or upon his or her absence from meetings of the Council for 60 days without the consent of the Council and upon a declaration by the Council of the vacancy.~~

Section 29. VACANCIES. The mayor or a council office becomes vacant:

- (a) **Upon the incumbent's:**
 - (1) **Death;**
 - (2) **Adjudicated incompetence; or**
 - (3) **Recall from office.**

- (b) **Upon declaration by the council after the incumbent 's:**
- (1) **Failure to qualify for the office within 10 days of the time the term of office is to begin,**
 - (2) **Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period,**
 - (3) **Ceasing to reside in the city,**
 - (4) **Ceasing to be a qualified elector under state law,**
 - (5) **Conviction of a public offense punishable by loss of liberty,**
 - (6) **Resignation from the office, or**
 - (7) **Removal under Section 21(E).**

Section 36.30. FILLING OF VACANCIES. ~~Vacancies in elective offices of the city shall~~ **A vacancy in an elective office will** be filled by appointment by a majority of the ~~entire membership of the Council~~ **remaining council members.** The appointee's term of office shall ~~begin immediately upon his or her~~ **run from** appointment and qualification. ~~The appointee's~~ **until expiration of the** term of office shall ~~continue for the unexpired term of the predecessor of the last person elected to that office,~~ unless the vacancy occurs during the first two years of the predecessor's term and 90 days ~~or more~~ **prior to the regular general election date.** In the ~~later~~ **latter** case, the appointee's term shall ~~expire~~ **expire** on the first day of January following the general election, and the remaining two years of the unexpired term shall ~~will~~ be filled by nomination and election at the general election. ~~During the temporary disability of any officer or during his or her absence temporarily~~ **If a disability prevents a council member from attending council meetings or a member is absence from the city for any cause, his or her office may be filled pro tem in the manner provided for filling vacancies in office permanently.** ~~Amended May 20, 1986., a majority of the council may appoint a councilor pro tem.~~

CHAPTER VIII

ORDINANCES

Section 37.31. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted shall be "The City of Wood Village ordains as follows."

~~Section 38. INTRODUCTION, READING AND PASSAGE.~~

~~A. — Every City ordinance shall be read fully in open Council meeting on two different dates before adoption; provided however, any ordinance reading may be by title only if so requested by a Council member and approved by the unanimous vote of all members of the Council present there being present a quorum. In addition, any ordinance may be read twice in full or by title only, and put to its final passage at a single meeting by the unanimous consent of all Council members present at the meeting.~~

~~B. — All proposed ordinances of the City shall be provided Council members and made available to the public for inspection and review in the office of the City Administrator prior to and~~

~~at the concerned Council meeting. Public notice of the availability of proposed ordinances of the City for review and inspection shall be given to the public.~~

~~C. Upon final vote of an ordinance, the yeas or nays of each member of the Council shall be taken and recorded in the Council records. If the ordinance passes, the City Recorder shall sign it with the date of its passage and within three days thereafter, the Mayor shall sign and date it.~~
~~Amended November 4, 1997.~~

Section 32. ORDINANCE ADOPTION.

- (a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council at two meetings.**
- (b) The council may adopt an ordinance at a single meeting by the unanimous approval of at least a quorum of the council, provided the proposed ordinance is available in writing to the public at least one week before the meeting.**
- (c) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.**
- (d) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.**
- (e) After adoption of an ordinance, the city recorder must endorse it with the date of adoption and the city recorder's name and title.**

Section ~~39.~~33. WHEN ORDINANCES TAKE EFFECT.

- A. An ordinance enacted by the ~~Council~~council shall take effect on the thirtieth day after its enactment. When the ~~Council~~council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in the case of an emergency, it may take effect immediately.**
- B. Notwithstanding subsection (A) of this section, no ordinance creating a new tax or increasing an already existing tax shall become effective unless the tax is approved by a majority of the voters of Wood Village at the next regularly scheduled election. Added May 16, 2006.**

Section 34. PENALTIES FOR VIOLATION OF ORDINANCES. The council may by ordinance establish the penalties for violation of any city ordinance.

CHAPTER IX

PUBLIC IMPROVEMENTS

~~Section 40.~~35. CONDEMNATION. Any necessity of taking property for the city by condemnation shall be determined by the ~~Council~~council and declared by a resolution of the ~~Council~~council describing the property and stating the uses to which it shall be devoted.

Section ~~41~~**36**. ACQUISITION AND DISPOSITION. The city shall have power to acquire by purchase, gift, devise, or condemnation any property either within or without its corporate boundaries for any municipal purpose, for the purpose of protecting, preserving, or facilitating any improvements, for the purpose of bringing about such development of property along or in the vicinity of an improvement as will make the development harmonious with and adjusted to the improvement, or for any combination of such purposes. The city shall also have power to acquire by condemnation property in excess of that needed for the actual improvement and to sell or lease the excess of that needed for the actual improvement and to sell or lease the excess with such building and use restrictions and conditions as will tend to make its development harmonious with and adjusted to adjacent public improvements. The city shall have power to provide for the payment of any part or all of the cost of land or other property acquired for public use, of the cost of constructing, reconstructing, repairing, operating or maintaining any structure or work in the nature of a public facility or improvement including a public utility, and of the cost of any other public work or service by levying and collecting assessments upon the property specially benefited thereby.

Section ~~42~~**37**. IMPROVEMENTS. The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the state. A remonstrance by the owners of property representing at least two-thirds of the land area within the boundaries of the territory to be specially assessed for a proposed public improvement shall suspend action regarding the improvement for six months. For the purpose of this section, "owner" shall mean the record holder of legal title to the land, except that if there is a purchaser of the land according to a recorded land sale contract or according to a verified writing by the record holder of legal title to the land filed with the city recorder, the said purchaser shall be deemed the owner.

Section ~~43~~**38**. SPECIAL ASSESSMENTS. The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

Section ~~44~~**39**. BIDS PROCEDURES. Bids for public contract, including public improvements, shall be governed by State law, including competitive bidding procedures, exemptions and emergency conditions, and the requirements of ~~City~~**city** ordinance consistent therewith. Amended November 4, 1997.

CHAPTER X

MISCELLANEOUS PROVISIONS

Section ~~45~~**40**. DEBT LIMIT. The debt limit of Wood Village shall not exceed debt limits imposed by State law. Any city officer or employee who expends any public moneys in excess of this limitation or for different purpose than authorized by law shall be civilly liable for the return of the money, if the expenditure constitutes malfeasance in office or willful or wanton neglect of duty. Amended November 4, 1997.

Section ~~46~~**41**. EXISTING ORDINANCES CONTINUED. All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section ~~47~~**42**. EXISTING RIGHTS AND LIABILITIES CONTINUED. Except as this charter provides otherwise, its adoption shall not impair or destroy any right, power, privilege, immunity or liability of the city existing at the time of its adoption.

Section ~~48~~**43**. TIME AND EFFECT OF CHARTER. This charter shall take effect ~~July 1,~~
~~1953~~**upon enactment by the voters of the City of Wood Village.**

Section 44. SEVERABILITY. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

CHARTER

for the CITY OF WOOD VILLAGE

Multnomah County, Oregon

AN ACT

To provide for the government of the City of Wood Village, Multnomah County, Oregon.

Be it enacted by the people of the City of Wood Village, Multnomah County, Oregon:

CHAPTER I

NAME AND BOUNDARIES

Section 1. TITLE OF ENACTMENT. This enactment may be referred to as the Wood Village Charter of 1953 as amended November 6, 1962, February 14, 1968, May 20, 1986, November 4, 1997, November 5, 2002, and May 16, 2006.

Section 2. NAME OF CITY. The City of Wood Village, Multnomah County, Oregon, shall continue to be a municipal corporation with the name "City of Wood Village."

Section 3. BOUNDARIES. The City of Wood Village includes all territory encompassed by its boundaries as they now exist or may be modified by the voters, the city council, or any other agency with the legal power to modify the boundaries.

CHAPTER II

POWERS

Section 4. POWERS OF THE CITY. The city shall have all powers, rights, privileges and immunities which the constitutions, statutes, and common law of the United States of America and the State of Oregon expressly or impliedly grant or allow municipalities as fully as though this charter specifically enumerated each of those powers, rights, privileges and immunities.

Section 5. CONSTRUCTION OF CHARTER. In this charter, no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to the end that the city may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to the laws and to the municipal home rule provisions of the constitution of the State of Oregon.

Section 6 DISTRIBUTION. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.

CHAPTER III

FORM OF GOVERNMENT

Section 7. WHERE POWERS VESTED. Except as this charter provides otherwise, all powers of the city shall be vested in the council.

Section 8. COUNCIL. The council shall be composed of five councilors elected from the city at large.

Section 9. COUNCILORS. Councilors shall be elected at the biennial general election for a term of office of four years. Terms shall be staggered so that three councilors are elected at one general election and two at next general election.

Section 10. MAYOR. The council, from its members shall elect a mayor at the first meeting of the council in each odd numbered year for a term of two years.

Section 11. OTHER OFFICERS AND EMPLOYEES.

A. Additional officers of the city shall be a city manager and a city attorney. These officers shall be appointed and may be removed by vote of a majority of the whole council including the mayor. The appointment of these officers must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management and local government law, respectively. Their tenure shall not be for any stated or fixed period of time. They shall serve at the pleasure of the council.

B. Additional employee positions may be created or eliminated as deemed necessary or convenient for the operation of the city and within the city budget. The council may adopt personnel policies and a classification and compensation plan to govern the employment relationship.

Section 12. COMPENSATION. The council must authorize the compensation of city officers and employees as part of its approval of the annual city budget.

Section 13. QUALIFICATIONS OF OFFICERS. No person shall be eligible for an elective office of the city unless at the time of election the person is a qualified voter within the meaning of the state constitution and has resided in the city ring the twelve months immediately preceding the election. No person currently employed by the city shall be eligible for an elective office of the city. The council shall be final judge of the qualifications and election of its own members,

subject, however, to review by a court of competent jurisdiction. The voter and residence qualifications provided in this section shall not have application to appointive officers.

CHAPTER IV

COUNCIL

Section 14. MEETINGS. The council shall hold a regular meeting at least once each month at a time and at a place in the city which it designates. It shall by resolution adopt rules for the government of its members and proceedings. The mayor may, upon his or her own motion or at the request of three members of the council then in the city, call a special meeting of the council. All meetings shall comply with the State of Oregon Public Meetings Law.

Section 15. QUORUM. A majority of members of the council shall constitute a quorum to transact business, but a smaller number may meet and compel the attendance of absent members as prescribed by council rules.

Section 16. JOURNAL. The council shall keep a record of its proceedings pursuant to the State of Oregon Public Records and Public Meetings Laws.

Section 17. MEETINGS TO BE PUBLIC. All deliberations and proceedings of the council shall comply with the State of Oregon Public Meetings Law.

Section 18. MAYOR. The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor is a voting member of the council and has no veto authority. With the consent of council, the mayor appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

Section 19. PRESIDENT OF THE COUNCIL. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

Section 20. VOTE REQUIRED. Except as this charter otherwise provides, the concurrence of a majority of the members of the council present at a council meeting shall be necessary to decide any question before the council.

CHAPTER V

APPOINTED OFFICERS

Section 21. CITY MANAGER.

A. The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.

B. The city manager must:

1. Attend all council meetings unless excused by the mayor or council;
2. Make reports and recommendations to the mayor and council about the needs of the city;
3. Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
4. Appoint, supervise and remove city employees;
5. Organize city departments and administrative structure;
6. Prepare and administer the annual city budget;
7. Administer city utilities and property;
8. Encourage and support regional and intergovernmental cooperation;
9. Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of common goals.
10. Perform other duties as directed by the council;
11. Delegate duties, but remain responsible for acts of all subordinates.

C. The city manager is entitled to sit with the council, but has no vote on questions before it. The city manager may take part in all Council discussions.

D. In case of the city manager's unauthorized absence from the city, disability to act as city manager, discharge by the council, or resignation, the mayor, with advice and consent of the councilors, shall appoint a city manager pro tem, who shall possess the powers and duties of the city manager. No city manager pro tem, however, may appoint or remove a city employee except with the approval of a majority of the entire Council.

E. No council member may directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the city manager in the making of any appointment or the removal of any employee in the purchase of supplies or to exact a promise relative to an appointment from any candidate for city manager. A violation of this Subsection forfeits the office of the offending Council member after a public hearing by the council is held and the council determines that a violation of this Subsection has taken place. Nothing in this Subsection, however, prohibits the

council in open session from fully and freely discussing with or suggesting to the manager anything pertaining to city affairs or the interest of the city.

Section 22 CITY ATTORNEY. The city attorney shall be established as the chief legal officer of the city and perform whatever duties consistent with this Charter are required by the council or the city manager. The city attorney may be an employee or retained as outside counsel and shall be a member in good standing of the Oregon State Bar.

CHAPTER VI

ELECTIONS

Section 24. STATE LAW. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

Section 25. TIE VOTES. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the l.

Section 26. COMMENCEMENT OF TERM OF OFFICE. The term of office of a person elected at a regular city election shall commence the first of the year immediately following the election.

Section 27. OATH OF OFFICE. Before entering upon the duties of his or her office, each officer shall take an oath or shall affirm that he will support the constitutions and laws of the United States and of Oregon and that he or she will faithfully perform the duties of the office.

Section 28. CANDIDACY FOR CITY OFFICE. A person shall file or be nominated for candidacy for an elected city office as provided by state law or city ordinance.

CHAPTER VII

VACANCIES IN OFFICE

Section 29. VACANCIES. The mayor or a council office becomes vacant:

- (a) Upon the incumbent's:
 - (1) Death;
 - (2) Adjudicated incompetence; or
 - (3) Recall from office.

- (b) Upon declaration by the council after the incumbent's:
 - (1) Failure to qualify for the office within 10 days of the time the

- term of office is to begin,
- (2) Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period,
 - (3) Ceasing to reside in the city,
 - (4) Ceasing to be a qualified elector under state law,
 - (5) Conviction of a public offense punishable by loss of liberty,
 - (6) Resignation from the office, or
 - (7) Removal under Section 21(E).

Section 30. FILLING VACANCIES. A vacancy in elective office will be filled by appointment by a majority of the remaining council members. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office, unless the vacancy occurs during the first two years of the predecessor's term and 90 days prior to the regular general election. In the latter case, the appointee's term expires on the first day of January following the general election, and the remaining two years of the unexpired term will be filled by nomination and election at the general election. If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.

CHAPTER VIII

ORDINANCES

Section 31. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted shall be "The City of Wood Village ordains as follows."

Section 32. ORDINANCE ADOPTION.

- (a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council at two meetings.
- (b) The council may adopt an ordinance at a single meeting by the unanimous approval of at least a quorum of the council, provided the proposed ordinance is available in writing to the public at least one week before the meeting.
- (c) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.
- (d) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.
- (e) After adoption of an ordinance, the city recorder must endorse it with the date of adoption and the city recorder's name and title.

Section 33. WHEN ORDINANCES TAKE EFFECT.

A. An ordinance enacted by the council shall take effect on the thirtieth day after its enactment. When the council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in the case of an emergency, it may take effect immediately.

B. Notwithstanding subsection (A) of this section, no ordinance creating a new tax or increasing an already existing tax shall become effective unless the tax is approved by a majority of the voters of Wood Village at the next regularly scheduled election. Added May 16, 2006.

Section 34. PENALTIES FOR VIOLATION OF ORDINANCES. The council may by ordinance establish the penalties for violation of any city ordinance.

CHAPTER IX

PUBLIC IMPROVEMENTS

Section 35. CONDEMNATION. Any necessity of taking property for the city by condemnation shall be determined by the council and declared by a resolution of the council describing the property and stating the uses to which it shall be devoted.

Section 36. ACQUISITION AND DISPOSITION. The city shall have power to acquire by purchase, gift, devise, or condemnation any property either within or without its corporate boundaries for any municipal purpose, for the purpose of protecting, preserving, or facilitating any improvements, for the purpose of bringing about such development of property along or in the vicinity of an improvement as will make the development harmonious with and adjusted to the improvement, or for any combination of such purposes. The city shall also have power to acquire by condemnation property in excess of that needed for the actual improvement and to sell or lease the excess of that needed for the actual improvement and to sell or lease the excess with such building and use restrictions and conditions as will tend to make its development harmonious with and adjusted to adjacent public improvements. The city shall have power to provide for the payment of any part or all of the cost of land or other property acquired for public use, of the cost of constructing, reconstructing, repairing, operating or maintaining any structure or work in the nature of a public facility or improvement including a public utility, and of the cost of any other public work or service by levying and collecting assessments upon the property specially benefited thereby.

Section 37. IMPROVEMENTS. The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the state. A remonstrance by the owners of property representing at least two-thirds of the land area within the boundaries of the territory to be specially assessed for a proposed public improvement shall suspend action regarding the improvement for six months. For the purpose of this section, "owner" shall mean the record holder of legal title to the land, except that if there is a purchaser of the land according to a recorded land sale contract or according to a verified writing by the record holder of legal title to the land filed with the city recorder, the said purchaser shall be deemed the owner.

Section 38. SPECIAL ASSESSMENTS. The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

Section 39. BIDS PROCEDURES. Bids for public contract, including public improvements, shall be governed by State law, including competitive bidding procedures, exemptions and emergency conditions, and the requirements of city ordinance consistent therewith. Amended November 4, 1997.

CHAPTER X

MISCELLANEOUS PROVISIONS

Section 40. DEBT LIMIT. The debt limit of Wood Village shall not exceed debt limits imposed by State law. Any city officer or employee who expends any public moneys in excess of this limitation or for different purpose than authorized by law shall be civilly liable for the return of the money, if the expenditure constitutes malfeasance in office or willful or wanton neglect of duty. Amended November 4, 1997.

Section 41. EXISTING ORDINANCES CONTINUED. All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 42. EXISTING RIGHTS AND LIABILITIES CONTINUED. Except as this charter provides otherwise, its adoption shall not impair or destroy any right, power, privilege, immunity or liability of the city existing at the time of its adoption.

Section 43. TIME AND EFFECT OF CHARTER. This charter shall take effect upon enactment by the voters of the City of Wood Village.

Section 44. SEVERABILITY. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

PUBLIC WORKS MONTHLY REPORT

COUNCIL DATE: FEBRUARY 18, 2015
TO: BILL PETERSON, CITY ADMINISTRATOR
FROM: MARK GUNTER, DIRECTOR OF PUBLIC WORKS
SUBJECT: PUBLIC WORKS DIRECTOR'S REPORT

Waste Water Master Plan

- Murray, Smith & Associates, Inc. have completed a draft of Sections 1-5 of the Master Plan. The System Analysis and Capital Improvement Program sections are 70-80% complete. A second Change Order has been send to MSA to extend the contract period until July 1, 2015. The first change order was issued to extend their contract time to the end of March, 2015.

Sewer System:

- The new pumps for the Shea LS have been installed by River City. Documentation was sent to PGE approving their installation plan so we are now waiting to get a confirmed date for their portion of the work.

City Sewer Main Issue

- There is a sewer main that runs across City Hall property to the adjacent property to the west (LBL Windows, Sierra Auto, etc.) towards the Parshall Flume. The line was filled with material (no overflow occurred) so was vactored a number of times over the past two weeks but the problem keeps reoccurring. At this point the sewer easement is completely overgrown. In order to determine further what the problem is the vegetation needs to be cleared so the MCSO Inmate Work Crew has been scheduled for March 23rd to do the work. Further investigation will take place after the 23rd.

Water System

- The transducer (measures the water level in the reservoirs) in Reservoir 1 has failed so the Scada system was not able to get accurate reads of the reservoir water levels as of February 17th. The reservoir overflowed a small amount on February 18th. Some water ran down 238th Drive and into 238th storm drainage adjacent of the road. A new transducer had been ordered. In the meantime the reservoir level will be controlled manually to prevent anymore overflows.

Building Department Enforcement

- Staff is still working with the owner of Affordable Auto/Sierra Auto and the Greyhound Park to ensure that their outstanding items are being completed as required.

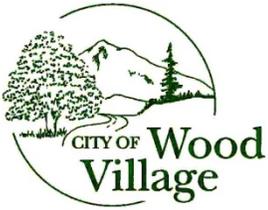
Meetings Attended by Director:

- EMCTC TAC
- EMCTC
- JPACT
- Public Works Director's meeting

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.*

- **Fred Meyer Gas Station** – The applicant submitted new partial plans showing relocated underground tanks and to move the gas canopy by 7'. The new plan sheets are currently under review by Building and Fire.
- **Angel's Hair** – New business located at 737 NE 242nd Ave. The tenant improvements for the salon are partially completed.
- **Brasher's Auto** – Brasher's applied to replace a small car and maintenance building on their lot with a larger and more functional building. They received approval through the Design Review Board and have been issued their permits. Work is underway.
- **The Plaza at Wood Village** – 23424 NE Halsey St. This building has only one vacant suite remaining. Current tenants include:

Direct Placement – Website Marketing
State Farm
Farmers Insurance
Kimberley's – Hair Salon
Nature Touch Healing Center - Accupuncture
Profit Street – Franchise and Small Business Consulting
Accent on Style – Hair Salon
Proyecto Viday Salvd – Nutritional Supplement Sales
El Torogoz – Salvadorean Restaurant



Municipal Code Violation Enforcement Report

Reporting period January 2015

Total number of new cases this period: 6

Open cases: 6

Closed cases: 4

Cases Closed from previous periods: 0

Total number of Cases Year-To-Date: 10

Total number of Open Cases Year-To-Date: 6

Total number of Closed Cases Year-To-Date: 4

Character of violations this period:

- Vegetation: 0
- Graffiti: 4
- Vehicles on Private Property: 0
- Vehicles on Street: 2
- Private Property on Street: 0
- Solid Waste Accumulation: 0
- Vacant Homes: 0
- Shopping Carts: 0
- Miscellaneous: 0

Character of violations Year-To-Date:

- Vegetation: 0
- Graffiti: 5
- Vehicles on Private Property: 1
- Vehicles on Street: 2
- Private Property on Street: 0
- Solid Waste Accumulation: 1
- Vacant Homes: 0
- Shopping Carts: 0
- Miscellaneous: 1

Case of note:



City Council Agenda Staff Report

Meeting Date: February 24, 2015

Memorandum

TO: Mayor and City Council

FROM: Bill Peterson, City Administrator

AUTHOR: Peggy Minter, Finance Director

DATE: February 17, 2015

TOPIC: Council Finance Report on Revenue & Expenditures through January 31, 2015.

This report covers all revenue from **July 1, 2014 through January 31, 2015**, 58% of the fiscal year. All revenues and expenditures through January 2015 are within budgeted parameters. The receipts are as expected at this time of year, and in fact are stronger than they were this time last year. Please see the attached chart indicating revenue figures.

The Business Income Tax revenue is the strongest, with a 19% increase over last year at this time, and the Motel Tax increased 11% over last year, both of which show an increasingly strong economy with purchases of goods and travel. Interest rates remain depressingly flat at 0.5%. Cigarettes and gasoline tax both show slight decreases, as expected for the future periods.

On January 31st our investment portfolio was at \$4,743,109.

Our Accountant I position has been advertised and the final day for applications will be Friday, February 27.

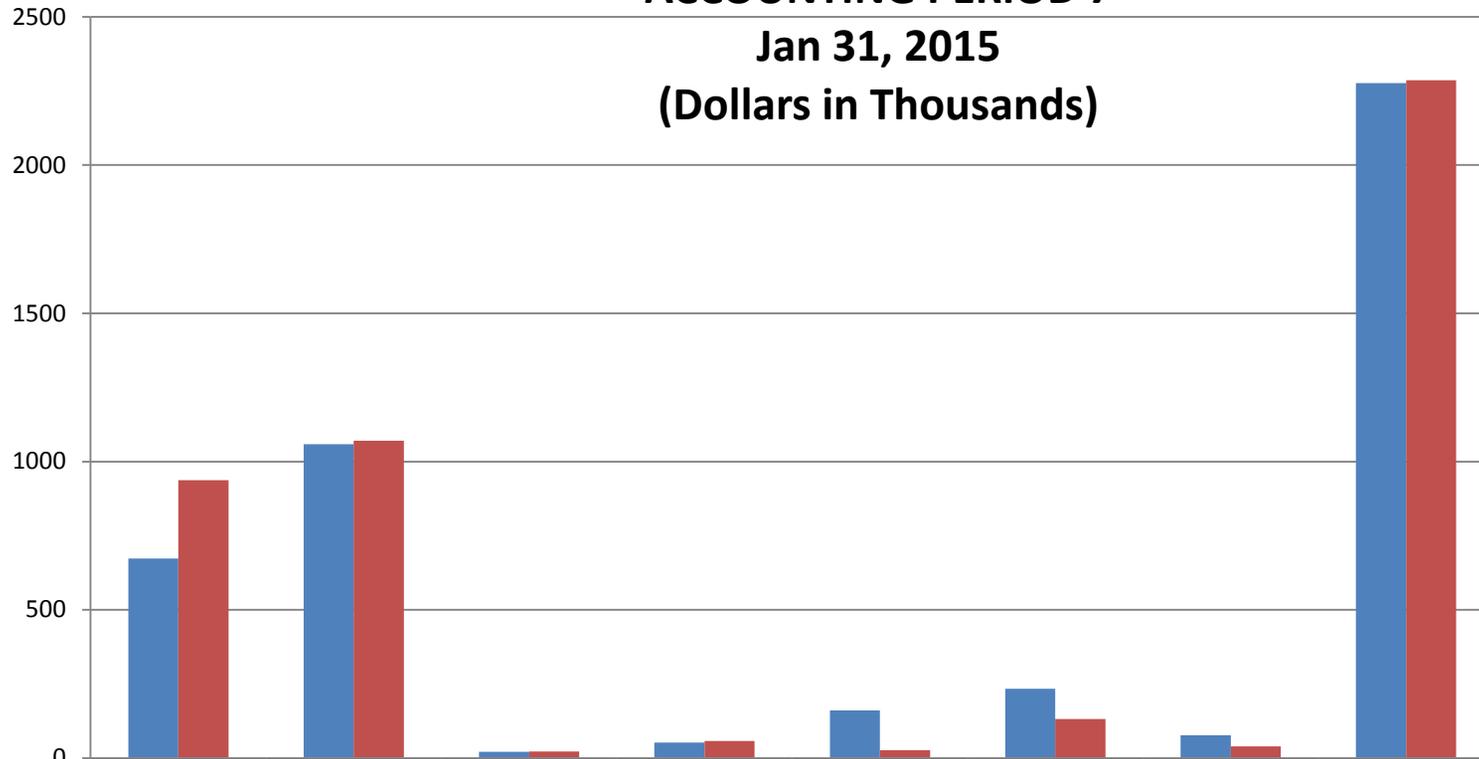
We are well along in our budget process. I have attached a budget calendar for you so you can begin planning your schedule: the first Budget Committee Meeting will be Thursday, April 2nd, and if needed, the second Budget Committee Meeting will be April 23rd.

**CITY OF WOOD VILLAGE
2015-16 BUDGET CALENDAR**

Revenue Estimates Completed	Bill	1/26/2015
Peggy deliver budget packets to Dept Heads (Peggy to Mark/Bill/Greg/Peggy)	Finance/Peggy	1/9/2015
Management Team Input Budget Request Numbers On Tyler Input Screens	Management Team	1/26 – 2/6/2015
Bill/Peggy reviews Department Head Entries	Bill & Peggy	2/9 - 13/2015
Compile all requests with Bill's Updates to Bill	Peggy	02/16 - 20/2015
Combined Agency Budget Requests Submitted to Bill for Final Approval (from Peggy)	Finance/Peggy	2/20/2015
Combined Agency Budget Requests Submitted to Peggy for Final Compilation (from Bill)	Bill & Peggy	2/27/2015
Proposed Budget and Budget Message Completed	Bill & Peggy	3/13/2015
Publish Notice of Budget Committee Meeting in Outlook & On Website (5-30 days prior to meeting) Target date of 3/15/15 for publishing	Peggy	3/2 - 27/15
Budget Comprehension Meeting with One or Two Budget Committee Members and Bill	Bill & Peggy	3/2 – 27/15
First Budget Committee Meeting (receive proposed budget, budget message & public input)	Committee	4/2/15 6:00PM
Publish Notice of 2 nd Budget Committee Meeting in Outlook & On Website (5-30 days prior to meeting) Target date of 4/8/15 for publishing	Peggy	3/23–4/17/15
Second Budget Committee Meeting (second meeting <u>only if necessary</u>)	Committee	4/23/15 6:00PM
Publish Notice of Budget Hearing & Financial Summary In Outlook & On Website (5-30 days before hearing) Target date of 5/11/15 for publishing	Finance/Peggy	4/26-5/20/15
Budget Hearing – City Council Meeting	Council	5/26/15 6:00PM
Adopt Budget & Levy Taxes – City Council Meeting	Council	6/9/15 6:00PM
Submit Certification of Tax Levy & Budget Documentation To County Assessor (no later than July 15)	Peggy	6/30/14

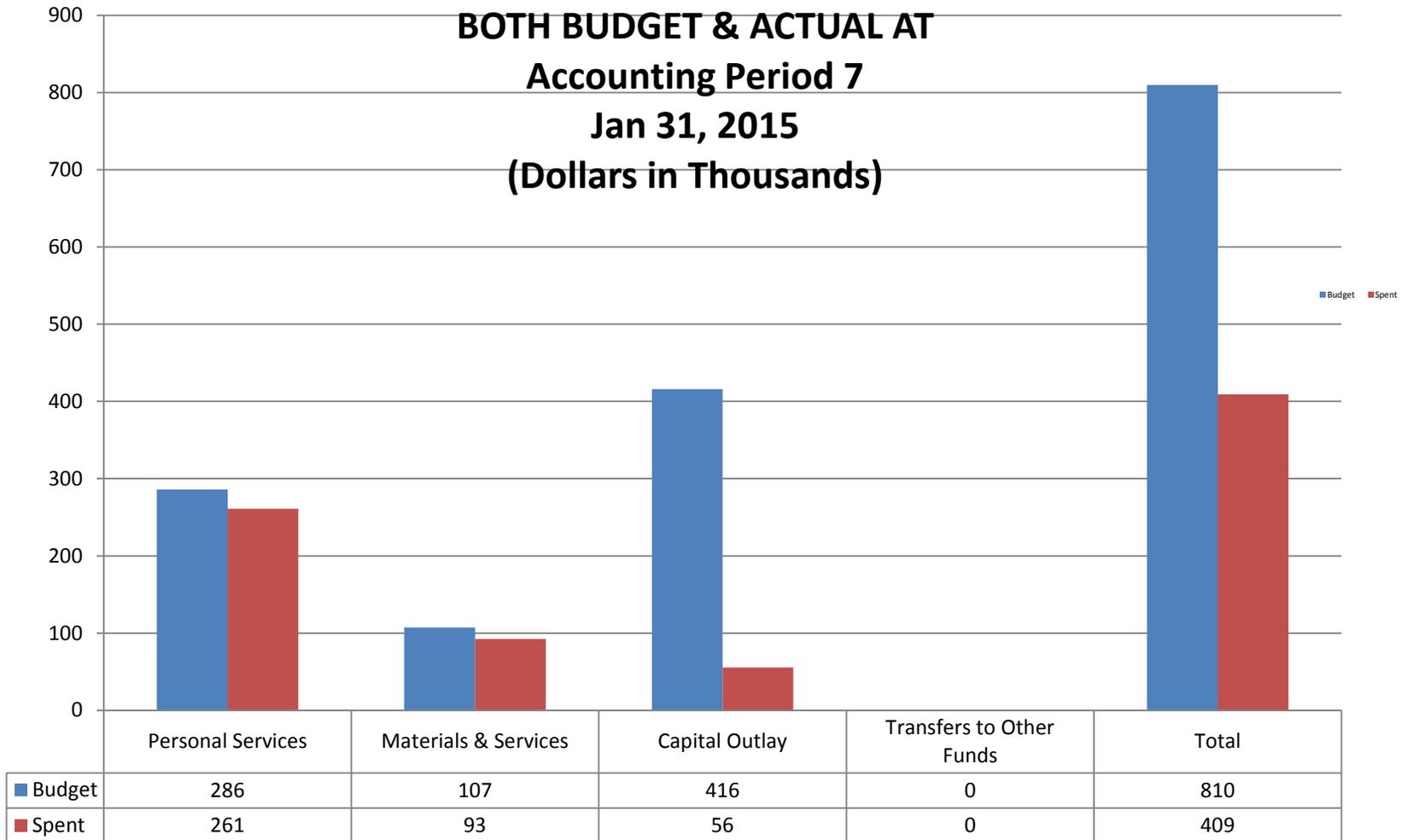
**GENERAL FUND REVENUE
BUDGET VS. ACTUAL
BOTH BUDGET & ACTUAL AT
ACCOUNTING PERIOD 7**

**Jan 31, 2015
(Dollars in Thousands)**

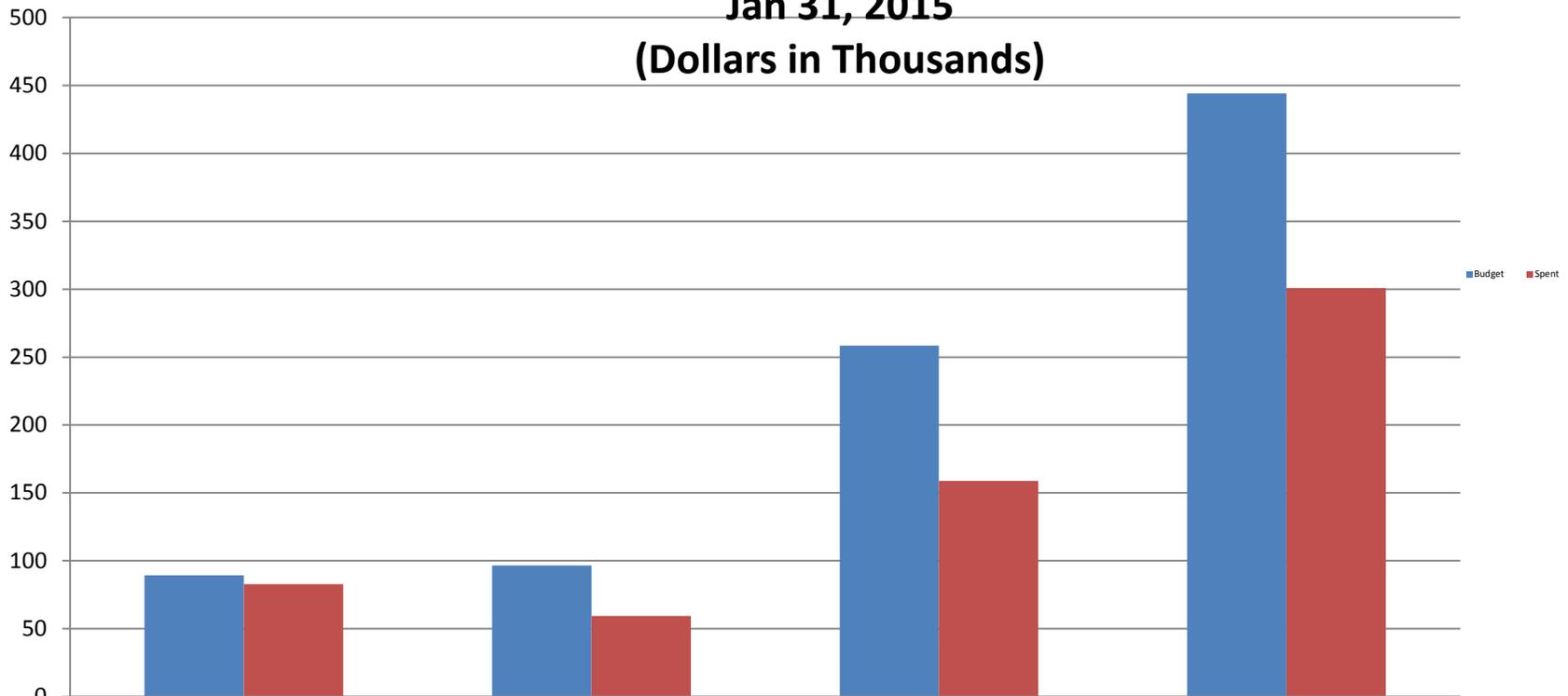


	Taxes	Water/Sewer User Fees	Interest	Permits	Franchise	Intergovern.	Misc.	TOTAL
Budget	673	1059	21	53	160	233	77	2277
Received	937	1071	23	58	26	131	40	2286

**General Fund
Budget vs. Expense
BOTH BUDGET & ACTUAL AT
Accounting Period 7
Jan 31, 2015
(Dollars in Thousands)**

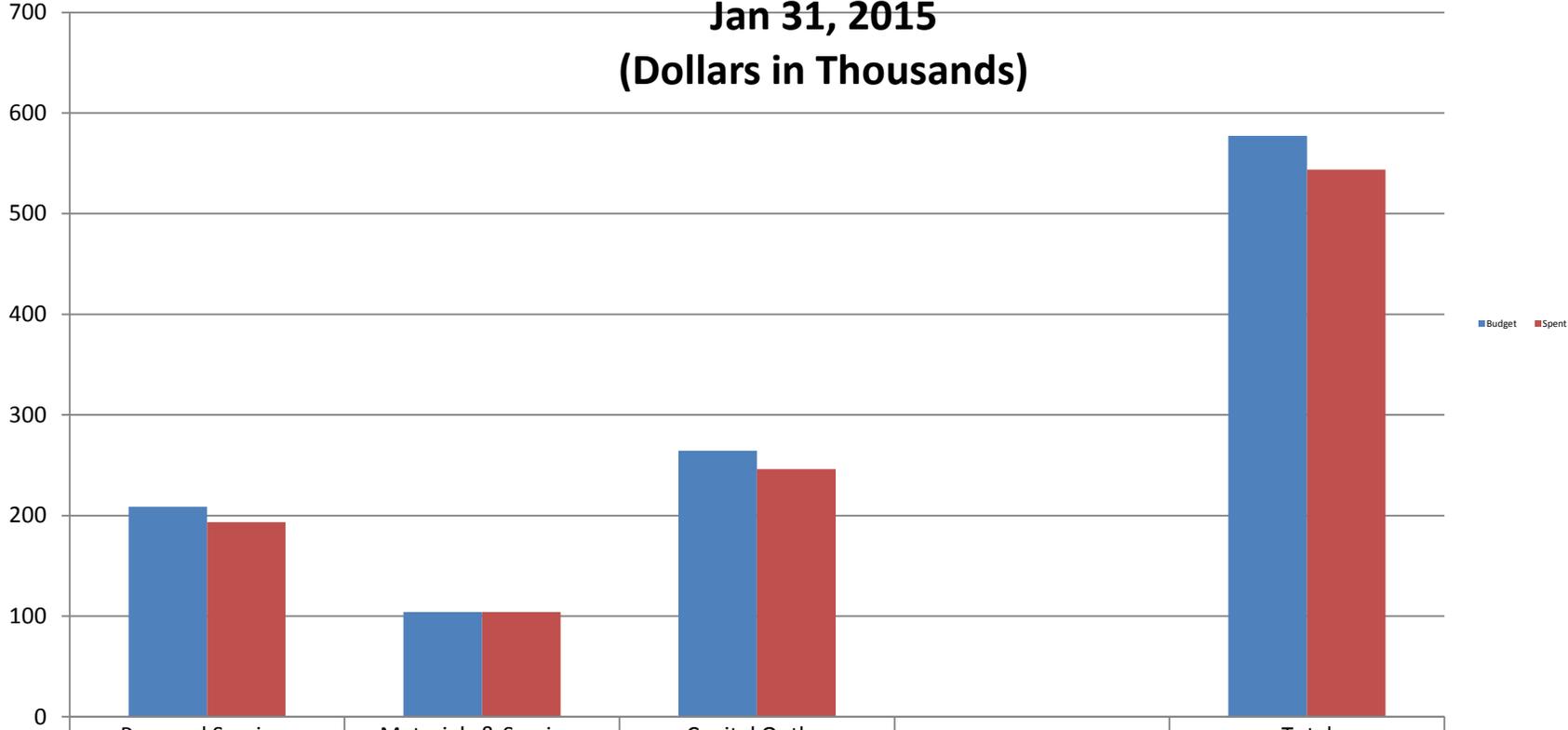


**Street Fund
Budget Vs. Expense
BOTH BUDGET & ACTUAL AT
Accounting Period 7
Jan 31, 2015
(Dollars in Thousands)**



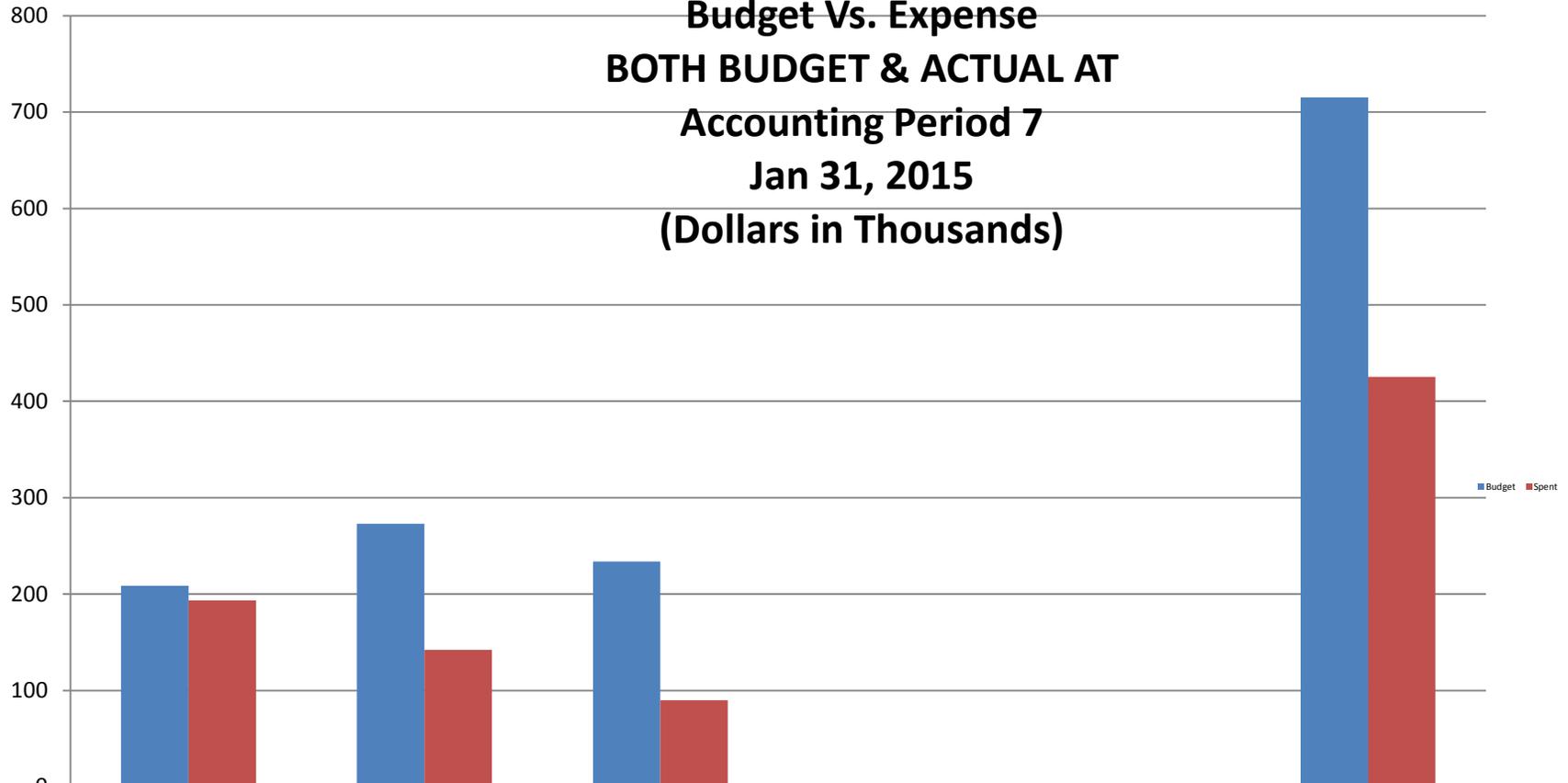
	Personal Services	Materials & Services	Capital Outlay	Total
■ Budget	89	97	258	444
■ Spent	83	59	159	301

**Water Fund
Budget vs. Expense
BOTH BUDGET & ACTUAL AT
Accounting Period 7
Jan 31, 2015
(Dollars in Thousands)**



	Personal Services	Materials & Services	Capital Outlay		Total
Budget	209	104	264	0	577
Spent	193	104	246	0	544

**Sewer Fund
Budget Vs. Expense
BOTH BUDGET & ACTUAL AT
Accounting Period 7
Jan 31, 2015
(Dollars in Thousands)**



	Personal Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Debt Service	Total
Budget	209	273	234	0	0	715
Spent	193	142	90	0	0	425

MAJOR TRACKED TAX REVENUES COMPARISON BY DATE											
JULY 2012 THROUGH JUNE 2015											
FY 2012-13				FY 2013-14				FY 2014-15			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
BY MONTH		TO DATE		BY MONTH		TO DATE		BY MONTH		TO DATE	
JULY 2012	\$78,089.71	\$78,090	6.39%	JULY 2013	\$77,904.37	\$77,904	5.74%	JULY 2014	\$86,582.24	\$86,582	5.91%
AUG 2012	\$39,435.82	\$117,526	9.61%	AUG 2013	\$38,518.68	\$116,423	8.58%	AUG 2014	\$40,585.07	\$127,167	8.68%
SEPT 2012	\$28,766.66	\$146,292	11.96%	SEPT 2013	\$39,597.09	\$156,020	11.50%	SEPT 2014	\$29,669.23	\$156,837	10.71%
OCT 2012	\$81,229.44	\$227,522	18.61%	OCT 2013	\$84,632.99	\$240,653	17.73%	OCT 2014	\$52,310.06	\$209,147	14.28%
NOV 2012	\$598,130.37	\$825,652	67.52%	NOV 2013	\$637,005.64	\$877,659	64.67%	NOV 2014	\$636,789.80	\$845,936	57.76%
DEC 2012	\$156,833.90	\$982,486	80.35%	DEC 2013	\$147,639.79	\$1,025,299	75.55%	DEC 2014	\$235,791.21	\$1,081,728	73.86%
JAN 2013	\$70,815.80	\$1,053,302	86.14%	JAN 2014	\$73,325.41	\$1,098,624	80.95%	JAN 2015	\$93,959.51	\$1,175,687	80.28%
FEB 2013	\$51,278.39	\$1,104,580	90.33%	FEB 2014	\$53,366.26	\$1,151,990	84.88%	FEB 2015	\$0.00	\$1,175,687	80.28%
MAR 2013	\$49,694.77	\$1,154,275	94.40%	MAR 2014	\$46,104.86	\$1,198,095	88.28%	MAR 2015	\$0.00	\$1,175,687	80.28%
APRIL 2013	\$66,742.14	\$1,221,017	99.86%	APRIL 2014	\$56,529.87	\$1,254,625	92.45%	APRIL 2015	\$0.00	\$1,175,687	80.28%
MAY 2013	\$89,314.34	\$1,310,331	107.16%	MAY 2014	\$99,715.12	\$1,354,340	99.79%	MAY 2015	\$0.00	\$1,175,687	80.28%
JUNE 2013	\$82,475.15	\$1,392,806	113.91%	JUNE 2014	\$58,789.77	\$1,413,130	104.12%	JUNE 2015	\$0.00	\$1,175,687	80.28%
	YTD TOTAL	\$1,392,806			YTD TOTAL	\$1,413,130			YTD TOTAL	\$1,175,687	
	2012-13 budgeted rev	\$1,356,809			2013-14 budgeted rev	\$1,357,152			2014-15 budgeted rev	\$1,464,522	

PROPERTY TAX REVENUES COMPARISON BY DATE											
JULY 2012 THROUGH JUNE 2015											
FY 2012-13	AMOUNT	CUMULATIVE		FY 2013-14	AMOUNT	CUMULATIVE		FY 2014-15	AMOUNT	CUMULATIVE	
	of PAYMENT	TO DATE			of PAYMENT	TO DATE			of PAYMENT	TO DATE	
7/13/2012	\$5,173.40	\$5,173.40	0.67%	7/15/2013	\$4,958.90	\$4,958.90	0.67%	July 2014	\$4,922.31	\$4,922.31	0.61%
8/10/2012	\$3,672.16	\$8,845.56	1.14%	8/15/2013	\$3,477.48	\$8,436.38	1.13%	August 2014	\$2,929.72	\$7,852.03	0.97%
9/13/2012	\$3,337.23	\$12,182.79	1.57%	9/12/2013	\$4,068.91	\$12,505.29	1.68%	Sept 2014	\$2,762.11	\$10,614.14	1.30%
10/10/2012	\$3,128.69	\$15,311.48	1.98%	10/10/2013	\$2,146.60	\$14,651.89	1.96%	10/10/2014	\$2,128.99	\$12,743.13	1.57%
11/13/2012	\$71,106.48	\$86,417.96	11.15%	11/13/2013	\$83,537.02	\$98,188.91	13.17%	11/13/2014	\$70,256.62	\$82,999.75	10.20%
11/15/2012	\$81,430.12	\$167,848.08	21.66%	11/14/2013	\$12,445.64	\$110,634.55	14.84%	11/20/2014	\$144,453.33	\$227,453.08	27.96%
11/23/2012	\$150,561.48	\$318,409.56	41.08%	11/21/2013	\$185,995.33	\$296,629.88	39.78%	11/26/2014	\$322,815.48	\$550,268.56	67.65%
11/29/2012	\$240,324.64	\$558,734.20	72.09%	11/27/2013	\$308,152.74	\$604,782.62	81.10%	12/4/2014	\$165,144.66	\$715,413.22	87.96%
12/5/2012	\$131,940.37	\$690,674.57	89.12%	12/5/2013	\$120,144.61	\$724,927.23	97.22%	12/10/2014	\$42,205.94	\$757,619.16	93.14%
1/11/2013	\$8,254.16	\$698,928.73	90.18%	1/13/2014	\$8,318.92	\$733,246.15	98.33%	1/15/2015	\$9,632.34	\$767,251.50	94.33%
2/12/2013	\$4,848.73	\$703,777.46	90.81%	2/12/2014	\$4,292.51	\$737,538.66	98.91%	Feb 2015	\$0.00	\$767,251.50	94.33%
3/12/2013	\$24,880.00	\$728,657.46	94.02%	3/12/2014	\$24,105.32	\$761,643.98	102.14%	March 2015	\$0.00	\$767,251.50	94.33%
4/10/2013	\$3,214.30	\$731,871.76	94.43%	4/10/2014	\$3,380.39	\$765,024.37	102.59%	April 2015	\$0.00	\$767,251.50	94.33%
APRIL	\$0.00	\$731,871.76	94.43%	APRIL	\$0.00	\$765,024.37	102.59%	May 2015	\$0.00	\$767,251.50	94.33%
5/14/2013	\$3,828.97	\$735,700.73	94.93%	MAY 2014	\$3,700.78	\$768,725.15	103.09%	May 2015	\$0.00	\$767,251.50	94.33%
6/12/2013	\$24,528.11	\$760,228.84	98.09%	JUNE 2014	\$24,715.68	\$793,440.83	106.40%	June 2015	\$0.00	\$767,251.50	94.33%
		\$760,228.84	98.09%			\$793,440.83	106.40%		\$767,251.50	\$767,251.50	94.33%
	2012-13 budgeted rev	\$775,006			2013-14 budgeted rev	\$745,685			2014-15 budgeted rev	\$813,379	

CIGARETTE TAX REVENUES COMPARISON BY DATE												
JULY 2012 THROUGH JUNE 2015												
FY 2012-13				FY 2013-14				FY 2014-15				
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		
of PAYMENT		TO DATE		of PAYMENT		TO DATE		of PAYMENT		TO DATE		
7/17/2012	\$505.39	\$505.39	8.15%	JULY 2013	\$503.12	\$503.12	9.87%	July 2014	\$442.91	\$442.91	7.37%	
8/13/2012	\$517.71	\$1,023.10	16.50%	AUG 2013	\$481.70	\$984.82	19.31%	August 2014	\$449.27	\$892.18	14.84%	
9/14/2012	\$479.49	\$1,502.59	24.24%	9/13/2013	\$454.36	\$1,439.18	28.22%	10/1/2014	\$491.20	\$1,383.38	23.02%	
10/14/2012	\$505.67	\$2,008.26	32.39%	10/10/2013	\$510.93	\$1,950.11	38.24%	10/15/2014	\$455.26	\$1,838.64	30.59%	
11/14/2012	\$465.82	\$2,474.08	39.90%	11/20/2013	\$475.06	\$2,425.17	47.55%	12/4/2014	\$471.26	\$2,309.90	38.43%	
12/11/2012	\$479.32	\$2,953.40	47.64%	DEC 2013	\$0.00	\$2,425.17	47.55%	12/4/2014	\$444.52	\$2,754.42	45.83%	
1/15/2013	\$453.18	\$3,406.58	54.94%	JAN 2014	\$426.74	\$2,851.91	55.92%	1/26/2015	\$374.72	\$3,129.14	52.07%	
FEBRUARY	\$0.00	\$3,406.58	54.94%	2/19/2014	\$445.75	\$3,297.66	64.66%	Feb 2015	\$0.00	\$3,129.14	52.07%	
MARCH	\$0.00	\$3,406.58	54.94%	MAR 2014	\$0.00	\$3,297.66	64.66%	March 2015	\$0.00	\$3,129.14	52.07%	
4/26/2013	\$840.98	\$4,247.56	68.51%	APRIL 2014	\$0.00	\$3,297.66	64.66%	April 2015	\$0.00	\$3,129.14	52.07%	
5/2/2013	\$351.06	\$4,598.62	74.17%	5/7,8,9/2014	\$1,169.01	\$4,466.67	87.58%	May 2015	\$0.00	\$3,129.14	52.07%	
5/20/2013	\$470.83	\$5,069.45	81.77%	6/20/2014	\$366.86	\$4,833.53	94.78%	June 2015	\$0.00	\$3,129.14	52.07%	
6/12/2013	\$455.67	\$5,525.12	89.11%	6/23/2014	\$464.68	\$5,298.21	103.89%	June 2015	\$0.00	\$3,129.14	52.07%	
										\$3,129.14	52.07%	
	YTD TOTAL	\$5,525.12	89.11%		YTD TOTAL	\$5,298.21	103.89%		YTD TOTAL	\$3,129.14	52.07%	
	2012-13 budgeted rev		\$6,200		2013-14 budgeted rev		\$5,100		2014-15 budgeted rev		\$6,010	

LIQUOR TAX REVENUES COMPARISON BY DATE											
JULY 2012 THROUGH JUNE 2015											
FY 2012-13				FY 2013-14				FY 2014-15			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
of PAYMENT		TO DATE		of PAYMENT		TO DATE		of PAYMENT		TO DATE	
7/30/2012	\$4,646.92	\$4,646.92	9.89%	7/31/2013	\$4,278.60	\$4,278.60	7.72%	July 2014	\$4,477.01	\$4,477.01	8.82%
8/30/2012	\$4,491.96	\$9,138.88	19.44%	8/31/2013	\$4,947.56	\$9,226.16	16.64%	August 2014	\$5,113.51	\$9,590.52	18.88%
9/30/2012	\$4,321.72	\$13,460.60	28.64%	9/30/2013	\$4,848.73	\$14,074.89	25.38%	Sept 2014	\$0.00	\$9,590.52	18.88%
10/30/2012	\$4,376.49	\$17,837.09	37.95%	10/30/2013	\$4,028.91	\$18,103.80	32.64%	10/2/2014	\$5,303.27	\$14,893.79	29.33%
10/30/2102	\$0.00	\$17,837.09	37.95%	10/30/2013	\$0.00	\$18,103.80	32.64%	11/4/2014	\$3,994.09	\$18,887.88	37.19%
11/27/2012	\$3,514.13	\$21,351.22	45.43%	11/25/2013	\$3,744.36	\$21,848.16	39.40%	11/20/2014	\$4,415.56	\$23,303.44	45.89%
12/28/2012	\$3,705.28	\$25,056.50	53.31%	DEC 2013	\$4,979.71	\$26,827.87	48.38%	12/30/2014	\$4,852.88	\$28,156.32	55.44%
1/25/2013	\$7,297.96	\$32,354.46	68.84%	JAN 2014	\$6,075.88	\$32,903.75	59.33%	1/28/2015	\$6,504.64	\$34,660.96	68.25%
2/28/2013	\$3,157.36	\$35,511.82	75.56%	2/28/2014	\$3,708.51	\$36,612.26	66.02%	March 2015	\$0.00	\$34,660.96	68.25%
3/26/2013	\$3,820.98	\$39,332.80	83.69%	3/25/2014	\$4,084.48	\$40,696.74	73.38%	April 2015	\$0.00	\$34,660.96	68.25%
4/26/2013	\$4,901.51	\$44,234.31	94.12%	4/29/2014	\$4,869.64	\$45,566.38	82.17%	May 2015	\$0.00	\$34,660.96	68.25%
5/28/2013	\$3,592.34	\$47,826.65	101.76%	6/3/2014	\$4,185.09	\$49,751.47	89.71%	June 2015	\$0.00	\$34,660.96	68.25%
6/27/2013	\$4,344.86	\$52,171.51	111.00%	6/27/2014	\$4,575.23	\$54,326.70	97.96%	June 2015	\$0.00	\$34,660.96	68.25%
		\$52,171.51				\$54,326.70				\$34,660.96	68.25%
	YTD TOTAL	\$52,171.51			YTD TOTAL	\$54,326.70			YTD TOTAL	\$34,660.96	68.25%
	2012-13 budgeted rev		\$47,000		2013-14 budgeted rev		\$55,457		2014-15 budgeted rev		\$50,785

STATE SHARED TAX REVENUES COMPARISON BY DATE											
JULY 2012 THROUGH JUNE 2015											
FY 2012-13				FY 2013-14				FY 2014-15			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
of PAYMENT		TO DATE		of PAYMENT		TO DATE		of PAYMENT		TO DATE	
		\$0.00	0.00%			\$0.00	0.00%			\$0.00	0.00%
8/3/2012	\$9,416.68	\$9,416.68	28.11%	08/10/13	\$8,552.67	\$8,552.67	23.43%	08/10/14	\$9,261.92	\$9,261.92	26.58%
		\$9,416.68	28.11%			\$8,552.67	23.43%			\$9,261.92	26.58%
		\$9,416.68	28.11%			\$8,552.67	23.43%			\$9,261.92	26.58%
11/30/2012	\$9,223.46	\$18,640.14	55.64%	11/19/13	\$9,650.78	\$18,203.45	49.87%	11/13/14	\$10,081.70	\$19,343.62	55.52%
		\$18,640.14	55.64%			\$18,203.45	49.87%			\$19,343.62	55.52%
		\$18,640.14	55.64%			\$18,203.45	49.87%			\$19,343.62	55.52%
1/31/2013	\$10,167.50	\$28,807.64	85.99%	02/20/14	\$10,355.62	\$28,559.07	78.24%	01/29/15	\$11,096.08	\$30,439.70	87.37%
		\$28,807.64	85.99%			\$28,559.07	78.24%			\$30,439.70	87.37%
		\$28,807.64	85.99%			\$28,559.07	78.24%			\$30,439.70	87.37%
5/10/2013	\$8,316.83	\$37,124.47	110.82%	05/14/14	\$8,857.89	\$37,416.96	102.51%	05/14/15	\$0.00	\$30,439.70	87.37%
		\$37,124.47	110.82%			\$37,416.96	102.51%			\$30,439.70	87.37%
	YTD TOTAL	\$37,124.47			YTD TOTAL	\$37,416.96			YTD TOTAL	\$30,439.70	
	2012-13 budgeted rev	\$33,500			2013-14 budgeted rev	\$36,500			2014-15 budgeted rev	\$34,840	

MOTEL REVENUES COMPARISON BY DATE											
JULY 2012 THROUGH JUNE 2015											
DATE 2012-13				DATE 2013-14				DATE 2014-15			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
of PAYMENT		TO DATE		of PAYMENT		TO DATE		of PAYMENT		TO DATE	
7/29/2012	\$25,544.30	\$25,544.30	25.42%	JULY 2013	\$27,284.54	\$27,284.54	24.99%	JULY 2014	\$30,098.98	\$30,098.98	26.52%
		\$25,544.30	25.42%	AUG 2013		\$27,284.54	24.99%	AUG 2014	\$0.00	\$30,098.98	26.52%
10/31/2012	\$28,405.63	\$53,949.93	53.68%	10/31/2013	\$28,722.20	\$56,006.74	51.29%	10/31/2014	\$30,789.81	\$60,888.79	53.65%
11/1/2012	\$10,405.59	\$64,355.52	64.04%	11/1/2013	\$10,279.58	\$66,286.32	60.70%	11/1/2014	\$11,926.27	\$72,815.06	64.15%
		\$64,355.52	64.04%	NOV 2013		\$66,286.32	60.70%	NOV 2014	\$0.00	\$72,815.06	64.15%
		\$64,355.52	64.04%	DEC 2013		\$66,286.32	60.70%	DEC 2014	\$0.00	\$72,815.06	64.15%
1/29/2013	\$11,676.04	\$76,031.56	75.65%	1/29/2014	\$12,774.08	\$79,060.40	72.40%	1/29/2015	\$14,686.87	\$87,501.93	77.09%
2/12/2013	\$7,696.86	\$83,728.42	83.31%	2/11/2014	\$6,710.50	\$85,770.90	78.54%	2/11/2015	\$7,809.50	\$95,311.43	83.97%
		\$83,728.42	83.31%	MAR 2014	\$0.00	\$85,770.90	78.54%	MAR 2015	\$0.00	\$95,311.43	83.97%
5/1/2013	\$11,327.52	\$95,055.94	94.58%	4/30/2014	\$13,537.58	\$99,308.48	90.94%	4/30/2015	\$0.00	\$95,311.43	83.97%
5/2/2013	\$7,934.04	\$102,989.98	102.48%	MAY 2014		\$99,308.48	90.94%	MAY 2015	\$0.00	\$95,311.43	83.97%
		\$102,989.98	102.48%	JUNE 2014		\$99,308.48	90.94%	JUNE 2015	\$0.00	\$95,311.43	83.97%
YTD TOTAL	\$102,989.98			YTD TOTAL	\$99,308.48			YTD TOTAL	\$95,311.43		
	2012-13 budgeted rev	\$100,500			2013-14 budgeted rev	\$109,200			2014-15 budgeted rev	\$113,500	

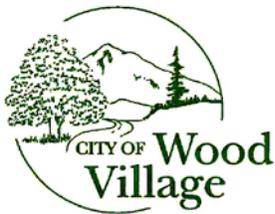
INVESTMENT HISTORY	Amt invested at month-end	Interest rate	Actual Interest		Amt invested at month-end	Amt invested at month-end	Interest rate	Actual Interest	Amt invested at month-end	Interest rate	Amt invested at month-end
						*previously Sterling Bank					
		avg/mo	received					received			
	LGIP				RIVERVIEW BANK	WELLS FARGO SAVINGS*			WELLS FARGO CHECKING		TOTAL CMBND
JAN 2015	\$4,338,810.05	0.50%	\$1,832			\$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
AUGUST 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 2013	\$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 2013	\$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 2013	\$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 2013	\$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 2013	\$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
AUGUST 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
FEB 2011	\$5,087,240.00	0.50%	\$1,956	\$410,504.57	*	\$201,201.74	0.25%	\$38.58	\$188,746.87	0.30%	\$5,887,693.18
JAN 2011	\$5,079,305.74	0.50%	\$2,177	\$410,079.28	*	\$201,163.16	0.25%	\$42.70	\$366,482.30	0.35%	\$6,057,030.48
DEC 2010	\$5,234,289.57	0.50%	\$2,214	\$409,934.65	*	\$201,120.46	0.25%	\$44.10	\$218,001.66	0.35%	\$6,063,302.24



City Council Calendar of Events and Items

February 2015

Jan 2015	Feb 2015	Mar 2015	April 2015	May 2015	June 2015
<p>Jan. 6, 2015: City Council Meeting - Swearing in of newly elected officials - Election of Mayor</p> <p>Jan. 24, 2015: • Council Retreat</p> <p>Jan. 27, 2015: City Council Meeting</p> <p>January TBA: • Fiscal Objectives for 2015-16 APP/Budget</p> <p>APP Deadlines: • Compensation Analysis • Establish Legislative Goals • List City Hall Property for Sale</p>	<p>Feb. 12, 2015: City Council Meeting</p> <p>Feb 24, 2015: City Council Meeting - APP Priorities</p> <p>APP Deadlines: • Brush Up House Selection • Develop Parks Master Plan • All-Staff Team Building • Tree Planting</p>	<p>March. 10, 2015: City Council Meeting</p> <p>March 26, 2015: City Council Meeting</p> <p>March 31, 2015: Youth Police Academy</p> <p>APP Deadlines: • Fire Service Negotiations • MCSO Building Relocation • Audit RFP • All-Staff Safety Training</p>	<p>April 4, 2015: Easter Egg Hunt</p> <p>April 16, 2015: City Council Meeting - FY 2015-16 APP</p> <p>April 28, 2015: City Council Meeting</p> <p>APP Deadlines: • Easter Egg Hunt</p>	<p>May 12, 2015: City Council Meeting</p> <p>May 28, 2015: City Council Meeting</p> <p>May TBA 2015: - Budget Hearing - Cleanup Day</p> <p>APP Deadlines: • Brush Up Wood Village • Police Academy for Teens • Collective Bargaining • Benchmark Best Practices</p>	<p>June 9, 2015: City Council Meeting - Budget Adoption</p> <p>June 23, 2015: City Council Meeting - FY 2014-15 APP Review</p> <p>APP Deadlines: • Community Banners • City Charter Review • Valve Replacement Project • Park Trail • Park Improvement Projects • Legislative Updates</p>



Annual Performance Plan Update
City Council Agenda Item Staff Report

Meeting Date: January 27, 2015

TO: Mayor and Councilors
FROM: Bill Peterson: City Administrator
DATE: January 20, 2015
SUBJECT: Annual Performance Plan Update

Requested Council Action

None.

Background

The Council acted to revise the dates of performance on the Town Center Zone redefinition to acknowledge the receipt of the TGM funding. The Shea lift station work is finally complete.

The work on the Sewer Master Plan performance deadline was extended by Council at their last meeting to reflect the ongoing issues with completion. Other items that have the possibility of extending beyond deadlines include the fire bargaining process and the Parks Master Plan.

The Annual Performance Plan is a work plan adopted by the City Council with specific achievements noted that will be expected from the City Administrator and City Employees during the fiscal period beginning July 1, 2014 and ending June 30, 2015. The plan is a portion of the "System Integration Plan", a strategic management system developed for the City of Wood Village by consultant Caryn Tilton.

The City Council authorized revisions in the Annual Performance Plan as follows:

1. *Removed the requirement to complete water rate analysis in the period.*
2. *Removed the requirement to complete sewer rate analysis in the period.*
3. *Acknowledge that the Sewer Master Plan work from APP 2013-2014 was not completed and will continue in this period, changing the APP for 2014-2015 to recognize the completion of the plan and the selection of CIP work along with SDC's.*
4. *Remove the Halsey I & I project from the plan, as it was not financed in the budget for completion.*

5. *Reset the performance deadline for the Town Center project to reflect the receipt of TGM funding.*

All identified items are now included in the salmon color in the report attached, and recognize that these items will not be completed.

These monthly reports will review each individual item in the Annual Performance Plan, and will provide brief narrative statements to accompany the visual plan production for the Council.

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

- 1.1 City Sponsored House Clean Up/Renovation: A report to council finds no applicants for the program in 2015. Alternatives will be proposed to council.
- 1.2 Community Banners: Council has received an update, and banner materials have been selected and ordered.
- 1.3 Promote Graffiti Kits: Promotion in July, September, November and January newsletters. Graffiti signs requested by the council have arrived and are pending placement.
- 1.4 Research Grants Available to Meet Goals: No additional work in this period.
- 1.5 City Flag Design Contest: Selected flag design has been ordered.
- 1.6 Pilot program to televise 3 City Council Meetings: Completed.
- 1.7 Sponsor Student Projects: City Council elected not to act on this issue, and it remains undetermined how this will proceed.
- 1.8 City Charter Review: Presented to Council for placement on a ballot.

Goal 2 Excellent police, fire and building services.

- 2.1 Fire Service Alternatives Definitions and Negotiations: Gresham has provided a written renewal proposal, and counter offers through our bargaining team are pending.
- 2.2 MCSO Office Relocation: Wood Village site data has been submitted to the consultant. The consultant first indicated that the Wood Village site had been eliminated from further consideration, however, following a series of inquiries, has backed away from that statement and indicated that no decisions have yet been made. Decisions are anticipated in late spring, with no further information to report in this period.
- 2.3 Police Academy for Teens: The second class has been scheduled.
- 2.4 Emphasize/Promote Emergency Management: Articles in newsletters.

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

- 3.1 Scheduled City Events: Nite Out 2014 was a great success, class completed the Police Academy, and Christmas Tree lighting was great, even

though the lights did not survive the wind storms. Now on to the Easter Egg hunt and the community clean up.

3.2 Water Master Plan: The project is complete and the updated SDC adopted.

3.3 Water Rates and SDC's: SDC modifications in methodology and rates were adopted.

3.4 Paint Reservoir #1: Work is complete.

3.5 Replace Shea Lift Station: Complete.

3.6 Develop a Parks Master Plan: The consultants will be selected in early February, with work beginning immediately thereafter.

3.7 Implement Valve Replacement Program: Program adoption pending. Work on Arata completed and valve work at the reservoir site at Cherry Park is complete.

3.8 Hydrant Replacement Program: Complete

3.9 Street Slurry Project: Complete

3.10 Sewer Master Plan CIP: The master Plan itself will be several months in completion and the selection of projects and identified priorities will have to follow the completion of this work. Key evaluations on the Sandy lift station have been received, setting the stage for discussions with Fairview.

3.11 Trail Expansion/Connection: We have received funding from METRO and from CDBG for park related projects. Failure on the State Parks grant has complicated the scope and proposed work for the trail.

3.12 Sewer Rates and SDC's: Work on the SDC will be completed with the master plan.

3.13 Irrigation System: This is a park related project, with no work completed to date.

3.14 ~~Halsey I & I Project~~: This item was removed from this year's APP.

Goal 4 Long-term financial stability and Economic Vitality

4.1 Meet or Beat Promotions Proposal on rental housing pending response.

4.2 Evaluate/Potentially Acquire Strategic Properties: The status of property on Halsey, with delinquent taxes, is in process of evaluation with recommendations pending.

4.3 Request for Proposals and Audit award: Draft complete.

4.4 List City Hall Property for Sale: No work to date.

4.5 Town Center Master Plan and Zone Redefinition: TGM grant funding successful. **The timing of the performance is requested to change to match available funding. Work will not begin in earnest until July of 2015.**

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

5.1 Targeted Safety Training Twice Annually: Training completed in December.

- 5.2 Staff Team Building Once Annually: No work to date.
- 5.3 Collective Bargaining: Letter initiating bargaining sent in February.
- 5.4 Benchmark Services/Best Practices: Scope completed and investigations of best practices begun.
- 5.5 Compensation Analysis: Complete.

Goal 6 Effective local, state and regional partnerships.

- 6.1 Four Cities Manager's Meetings: Meetings completed to date.
- 6.2 Staff Support for METRO and Regional Meetings: Several meetings attended including MTAC, EMCTC, and several planning meetings with MTAC.
- 6.3 League of Oregon Cities Legislative Committees: Work on the base recommendations has been completed with additional activities not pending until the session begins. City Hall Week presentation completed.
- 6.4 School District Updates: No work to date.
- 6.5 Establish Legislative Goals: Goals completed and LOC presentation accomplished by City Council.
- 6.6 Legislative Updates: No work to date.

Goal 7 Environmental Responsibility.

- 7.1 Electronic City Council Packets: Tablets were delivered to all council members.
- 7.2 Evaluate and Potentially Acquire LED Street Lights: Work complete.
- 7.3 Tree Planting: No work accomplished to date.

Fiscal Impact

As identified in the budget document, with the exception of the Shea Lift Station that will have a greater cost than anticipated in the budget preparation. We have been able to modify the scope of work to permit this project to be accomplished near budget parameters.

City Goal

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

Suggested Motions

None

