

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
January 10, 2019
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Swearing in of Newly Elected Councilors
 - City Council Position 1: Bruce Nissen
 - City Council Position 4: John Miner
2. Election of Mayor and Council President
3. Citizen Comments (non-agenda items)
4. Public Safety Report (MCSO)
5. Consent Calendar:
 - a. [Review of bills paid in December, 2018](#)
 - b. Contracts \$2,500 - \$50,000
 - Power Systems West – Generator Maintenance: \$3,356.55
 - Abbate Designs LLC – City Council Facilitation: \$5,600
 - d. Council Minutes:
 - [November 13, 2018](#)
 - [November 29, 2013](#)
6. [Ordinance 1-2019: Accepting for the City of Wood Village Revenue Sharing Program of the State of Oregon - Greg Dirks](#)
7. [Resolution 1-2019: 2018 System Development Charges Report – Seth Reeser](#)
8. [Resolution 2-2019: Bid Award – Cedar Lane Reconstruction – John Niiyama](#)
9. [Resolution 3-2019: Utility Rate Adjustment - Seth Reeser](#)

10. Discussion: Sewer Laterals - Greg Dirks

11. 2019 City Council Meeting Dates - Greg Dirks

EXECUTIVE SESSION: 192.660(2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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).



CITY OF WOOD VILLAGE

Check Report

By Check Number

Date Range: 12/01/2018 - 12/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP River-AP Riverview Bank						
0431	CHEVRON FOODMART	12/06/2018	Regular	0.00	34.00	22780
0087	ALLWOOD RECYCLERS	12/06/2018	Regular	0.00	375.00	22781
	Void	12/06/2018	Regular	0.00	0.00	22782
0287	BRENNTAG PACIFIC INC	12/06/2018	Regular	0.00	1,668.40	22783
10021	CANYON CONTRACTING LLC	12/06/2018	Regular	0.00	103,411.16	22784
10033	CHR CREATIVE	12/06/2018	Regular	0.00	270.00	22785
0505	CITY OF FAIRVIEW	12/06/2018	Regular	0.00	69.66	22786
1028	EXPRESS ENVELOPES	12/06/2018	Regular	0.00	609.00	22787
1200	GLOBAL NETWORK SUPPORT INC.	12/06/2018	Regular	0.00	1,545.00	22788
10164	JOHNSON ECONOMICS LLC	12/06/2018	Regular	0.00	5,563.36	22789
1571	LOWES COMPANIES, INC	12/06/2018	Regular	0.00	1,201.16	22790
	Void	12/06/2018	Regular	0.00	0.00	22791
1760	MOEN MACHINERY COMPANY	12/06/2018	Regular	0.00	47.90	22792
1056	PORTLAND WEB DESIGN	12/06/2018	Regular	0.00	110.00	22793
2970	UNITED RENTALS NORTHWEST, INC	12/06/2018	Regular	0.00	496.53	22794
0087	ALLWOOD RECYCLERS	12/13/2018	Regular	0.00	40.00	22795
10179	AMARJIT KAUR	12/13/2018	Regular	0.00	1,135.80	22796
0134	AQUA-TECH BACKFLOW SERVICE	12/13/2018	Regular	0.00	65.00	22797
0386	CASCADE RECREATION INC	12/13/2018	Regular	0.00	1,277.00	22798
0510	CITY OF GRESHAM	12/13/2018	Regular	0.00	25,741.30	22799
1042	FASTENAL COMPANY	12/13/2018	Regular	0.00	11.89	22800
10177	HUBBARD'S PAVING & SEAL COATING, CORP	12/13/2018	Regular	0.00	2,300.00	22801
0960	KIP EDGLEY	12/13/2018	Regular	0.00	3,160.00	22802
1610	MASTERTech SECURITY SVC	12/13/2018	Regular	0.00	80.85	22803
10166	MIG, INC	12/13/2018	Regular	0.00	585.00	22804
10122	NET ASSETS	12/13/2018	Regular	0.00	87.00	22805
2244	PITNEY BOWES, INC	12/13/2018	Regular	0.00	183.48	22806
2378	PRECISION NW ELECTRICAL CONTRACTORS	12/13/2018	Regular	0.00	400.00	22807
10000	THE MOLE LADY WEST LLC	12/13/2018	Regular	0.00	525.00	22808
2850	TOTAL RENTAL CENTER	12/13/2018	Regular	0.00	20.00	22809
10169	3 KINGS ENVIRONMENTAL INC	12/20/2018	Regular	0.00	48,051.00	22811
0275	BOLI	12/20/2018	Regular	0.00	250.00	22812
0520	CITY OF GRESHAM	12/20/2018	Regular	0.00	3,817.61	22813
0530	CITY OF PORTLAND	12/20/2018	Regular	0.00	10,026.00	22814
0642	COTTONWOOD ESTATES ASSOC	12/20/2018	Regular	0.00	50.00	22815
1054	FIRWOOD DESIGN GROUP, LLC	12/20/2018	Regular	0.00	2,194.80	22816
10106	JODY THOMAN	12/20/2018	Regular	0.00	50.00	22817
1940	NORTHWEST ARBOR CULTURE INC.	12/20/2018	Regular	0.00	1,650.00	22818
1960	OFFICE DEPOT CREDIT PLAN	12/20/2018	Regular	0.00	389.50	22819
2160	OREGON ASSOCIATION	12/20/2018	Regular	0.00	318.14	22820
10011	PIXIS LABS, LLC	12/20/2018	Regular	0.00	130.20	22821
2350	POSTMASTER	12/20/2018	Regular	0.00	665.00	22822
2530	REYNOLD'S SCHOOL DISTRICT #7	12/20/2018	Regular	0.00	531.22	22823
10165	SERVICE MASTER BUILDING SERVICES	12/20/2018	Regular	0.00	880.00	22824
10168	SMITH-WAGAR BRUCKER CONSULTING LLC	12/20/2018	Regular	0.00	488.75	22825
0081	AFLAC	12/27/2018	Regular	0.00	276.62	22826
0637	CONST & GEN LABORERS' UNION LOCAL 737	12/27/2018	Regular	0.00	76.00	22827
1120	FRONTIER	12/06/2018	Bank Draft	0.00	89.99	DFT0001226
0170	AT & T MOBILITY	12/13/2018	Bank Draft	0.00	448.24	DFT0001227
2270	PGE	12/13/2018	Bank Draft	0.00	675.85	DFT0001228
2270	PGE	12/13/2018	Bank Draft	0.00	20.28	DFT0001229
2270	PGE	12/13/2018	Bank Draft	0.00	366.20	DFT0001230
2270	PGE	12/13/2018	Bank Draft	0.00	1,262.70	DFT0001231
2270	PGE	12/13/2018	Bank Draft	0.00	2,164.57	DFT0001232

Check Report

Date Range: 12/01/2018 - 12/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2270	PGE	12/13/2018	Bank Draft	0.00	575.38	DFT0001233
2270	PGE	12/13/2018	Bank Draft	0.00	17.77	DFT0001234
2270	PGE	12/13/2018	Bank Draft	0.00	33.69	DFT0001235
2270	PGE	12/13/2018	Bank Draft	0.00	4,256.92	DFT0001236
2270	PGE	12/13/2018	Bank Draft	0.00	18.79	DFT0001237
2270	PGE	12/13/2018	Bank Draft	0.00	31.28	DFT0001238
2270	PGE	12/13/2018	Bank Draft	0.00	51.60	DFT0001239
2270	PGE	12/13/2018	Bank Draft	0.00	645.59	DFT0001240
2270	PGE	12/13/2018	Bank Draft	0.00	133.04	DFT0001241
0920	CIS TRUST	12/20/2018	Bank Draft	0.00	3,805.52	DFT0001242
1390	INTEGRA TELECOM	12/20/2018	Bank Draft	0.00	605.32	DFT0001244
1710	MILLER NASH GRAHAM & DUNN LLP	12/20/2018	Bank Draft	0.00	286.00	DFT0001245
1920	NW NATURAL	12/20/2018	Bank Draft	0.00	290.01	DFT0001246
1920	NW NATURAL	12/20/2018	Bank Draft	0.00	179.42	DFT0001247
1920	NW NATURAL	12/20/2018	Bank Draft	0.00	225.16	DFT0001248
2704	STERICYCLE COMMUNICATION SOLUTIONS	12/20/2018	Bank Draft	0.00	61.29	DFT0001249
2153	OREGON DEPT OF JUSTICE	12/31/2018	Bank Draft	0.00	600.00	DFT0001251
0920	CIS TRUST	12/27/2018	Bank Draft	0.00	20,183.94	DFT0001252
1358	ICMA	12/27/2018	Bank Draft	0.00	1,500.00	DFT0001253
1880	NATIONWIDE RETIREMENT SOL.	12/27/2018	Bank Draft	0.00	1,400.00	DFT0001254
2200	OREGON PERS	12/27/2018	Bank Draft	0.00	11,931.76	DFT0001255

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	45	0.00	220,858.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	40	28	0.00	51,860.31
EFT's	0	0	0.00	0.00
	121	75	0.00	272,718.64

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	45	0.00	220,858.33
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	40	28	0.00	51,860.31
EFT's	0	0	0.00	0.00
	121	75	0.00	272,718.64

Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	12/2018	272,718.64
			272,718.64

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
November 13, 2018
MINUTES**

PRESENT: Council President Scott Harden, Councilors Patricia Smith, and Bruce Nissen. City Attorney Jeff Condit, City Manager Bill Peterson, Public Works Director John Niiyama, Finance Director Seth Reeser, and interested parties.

ABSENT: Mayor Timothy Clark and Councilor Mark Clark.

COUNCIL PRESIDENT HARDEN CALLED THE MEETING TO ORDER AT 6:00 PM.

CITIZEN COMMENTS (NON-AGENDA ITEMS)

There were none.

PUBLIC SAFETY REPORT

Chief Gates presented the report and stated that for the month of October there were 494 calls for service, with 278 of those calls being self-initiated. Gates stated that 31 calls were priority one and two calls, and the average response time was just under three minutes.

Gates stated that there was a community forum last month, and it went really well. There were over 50 people in attendance, and the MCSO provided an overview of the services provided as well as listened to public comments on service needs. Gates stated that the homeless population was a topic of concern. Gates stated that the HOPE team has been successful in being able to provide services to those in need, as well as identifying individual issues. Gates stated that the homeless population continues to grow, including in east county. Gates stated that the homeless in this area have often been victimized in other areas. Some of the homeless in the area are more militant, which can cause additional issues.

Gates stated that the community forums will continue, and the next forum will be in a couple of months at the Fairview City Hall. Gates stated that the forums will also include information on specific issues or a training. Gates stated that the trainings will include topics such as how to make property less of a target, how to avoid being a victim of fraud, protecting children from online predators, and self-defense and situational awareness training for women. Gates stated that those are the initial topics and trainings, which should help increase attendance at the forums.

Gates stated that the MCSO is in the process of putting together an online crime mapping tool. The map will have features to filter out different issues and locations. The tool will also include the details of the crime such as date and time. Gates stated that the tool will then help identify trends and develop hot spot patrol. Gates stated that beta testing is occurring, and the map will be a good internal and external tool.

Gates stated that the first weekend after Thanksgiving and the next two weekends in December will have the toy drive at Walmart. The MCSO will be there collecting toys, and it is a great partnership. Gates asked if there were any questions.

Smith asked about the community forum and who was invited. Gates stated that it was for all the east county service areas, and had wondered why no one from Wood Village attended. Smith stated that she does not recall getting an invitation. Gates stated that will be fixed, and notice will be sent out in advanced to include more participants. Smith asked about the militant homeless and what services are done in regards to the potential other issues. Gates stated that they are watched more closely, and does not let the criminal or disturbance aspects take root. Gates stated that the more militant homeless are not large in numbers, but the number of them are increasing.

Nissen asked if there were any surprise topics that arose from the community forum. Gates stated that they anticipated the homeless concerns, and that was the main thing that came up. Gates stated that homelessness is not a police issue per say, but rather a society issue and lack of housing and services. Gates stated that many homeless are employed, but they lack the hours or ability to pay rent. Gates stated that there is also the inability to work due to mental health issues, and there is not the depth or level of resources to keep those people properly treated. Gates stated that there are also substance abuse cases, and there can be successes with those cases as well.

Nissen asked about the community trainings at the forum, and how the training will be executed. Gates stated that the plan at this point is to have a new training for each forum, which should help keep people coming back and staying engaged.

Peterson thanked Gates for the redesign of the vehicles, and stated that it is nice to have all the communities identified on the vehicles. Gates stated that the rebranding of the vehicles is a big deal. Gates stated that the staff takes a great deal of pride being Multnomah County Deputies. Gates stated that another issue they were experiencing with all the different branded vehicles, was there were issues on in the outlying areas and the location of a Troutdale or Fairview branded vehicle. Gates stated that they cannot brand a specific car with a specific geographical area, but a car can be branded with all the service areas.

The Council thanked Gates for the report and service.

CONSENT CALENDAR

- a. Review of bills paid in October, 2018
- b. Contracts \$2,500 - \$50,000
 - Measure Tech – 223rd Flodar Repair: \$2,537.83
- c. City Council Minutes
 - January 23, 2018
 - March 27, 2018
 - April 24, 2018
 - June 14, 2018
 - September 25, 2018
 - October 9, 2018

Upon motion by Smith, seconded by Nissen and passing 3-0, the Consent Calendar was approved.

PRESENTATION: EAST METRO ECONOMIC ALLIANCE

Jarvez Hall the director of the East Metro Economic Alliance gave the presentation. Hall stated that the presentation is an overview of what EMEA has been up to for the past three years. Hall stated that EMEA is a nonprofit organization made up of businesses, chamber of commerce, and city members to focus on economic development. Hall stated that EMEA has an executive board and new members will be selected in January of 2019. Hall stated that there are also local partner board members which includes the Mayor Clark and Commissioner Stegmann. Hall stated that EMEA has committees and task forces, which came out of the discussions about economic opportunities and if the area would be ready for a large employer. Hall stated that EMEA hosts a prosperity forum to discuss those matters in terms of focus areas such as workforce, housing, land use, and infrastructure.

Hall stated that there is a legislative committee which works at the state level on local issues. Hall stated that this should be an interesting upcoming session. Hall stated that there is an advocacy agenda for the session. Hall stated that there is a transportation and land use committee, which has its own specific initiatives. Hall stated that the top priority was the use of MHCC as a transportation hub, and included in the Greater Portland Inc tech initiative. Hall stated that education and workforce is another top priority.

Hall presented the financial information on EMEA and stated when he started in 2015 there was \$43,000 in revenues with little sponsor revenue, the events operated at a loss, and the organization about 300 contacts. Hall stated that as of October 2018 there was just under

\$60,000 in revenues, \$18,000 in event sponsorships, and over 900 contacts. Hall stated that EMEA represents east county and the city in a number of ways. Hall stated that EMEA hopes to increase the reach of the city, including regional and economic meetings. Hall stated that includes the GPI small cities' meetings, which is often driven by west side cities. Hall presented a list of organizations that EMEA is involved with or participates at some level.

Harden stated that GPI seems to have its own agenda, and east county has an opportunity for food processing services, but that does not seem to be part of GPI's recruitment strategy. Harden asked if there were other organizations that may be a better fit for this area. Hall stated that GPI is the man cheerleader for the greater Portland area. Often, GPI gets the first call on opportunities, and that is why it is important to be connected with the group to get in on the cold call inquiries. Hall stated that another important aspect is to figure out how to grow and retain business that are already here.

Hall stated that EMEA has a series of priorities for the region, and is trying to do as much to advocate for the region and encourage growth and investment. Hall presented upcoming initiatives, and EMEA is planning to host more forums and meetings in the months and year ahead.

The Council thanked Hall for the presentation and work for east county.

PRESENTATION: EAST METRO COMMUNITY MEDIA

Martin Jones from Metro East Community Media gave the presentation. Martin stated that community media has home grown content. Jones explained that Netflix recently spent over \$8 billion on new programming, and East Metro Community Media spent a small fraction of that amount creating over 1,900 hours of original media. Jones stated that amount does not include the 15,000 hours of programming for outside sources. Jones explained that there is a new technology initiative based in Rockwood, and a music video produced at that location just won a national award.

Jones stated that the backbone of how Metro East operates is the 1984 cable act. Unfortunately, there is an effort underway to reinterpret the act, which would enable cable companies to charge for each public access channel. Jones stated that the issue become then part of the overall franchise negotiations, which could be turned into additional fees or payments for the service. Jones stated that the issue is open for public comment, and would be honored if the Council supported a message in opposition of the interpretation. Jones stated that he can send over language for consideration, and it is a disappointing move by the FCC. Jones stated that community media has a lot of benefits, and the new language could be quite damaging to community media all over the county.

The Council thanked Jones for expressing his concerns.

DISCUSSION: SINGLE-USE PLASTIC BAGS

This item was tabled to a future meeting.

DISCUSSION: PUMPKIN FEST EVENT DEBRIEF

HR/Records Manager Greg Dirks stated that this was the third annual pumpkin fest event, and was held on Saturday, October 27th. Dirks stated that the event was similar to previous events with pre-carved pumpkins on display, open carving, activities for kids, and some vendors. Dirks stated that he was unsuccessful at recruiting food vendors. Dirks stated that new features included a pumpkin pie bake-off, pumpkin pie eating contest, and an Aztec dance performance. Dirks stated that there was also pumpkin bowling and the pumpkin roll.

Dirks stated that attendance at the event was on pace to break last year's number, but attendance dropped significantly when the rain came. Dirks stated that the budget for the event was \$5,000, and the City spent \$5,093. Dirks stated that the main expense was the event tent at over \$2,000. Dirks stated that sponsors included the Confederated Tribes of the Grand Ronde, Emilio Inc., the Wood Village Baptist Church, and community partners Advanced Metal and Wire, and Joy Teriyaki.

Dirks stated that ideas for next year include more aggressive recruitment for food vendors, additional cultural elements, and an activity that launches pumpkins. The Council thanked Dirks for the report and work on the event.

FINANCE DIRECTOR'S REPORT

Reeser presented the report, and stated that the details of the report are in the packet. Reeser stated that he has been with the City for about three weeks, and this is his first report for the Council. Reeser stated that he made a new chart to replace the investment balances from 2007. Reeser stated that he took all that information and put it into a graphical form. The information is all still there, but it is no longer in a spreadsheet. The sheet also include the interest rate and current earned interest revenue.

Reeser stated that he is hoping to work with the Council to update the monthly report to create reports that meet their needs, while keeping the financial details in the packet. Nissen stated that he likes the graphs. Smith agreed. Harden asked what the interest rate is. Reeser stated that the rate has increased to 2.5%.

Harden stated that he never quite understood the cigarette tax distribution, and it is down significantly. Peterson stated that the state is behind on the quarterly payments, as they are working more on the marijuana taxes. Nissen asked if e-cigarettes are taxed at the same rate. Peterson stated that they are not, and there is legislation that has been proposed to fix that.

Council thanked Reeser for the report.

CITIZEN COMMENTS

Patricia Hobart of 23340 NE Halsey stated that the construction on Halsey has created some issues for her property. Hobart stated that there was some flooding issues, and the contractor installed a pump. The issue is that the pumps run all the time, and are very loud. Peterson stated that the pipe work on Halsey should be completed within the next day or two, which will resolve the need for a pump. Peterson stated that he will have staff contact the county to follow up with her on the matter.

EXECUTIVE SESSION: 192.660(2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Council entered the Executive Session at 7:45pm.

EXECUTIVE SESSION: 192.660(2) (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The Council entered the Executive Session at 8:00pm.

The Council convened into Regular Session at 8:10pm.

ADJOURN

With no further business coming before the Council, the Council adjourned at 8:11pm.

Timothy Clark
Mayor

Date

ATTEST:

Greg Dirks: City Recorder

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
November 29, 2018
MINUTES**

PRESENT: Council President Scott Harden, Councilors Patricia Smith*, Mark Clark, and Bruce Nissen. City Attorney Jeff Condit, City Manager Bill Peterson, Public Works Director John Niiyama, Finance Director Seth Reeser, and interested parties.

ABSENT: Mayor Timothy Clark

COUNCIL PRESIDENT HARDEN CALLED THE MEETING TO ORDER AT 6:00 PM.

CITIZEN COMMENTS (NON-AGENDA ITEMS)

There were none.

PRESENTATION FROM PLAY EAST

Mike Abbate and Jairo Rios-Campos introduced themselves and stated that they are part of Play East, which is the two-city recreation program. Abbate stated that he is the interim director, and that Rios-Campos was just recently hired as the new director. Abbate stated that the program was developed by the Cities of Wood Village and Fairview. Abbate explained that the program was set up as a three-year pilot program, and the program is about half-way through that period. Abbate stated that there is a seven member oversight board, and there are members from each city, the community, and the school district.

Abbate presented financial and budget information. Abbate stated that the majority of funding comes from the City of Fairview, followed by the City of Wood Village. Abbate stated that the program generates about \$12,000 in user fees, and received a \$10,000 grant. Abbate explained that the program also raised \$12,000 in a fundraising effort. Abbate stated that last year's budget had a slight increase in revenues, and the expenses were below budget. That combination enabled a small carry over in to the current year.

Abbate stated that the program has been in full function since the summer of 2017. The program underwent a branding and logo effort, and there is also a new website with online registration options. Abbate stated that there were about 237 youth participants in the program last year.

Rios-Campos stated that recreational programing has included music, dance, arts, athletics, and basic other recreational activities. Rios-Campos explained that some of the activities have included options for the full family. Rios-Camos stated that 878 participates have taken part in

the program since the summer of 2017. 321 of the participants have come from the Sun Program. Nissen asked if the 878 is different people or just registrations. Abbate stated that it is the number of registrations, which probably includes a number of same people.

Rios-Campus explained the Sun Program, and how it interacts with the recreation program as well as after school programing through the county and school districts. Rios-Campus stated that the partnership with the Sun Program has enabled the recreation program to further reach children from Wood Village and Fairview.

Abbate presented the registrations by quarter, which may not correspond to when the programs actually occurred. Abbate stated that the fourth quarters are the most popular, and that is common throughout recreation programs around the country. Abbate stated that there was also a slight increase between the quarters one and two from 2017 to 2018.

Abbate explained that there is a grant program for low-income participants. Abbate stated that scholarships are included in the budget, and are granted on an as needed basis. Abbate stated that about a third of the participants receive some kind scholarship ranging from 25-70 percent of the tuition. In total, about \$25,000 has been granted in scholarships. Abbate stated that amount will grow as the program expands and grows.

Abbate stated that the branding effort has been very successful as well. Abbate presented the partnerships with area agencies an funders, and stated that the next step is working with areas schools to share the facilities. Abbate stated that one of the main challenges for the program is a lack of facilities for programing.

Abbate asked how the Council would like to be kept informed about the program moving forward, and if there are any ideas on how to expand the program. Harden stated that going forward there should be a recap before the budget process. Peterson stated that quarterly reports would be beneficial. Smith agreed, and stated that she and Harden attend the regular recreation board meetings. Peterson stated that he would also like to get some statistical data to put in the newsletter which goes out to all residents and business.

Harden asked about the scholarship need, and if the overall ratio will remain about the same. Abbate stated that the social economic status in this area is a bit lower than in other areas, so there will probably be a slightly greater need than other metro area programs. Abbate stated that the program also needs more coaches and instructors. Abbate explained that if those people are local, then it does cost bit less, and then the money paid stays in the community. Harden stated that he recommends reaching out the large businesses and employers to advertise to employee's children.

Smith asked about conducting an open house event to get the word out as well. Smith explained that could work to help get volunteers as well as fundraising. Abbate stated that could be possible. Morasch asked if the group is linked with private or team leagues. Abbate stated that they are not, and the program may do some of that in the future, but the idea is to serve the kids who cannot afford the team program.

Council thanked Abbate and Rios-Campos for the report and update.

RESOLUTION 39-2018: FRONTIER AGREEMENT EXTENSION

Scott Ellertson from MHCRC presented the resolution. Ellertson stated that this is a four year extension to the Frontier Cable franchise agreement. Ellertson explained that the extension will enable the MHCRC to compete the federal process to develop a new agreement with Frontier. Ellertson stated that the extension does not alter any significant portions of the agreement, and is fair to all parties

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 39-2018 authorizing a franchise agreement with Frontier Communications was approved.

RESOLUTION 41-2018: AUTHORIZING MODIFICATIONS TO THE DISPOSITION AND DEVELOPMENT AGREEMENT

THE URBAN RENEWAL BOARD WAS CALLED TO ORDER

Board Members Present: Vice-Chair Stanley Dirks, Board members Michael Morasch, Scott Harden, and Patricia Smith.

Board Members not Present: Chair Timothy Clark, and Board member Craig Howard.

Peterson presented the resolution, and stated that the City Council and Urban Renewal Board have been a joint party to the sale of the City Hall property. Peterson explained that there is a base underlying disposition and development agreement that has been signed by both the City Council and Urban Renewal Agency. Peterson stated that there has been four amendments to that agreement as the project has progressed.

Peterson presented an overview of the actions that the City has taken as part of the agreement. Peterson stated that the City worked to get a wetland delineation determination, acquired an adjacent parcel, obtained easements from four different entities, rezoned the property, and the utilities are currently being relocated. Peterson stated that once the relocation is complete, the final costs of the project will be sent to BOLI to receive an updated project determination letter. Peterson stated that right now, the City lacks an updated BOLI letter and planning authorization

for the project to close. Peterson stated that this resolution enables two 30 days extensions, to get the BOLI determination letter in place for the earnest money payment.

Peterson stated that the resolution enables the extension, but does not alter the final closing date. Peterson stated that the closing date is June 30, 2019 Peterson stated that the City is on track to accomplish the items within the timeframe outlined.

Stanley Dirks asked about the BOLI determination and where the project overall stands on that issue. Peterson stated that when a public agency and a private partner work collaboratively on a project, there has to be a determination from BOLI to see if prevailing wage is required for the entire project, or just the public investment portion. Condit stated that the BOLI has already divided the project based on original estimates, and those costs have increased so a new determination is needed. Condit stated that there is a \$750,000 cap on public contributions, and it looks like the City will come in just be under that amount.

Upon motion by Morasch, seconded by Stanley Dirks and passing 6-0, Resolution 41-2018 authorizing amendment #5 to the City's and Urban Renewal's Disposition and Development Agreement was approved.

The Urban Renewal Agency adjourned at 6:45pm.

DISCUSSION: LEVY READY

Harden stated that in the interest of time and due to the health of the Council, this item will be moved to a different meeting.

RESOLUTION 40-2018: COLLECTIVE BARGAINING MOU – ESTABLISHING A NEW COST OF LIVING INDEX

Peterson presented the resolution and stated that the historical cost of living index that the City has been using is no longer being produced. Peterson explained that the Portland/Salem CPI is no longer reported by the Bureau of Labor and Statistics. Peterson stated that index is named in the City's collective bargaining agreement, and will need to be revised. Peterson stated that discussions were held with the bargaining unit regarding alternative indices, and the All-City Urban Wage earners index was selected. Peterson explained that staff had provided the unit with historical background on the main alternative indices, and over time all the indices are nearly identical. Peterson stated that there can be dramatic short-term difference though, and the All-City's index looked to be the most stable.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 40-2018 selecting the All-Cities – U as the consumer price index, and authorizing the City Manager to sign an MOU with the Collective Bargaining Unit was approved.

DISCUSSION: 238TH FAÇADE RENOVATION PROGRAM

HR/Records Manager Greg Dirks presented the discussion and stated that this item is about framing the 238th façade program in order to develop an RFP for a consultant to conduct a feasibility evaluation. Dirks stated that the items selected do not have to be part of a final program, if a program is developed at all. Rather, the elements will help the consultant develop a comprehensive report that provides information to the Council to make decisions moving forward.

Dirks stated that that in general, the study area runs from Halsey Street to just south of Arata Road. Dirks explained that the Council can modify that area, as well as what type of structures could be included. Dirks stated that the area consists of single-family homes, which some are owner occupied, some businesses complexes, and a few multi-family developments. Dirks stated that it is up to the Council on what is included in the evaluation.

Dirks stated that another decision point that is needed is what elements could be part of a façade program. Dirks stated that includes items such as landscaping, street scape, lighting, driveways, painting and siding. Dirks explained that the intent is to have the consultant develop a general estimate on costs. The more information that is included, the more the Council will know what the program could cost.

Dirks stated that the next step in the overall process will be for staff to develop an RFP, then to select a consultant to do the analysis and report, and then present back to the Council. Dirks stated that phase will be completed by June 30, 2019. From there, the Council can decide how and when to move forward with any kind of program.

Dirks presented the list of options to be considered in the analysis work. The Council stated that they would like the report to be as comprehensive as possible in order to provide the most information to make future decisions. Dirks stated that he will draft an RFP for an award in January or February.

DISCUSSION: CITY COUNCIL RETREAT

Peterson asked for feedback on the City Council retreat and on the expenditure level. Harden stated that he felt that the staff led discussions were better than the ones conducted by outside facilitators. Mark Clark stated that one of the purposed of having a facilitator is so staff can fully engage in the process and not spend time running it the session.

Upon motion by Smith seconded by Nissen and passing 4-0, the City Council set a cap of \$9,000 for the City Council retreat.

*Smith left 7:18pm

FINANCE DIRECTOR'S REPORT

Reeser presented the report, and distributed copies of the updated graphics that were not included in the packet. Reeser stated that this covers the period through October. Reeser explained that property taxes are starting to come in, and there will be large increase on the revenue side because of that. Reeser stated that the revenues and expenditures are on track and within the anticipated amounts for this time of year. The interest rates continue to increase as well. Reeser stated that the CAFR and audit are in the works. Reeser stated that there was a request to extend the due date to the end of January, and that has been approved. Reeser explained that the extension was mainly for him to get up to speed on the finances and reports.

CITY MANAGER REPORT

Peterson asked about the Christmas Eve holiday, and stated that typically the Mayor has granted a half day off. Peterson asked for direction from the Council regarding December 24th. Peterson stated that he would like to close City Hall on the 24th, as it would not make sense to have the City Hall open on a Monday for half a day, and then a day off for Christmas. Peterson stated that he cannot take that action, but would if he could and asked for the Council's direction.

The City Council closed City Hall on December 24th.

ADJOURN

With no further business coming before the Council, the Council adjourned at 7:28pm.

Timothy Clark
Mayor

Date

ATTEST:

Greg Dirks: City Recorder



City Council Agenda Item Staff Report

Meeting Date: January 10, 2019

TO: Mayor and Councilors

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

DATE: December 31, 2018

SUBJECT: Ordinance 1-2019 Accepting State Revenue Sharing for Fiscal Year 2019-2020

Requested Council Action

Vote to consider Ordinance 1-2019 accepting state revenue sharing for FY 2019-20.

Background

The Oregon Legislative Assembly in recognition of the need of Oregon cities for additional funds to implement various programs now required to meet the needs of their citizens and other complexities of modern living, did establish a program for “revenue sharing” by the various participating cities of the State. Wood Village has participated in this program by passing an Ordinance accepting State revenue sharing at the beginning of each calendar year.

Next Steps

This is the first step in the annual budgeting process. Additional meetings and public hearings will occur regarding the 2019-20 budget.

Alternatives

The Council may decline to participate in the shared revenue program which would result in the loss of revenue for the City.

Fiscal Impact

The City would be able to accept State revenue funds by adopting Ordinance 1-2019. These funds amounted to \$43,661.85 in fiscal year 2017-18.

City Council Goal

This action will impact City Council Goal 4: Long Term Financial Stability.

Suggested Motion

“I move to adopt Ordinance 1-2019 accepting the State of Oregon Shared Revenue Program for fiscal year 2019-2020.”

ORDINANCE 1-2019

AN ORDINANCE ACCEPTING FOR THE CITY OF WOOD VILLAGE THE REVENUE SHARING PROGRAM OF THE STATE OF OREGON PURSUANT TO ORS 221.770 FOR FISCAL YEAR 2019-2020, AUTHORIZING THE CITY TO COMPLY THEREWITH AND TO RECEIVE STATE REVENUE THEREUNDER.

THE CITY OF WOOD VILLAGE ORDAINS AS FOLLOWS:

Section 1. Whereas, the Oregon Legislative Assembly in recognition of the need of Oregon cities for additional funds to implement various programs now required to meet the needs of their citizens and other complexities of modern living, did establish a program for “revenue sharing” by the various participating cities of the State; and

Section 2. Whereas, among the conditions set forth in said legislation to permit participation by the City of Wood Village in said program is the requirement that the City evidence its election and desire to participate therein by Ordinance and to hold certain public hearings with respect thereto; and

Section 3. NOW, THEREFORE, the City of Wood Village Council, meeting in duly and regularly constituted session, does hereby find and determine that it is in the best interest of the City to participate in the “revenue sharing” program as set forth in ORS 221.770, and does hereby, by this Ordinance, state such intent and election to so participate and to receive certain State revenues for certain municipal purposes as set forth therein for the Fiscal Year 2019-2020.

Section 4. That based upon the acceptance and election hereinabove set forth, the City Recorder and Mayor are hereby directed and authorized to do those things that are required of the City to evidence the City’s desire to participate in the stated “revenue sharing” program, to hold the required public hearings and to execute such documents as may be necessary or convenient to accomplish the same, and the City Recorder is directed and shall file with the appropriate departments of the State such documents, certifications and copies as may be required to complete such election and participation.

PASSED BY THE COMMON COUNCIL OF THE CITY OF WOOD VILLAGE, OREGON THIS 10th DAY OF JANUARY, 2019.

Motion to approve by _____; seconded by _____ and adopted this 10th day of January, 2019.

YEAS _____ NAYS _____

Mayor

ATTEST

Greg Dirks, City Recorder



City Council Agenda Staff Report

Meeting Date: January 10, 2019

Memorandum

TO: Mayor and City Council

FROM: Bill Peterson, City Manager

AUTHOR: Seth Reeser, Finance Director

DATE: January 3, 2019

TOPIC: Annual Report on System Development Charge revenues currently held in reserve for future use

Requested Council Action: Review and approve by Resolution the report presented referencing Water, Sewer and Parks System Development Charges (SDCs).

Background: System Development Charges (SDCs) exist in Wood Village to allow new development in town to pay or “buy in” for their fair share of the previously developed and purchased water and sewer infrastructure.

When permits are taken out for new development in the City, the developer is charged water, sewer and Parks SDCs. These funds are separately maintained and can only be used for future expansion/development of the water and sewer infrastructure as outlined by the SDC methodology.

Oregon Revised Statutes 223.311 (Deposit of system development charge revenues; annual accounting) requires an annual accounting of the total SDCs collected for each system and the projects that were funded in the previous fiscal year. This report is to notify the City Council of the amount collected and currently held in reserve for future Capital Expenditure use.

Here is the summary of the past five years plus the current year SDC funds usage:

- Sewer SDCs used in 2014-15 = \$18,732.05 for Sewer Master Plan costs.
- Sewer SDCs used in 2015-16 = \$ 7,492.82 for the Halsey Street Sewer project costs.

The balance in the Water SDCs as of 06/30/18 = \$ 122,680.95

The balance in the Sewer SDCs as of 06/30/18 = \$ 78,095.45

The balance in the Parks SDCs as of 06/30/18 = \$ 55,539.00

Next Steps: Please review the attached SDC detail presented in Table Format of the Water, Sewer, and Parks SDCs held in reserve. Previous history is included for your information.

SDC revenues and fund balances can be appropriated for projects in each budget cycle, in accordance with the percentage of the project that is eligible for SDCs outlined by the SDC methodology and System Master Plans.

Alternatives and Fiscal Impact:

1. Accept the report as it is presented
2. Request further information

Suggested motion:

I move to approve Resolution 1-2019, A Resolution Accepting the June 30, 2018 System Development Charge Report for the Water and Sewer Funds.

RESOLUTION 1-2018

A RESOLUTION ACCEPTING THE 2016 SYSTEM DEVELOPMENT CHARGE REPORT FOR WATER AND SEWER

WHEREAS:

1. The City current has System Development Charges (SDC's) in both Water and Sewer, and;
2. The SDC funds are collected as a reimbursement and improvement fee from new connections to the utility system to help cover the costs of required infrastructure expansions, and;
3. Oregon Statute require the preparation and posting of the collection of all SDC revenues and their expenditure, and
4. The following report as attached as Exhibit A outlines the SDC revenues from both Water and Sewer for 2017.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wood Village that the System Development Charge Report for 2017 as attached as Exhibit A is accepted and approved by the City Council.

Motion to approve by _____; seconded by _____ and adopted this 9th day of January, 2018.

YEAS _____ NAYS _____

TIMOTHY CLARK, MAYOR
CITY OF WOOD VILLAGE

ATTEST:

GREG DIRKS
CITY RECORDER

City of Wood Village
Schedule of System Development Charge Revenue, Expenditures, and Balances
As of June 30, 2018

WATER FUND (60)

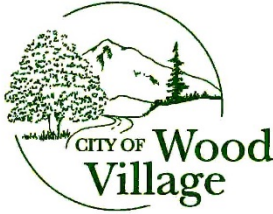
Fiscal Year	Project	Beginning Balance	Revenues / Deposits	Expenditures / Payments	Ending Balance
2010-11	Wood Village Town Center LLC	\$ 15,675.00		\$ 15,675.00	\$ -
2011-12	Wood Village Town Center LLC	-	7,832.00	7,832.00	-
2012-13	Morgan Estates - 237th Place	-	3,764.00	3,764.00	-
2013-14		-	-	-	-
2014-15		-	16,350.29	-	16,350.29
2015-16		16,350.29	8,721.63	-	25,071.92
2016-17		25,071.92	8,061.23	-	33,133.15
2017-18		33,133.15	89,547.80	-	\$ 122,680.95

SEWER FUND (70)

Fiscal Year	Project	Beginning Balance	Revenues / Deposits	Expenditures / Payments	Ending Balance
2010-11	Wood Village Town Center LLC	\$ 199,342.00	\$ -	\$ 199,342.00	\$ -
2011-12		-	-	-	-
2012-13		-	-	-	-
2013-14		-	-	-	-
2014-15	Sewer Master Plan costs	-	18,732.65	18,732.65	-
2015-16	Halsey Street Sewer Projects	-	7,492.82	7,492.82	-
2016-17		-	4,707.85	-	4,707.85
2017-18		4,707.85	73,387.60	-	\$ 78,095.45

GENERAL FUND (10) - PARKS

Fiscal Year	Project	Beginning Balance	Revenues / Deposits	Expenditures / Payments	Ending Balance
2017-18		-	\$ 55,539.00	\$ -	\$ 55,539.00



City Council Agenda Item Staff Report

Meeting Date: January 10, 2019

TO: Mayor and City Council

FROM: Bill Peterson: City Manager
Authored by: John Niiyama, Public Works Director

DATE: January 10, 2019

SUBJECT: Cedar Lane Utility Improvement Project

Requested Council Action

Adopt Resolution 2-2019 authorizing the City Manager to sign a contract with the lowest responsible bidder the construction of the Cedar Lane Utility Improvement Project.

Background

2017-2018 as Goal 3 of the APP list of projects "Design and Build Complete Road/Waterline/Sewer/Stormline Project (Cedar Lane). Firwood Design Group in Troutdale was awarded the design and engineering support contract, and has completed plans to permit the project to be advertised.

A Request For Proposals and formal bid was advertised December 5th & 7th with proposals due Monday January 7, 2019.

This project entails complete, new waterline replacement of plastic PVC with City Construction Standard ductile iron. A new stormline intercepting the 24" concrete pipe from NE 238th and the 24" concrete pipe from Treehill. The new stormline placement will be within the Cedar Lane right of way. The existing line along the rear lot lines will be utilized as an overflow.

The roadway surface on Cedar Lane will be entirely removed to permit the installation of the water and storm water lines. Minor sanitary wastewater repairs identified during prior years video inspection, and any identified issues when the line is exposed. The roadway will then be reconstructed and paved.

Fiscal Impact

The engineer estimate plus contingency for the project is \$1,024,000 (breakdown below). Budget appropriations for the project are \$640,000. To proceed as designed, the project is projected to exceed current dedicated budget authorization by \$343,000.

ENGINEER'S ESTIMATE

Waterline Improvements	\$259,425
Stormline Improvements	\$290,000
Mobilization, Paving, Erosion Control, & Grading	\$386,506
Contingency 5%	\$ 48,869
Engineering	<u>\$ 40,000</u>
TOTAL ENGINEER ESTIMATE	
PLUS 5% CONTINGENCY	\$1,024,800

BUDGET APPROPRIATIONS

Cedar Lane Waterline Replacement	\$250,000
Cedar Lane Roadway Overlay and Storm Drain	\$380,000
Engineering and Design Cedar	\$40,000
Cedar Lane Sanitary Sewer	<u>\$ 10,000</u>
TOTAL ALLOCATIONS	\$680,000

POTENTIAL ADDITIONAL BUDGET RESOURCES

Future Water System Capital	\$114,000	1/3 Mobilization/Asphalt
Total		
Amount of Water Cost above Budget	\$ 9,000	
Crack Sealing Appropriation	\$ 20,000	
Multnomah County Enhancements	<u>\$ 100,000</u>	Glisan / 238 th ?
TOTAL	\$ 243,000	

In addition to current appropriation resources, the City Council could direct the award of the contract and commit future years of the street fund capital investment margin. We predict the annual capacity for capital in the Street fund will be \$125,000 per year. We could dedicate funding from the Street fund, borrowing short term financing from the General Fund.

It is also possible to turn to the General Fund for additional resources. The General Fund has \$850,000 in contingency that could be directly appropriated to the project by resolution of the Council.

If all current budget resources are dedicated, along with the capital investment margin in the Street Fund for 2019-2020, we can award up to \$1,048,000. The table below identifies some of the positive and negative impacts from utilizing these resources for the Cedar project.

Fund Source	PRO	CON
Use Mult. Co Enhance	Enable the work to be completed in the current period	Limit what City can do with 238th work and Glisan Ramps
Use Slurry Allocation	Focus on Cedar, highest priority in the system	Give up crack seal on 236 and 237 planned
Use Future Margin	Allows work to proceed now, probably lower cost?	Eliminate other capital in 2019-2020
Water System Restore Pmt	If water was replaced without road work, would have to pay	Reduces the accumulated funding dedicated to future improvements

City Goal

Adopting Resolution 2-2019 supports City Goal 3: High quality, cost-effective public utilities, parks and events.

Also supporting the following Master Plans:

1. Stormwater System Facility Plan
2. Water Master Plan
3. Pavement Management Program Plan
4. Wastewater Collection System Master Plan

Alternatives

At Council's direction staff will

1. Proceed with RFP Bid Award, utilizing existing appropriations and directing the City staff to bring a resolution to the Council to complete the funding for the project, or
2. Adopt the resolution directing funding from sources other than those identified in the staff recommendation, or
3. Reject the Resolution, directing the delay of the project to a future budget year when additional funding allocations can be made.

Recommendation and Suggested Motions

The City Staff recommendation is to award to the successful responsible low bid up to \$1,048,000, with the following resources dedicated to funding this work:

Direct Cedar Appropriations	\$640,000
Engineering Authorization for Cedar	\$ 40,000
Water System Pay for System and Street Restore Equivalent	\$123,000
Crack Sealing Appropriation	\$ 20,000
Multnomah County Enhancements	\$100,000
FY 2019-2020 Capital Margin Streets (borrow GF)	<u>\$125,000</u>
TOTAL	\$1,048,000

It is recommended that the resolution to improve utilities to Cedar Lane be adopted and the staff directed to bring budgetary adjustments and loan authorizations necessary to complete the financing as recommended.

“I move to adopt Resolution 2-2019 to Cedar Lane Utility Improvement Project.”

RESOLUTION 2-2019

A RESOLUTION AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY STEPS TO AUTHORIZE BUDGET ADJUSTMENTS AND OTHER DOCUMENTS TO PERMIT THE AWARD OF A CONTRACT TO (____) CONTRACTOR FOR THE CEDAR LANE UTILITY IMPROVEMENT PROJECT

WHEREAS:

1. The Wood Village City Council, acknowledging the Stormwater System Facility Plan Updated dated March 2012, to improve and reduce flooding between Cedar Lane and Maple Blvd, and
2. The City of Wood Village acknowledging its Water Master Plan dated July 2014, recognizing the PVC waterline and the Public Works Construction Standards requiring ductile iron pipe, and
3. The City of Wood Village City Council, acknowledging the Wastewater Collection System Master Plan dated July 2015, recognizing the requirement to reduce inflow and infiltration and repair deteriorated or broken pipe, and
4. The City of Wood Village City Council, acknowledging the Pavement Management Program Update dated 2016, recognizing the need to apply a surface treatment, and
5. The City of Wood Village City Council requires approval of contracts in the amount of \$50,000 or more, and
6. The engineer's estimate and 5% contingency for the project is \$1,024,000, and
7. _____ responsible and responsive proposals were received. ____ was selected among the proposals for the project, and

NOW THEREFORE, LET IT BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOOD VILLAGE THAT THE CEDAR LANE UTILITY IMPROVEMENT PROJECT CONTRACT TO (_____) IN THE AMOUNT OF (\$ _____) AND AUTHORIZE THE CITY MANAGER TO BRING TO THE COUNCIL THE NECESSARY REAPPROPRIATION AND LOAN DOCUMENTS NECESSARY TO COMPLETE THE FINANCING OF THE PROJECT AND TO SIGN THE CONTRACT.

Move to approve by _____; seconded by _____ and adopted this 10th day of January, 2019.

YEAS _____ NAYS _____

Timothy Clark, Mayor
City of Wood Village

ATTEST:

Greg Dirks
City Recorder



City Council Agenda Item Staff Report

Meeting Date: January 10, 2019

TO: Mayor and Councilors
FROM: Bill Peterson, City Manager
AUTHORED BY: Seth Reeser, Finance Director
DATE: December 31, 2018
SUBJECT: Resolution to Set Monthly Water, Sewer & Street Utility Fee Adjustments

Requested Council Action: Review and approve the resolution to set the water, sewer and street utility fees to reflect a 3.9% Cost of Living increase effective February 1, 2019.

Background: The most recent water and sewer rate increase was effective on January 1, 2018 when City Council approved a Cost of Living (COLA) increase of 2.1%. It has been the City's previous policy to adjust the water and sewer rates with a COLA increase in January or February of each year with the consideration that it is easier on the citizens to have a cost increase on lower usage months. Therefore we are recommending this year's COLA increase to be effective on February 1, 2019.

Council reviewed and adjusted many of the associated fees (shut offs, late charges, etc) in 2017, and they are still applicable to our services, so we have not recommended changing any of these fees at this time.

Next Steps: Please review Attachment A to see the recommended fees. We have included the previous fees and the newly recommended fees.

City Council Goals:

Adoption of the annual cost of living adjustments permits the utilities to remain financially viable and averts periodic large increases in rates. This directly serves City Council Goal 3: High Quality, cost-effective public utilities, parks and events.

Alternatives & Fiscal Impact:

1. Accept the fees as they are presented.
2. Adjust the fees to other amounts.
3. Reject the increases.

Suggested Motions:

1. *I move to approve Resolution 3-2019, A resolution setting water, sewer and street user fees to be effective February 1, 2019.*

RESOLUTION 3-2019

**A RESOLUTION SETTING WATER, SEWER AND STREET USER FEES TO BE
EFFECTIVE FEBRUARY 1, 2019**

WHEREAS:

1. Annual adjustment of utility fees permits the City to maintain the purchasing power of the utility rate and helps avert larger one time increases periodically, and
2. The City Council desires to have each utility, water, sewer, and the street and drainage utility, remain independent and financially capable of meeting the service needs for the community, and
3. The Council wishes for the timing of the adjustment of the utility rates to be at the lowest consumption period of the year to allow time for acclimation to the new rates prior to the high consumption summer season.

NOW, THEREFORE, BE IT RESOLVED by the common council of the City of Wood Village that all utility fees for water, sewer, and the transportation and storm water utilities are adjusted in accord with Attachment A, with such rate adjustments effective February 1, 2019.

Motion to approve by _____; seconded by _____ and adopted this 10th day of January, 2019.

YEAS _____ NAYS _____

TIMOTHY CLARK, MAYOR

ATTEST:

Greg Dirks, City Recorder

ATTACHMENT A

WATER, SEWER & STREET RATE CALCULATION TABLES
FOR MONTHLY BILLINGS

	Previous Monthly water rates <u>effective January 1, 2017</u>	Current Monthly water rates <u>effective January 1, 2018</u>	3.9% Increase in Projected Monthly water rates <u>effective February 1, 2019</u>
WATER RATES			
Single Family			
Base Fee	\$25.16	\$25.69	\$26.69
Consumption Fee for each 100 CF over 400 CF	\$1.71	\$1.75	\$1.81
Single Family, Senior			
Base Fee	\$18.89	\$19.29	\$20.04
Consumption Fee for each 100 CF over 400 CF	\$1.71	\$1.75	\$1.81
Multi- Family (Includes 2, 3 & 4-plexes)			
Base Fee	\$24.11	\$24.62	\$25.58
Consumption Fee for each 100 CF over 400 CF	\$1.71	\$1.75	\$1.81
Multi- Family, Senior			
Base Fee	\$18.08	\$18.46	\$19.18
Consumption Fee for each 100 CF over 400 CF	\$1.71	\$1.75	\$1.81
Non-Residential			
Base Fee	\$66.40	\$67.79	\$70.44
Consumption Fee per 100 CF	\$3.37	\$3.44	\$3.57
Irrigation			
Consumption Fee per 100 CF	\$3.37	\$3.44	\$3.57
Commercial Fire Service			
Base Fee	\$70.39	\$71.87	\$74.67
Consumption Fee per 100 CF	\$3.37	\$3.44	\$3.57
Fire Hydrant Meter Rental/Construction Use of New Meter			
Base	\$61.93	\$63.23	\$65.70
Consumption Fee per 100 CF	\$2.54	\$2.59	\$2.69
Deposit (Fire Hydrant Meter only)	\$200.00	\$204.20	\$212.16
Installation Fee (Fire Hydrant Meter Only)	\$50.00	\$51.05	\$53.04
STREET USER FEES			
	Previous Monthly street user fees <u>effective January 1, 2017</u>	Current Monthly street user fees <u>effective January 1, 2018</u>	3.9% Increase in Projected Monthly street user fees <u>effective February 1, 2019</u>
Single Family Residence (for reference)	\$10.01	\$10.13	\$10.53
Apartment (for reference)	\$6.83	\$6.97	\$7.24
Mobile Home Park (for reference)	\$5.15	\$5.26	\$5.46
Assisted Living (for reference)	\$2.69	\$2.75	\$2.86
Residential Fee per ADT	\$1.05	\$1.07	\$1.1145
Commercial Fee per ADT	\$0.29	\$0.30	\$0.3090
SEWER RATES			
	Previous Monthly sewer rates <u>effective January 1, 2017</u>	Current Monthly street user fees <u>effective January 1, 2018</u>	3.9% Increase in Projected Monthly street user fees <u>effective February 1, 2019</u>
Single Family			
Base Fee	\$51.81	\$52.90	\$54.96
Single Family, Senior			
Base Fee	\$38.89	\$39.71	\$41.26
Multi- Family (Includes 2, 3 & 4-plexes)			
Base Fee	\$15.90	\$16.23	\$16.87
Consumption Fee for each 100 CF	\$3.84	\$3.92	\$4.07
Multi- Family Senior			
Base Fee	\$11.92	\$12.17	\$12.64
Consumption Fee for each 100 CF	\$3.84	\$3.92	\$4.07
Non-Residential			
Base Fee	\$69.00	\$70.45	\$73.20
Consumption Fee per 100 CF	\$5.73	\$5.85	\$6.08
Concrete/Paving			
Base Fee	\$69.00	\$70.45	\$73.20
Associated Fees			
	Previous	Previous	Projected
Shut off Water Services	\$25.00	\$25.00	\$25.00
Restoration of Water Services	\$25.00	\$25.00	\$25.00
Late Charge applied to late utility bills	5%	5%	500%
Removing lock and/or using water without City authority	\$250.00	\$250.00	\$250.00
Removing obstructions to access meter	\$25.00	\$25.00	\$25.00
Re-installing meter up to 1" diameter	\$30.00	\$30.00	\$30.00
Re-installing meter over 1" diameter	Time & Materials	Time & Materials	Time & Materials
Testing meter on request (if accurate within 4%)	Removal + reinstallation +Time + Materials	Removal + reinstallation +Time + Materials	Removal + reinstallation +Time + Materials
Check returned from bank for non-sufficient funds	\$30.00	\$30.00	\$30.00



City Council Agenda Item Staff Report

Meeting Date: January 10, 2019

TO: Mayor and Councilors

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

DATE: December 31, 2018

SUBJECT: Discussion: Sewer Laterals

Requested Council Action

Review the information, and provide direction on how, or if to proceed.

Background

Per City code section 13.06.030 and 13.08.090, the City is responsible for sewer laterals from the property line to the main sewer line. If there were a lateral failure between the property line and the main sewer line, it is the City's responsibly to repair. Lateral failures are often caused by root intrusion, deterioration, and ground disturbances that cause pipe failures. These issues occur more often between the home and property line as the pipe is not laid in a compacted sub-base and there are more opportunities for root intrusion. When a lateral fails, it is often between the home and property line, and the City's side of the line is not impacted.

It is the property owners responsibility to pay for the replacement or repair of a sewer lateral line that is between the home and property line. The average cost to replace a residential sewer lateral is about \$3,500, and repairs can cost on average \$200 per lineal foot of repair. The repair of a sewer lateral is not commonly covered under a homeowner's insurance policy, and unless third party coverage has been purchased, then the property owner must pay for the repair or replacement out of pocket. There are about 3-5 sewer laterals repaired or replaced in the City each year on average.

The City has one of the lowest household median incomes in the state, and has the lowest household median income in the Metro area. A repair bill of \$3,500 can be difficult, and lower income residents may have a harder time obtaining financing. The question is should the City act as a lending agent for the repair or replacement of residential sewer laterals. A loan program could be developed in several different ways, and a summary of potential options is below. It is important to note that the funds used in a loan program come from sewer rates which are paid by residents and business owners in the City for the operation and maintenance of the City sewer system. A loan program to finance private laterals is outside the current scope of operations. Funds allocated for sewer lateral loans would come out of the sewer capital improvement funds. While the long-term impact is a net zero transaction, the year to year fund availability for capital projects would be impacted.

Potential Loan Programs: All loan programs would be for owner-occupied single family homes only. The monthly payments would be added to the customer's monthly utility bill. Rental and commercial properties would not be eligible. If the council wishes to allow this program to proceed, we may wish to include owner occupied duplex units (owner in one of the units).

Loan of Last Resort: Charge an interest rate of the Commercial Prime rate plus .5% to cover staff administration of the loan. The current prime rate is 5.25%, for a total rate of 5.75%. The City would place a lien on the property for the full amount of the loan, and would not be removed until the loan is repaid in full. The loan term is proposed at five (5) years. There would not be any pre-payment penalties. Based on a \$3,500 repair bill, the monthly payment would be \$67.26 a month for five years. The total paid including interest would be \$4,035.52.

Loan for Low-Income: Some low-income threshold would be established (Federal poverty line, median income measure, etc.), and those eligible would receive a loan for lateral repairs. The interest rate could be different from the commercial prime, such as the investment interest rate. The loan term could also be extended to seven (7) or ten (10) years. Under that scenario, a \$3,500 loan at 2.5% interest for ten years would have a monthly payment of \$32.99 with the total paid being \$3,959.34. There are two potential downsides to this option. The first is establishing and verifying a low-income standard, and the cases of where someone falls just outside the threshold, but still needs assistance. The other issue is the longer the loan runs, the more the interest rate will fluctuate. While staff can adjust the final payment to reflect changes in the interest rate overtime, a set rate becomes problematic. In addition, setting a loan rate at the current investment rate does not take into account the staff expense of administering and tracking a loan, which would consume staff time.

Hybrid of the two Options: A combination of elements can be mixed and matched from the two above-listed options to create a third option. The more elements are put into a program, the more difficult it can be to manage and track a program.

Lastly, the Council does not have to take action. Few laterals are repaired or replaced in any given year, and even fewer requests for assistance are made. Taking no action and continuing to focus on the City-owned portion of the lateral is a viable option.

Next Steps

Based on the Council's direction, staff will either proceed with the development of a loan program for Council's approval, or will not take any action at all.

Alternatives

Alternatives for a loan program are presented above.

Fiscal Impact

The long-term net impact is a net zero transaction, and the year to year fund availability for capital projects would be impacted. Funding for four lateral loans a year would result in about a \$20,000 line item that may or may not be spent in any given year.

City Goal

This item impacts City goals 1: A safe, clean, livable community with a sense of pride, quality housing, and strong identity.

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

4: Long-term financial stability and economic vitality.

7. Environmental responsibility.

Suggested Motions

While no staff recommendation on whether or not to establish a loan program has been made, staff recommends using the Loan of Last Resort option if the Council desires to establish a loan program.



City Council Agenda Item Staff Report

Meeting Date: January 10, 2019

TO: Mayor and Councilors

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

DATE: December 21, 2018

SUBJECT: 2019 City Council Meeting Dates

Requested Council Action

Review and approve the 2019 City Council meeting dates.

Background

The default City Council meeting dates are the second and fourth Tuesday of each month. However, due to work conflicts, some of the meeting dates are revised to help enable all Councilors to attend the meetings. This means some Tuesday meetings are moved to the following Thursday. The proposed 2019 City Council schedule is attached as Exhibit A.

Next Steps

Once the 2019 dates are approved by the City Council, staff will publish the meeting calendar and distribute it to stakeholders and the website.

Alternatives

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

Fiscal Impact

There is no anticipated financial impact

City Goal

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

Suggested Motions

“I move to approve the 2019 City Council meeting date schedule.”

City Council Meeting Dates: 2019

- **January**
 - Thursday, January 10, 2019
 - Tuesday, January 22, 2019
- **February**
 - Tuesday, February 12, 2019
 - Tuesday, February 26, 2019
- **March**
 - Thursday, March 14, 2019
 - Tuesday, March 26, 2019
- **April**
 - Tuesday, April 9, 2019
 - Thursday, April 25, 2019
- **May**
 - Thursday, May 16, 2019
 - Tuesday, May 28, 2019
- **June**
 - Tuesday, June 11, 2019
 - Thursday, June 27, 2019
- **July**
 - Tuesday, July 9, 2019
 - Tuesday, July 23, 2019
- **August**
 - No Meetings
- **September**
 - Tuesday, September 10, 2019
 - Tuesday, September 24, 2019
- **October**
 - Thursday, October 10, 2019
 - Tuesday, October 22, 2019
- **November**
 - Tuesday, November 12, 2019
 - Tuesday, November 26, 2019
- **December**
 - Thursday, December 12, 2019