

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
January 9, 2018
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. Consent Calendar:
 - a. [Review of bills paid in December, 2017](#)
 - b. Contracts \$2,500 - \$50,000
 - There were none.
4. Presentation: Update on Roadway Projects – Multnomah County
5. [Ordinance 1-2018: Accepting for the City of Wood Village Revenue Sharing Program of the State of Oregon](#)
6. [Resolution 1-2018: 2017 System Development Charges Report](#)
7. [Discussion: How to Review an Employee Compensation Analysis](#)
8. [Discussion: City Council Retreat](#)
9. [Discussion: 8th Annual Tree Lighting Event Recap](#)

ADJOURN

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

Next Meeting: Tuesday, January 23, 2018



CITY OF WOOD VILLAGE

Check Report

By Check Number

Date Range: 12/01/2017 - 12/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP River-AP Riverview Bank						
0431	76 FOODMART	12/07/2017	Regular	0.00	45.82	22059
0970	ADVANCE AUTO PARTS	12/07/2017	Regular	0.00	12.94	22060
10033	CHR CREATIVE	12/07/2017	Regular	0.00	270.00	22061
0505	CITY OF FAIRVIEW	12/07/2017	Regular	0.00	63.92	22062
2853	ENDRESS & HAUSER INC	12/07/2017	Regular	0.00	230.07	22063
1200	GLOBAL NETWORK SUPPORT INC.	12/07/2017	Regular	0.00	2,017.50	22064
1229	GRAYBEARD'S WOVEN WIRE FENCE CO	12/07/2017	Regular	0.00	3,613.00	22065
0960	KIP EDGLEY	12/07/2017	Regular	0.00	3,440.00	22066
1571	LOWES COMPANIES, INC	12/07/2017	Regular	0.00	430.30	22067
	Void	12/07/2017	Regular	0.00	0.00	22068
1760	MOEN MACHINERY COMPANY	12/07/2017	Regular	0.00	110.19	22069
10122	NET ASSETS	12/07/2017	Regular	0.00	42.00	22070
1910	NOLAN'S TIRE FACTORY	12/07/2017	Regular	0.00	45.85	22071
2160	OREGON ASSOCIATION	12/07/2017	Regular	0.00	293.52	22072
2202	PAPE MACHINERY EXCHANGE	12/07/2017	Regular	0.00	34.65	22073
2236	PETTY CASH	12/07/2017	Regular	0.00	132.89	22074
2244	PITNEY BOWES, INC	12/07/2017	Regular	0.00	105.00	22075
10011	PIXIS LABS, LLC	12/07/2017	Regular	0.00	74.40	22076
2250	PLATT ELECTRIC SUPPLY, INC	12/07/2017	Regular	0.00	7.45	22077
2350	POSTMASTER	12/07/2017	Regular	0.00	730.00	22078
10000	THE MOLE LADY	12/07/2017	Regular	0.00	1,400.00	22079
2834	TICE ELECTRIC CO	12/07/2017	Regular	0.00	2,600.00	22080
0505	CITY OF FAIRVIEW	12/14/2017	Regular	0.00	22,858.00	22081
0510	CITY OF GRESHAM	12/14/2017	Regular	0.00	31,243.65	22082
0530	CITY OF PORTLAND	12/14/2017	Regular	0.00	5,054.76	22083
0611	COMMUNITY NEWSPAPERS, INC	12/14/2017	Regular	0.00	32.34	22084
0642	COTTONWOOD ESTATES ASSOC	12/14/2017	Regular	0.00	50.00	22085
1042	FASTENAL COMPANY	12/14/2017	Regular	0.00	239.84	22086
1056	FIERCE THOUGHT	12/14/2017	Regular	0.00	110.00	22087
0340	GRESHAM LOCKSMITH, INC.	12/14/2017	Regular	0.00	187.00	22088
1448	KELLER ASSOCIATES, INC	12/14/2017	Regular	0.00	3,000.00	22089
1610	MASTERTech SECURITY SVC	12/14/2017	Regular	0.00	80.85	22090
2020	ONE CALL CONCEPTS, INC	12/14/2017	Regular	0.00	51.45	22091
2245	PITNEY BOWES/RESERVE ACCOUNT	12/14/2017	Regular	0.00	400.00	22092
10011	PIXIS LABS, LLC	12/14/2017	Regular	0.00	74.40	22093
2250	PLATT ELECTRIC SUPPLY, INC	12/14/2017	Regular	0.00	110.99	22094
2530	REYNOLD'S SCHOOL DISTRICT #7	12/14/2017	Regular	0.00	413.85	22095
10003	RIVER CITY ENVIRONMENTAL	12/14/2017	Regular	0.00	574.20	22096
3005	WALMART COMMUNITY	12/14/2017	Regular	0.00	635.43	22097
3010	WASTE MANAGEMENT OF	12/14/2017	Regular	0.00	1,362.64	22098
0970	ADVANCE AUTO PARTS	12/21/2017	Regular	0.00	19.99	22101
0287	BRENTAG PACIFIC INC	12/21/2017	Regular	0.00	1,083.20	22102
0520	CITY OF GRESHAM	12/21/2017	Regular	0.00	108,764.50	22103
1054	FIRWOOD DESIGN GROUP, LLC	12/21/2017	Regular	0.00	5,406.25	22104
1212	GOVERNMENT ETHICS COMMISSION	12/21/2017	Regular	0.00	475.12	22105
10106	JODY THOMAN	12/21/2017	Regular	0.00	50.00	22106
10140	RELAY RESOURCES	12/21/2017	Regular	0.00	387.70	22107
2600	SECRETARY OF STATE	12/21/2017	Regular	0.00	250.00	22108
3150	WILDWOOD PLAYGROUNDS	12/21/2017	Regular	0.00	815.50	22109
1120	FRONTIER	12/07/2017	Bank Draft	0.00	89.99	DFT0000766
2270	PGE	12/07/2017	Bank Draft	0.00	602.10	DFT0000767
2270	PGE	12/07/2017	Bank Draft	0.00	275.98	DFT0000768
2270	PGE	12/07/2017	Bank Draft	0.00	26.44	DFT0000769
2270	PGE	12/07/2017	Bank Draft	0.00	1,311.58	DFT0000770

Check Report

Date Range: 12/01/2017 - 12/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2270	PGE	12/07/2017	Bank Draft	0.00	31.92	DFT0000771
2270	PGE	12/07/2017	Bank Draft	0.00	818.09	DFT0000772
2270	PGE	12/07/2017	Bank Draft	0.00	1,649.65	DFT0000773
2270	PGE	12/07/2017	Bank Draft	0.00	19.42	DFT0000774
2270	PGE	12/07/2017	Bank Draft	0.00	18.75	DFT0000775
2270	PGE	12/07/2017	Bank Draft	0.00	25.67	DFT0000776
2270	PGE	12/07/2017	Bank Draft	0.00	393.13	DFT0000777
2270	PGE	12/07/2017	Bank Draft	0.00	121.15	DFT0000778
2270	PGE	12/07/2017	Bank Draft	0.00	16.74	DFT0000779
0170	AT & T MOBILITY	12/14/2017	Bank Draft	0.00	455.72	DFT0000780
0920	CIS TRUST	12/14/2017	Bank Draft	0.00	3,799.15	DFT0000781
1120	FRONTIER	12/14/2017	Bank Draft	0.00	42.63	DFT0000782
1120	FRONTIER	12/14/2017	Bank Draft	0.00	26.93	DFT0000783
1390	INTEGRA TELECOM	12/14/2017	Bank Draft	0.00	601.86	DFT0000784
2270	PGE	12/14/2017	Bank Draft	0.00	3,237.26	DFT0000785
2704	STERICYCLE COMMUNICATION SOLUTIONS	12/14/2017	Bank Draft	0.00	61.07	DFT0000786
1120	FRONTIER	12/21/2017	Bank Draft	0.00	48.96	DFT0000787
1710	MILLER NASH GRAHAM & DUNN LLP	12/21/2017	Bank Draft	0.00	1,386.00	DFT0000788
1920	NW NATURAL	12/21/2017	Bank Draft	0.00	300.60	DFT0000789
1920	NW NATURAL	12/21/2017	Bank Draft	0.00	187.34	DFT0000790
1920	NW NATURAL	12/21/2017	Bank Draft	0.00	223.59	DFT0000791
10107	RIVERVIEW CC - CA	12/21/2017	Bank Draft	0.00	219.60	DFT0000792
10108	RIVERVIEW CC - FD	12/21/2017	Bank Draft	0.00	383.00	DFT0000793
10109	RIVERVIEW CC - HR	12/21/2017	Bank Draft	0.00	293.40	DFT0000794
10110	RIVERVIEW CC - PW	12/21/2017	Bank Draft	0.00	1,788.98	DFT0000795
2153	OREGON DEPT OF JUSTICE	12/31/2017	Bank Draft	0.00	600.00	DFT0000797
0920	CIS TRUST	12/28/2017	Bank Draft	0.00	12,814.42	DFT0000798
1880	NATIONWIDE RETIREMENT SOL.	12/28/2017	Bank Draft	0.00	700.00	DFT0000799
2200	OREGON PERS	12/28/2017	Bank Draft	0.00	12,101.11	DFT0000800

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	48	0.00	199,431.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	65	34	0.00	44,672.23
EFT's	0	0	0.00	0.00
	140	83	0.00	244,103.39

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	48	0.00	199,431.16
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	65	34	0.00	44,672.23
EFT's	0	0	0.00	0.00
	140	83	0.00	244,103.39

Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	12/2017	244,103.39
			<u>244,103.39</u>



City Council Agenda Item Staff Report

Meeting Date: January 9, 2018

TO: Mayor and Councilors

FROM: Bill Peterson: City Administrator

Authored by: Greg Dirks: Records Manager

DATE: January 3, 2018

SUBJECT: Ordinance 1-2018 Accepting State Revenue Sharing for Fiscal Year 2018-2019

Requested Council Action

Vote to consider Ordinance 1-2018 accepting state revenue sharing for FY 2018-19.

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 2018-19 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 1-2018. These funds amounted to \$42,025 in fiscal year 2016-17.

City Council Goal

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

Suggested Motion

“I move to adopt Ordinance 1-2018 accepting the State of Oregon Shared Revenue Program for fiscal year 2018-2019.”

ORDINANCE 1-2018

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 2018-2019, 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 2018-2019.

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 9th DAY OF JANUARY, 2018.

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

YEAS _____ NAYS _____

Timothy Clark
Mayor

ATTEST

Greg Dirks, City Recorder



City Council Agenda Staff Report

Meeting Date: January 9, 2018

Memorandum

TO: Mayor and City Council

FROM: Bill Peterson, City Administrator

AUTHOR: Peggy Minter, Finance Director

DATE: January 2, 2018

TOPIC: Annual Report on SDC revenues currently held in reserve for future use

Requested Council Action: Review and approve by Resolution the report presented referencing Water and Sewer 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 and sewer SDCs. An SDC for Parks has recently been implemented and will be collected on future developments. These funds are separately maintained and can only be used for future expansion/development of the water and sewer infrastructure.

To comply with State regulations, 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:

- Water SDCs used in 2010-11 = \$15,675 for prior year’s construction loans.
- Water SDCs used in 2011-12 = \$ 7,832 for prior year’s construction loans.
- Water SDCs used in 2012-13 = \$ 3,764 for prior year’s construction loans.

- Sewer SDCs used in 2010-11 = \$199,342 for prior year’s construction loans.
- 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 12/31/17 = \$33,313.15

The balance in the Sewer SDCs as of 12/31/17 = \$ 4,707.85

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

Alternatives and Fiscal Impact:

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

Suggested motion:

I move to approve Resolution 1-2018, A Resolution Accepting the December 31, 2017 System Development Charge Report for the Water and Sewer Funds.

RESOLUTION 1-2018

**A RESOLUTION ACCEPTING THE 2017 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
Schedules of SDCs available
June 30, 2017

Account/Description	Beginning Balance	Inspection Deposits	Inspection Payments	Ending Balance
60 - 20154 - SDCs:				
Wood Village Town Center, LLC		Income	Expended	
2005	-	-	-	-
2006	-	-	-	-
2007	-	-	-	-
2008	-	-	-	-
2009	-	15,675.00	-	15,675.00
2010	15,675.00	-	-	15,675.00
2011	15,675.00	-	15,675.00	-
2012	-	7,832.00	7,832.00	-
Morgan Estates - 237th Place				
2013	-	3,764.00	3,764.00	-
2014	-	-	-	-
2015	-	16,530.29	-	16,530.29
2016	16,530.29	8,721.63	-	25,251.92
2017	25,251.92	8,061.23		33,313.15
total		60,584.15	27,271.00	

70 - 20154 - SDCs:				
Wood Village Town Center, LLC		Income	Expended	
2005	-	41,608.00	-	41,608.00
2006	41,608.00	208,040.00	-	249,648.00
2007	249,648.00	-	43,783.00	205,865.00
2008	205,865.00	-	22,960.00	182,905.00
2009	182,905.00	16,437.00	-	199,342.00
2010	199,342.00	-	-	199,342.00
2011	199,342.00	-	199,342.00	-
2012	-	-	-	-
Morgan Estates - 237th Place				
2013	-	-	-	-
2014	-	-	-	-
2015	-	18,732.65	18,732.65	-
2016	-	7,492.82	7,492.82	-
2017	-	4,707.85	-	4,707.85
total		297,018.32	292,310.47	

2015 and 2016 balances were used for the Halsey Sewer construction project.



City Council Agenda Item Staff Report

Meeting Date: January 9, 2018

TO: Mayor and Councilors

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

DATE: January 2, 2018

SUBJECT: Compensation Analysis Information

Requested Council Action

No specific action is required. The information provided is intended to enable the Mayor and Council to better understand and review the compensation analysis that will be presented at the January 23, 2018 City Council meeting.

Background

City Council Policy VI “Monitoring City Performance Policy” outlines a series of tasks and the schedule for when they are to be completed. A wage analysis is identified as needing to be completed every three years. The last wage review was presented in 2015, and the 2017-18 Annual Performance Plan outlined that a compensation analysis be conducted by the end of December 2017.

A compensation analysis attempts to match similar positions in similar organizations to help determine if the rate of compensation and benefits is appropriate and competitive. Similar positions are based on matching anchor points such as the following:

- Skills, knowledge and abilities required for the position
- Level of education required for the position
- Level of supervision exercised
- Level of supervision received
- Job functions/tasks

Compensation includes wages, health benefits related costs for the employer and employee, as well as other benefits such as time off, and PERS.

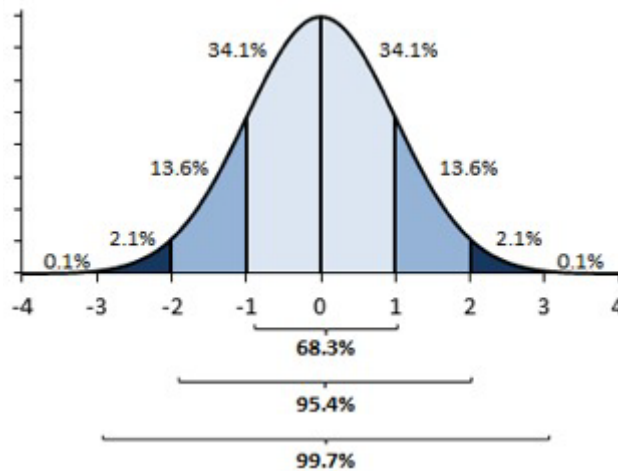
Public agencies typically use the standard that has been set by the Public Employers Collective bargaining Act (PECBA) to determine similar organizations. The PECBA standard is to use the cities with the next five larger and smaller population. However, in order to help ensure that there are enough comparable positions to review, we went with the next largest eight cities, and next smallest seven cities in population. Those cities include: Creswell, Tillamook, Veneta, Philomath, Phoenix, Reedsport, Aumsville, Lafayette, Coquille, Harrisburg, Boardman, Toledo Myrtle Creek, King City, and Mt. Angel. The cities of Phoenix, Boardman, and King City did not provide information that would be beneficial for the analysis. We are reviewing Troutdale and Fairview as well to help reflect the City’s location in a metro region, since most of our comparator cities are in rural or coastal areas.

At least three similar positions are needed to create a basic analysis, and at least five similar positions are needed in order to analyze and draw reasonable conclusions from the data. The analysis is organized by position, and consists of three focus points per position. The first point is Overall Wages which are based on gross monthly wages as reported by the respective organizations. Again, wages only makes up a portion of compensation. The next section is the Annual Cost of Employment. This figure is based on the monthly wages, plus the employer's cost of healthcare, any contributions to an HSA/VEBA, contributions to a retirement account such as the 6% PERS pickup, and paid time off benefits. The final section is the Adjusted Gross Yearly Wages which are based on the gross monthly wages less employee contributions to healthcare per position.

The Annual Cost of Employment and Adjusted Gross Yearly Wages are then evaluated with a normal distribution chart to help determine where the City ranks in terms of other cities. A normal distribution, is a distribution that occurs naturally in many situations, and is also called a Bell Curve. A normal distribution is put together by calculating the mean and standard deviation of the data set. The mean is a simple average of the data, and the standard deviation controls the spread of the distribution, and looks at the overall range of data. A smaller standard deviation indicates that the data is tightly clustered around the mean, while a larger standard deviation indicates that the data is spread out around the mean.

The empirical rule tells us what percentage of data falls within a certain number of standard deviations from the mean:

- 68% of the data falls within one standard deviation of the mean.
- 95% of the data falls within two standard deviations of the mean.
- 99.7% of the data falls within three standard deviations of the mean



In general, we want our data to fall within the 68% area, and it is also acceptable to be within the 95% area in some cases. Additional analysis and review may be needed for information that falls outside the 95% area. This tool is also useful to help determine internal equity amongst different positions.

Next Steps

The completed compensation analysis will be presented to the Council at the January 23rd City Council meeting.

Alternatives

Alternatives and recommendations will be presented as part of the Compensation Analysis report and presentation.

Fiscal Impact

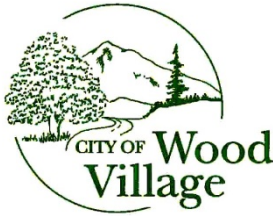
There may be some fiscal impact if positions need to be adjusted on the wage scale, and no specific fiscal impacts are anticipated at this time.

City Goal

The completion of the Compensation Analysis helps achieve City Goal 5: A Work Environment that Develops and Encourages Employees, Rewards Creativity and Innovation.

Suggested Motions

No motion needed.



City Council Agenda Item Staff Report

Meeting Date: January 9, 2018

TO: Mayor Clark and Members of the Wood Village City Council
FROM: Bill Peterson, City Manager
DATE: January 2, 2018
SUBJECT: City Council Retreat

Requested Action

Discuss the Agenda for the City Council retreat and provide feedback to agenda and format for the February 10, 2018, City Council Retreat.

Background

City Council Memorandum number 17-007 reviewed the status of the City Council Retreat proposed for February 10, 2018, and requested responses from members of the City Council. We received feedback from a majority of the elected officials with the following input:

- The venue will be the Wood Village City Hall
- The Agenda for the day will include the following:

8:30 A.M. Gather and Settle, Light Breakfast and Snacks
8:45 A.M. Financial projections for Five (5) Years
9:30 What is next in the Plans? Review of the Master Plans and their Status: Water, Sewer, Transportation, Parks
10:00 Break
10:15 Next in the Plans Continued
10:45 The Municipal Building
Size, Character, scope
12:00 Lunch
12:45 The Municipal Building Continued:
Where, what locational criteria?
2:30 Break
2:45 Brainstorm for Annual Performance Plan Council discussion time
4:30 Adjourn

Facilitation services for the early portion of the Agenda and for the brainstorming process for the Annual Performance Plan will be provided by staff (Bill). The conversation about the Municipal Building will be completed with David Berniker, the Community Development Director in Gresham. David is an architect by training, and will work with the City Council to define the size of the municipal building proposed, the character of construction, and to help identify the location constraints.

City Council Goals

There is not a proposal to revisit the mission or goals for 2018-19, they will remain as follows:

MISSION STATEMENT

A unique, small city with exemplary public services, fiscal responsibility, and progressive leadership providing a safe, livable community while promoting business vitality and growth.

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

Fiscal Impacts

The use of the Gresham Community Development Director will eliminate any cost for the first of the architectural conversations with the City Council. Staff will provide the remaining facilitation, so no direct costs will be incurred for the retreat. This will reduce budgeted costs by over \$5,000. We will cater the lunch and provide snacks.

Alternatives

The City Council could:

1. Approve the proposed agenda with no further discussion, or
2. Provide direction to staff about items that they want to have included in the agenda, or direct a different approach to provide the conversation with an architect.

Recommendation and Motion

None. Action will be taken by consensus.



City Council Agenda Item Staff

Report Meeting Date: January 9, 2018

TO: Mayor and Councilors
FROM: Bill Peterson: City Manager
Authored by: Greg Dirks: HR/Records Manager
DATE: January 3, 2018
SUBJECT: Tree Lighting Event Recap

Requested Council Action

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

Background

The City held its 8th annual Tree Lighting event on Saturday, December 2nd. The event featured the lighting of City Hall, and several small street trees. The 85' fir tree was not lit this year due to extensive damage to the lights. We were able to light the star on top of the tree. Kohl's once again donated children's books for the event, and the Chapel in Troutdale provided free hot chocolate, coffee, and cookies. The City arranged for a visit from Santa who was delivered by Gresham Fire. AAA and the Confederated Tribes of the Grand Ronde were financial sponsors of the event. The event was scheduled from 6-7pm, and people started to arrive around 5:30pm. It is estimated that over 100 people attended the event, and comments were positive. We will need to start thinking about the event for next year as City Hall will most likely be moved.

Next Steps

The lights on City Hall and the smaller street trees will be removed in January. The big question is for next year and the location and features of the next event.

Fiscal Impact

The budget for this event was \$5,000. The majority of the cost is for the installation and purchase of lights. A breakdown of all the costs is as follows:

Banners	\$57
Labor	\$4,415
Choir	\$150
Lights	\$425
Santa Suite	\$100
supplies	\$81
Total	\$5,228.00

The City received \$500 from the Confederated Tribes of the Grand Ronde for the event, and \$250 from AAA. The City's net out of pocket cost was \$4,478.

City Goal

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

Suggested Motions

No motion is suggested.