

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
March 10, 2015
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 February, 2014](#)
 - b. Contracts \$2,500 - \$50,000
 - Multnomah County – Road Maintenance: \$5,735.85
 - Consolidated Electric – Shea Lift Station Upgrade: \$42,408.70
 - Institute for Conflict Management – Annual Retreat: \$2,695.00
 - c. Council Minutes:
 - [February 12, 2015](#)
 - [February 24, 2015](#)
4. Presentation: Metro Update – Councilor Shirley Craddick
5. Presentation: Springwater Parks Dist. - Cathy Sherick
6. [City Council Tablet Training](#)
7. [Discussion: Spruce Up Wood Village Program](#)
8. [Resolution 8-2015 Business Incentive Program Renewal](#)

Executive Session Per ORS 192.660(i) to review and evaluate the employment-related performance of the Chief Executive Officer of any public body

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: 02/01/2015 - 02/28/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
10035	BRUCE NISSEN	02/05/2015	Regular	0.00	21.85	19845
0520	CITY OF GRESHAM	02/05/2015	Regular	0.00	1,413.53	19846
0611	COMMUNITY NEWSPAPERS, INC	02/05/2015	Regular	0.00	256.00	19847
0630	CONNELLPC ASSOCIATES, INC	02/05/2015	Regular	0.00	1,183.35	19848
1120	FRONTIER	02/05/2015	Regular	0.00	166.07	19849
1200	GLOBAL NETWORK SUPPORT INC.	02/05/2015	Regular	0.00	1,670.00	19850
1410	JAN-PRO CLEANING SYSTEMS	02/05/2015	Regular	0.00	235.00	19851
1571	LOWES COMPANIES, INC	02/05/2015	Regular	0.00	291.07	19852
1775	MULTNOMAH CO.TREASURY	02/05/2015	Regular	0.00	19,590.60	19853
2220	PAULY, ROGERS, AND CO., P.C.	02/05/2015	Regular	0.00	12,270.00	19854
0309	BUILDING CODE CONSULTANCY	02/12/2015	Regular	0.00	5,947.08	19855
10033	CHR CREATIVE	02/12/2015	Regular	0.00	1,945.00	19856
0505	CITY OF FAIRVIEW	02/12/2015	Regular	0.00	59.32	19857
1056	FIERCE THOUGHT	02/12/2015	Regular	0.00	110.00	19858
1120	FRONTIER	02/12/2015	Regular	0.00	26.93	19859
10034	JOHN PAGE	02/12/2015	Regular	0.00	1,200.00	19860
0960	KIP EDGLEY	02/12/2015	Regular	0.00	2,338.22	19861
1810	MURRAY, SMITH & ASSOC., INC.	02/12/2015	Regular	0.00	7,312.00	19862
2015	OLYMPIC FOUNDRY INC	02/12/2015	Regular	2.27	224.59	19863
2180	OREGON WATER EDUCATION FOUNDATION	02/12/2015	Regular	0.00	430.00	19864
2236	PETTY CASH	02/12/2015	Regular	0.00	151.59	19865
2270	PGE	02/12/2015	Regular	0.00	4,832.48	19866
2245	PITNEY BOWES/RESERVE ACCOUNT	02/12/2015	Regular	0.00	600.00	19867
10036	PORTLAND STATE UNIVERSITY	02/12/2015	Regular	0.00	250.00	19868
2530	REYNOLD'S SCHOOL DISTRICT #7	02/12/2015	Regular	0.00	1,370.30	19869
10003	RIVER CITY ENVIRONMENTAL	02/12/2015	Regular	0.00	570.21	19870
3005	WALMART COMMUNITY	02/12/2015	Regular	0.00	52.83	19871
0431	76 FOODMART	02/19/2015	Regular	0.00	108.00	19872
0098	AMERICAN BACKFLOW PREVENTION ASSOC.	02/19/2015	Regular	0.00	85.00	19873
0170	AT & T MOBILITY	02/19/2015	Regular	0.00	366.24	19874
0970	CARQUEST AUTO PARTS	02/19/2015	Regular	0.00	14.24	19875
0510	CITY OF GRESHAM	02/19/2015	Regular	0.00	24,624.48	19876
0530	CITY OF PORTLAND	02/19/2015	Regular	0.00	8,974.00	19877
0579	COLUMBIA PEST CONTROL	02/19/2015	Regular	0.00	65.00	19878
0730	DAILY JOURNAL OF COMMERCE, INC	02/19/2015	Regular	0.00	110.40	19879
1028	EXPRESS ENVELOPES	02/19/2015	Regular	0.00	831.51	19880
0340	GRESHAM LOCKSMITH, INC.	02/19/2015	Regular	0.00	136.50	19881
1290	HACH COMPANY	02/19/2015	Regular	0.00	342.48	19882
1388	INSTITUTE FOR CONFLICT MANAGEMENT, INC	02/19/2015	Regular	0.00	2,695.00	19883
1390	INTEGRA TELECOM	02/19/2015	Regular	0.00	564.03	19884
10034	JOHN PAGE	02/19/2015	Regular	0.00	500.00	19885
1500	LEAGUE OF OREGON CITIES	02/19/2015	Regular	0.00	300.00	19886
1610	MASTERTech SECURITY SVC	02/19/2015	Regular	0.00	80.85	19887
1820	MULTNOMAH CO. TRANSPORTATION	02/19/2015	Regular	0.00	5,735.85	19888
1960	OFFICE DEPOT CREDIT PLAN	02/19/2015	Regular	0.00	610.52	19889
2270	PGE	02/19/2015	Regular	0.00	3,304.26	19890
10011	PIXIS LABS, LLC	02/19/2015	Regular	0.00	55.80	19891
2350	POSTMASTER	02/19/2015	Regular	0.00	750.00	19892
10003	RIVER CITY ENVIRONMENTAL	02/19/2015	Regular	0.00	1,748.08	19893
3010	WASTE MANAGEMENT OF	02/19/2015	Regular	0.00	1,264.32	19894
0081	AFLAC	02/25/2015	Regular	0.00	462.65	19896
0637	CONST & GEN LABORERS' UNION	02/25/2015	Regular	0.00	74.00	19897
0137	ARBOR DAY FOUNDATION	02/26/2015	Regular	0.00	15.00	19898
0284	BRASHER'S AUTO BODY & PAINT	02/26/2015	Regular	0.00	465.42	19899

Check Report

Date Range: 02/01/2015 - 02/28/2015

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0510	CITY OF GRESHAM	02/26/2015	Regular	0.00	27,887.69	19900
1120	FRONTIER	02/26/2015	Regular	0.00	197.34	19901
1200	GLOBAL NETWORK SUPPORT INC.	02/26/2015	Regular	0.00	1,655.00	19902
1235	GRESHAM FORD	02/26/2015	Regular	0.00	456.33	19903
1285	HAAG & SHAW, INC	02/26/2015	Regular	0.00	2,326.00	19904
1319	HOME DEPOT/GEFC	02/26/2015	Regular	0.00	14.94	19905
1760	MOEN MACHINERY COMPANY	02/26/2015	Regular	0.00	109.66	19906
1940	NORTHWEST ARBOR CULTURE INC.	02/26/2015	Regular	0.00	4,227.22	19907
1920	NW NATURAL	02/26/2015	Regular	0.00	550.04	19908
0800	OR DEPT OF JUSTICE	02/26/2015	Regular	0.00	30.00	19909
2209	PARKIN ELECTRIC	02/26/2015	Regular	0.00	1,515.03	19910
2244	PITNEY BOWES, INC	02/26/2015	Regular	0.00	105.00	19911
10037	PPV INC	02/26/2015	Regular	0.00	1,352.98	19912
10003	RIVER CITY ENVIRONMENTAL	02/26/2015	Regular	0.00	1,262.94	19913
2704	STERICYCLE COMMUNICATION SOLUTIONS	02/26/2015	Regular	0.00	52.00	19914
2150	THE OREGONIAN SUBSCRIPTION	02/26/2015	Regular	0.00	37.60	19915
0561	TIM CLARK	02/26/2015	Regular	0.00	103.50	19916
3097	WELLS FARGO - CA	02/12/2015	Bank Draft	0.00	328.29	DFT0000154
3096	WELLS FARGO - FD	02/12/2015	Bank Draft	0.00	1,295.88	DFT0000155
3098	WELLS FARGO - PW	02/12/2015	Bank Draft	0.00	1,560.63	DFT0000156
2153	OREGON DEPT OF JUSTICE	02/28/2015	Bank Draft	0.00	600.00	DFT0000158
0920	CIS TRUST	02/25/2015	Bank Draft	0.00	13,344.87	DFT0000159
1358	ICMA	02/25/2015	Bank Draft	0.00	750.00	DFT0000160
1880	NATIONWIDE RETIREMENT SOL.	02/25/2015	Bank Draft	0.00	250.00	DFT0000161
2200	OREGON PERS	02/25/2015	Bank Draft	0.00	10,644.68	DFT0000162

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	125	71	2.27	160,684.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	38	8	0.00	28,774.35
EFT's	0	0	0.00	0.00
	163	79	2.27	189,459.27

Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	2/2015	189,459.27
			<u>189,459.27</u>

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
February 12, 2015
MINUTES**

PRESENT: Mayor Patricia Smith, Council President Tim Clark, Councilors Scott Harden, Bruce Nissen and Jimmy Frank, City Attorney Jeff Condit, City Administrator Bill Peterson, Finance Director Peggy Minter, Public Works Director Mark Gunter, and interested parties.

ABSENT: None

MAYOR SMITH CALLED THE MEETING TO ORDER AT 6:00 PM.

CITIZEN COMMENTS

Multnomah County Commissioner Diane McKeel stated that it is a new year, and she wanted to state that she is looking forward to working with the new City Council. The Council thanked McKeel for all her work and partnership with the City.

PUBLIC SAFETY REPORT

Chief Deputy Jason Gates of the Multnomah County Sheriff's Office presented the report. Gates stated that for the month of January there were 413 incidents which resulted in 194 hours of service, 145 traffic stops and 49 suspect stops. Gates explained that there were seven vehicle accidents, but none of them were serious.

Gates stated that there was an incident at the Travel Lodge this morning. An individual at the hotel passed a note to the person at the counter which indicated that there was a hostage situation in one of the rooms. An assessment of the situation was conducted, and a SWAT response team deployed. Gates explained that the building was evacuated, and an outer perimeter was established. Gates stated that the intent was to resolve the situation peacefully.

Gates explained that SWAT attempted to make contact with the suspect by calling the room, but there was no answer. Gates stated that SWAT then attempted to use a camera in the room, but that attempt was unsuccessful. Gates explained that SWAT then used a pole mounted camera outside a window, and found that the room was empty. Gates explained that there was no actual threat, and the person who provided the note was suffering from a drug induced psychosis. Gates stated that it was a well ran operation, and the response was necessary based on the information at the time.

Gates stated that a full monthly report will be emailed shortly, and asked if there were any questions. There were none, and the Council thanked Gates and the MCSO for all their work.

CONSENT CALENDAR:

- a. Review of bills paid in January, 2015

- b. Urban Renewal Agency Appointments
 - Stanley Dirks- Term Expires 12/31/18
 - Craig Howard - Term Expires 12/31/18
 - David Ulmer – Term Expires 12/31/18

- c. Council Personnel Committee Appointment
 - Scott Harden

- d. Contracts \$2,500 - \$50,000
 - CHR Creative – Phone System Support: \$3,295
 - Global Network Support – Office 365 Migration: \$7,930
 - Multnomah County – Traffic Maintenance: \$5,214
 - My Binding – Bill Folding Machine: \$2,954

- e. Council Minutes:
 - January 6, 2015
 - January 27, 2014

Clark asked about the bill for Copy Tronix. Minter stated that it was for the new copier.

Upon motion by Harden seconded by Nissen, and passing 5-0, the Consent Calendar was approved.

**PRESENTATION: YOUTH ACCESS TO TOBACCO AND E-CIGARETTES –
MULTNOMAH COUNTY HEALTH DEPARTMENT**

Multnomah County Chair Deborah Kafoury stated that she is here to discuss youth access to tobacco and e-cigarettes. Kafoury stated that the County has heard presentations from the Health Department and Sheriff’s Office regarding vaping devices and youth access to those devices. Kafoury explained that e-cigarettes were not sold eight years ago, and the lack of education and regulations have caused issues and problems.

Kafoury stated that most people do not know how to respond to the use of vaping products in public places. The County conducted the first reading on an ordinance that treats vaping use and access the same as tobacco products. Kafoury stated that the County heard from several organizations about how kids are vaping at school, and using the products to inhale marijuana. Kafoury explained that the state is looking at potential regulations, but the County is putting together an initiative in case the state laws fail to be adopted.

Dr. Jennifer Vine from the Multnomah County Department of Health stated that she moved into public health to help establish health policies. Vine explained that nicotine is addictive, and it is found in vaping products just as it is found in cigarettes. Vine stated that there are health affects for children and pregnant woman, and there can be long term health issue for nicotine use.

Vine explained that children can legally use vaping products right now, and the use by high school students has tripled since 2011. Vine presented images of vaping products and devices. Vine explained that the liquid comes in many forms and flavors. They are not sold behind the counter, and are often displayed near candy or other products that appeal to children. Vine stated that the containers are often not child proof, and have been accidentally ingested by toddlers and other young children. A one-year old in New York died because of accidental ingestion of the liquid.

Dr. Jae Douglas the Director of Environmental Health for Multnomah County stated this is a large issue. Douglas explained that a lot of work had been conducted on preventing youth access to tobacco, but the County still leads the nation in illegal tobacco sales. The County is at a 33% rate for under aged sales which could result in the loss of federal funding for health programs.

Douglas stated that 41 states have enacted retail licensing for tobacco products, but the Oregon is not one of them. Douglas explained that other strategies include limited retail sales near schools, limited advertising, and prohibited sales at pharmacies. Douglas stated that vaping products are being marketed to kids which is not illegal. Douglas explained that by putting the items behind the counter, requiring certain packaging, and restricting flavors could all help reduce youth access to the products.

Douglas explained that we do not want to create a new generation that is addicted to nicotine. Douglas stated that there should be minimum age requirements, and smoke free areas. Douglas explained that most retailers want to do the right thing, but more action is needed on the other retailers.

Clark asked about the second hand smoke of the vaping products, and what is in it. Vine stated that the science about the vaping products is slowly coming out, but general statements cannot be made since there are no standards or regulations for the products. Vine stated that generally the second hand smoke is less toxic than cigarettes, but it is not just water vapor either. There are carcinogens, particulates, and VOC's. Vine explained that there is also third hand exposure of residue, especially in vaping shops.

Clark asked how cigarettes are managed by the state, and what regulations are in place. Kafoury stated that the regulations are mainly done through taxation. Clark asked what advantages are for having local regulations. Kafoury stated that it would help with compliance, and having an

opportunity to help educate retailers. Clark asked if there would be a marijuana vaping equivalent with the passage of the recreational marijuana bill. Kafoury stated that already exists, and it is occurring in the schools.

Peterson stated that he viewed this presentation a view months ago, and asked if the chemical component of the vaping products could be discussed. Kafoury stated that a professor at PSU analyzed the vapor liquid and found several chemical components. Vine explained that manufactures will state that their products are approved and safe, but a lot of the chemicals were approved for eating not inhaling in a vapor form. Kafoury explained that there are no regulations for the liquid, and people often make their own products which could have anything in them.

Clark asked how local licensing regulations would work for retailers. Kafoury stated that the retail licensing would be a tool to help ensure that there is compliance with the laws, and potentially help enforce child safe or resistant packaging. Harden stated that a lot of retailers have tobacco products behind the counter, and asked if that was a law. Kafoury explained that the law states that tobacco products cannot be self-served.

Nissen asked if the child resistant packaging is part of the County's ordinance. Kafoury stated that it is not part of the ordinance, but it could be added as part of a future licensing program. Kafoury explained that they are here to talk with the Council not just to inform, but to get feedback as well. Nissen stated that reducing access for children is a good thing, and child resistant containers could help prevent accidental ingestion. Vine stated that is correct, and there have been a lot of calls to the poison control center regarding accidental ingestion of vaping liquid.

Frank stated that he is surprised that these products can be sold to children. Kafoury stated that the legislature was going to take on this issue last year, but it was held up on a taxation issue and the measure died. Kafoury explained that is another reason for the local measure, and it is something that can be done now to prevent youth access to these products. Frank asked why there is a hold up at the state level. Kafoury stated that big tobacco companies are actively lobbying against any restrictions or licensing for the products.

Douglas explained that a few people use the vaping products to relieve their traditional tobacco use, but most are just supplementing their tobacco use when they cannot smoke. Clark asked if vaping has the same effect as smoking. Vine explained that it is a similar effect because of the nicotine content.

Peterson stated that he understands that a County ordinance would apply to the unincorporated areas of the county, and asked if the next step would be for cities to adopt similar regulations. Kafoury stated that each community is a bit different, but the City of Portland will allow the

County ordinance to take effect. Kafoury explained that the County is okay with each community adopting their own regulations, but asked that they at least be similar to the County's.

Smith stated that she was a smoker for 35 years, but was able to quit. Smith stated that she is in favor of efforts made to restrict access for kids, and the Council has put together a letter of support for the County's ordinance. Smith stated that she appreciates the County's work to restrict access to this type of product.

RESOLUTION 4-2015: REVISING THE CITY'S MISSION STATEMENT

HR/Records Manager Greg Dirks presented the resolution, and stated that it is based on the recent City Council retreat. Dirks explained that the Council had reviewed the City's Mission Statement as part of the retreat, and the Council had discussed revising the language. The revised language would replace the words while promoting to which promotes in reference to economic development.

Dirks stated that the resolution would adopt that revision, and the City would update documents if approved. Dirks explained that the large banner in the Council Chambers would have to be replaced as well. Clark asked if the banner could be replaced with painted text or another method other than a banner. Dirks stated that he can research options and present them to the Council.

Upon motion by Harden, seconded by Nissen and passing 5-0, Resolution 4-2015 amending the City's Mission Statement was approved.

DISCUSSION: 27TH ANNUAL EASTER EGG HUNT EVENT

Dirks presented the discussion, and stated that the event is scheduled for April 4th this year. Staff is proposing to have 15,000 eggs for the event, which is a few thousand more than there were last year. The City had 15,000 eggs three years ago, and it worked out well for the event and for the volunteers who stuffed the eggs. Dirks stated that he is proposing 600 prizes, which is about the same number as last year.

Dirks explained that he is proposing the same age categories and hunt areas, but is concerned about the 3-4 year old field. Dirks stated that parents rush the field every year, and other hunts around the county have stopped holding their event because of the parents. Dirks explained that he is proposing to add fencing around the perimeter of the field to keep parents out of the hunt area, but is concerned that could cause other issues if parents try to rush the field. Nissen stated that dividing the hunt area into four quadrants in addition to the perimeter fencing may help reduce issues including lost children. The Council agreed and requested that the 3-4 year old hunt area be divided into four quadrants.

Dirks stated that the Easter Bunny will still arrive by helicopter, but proposed that it be 30 minutes earlier than in previous years. The additional time will help in case the helicopter gets lost, and it will provide something for the kids to do while they wait for the hunt to start. Dirks stated that he is planning on being the emcee for the event, but will solicit for Spanish speaking support. Dirks explained that he has already contacted the MCSO for Reserve Deputies, and other organizations for volunteer support. Dirks stated that the budget for the event is \$3,500, and he has received verbal support agreements from several area businesses.

Dirks asked if there were any questions. Clark asked if the Councilors could get marked vests that indicate that they are members of the City Council. Clark stated that he feels it is important that the public know that the Council participates in the community events. The Council agreed. Dirks stated that he will order vests for the Councilors.

DISCUSSION: COMPENSATION ANALYSIS

- **RESOLUTION 5-2015: POSITION RECLASSIFICATION**

Dirks presented the discussion and stated that City Council Policy VI 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, and the last wage review was presented in March of 2011. Dirks explained that the 2014-15 Annual Performance Plan outlined that a compensation analysis be conducted by the end of January 2015.

Dirks stated that a compensation analysis attempts to match similar positions in different organizations to help determine if the rate of compensation and benefits is appropriate. Dirks explained that similar positions are based on the following factors: the skills, knowledge and abilities required for the position, the level of education required for the position, the level of supervision exercised and received, and the job functions and tasks. Dirks stated that while no two jobs are alike, a match of at least 70% of the above items is considered a match for the analysis.

Dirks explained that another factor in conducting a compensation analysis are the other organizations that are considered to be the comparators. Public agencies typically use the standard that has been set by the Public Employers Collective bargaining Act (PECBA). Dirks stated that the standard is that cities with the next five highest and lowest population will be used as the comparators. In some cases, it is also acceptable to bring in regional cities as well. Dirks stated that in the City's case, we used Troutdale and Fairview in the analysis because we are in a metro region.

Dirks stated that this analysis is organized by position, and consists of three focus points per position. Dirks explained that the first point is the Overall Wages which are based on gross

monthly wages as reported by the respective organizations. The next section is the Adjusted Gross Yearly Wages which are based on the gross monthly wages less employee contributions to healthcare. The final focus point 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. Dirks explained that the family rate for healthcare was used in all cases because that is the maximum benefit and potential costs for the employee and employer.

Dirks stated that overall the City's compensation is in line with the comparators. Dirks explained that while the take home wages may be lower in some cases, the overall compensation is near the top in all cases. Dirks stated that is driven by the health insurance plan which is a very generous plan. While there are no recommendations for revisions to wages or benefits, there is a substantial cost to the City for the healthcare plan and that may need to be visited sometime in the future.

Dirks asked if there were any questions about the compensation analysis. There were none.

Dirks stated that there is a separate, but related request to reclassify the Finance Assistant position. Dirks explained that the position is currently in the Office Specialist II category at range 12, and the request is to retitle the position to Accountant I, and reclassify the position to range 13 which is the Administrative Assistant level. Dirks stated that it would result in a 5% increase in wages.

Dirks explained that the request came from the Finance Department where the person holding the Finance Assistant has an MBA. Dirks stated that the skills brought to the team by someone with a degree has allowed the Finance Department to function at a much higher level. Dirks explained that instead of the Finance Director reviewing the reports for accuracy and completeness, the Director has been able to use that time for higher level analysis of the data. Dirks stated that person is leaving the City, and the position will be vacant which allows for an opportunity to reclassify the position and adjust the job description. Dirks explained that the new job requirements will be to have a Bachelor's Degree or an Associate's Degree and at least four years of experience. Additional higher level tasks will also be assigned to the position. Dirks asked if there were any questions about the reclassification request.

Smith stated that she feels that the staff knows the employment needs of the City better than they do, and is okay with the request.

Upon motion by Nissen, seconded by Clark and passing 5-0, Resolution 5-2015 accepting the Compensation Analysis and approving the Office Specialist II reclassification to an Account I was approved.

EXECUTIVE SESSION PER ORS 192.660(2) (D) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO CARRY ON LABOR NEGOTIATIONS

The City Council entered into Executive Session at 7:48pm

The Council reconvened into Regular Session at 8:35pm.

CITY COUNCIL COMMENTS

Clark stated that the vote for the Regional Transportation Options funds was conducted, and the West Columbia Gorge Chamber project was selected even though it ranked low on the list. Clark explained that the Gresham Chamber project was also selected, and it too ranked low on the list. Clark stated that while he is pleased that our project was selected, there could be some backlash from Gresham which had high ranking projects, but were not selected in this round.

ADJOURN

With no further business coming before the Council, and upon motion by Harden, seconded by Clark and passing 5-0, the Council adjourned at 8:40pm.

Patricia Smith
Mayor

Date

ATTEST:

Greg Dirks

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

PRESENT: Council President Tim Clark, Councilors Scott Harden, Bruce Nissen and Jimmy Frank, City Attorney Jeff Condit*, City Administrator Bill Peterson, Finance Director Peggy Minter, Public Works Director Mark Gunter, and interested parties.

ABSENT: Mayor Patricia Smith

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

CITIZEN COMMENTS

There were none.

DISCUSSION: FIRE CONTRACT NEGOTIATIONS UPDATE

Peterson presented the discussion and stated that this presentation was originally scheduled for the retreat, but it has now been updated with new developments. Peterson explained there is a three-city bargaining team, and that team met a few days ago to discuss the next steps.

Peterson explained that this area was originally served by Fire District 10, and then in the early 1990's a citizen group formed to review alternative options for fire service. Peterson stated that the cities successfully withdrew from the district which lowered the property tax rate by about \$2 per \$1,000 of assessed value. The cities then contracted with the City of Gresham for fire service. Peterson explained that in 2004 the cities contracted with ESCI to review fire service alternatives. The results were to keep with Gresham for fire service, and the cities signed a ten-year agreement. Peterson stated that agreement expires on June 30th of this year.

Peterson stated that about two years ago the cities got together to evaluate potential alternatives. The cities hired Portland State University to review options and key findings. Peterson explained that the key findings included that about 75% of all calls are medical related, and 90% of the total time is spent on emergency medical calls. Structural fires occur in the three-city area once every 25 days.

Peterson stated that Gresham Fire is a highly regarded agency with a good configuration. Peterson explained that the residents in the three-cities get their fire service for about 20-30% less than the residents of Gresham pay, but there is a slightly lower response rate. Clark asked about the response

time for calls to the City. Peterson stated that less than 5% of the calls took longer to respond in the City.

Peterson stated that Gresham has a large system that relies on closest unit dispatching for response. Peterson explained that ambulance service is contracted through the county, and the service provider is AMR. Peterson stated that AMR does not get paid unless they transport a patient. The emergency communications is provided by BOEC which is based out of Portland.

Peterson stated that there are different rates for the three cities because of the relative assessed values in each city. Peterson explained that when the rates were put together in 2004, a composite number was formed and adjusted for the first two years. After the adjustment the rate increased at 4% a year. Peterson stated that while that method has created a predictable rate, the equivalent value is much higher for the City compared to the other cities because of how the assessed values have worked out. Peterson explained that the new proposed rate is looking at the comparative cost and the assessed value.

Peterson explained that the City has to have a service with immediate availability and a five minute fire response. Peterson stated that a lot of discussion has taken place around alternatives. Peterson explained that Fire District 10 contracts out their fire service, and it is not a viable option. Fire District 14 is a volunteer service and is not a viable option either. Peterson explained that a direct EMS provision is the most cost effective approach, but that is precluded by the County. Peterson stated that there were some people on the negotiations team who thought that the state fire conflagration act would work, but that is not a viable option either as there is no way to guarantee a fast response.

Peterson stated that the team has been working with the City of Gresham for a renewal. Peterson explained that Gresham first came back with rate set at \$1.81 per assessed \$1,000 and a 3.81% annual increase for ten years. Peterson stated that the negotiations team responded with a modified rate, and Gresham modified their proposal. Peterson explained that Gresham modified their proposal by removing all of their overhead costs in the rate structure which reduced it to \$1.74 per \$1,000. That was then discounted by 7.5% with a starting rate of \$1.41 per \$1,000 of assessed value. The ongoing costs would be adjusted by a three year rolling average.

Peterson stated that the next meeting has been scheduled for March 13th, and a draft agreement has been prepared. Peterson explained that the draft agreement retains the existing fire user board, and adds some new language around stations 74 and 75 which serve the three cities. Peterson stated that Gresham will not accept performance standards in the agreement, but they will produce regular reports on response times.

Peterson explained that the group was able to get a standard of services document as part of the new agreement. That document outlines about 40 scenarios and what the response will be to each incident.

Peterson stated that a lot of discussion took place around the cost sharing between the cities, and the decision was to go to an assessed value equivalent with annual increases based on the COLA in the fire fighters collective bargaining agreement. Peterson explained that there was some opposition to that approach by members in other cities, but it is the approach moving forward. Peterson stated that the opposition was because the City's cost will be going down, and the other cities costs will be going up.

Harden stated that the City has been paying more than a fair share during this last contract period. Peterson stated the City has been paying more for fire service than the other cities based on the net value. Clark asked if the issue has gone away. Peterson stated that it has not gone away, and there is a misconception of the costs. Peterson explained that Gresham has a price and that price is then spread based on a formula.

Harden asked what would occur if a contract cannot be negotiated by the end of June. Harden stated that he understands that Gresham will not allow for an extension of the current contract. Peterson stated that is correct, and the idea is to move to a new contract while still reviewing alternatives. Clark asked if there was an option to negotiate on our own if the group negotiations do not go well. Peterson stated that would increase the City's costs, and so there is a stake in keeping the three cities together.

Frank asked about Gresham, and if they have an edge in the negotiations. Peterson stated that was the feeling at the start of the negotiations, but the tone has since changed. Peterson stated that he is very impressed at what the staff at Gresham has done. Clark asked if in the long run an East County Fire District would make sense. Peterson stated that a mega fire district is the most cost effective model, but it has to be big.

The Council thanked Peterson for the update.

DISCUSSION: BRUSH UP WOOD VILLAGE APPLICATIONS

HR/Records Manager Greg Dirks presented the discussion. Dirks stated that the Council discussed the Brush Up Wood Village event in September, and decided to run the event as it was ran last year. Dirks explained that staff put together an application packet, and advertised the program throughout the City since early January. Staff called a few potentially qualified residents, but there was no interest. Dirks stated that no applications, phone calls or emails were received by the deadline on February 13th.

Dirks stated that he is looking for direction from the Council on the next steps for the program. Dirks explained that alternatives were presented in September, and they could be used to revise the program. Dirks stated that a Brush Up event is on the APP for an event this spring or summer. Dirks presented the list of alternatives that were presented in September. Alternatives included cleaning up graffiti and picking up litter along right of ways. Planting or enhancement projects could also occur along right of ways or pocket areas like Mayor's Corner.

The Council stated that they like the idea of community enhancement projects, but would still like the house painting event as an option. Dirks stated that he can bring back a listing of potential projects, and the Council could select a project each year if a house is not selected as a project. The Council agreed.

DISCUSSION: ANNUAL CLEANUP DAY

Dirks presented the discussion and stated that this event typically takes place in mid-May, but Waste Management requested that the date be changed to May 2nd this year. Dirks explained that Waste Management is also holding Troutdale's event on the 2nd, and it will cost them less to hold both events at the same time. Dirks stated that it could also reduce confusion if Wood Village residents receive information on Troutdale's event again this year.

Dirks stated that the rest of the event is the same as in previous years. The Baptist Church has reserved the date, and Waste Management will bring in six drop boxes. Dirks stated that the City already received 15 disposal vouchers from Metro, and we will work with area partners for volunteers. Dirks stated that we are also planning on having the food drive again this year, and last year we had a total of one full 55 gallon barrel of food donated. Dirks asked if there were any questions.

Upon motion by Nissen, seconded by Harden and passing 4-0, the City Council approved the 2015 City Cleanup Day as presented.

RESOLUTION 6-2015: PARK MASTER PLAN CONTRACT AWARD

Gunter presented the resolution and stated that a parks master plan RFP was solicited, and the Parks Commission reviewed two applicants last week. Gunter explained that the Parks Commission recommended that the contract be awarded to Conservation Technix, and authorize the City Administrator to begin negotiations. Gunter stated that there is \$25,000 in the budget for this project, and the negotiations will be at that level.

Upon motion by Harden, seconded by Nissen and passing 4-0, Resolution 6-2015 authorizing the City Administrator to enter into a contract negotiations and execution with Conservation Technix or the next qualified firm if negotiations are unsuccessful for the preparation of a Park Master Plan was approved.

RESOLUTION 7-2015 REFERRING TO THE VOTERS OF THE CITY OF WOOD VILLAGE TO CONSIDER AMENDMENTS TO THE CITY CHARTER

Condit presented the resolution and stated that this would refer the proposed City Charter amendments at the May special election. Condit stated that all the major components are set forth in the ballot title, and it mainly consists of housekeeping items and language revisions. There are no substantive changes in the proposed amendments.

Peterson asked about the proposed language revisions around the taxing provision. Condit stated that was not included in this amendment per Council direction, but it could be added at the next General Election.

Upon motion by Harden, seconded by Nissen and passing 4-0, Resolution 7-2015 referring to the voters of the City of Wood Village amendments to the City Charter, and authorizing the City Administrator or designee to file all necessary paperwork was approved.

PUBLIC WORKS DIRECTOR'S REPORT

Gunter presented the report and stated that there has been some movement in the Sewer Master Plan. A draft will be presented to the Council in the near future. Gunter stated that the Shea lift station pump replacement is complete. The new pumps are in, and the facility is working much better. Gunter explained that PGE has received the request for three-phase power, and that part of the project will be underway soon.

Gunter stated that the Shea lift station project timing was good because there was a plugged line behind City Hall that caused some issues. Gunter explained that the sewage did not overflow any manholes, but it was a good thing that the Shea lift station was working. Gunter stated that the line behind City Hall had become clogged with fats, oils and grease, and the City had to hire a work crew to clear an easement to access the line. The line was then cleaned, and it is now functioning better.

Peterson stated that there was no access easement when the line was constructed in the 1970's which has made access difficult. Peterson explained that a future capital project will be to improve that area, and make an access road for maintenance. Gunter stated that the line had probably not been cleaned for decades, and there was 2.5 yards of fats removed from the line.

Gunter stated that a transducer at reservoir 1 failed, but a new one is on order. The transducer reads how full the reservoir is, but now a utility worker checks the levels twice a day until the part can be replaced.

Gunter stated that the Fred Meyer fueling station is under review, and a new salon on 242nd and Glisan is almost complete. Gunter explained that there are still issues at Affordable Truck Repair and the former Greyhound Park building. The truck repair facility has not been shut down yet, but it is a possibility.

Harden asked about the advantages and disadvantages of posting a property as dangerous. Peterson stated that that City adopted the state's building code, and the City has an obligation to post or prevent access to dangerous buildings. Condit stated that the City has an obligation to enforce the code, and the City could be sued if insufficient action is taken. Condit explained that taking hard action also has liability, so a balanced approach is needed. Peterson stated that the Greyhound Park building was

posted, and they are getting to that point with the truck repair business. Gunter stated that progress has been made, but it has been slow.

Gunter stated that he is planning on having a backhoe day for those interested in trying out the City's new backhoe. The Council requested a date a few weeks in advance.

FINANCE DIRECTOR'S REPORT

Minter stated that the report is in the packet, and overall things are in good shape. Minter stated that revenues are high, and expenditures are on track. Minter explained that the Multnomah Business Income Tax and Motel tax have increased dramatically which is a sign of a strong economy. Minter stated that the investment portfolio is at \$4.7 million.

Minter explained that there have been a few applicants for the Accountant 1 position, but they have all been from qualified applicants. Minter explained that there needs to be a revision to the budget calendar to push back the date a few weeks. The Council requested April 21st for the first budget hearing.

Minter stated that the City received three responses to the auditing rfp. Minter explained that staff is hoping to have a decision by the end of March, and asked if a Councilor was interested in reviewing the proposals. Frank stated that he would like to be added to the review process.

Harden asked about the pre-budget meetings and when they would be scheduled. Minter stated that right now they are between March 13th and 21st. Peterson stated that Councilors who are comfortable with the process do not need to attend, and the meetings do not cover decision making aspects. The meetings go over how to read the budget and if there were any large changes to the format.

CITY ADMINISTRATOR'S REPORT

Peterson stated that the Annual Performance Plan is in the packet, and he has nothing else to report.

CITY ATTORNEY'S REPORT

Condit stated that there are a number of bills being proposed to tighten up the ethics and meetings laws, and some of them could have cost implications. Condit stated that there are usually unintended consequences when there is big momentum around a change, but he will keep an eye on the proposed measures.

CITY COUNCIL REPORTS

Clark stated that there is a dilemma with the Urban Growth Boundary, and asked if Peterson could explain the issue in more detail. Peterson stated that a remand was issued on the urban reserves which can have implications on the urban growth boundary. Peterson stated that there are several options

including adopting the plan with no change, or requesting a delay. Peterson explained that the data may need revised if a delay is granted.

Harden stated that the Reynolds School District will also be on the May ballot with a \$125,000,000 bond request. Harden explained that the money will replace three schools, build new classrooms at the high school, and construct other safety improvements to other schools.

*Condit left at 8:08pm.

ANNUAL PERFORMANCE PLAN WORKSHOP

Peterson stated that the APP is a work plan that makes the organization accountable to the City Council. The City Council sets and adopts the plan every year. Peterson explained that the Council has adopted a vision statement and goals to develop the vision. Objectives are then created to help achieve the mission. Peterson explained that the City Administrator is then held accountable for the objectives.

Peterson stated that the process does not include all the items that the City does during the scope of the day. Items put on the APP cannot be removed or modified unless there is a vote of the Council. Peterson explained that the Council receives an update every month on the plan, and the success or failure of the plan is the success or failure of the administrator.

Peterson explained that about 70-80% of what staff accomplished every day is not in the plan. It is important to not put more than what can be accomplished in one year into the plan. Peterson presented the seven City Goals, and stated that the goals help achieve the City's mission.

Peterson explained that the workshop outline is to review items from the current plan that will rollover into the new plan. Then projects from the master plans will be presented. Following that will be project ideas from staff, and then the projects from the Council's retreat. Peterson stated that once the draft plan items are selected, staff will review the plan and bring it back in April for adoption.

Peterson presented items that could continue into the next plan, and stated that they include graffiti abatement, televising the City Council meetings, and participating in the Sheriff's Office relocation. Peterson explained that the preliminary review has been completed, and the City Hall site did not favor well. Clark stated that he does not think this site has a good chance. Harden agreed. The Council requested that item be put on a secondary list for potential consideration.

Peterson explained that other items include emergency management promotion, City events, and a water/sewer rate analysis. Peterson stated that the water and sewer rate analysis was on this year's plan but was eventually pulled. Peterson asked if the Council wanted to bring that into the new plan. Peterson explained that a rate analysis is a big undertaking in terms of staff time and budget resource.

Nissen asked what the process is for a rate evaluation. Peterson stated that the last structural rate evaluation was conducted about 15 years ago, and helped determine the flat rate and consumption rates for the classifications.

Clark asked what a rate evaluation will give the City in the end. Peterson stated that there might not be any revisions to the rate structure, but it would provide a detailed analysis of the user rates. Clark stated that it is about rate fairness, and not necessarily about the expenses. Frank asked if it could be put off again, and brought back next year. Peterson stated that is an option. Harden stated that he would like to charge less, but that may cause additional issues. Peterson stated that any rate revisions would have to be a net zero action. Some users could be paying a lot more in fees. The Council agreed that this project could be put off for one year, and asked for it to be considered next year.

Peterson stated that the sewer SDC rates need to be completed this year as well as the Halsey I&I project. Peterson explained that the Transportation System Plan update will be completed as part of the Town Center work which has a grant and will be completed in this next year. Peterson stated that staff safety trainings and team building sessions would be conducted even if they were not in the plan. Clark asked about the Town Center work and how much staff time that would involve. Peterson stated that this is a large project with potential zone changes, visioning work, and an enabling process. Peterson explained that it also includes a full economic analysis of potential options and development. The Council elected to keep all of those items on the current plan.

Peterson presented the intergovernmental items as well as annual tree planting program. Harden stated that he is no longer on the Reynolds Budget Committee so that item can be removed.

Peterson presented the projects from the Master Plans and stated that all the roadway slurry seals are complete. Peterson stated that the next step will be for rebuilds and overlays. Clark asked if the Arata Road project will require staff time. Peterson stated that it could depending on the Urban Renewal Agency.

Peterson stated that the Water Master Plan has Treehill moving to the upper water zone, drainage improvements to reservoir 1, SCADA upgrades, and replacing 6% of the City's cast iron pipe a year. Peterson explained that the budget is around \$150,000 which could complete one project this year.

Peterson stated that projects for the park include grading the area by the gazebo for additional seating, trail enhancements and extensions, and improving the park entry features.

Peterson presented that list of potential projects from staff. Peterson explained that staff is also looking on holding off on a street project until next year when sections of water, sewer and storm lines can be replaced. A large combination project will be developed for the next phase of improving the roadways.

Peterson presented that list of options from the Council retreat and asked for feedback. The Council approved a City-wide garage sale event. The Council requested that the shared economic development position be put on a secondary list. The Council added Urban Renewal Agency enhancements, and asked that the free lunch program be further defined and placed as a secondary item. Clark asked what the celebrating diversity project would entail. Harden stated that was his idea, and the idea was to supply funding for an outside organization to hold an event. The Council requested that item be added to the Council's discretionary funds in the budgetary process.

Peterson stated that he has a personal interest in the City entrance features and would like to see those refurbished. The Council asked how much that would cost. Peterson stated that there is an estimate, and it would cost about \$72,000 for the feature with the City's gateway sign. The project would remove all existing items, and come back with a permanent irrigation system and new plants and decorative rock. The Council added the entrance feature, but stated that it may be cut at budget time.

The Council elected not to add any park projects in this year's plan, and wait and see what comes out of the Park Master Plan. The Council added the redesign of the City's other entry signs, and for refurbishing Mayor's corner. A gravel access road for the City Hall sewer line was added, as well as a pavement management plan.

Peterson stated that he will draft these items into the plan, and come back in April for the adoption.

ADJOURN

With no further business coming before the Council, and upon motion by Harden, seconded by Nissen and passing 4-0, the Council adjourned at 9:47pm.

Patricia Smith
Mayor

Date

ATTEST:

Greg Dirks



City Council Agenda Item Staff Report

Meeting Date: March 10, 2015

TO: Mayor and Councilors

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

DATE: March 3, 2015

SUBJECT: City Council Tablet Training

Requested Council Action

No specific action is requested, the following information is to help the City Council with their tablets.

Background

The City Council moved from having paper City Council Packets to electronic packet. Tablets were issued in November of 2014. A brief orientation was conducted on the use of the tablets at that time, but it has become apparent that additional training would be beneficial. Members of the Council have requested that 10 minute training segments be added to the next few agendas to help with tablet use and functions. The following items will be discussed and reviewed during this session:

- Turning the tablet on and off, as well as how to put it in “sleep” mode
- Connecting paraphernalia
- What to do if it you have been “locked out”
- How to connect to the internet or “network”
- Viewing, creating, and sending emails
- Downloading and saving Council Packets

Next Steps

These items will be reviewed at the meeting, along with handouts. Additional topics will be discussed for the next few Council meetings until the Council is more comfortable with the use and function of the tablets.

Alternatives

The Council may elect to not have open sessions, and opt for one-on-one or smaller group training session. The Council may also request that a professional instructor be brought in for the training sessions.

Fiscal Impact

There is no direct fiscal impact if staff is used to conduct the training sessions at Council meetings or for one-on-one sessions.

City Goal

The use of the tablets helps achieve City Goal 7: Environmental Responsibility



City Council Agenda Item Staff Report

Meeting Date: March 10, 2015

TO: Mayor and Councilors

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

DATE: March 3, 2015

SUBJECT: Spruce Up Wood Village Event

Requested Council Action

Review the revised Brush Up Wood Village program, and select an improvement or “Spruce Up” project for this year.

Background

The Brush Up Wood Village Program was established by the City Council in September of 2012. The purpose of the program was to paint the exterior of a home within the City to help improve the appearance of the neighborhood. The City received one application for the program since the program was established. The City Council discussed the program at their meeting on February 24th, and elected to consider revisions to the program to include community beautification projects in addition to a house painting program. The Council requested a revised program that includes options for a house painting event, or beautification projects around the City. The following is a draft outline of the new Spruce Up Wood Village program:

- Run a Brush Up Wood Village application period from January through February of each year. The Council will receive any applications and select a site at their meeting in March
- If no applications are received, or the Council does not select a site, one of the following public beautification projects could be selected by the Council at their meeting in March
 - Spruce Up Mayor’s Corner. This is currently a proposed APP project for 2015-16, and could make for a nice beautification event
 - Replant the storm ditches along the south side of Halsey. These facilities could be planted with native species to help Spruce Up the area. The project would have to be approved and reviewed by Multnomah County
 - Plant trees and Spruce Up the planting strip along Halsey near the park. This item will probably be reviewed in the Park Master Plan work, but could make for a good future project
 - Clean up and Spruce Up the wooded section of the park trails near Hawthorn and Treehill. This area has a lot of overgrowth that could be cleared out, and native plants such as ferns planted.
 - Spruce Up the right-of-way section across from City Hall in front of the 76 gas station. This planter area has been maintained by the property owner, but this could make for a good first Spruce Up project.

Next Steps

Since there were no Brush Up applications received, staff is requesting that the Council select a Spruce Up project to be completed this Spring/Summer. The above listed options are suggestions for projects. The Council may select other project ideas for this year's program. Once a project is selected, staff will coordinate the event and Spruce Up Wood Village this Spring.

Alternatives

The Council has an array of alternatives for this program. Several Spruce Up project ideas are listed above, but other projects could be selected. The Council could also elect to revise and re-advertise, or discontinue the program altogether.

Fiscal Impact

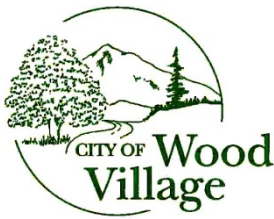
There is \$2,500 in this year's budget for a Brush Up project. A Spruce Up project will probably cost less than the budgeted amount, and staff will work to reduce out of pocket costs.

City Goal

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

Suggested Motions

"I move to approve the Spruce Up Wood Village project of _____ for the 2014-15 year."



Business Incentive Program Reauthorization
Wood Village City Council
Agenda Item Staff Report

Meeting Date: March 10, 2015

TO: Mayor and City Council
FROM: Bill Peterson, City Administrator
DATE: March 3, 2015

SUBJECT: Business Incentive Program

Requested Action

Adopt the Resolution to Reauthorize the Business Incentive program.

Background

The Urban Renewal Agency agreed to participate in the business incentive program from the time the City initiated a program to induce the occupancy of existing buildings through the direct payment of all building related costs for tenant improvements for any business that elects to occupy an existing, less than 5,000 square foot space. The expressed intent of this policy is to induce expansion into existing unoccupied commercial space through the use of fee waivers. Because of the operating requirements of the Oregon State Building Code Division, these “waivers” are actually payments either from the Urban Renewal Agency or the City directly to the permit revenue accounts to assure that fees are collected for the permit program, and dedicated to the program. The program is designed loosely around the garage to store front program active in Gresham.

The Redevelopment Agency will consider extension action on Thursday, March 17, 2015.

An inducement is viewed as effective if it actually changes behavior, or is the reason a business chooses to locate at a particular location. Our program originated in October of 2010. In the period from October 2010 to March 2011, we had five (5) businesses take advantage of the program City wide, and none in the Urban Renewal Agency boundaries.

Proyecto Vida y Salud
Picoberry
Splatt Hydro
Accent on Style Salon
The Rock Wood Fired Pizza & Spirits

From March of 2011 to March 31, 2012, the following businesses have taken advantage of the program:

Dotty's
Teriyaki Guys
Western Repair and Fabrication
Gentle Dental
J&J Auto Works

From April 1 of 2012 to March 31, 2013, the program was utilized by Joy Teriyaki to move into the Town Center.

In the 2013 – 2014 April 1 to March 30 period, Pooneh Grey proceeded with tenant improvements for several individual tenants. The building, located at 23424 Halsey Street and owned by Pooney Grey) is now known as the Plaza at Wood Village. The individual businesses directly benefited from the program, and the property is located in the Urban Renewal District. El Torogoz, the restaurant in the building has tenant improvements along with improvements made for an acupuncture practice, State Farm Insurance agent, and a Farmers Insurance agent.

For the period from April 1, 2014 to March 30, 2015, the following businesses have benefitted:

Plaza at Wood Village	Placement Service, Yoga Studio, Profit Street, Kimberley's, and one as yet unoccupied suite
America's Best Eyeglasses and Contacts (Town Center)	
Angel's Hair	Strip Mall at 242 and Glisan

The program substitutes a direct governmental subsidy for the fee payment normally required for permits, licenses and planning related activities. The cost of these benefits is twofold, first the revenue that is waived and second the cost incurred to provide the services. We directly contract with Building Codes Consultants (BCC) for building, Carole Connell for planning services, and provide sign permit reviews and similar activities with our own staff. If the cost of the program is viewed from the perspective of the building division funding status, the actual cost to the City or the Agency is only the cost of the permit. Given sufficient revenue in the building program, the cost of the BCC contractual obligation is paid from the permit fees collected from other applicants. To date, the revenues in the building program have been sufficient to pay all direct costs of the program, including the direct cost of staff time and planning consultant costs.

Overall, the operations of the building division has a budgeted annual cost of \$123,921. The total collected revenues are budgeted at \$56,000. If all revenues from the incentive program were collected from applicants, program revenue would increase by approximately \$10,000 in the current year, reducing the net deficit for the provision of the building program from \$67,921 to \$57,921.

Since we originated the business incentive program in October of 2010, the total fees waived are \$49,219 and our total direct cost for building code services and staff is \$22,705. The total actual value increase due to tenant improvements is estimated at \$1,156,114, and a total area of 51,153 square feet of existing building space has been occupied. These annual totals, expressed in the time period from April 1 to March 31 of each noted year, is as follows:

Year	Square Feet Improved	Valuation Estimate	Total Permit Fees	Fee Amount Paid by City or Agency	Direct BCC Cost	Staff or Planning Consultant Cost	Total Cost
2010-11	9,286	363,304.00	16,245.31	14,512.23	5,750.53	568.74	20,831.50
2011-12	7,773	211,710.00	13,958.56	12,197.31	8,419.68	1,316.92	21,933.91
2012-13	22,473	69,800.00	3,019.67	2,518.92	1,687.50	339.75	4,546.17
2013-14	5,940	205,100.00	5,175.68	4,612.61	731.25	164.79	5,508.65
2014-15*	5,681	306,200.00	10,820.08	9,884.05	3,438.75	286.62	13,609.42
Totals	51,153	1,156,114	49,219	43,725	20,028	2,677	66,430
	* Through January of 2015						

We do not report on total jobs created, however, my estimate (including Dotty's, Teriyaki Guys, Rock Wood Fired Pizza, Joy Teriyaki, El Torogoz, both insurance agent offices, etc) is that we have over 90 full and part time jobs created among the tenants identified here. All of these are tenant improvements. Also not included in this analysis are existing spaces that have been vacated in other buildings in the City. No program recipients have discontinued, however, other space occupants have vacated space (Sweet Pea Market and Payless Shoes).

The incentive program may have an impact on the relative value of commercial buildings. Commercial real property values are increasing generally in 2015, and total values in the market never declined below assessed values. As a result, while value of the property may be enhanced by tenant activities, the total property tax levied and collected in Wood Village will not be impacted by this program. We only can tax on assessed value, and real market exceeds assessed for our commercial properties.

The other key parameter for evaluation is whether or not the program was the reason an investment was made in Wood Village. We have shared previously that Gentle Dental is in Wood Village because of the program. We also know that it was the inducement of the program that secured the tenants in the Plaza at Wood Village (Grey Building on Halsey).

Two of the businesses receiving benefits in the current year are located outside of the Urban Renewal Agency boundaries in the Town Center or in the strip mall near 242 and Glisan. The Plaza at Wood Village is located in the Urban Renewal Agency boundaries. Total cost of the permit is paid by the Agency to the City when the program is offered in the Agency Boundaries. For City incentives, the General Fund of the City is charged with the cost of the permit and the revenue reflected in the appropriate permit category (building, electrical, plumbing, mechanical).

Potential Program Changes

Business Incentive programs remain in place in Gresham and Troutdale. To the extent that a business may be considering properties in multiple locations, the presence of these programs in other communities may induce an investment to another location.

Alternatives

The alternatives are to:

1. Maintain the program through reauthorization as it currently exists.
2. Eliminate the program entirely.
3. Modify the program with geographical parameters.
4. Make other modifications.

Goals Impacted

This action impacts City GOAL 4: Long-term financial stability, **economic vitality and growth**, providing an incentive to occupy existing vacant building space in the community.

Fiscal Impact

The impact of the program is directly related to the number of permits issued that qualify. Costs could rise to significant levels if currently unoccupied structures are all occupied by new qualifying tenants. Vacancies are present in the strip mall adjacent to WalMart, the strip mall on Halsey, and in the Town Center (former fast food outlet).

Failure to have any sort of program could also have an impact fiscally. If buildings in our jurisdiction are not sought for occupancy because business owners are seeking waivers or similar programs offered by other jurisdictions, the building values for commercial property in Wood Village could decline as vacancies continue in existing structures. Because assessed values are generally below real market values for commercial properties, a significant decline in value would have to be experienced to negatively impact property tax revenues. Other municipal revenues, including business license, utility proceeds, and franchises are all impacted by whether or not buildings have vacancies.

Suggested Motion

I move to adopt Resolution number 8-2015 to extend the Business Incentive program.

RESOLUTION NUMBER 8-2015

A RESOLUTION REAUTHORIZING THE BUSINESS INCENTIVE PROGRAM.

WHEREAS, the Business Incentive Program was adopted by the City of Wood Village in October of 2010 for a trial period of six months and has been continuously extended through March 31, 2015, and

WHEREAS, the re-authorization of the program is considered beneficial by the City Council of the City of Wood Village, and

WHEREAS, the initial findings in October of 2010 continue to apply, including:

- A. Commercial areas in Wood Village have vacant building space, and
- B. Vacancy rates negatively affect the activity of surrounding businesses and threaten even further decline, and
- C. Establishing and expanding businesses within empty commercial buildings will bring new customers and activity that benefit existing businesses, and
- D. The City desires to reduce financial barriers for business entrepreneurs in order to encourage them to act now to start or expand a business in Wood Village, and
- E. The City Council has determined that certain fees should be waived for a limited period of time and that certain fees should be paid by the City or by the Wood Village Urban Renewal Agency.

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

A Business Incentive Program as is authorized as follows:

- A. To qualify for the Business Incentive Program, a business must:
 1. Apply for a fee waiver in advance of seeking permits for tenant improvements, relocation authorization, or other activities potentially covered by this program.
 2. Locate within an area of the city that is designated Commercial, Industrial or Town Center on the Wood Village Comprehensive Land Use Plan Map;
 3. Be moving into existing vacant building commercial space not exceeding 6,000 square feet that received approval of a final building inspection on or before June 30, 2013;
 4. Receive a permanent Certificate of Occupancy for a Commercial Tenant Improvement within 180 days of the initial tenant improvement building permit and the initial permit is issued between April 1, 2014 and March 31, 2015.
- B. Notwithstanding Section 1A, a business does not qualify for the Business Incentive Program if the business:
 1. Is currently located in Wood Village and expands into adjacent existing commercial building space or relocates to a vacant new site but increases its square footage size by less than ten percent of its current size;
 2. Expands its existing commercial building space by new construction that adds square footage;

3. Converts occupied or vacant residential building space to commercial space; however, the owner of vacant upper floor commercial space qualifies for the Business Incentive Program when converting this vacant commercial space to a residential use.
 4. Does not commence construction within thirty days of issuance of the initial Tenant Improvement building permit, fails to continuously perform the tenant improvement construction work, or fails to obtain a permanent Certificate of Occupancy within 180 days of issuance of the initial Tenant Improvement building permit;
 5. Is a non-profit entity that is exempt from paying property taxes and is buying rather than leasing the building space it will occupy;
 6. Must obtain a Type III land use permit in order to occupy the building space.
- C. Waivers of fees and charges for a business that qualifies for the Business Incentive Program or for allowed conversions to residential use shall be as described in Exhibit A.
- D. To receive the benefits of the program a qualifying business shall execute an agreement at the time of building permit application or at the time of business license application if no building permit is necessary. The agreement shall certify that the business qualifies for the Business Incentive Program. The agreement shall also include the provision that if the business does not meet program qualifications, the business will pay all applicable fees and charges before issuance of a temporary or permanent Certificate of Occupancy.

BE IT FURTHER RESOLVED that this authorization is for a period of one year, and will expire on March 31, 2016.

Motion to approve by _____; seconded by _____ and adopted on this 10th day of March, 2015.

YEAS _____

NAYS _____

Patricia Smith, Mayor

ATTEST:

Greg Dirks
City Recorder

EXHIBIT "A"
RESOLUTION NUMBER 8-2015

BUSINESS INCENTIVE PROGRAM
AFFECTED FEES AND CHARGES

- A. A business that completes the required application and approval in advance of seeking permits, and has a possessory right in, or control over, no more than 6,000 square feet of building space, including any expansion at the time of completion, shall receive waiver to the fees and charges applicable.
- B. Conversion of vacant upper floor commercial space to residential shall be eligible to waivers of all the following fees and charges as applicable.
- C. Fees and charges that are subject to waiver under the Business Incentive Program are:

<u>Fee or Charge</u>	<u>Outside Urban Renewal Area</u>	<u>Inside Urban Renewal Area</u>
Business License 1. New License 2. Renewal	Paid by General Fund	Paid by URA
Land Use Review, including Sign Permits	Paid by GF	Paid by URA
Building Permits*	Paid by GF*	Paid by URA*
Plan Review	Paid by GF	Paid by URA
Public Works Permits	Paid by GF	Paid by URA
Engineering Plan Review	Paid by Applicable Utility Fund	Paid by URA

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- Building Permit fees include various surcharges and taxes imposed by other governmental entities but are collected by the City on their behalf. The following fees cannot be waived and must be paid in full by the applicant.
 - State Surcharge on Building Permits
 - Metro Construction Excise Tax
 - Reynolds School District Construction Excise Tax