

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
March 10, 2020
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. Review of Bills Paid: February 2020
 - a. **Contracts: \$2,500 - \$50,000**
 - Riverview CC—Appreciation Dinner 2020: \$6,000.00
 - Tim’s Tree and Stump Removal—tree removal: \$3,000.00
4. Consent Calendar
 - a. **City Council Minutes**
 - b. **Planning Commission Appointments**
 - Craig Howard, President—exp. 03/18/2023
 - Jim Mott, DRB Chair—exp. 03/18/2024
 - Stanley Dirks—exp. 03/18/2023
 - Linda Jensen—exp. 03/18/2024
 - Nathan Smith—exp. 03/18/2024
5. Presentation: Final City Hall Design – LRS Architects
6. **Discussion: 2020-2021 Draft Annual Performance Plan – Greg Dirks**
7. **Discussion: Community Garage Sale and Cleanup Events – Rose Douglass**

ADJOURN

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

NEXT MEETING: Thursday, March 26, 2020



CITY OF WOOD VILLAGE

Check Report

By Check Number

Date Range: 02/01/2020 - 02/29/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP River-AP Riverview Bank						
10178	ABBATE DESIGNS LLC	02/07/2020	Regular	0.00	3,800.00	23608
0431	CHEVRON FOODMART	02/07/2020	Regular	0.00	32.00	23609
10033	CHR CREATIVE	02/07/2020	Regular	0.00	270.00	23610
0530	CITY OF PORTLAND	02/07/2020	Regular	0.00	9,758.00	23611
1049	FEI PORTLAND WATERWORKS #3011	02/07/2020	Regular	0.00	163.00	23612
1200	GLOBAL NETWORK SUPPORT INC.	02/07/2020	Regular	0.00	1,748.00	23613
0340	GRESHAM LOCKSMITH, INC.	02/07/2020	Regular	0.00	38.50	23614
10221	HDG BUILDING MATERIALS	02/07/2020	Regular	0.00	1,375.00	23615
1760	MOEN MACHINERY COMPANY	02/07/2020	Regular	0.00	172.03	23616
1775	MULTNOMAH COUNTY TREASURY	02/07/2020	Regular	0.00	21,786.64	23617
10122	NET ASSETS	02/07/2020	Regular	0.00	63.00	23618
2202	PAPE MACHINERY EXCHANGE	02/07/2020	Regular	0.00	156.57	23619
10011	PIXIS LABS, LLC	02/07/2020	Regular	0.00	100.00	23620
1056	PORTLAND WEB DESIGN	02/07/2020	Regular	0.00	110.00	23621
10161	WESTLAKE CONSULTANTS INC	02/07/2020	Regular	0.00	2,604.00	23622
2704	APPLETREE	02/13/2020	Regular	0.00	61.07	23623
0505	CITY OF FAIRVIEW	02/13/2020	Regular	0.00	69.66	23624
0520	CITY OF GRESHAM	02/13/2020	Regular	0.00	3,478.75	23625
10220	GEODESIGN INC	02/13/2020	Regular	0.00	2,508.20	23626
10181	JENSEN PRECAST	02/13/2020	Regular	0.00	25.02	23627
0960	KIP EDGLEY	02/13/2020	Regular	0.00	2,210.00	23628
1648	MERINA & COMPANY, LLP	02/13/2020	Regular	0.00	2,250.00	23629
10166	MIG, INC	02/13/2020	Regular	0.00	765.00	23630
10003	RIVER CITY ENVIRONMENTAL	02/13/2020	Regular	0.00	3,870.02	23631
10203	SETH REESER	02/13/2020	Regular	0.00	167.28	23632
10227	TIMS TREE & STUMP REMOVAL INC	02/13/2020	Regular	0.00	3,000.00	23633
2850	TOTAL RENTAL CENTER	02/13/2020	Regular	0.00	39.78	23634
0510	CITY OF GRESHAM	02/18/2020	Regular	0.00	34,436.28	23635
1290	HACH COMPANY	02/18/2020	Regular	0.00	525.43	23636
10219	LEE CONTRACTORS LLC	02/18/2020	Regular	0.00	10,165.00	23637
10159	LRS ARCHITECTS, INC	02/18/2020	Regular	0.00	29,718.81	23638
1960	OFFICE DEPOT CREDIT PLAN	02/18/2020	Regular	0.00	50.06	23639
2244	PITNEY BOWES, INC	02/18/2020	Regular	0.00	67.99	23640
10229	CENTRAL SERVICE INC	02/25/2020	Regular	0.00	371.56	23641
1028	EXPRESS ENVELOPES	02/25/2020	Regular	0.00	1,016.19	23642
1049	FEI PORTLAND WATERWORKS #3011	02/25/2020	Regular	0.00	36.84	23643
1200	GLOBAL NETWORK SUPPORT INC.	02/25/2020	Regular	0.00	625.00	23644
1235	GRESHAM FORD	02/25/2020	Regular	0.00	48.64	23645
1303	HARBOR FREIGHT TOOLS	02/25/2020	Regular	0.00	10.99	23646
1650	METRO	02/25/2020	Regular	0.00	480.00	23647
10150	PACIFIC INT-R-TEK	02/25/2020	Regular	0.00	635.00	23648
10011	PIXIS LABS, LLC	02/25/2020	Regular	0.00	74.40	23649
2350	POSTMASTER	02/25/2020	Regular	0.00	730.00	23650
10165	SERVICE MASTER BUILDING SERVICES	02/25/2020	Regular	0.00	654.00	23651
0081	AFLAC	02/28/2020	Regular	0.00	167.42	23652
0637	CONST & GEN LABORERS' UNION LOCAL 737	02/28/2020	Regular	0.00	78.00	23653
1120	FRONTIER	02/06/2020	Bank Draft	0.00	95.98	DFT0001701
0170	AT & T MOBILITY	02/13/2020	Bank Draft	0.00	444.79	DFT0001702
2270	PGE	02/13/2020	Bank Draft	0.00	31.60	DFT0001703
2270	PGE	02/13/2020	Bank Draft	0.00	978.38	DFT0001704
2270	PGE	02/13/2020	Bank Draft	0.00	1,146.43	DFT0001705
2270	PGE	02/13/2020	Bank Draft	0.00	1,468.69	DFT0001706
2270	PGE	02/13/2020	Bank Draft	0.00	84.79	DFT0001707
2270	PGE	02/13/2020	Bank Draft	0.00	30.27	DFT0001708

Check Report

Date Range: 02/01/2020 - 02/29/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2270	PGE	02/13/2020	Bank Draft	0.00	41.34	DFT0001709
2270	PGE	02/13/2020	Bank Draft	0.00	20.94	DFT0001710
2270	PGE	02/13/2020	Bank Draft	0.00	35.23	DFT0001711
2270	PGE	02/13/2020	Bank Draft	0.00	22.51	DFT0001712
2270	PGE	02/13/2020	Bank Draft	0.00	668.38	DFT0001713
2270	PGE	02/13/2020	Bank Draft	0.00	343.49	DFT0001714
2270	PGE	02/18/2020	Bank Draft	0.00	3,754.66	DFT0001715
1710	MILLER NASH GRAHAM & DUNN LLP	02/25/2020	Bank Draft	0.00	1,012.00	DFT0001716
1920	NW NATURAL	02/25/2020	Bank Draft	0.00	147.59	DFT0001717
1920	NW NATURAL	02/25/2020	Bank Draft	0.00	226.17	DFT0001718
10109	RIVERVIEW CC - CM	02/25/2020	Bank Draft	0.00	3,686.83	DFT0001719
10108	RIVERVIEW CC - FD	02/25/2020	Bank Draft	0.00	663.50	DFT0001720
10176	RIVERVIEW CC - OPS	02/25/2020	Bank Draft	0.00	475.73	DFT0001721
10110	RIVERVIEW CC - PW	02/25/2020	Bank Draft	0.00	2,187.08	DFT0001722
1390	ALLSTREAM	02/25/2020	Bank Draft	0.00	446.33	DFT0001723
1120	FRONTIER	02/25/2020	Bank Draft	0.00	105.98	DFT0001724
0920	CIS TRUST	02/27/2020	Bank Draft	0.00	15,523.07	DFT0001729
1880	NATIONWIDE RETIREMENT SOL.	02/27/2020	Bank Draft	0.00	900.00	DFT0001730
2200	OREGON PERS	02/27/2020	Bank Draft	0.00	13,783.53	DFT0001731

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	46	0.00	140,513.13
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	89	27	0.00	48,325.29
EFT's	0	0	0.00	0.00
	140	73	0.00	188,838.42

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	46	0.00	140,513.13
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	89	27	0.00	48,325.29
EFT's	0	0	0.00	0.00
	140	73	0.00	188,838.42

Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	2/2020	188,838.42
			188,838.42

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
February 13, 2020
MINUTES**

PRESENT: Mayor T. Scott Harden, Council President Patricia Smith, Councilors Bruce Nissen and Brian Loy, City Attorney Jeff Condit, City Manager Greg Dirks, Assistant to the City Manager Rose Douglass, Public Works Director John Niiyama, Finance Director Seth Reeser, and interested parties.

ABSENT: Councilor John Miner

CITIZEN COMMENTS (NON-AGENDA ITEMS): None at this time.

PUBLIC SAFETY REPORT:

MCSO Lieutenant Wendland presented the monthly report. The call load for the month of January was 411, which was up from 400 in December. However, this showed a reduction from last year. Another highlight is that Priority one and two were answered in under four minutes, which is an improvement from last year.

Regarding stolen vehicles, there were only two cars stolen in Wood Village for the month of January. These are believed to be non-citizen incidents. Traffic stops are down in the City as well. There was an assault that happened in mid-January and the suspect is in custody and facing charges. The victim will have lots of support throughout the process and services will be provided to them. This was a random assault and was not a specific target.

For the call logs, most of the calls are common. One stand-out is from January 19th. There was a call about a rape with a weapon. This was an hour before the assault on Halsey. The suspect pulled a weapon on an individual in the Walmart parking lot. It is unknown if this was the same suspect as the assault on Halsey, but there have been no additional calls about this or any related matter.

There were no questions from Council.

REVIEW OF BILLS PAID: January 2020

A. Contracts: \$2,500-\$50,000

- i. GeoDesign – City Hall Survey: \$10,875.00
- ii. WSP – Hawthorne Park Design: \$41,577.00
- iii. FEI Portland – Meters for WV Apartments: \$5,082.00
- iv. River City – Vactor Service: \$4,145.00
- v. Global Network – Replacement PC: \$2,698.46

There were no questions or concerns regarding bills paid.

CONSENT CALENDAR:

City Council Minutes; January 28, 2020

Upon motion by Nissen, seconded by Loy, the consent calendar was approved. Motion passes 4-0.

RESOLUTION 6-2020: IGA with Fairview for the Continuation of Play EAST Recreation

City Manager Greg Dirks presented the continuation of IGA with Fairview for Play East Recreation. This IGA was established in 2017 with Fairview to provide children from Kindergarten through eighth grade with recreational activities. Fairview hires the director and oversees the administration and human resource duties. The cost share is 60/40 with Fairview. The extra overhead is for the administration that Fairview provides.

Since 2017, Play East has served over 2000 kids, 800 being from Wood Village. Programs include music, art, dance, athletics, and other events. The program has taken in \$14,700 in registration fees. This funds the program administrator. Over the three years, Play East has brought in \$359,000 from the two cities. \$55,000 has been in fundraising and grant events. Play East has established partnerships that resulted in two new Futsal courts.

The IGA expires in June. Regarding the continuation, the current IGA is the base, adding language for a three-year agreement, emphasize that City monies are to be used for administration only, and grants and donations are for scholarships and programming costs. Additional partners are encouraged. The cost share remains the same at 60/40 with a reopener at year three based on updated population figures.

Councilor Loy asked if Fairview was accepting the IGA. Dirks stated that there is no reason to believe that it will not pass in Fairview. Mayor Harden stated that the only question brought up at the last meeting with Play East were administration costs, which were quickly answered satisfactorily.

Councilor Nissen asked how many participants were from Fairview and how many were from outside of the two cities. Dirks stated that approximately 800 participants were from Fairview and approximately 400 were from outside of the area. Software is being updated to reflect where the participant lives versus where the funds came from (example: grandparents living in Camas pays for a child in Fairview to participate and the child's location shows Camas).

Upon motion by Smith, seconded by Nissen, Resolution 6-2020 to continue the IGA with Fairview for Play East Recreation is approved. The motion passes 4-0.

Upon motion by Nissen, seconded by Loy and passing 4-0, the following individuals are appointed to the East County Recreation Board:

Elected Official: Patricia Smith

Citizens: Scott Harden and Tom Miles

DISCUSSION: 32nd Annual Wood Village Easter Egg Hunt

Assistant to the City Manager Rose Douglass presented to the Council on the details of the 2020 Wood Village Easter Egg Hunt. Different options were proposed to Council on ways to decrease waste during the event including eco-friendly Easter eggs, a reduction in eggs supplemented with candy, or adding more activities to the event. Douglass also presented feedback from Autism

Society of Oregon on providing an inclusive hunt appropriate for special needs and sensory processing disorder individuals.

The Council selected to do a hunt with 32,000 eggs, but to distribute literature on how to repurpose plastic eggs, as well as an activity facilitated by Play East (either rock-painting or a plastic egg use demonstration). The Council would like to have the Easter Bunny come to the Special Needs hunt at 8:00am so that those children are able to enjoy the event to the fullest capacity.

Upon motion by Loy, seconded by Nissen, and passing 4-0, the 32nd Annual Wood Village Easter Egg Hunt is approved with the proposed plans.

DISCUSSION: City Council Retreat Debrief

City Manager Greg Dirks recapped the City Council Retreat. The agenda included ice breakers and team building. There was a review of the mission, motto, and goals. There were presentations from Finance and Public Works. The current APP was visited, and the new APP was formulated.

The word “progressive” was removed from the mission statement. There were revisions to three of the City goals. “Inclusive” was added to Goal 1, “exemplary” replaced “excellent” in Goal 2, and Goal 7 was changed to “Responsible environmental leadership.”

There are several items for the 2020-2021 APP with several improvements and projects. Dirks asked the Council for feedback on the 2020 Council Retreat. The Councilors enjoyed the retreat and the facilitator. The Council commended the City staff on fluidity, efficiency, and hard work.

Dirks stated that next steps include a resolution with the revisions to mission and goals. The retreat was just over budget, but the facilitation was a great resource. This will be considered while formulating the budget for next year.

Dirks spoke about the Planning Commission meeting from the previous night and the high attendance, especially by non-English speaking people. This highlights the inclusivity of the City and how the City Council, Boards, and staff are able to accommodate the needs of citizens. Finance Director Seth Reeser stated that it is nice to see the Council and City Manager working so well together.

ADJOURN:

With no further business coming before the Council, the Council adjourned at 6:56pm.

T. Scott Harden
Mayor

Date

ATTEST:

Rose Douglass; Assistant to the City Manager

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
February 25, 2020
MINUTES**

PRESENT: Mayor T. Scott Harden, City Council President Patricia Smith, Councilors Bruce Nissen and Brian Loy, City Attorney Jeff Condit, City Planner Matt Straite, City Manager Greg Dirks, Finance Director Seth Reeser, Public Works Director John Niyama, Assistant to the City Manager Rose Douglass, and interested parties.

ABSENT: Councilor John Miner

CITIZEN COMMENTS (NON-AGENDA ITEMS): None at this time.

ORDINANCE 2-2020: Zoning and Development Code Update.

City Planner Matt Straite presented the project for an amendment for open space standards, short-term vacation rentals, and accessory dwelling units. This project is a zone code text amendment separated into three categories. These categories are changes to Open Space Standards, an addition of Short-Term Vacation Rentals, and revisions to Accessory Dwelling Unit (ADU) language.

The Open Space Standard Changes: the City zone has always had an open space designation, but there are few areas in the City with this designation besides Donald Robertson Park. Planner Straite described the areas on the zoning map to show the absence of open space. The proposal is to add some standards to the open space zone for uses such as parks, community centers, sports fields, and government use.

This change does not alter any zoning designations, but only adds standards to zones that have existed for a long time. No additional parks will be added to the city. There are no new uses being added to the Open Space Zone. These standards will protect neighbors to include buffers and other protections against potentially harmful entities to the community.

Short Term Vacation Rentals: This amendment would add Short-Term Vacation Rentals as a type of home occupation, providing more options to homeowners for home businesses, and would provide revenue for the city in the form of occupancy taxes. To clarify, a short-term rental would be classified as an AirBnB or Vrbo rental.

The changes proposed are to clarify that a Short-Term Vacation Rental is a home occupation, requiring home occupancy for this change, and to define what a short-term rental is.

This means that a business cannot be run in several different homes and must be owner-occupied, the addition won't change the look of the home, will allow more options, limits the stay to 30 days, designates both AUDs and primary homes as potential short-term rentals, and is subject to typical home standards.

Lastly, there are changes to Accessory Dwelling Units per state mandate. Parking requirements must be removed and owner occupancy requirements are removed. The changes proposed are in section 395. Part B is being removed for owner occupancy and Part E is being removed for parking.

The amendments must meet certain criteria. First, the amendments must better achieve the Comprehensive Plan through the proposed changes. Regarding Open Space standards, this adds standards and language that ensure that it will meet the intent of the Comprehensive Plan. For Short-Term Vacation Rentals, this code creates a new opportunity for economic development by allowing more economic opportunities for residents in the City. Regarding Accessory Dwelling Units, barriers will be removed and more opportunities for housing will be added, thus better achieving the Comprehensive Plan.

The second criterion that must be met is that the amendments achieve the purpose of the zone section. The open space amendment will add a purpose statement to the zoning section. Short-Term Vacation Rental changes meet the purpose section of the residential zones. Existing rentals and structures should not change. For Accessory Dwelling Unit changes, these are mandated by state law and must be followed.

The last criterion must identify if any changes have any negative implications to the transportation system. The open space amendment will add standards that already exist. The zone was already utilized in the transportation modeling. Regarding Short-Term Vacation rentals, the relationship to transportation is more clear. The vehicle trips and usage should remain the same due to the requirement of owner-occupancy. Regarding Accessory Dwelling Units, any changes made should have some impact on transportation, however, these changes are unknown at this time. Regardless, these are state mandated changes.

Council President Smith asked about the 30-day rental limit on Short-term Vacation Rentals. Because it is owner occupancy, an owner may live in another portion of the house. The limit is a maximum of 30 days, but could certainly be a shorter time. Otherwise, the structure would classify as a typical rental. City Manager Dirks explained that after 30 days, there is no transient tax applied to the location or rental. There are no added regulation for inspection of Short-Term Vacation Rentals, but are regulated by participant review, as are hotels in the City.

Mayor Harden asked about the amendment for Accessory Dwelling Units in regards to parking. This changed the requirement for a minimum designated amount of parking, but this does not change any existing rules about parking. This does not allow any parking on lawns or non-designated areas.

Mayor Harden opened the floor to public testimony.

Councilor Loy made a motion, seconded by Nissen, and passing 4-0, to approve the Zoning and Development Code Amendment.

RESOLUTION 6-2020: Update and Readopt the City's Mission, Motto, Values, and Goals Statement. City Manager Dirks presented the changes to the City's Mission, Motto, Values, and Goal Statements. The revised mission removed the word "progressive" so as to avoid conflict or

confusion. The Goals revised were Goal 1, 2, and 7 to add language more specific to the values and plans of the City. The Motto and Values Statement remain unchanged. Dirks stated that new banners will be ordered, and the new language will be presented on the 2020 Annual Performance Plan.

Council President Smith made a motion, seconded by Nissen, and passing 4-0, to approve the City's Mission and Goals, and readopting the Values and Motto.

DIRECTOR'S REPORT: PUBLIC WORKS

Public Works Director John Niiyama presented the Public Works report and stated that street sweeping was completed for January and is now scheduled for March 2 and 3. Arata Road is now open for two-way traffic and construction will resume after the winter.

Regarding EMCTC, ODOT presented tolling of 1-205 and I-5. TriMet presented a Pedestrian Plan, and the City is waiting on the "footsie" for the Gorge Hub Project. Staff will then install bike racks and the bike fixing station. Niiyama is working on the Glisan sun-basin scope and meets with Levee Ready Columbia with more information to present to City Manager and Council.

The City recovered 51 shopping carts in January and closed 18 Code Compliance cases. Dead tree removal and pressure washing was done at Donald Robertson Park in preparation for the spring opening. 15 permits were issued in the month of January.

Regarding personnel, Engineering Tech Kyler Roberts received his inspection certification for playground equipment. Utility Workers Kevin Halstead and Brian Kidder passed their Level I Water Distribution Certification. Marie's official retirement was January 31, but was brought back on contract until her position is filled. Public Works Administrative Assistant Marie Kizzar and Code Compliance Specialist Erika Olivares attended a pre-construction meeting for the Wood Village Retail and Apartment project.

Regarding water production, consumption was at 9.3 million gallons and production was at 9.7 million gallons, which accounted for a system loss of 4.5%.

Mayor Harden asked a question about the Levee-Ready advisory board. City Attorney Condit stated that it is currently a temporary board, but will eventually move to an elected position on a permanent board. Mayor Harden stated that Councilor Craddick asked if a member of the Council would be a City representative of the Columbia River Division of the board.

Public Works Director Niiyama stated that he will be meeting with the Treehill HOA regarding the Hawthorne Trail Head.

There are no further questions.

DIRECTOR'S REPORT: FINANCE

Finance Director Seth Reeser presented the finance report that stated various projects and what amount are spent on them. These projects include City Hall, Gorge Hub, and Hawthorne Trail. Staff has been working for the last two weeks developing the budget and City Manager Dirks

will be requesting any additions from Council for any discretionary spending. No major projections have been changed and more materials and services are being seen as the City is preparing for the spring season.

Mayor Harden asked if there was room in the budget calendar to have the Mayor sit down for a budget meeting. City Manager Dirks stated that this will be included in the calendar. The only major changes are to the Municipal Building Fund and that is being spent tentatively.

There are no further questions.

CITY MANAGER'S REPORT

Annual Performance Plan: The APP is moving along with designation of tasks among City staff. Technology advancements for the City are moving forward as well. A resident put in a new furnace and the contractor provided conflicting information that showed the customer service of the City as sub-standard. City Manager Dirks has worked with Erika Olivares in Code Compliance to reiterate to contractors the importance of customer care and service.

Regarding the APP, there were originally two transportation projects, but the spring project was not grant funded, so will not be completed this year. This grant cycle is every five years. There was a fire use board meeting and the City is halfway through the contract agreement with Gresham. Gresham has requested that the four cities join a comprehensive fire study.

There is a broadband meeting update and the consulting group was being brought in for the March 10th Council meeting, however, they will be present at a meeting on March 11th instead.

City Council Calendar: The Volunteer Appreciation Dinner will be held on Friday, May 15 and invitations are being wrapped up at this time. City Manager Dirks stated that the land has been officially purchased from the Grand Ronde and "No Trespassing" signs will be posted soon on the 4.6 acres purchased by the City.

There are no other questions at this time.

ADJOURN:

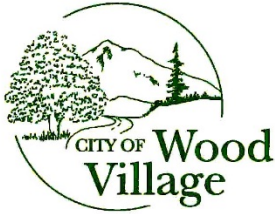
With no further business coming before the Council, the Council adjourned at 6:50pm.

T. Scott Harden
Mayor

Date

ATTEST:

Rose Douglass; Assistant to the City Manager



City Council Agenda Item Staff Report

Meeting Date: March 10, 2020

TO: Mayor and City Council

FROM: Greg Dirks, City Manager

DATE: March 2, 2020

SUBJECT: Draft 2020/21 Annual Performance Plan

Requested Council Action

Review the content of the Annual Performance Plan and make recommendations on the final content of the plan scheduled for adoption in April of 2020 for fiscal year 2020-2021.

Background

The City of Wood Village has adopted a municipal management plan known as System Integration™. As structured, this system provides for the creation of an Annual Performance Plan (APP). The City Council is responsible for the adoption of the City's overall strategic direction. The City Manager is responsible to provide to the City Council an Annual Performance Plan that demonstrates through Objectives and Actions Plans that specific strides will be taken to ensure the achievement of the City Council goals.

The plan is not a restatement of the standard operations of the City such as utility management, contracted services oversight, and other regularly occurring daily operations. Those items are achieved through the City's overall management system, and are not restated or included in the APP. It is important for Council to recognize that we have structured our organization to avert excess capacity. The APP is designed to consume approximately 20% of capacity to complete the identified projects, and the APP is designed with that assumption.

To reiterate the policy, the APP format is as follows:

- (a) Each year in March, the City Manager will present the proposed Annual Performance Plan to the council.
- (b) Each year in April the council will adopt the City's Annual Performance Plan as is or with recommended changes or additions. If there are additions, both council and staff must agree that the overall plan is doable in a one year's period of time or modify the plan until such agreement is reached.

- (c) The Annual Performance Plan will be presented in a table showing:
- a. **Objectives** that will be accomplished in the coming year to support City goals.
 - b. The City **Goal** that the Objective supports.
 - c. The **Responsible Person** for Objective achievement.
 - d. The **Target Date for Objective Completion**
- (d) The Objectives in the Annual Performance Plan should state specifically what will be accomplished in one year.
- (e) Moving Objective achievement to a new year shall occur only if the council agrees by majority vote, after reviewing supporting argument for the move, that unforeseen circumstances warrant delaying Objective achievement.
- (f) If the council determines it is in the best interest of the City to add an Objective to the Annual Performance Plan any time other than at the April council meeting, the council, working with the City Manager, shall determine which of the existing Objectives shall be moved to next year's Annual Performance Plan to allow adequate time and other resources for the new Objective.
- (g) Success or failure in the achievement of the Objectives in the Annual Performance Plan shall be considered the success or failure of the City Manager's performance and will be considered as one part of the City Manager's annual review.
- (h) The City Manager will be responsible for all Objective achievement either by his/her own effort or through the efforts of the employees of the City.

Direction from the Annual Retreat Workshop

APP projects and items were discussed at the February 1, 2020 City Council retreat. Those items were reviewed at the Council Retreat debrief, and a draft plan was developed based on those items. The proposed plan is identified as follows, and the timelines for accomplishment are indexed to the items in the attached spreadsheet:

GOAL 1 – A safe, clean, inclusive community with a sense of pride, and strong identity.

- City Hall: Develop New Use Agreements
 - No direct financial impact to develop new facility use agreements. There are financial considerations for the use agreements, which may have minimal revenue impacts.
- City Hall: Ribbon Cutting Event
 - \$1,000 has been allocated to the FY 2020/21 budget for this event
- Explore Multi-Language Outreach and Communication
 - A direct cost has not been allocated to this project at this time. Depending on the method of service such as in-person, subscription service, or technology, there will be financial considerations to implement the program.
- Municipal Code Review
 - This project could be done in-house or with a PSU Fellow. Due to the extensive nature of this project, a Resident Fellow would be suggested. The cost for a Resident Fellow is \$43,000.

- Develop Financial Tool Kit for Residents
 - This project could be done in-house or with a PSU Fellow. This could be added to the Resident Fellow, or as a stand-alone summer assignment. The cost for a Summer Fellow is \$10,500

GOAL 2 – Exemplary police, fire and building services.

- Electronic Permitting Roll-Out
 - We do not yet have cost estimates for this project. We are partnering with the City of Gresham to utilize its new system. Costs involved may include data conversation and integration.

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

- City Hall: Oversee Park Improvement Construction
 - This part of the City Hall project involves the oversight of the park related components of the City Hall project including the plaza, splash pad, parking, and other direct park impacts. The cost associated with these improvements are included in the overall City Hall project budget.
- City Hall: Maintenance Plan
 - No direct cost associated with the development of this project. There will be costs tied to the recommended maintenance of the facility which will be outlined as part of the maintenance plan.
- Complete Edible Grove at Donald Robertson Park
 - \$15,000 was included in the FY 2020/21 budget to complete this project which includes additional plants, irrigation, and signage.
- Scheduled City Events
 - \$18,500 was allocated in the FY 2020/21 Budget for the annual events including Easter Egg Hunt, Garage Sale/Cleanup Day, Nite Out, Pumpkin Fest, and Tree Lighting. Donation revenues were estimated at \$14,000
- Complete Annual Transportation System Improvement
 - \$100,000 has been allocated in the FY 2020/21 budget for a roadway project. We are waiting for the updated results of our pavement management index to target the next round of investments.
- Underground Utilities: 239th – 244th
 - \$600,000 has been allocated in the Urban Renewal Agency budget for the completion of this project.
- Phase II of Capital Facilities Plan
 - No direct costs are associated with the completion of this project. There will be costs associated with maintenance and replacement of specific capital facilities and this plan will help identify and structure those costs.

GOAL 4 – Long-term financial stability, economic vitality and growth.

- City Hall: Identify IT System Needs
 - This project identifies the IT needs of the new City Hall building. The cost associated with these improvements are included in the overall City Hall project budget.
- City Hall: Oversee Construction
 - This is the building of the new City Hall facility. The costs associated with this are included in the overall \$7.5 million project.
- City Hall: Move into Facility
 - \$8,000 has been allocated in the FY2020/21 Budget for costs associated with moving into the new City Hall facility.
- Main Streets on Halsey Code Review/Adoption
 - There will be \$3,000-\$5,000 of projected costs from our planner in assisting with the adoption of the updated codes. The code work itself is being funded with a grant from Metro being administered by Fairview.
- Assessment of Development Opportunities
 - This project could be done in-house or with a PSU Fellow. This could be added to the Resident Fellow, or as a stand-alone summer assignment. The cost for a Summer Fellow is \$10,500
- Auditor RFP
 - There are minimal costs associated with the advertising of the RFP. The selection of a new firm will have financial impacts. Current costs for auditing services is approximately \$30,000 a year.

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

- City Hall: Furniture and Workstation Selection
 - The cost associated with these improvements are included in the overall City Hall project budget
- Targeted Safety Training Twice Annually
 - There are minimal costs associated with these trainings, often less than \$1,000 for the year.
- Staff Team Building Once Annually
 - No direct costs as associated with this item. Future direction on teambuilding may lead to additional reengineering or process enhancements which could be eligible for a savings award.
- Benchmark Services/Best Practices
 - No direct costs as associated with this item, and while recommendations may have costs, those costs may be offset with service enhancements or other efficiencies.

GOAL 6 – Effective local, state and regional partnerships.

- Enhanced Council/Community Engagement
 - Direct funding is not in the FY 2020/21 budget. Items like electronic translation services may be funded with current allocations. Other recommendations may or may not have budgetary impacts.
- City Council Meeting Roadshow
 - No direct costs are associated with this item.

GOAL 7 – Responsible Environmental Leadership

- Hawthorne Nature Plan Phase II
 - Approximately \$100,000 is in the FY 2020/21 budget for this item. The funding is from two grant sources: State Parks, and CDBG.
- Tree Planting
 - \$10,000 is allocated in the FY 2020/21 Budget for the planting of new trees around the City. The allocation is split between General Fund, Streets, Water, and Sewer.
- Wetland Park Design
 - Staff is developing cost estimates for this project. An RFP for design work is currently pending, which will provide an accurate budgetary figure.

City Goal

The development of the Annual Performance Plan impacts all goals.

Fiscal Impact

The budget for fiscal year 2020/21 will be impacted significantly by the actions taken on the Annual Performance Plan. We have included a budget summary with each item that has a direct financial impact, and have structured the budget with these allocations.

Suggested Motion

No motion is suggested. This is a draft plan and outline for Council discussion. Items may be added or removed, and the final draft will be brought to the Council for consideration in April.

City Goals	
GOAL 1	
A safe, clean, livable community with a sense of pride, quality housing, and strong identity.	OverPass A
GOAL 2	
Excellent police, fire and building services.	<u>Emphasize/</u>
GOAL 3	
High Quality, Cost Effective Public Utilities, Parks and Events	Design and Water Line Irrigation S SCADA Syst
GOAL 7	
Environmental Responsibility	

Department Objectives	Responsible Person
rt Identity Project (Scope and IGA)	Scott
Promote Emergency Management	Scott
Build Complete Road/waterline/sewer/drain	Scott
- Cottonwood Condominiums	Scott
ystem Design for Donald L Robertson	Scott
:em Upgrade	Scott
Tree Planting and Tree Program	Scott

City Goals	Department Objectives
GOAL 3	
High Quality, Cost Effective Public Utilities, Parks and Events	Scheduled City Events
GOAL 5	
A Work Environment that Develops and Encourages Employees, Rewards Creativity and Innovation	Targeted Safety Training Twice Annually Compensation Analysis

actives	Responsible Person
	Greg
	Greg
	Greg



City Council Agenda Item Staff Report

Meeting Date: March 10, 2020

TO: Mayor and City Councilors

FROM: Greg Dirks City Manager

Authored by: Rose Douglass: Assistant to the City Manager

DATE: March 2, 2020

SUBJECT: Annual Wood Village Garage Sale and Cleanup Day Events

Requested Council Action

Approve the plan for the 2020 Wood Village Garage Sale Events and Cleanup Day events.

Background

Garage Sale

This year will mark the fifth annual City-Wide Garage Sale. The event is currently scheduled for Friday, June 19th – Sunday, June 21st. Fifteen locations participated in the event last year. Our intent is to continue to try and expand the program this year by adding more businesses, organizations, and homes. Participants are able to register for the Garage Sale on the City's website or in person at City Hall.

Advertising is planned to be similar to previous years. Yard signs will be delivered to those who register, and registered sellers will also appear on a Master Map. We will also advertise with banners, and listings on online garage sale websites.

Cleanup Day

The City Cleanup Day is planned for the following Saturday, June 27th. Items for disposal include:

- Bulk Waste Drop Off
 - Furniture, mattresses, carpet, tires, toilets, sinks and tubs
- Scrap Metal
 - Washers, dryers, refrigerators, freezers, water heaters, bicycles, BBQ grills, lawnmowers, other scrap metal. All oil, gas and propane must be drained or removed.
- Electronics: Last year, the City offered electronic recycling, and took in one ton of material from this service.
- Hazardous Items and Waste will not be accepted
 - Fluorescent fixtures and polystyrene can be recycled at Gresham's Earth Day event which is on April 25th.
 - There are also several hazardous waste events scheduled in May and June.

Last year the City collected eight drop boxes of solid waste and 75 tires at the annual cleanup event. In addition to the solid waste, the City collected one ton of electronics, some reusable items that were donated, and a half barrel of canned food for SnowCap.

In addition to the drop off portion of the event, usable furniture and other items will be on display for people take. The remaining usable furniture will be donated to a non-profit group. All other items will be sorted and disposed. The majority of reusable items last year were toys that were donated to Emilio Inc.

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

The cleanup day event is being proposed as a three (3) hour event running from 9am-12pm. There is an estimated one hour for setup, and one hour for cleanup for a total of five hours.

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

- Check-in Station: 2 volunteers
- Drop off Station: 4 sets of 2 people – 8 volunteers
- Furniture Booth: 2 volunteers

Last year the event operated in one shift with volunteers from the City. In addition to volunteers, supplies such as work gloves and carts will be needed for the volunteers to transport the items. Staff will work with area businesses to purchase or use these items.

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

This event location is planned for Wood Village Baptist Church and the church will be contacted for participation.

Next Steps

If approved, staff will work on an advertising plan, and create banners for the Garage Sale event. Staff will also finalize the cleanup program with Waste Management. The event will be advertised in the May newsletters, and on the City's website.

Alternatives

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

Fiscal Impact

The current franchise agreement with Waste Management includes a community cleanup day provision. Waste Management will provide the containers, transportation and dumping of the material up to the Metro voucher limit. The City is applying for 15 vouchers for this year's event. Additional costs that the City will have to pay for include gloves other small supplies for

the volunteers, including and food/beverages. The cost for Green Century Recycling boxes and pickup for the event is \$150.00

The cost last year for both events was \$500 and \$1,000 was placed in the budget for the event.

City Goal

The successful completion of this event would help achieve the following City Goals:

City Goal 1: A safe, clean, inclusive community with a sense of pride and strong identity.

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

City Goal 6: Effective local, state, and regional partners.

City Goal 7: Responsible environmental leadership.

Suggested Motions

“I move to approve the 2020 City Garage Sale and City Cleanup Day event as presented or modified.”