

**REGULAR MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
March 13, 2018  
AGENDA**

**6:00 P.M.   WORKSHOP: 2018-19 ANNUAL PERFORMANCE PLAN  
DEVELOPMENT**

**IMMEDIATELY FOLLOWING THE WORKSHOP**

**PLEDGE OF ALLEGIANCE**

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. Presentation: HOPE Team – MCSO
4. Consent Calendar:
  - a. [Review of bills paid in February, 2018](#)
  - b. Contracts \$2,500 - \$50,000
    - a. There were none.
5. [Resolution 6-2018: State Parks Grant Application Authorization](#)

**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 Council Agenda Item Staff Report

Meeting Date: February 27, 2018 Updated for March 13, 2018

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**TO:** Mayor and Councilors

**FROM:** Bill Peterson, City Manager

**DATE:** February 20, 2018, updated March 6

**SUBJECT: WORKSHOP; Discussion and Further Action with Annual Performance Plan**

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### **Requested Council Action**

Discuss and review potential items for inclusion in the Annual Performance Plan, resulting in recommending items for the staff to utilize in creating the annual plan for 2018-19. Three members of the governing board remained at the meeting on February 27, 2018, and recommended the staff provide a suggested plan, including the work needed on the City Hall and property sale as well as Master Plan items to assure reporting to the City Council on the status of the work.

### **Background**

The City of Wood Village has adopted a municipal management plan known as System Integration™. This plan is the copyrighted name assigned Caryn Tilton to the management and evaluation system adopted by the City of Wood Village. While we have modified the plan, we remain committed to the creation of an annual plan that provides guidance for our organization. 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 insure the achievement of the City Council goals.

The plan is not a restatement of the standard operations of the City, the requirements for oversight of our entire contract operations and direct operations, and the achievements of our operating departmental targets is handled through the management system, and not reiterated in the APP. It is extremely important for Council to recognize that we have structured our small organization to avert excess capacity. While we desire specified and identifiable work plan items to achieve, we all have routine daily duties that consume a great deal of our time to assure our routine operations are smooth and that we meet our performance targets in operations.

The recommendation in the System Integration System is to have approximately 20% of capacity identified for APP related projects. To that end we have identified potential projects that would enhance our ability to achieve our goals.

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

1. Each year in March, the City Manager will present the proposed Annual Performance Plan to the council.
2. 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.
3. 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**
4. The Objectives in the Annual Performance Plan should state specifically what will be accomplished in one year.
5. 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.
6. 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.
7. 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.
8. 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.

### **Process for the Workshop**

The results from the Saturday February 10 City Council retreat are included in this memorandum. Tuesday, February 27<sup>th</sup>, we spent some time reviewing the content of the plan, and received direction from those present to develop a plan that will fit with the available capacity, recognizing that work that we are all committed to should appear on the plan, as well as the items Council members would like to see included.

In our suggestions for February 27<sup>th</sup>, we asked if there were items that are not included in the list that we believe should be considered along with those identified at the retreat. Identified on the 27<sup>th</sup> were the projects on the Halsey Corridor for Main Street on Halsey, the fence construction on Arata Road, along with the specific capital projects that will be forthcoming from the adopted master plans.

### **Key Time Provision**

In the estimate of the time available for the APP in the year ahead, the creation of a plan for City Hall, the acquisition of property for the building, the construction of improvements on the City Property for the relocation of utilities and Cedar Lane are all considered in the 20% discretionary time available to the Annual Performance Plan. As a result, we are assuming the plan will include:

1. Coordinating with architectural services for the Design of a new City Hall building
2. Structuring a lease for interim municipal operations locations, and coordinating the move
3. Evaluating and Acquiring a site for the City Hall building
4. Completing the design, bid, contract and construction of Cedar Lane improvements, including water, sewer and storm drain improvements.
5. Completing the selection and design of water line replacement project identified in the water master plan.
6. Preparing for the design of the next roadway overly/reconstruction project
7. Arata Road Fencing Project

Items identified on February 10th:

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

- Freeway on ramp/off ramp landscaping enhancements – 7 dots
- Entice Affordable Housing from Developers – 2 dots
- Resident Owned Communities workshop/outreach with Wood Village Green – 2 dots
- 238<sup>th</sup> Dr. Façade Enhancement Study/Evaluation – 1 dot
- Develop Resources (funds, donations, volunteers) to help low-income or elderly residents with code compliance issues – 1 dot
- 20 mph speed limits in Riverwood & original village – 1 dot
- Explore free Wi-Fi along Halsey
- Shine the logo sign (in chambers)

**GOAL 2 – Excellent police, fire and building services.**

- Start up Citizen Academy again – 4 dots
- QRV station in Wood Village – 2 dots

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

- Park entry enhancements – Gorge Hub – 9 dots
- Net neutrality – 6 dots
- Hawthorne Ave – Park entry enhancements & trailhead design – 3 dots
- Skate park – 2 dots
- Water & Sewer rate studies – 2 dots
- Events – EEH, garage sale, clean up, nite out, pumpkin fest, tree lighting – 2 dots
- Explore splash pad, water feature at Park, spruce up Park – 1 dot
- Volunteer to read books or newspapers – 1 dot
- Design Maple St water/storm/street improvements – 1 dot

- Find ways to increase water assistance fund for low income families – 1 dot
- The stranger exchange
- Cedar Lane
- Cultural Event – ask Jeff about La Posadas

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

- Select & Buy property for new City Hall – 2 dots
- Continue CAFR – 1 dot
- Close City Hall sale & Build City Hall

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

- Personnel Handbook Update – 1 dot
- Hire new City Manager– 1 dot

**GOAL 6 – Effective local, state and regional partnerships.**

- Implement Code Enforcement In Troutdale Muni Court – 5 dots

**GOAL 7 – Environmental Responsibility.**

- Brown Paper Bag Project – 6 dots
- Tree City – 2 dots

**City Goal**

The development of the Annual Performance Plan impacts all goals.

**Fiscal Impact**

The budget for fiscal year 2018-19 will be impacted significantly by the actions taken on the Annual Performance Plan.





CITY OF WOOD VILLAGE

# Check Report

By Check Number

Date Range: 02/01/2018 - 02/28/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP River-AP Riverview Bank</b>						
0431	76 FOODMART	02/01/2018	Regular	0.00	67.81	22181
0970	ADVANCE AUTO PARTS	02/01/2018	Regular	0.00	9.58	22182
0505	CITY OF FAIRVIEW	02/01/2018	Regular	0.00	10,000.00	22183
0530	CITY OF PORTLAND	02/01/2018	Regular	0.00	9,256.00	22184
0936	POWER SYSTEMS WEST	02/01/2018	Regular	0.00	3,721.55	22185
1049	FEI PORTLAND WATERWORKS #3011	02/01/2018	Regular	0.00	1,117.64	22186
0960	KIP EDGLEY	02/01/2018	Regular	0.00	4,453.98	22187
1571	LOWES COMPANIES, INC	02/01/2018	Regular	0.00	380.18	22188
10002	MEASURE-TECH INC	02/01/2018	Regular	0.00	859.25	22189
1910	NOLAN'S TIRE FACTORY	02/01/2018	Regular	0.00	73.01	22190
2202	PAPE MACHINERY EXCHANGE	02/01/2018	Regular	0.00	44.60	22191
2245	PITNEY BOWES/RESERVE ACCOUNT	02/01/2018	Regular	0.00	400.00	22192
10011	PIXIS LABS, LLC	02/01/2018	Regular	0.00	74.40	22193
10130	BETTY LYN LORD	02/08/2018	Regular	0.00	18.00	22195
10033	CHR CREATIVE	02/08/2018	Regular	0.00	270.00	22196
0505	CITY OF FAIRVIEW	02/08/2018	Regular	0.00	63.92	22197
0630	CONNELLPC ASSOCIATES, INC	02/08/2018	Regular	0.00	150.00	22198
1049	FEI PORTLAND WATERWORKS #3011	02/08/2018	Regular	0.00	694.14	22199
1200	GLOBAL NETWORK SUPPORT INC.	02/08/2018	Regular	0.00	1,595.00	22200
1212	GOVERNMENT ETHICS COMMISSION	02/08/2018	Regular	0.00	38.01	22201
0960	KIP EDGLEY	02/08/2018	Regular	0.00	4,580.69	22202
1775	MULTNOMAH CO.TREASURY	02/08/2018	Regular	0.00	5,159.12	22203
10122	NET ASSETS	02/08/2018	Regular	0.00	22.00	22204
2210	PARKROSE HARDWARE	02/08/2018	Regular	0.00	15.98	22205
10003	RIVER CITY ENVIRONMENTAL	02/08/2018	Regular	0.00	1,041.48	22206
2850	TOTAL RENTAL CENTER	02/08/2018	Regular	0.00	16.00	22207
0510	CITY OF GRESHAM	02/15/2018	Regular	0.00	33,058.51	22208
0579	COLUMBIA PEST CONTROL	02/15/2018	Regular	0.00	65.00	22209
10153	EASTSIDE PAVING INC	02/15/2018	Regular	0.00	975.00	22210
1448	KELLER ASSOCIATES, INC	02/15/2018	Regular	0.00	13,730.00	22211
1500	LEAGUE OF OREGON CITIES	02/15/2018	Regular	0.00	20.00	22212
1610	MASTERTECH SECURITY SVC	02/15/2018	Regular	0.00	80.85	22213
2236	PETTY CASH	02/15/2018	Regular	0.00	6.50	22214
2250	PLATT ELECTRIC SUPPLY	02/15/2018	Regular	0.00	77.24	22215
2350	POSTMASTER	02/15/2018	Regular	0.00	730.00	22216
2530	REYNOLD'S SCHOOL DISTRICT #7	02/15/2018	Regular	0.00	532.16	22217
3005	WALMART COMMUNITY	02/15/2018	Regular	0.00	127.47	22218
10039	CONSERVATION TECHNIX INC	02/22/2018	Regular	0.00	1,448.96	22219
1054	FIRWOOD DESIGN GROUP, LLC	02/22/2018	Regular	0.00	8,447.56	22220
1710	MILLER NASH GRAHAM & DUNN LLP	02/22/2018	Regular	0.00	3,322.00	22221
1820	MULTNOMAH CO. TRANSPORTATION	02/22/2018	Regular	0.00	3,044.47	22222
2020	ONE CALL CONCEPTS, INC	02/22/2018	Regular	0.00	52.50	22223
2270	PGE	02/22/2018	Regular	0.00	942.47	22224
10140	RELAY RESOURCES	02/22/2018	Regular	0.00	306.20	22225
2703	RMT EQUIPMENT	02/22/2018	Regular	0.00	560.83	22226
2834	TICE ELECTRIC CO	02/22/2018	Regular	0.00	1,564.27	22227
3010	WASTE MANAGEMENT OF	02/22/2018	Regular	0.00	391.82	22228
0081	AFLAC	02/27/2018	Regular	0.00	161.83	22229
0637	CONST & GEN LABORERS' UNION LOCAL 737	02/27/2018	Regular	0.00	152.00	22230
1120	FRONTIER	02/01/2018	Bank Draft	0.00	42.70	DFT0000834
1120	FRONTIER	02/01/2018	Bank Draft	0.00	42.70	DFT0000835
1120	FRONTIER	02/01/2018	Bank Draft	0.00	42.70	DFT0000836
1120	FRONTIER	02/01/2018	Bank Draft	0.00	42.70	DFT0000837
1120	FRONTIER	02/01/2018	Bank Draft	0.00	49.07	DFT0000838

Check Report

Date Range: 02/01/2018 - 02/28/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1920	NW NATURAL	02/01/2018	Bank Draft	0.00	225.16	DFT0000839
1920	NW NATURAL	02/01/2018	Bank Draft	0.00	349.80	DFT0000840
10107	RIVERVIEW CC - CA	02/01/2018	Bank Draft	0.00	2,135.70	DFT0000841
10108	RIVERVIEW CC - FD	02/01/2018	Bank Draft	0.00	643.00	DFT0000842
10109	RIVERVIEW CC - HR	02/01/2018	Bank Draft	0.00	31.90	DFT0000843
10110	RIVERVIEW CC - PW	02/01/2018	Bank Draft	0.00	1,834.60	DFT0000844
1120	FRONTIER	02/08/2018	Bank Draft	0.00	89.99	DFT0000845
1120	FRONTIER	02/08/2018	Bank Draft	0.00	42.70	DFT0000846
2270	PGE	02/08/2018	Bank Draft	0.00	1,309.09	DFT0000847
2270	PGE	02/08/2018	Bank Draft	0.00	20.35	DFT0000848
2270	PGE	02/08/2018	Bank Draft	0.00	929.64	DFT0000849
2270	PGE	02/08/2018	Bank Draft	0.00	1,804.45	DFT0000850
2270	PGE	02/08/2018	Bank Draft	0.00	141.84	DFT0000851
2270	PGE	02/08/2018	Bank Draft	0.00	536.60	DFT0000852
2270	PGE	02/08/2018	Bank Draft	0.00	677.06	DFT0000853
2270	PGE	02/08/2018	Bank Draft	0.00	27.45	DFT0000854
2270	PGE	02/08/2018	Bank Draft	0.00	17.70	DFT0000855
2270	PGE	02/08/2018	Bank Draft	0.00	21.21	DFT0000856
2270	PGE	02/08/2018	Bank Draft	0.00	32.96	DFT0000857
2270	PGE	02/08/2018	Bank Draft	0.00	30.27	DFT0000858
2270	PGE	02/08/2018	Bank Draft	0.00	354.69	DFT0000859
0170	AT & T MOBILITY	02/15/2018	Bank Draft	0.00	456.07	DFT0000860
1120	FRONTIER	02/15/2018	Bank Draft	0.00	26.93	DFT0000861
2270	PGE	02/15/2018	Bank Draft	0.00	3,285.31	DFT0000862
1390	INTEGRA TELECOM	02/22/2018	Bank Draft	0.00	610.09	DFT0000863
10107	RIVERVIEW CC - CA	02/22/2018	Bank Draft	0.00	75.00	DFT0000864
10108	RIVERVIEW CC - FD	02/22/2018	Bank Draft	0.00	389.19	DFT0000865
10109	RIVERVIEW CC - HR	02/22/2018	Bank Draft	0.00	4,521.96	DFT0000866
10110	RIVERVIEW CC - PW	02/22/2018	Bank Draft	0.00	1,344.02	DFT0000867
2704	STERICYCLE COMMUNICATION SOLUTIONS	02/22/2018	Bank Draft	0.00	61.29	DFT0000868
2153	OREGON DEPT OF JUSTICE	02/28/2018	Bank Draft	0.00	600.00	DFT0000870
0920	CIS TRUST	02/27/2018	Bank Draft	0.00	11,138.15	DFT0000871
1358	ICMA	02/27/2018	Bank Draft	0.00	1,500.00	DFT0000872
1880	NATIONWIDE RETIREMENT SOL.	02/27/2018	Bank Draft	0.00	700.00	DFT0000873
2200	OREGON PERS	02/27/2018	Bank Draft	0.00	10,704.70	DFT0000874

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	77	49	0.00	113,919.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	96	40	0.00	46,888.74
EFT's	0	0	0.00	0.00
	<b>173</b>	<b>89</b>	<b>0.00</b>	<b>160,808.72</b>

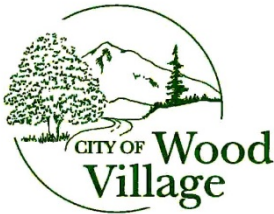


### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	77	49	0.00	113,919.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	96	40	0.00	46,888.74
EFT's	0	0	0.00	0.00
	<b>173</b>	<b>89</b>	<b>0.00</b>	<b>160,808.72</b>

### Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	2/2018	160,808.72
			<u>160,808.72</u>



Oregon Parks and Recreation Department Land & Water Conservation  
Fund Grant

## City Council Agenda Item Staff Report

**Meeting Date: March 13, 2108**

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**TO:** Mayor Clark and Members of the Wood Village City Council  
**FROM:** Bill Peterson, City Manager  
**Written By:** Scott Sloan, Public Works Director  
**DATE:** March 13, 2018  
**SUBJECT:** Resolution Endorsing Grant Application to Oregon State Parks and Recreation Department (OPRD), Land & Water Conservation Fund (LWCF)

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### **Requested Council Action**

Adopt Resolution 6-2018 endorsing a grant application to the Oregon State Parks and Recreation Department (OPRD), Land & Water Conservation Fund (LWCF) for trailhead construction, connecting and interpretative trails, wetland construction and natural playpark construction.

### **Background**

The City of Wood Village has applied for and received grants from this Oregon state agency in the past for park trail construction, upper trail rehabilitation, stairway construction and upland drainage wetland enhancements in the past. The application is to design and construction a gravel surfaced cul-de-sac at the terminus of Hawthorne Avenue and to connect, by a 10' engineered wood fiber pathway to the parking lot at Treehill Drive. This cedar chip path is the beginning point of a circular pathway around the perimeter of a proposed wetland park featuring native plantings suitable to the new environment, benches, interpretive panels and additional tree plantings. The trail is adjacent to a natural playground park area that will feature locally sourced, various sized boulders, and logs of differing sizes placed to encourage climbing, jumping and imagination.

The OPRD/LWCF grant application has been accepted by the administrators as of March 2 for review of merit and its meeting of the criteria set forth in the application packet. This resolution is the last document necessary to meet the required attachments.

The estimate cost for the construction is approximately \$92,000. Staff has also applied for and on March 6<sup>th</sup> received word from the Metro administrator via email that they have confirmed that Metro staff has received our Nature in Neighborhoods conservation education grants pre-application for Interpretive Signs for Park Wetlands, Trail Head & Park Trails. This grant application was for approximately \$30,000 for design of the trailhead, wetland and playpark, interpretive signage and wayfinding, project

management and in-kind value of locally sourced materials as well as those donated and from volunteer assistance for construction. The Metro grant is based on a 1:1 funding ratio. That is, Metro will match our \$30,000 toward the improvements.

The attached resolution authorizes the City Manager to sign the successful grants for the receipt of funds to begin these projects in Donald L. Robertson Park.

### **City Council Goal**

This action impacts City Council GOAL 3: High Quality, cost-effective public utilities, parks and events.

### **Alternatives**

1. Adopt the resolution;
2. Modify scope to reduce costs, phase the projects as budget allows;
3. Take no action or deny the application, resulting in no grant funding.

### **Fiscal Impact**

This Oregon State grant will provide \$92,000 for the park improvements. There is no matching requirement, so all its funding would be directly applied without a local budgetary impact. The Metro grant requires a 1:1 match, or approximately \$30,000.

### **Suggested Motion**

*I move to adopt resolution number 6-2018 authorizing the City Manager to sign the successful grants for the receipt of funds to begin these projects in Donald L. Robertson Park.*

**RESOLUTION 6-2018**

**A RESOLUTION SUPPORTING FUNDING FOR DONALD L. ROBERTSON PARK TRAILHEAD, WETLAND AND NATURAL PLAYGROUND PARK IMPROVEMENTS**

THE WOOD VILLAGE CITY COUNCIL FINDS AS FOLLOWS:

**WHEREAS: 1.** the Wood Village City Council fully supports and within its ability to do so, funds the Donald L Robertson park with its recreational and environmental benefits to the community and supported by its vitally important trail system, wetlands and recreational play areas; and

**2,** the park and other vital City services including Police, Fire, Stormwater and Streets are funded through the historically stressed General Fund; and

**3,** The Oregon Parks and Recreation Department (OPRD) through the 2018 Land & Water Conservation Fund (LWCF) grant cycle has made available a grant program that is for the purpose of developing recreational trail construction, wetland construction and enhancement and new natural playground park; and

**4,** The Oregon Parks and Recreation Department (OPRD) through the 2018 Land & Water Conservation Fund (LWCF) grant cycle has made available a grant program directly and specifically addressing the needs of the Wood Village Donald L. Robertson Park's need for an enhanced trail system, trailhead construction, wetland construction and natural park development.

**NOW THEREFORE, LET IT BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOOD VILLAGE THAT IT FULLY SUPPORTS AND DIRECTS REQUESTING OREGON PARKS AND RECREATION DEPARTMENT GRANT FUNDS TO ACCOMPLISH THE IMPROVEMENTS SET FORTH IN THE LETTER OF INTENT.**

Moved to approve by \_\_\_\_\_; seconded by \_\_\_\_\_ and adopted this 13<sup>th</sup> day of March 2018.

YEAS\_\_\_\_ NAYS\_\_\_\_

\_\_\_\_\_  
TIMOTHY CLARK, MAYOR

ATTEST:

\_\_\_\_\_  
GREG DIRKS,  
CITY RECORDER