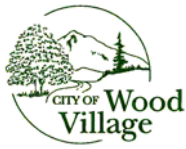




**ADJOURN**

**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: March 26, 2015**

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**TO:** Mayor and Councilors  
**FROM:** Bill Peterson, City Administrator  
**AUTHORED BY:** Mark Gunter, Public Works Director  
**DATE:** March 19, 2015  
**SUBJECT:** **Presentation of the Draft Waste Water Master Plan to City Council**

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**Requested Council Action:** Review and comment on the draft Waste Water Master Plan (WWMP) presented by Murray, Smith & Associates, Inc. (MSA). MSA has put together a Power Point presentation which gives an overview of the new master plan which includes a comparison of existing data and the existing system with system needs in the future.

**Background:** The existing WWMP was adopted in 2003. The plan has served the City well, providing guidance to the build out of the wastewater system. The capital facilities portion of the plan has literally been built out, and the update of a master plan, required by the state land use laws, must be completed every ten years.

The Request for Proposals issued in February 2014 outlined the required elements to be included in the new Master Plan document:

- Executive Summary
- Existing Conveyance System Overview
- Planning/Design Criteria
- Hydraulic Model Development
- Conveyance System Analysis (Pipe and Pump Station)
- Capital Improvement Projects
- Infiltration and Inflow Program
- System Development Charge
- Public Information and Involvement

The update for the plan was included in the Annual Performance Plan assigned to Public Works for completion. MSA held their kickoff meeting in May 2014 and has been working diligently on putting together a draft WWMP. Staff was able to supply information and documents to MSA to assist in compiling the draft.

The Personal Services Contract outlined the deliverables from MSA throughout the project to the City:

- Monthly Project Updates – including budget and schedule status
- Formal Data Requests
- Summary Table of Recommended Design Criteria

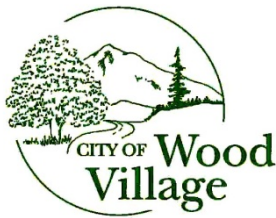
- Electronic Mapping of Recommended Existing and Build-Out Improvements
- Electronic Mapping of Condition Improvement
- A draft technical memorandum for the System Analysis section. City comments will be incorporated into the Draft Plan. An electronic version of the hydraulic model will be delivered to the City in EPASWMM software.
- A draft O&M document section will be prepared as part of the O&M subtask. The technical memorandum delivered in the subtask will be converted into a Plan chapter once comments are received.
- A final CIP list and mapping with prioritization will be developed as part of this subtask.
- Electronic version of the draft plan in electronic PDF Format.
- 10 hard copies of the final plan and electronic PDF format.

The Powerpoint presentation provides an overview of the present system capacities and condition, build-out needs, Recommended Capital Improvement Projects and Cost Summaries.

**Next Steps:** Staff has been reviewing sections of the draft WWMP as they have been completed and has provided feedback to MSA. Council members may have comments and suggestions for the WWMP document.

**Alternatives & Fiscal Impact:**

The wastewater system budget has \$60,000 for the completion of the Wastewater Master Plan. Two Change Orders have been issued for time extensions with no monetary impact.



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

**Meeting Date: March 10, 2015**

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**TO:** Mayor and City Council  
**FROM:** Bill Peterson, City Administrator  
**DATE:** March 18, 2015

**SUBJECT:** Business Incentive Program

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**Requested Action**

The initial proposed action for the City Council from the City Council meeting of March 18, 2015, was to adopt the Resolution to Reauthorize the Business Incentive program. The City Council requested action be delayed pending the review of the program by the Redevelopment Agency. The conversations with the Board of Directors of the Wood Village Urban Renewal Agency have led to a different staff recommendation, to terminate the program, with the exception of active business leads that have expressed interest, on April 1, 2015, for the City, while the program will remain in place for the lands within the boundaries of the Urban Renewal Agency.

**Background**

The Urban Renewal Agency acted to extend the business incentive program for one year, from April 1, 2015 to March 31, 2016. The program has worked 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.

In the staff memorandum presented to the Council on March 18, 2015, the 22 existing business recipients of the program incentives were listed and reviewed, along with the "scorecard" on how the program has performed from 2010 to date.

Reiterating the key overall results, 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 estimate total additional employment from all sources in excess of 90 jobs, and that at least two, and more probably near five of the business locating in our community were actually influenced to locate based on the presence of the program.

### **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 allow the Business Incentive to lapse for the City portion of the program, recognizing that the Urban Renewal Agency will still offer a business incentive program for lands within the Urban Renewal Area.*

*Should the Council elect to renew the program, Resolution number 8-2015 follows that would permit the extension of the program if adopted.*

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 26th 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	Paid by General Fund	Paid by URA
1. New License		
2. Renewal		
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

- 
- 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



## City Council Agenda Item Staff Report

Meeting Date: March 26, 2015

### Memorandum

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**TO:** Mayor and City Council  
**FROM:** Bill Peterson, City Administrator  
**AUTHOR:** Peggy Minter, Finance Director  
**DATE:** March 17, 2015  
**TOPIC:** **Auditor Selection**

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Requested Council Action:

Adopt the Resolution authorizing the City Administrator to enter into an agreement for the provision of auditing services.

Background:

Peggy Minter, Finance Director for the City of Wood Village, developed a comprehensive evaluation request for proposals for auditing services. The document included evaluation criteria for a wide scope of auditing issues. The RFP contained detail descriptions and elicited responses on numerous separate criteria for selection and the firms' abilities to conform to the federal and state regulations regarding audits and auditing performance.

Councilor Jimmy Frank joined Finance Director Minter, City Recorder Dirks and Administrator Peterson in completing evaluations.

While the proposals all contained features that were individually outstanding, the combination of ratings determined the successful proposal. All three of the firms provided equally acceptable alternatives, and the decision was difficult to make. Ultimately, Merina & Co, LLP's proposal was viewed as the best opportunity for the City to receive experienced municipal auditing services that will assure our financial system is as good as we can make it. Merina is a firm providing numerous municipal and county governments throughout the Portland metropolitan region.

Proposals from Pauly, Rogers & Co, PC, and Dickey & Tremper, LLP were also evaluated. Based on the specific profile for Wood Village, the Merina proposal was selected. Letters will be sent to each

auditing firm that provided a proposal to the City thanking them for the effort and time they all took in preparing a formal proposal for our consideration.

Alternatives

The City Council could:

1. Take no action and maintain the status quo, with auditing services being provided by the current auditing firm of Pauly, Rogers & Co, PC.
2. The Council could elect to conduct detailed work session to review all proposals or to receive public comment on potential auditing alternatives.
3. Adopt the Resolution.

City Council Goal:

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

Fiscal Impact:

The proposed Resolution awards the auditing services contract for the next three years to Merina & Co, LLP.

Suggested Motion:

“I move to adopt Resolution number 9-2015 awarding the auditing services contract to Merina & Co, PC and authorizing the City Administrator to execute a contract for auditing services.

**RESOLUTION 9-2015**

**A RESOLUTION AWARDING AN AUDITING SERVICES CONTRACT TO MERINA & CO, LLP AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT FOR SERVICES**

THE WOOD VILLAGE CITY COUNCIL FINDS AS FOLLOWS:

**WHEREAS:**

1. The City Council authorized the circulation of a request for proposals for auditing services, and
2. Three separate auditing firms responded to the request by providing detail proposals for auditing services for the next three years, and
3. An evaluation team consisting of City Councilor Jimmy Frank, Finance Director Minter, City Recorder Dirks, and Administrator Peterson read all proposals and ranked them in accord with the guidelines established for the request for proposals, and
4. The selection team has a unanimous recommendation based on the specific profile for Wood Village and the proposals provided, and
5. The successful proposal was presented by Merina & Co, LLP.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Wood Village that the auditing services contract for the City of Wood Village for the next three years is awarded to Merina & Co, LLP and the City Administrator is authorized to execute a contract between the City of Wood Village and Merina & Co, LLP with the fee structures identified in Exhibit A attached hereto.

Moved to approve by \_\_\_\_\_; seconded by \_\_\_\_\_  
and adopted this 26<sup>th</sup> day of March 2015.

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

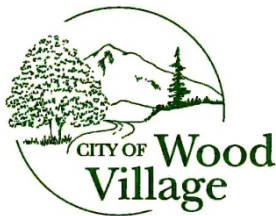
\_\_\_\_\_  
PATRICIA SMITH, MAYOR

ATTEST:

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

**EXHIBIT A**  
Resolution Number 9-2015

SERVICES CITY OF WOOD VILLAGE	FOR THE YEAR ENDING JUNE 30		
	2015	2016	2017
Annual Audit	\$20,000	\$20,600	\$21,200
Single Audit, if necessary	\$5,000	\$5,000	\$5,000
Separate URA Audit, if necessary	\$3,500	\$3,600	\$3,700



Multnomah County Sheriff Police Contract  
**Wood Village City Council**  
**Agenda Item Staff Report**

**Meeting Date: March 10, 2015**

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**TO:** Mayor and City Council  
**FROM:** Bill Peterson, City Administrator  
**DATE:** March 18, 2015

**SUBJECT:** Police Contract Extension with Multnomah County

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**Requested Action**

Adopt the Resolution.

**Background**

The City of Wood Village has contracted with Multnomah County for the provision of the equivalent of three (3.0) full time equivalent deputy sheriff positions. Our contract negotiations for the last several years have been brief, as the overall service satisfaction with the provided service has been excellent, and the perceived value received from the service, especially when considering alternative service provision methods, is viewed as excellent.

The City certainly would not be able to provide a municipal force with the same depth of resource, training, or capacity as provided by the Multnomah County Sheriff's office. Our cost structures would yield annual cost increases, based on labor contracts and other cost escalations, would be predicted to exceed 5% annually.

The renewal rate proposed by Multnomah County is 2.3% for FY 2015-16. The renewal rate for 2014-15 was 2.0%. The proposed 2.3% rate is wonderful, and we recommend the council proceed.

**Alternatives**

There are several alternatives:

1. Choose not to renew and begin a process to determine alternate potential systems to deliver police services to the community, or
2. Appoint a Committee from the City Council to meet with the Sheriff and County Officials to negotiate a different contract renewal rate, alter service levels, or take other actions to modify the underlying contract, or
3. Adopt the resolution.

**Fiscal Impact**

The increase for Policing services will increase from the current appropriation of \$390,476 to \$399,066.

**City Goal**

This action will further City Council GOAL 2: Excellent police, fire and building services.

**Suggested Motions**

*I move to adopt Resolution Number 10-2015 authorizing the City Administrator to sign Amendment #7 to the Intergovernmental Agreement between the City of Wood Village and Multnomah County identified as Contract #0709008*



Resolution Number 10-2015

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SIGN CONTRACT AMENDMENT NUMBER 7 TO INTERGOVERNMENTAL AGREEMENT NUMBER 0709008 BETWEEN THE CITY OF WOOD VILLAGE AND MULTNOMAH COUNTY SHERIFF'S DEPARTMENT

WHEREAS:

1. The City Council of the City of Wood Village is very pleased with the level of police service provided by the Multnomah County Sheriff's Department in Wood Village, and
2. The existing agreement between the City and the Multnomah County Sheriff's Office, Agreement Number 0709008 provides for specific service levels and for the provision of three point zero full time equivalent ( 3.0 FTE) deputies for enforcement services in Wood Village, and
3. The Multnomah County Sheriff's Department has offered amendment number seven to the base agreement to renew services for the period July 1, 2015, to June 30, 2016, and
4. The total proposed renewal cost for the contract is \$399,066, a 2.3% increase from the current contract amount, and
5. The City Council finds the services provided by the Sheriff are excellent and the value proposed in the agreement is reasonable.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Wood Village does hereby authorize the City Administrator to sign Amendment Number Seven to the Intergovernmental Agreement between Multnomah County Sheriff's Department and the City of Wood Village for three point zero full time equivalent (3.0 FTE) deputies and a total cost of \$399,066, all as contained in Exhibit "A" attached to this Resolution.

Motion to approve by \_\_\_\_\_; seconded by \_\_\_\_\_ and adopted this 26<sup>th</sup> day of March, 2015.

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

\_\_\_\_\_  
PATRICIA SMITH, MAYOR  
CITY OF WOOD VILLAGE

ATTEST:

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

**Exhibit A to Resolution Number 9-2015**

**MULTNOMAH COUNTY  
INTERGOVERNMENTAL AGREEMENT AMENDMENT**  
*(Amendment 7 to change Contract provisions during contract term.)*

Contract Number 0709008

This is an amendment to Multnomah County's Contract referenced above effective July 1, 2008 between Multnomah County, Oregon, hereinafter referred to as County, and the City of Wood Village, hereinafter referred to as City.

The parties agree:

1. The following changes are made to Contract No.0709008, Section 2.C:

C.) Upon receipt of quarterly billing, CITY agrees to compensate the MCSO for partial costs of delivering the above stated law enforcement services. The remittance for the period of July 1, 2015 until June 30, 2016 of this contract shall be \$399,066.00 for three point zero (3.0) FTE Deputy Sheriffs.

Billing schedule will be as follows:

October 1 <sup>st</sup> for -	July, August, September
January 1 <sup>st</sup> for -	October, November, December
April 1 <sup>st</sup> for -	January, February, March
July 1st for -	April, May, June

2. All other terms and conditions of the contract shall remain the same.

**MULTNOMAH COUNTY, OREGON:**

**CITY OF WOOD VILLAGE:**

County Chair or Designee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sheriff: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**REVIEWED:**

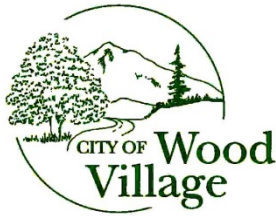
JENNY M. MADKOUR  
COUNTY ATTORNEY FOR MULTNOMAH COUNTY

By  
Assistant County Attorney \_\_\_\_\_

Approved as to form  
by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Oregon State Parks and Recreation Department –  
Local Government Grant Program Endorsement

## City Council Agenda Item Staff Report

Meeting Date: March 26, 2015

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**TO:** Mayor and Councilors  
**FROM:** Bill Peterson, City Administrator  
**AUTHORED BY:** Greg Dirks: HR/Records Manager  
**DATE:** March 18, 2015  
**SUBJECT:** Oregon State Parks and Recreation Department –Local Government Grant Program Application

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### **Requested Council Action**

Adopt the Resolution authorizing the City to file a grant application with Oregon State Parks and Recreation Department for the substantial upgrade to the trail system in Donald Robertson Park, and the connection of that system through Edgefield and Troutdale to the Sandy River.

### **Background:**

Two grants were applied for two years ago in order to fund the additional trail development and viewpoint improvements to complete the next phase of the connected trail system between the Cities of Fairview, Wood Village and Troutdale. The two grants were the Metro Nature and Neighborhood Grant, and the State Land and Water Conservation Fund Grant. The City has been awarded the Nature in Neighborhoods Grant to help complete the project, but we did not receive the State grant at that time. A description of the new application for the Local Government Grant Program is below:

### **Oregon State Parks and Recreation Department – Land and Water Conservation Fund Grants**

The Oregon State Parks and Recreation source, called the Local Government Grant Program (LGGP), requires a 20% match of local funding. It is our hope that given the funding of Metro we can leverage those funds with the additional funds (matching) from the State. The LGGP grants provide matching grants to state and local governments for acquiring and developing public outdoor recreation areas and facilities

Eligible matches include local budgeted funds, donated funds, and the value of property, equipment, materials, and/or labor, and funding from Metro's Nature in Neighborhoods is considered a local match. If this grant is awarded, the breakdown of costs and grants will be as follows:

Metro contribution: \$22,042.00  
LGGP contribution: \$40,437.00  
City match: \$11,021.00  
Total Project: \$73,500.00

Work previously completed prior to project approval cannot be used as a match. Pre-agreement design and engineering costs may be eligible, but all other projects costs and match must occur within the project period.

The Oregon Outdoor Recreation Committee prioritizes grant applications by compliance (i.e. past performance and accessibility), readiness to proceed, partnerships, Statewide Comprehensive Outdoor Recreation Plan (SCORP), local needs and benefits, site suitability, fiscal considerations, and public involvement.

If the grant is awarded, the project can begin in the Spring of 2016.

### **City Council Goal**

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

### **Alternatives**

The City Council may take any of several actions:

1. Choose not to act and do not authorize the filing of the application.
2. Request a more complete review or work session on the pathway proposals and delay further consideration until more information is shared.
3. Adopt the Resolution directing the application to be filed.

### **Fiscal Impact:**

Metro \$22,042.00  
LGGP \$40,437.00  
City \$11,021.00  
Total Project \$73,500.00

### **Suggested Motions:**

*"I move to adopt resolution number 11-2015 authorizing the City Administrator to file a grant application with Oregon State Parks and Recreation Department – Local Government Grant Program for park trail improvements at the Donald Robertson Park."*

**RESOLUTION 11-2015**  
**A RESOLUTION SUPPORTING FUNDING FOR DONALD L. ROBERTSON PARK**  
**TRAIL 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, fund the Donald L. Robertson park with its recreational and environmental benefits to the community and supported by its vitally important trail system; 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:** Oregon State Parks and Recreation Department – Local Government Grant Fund has made available a grant program that is for the purpose of recreational trail construction, new trail stair system, landscaping and non-deferred trail maintenance, restoration and rehabilitation; and
- 4:** Oregon State Parks and Recreation Department – Local Government Grant Program directly and specifically addresses the needs of the Wood Village Donald L. Robertson Park’s trail system

**NOW THEREFORE, BE IT RESOLVED THAT THE WOOD VILLAGE CITY COUNCIL FULLY SUPPORTS AND DIRECTS STAFF TO APPLY FOR THE LOCAL GOVERNMENT GRANT PROGRAM TO ACCOMPLISH TRIAL IMPROVEMENTS AT THE DONALD L ROBERTSON PARK**

Moved to approve by \_\_\_\_\_; seconded by \_\_\_\_\_ and adopted this 26<sup>th</sup> day of March, 2015.

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

\_\_\_\_\_  
PATRICIA SMITH, MAYOR

ATTEST:

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

# **PUBLIC WORKS MONTHLY REPORT**

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**COUNCIL DATE:** MARCH 26, 2015  
**TO:** BILL PETERSON, CITY ADMINISTRATOR  
**FROM:** MARK GUNTER, DIRECTOR OF PUBLIC WORKS  
**SUBJECT:** PUBLIC WORKS DIRECTOR'S REPORT

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## **Waste Water Master Plan**

- Murray, Smith & Associates, Inc. has submitted a completed draft of the Master Plan to staff. A presentation of the draft is on this agenda for Council.

## **Shea Lift Station:**

- The new pumps installed by River City are functioning well. The next phase of this project is acquiring the technical information from the Generator vendor to determine the concrete mounting requirements. The control panel is currently being fabricated. Staff is also waiting on information for other services (concrete, trenching, etc.) which the City will need to schedule, including resizing the security fence as needed. The next step will be coordination with PGE for electrical service upgrades.

## **City Sewer Main Issue**

- On March 23<sup>rd</sup> the MCSO Inmate Work Crew cleared the sewer line easement that runs across City Hall property to the adjacent property to the west (LBL Windows, Sierra Auto, etc.) towards the Parshall Flume. Once cleared the manholes could be located and the line could be worked on. Ironhorse then cleared the lines and manholes of roots and debris allowing the line work as it should.

## **Illegal Dumping into Storm Drain**

- Staff received a report of waste being dumped into three storm catch basins on Village Ct. by a particular resident. The waste consisted of chicken, other foods, grease, motor oil, etc. also causing a bad odor along that street. This problem has occurred before on this street so a certified letter was sent to the resident to let him know that the dumping of non-stormwater discharges into a public stormwater facility is illegal and explained the penalties. Suggestions of disposal sites were included in the letter as well. Staff has not received the signature card from the post office indicating receipt of the letter.

## **Building Department Enforcement**

- Staff is still working with the owner of Affordable Auto/Sierra Auto and the Greyhound Park to ensure that their outstanding items are being completed as required.

**Meetings Attended by Director:**

- EMCTC TAC
- EMCTC
- JPACT
- Public Works Director's meeting

**Training Completed by Director:**

- Public Works Essentials Developing Leadership Conference in Bend
- Flagging

**Development progress:** *These activities require plan reviews and comments by the Building Department and other Public Works staff. We also spend time in consultation with the developers, their engineers and the contractor as the project moves from planning to completion.*

- **Fred Meyer Gas Station** – All plan reviews have been completed. The applicant will submit remaining permit fees within the next week so permits can be issued.
- **Angel's Hair** – New business located at 737 NE 242<sup>nd</sup> Ave. The tenant improvements for the salon are close to being completed.
- **Brasher's Auto** – Brasher's applied to replace a small car and maintenance building on their lot with a larger and more functional building. They received approval through the Design Review Board and have been issued their permits. Work is underway.
- **Manufactured Home Parks (MHP)** – Multnomah County has established a weatherization program for income eligible residents in MHP for installation of insulation, or electrical, furnace and plumbing repairs. We've had eight permits for furnaces and heat pumps over the past year in the MHPs in the city.

Their Mission is:

Insulation, heating, and related services aims to save energy through conservation measures. By increasing energy savings, we expect consumers to see a decrease in utility bills, which allows them more money for other needs.

## **Municipal Code Violation Enforcement Report**

### **Reporting period February 2015**

Total number of new cases this period: 7

Open cases: 3

Closed cases: 10

Cases Closed from previous periods: 5

Total number of Cases Year-To-Date: 17

Total number of Open Cases Year-To-Date: 3

Total number of Closed Cases Year-To-Date: 14

Character of violations this period:

- Vegetation: 1
- Graffiti: 1
- Vehicles on Private Property: 1
- Vehicles on Street: 2
- Private Property on Street: 0
- Solid Waste Accumulation: 0
- Vacant Homes: 0
- Shopping Carts: 1
- Miscellaneous: 1

Character of violations Year-To-Date:

- Vegetation: 1
- Graffiti: 5
- Vehicles on Private Property: 2
- Vehicles on Street: 4
- Private Property on Street: 0
- Solid Waste Accumulation: 1
- Vacant Homes: 0
- Shopping Carts: 1
- Miscellaneous: 2

**Case of note:**





## City Council Agenda Staff Report Meeting Date: March 26, 2015

### Memorandum

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**TO:** Mayor and City Council  
**FROM:** Bill Peterson, City Administrator  
**AUTHOR:** Peggy Minter, Finance Director  
**DATE:** March 18, 2015

**TOPIC:** Council Finance Report on Revenue & Expenditures through February 28, 2015.

This report covers all revenue from **July 1, 2014 through February 28, 2015**, 66% of the fiscal year. All revenues and expenditures through February 2015 are within budgeted parameters. The receipts are better than expected, up 6% over this time last year. Please see the attached chart indicating revenue figures.

The Business Income Tax revenue is the strongest, with a 27% increase over last year at this time. Interest rates remain flat at 0.5% and are not expected to rise in the near future. Cigarettes and gasoline tax both show slight decreases, as will probably be true for future periods as well.

On February 28<sup>th</sup> our investment portfolio was at \$4,750,372.

Our Accountant I position, formerly the Fiscal Assistant position, has been filled and we welcomed Yelena Shapovalov who began Monday, March 16<sup>th</sup>. She brings along a degree in accounting as well as fluent Russian and Ukrainian language skills. We are very pleased with her early progress.

We are well along in our budget process. I have attached the revised budget calendar for you so you can begin planning your schedule. We will be holding Budget Comprehension meetings (those with Bill, Peggy, one Budget Committee member and one City Councilor) from April 13<sup>th</sup> – 22<sup>nd</sup>. If you would like to attend one of these meetings, please contact Peggy (direct line: 503-489-6858) with the date and time that works best for you. We will do the logistics to make it happen.

The first Budget Committee Meeting will be Thursday, April 23<sup>rd</sup>, and if needed, the second Budget Committee Meeting will be Thursday, May 7<sup>th</sup>. The meetings will begin at 5:30PM with the Urban Renewal Board Budget meeting, which we anticipate will be complete by 6:00PM, in time for the City

Mayor and Council Members  
Finance Department Report

Budget Committee meeting to begin. The City will be hosting dinner, with food from Joy Teriyaki, beginning about 5:15PM, so please come hungry!

**CITY OF WOOD VILLAGE**  
**2015-16 BUDGET CALENDAR – revised**

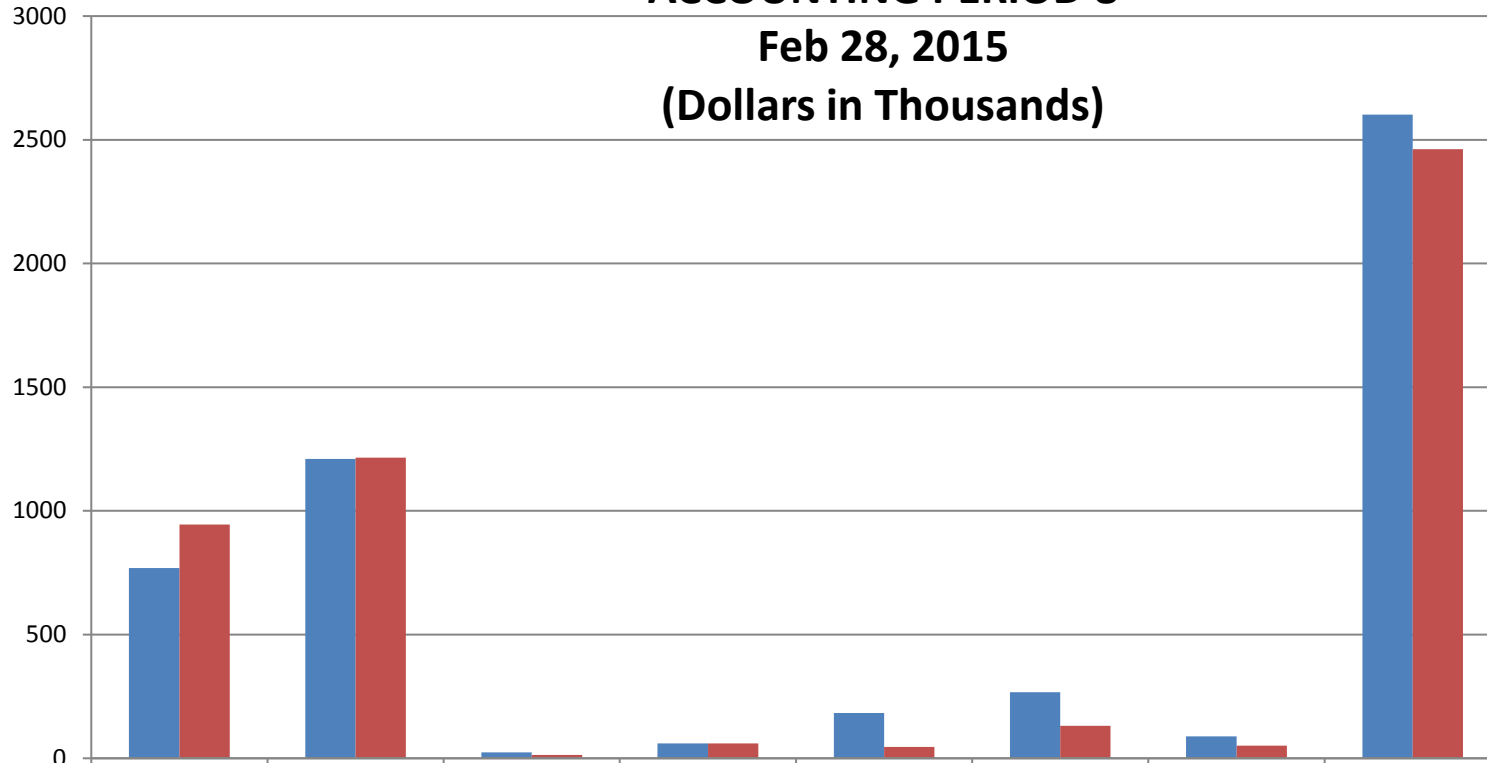
Revenue Estimates Completed	Bill	1/26/2015
Peggy deliver budget packets to Dept Heads (Peggy to Mark/Bill/Greg/Peggy)	Finance/Peggy	1/9/2015
Management Team Input Budget Request Numbers On Tyler Input Screens	Management Team	1/26 – 2/6/2015
Bill/Peggy reviews Department Head Entries	Bill & Peggy	2/9 - 13/2015
Compile all requests with Bill's Updates to Bill	Peggy	02/16 - 20/2015
Combined Agency Budget Requests Submitted to Bill for Final Approval (from Peggy)	Finance/Peggy	2/20/2015
Combined Agency Budget Requests Submitted to Peggy for Final Compilation (from Bill)	Bill & Peggy	2/27/2015
Proposed Budget and Budget Message Completed	Bill & Peggy	4/10/2015
Publish Notice of Budget Committee Meeting in Outlook & on Website (5-30 days prior to meeting) <b>Target date of 4/3/15 for publishing</b>	Peggy	4/1-17/15
Budget Comprehension Meetings with One or Two Budget Committee Members, Bill, & Peggy	Bill & Peggy	4/13-22/15
<b>First Budget Committee Meeting (receive proposed budget, budget message &amp; public input)</b> <b>Urban Renewal Budget Meeting begins at 5:30PM</b>	<b>Committee</b>	<b>4/23/15 6:00PM</b>
Publish Notice of 2 <sup>nd</sup> Budget Committee Meeting in Outlook & On Website (5-30 days prior to meeting) <b>Target date of 4/27/15 for publishing</b>	Peggy	4/24-5/1/15
<b>Second Budget Committee Meeting</b> <b>(second meeting only if necessary)</b> <b>Urban Renewal Budget Meeting begins at 5:30PM</b>	<b>Committee</b>	<b>5/7/15 6:00PM</b>
Publish Notice of Budget Hearing & Financial Summary In Outlook & on Website (5-30 days before hearing) <b>Target date of 5/15/15 for publishing</b>	Finance/Peggy	5/8-20/15
<b>Budget Hearing – City Council Meeting</b>	<b>Council</b>	<b>5/28/15 6:00PM</b>
<b>Adopt Budget &amp; Levy Taxes – City Council Meeting</b>	<b>Council</b>	<b>6/9/15 6:00PM</b>
Submit Certification of Tax Levy & Budget Documentation To County Assessor (no later than <b>July 15</b> )	Peggy	6/30/15

SOURCE OF INCOME	YTD 2012-13			YTD 2013-14			YTD 2014-15			Trend
	as of	28-Feb-13		28-Feb-14		28-Feb-15	2012-13 population 3885	2013-14 3890	2014-15 3895	
The percentages are for the change from the prior year to the next year.										
Property Tax		\$703,777	↑ 5%	\$737,539	↑ 5%	\$772,838	\$181.15	\$189.60	\$198.42	
Business Income Tax		\$87,217	↑ 5%	\$91,705	↑ 27%	\$116,069	\$22.45	\$23.57	\$29.80	
Cigarette Tax		\$3,407	↓ -3%	\$3,298	↓ -5%	\$3,129	\$0.88	\$0.85	\$0.80	
Liquor Tax		\$35,512	↑ 3%	\$36,612	↓ -5%	\$34,661	\$9.14	\$9.41	\$8.90	
Gasoline Tax		\$147,803	↑ 5%	\$154,637	↓ -2%	\$151,021	\$38.04	\$39.75	\$38.77	
State Shared Revenue		\$28,808	↓ -1%	\$28,559	↑ 7%	\$30,440	\$7.42	\$7.34	\$7.82	
motel tax		\$83,728	↑ 2%	\$85,771	↑ 11%	\$95,311	\$21.55	\$22.05	\$24.47	
interest revenue		\$14,328	↓ -3%	\$13,870	↑ 5%	\$14,596	\$3.69	\$3.57	\$3.75	
<b>TOTALS</b>		\$1,104,580	↑ 4%	\$1,151,990	↑ 6%	\$1,218,065	\$284.32	\$296.14	\$312.73	

\* includes URA taxes

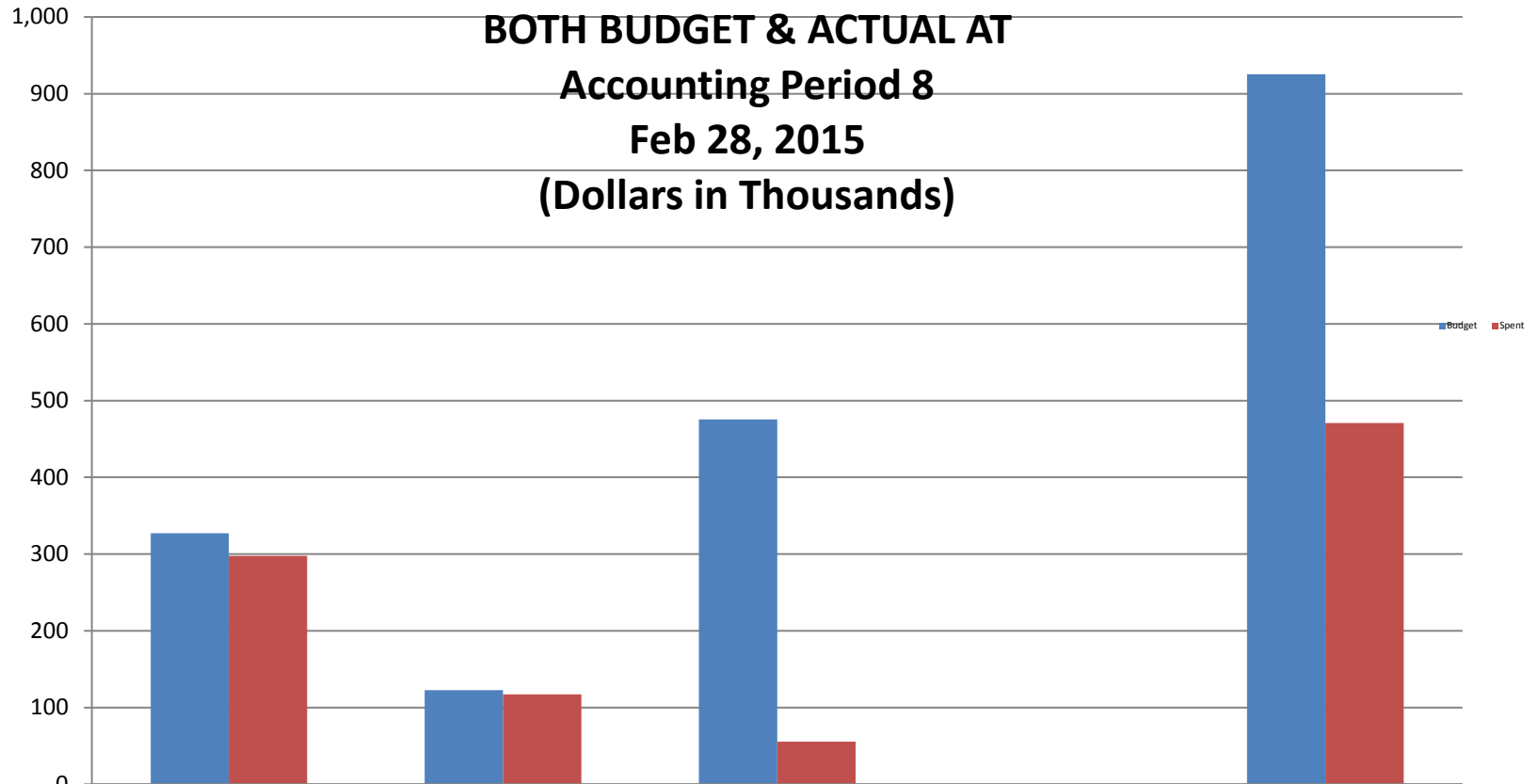
**GENERAL FUND REVENUE  
BUDGET VS. ACTUAL  
BOTH BUDGET & ACTUAL AT  
ACCOUNTING PERIOD 8**

**Feb 28, 2015  
(Dollars in Thousands)**



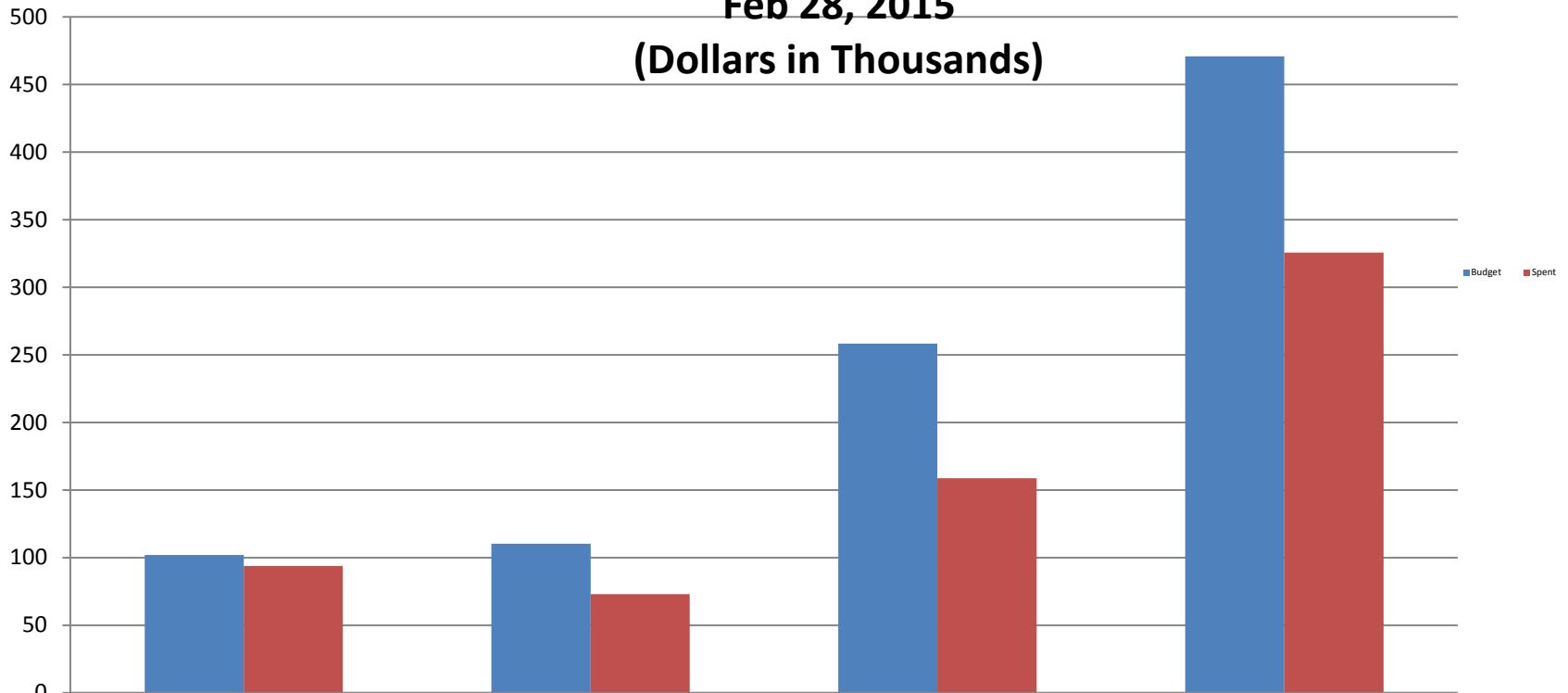
	Taxes	Water/Sewer User Fees	Interest	Permits	Franchise	Intergovern.	Misc.	TOTAL
■ Budget	769	1211	24	60	183	267	88	2602
■ Received	945	1215	13	60	46	131	51	2462

**General Fund  
Budget vs. Expense  
BOTH BUDGET & ACTUAL AT  
Accounting Period 8  
Feb 28, 2015  
(Dollars in Thousands)**



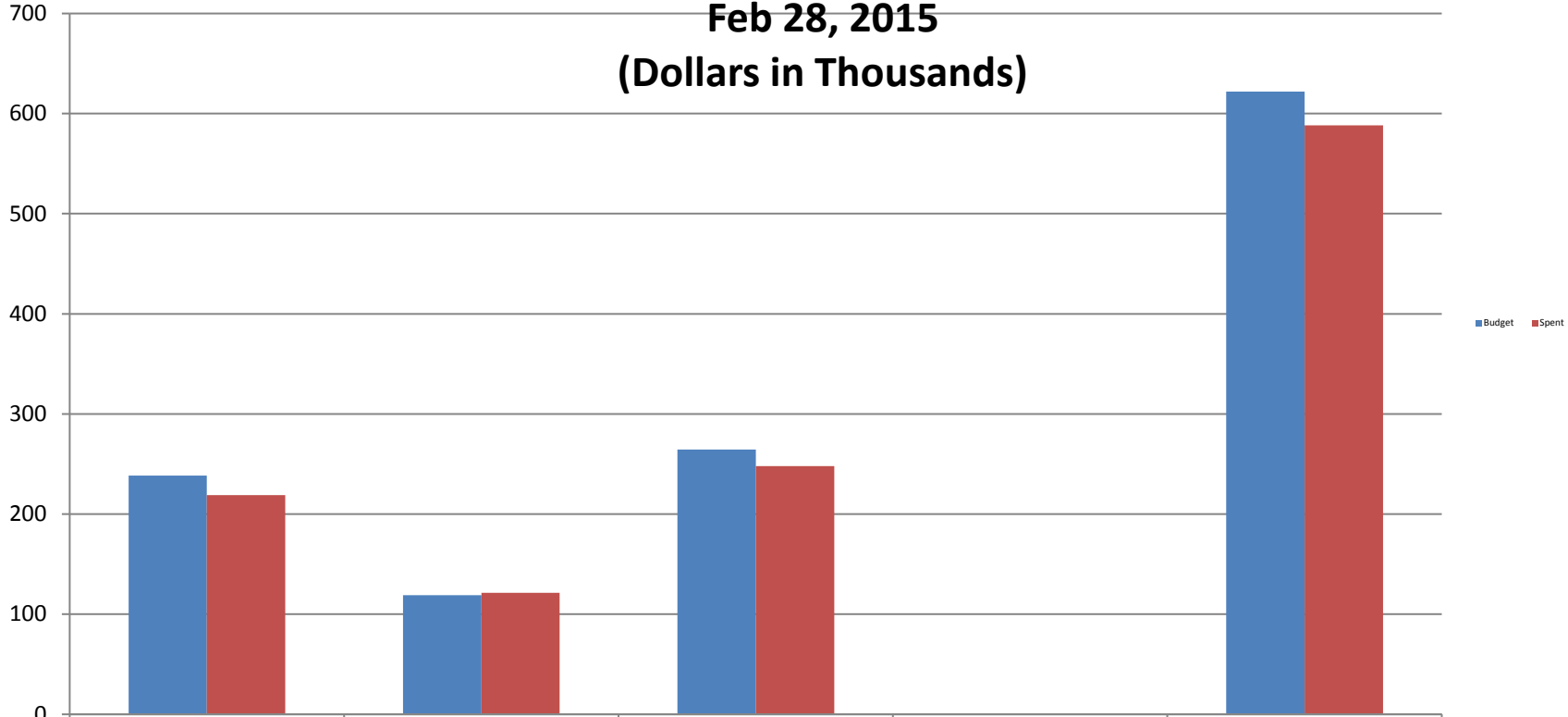
	Personal Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Total
Budget	327	123	476	0	925
Spent	298	117	56	0	471

**Street Fund  
Budget Vs. Expense  
BOTH BUDGET & ACTUAL AT  
Accounting Period 8  
Feb 28, 2015  
(Dollars in Thousands)**



	Personal Services	Materials & Services	Capital Outlay	Total
Budget	102	110	258	471
Spent	94	73	159	326

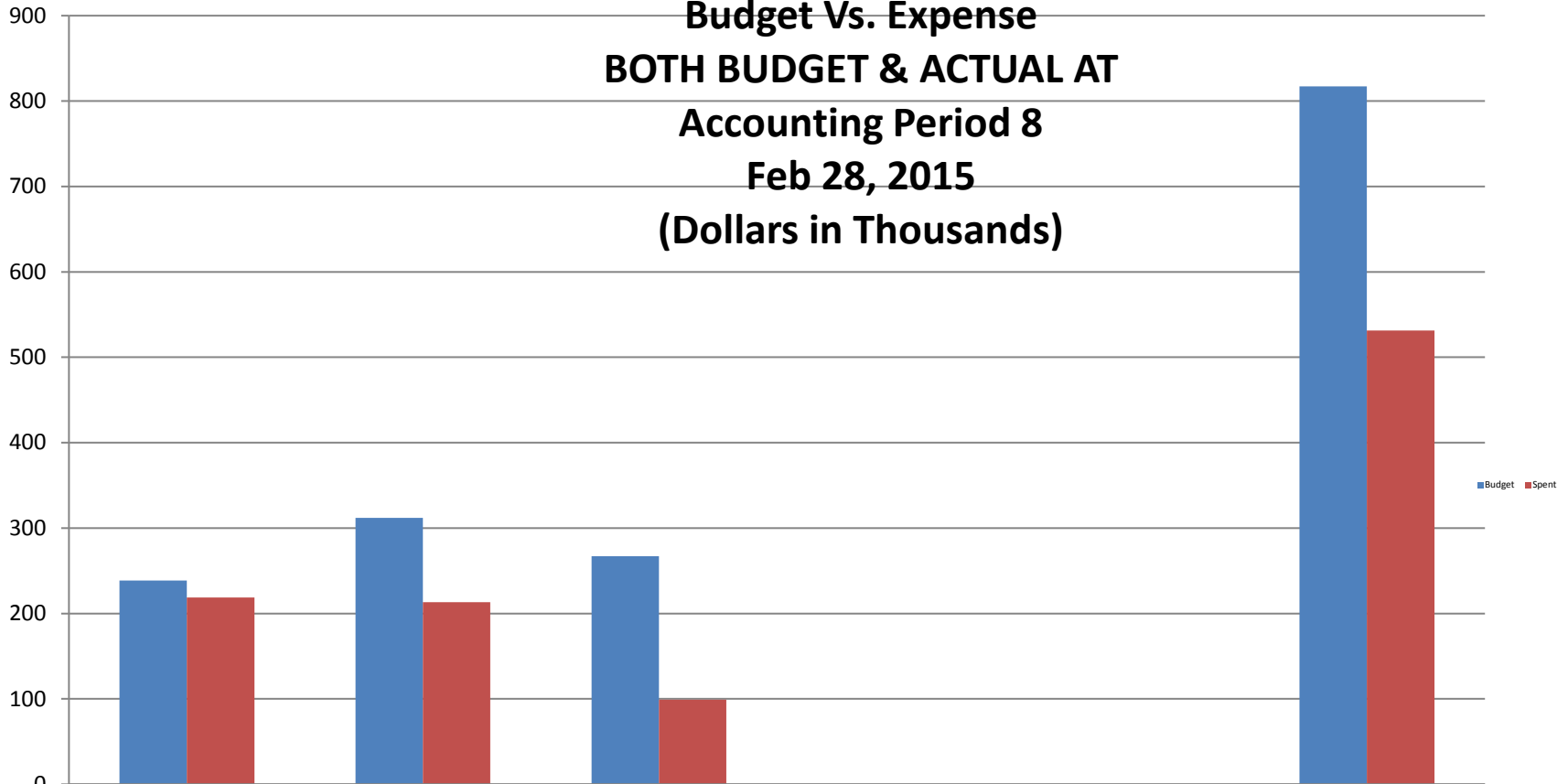
**Water Fund  
Budget vs. Expense  
BOTH BUDGET & ACTUAL AT  
Accounting Period 8  
Feb 28, 2015  
(Dollars in Thousands)**



	Personal Services	Materials & Services	Capital Outlay		Total
Budget	239	119	264	0	622
Spent	219	121	248	0	588



**Sewer Fund  
Budget Vs. Expense  
BOTH BUDGET & ACTUAL AT  
Accounting Period 8  
Feb 28, 2015  
(Dollars in Thousands)**



	Personal Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Debt Service	Total
■ Budget	239	312	267	0	0	817
■ Spent	219	213	99	0	0	531

MAJOR TRACKED TAX REVENUES COMPARISON BY DATE											
JULY 2012 THROUGH JUNE 2015											
FY 2012-13				FY 2013-14				FY 2014-15			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
BY MONTH		TO DATE		BY MONTH		TO DATE		BY MONTH		TO DATE	
JULY 2012	\$78,089.71	\$78,090	6.39%	JULY 2013	\$77,904.37	\$77,904	5.74%	JULY 2014	\$86,582.24	\$86,582	5.91%
AUG 2012	\$39,435.82	\$117,526	9.61%	AUG 2013	\$38,518.68	\$116,423	8.58%	AUG 2014	\$40,585.07	\$127,167	8.68%
SEPT 2012	\$28,766.66	\$146,292	11.96%	SEPT 2013	\$39,597.09	\$156,020	11.50%	SEPT 2014	\$29,669.23	\$156,837	10.71%
OCT 2012	\$81,229.44	\$227,522	18.61%	OCT 2013	\$84,632.99	\$240,653	17.73%	OCT 2014	\$52,310.06	\$209,147	14.28%
NOV 2012	\$598,130.37	\$825,652	67.52%	NOV 2013	\$637,005.64	\$877,659	64.67%	NOV 2014	\$636,789.80	\$845,936	57.76%
DEC 2012	\$156,833.90	\$982,486	80.35%	DEC 2013	\$147,639.79	\$1,025,299	75.55%	DEC 2014	\$235,791.21	\$1,081,728	73.86%
JAN 2013	\$70,815.80	\$1,053,302	86.14%	JAN 2014	\$73,325.41	\$1,098,624	80.95%	JAN 2015	\$89,913.57	\$1,171,641	80.00%
<b>FEB 2013</b>	<b>\$51,278.39</b>	<b>\$1,104,580</b>	<b>90.33%</b>	<b>FEB 2014</b>	<b>\$53,366.26</b>	<b>\$1,151,990</b>	<b>84.88%</b>	<b>FEB 2015</b>	<b>\$46,528.39</b>	<b>\$1,218,170</b>	<b>83.18%</b>
MAR 2013	\$49,694.77	\$1,154,275	94.40%	MAR 2014	\$46,104.86	\$1,198,095	88.28%	MAR 2015	\$43,248.00	\$1,261,418	86.13%
APRIL 2013	\$66,742.14	\$1,221,017	99.86%	APRIL 2014	\$56,529.87	\$1,254,625	92.45%	APRIL 2015	\$0.00	\$1,261,418	86.13%
MAY 2013	\$89,314.34	\$1,310,331	107.16%	MAY 2014	\$99,715.12	\$1,354,340	99.79%	MAY 2015	\$0.00	\$1,261,418	86.13%
JUNE 2013	\$82,475.15	\$1,392,806	113.91%	JUNE 2014	\$58,789.77	\$1,413,130	104.12%	JUNE 2015	\$0.00	\$1,261,418	86.13%
	<b>YTD TOTAL</b>	<b>\$1,392,806</b>			<b>YTD TOTAL</b>	<b>\$1,413,130</b>			<b>YTD TOTAL</b>	<b>\$1,261,418</b>	
	<b>2012-13 budgeted rev</b>	<b>\$1,356,809</b>			<b>2013-14 budgeted rev</b>	<b>\$1,357,152</b>			<b>2014-15 budgeted rev</b>	<b>\$1,464,522</b>	

PROPERTY TAX REVENUES COMPARISON BY DATE											
JULY 2012 THROUGH JUNE 2015											
FY 2012-13	AMOUNT	CUMULATIVE		FY 2013-14	AMOUNT	CUMULATIVE		FY 2014-15	AMOUNT	CUMULATIVE	
	of PAYMENT	TO DATE			of PAYMENT	TO DATE			of PAYMENT	TO DATE	
7/13/2012	\$5,173.40	\$5,173.40	0.67%	7/15/2013	\$4,958.90	\$4,958.90	0.67%	July 2014	\$4,922.31	\$4,922.31	0.61%
8/10/2012	\$3,672.16	\$8,845.56	1.14%	8/15/2013	\$3,477.48	\$8,436.38	1.13%	August 2014	\$2,929.72	\$7,852.03	0.97%
9/13/2012	\$3,337.23	\$12,182.79	1.57%	9/12/2013	\$4,068.91	\$12,505.29	1.68%	Sept 2014	\$2,762.11	\$10,614.14	1.30%
10/10/2012	\$3,128.69	\$15,311.48	1.98%	10/10/2013	\$2,146.60	\$14,651.89	1.96%	10/10/2014	\$2,128.99	\$12,743.13	1.57%
11/13/2012	\$71,106.48	\$86,417.96	11.15%	11/13/2013	\$83,537.02	\$98,188.91	13.17%	11/13/2014	\$70,256.62	\$82,999.75	10.20%
11/15/2012	\$81,430.12	\$167,848.08	21.66%	11/14/2013	\$12,445.64	\$110,634.55	14.84%	11/20/2014	\$144,453.33	\$227,453.08	27.96%
11/23/2012	\$150,561.48	\$318,409.56	41.08%	11/21/2013	\$185,995.33	\$296,629.88	39.78%	11/26/2014	\$322,815.48	\$550,268.56	67.65%
11/29/2012	\$240,324.64	\$558,734.20	72.09%	11/27/2013	\$308,152.74	\$604,782.62	81.10%	12/4/2014	\$165,144.66	\$715,413.22	87.96%
12/5/2012	\$131,940.37	\$690,674.57	89.12%	12/5/2013	\$120,144.61	\$724,927.23	97.22%	12/10/2014	\$42,205.94	\$757,619.16	93.14%
1/11/2013	\$8,254.16	\$698,928.73	90.18%	1/13/2014	\$8,318.92	\$733,246.15	98.33%	1/15/2015	\$9,632.34	\$767,251.50	94.33%
<b>2/12/2013</b>	<b>\$4,848.73</b>	<b>\$703,777.46</b>	<b>90.81%</b>	<b>2/12/2014</b>	<b>\$4,292.51</b>	<b>\$737,538.66</b>	<b>98.91%</b>	<b>2/11/2015</b>	<b>\$5,586.40</b>	<b>\$772,837.90</b>	<b>95.02%</b>
3/12/2013	\$24,880.00	\$728,657.46	94.02%	3/12/2014	\$24,105.32	\$761,643.98	102.14%	March 2015	\$24,534.00	\$797,371.90	98.03%
4/10/2013	\$3,214.30	\$731,871.76	94.43%	4/10/2014	\$3,380.39	\$765,024.37	102.59%	April 2015	\$0.00	\$797,371.90	98.03%
APRIL	\$0.00	\$731,871.76	94.43%	APRIL	\$0.00	\$765,024.37	102.59%	May 2015	\$0.00	\$797,371.90	98.03%
5/14/2013	\$3,828.97	\$735,700.73	94.93%	MAY 2014	\$3,700.78	\$768,725.15	103.09%	May 2015	\$0.00	\$797,371.90	98.03%
6/12/2013	\$24,528.11	\$760,228.84	98.09%	JUNE 2014	\$24,715.68	\$793,440.83	106.40%	June 2015	\$0.00	\$797,371.90	98.03%
		<b>\$760,228.84</b>	98.09%			<b>\$793,440.83</b>	106.40%		<b>\$797,371.90</b>	<b>\$797,371.90</b>	98.03%
	<b>2012-13 budgeted rev</b>	<b>\$775,006</b>			<b>2013-14 budgeted rev</b>	<b>\$745,685</b>			<b>2014-15 budgeted rev</b>	<b>\$813,379</b>	



CIGARETTE TAX REVENUES COMPARISON BY DATE												
JULY 2012 THROUGH JUNE 2015												
FY 2012-13				FY 2013-14				FY 2014-15				
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		
of PAYMENT		TO DATE		of PAYMENT		TO DATE		of PAYMENT		TO DATE		
7/17/2012	\$505.39	\$505.39	8.15%	JULY 2013	\$503.12	\$503.12	9.87%	July 2014	\$442.91	\$442.91	7.37%	
8/13/2012	\$517.71	\$1,023.10	16.50%	AUG 2013	\$481.70	\$984.82	19.31%	August 2014	\$449.27	\$892.18	14.84%	
9/14/2012	\$479.49	\$1,502.59	24.24%	9/13/2013	\$454.36	\$1,439.18	28.22%	10/1/2014	\$491.20	\$1,383.38	23.02%	
10/14/2012	\$505.67	\$2,008.26	32.39%	10/10/2013	\$510.93	\$1,950.11	38.24%	10/15/2014	\$455.26	\$1,838.64	30.59%	
11/14/2012	\$465.82	\$2,474.08	39.90%	11/20/2013	\$475.06	\$2,425.17	47.55%	12/4/2014	\$471.26	\$2,309.90	38.43%	
12/11/2012	\$479.32	\$2,953.40	47.64%	DEC 2013	\$0.00	\$2,425.17	47.55%	12/4/2014	\$444.52	\$2,754.42	45.83%	
1/15/2013	\$453.18	\$3,406.58	54.94%	JAN 2014	\$426.74	\$2,851.91	55.92%	1/26/2015	\$374.72	\$3,129.14	52.07%	
<b>FEBRUARY</b>	<b>\$0.00</b>	<b>\$3,406.58</b>	<b>54.94%</b>	<b>2/19/2014</b>	<b>\$445.75</b>	<b>\$3,297.66</b>	<b>64.66%</b>	<b>Feb 2015</b>	<b>\$0.00</b>	<b>\$3,129.14</b>	<b>52.07%</b>	
MARCH	\$0.00	\$3,406.58	54.94%	MAR 2014	\$0.00	\$3,297.66	64.66%	March 2015	\$0.00	\$3,129.14	52.07%	
4/26/2013	\$840.98	\$4,247.56	68.51%	APRIL 2014	\$0.00	\$3,297.66	64.66%	April 2015	\$0.00	\$3,129.14	52.07%	
5/2/2013	\$351.06	\$4,598.62	74.17%	5/7,8,9/2014	\$1,169.01	\$4,466.67	87.58%	May 2015	\$0.00	\$3,129.14	52.07%	
5/20/2013	\$470.83	\$5,069.45	81.77%	6/20/2014	\$366.86	\$4,833.53	94.78%	June 2015	\$0.00	\$3,129.14	52.07%	
6/12/2013	\$455.67	\$5,525.12	89.11%	6/23/2014	\$464.68	\$5,298.21	103.89%	June 2015	\$0.00	\$3,129.14	52.07%	
										<b>\$3,129.14</b>	52.07%	
	YTD TOTAL	\$5,525.12	89.11%		YTD TOTAL	\$5,298.21	103.89%		YTD TOTAL	<b>\$3,129.14</b>	52.07%	
	<b>2012-13 budgeted rev</b>		<b>\$6,200</b>		<b>2013-14 budgeted rev</b>		<b>\$5,100</b>		<b>2014-15 budgeted rev</b>		<b>\$6,010</b>	

LIQUOR TAX REVENUES COMPARISON BY DATE											
JULY 2012 THROUGH JUNE 2015											
FY 2012-13				FY 2013-14				FY 2014-15			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
of PAYMENT		TO DATE		of PAYMENT		TO DATE		of PAYMENT		TO DATE	
7/30/2012	\$4,646.92	\$4,646.92	9.89%	7/31/2013	\$4,278.60	\$4,278.60	7.72%	July 2014	\$4,477.01	\$4,477.01	8.82%
8/30/2012	\$4,491.96	\$9,138.88	19.44%	8/31/2013	\$4,947.56	\$9,226.16	16.64%	August 2014	\$5,113.51	\$9,590.52	18.88%
9/30/2012	\$4,321.72	\$13,460.60	28.64%	9/30/2013	\$4,848.73	\$14,074.89	25.38%	Sept 2014	\$0.00	\$9,590.52	18.88%
10/30/2012	\$4,376.49	\$17,837.09	37.95%	10/30/2013	\$4,028.91	\$18,103.80	32.64%	10/2/2014	\$5,303.27	\$14,893.79	29.33%
10/30/2102	\$0.00	\$17,837.09	37.95%	10/30/2013	\$0.00	\$18,103.80	32.64%	11/4/2014	\$3,994.09	\$18,887.88	37.19%
11/27/2012	\$3,514.13	\$21,351.22	45.43%	11/25/2013	\$3,744.36	\$21,848.16	39.40%	11/20/2014	\$4,415.56	\$23,303.44	45.89%
12/28/2012	\$3,705.28	\$25,056.50	53.31%	DEC 2013	\$4,979.71	\$26,827.87	48.38%	12/30/2014	\$4,852.88	\$28,156.32	55.44%
1/25/2013	\$7,297.96	\$32,354.46	68.84%	JAN 2014	\$6,075.88	\$32,903.75	59.33%	1/28/2015	\$6,504.64	\$34,660.96	68.25%
<b>2/28/2013</b>	<b>\$3,157.36</b>	<b>\$35,511.82</b>	<b>75.56%</b>	<b>2/28/2014</b>	<b>\$3,708.51</b>	<b>\$36,612.26</b>	<b>66.02%</b>	<b>March 2015</b>	<b>\$4,150.00</b>	<b>\$38,810.96</b>	<b>76.42%</b>
3/26/2013	\$3,820.98	\$39,332.80	83.69%	3/25/2014	\$4,084.48	\$40,696.74	73.38%	April 2015	\$0.00	\$38,810.96	76.42%
4/26/2013	\$4,901.51	\$44,234.31	94.12%	4/29/2014	\$4,869.64	\$45,566.38	82.17%	May 2015	\$0.00	\$38,810.96	76.42%
5/28/2013	\$3,592.34	\$47,826.65	101.76%	6/3/2014	\$4,185.09	\$49,751.47	89.71%	June 2015	\$0.00	\$38,810.96	76.42%
6/27/2013	\$4,344.86	\$52,171.51	111.00%	6/27/2014	\$4,575.23	\$54,326.70	97.96%	June 2015	\$0.00	\$38,810.96	76.42%
		\$52,171.51				\$54,326.70				<b>\$38,810.96</b>	76.42%
	YTD TOTAL	\$52,171.51			YTD TOTAL	\$54,326.70			YTD TOTAL	<b>\$38,810.96</b>	76.42%
	<b>2012-13 budgeted rev</b>	<b>\$47,000</b>			<b>2013-14 budgeted rev</b>	<b>\$55,457</b>			<b>2014-15 budgeted rev</b>	<b>\$50,785</b>	



STATE SHARED TAX REVENUES COMPARISON BY DATE											
JULY 2012 THROUGH JUNE 2015											
FY 2012-13				FY 2013-14				FY 2014-15			
AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE		AMOUNT		CUMULATIVE	
of PAYMENT		TO DATE		of PAYMENT		TO DATE		of PAYMENT		TO DATE	
		\$0.00	0.00%			\$0.00	0.00%			\$0.00	0.00%
8/3/2012	\$9,416.68	\$9,416.68	28.11%	08/10/13	\$8,552.67	\$8,552.67	23.43%	08/10/14	\$9,261.92	\$9,261.92	26.58%
		\$9,416.68	28.11%			\$8,552.67	23.43%			\$9,261.92	26.58%
		\$9,416.68	28.11%			\$8,552.67	23.43%			\$9,261.92	26.58%
11/30/2012	\$9,223.46	\$18,640.14	55.64%	11/19/13	\$9,650.78	\$18,203.45	49.87%	11/13/14	\$10,081.70	\$19,343.62	55.52%
		\$18,640.14	55.64%			\$18,203.45	49.87%			\$19,343.62	55.52%
		\$18,640.14	55.64%			\$18,203.45	49.87%			\$19,343.62	55.52%
1/31/2013	\$10,167.50	\$28,807.64	85.99%	02/20/14	\$10,355.62	\$28,559.07	78.24%	01/29/15	\$11,096.08	\$30,439.70	87.37%
		<b>\$28,807.64</b>	<b>85.99%</b>			<b>\$28,559.07</b>	<b>78.24%</b>			<b>\$30,439.70</b>	<b>87.37%</b>
		\$28,807.64	85.99%			\$28,559.07	78.24%			\$30,439.70	87.37%
5/10/2013	\$8,316.83	\$37,124.47	110.82%	05/14/14	\$8,857.89	\$37,416.96	102.51%	05/14/15	\$0.00	\$30,439.70	87.37%
		\$37,124.47	110.82%			\$37,416.96	102.51%			\$30,439.70	87.37%
	YTD TOTAL	<b>\$37,124.47</b>			YTD TOTAL	<b>\$37,416.96</b>			YTD TOTAL	<b>\$30,439.70</b>	
	<b>2012-13 budgeted rev</b>		<b>\$33,500</b>		<b>2013-14 budgeted rev</b>		<b>\$36,500</b>		<b>2014-15 budgeted rev</b>		<b>\$34,840</b>



<b>MOTEL REVENUES COMPARISON BY DATE</b>											
<b>JULY 2012 THROUGH JUNE 2015</b>											
<b>DATE 2012-13</b>				<b>DATE 2013-14</b>				<b>DATE 2014-15</b>			
<b>AMOUNT</b>		<b>CUMULATIVE</b>		<b>AMOUNT</b>		<b>CUMULATIVE</b>		<b>AMOUNT</b>		<b>CUMULATIVE</b>	
<b>of PAYMENT</b>		<b>TO DATE</b>		<b>of PAYMENT</b>		<b>TO DATE</b>		<b>of PAYMENT</b>		<b>TO DATE</b>	
7/29/2012	\$25,544.30	\$25,544.30	25.42%	JULY 2013	\$27,284.54	\$27,284.54	24.99%	JULY 2014	\$30,098.98	\$30,098.98	26.52%
		\$25,544.30	25.42%	AUG 2013		\$27,284.54	24.99%	AUG 2014	\$0.00	\$30,098.98	26.52%
10/31/2012	\$28,405.63	\$53,949.93	53.68%	10/31/2013	\$28,722.20	\$56,006.74	51.29%	10/31/2014	\$30,789.81	\$60,888.79	53.65%
11/1/2012	\$10,405.59	\$64,355.52	64.04%	11/1/2013	\$10,279.58	\$66,286.32	60.70%	11/1/2014	\$11,926.27	\$72,815.06	64.15%
		\$64,355.52	64.04%	NOV 2013		\$66,286.32	60.70%	NOV 2014	\$0.00	\$72,815.06	64.15%
		\$64,355.52	64.04%	DEC 2013		\$66,286.32	60.70%	DEC 2014	\$0.00	\$72,815.06	64.15%
1/29/2013	\$11,676.04	\$76,031.56	75.65%	1/29/2014	\$12,774.08	\$79,060.40	72.40%	1/29/2015	\$14,686.87	\$87,501.93	77.09%
2/12/2013	\$7,696.86	\$83,728.42	83.31%	2/11/2014	\$6,710.50	\$85,770.90	78.54%	2/11/2015	\$7,809.50	\$95,311.43	83.97%
		<b>\$83,728.42</b>	<b>83.31%</b>	<b>MAR 2014</b>	<b>\$0.00</b>	<b>\$85,770.90</b>	<b>78.54%</b>	<b>MAR 2015</b>	<b>\$0.00</b>	<b>\$95,311.43</b>	<b>83.97%</b>
5/1/2013	\$11,327.52	\$95,055.94	94.58%	4/30/2014	\$13,537.58	\$99,308.48	90.94%	4/30/2015	\$0.00	\$95,311.43	83.97%
5/2/2013	\$7,934.04	\$102,989.98	102.48%	MAY 2014		\$99,308.48	90.94%	MAY 2015	\$0.00	\$95,311.43	83.97%
		\$102,989.98	102.48%	JUNE 2014		\$99,308.48	90.94%	JUNE 2015	\$0.00	\$95,311.43	83.97%
<b>YTD TOTAL</b>	<b>\$102,989.98</b>			<b>YTD TOTAL</b>	<b>\$99,308.48</b>			<b>YTD TOTAL</b>	<b>\$95,311.43</b>		
	<b>2012-13 budgeted rev</b>	<b>\$100,500</b>			<b>2013-14 budgeted rev</b>	<b>\$109,200</b>			<b>2014-15 budgeted rev</b>	<b>\$113,500</b>	



INVESTMENT HISTORY	Amt invested at month-end	Interest rate	Actual Interest		Amt invested at month-end	Amt invested at month-end	Interest rate	Actual Interest	Amt invested at month-end	Interest rate	Amt invested at month-end
						*previously Sterling Bank					
		avg/mo	received					received			
	LGIP				RIVERVIEW BANK	WELLS FARGO SAVINGS*			WELLS FARGO CHECKING		TOTAL CMBND
FEB 2015	\$4,281,177.59	0.50%	\$1,645		0	\$89,912.85	0.0025%	\$2.07	\$379,281.23	1.06%	\$4,750,371.67
JAN 2015	\$4,338,810.05	0.50%	\$1,832		0	\$89,910.78	0.0025%	\$2.29	\$314,388.30	1.06%	\$4,743,109.13
DEC 2014	\$4,367,357.91	0.50%	\$1,882		0	\$89,908.49	0.60%	\$44.40	\$347,397.10	1.06%	\$4,804,663.50
NOV 2014	\$4,431,578.20	0.50%	\$1,749		0	\$89,864.09	0.60%	\$44.30	\$335,117.50	1.06%	\$4,856,559.79
OCT 2014	\$3,937,516.28	0.54%	\$1,838		0	\$89,819.79	0.60%	\$45.76	\$400,859.61	1.06%	\$4,428,195.68
SEPT 2014	\$4,059,726.07	0.54%	\$1,797		0	\$89,774.03	0.60%	\$44.26	\$421,256.07	1.06%	\$4,570,756.17
AUGUST 2014	\$4,080,559.29	0.54%	\$1,904		0	\$89,684.05	0.60%	\$45.72	\$342,821.63	1.06%	\$4,513,064.97
JULY 2014	\$4,139,985.22	0.54%	\$1,948		0	\$89,666.83	0.60%	\$57.22	\$408,309.19	1.06%	\$4,637,961.24
JUNE 2014	\$4,358,512.96	0.54%	\$1,923		0	\$191,524.07	0.60%	\$65.57	\$283,230.62	1.06%	\$4,833,267.65
MAY 2013	\$4,299,734.19	0.54%	\$1,975		\$0.00	\$89,601.26	0.60%	\$45.65	\$414,168.49	1.06%	\$4,803,503.94
APR 2013	\$4,354,215.26	0.54%	\$1,922		\$0.00	\$89,555.61	0.60%	\$65.76	\$243,107.77	1.06%	\$4,686,878.64
MAR 2013	\$4,311,233.82	0.54%	\$1,967		\$0.00	\$4,462.91	0.60%	\$0.08	\$586,063.29	1.06%	\$4,901,760.02
FEB 2013	\$4,265,139.51	0.54%	\$1,755		\$0.00	\$79,462.91	0.60%	\$36.57	\$370,179.39	1.06%	\$4,714,781.81
JAN 2013	\$4,218,494.70	0.54%	\$1,949		\$0.00	\$79,426.34	0.60%	\$51.97	\$382,918.69	1.06%	\$4,680,839.73
DEC 2013	\$4,307,954.32	0.54%	\$1,961		\$0.00	\$179,374.37	0.60%	\$38.96	\$326,511.69	1.06%	\$4,813,840.38
NOV 2013	\$4,160,325.08	0.54%	\$1,684		\$0.00	\$69,335.41	0.60%	\$73.62	\$471,061.04	1.08%	\$4,700,721.53
OCT 2013	\$3,673,331.64	0.54%	\$1,674		\$0.00	\$169,261.79	0.60%	\$127.33	\$315,190.28	1.08%	\$4,157,783.71
SEP 2013	\$3,622,862.65	0.54%	\$1,600		\$0.00	\$369,134.46	0.60%	\$145.83	\$276,065.10	1.08%	\$4,268,062.21
AUG 2013	\$3,588,125.54	0.54%	\$1,638		\$0.00	\$268,988.63	0.60%	\$142.79	\$392,180.93	1.08%	\$4,249,295.10
JUL 2013	\$3,542,187.94	0.54%	\$1,609		\$0.00	\$318,845.84	0.60%	\$134.50	\$317,549.79	1.08%	\$4,178,583.57
JUN 2013	\$3,483,026.39	0.54%	\$1,682		\$0.00	\$318,601.87	0.60%	\$109.47	\$515,640.98	1.08%	\$4,317,269.24
MAY 2013	\$3,828,140.49	0.54%	\$1,829		\$0.00	\$18,586.87	0.60%	\$9.48	\$495,871.33	1.08%	\$4,342,598.69
APR 2013	\$3,968,205.27	0.54%	\$1,750		\$0.00	\$218,592.39	0.60%	\$96.26	\$108,725.56	1.08%	\$4,295,523.22
MAR 2013	\$3,924,685.41	0.60%	\$1,789		\$0.00	\$118,496.13	0.60%	\$60.00	\$576,710.31	1.08%	\$4,619,891.85
FEB 2013	\$3,875,001.00	0.60%	\$1,613		\$0.00	\$218,414.39	0.60%	\$68.65	\$321,305.39	1.08%	\$4,414,720.78
JAN 2013	\$3,951,430.67	0.60%	\$2,019		\$0.00	\$108,293.50	0.60%	\$56.84	\$403,359.94	1.08%	\$4,463,084.11
DEC2012	\$3,992,301.82	0.60%	\$2,032		\$0.00	\$108,288.90	0.60%	\$53.53	\$263,068.77	1.08%	\$4,363,659.49
NOV 2012	\$3,935,478.78	0.60%	\$1,792		\$0.00	\$108,235.37	0.60%	\$53.37	\$294,403.54	1.08%	\$4,338,117.69
OCT 2012	\$3,347,765.90	0.60%	\$1,769		\$0.00	\$108,182.00	0.60%	\$55.11	\$341,697.26	1.08%	\$3,797,645.16
SEPT 2012	\$3,490,631.28	0.60%	\$1,706		\$0.00	\$108,126.89	0.60%	\$67.28	\$317,604.79	1.08%	\$3,916,362.96
AUGUST 2012	\$3,451,163.20	0.60%	\$1,745		\$0.00	\$158,059.61	0.60%	\$37.79	\$276,077.97	1.08%	\$3,885,300.78
JULY 2012	\$3,411,582.22	0.60%	\$1,720		\$0.00	\$57,933.09	0.60%	\$88.73	\$352,254.79	1.00%	\$3,821,770.10
JUNE 2012	\$3,359,047.61	0.60%	\$1,639		\$0.00	\$482,933.09	0.60%	\$278.76	\$317,479.77	1.00%	\$4,159,460.47
MAY 2012	\$3,305,049.21	0.60%	\$1,660		\$0.00	\$532,652.26	0.60%	\$278.76	\$414,740.26	1.00%	\$4,252,441.73
APR 2012	\$3,220,495.26	0.60%	\$1,574		\$0.00	\$582,086.37	0.60%	\$287.13	\$290,749.23	1.00%	\$4,093,330.86
MAR 2012	\$3,183,302.59	0.53%	\$1,443		\$0.00	\$582,086.37	0.60%	\$211.66	\$515,659.76	1.00%	\$4,281,048.72
FEB 2012	\$3,231,478.70	0.50%	\$1,313	\$211,715.00		\$403,777.11	0.60%	\$192.44	\$246,215.36	0.30%	\$4,093,186.17
JAN 2012	\$3,391,161.02	0.50%	\$1,465	\$211,573.00		\$403,584.67	0.60%	\$192.40	\$125,943.53	0.30%	\$4,132,262.22
DEC 2011	\$3,490,144.41	0.35%	\$1,472	\$211,432.00		\$403,349.08	0.60%	\$90.93	\$115,117.41	0.30%	\$4,220,042.90
NOV 2011	\$3,117,891.72	0.50%	\$1,187	\$413,112.21		\$403,301.34	0.60%	\$16.00	\$225,973.01	0.30%	\$4,160,278.28
OCT 2011	\$2,748,637.55	0.50%	\$1,219	\$412,939.26	*	\$201,407.61	0.11%	\$16.80	\$183,095.21	0.30%	\$3,546,079.63
SEPT 2011	\$2,889,429.39	0.50%	\$1,181	\$412,576.61	*	\$201,390.81	0.09%	\$20.00	\$274,778.17	0.30%	\$3,778,174.98
AUG 2011	\$2,830,626.02	0.50%	\$1,208	\$412,260.82	*	\$201,370.81	0.12%	\$21.01	\$257,051.10	0.30%	\$3,701,308.75
JULY 2011	\$2,823,886.31	0.50%	\$1,131	\$411,865.49	*	\$201,349.78	0.15%	\$25.65	\$375,954.32	0.30%	\$3,813,055.90
JUNE 2011	\$2,618,935.24	0.50%	\$2,031	\$411,720.26	*	\$201,324.13	0.15%	\$24.82	\$2,352,564.72	0.30%	\$5,584,544.35
MAY 2011	\$5,064,567.65	0.50%	\$2,141	\$411,660.24	*	\$201,299.33	0.15%	\$27.85	\$188,677.49	0.30%	\$5,866,204.71
APR 2011	\$5,141,251.32	0.50%	\$2,125	\$411,265.21	*	\$201,271.48	0.15%	\$33.08	\$33,359.78	0.30%	\$5,787,147.79
MAR 2011	\$5,160,417.03	0.50%	\$2,183	\$410,874.97	*	\$201,238.40	0.21%	\$36.66	\$323,380.60	0.20%	\$6,095,911.00
FEB 2011	\$5,087,240.00	0.50%	\$1,956	\$410,504.57	*	\$201,201.74	0.25%	\$38.58	\$188,746.87	0.30%	\$5,887,693.18







## City Council Calendar of Events and Items

March 2015

Jan 2015	Feb 2015	Mar 2015	April 2015	May 2015	June 2015
<p><b>Jan. 6, 2015:</b> City Council Meeting - Swearing in of newly elected officials - Election of Mayor</p> <p><b>Jan. 24, 2015:</b> • Council Retreat</p> <p><b>Jan. 27, 2015:</b> City Council Meeting</p> <p><b>January TBA:</b> • Fiscal Objectives for 2015-16 APP/Budget</p> <p><b>APP Deadlines:</b> • Compensation Analysis • Establish Legislative Goals • List City Hall Property for Sale</p>	<p><b>Feb. 12, 2015:</b> City Council Meeting</p> <p><b>Feb 24, 2015:</b> City Council Meeting - APP Priorities</p> <p><b>APP Deadlines:</b> • Brush Up House Selection • Develop Parks Master Plan • All-Staff Team Building • Tree Planting</p>	<p><b>March. 10, 2015:</b> City Council Meeting</p> <p><b>March 26, 2015:</b> City Council Meeting</p> <p><b>March 31, 2015:</b> Youth Police Academy</p> <p><b>APP Deadlines:</b> • Fire Service Negotiations • MCSO Building Relocation • Audit RFP • All-Staff Safety Training</p>	<p><b>April 4, 2015:</b> Easter Egg Hunt</p> <p><b>April 16, 2015:</b> City Council Meeting - FY 2015-16 APP</p> <p><b>April 23, 2015:</b> Budget Hearing</p> <p><b>April 28, 2015:</b> City Council Meeting</p> <p><b>APP Deadlines:</b> • Easter Egg Hunt</p>	<p><b>May 2, 2015:</b> Cleanup Day</p> <p><b>May 12, 2015:</b> City Council Meeting</p> <p><b>May 19, 2015:</b> Special Election for Charter Amendment</p> <p><b>May 28, 2015:</b> City Council Meeting</p> <p><b>May TBA 2015:</b> - Spruce Up Wood Village</p> <p><b>APP Deadlines:</b> • Brush Up Wood Village • Police Academy for Teens • Collective Bargaining • Benchmark Best Practices</p>	<p><b>June 9, 2015:</b> City Council Meeting - Budget Adoption</p> <p><b>June 23, 2015:</b> City Council Meeting - FY 2014-15 APP Review</p> <p><b>APP Deadlines:</b> • Community Banners • Valve Replacement Project • Park Trail • Park Improvement Projects • Legislative Updates</p>



Annual Performance Plan Update  
**City Council Agenda Item Staff Report**

**Meeting Date: March 26, 2015**

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**TO:** Mayor and Councilors  
**FROM:** Bill Peterson: City Administrator  
**DATE:** March 18, 2015  
**SUBJECT: Annual Performance Plan Update**

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**Requested Council Action**

None.

**Background**

The Council acted to revise the dates of performance on a series of items in the current APP, including:

- Town Center Zone redefinition to acknowledge the receipt of the TGM funding
- The Shea lift station work is finally complete
- Sewer Master Plan
- Parks Master Plan

The completion of intergovernmental bargaining has the fire service contract slated for consideration and adoption by the City Council and the neighboring communities. While we are treating the negotiations as complete in the report, the actual adoption process may still provide additional complications.

The Annual Performance Plan is a work plan adopted by the City Council with specific achievements noted that will be expected from the City Administrator and City Employees during the fiscal period beginning July 1, 2014 and ending June 30, 2015. The plan is a portion of the "System Integration Plan", a strategic management system developed for the City of Wood Village by consultant Caryn Tilton.

The City Council authorized revisions in the Annual Performance Plan as follows:

1. *Removed the requirement to complete water rate analysis in the period.*
2. *Removed the requirement to complete sewer rate analysis in the period.*
3. *Acknowledge that the Sewer Master Plan work from APP 2013-2014 was not completed and will continue in this period, changing the APP for 2014-*

*2015 to recognize the completion of the plan and the selection of CIP work along with SDC's.*

- 4. Remove the Halsey I & I project from the plan, as it was not financed in the budget for completion.*
- 5. Reset the performance deadline for the Town Center project to reflect the receipt of TGM funding.*

All identified items are now included in the salmon color in the report attached, and recognize that these items will not be completed.

These monthly reports will review each individual item in the Annual Performance Plan, and will provide brief narrative statements to accompany the visual plan production for the Council.

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

- 1.1 City Sponsored House Clean Up/Renovation: A report to council finds no applicants for the program in 2015. Council has directed a "Spruce Up" project for the Mayor's Corner.
- 1.2 Community Banners: Council has received an update, and banner materials have been selected and ordered.
- 1.3 Promote Graffiti Kits: Promotion in July, September, November, January and March newsletters. Graffiti signs requested by the council have arrived and are pending placement.
- 1.4 Research Grants Available to Meet Goals: No additional work in this period.
- 1.5 City Flag Design Contest: Flag has been delivered.
- 1.6 Pilot program to televise 3 City Council Meetings: Completed.
- 1.7 Sponsor Student Projects: City Council elected not to act on this issue, and it remains undetermined how this will proceed.
- 1.8 City Charter Review: The Charter revision has been completed and referred to the voters.

## **Goal 2 Excellent police, fire and building services.**

- 2.1 Fire Service Alternatives Definitions and Negotiations: Bargaining teams have completed a proposal that is now pending for ratification.
- 2.2 MCSO Office Relocation: Wood Village site data has been submitted to the consultant. The consultant first indicated that the Wood Village site had been eliminated from further consideration, however, following a series of inquiries, has backed away from that statement and indicated that no decisions have yet been made. Decisions are anticipated in late spring, with no further information to report in this period.
- 2.3 Police Academy for Teens: The second class has been scheduled.
- 2.4 Emphasize/Promote Emergency Management: Articles in newsletters.



### **Goal 3 High quality, cost-effective public utilities, parks and events.**

- 3.1 Scheduled City Events: Nite Out 2014 was a great success, class completed the Police Academy, and Christmas Tree lighting was great, even though the lights did not survive the wind storms. Now on to the Easter Egg hunt and the community clean up.
- 3.2 Water Master Plan: The project is complete and the updated SDC adopted.
- 3.3 Water Rates and SDC's: SDC modifications in methodology and rates were adopted.
- 3.4 Paint Reservoir #1: Work is complete.
- 3.5 Replace Shea Lift Station: Complete.
- 3.6 Develop a Parks Master Plan: The consultants have been placed under contract. The selection process was delayed several weeks to accommodate the request by the Parks Board to participate in interviewing the potential firms. This delay will cause the project schedule to extend beyond the end of this fiscal period.
- 3.7 Implement Valve Replacement Program: Program adoption pending.
- 3.8 Hydrant Replacement Program: Complete
- 3.9 Street Slurry Project: Complete
- 3.10 Sewer Master Plan CIP: The master Plan itself will be several months in completion and the selection of projects and identified priorities will have to follow the completion of this work. Key evaluations on the Sandy lift station have been received, setting the stage for discussions with Fairview. Presentation to the Council is pending.
- 3.11 Trail Expansion/Connection: We have received funding from METRO and from CDBG for park related projects. Failure on the State Parks grant has complicated the scope and proposed work for the trail.
- 3.12 Sewer Rates and SDC's: Work on the SDC will be completed with the master plan.
- 3.13 Irrigation System: This is a park related project, with no work completed to date.
- 3.14 ~~Halsey I&I Project~~: This item was removed from this year's APP.

### **Goal 4 Long-term financial stability and Economic Vitality**

- 4.1 Meet or Beat Promotions We responded to a rental proposal and structured a project for the Urban Renewal Agency. We have assisted in the leasing of the Plaza at Wood Village.
- 4.2 Evaluate/Potentially Acquire Strategic Properties: The status of property on Halsey, with delinquent taxes, is in process of evaluation with recommendations pending.
- 4.3 Request for Proposals and Audit award: Award pending for March 26.
- 4.4 List City Hall Property for Sale: No work to date.

4.5 Town Center Master Plan and Zone Redefinition: TGM grant funding successful. **The timing of the performance is requested to change to match available funding. Work will not begin in earnest until July of 2015.**

## **Goal 5 A work environment that develops and encourages employees and rewards their creativity and innovation.**

- 5.1 Targeted Safety Training Twice Annually: Training completed in December.
- 5.2 Staff Team Building Once Annually: No work to date.
- 5.3 Collective Bargaining: Letter initiating bargaining sent in February. First bargaining session set for April.
- 5.4 Benchmark Services/Best Practices: Scope completed and investigations of best practices begun.
- 5.5 Compensation Analysis: Complete.

## **Goal 6 Effective local, state and regional partnerships.**

- 6.1 Four Cities Manager's Meetings: Meetings completed to date.
- 6.2 Staff Support for METRO and Regional Meetings: Several meetings attended including MTAC, EMCTC, and several planning meetings with MTAC.
- 6.3 League of Oregon Cities Legislative Committees: Limited interaction with the legislative delegation and with League lobby interests has occurred, including testimony on the East Metro Gang Enforcement appropriation.
- 6.4 School District Updates: No work to date.
- 6.5 Establish Legislative Goals: Goals completed and LOC presentation accomplished by City Council.
- 6.6 Legislative Updates: No work to date.

## **Goal 7 Environmental Responsibility.**

- 7.1 Electronic City Council Packets: Tablets are in use, with additional training pending.
- 7.2 Evaluate and Potentially Acquire LED Street Lights: Work complete.
- 7.3 Tree Planting: No work accomplished to date.

### **Fiscal Impact**

As identified in the budget document, with the exception of the Shea Lift Station that will have a greater cost than anticipated in the budget preparation. We have been able to modify the scope of work to permit this project to be accomplished near budget parameters.

### **City Goal**

This action will further the implementation of all seven council goals.

**Suggested Motions**

*None*



