

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
November 12, 2019
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. [Review of Bills Paid: October 2019](#)
 - a. Contracts: \$2,500 - \$50,000
 - Multnomah County – Street Sweeping: \$7,842.50
 - May Technologies – Council Chambers AV: \$7,186.00
 - Global Network Support – Server and Cloud: \$18,805.48
 - River City – Vactor Service: \$3,257.32
4. [Resolution 55-2019: IGA with City of Gresham for Solid Waste Management Services – Greg Dirks](#)
5. [Discussion: PERS Side Account and State Match – Seth Reeser](#)
6. [Discussion: Community Broadband Update – Greg Dirks](#)
7. [Discussion: 4th Annual Pumpkin Fest Recap – Greg Dirks](#)
8. [Discussion: City Council Annual Retreat – Greg Dirks](#)
9. [Resolution 56-2019: Owner’s Representative Contract – Bill Peterson](#)
10. [Resolution 57-2019: Acknowledgement of Service to William A. Peterson Jr.](#)

ADJOURN

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

NEXT MEETING: Wednesday, November 20, 2019



CITY OF WOOD VILLAGE

Check Report

By Check Number

Date Range: 10/01/2019 - 10/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP River-AP Riverview Bank						
10130	BETTY LYN LORD	10/02/2019	Regular	0.00	21.00	23355
0431	CHEVRON FOODMART	10/02/2019	Regular	0.00	93.00	23356
0520	CITY OF GRESHAM	10/02/2019	Regular	0.00	115,314.25	23357
0530	CITY OF PORTLAND	10/02/2019	Regular	0.00	8,926.00	23358
0638	COPYTRONIX	10/02/2019	Regular	0.00	3,282.27	23359
0987	ELMERS FLAG & BANNER	10/02/2019	Regular	0.00	13,227.00	23360
1049	FEI PORTLAND WATERWORKS #3011	10/02/2019	Regular	0.00	393.51	23361
10139	FIELD INSTRUMENTS & CONTROLS INC	10/02/2019	Regular	0.00	1,920.01	23362
1200	GLOBAL NETWORK SUPPORT INC.	10/02/2019	Regular	0.00	1,520.00	23363
1303	HARBOR FREIGHT TOOLS	10/02/2019	Regular	0.00	14.99	23364
1321	HONKE HEATING & A/C, INC.	10/02/2019	Regular	0.00	475.00	23365
1571	LOWES COMPANIES, INC	10/02/2019	Regular	0.00	676.18	23366
	Void	10/02/2019	Regular	0.00	0.00	23367
	Void	10/02/2019	Regular	0.00	0.00	23368
1648	MERINA & COMPANY, LLP	10/02/2019	Regular	0.00	15,700.00	23369
1760	MOEN MACHINERY COMPANY	10/02/2019	Regular	0.00	7.95	23370
1910	NOLAN'S TIRE FACTORY	10/02/2019	Regular	0.00	525.49	23371
2236	PETTY CASH	10/02/2019	Regular	0.00	164.04	23372
2244	PITNEY BOWES, INC	10/02/2019	Regular	0.00	105.00	23373
1056	PORTLAND WEB DESIGN	10/02/2019	Regular	0.00	110.00	23374
2378	PRECISION NW ELECTRICAL CONTRACTORS	10/02/2019	Regular	0.00	500.00	23375
10202	SMM REAL ESTATE LLC	10/02/2019	Regular	0.00	4,215.53	23376
10033	CHR CREATIVE	10/10/2019	Regular	0.00	270.00	23380
0505	CITY OF FAIRVIEW	10/10/2019	Regular	0.00	69.66	23381
0510	CITY OF GRESHAM	10/10/2019	Regular	0.00	32,716.12	23382
0770	DCBS-FISCAL SERVICES	10/10/2019	Regular	0.00	4,233.69	23383
1200	GLOBAL NETWORK SUPPORT INC.	10/10/2019	Regular	0.00	14,773.48	23384
1324	HOLLYWOOD SIGNS & GRAPHICS	10/10/2019	Regular	0.00	515.00	23385
0960	KIP EDGLEY	10/10/2019	Regular	0.00	2,140.00	23386
10122	NET ASSETS	10/10/2019	Regular	0.00	75.00	23387
2046	OPENONLINE, LLC	10/10/2019	Regular	0.00	48.33	23388
2210	PARKROSE HARDWARE	10/10/2019	Regular	0.00	199.94	23389
10167	PLATINUM LANDSCAPE MAINT LLC	10/10/2019	Regular	0.00	175.00	23390
2411	PROTHMAN COMPANY	10/10/2019	Regular	0.00	2,687.38	23391
2530	REYNOLD'S SCHOOL DISTRICT #7	10/10/2019	Regular	0.00	424.62	23392
10003	RIVER CITY ENVIRONMENTAL	10/10/2019	Regular	0.00	3,257.32	23393
2850	TOTAL RENTAL CENTER	10/10/2019	Regular	0.00	16.32	23394
2235	WILLIAM PETERSON, JR.	10/10/2019	Regular	0.00	196.30	23395
	Void	10/17/2019	Regular	0.00	0.00	23396
10217	C R CONTRACTING LLC	10/17/2019	Regular	0.00	89,848.17	23397
1212	GOVERNMENT ETHICS COMMISSION	10/17/2019	Regular	0.00	548.87	23398
1618	MAY TECHNOLOGIES	10/17/2019	Regular	0.00	7,186.00	23399
1650	METRO	10/17/2019	Regular	0.00	5,245.23	23400
2181	OREGON HEALTH AUTHORITY	10/17/2019	Regular	0.00	90.00	23401
2245	PITNEY BOWES/RESERVE ACCOUNT	10/17/2019	Regular	0.00	400.00	23402
10011	PIXIS LABS, LLC	10/17/2019	Regular	0.00	74.40	23403
2530	REYNOLD'S SCHOOL DISTRICT #7	10/17/2019	Regular	0.00	30,863.04	23404
2536	RIGGING PRODUCTS INC	10/17/2019	Regular	0.00	32.00	23405
0074	ADVANCED METAL & WIRE	10/17/2019	Regular	0.00	195.00	23406
0505	CITY OF FAIRVIEW	10/24/2019	Regular	0.00	12,243.00	23407
0520	CITY OF GRESHAM	10/24/2019	Regular	0.00	3,191.25	23408
1019	ESRI	10/24/2019	Regular	0.00	400.00	23409
10218	GRAFFITI REMOVAL SUPPLIES	10/24/2019	Regular	0.00	329.04	23410
0841	GREG F DIRKS	10/24/2019	Regular	0.00	190.10	23411

Check Report

Date Range: 10/01/2019 - 10/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1500	LEAGUE OF OREGON CITIES	10/24/2019	Regular	0.00	40.00	23412
10174	MARIA DOLORES GONZALES CISNEROS	10/24/2019	Regular	0.00	200.00	23413
1820	MULTNOMAH COUNTY TRANSPORTATION	10/24/2019	Regular	0.00	7,842.50	23414
1775	MULTNOMAH COUNTY TREASURY	10/24/2019	Regular	0.00	5,984.51	23415
1960	OFFICE DEPOT CREDIT PLAN	10/24/2019	Regular	0.00	79.56	23416
2020	ONE CALL CONCEPTS, INC	10/24/2019	Regular	0.00	44.40	23417
10167	PLATINUM LANDSCAPE MAINT LLC	10/24/2019	Regular	0.00	175.00	23418
2350	POSTMASTER	10/24/2019	Regular	0.00	995.00	23419
10165	SERVICE MASTER BUILDING SERVICES	10/24/2019	Regular	0.00	742.00	23420
10000	THE MOLE LADY WEST LLC	10/24/2019	Regular	0.00	555.00	23421
0081	AFLAC	10/30/2019	Regular	0.00	167.42	23422
0637	CONST & GEN LABORERS' UNION LOCAL 737	10/30/2019	Regular	0.00	78.00	23423
0074	ADVANCED METAL & WIRE	10/31/2019	Regular	0.00	525.00	23424
10105	AL'S GARDEN CENTERS & GREENHOUSE	10/31/2019	Regular	0.00	683.00	23425
0520	CITY OF GRESHAM	10/31/2019	Regular	0.00	5,973.75	23426
0530	CITY OF PORTLAND	10/31/2019	Regular	0.00	9,466.00	23427
1028	EXPRESS ENVELOPES	10/31/2019	Regular	0.00	735.62	23428
1049	FEI PORTLAND WATERWORKS #3011	10/31/2019	Regular	0.00	1,409.49	23429
1212	GOVERNMENT ETHICS COMMISSION	10/31/2019	Regular	0.00	87.82	23430
1235	GRESHAM FORD	10/31/2019	Regular	0.00	581.91	23431
1290	HACH COMPANY	10/31/2019	Regular	0.00	525.43	23432
10181	JENSEN PRECAST	10/31/2019	Regular	0.00	388.23	23433
1571	LOWES COMPANIES, INC	10/31/2019	Regular	0.00	1,303.26	23434
	Void	10/31/2019	Regular	0.00	0.00	23435
	Void	10/31/2019	Regular	0.00	0.00	23436
	Void	10/31/2019	Regular	0.00	0.00	23437
10127	MISSION COMMUNICATIONS LLC	10/31/2019	Regular	0.00	2,097.60	23438
1760	MOEN MACHINERY COMPANY	10/31/2019	Regular	0.00	41.58	23439
0936	POWER SYSTEMS WEST	10/31/2019	Regular	0.00	325.00	23440
2411	PROTHMAN COMPANY	10/31/2019	Regular	0.00	6,000.00	23441
10202	SMM REAL ESTATE LLC	10/31/2019	Regular	0.00	4,215.53	23442
10212	SPRAGUE PEST SOLUTIONS	10/31/2019	Regular	0.00	248.00	23443
2153	OREGON DEPT OF JUSTICE	10/31/2019	Bank Draft	0.00	600.00	DFT0001577
0170	AT & T MOBILITY	10/10/2019	Bank Draft	0.00	431.26	DFT0001578
1120	FRONTIER	10/10/2019	Bank Draft	0.00	95.98	DFT0001579
2270	PGE	10/10/2019	Bank Draft	0.00	83.36	DFT0001580
2270	PGE	10/10/2019	Bank Draft	0.00	28.01	DFT0001581
2270	PGE	10/10/2019	Bank Draft	0.00	347.20	DFT0001582
2270	PGE	10/10/2019	Bank Draft	0.00	830.53	DFT0001583
2270	PGE	10/10/2019	Bank Draft	0.00	43.66	DFT0001584
2270	PGE	10/10/2019	Bank Draft	0.00	23.61	DFT0001585
2270	PGE	10/10/2019	Bank Draft	0.00	211.44	DFT0001586
2270	PGE	10/10/2019	Bank Draft	0.00	1,596.17	DFT0001587
2270	PGE	10/10/2019	Bank Draft	0.00	22.49	DFT0001588
2270	PGE	10/10/2019	Bank Draft	0.00	20.94	DFT0001589
2270	PGE	10/10/2019	Bank Draft	0.00	1,183.91	DFT0001590
2270	PGE	10/10/2019	Bank Draft	0.00	23.61	DFT0001591
2270	PGE	10/10/2019	Bank Draft	0.00	3,745.90	DFT0001592
2704	STERICYCLE COMMUNICATION SOLUTIONS	10/17/2019	Bank Draft	0.00	132.14	DFT0001593
1390	ALLSTREAM	10/24/2019	Bank Draft	0.00	445.38	DFT0001594
1120	FRONTIER	10/24/2019	Bank Draft	0.00	75.98	DFT0001595
1710	MILLER NASH GRAHAM & DUNN LLP	10/24/2019	Bank Draft	0.00	2,002.00	DFT0001596
1920	NW NATURAL	10/24/2019	Bank Draft	0.00	33.22	DFT0001597
1920	NW NATURAL	10/24/2019	Bank Draft	0.00	225.92	DFT0001598
2942	TYLER TECHNOLOGIES INC	10/24/2019	Bank Draft	0.00	9.10	DFT0001599
0920	CIS TRUST	10/30/2019	Bank Draft	0.00	14,236.90	DFT0001601
1358	ICMA	10/30/2019	Bank Draft	0.00	1,500.00	DFT0001602
1880	NATIONWIDE RETIREMENT SOL.	10/30/2019	Bank Draft	0.00	900.00	DFT0001603
2200	OREGON PERS	10/30/2019	Bank Draft	0.00	13,970.83	DFT0001604
10107	RIVERVIEW CC - CA	10/31/2019	Bank Draft	0.00	1,804.57	DFT0001605
10108	RIVERVIEW CC - FD	10/31/2019	Bank Draft	0.00	1,582.78	DFT0001606

Check Report

Date Range: 10/01/2019 - 10/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
10109	RIVERVIEW CC - HR	10/31/2019	Bank Draft	0.00	639.22	DFT0001607
10176	RIVERVIEW CC - OPS	10/31/2019	Bank Draft	0.00	892.92	DFT0001608
10110	RIVERVIEW CC - PW	10/31/2019	Bank Draft	0.00	2,266.78	DFT0001609

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	182	80	0.00	431,336.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	0.00
Bank Drafts	105	32	0.00	50,005.81
EFT's	0	0	0.00	0.00
	287	118	0.00	481,341.90

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	182	80	0.00	431,336.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	0.00
Bank Drafts	105	32	0.00	50,005.81
EFT's	0	0	0.00	0.00
	287	118	0.00	481,341.90

Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	10/2019	481,341.90
			481,341.90



City Council Agenda Item Staff Report

Meeting Date: November 12, 2019

TO: Mayor and Councilors

FROM: Bill Peterson: City Manager

Authored by: Greg Dirks: HR/Records Manager

DATE: November 4, 2019

SUBJECT: Resolution 55-2019 IGA with the City of Gresham for Solid Waste Management

Requested Council Action

Review and approve Resolution 55-2019 authorizing the City Manager to sign and execute the intergovernmental agreement with the City of Gresham for Solid Waste and Recycling Services.

Background

The City has partnered with the City of Gresham for solid waste management since 1990. The City entered into a formal intergovernmental agreement (IGA) in 1992 and was in place until 2013. Until 2008, Waste Management through the now defunct Haulers Association had been paying an allocation of franchise fees to Gresham to support the solid waste management services to the City. Gresham continued to provide the annual reporting service to Metro despite the loss of revenue and collected education and outreach fees from Metro to support that service. A letter agreement was developed in 2016, that went through fiscal year 2017. The letter agreement provided for the completion of the annual plan and report, as well as technical assistance and outreach to businesses. The agreement also explicitly stated that Gresham may receive Metro funding on the City's behalf.

While the letter agreement expired on July 1, 2017, the City of Gresham has still been providing technical assistance and completing the annual solid waste report and plan. The City of Gresham receives approximately \$1,800 a year on our behalf from Metro to undertake the basic education and reporting requirements. The requirements of Metro's 2030 Solid Waste Management Plan plus the commercial food waste recycling program add additional elements of municipal solid waste management for the City. The City of Gresham is willing to continue to manage the City's solid waste compliance, and the increased tasks and responsibilities under the plan require funding from the City. The approach with the IGA is to create a framework in which overtime could result in an East County Solid Waste Cooperative. The solid waste cooperative approach is used in both Clackamas and Washington counties.

The IGA outlines the roles and responsibilities of the City and Gresham. The base agreement was based off the long-standing IGA and has been updated to include language regarding the additional reporting, outreach, and compliance requirements. The agreement is for a five (5) year period ending June 30, 2024.

Next Steps

If approved, the City of Gresham staff will work with City staff on compliance, outreach, and reporting requirements as outlined in the agreement. The agreement covers mandatory reporting and outreach requirements from Metro and DEQ.

Alternatives

The City Council can request a presentation from City of Gresham Solid Waste staff on the specifics of the agreement, as well as the annual reporting and plan requirements which includes targeted outreach, education, and verification of recycling services and solid waste management in businesses and multi-family complexes.

The City Council can also elect not to approve an IGA, and direct that staff complete the annual plan and report in-house. City staff currently lacks the time and resources to take on the plan and report, which includes targeted outreach, education, and verification of recycling services and solid waste management in businesses and multi-family complexes. The cost of additional support would exceed the IGA amount in any given year.

The Council can request additional items be included in the draft IGA or specific revisions to the IGA.

The staff recommendation is to approve resolution 55-2019 authorizing the City Manager to sign and execute the IGA with the City of Gresham.

Fiscal Impact

The agreement has an initial cost of \$7,500 which will be pro-rated for the first year. There is a three percent (3%) escalator for each year thereafter, with a total IGA cost of \$39,818 over the five-year period. The franchise fees from Waste Management for FY 2019-20 are estimated to be \$40,000. These fees are a General Fund revenue source that help support public safety and parks and recreation expenses. The allocation of funds towards solid waste management will reduce the capacity of the General Fund for these purposes. The City does not have the staff capacity to complete the current and pending solid waste management activities, and non-compliance could result in the loss of Metro funding and grants, as well as possible state sanctions. While the funds reduce the overall General Fund capacity, it is the most cost-effective solution to continue to remain in compliance with solid waste regulations.

City Goal

The creation and approval of a solid waste management intergovernmental agreement with the City of Gresham helps achieve the following City Goals:

Goal 6: Effective local, state, and regional partnerships

Goal 7: Environmental responsibility

Suggested Motions

"I move to approve Resolution 55-2019 authorizing the City Manager to sign and execute the IGA with the City of Gresham for Solid Waste and Recycling Services."

Resolution Number 55-2019

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF GRESHAM TO PROVIDE FOR COMPLIANCE WITH STATE AND REGIONAL REQUIREMENTS FOR SOLID WASTE AND RECYCLING

WHEREAS:

1. The Wood Village City Council is desirous of obtaining intergovernmental support from the City of Gresham to assure compliance with the requirements for solid waste, and
2. The Oregon Statutes, and the Department of Environmental Quality call for specific actions by local governments to comply with the opportunity to recycle act and the administrative rules tied to compliance with the law, and
3. The Regional Solid Waste Management Plan (RSWMP) is adopted by the Regional Solid Waste Planning Authority, in this case Metro, and
4. RSWMP has requirements that are supplemental to the provisions of the Oregon Law, assuring progressive compliance with the regional solid waste management system.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wood Village that the City Manager is authorized to enter into the agreement attached hereto and identified as "Attachment A" to assure compliance with solid waste requirements. The agreement with the City of Gresham is for five (5) years with a financial commitment from the City of Wood Village.

Moved to approve by _____; seconded by _____ and adopted this 12th day of November 2019.

YEAS _____ NAYS _____

T. SCOTT HARDEN
MAYOR

ATTEST:

GREG DIRKS
CITY RECORDER

**INTERGOVERNMENTAL AGREEMENT
FOR SOLID WASTE/RECYCLING SERVICES BETWEEN GRESHAM
AND WOOD VILLAGE**

THIS AGREEMENT is between the City of Gresham (Gresham) and the City of Wood Village (Wood Village), both municipal corporations of the State of Oregon.

INTRODUCTION

- a. ORS 459.017 states that local governments have primary responsibility for local solid waste management planning.
- b. ORS Chapter 190 and ORS 459.065(1)(b) authorize Gresham and Wood Village to enter into intergovernmental cooperation agreements for joint preparation or implementation of a Local Government Annual Waste Reduction Work Plan.
- c. Pursuant to ORS Chapter 268, ORS Chapter 459 and related administrative rules, the Metropolitan Service District (Metro) has established a Regional Waste Plan, including a contamination reduction education plan element.
- d. The Regional Waste Plan identifies specific waste reduction programs for local governments and Metro to implement.
- e. The Regional Waste Plan requires local governments to adopt a work program annually. The Local Government Annual Waste Reduction Work Program establishes minimum requirements for these work programs and provides that local governments may work cooperatively with each other if intergovernmental agreements documenting cooperative arrangements are submitted with the local government program.
- f. The requirements of the Local Government Annual Waste Reduction Work Plan include various programs and activities to reach waste reduction goals established in the Regional Waste Plan and by the Oregon legislature.
- g. Wood Village wishes to coordinate with Gresham for the development, implementation, and administration of the Local Government Annual Waste Reduction Work Plan and associated activities.
- h. Advantages of a cooperative program include:
 1. The franchised solid waste hauler in Wood Village also services customers in Gresham. Cooperative programs will allow the hauler to provide more efficient and cost-effective programs.
 2. Uniform education and promotion programs for the two cities are less confusing to customers.

3. Redundancy of administrative efforts and services is eliminated. Program money is used in a more cost-effective manner.
 - i. On July 1, 2003, the parties renewed the agreement for administration of the Annual Waste Plan and expired June 30, 2008. Now the parties desire to enter into a new agreement.
 - j. The purposes of this agreement are to document the cooperative arrangements between Gresham and Wood Village, Gresham's duties as administrator of the Local Government Annual Waste Reduction Work Plan, and Wood Village's duties as a participant in the work plan. This agreement also provides a structure for a continuing working relationship between the cities, and hopes to encourage a regional cooperative program.

THEREFORE THE CITY OF WOOD VILLAGE AGREES TO:

1. Participate in a cooperative effort with the City of Gresham to develop and implement a Local Government Annual Waste Reduction Work Plan and associated solid waste activities including the Business Food Waste Requirement, and the 2030 Regional Solid Waste Plan
2. Authorize Gresham to receive allocated funding from Metro on behalf of Wood Village to support the implementation of the Local Government Annual Regional Waste Plan and submit a final report.
3. Pay Gresham for the scope of this agreement, as outlined below. Budgeted funds for years two (2) through five (5) require approval by the Budget Committee and adoption by the City Council each year. Year 1 will be pro-rated based on the time remaining in FY 2019-20 when the agreement is executed. All other costs are due to Gresham within 30 days of being invoiced each July assuming the funding was approved.

Year 1	\$7,500
Year 2	\$7,725
Year 3	\$7,957
Year 4	\$8,195
Year 5	\$8,441

4. Be responsible for establishing solid waste collection rates that support waste reduction and recycling programs approved by the Wood Village City Council and allow a reasonable return to licensed solid waste collection haulers based on local rate review standards.

5. Retain authority to review hauler costs and to perform audits of hauler financial records.
6. Undertake annual program tasks that are internal in nature, such as meeting the Business Recycling Requirement and procurement of recycled-content products.
7. Be responsible for the enforcement, update of solid waste reduction plan standards with respect to the solid waste collection municipal codes, zoning and development codes, and licensees within Wood Village's jurisdiction.
8. Be responsible for licensing solid waste haulers within Wood Village's jurisdiction.
9. May appoint a representative to serve on a task force or work group for recycling or solid waste management issues that fall under the scope of this intergovernmental agreement between the two cities.
10. Defend, hold harmless and indemnify Gresham against liability for damage to life or property arising from Wood Village's negligent activity under this agreement, including, but not limited to, settlements, judgments, costs and attorney's fees.

THEREFORE, THE CITY OF GRESHAM AGREES TO:

- A. Local Government Annual Waste Reduction Work Plan
 1. Develop, implement, and report the elements of the Local Government Annual Waste Reduction Work Plan and associated activities including the Business Food Waste Requirement, and the 2030 Regional Solid Waste Plan.
 2. Meet or exceed any local or regional deadlines on behalf of the two cities.
 3. Perform work requiring technical expertise, including plan development, data compilation, report writing, program coordination, technical advice to participating governments and businesses, and general information to the public.
 4. Work with the licensed haulers to obtain information necessary for planning programs for residential, multi-family, commercial and school customers, and for special events.
 5. Perform work requiring coordination with Metro, DEQ and other agencies, and represent the local governments before such agencies.

6. Provide Wood Village with articles and other outreach materials and resources that can be transmitted electronically or distributed online concerning waste reduction and recycling, including campaigns for contamination reduction for Wood Village to distribute to its citizens. Provide a cost-share or purchase option to Wood Village for other materials such as waste containers for local businesses and organizations.
7. Solicit input from Wood Village when developing the Local Government Annual Waste Reduction Work Plan and associated budget.
8. Present each year's Local Government Waste Reduction Work Plan for approval by the governing bodies of Gresham and Wood Village. The Plan shall provide the local governments with minimum waste recovery standards consistent with the Metro and state requirements. Any services or standards and the corresponding rate components that are higher than is required by Metro and the state shall be duly noted in the Plan. Individual local governments may impose higher standards for waste recovery.
9. Allow Wood Village to appoint one representative to serve on any task force or work group for recycling or solid waste management issues that fall under the scope of this intergovernmental agreement between the two cities. If a Wood Village representative is not available, Gresham shall provide a summary or update at least quarterly on regional or statewide solid waste matters and potential action items.
10. Gresham shall defend, hold harmless and indemnify Wood Village for damage to life or property arising from Gresham's negligent activity under this agreement, including, but not limited to, settlements, judgments, costs and attorneys' fees.

This agreement shall be in effect from July 1, 2019 until June 30, 2024, and may be amended upon the written agreement of both cities. The agreement may be terminated by either city after written notice of not less than one-hundred and twenty(120) days to the other city. The previous agreement between the parties for the period from July 1, 2003 to June 30, 2008 is repealed and superseded by this agreement.

CITY OF GRESHAM

CITY OF WOOD VILLAGE

Erik Kvarsten, City Manager

Greg Dirks, City Manager

Dated: _____

Dated: _____

APPROVED AS TO FORM:

City Attorney

City Attorney



City Council Agenda Item Staff Report

Meeting Date: November 12th, 2019

TO: Mayor and Councilors
FROM: Bill Peterson, City Manager
AUTHORED BY: Seth Reeser, Finance Director
DATE: November 5th, 2019
SUBJECT: **Public Employees Retirement System (PERS) Employer Incentive Fund (EIF) opportunity**

Requested Council Action: Provide direction to staff on Public Employees Retirement System (PERS) Employer Incentive Fund. The City will need to apply for potential State matching funds in December, with the understanding that until the actual appropriations in the budget for FY2020-21 are completed, the City could still determine not to proceed.

Background: PERS administers the City's retirement benefits for current and former employees. It determines for the city what the employer contribution rates on wages should be to meet current and future payment obligations. This rate is calculated as a percentage of salary and is updated every two years. Current PERS rates for the City are 20.02% for Tier 1 and 2 and 15.72% for OPSRP employees from 7/1/2019 to 6/30/2021.

A key driver of this rate is the Unfunded Actuarial Liability (UAL). This is the difference in assets our actuaries estimate we should have on hand versus what we actually have. In the most recent valuation, the UAL was \$935,891. For perspective, in FY2019 the City's cover payroll was \$898,478.

In the last legislative session as part of SB 1049, the State is offering an Employer Incentive Fund for qualified employers. The state will provide a 25% match to cash contributions made by employers to a side account to the greater of \$300,000 or 5% of an employer's UAL. For the City of Wood Village, 5% of our UAL is ~\$49,000, so the city can contribute up to \$300,000. The state would then match \$75,000, for a total contribution of \$375,000.

The benefit of doing this is that it will lower future PERS rates. If we had made this investment on in time to impact our 2019-2021 rates (and not been collared), our contribution rates for PERS would have dropped from 20.02% to 16.39%, which would have saved us \$34,010 this fiscal year. Now, the city would have had \$300,000 less in its LGIP account and at the current 2.50% rate, would have missed out on \$7,500 in interest revenue. The net savings would have been \$26,510 or a net return of 8.8% on the investment.

A few caveats, this is a simplified example of the actual impacts. We have two rates for PERS Tier1/2 and OPSRP. Additionally, the city's rate is currently collared, which means the actual rate is lower than what the actuary calculates it should be to get back to fully funded over a 20 year horizon.

Another way of look at this that PERS is “loaning” the city the money to back fill its UAL of \$935,891. The “interest” we pay on this loan is the long term investment rate PERS uses, 7.2%. PERS recovers this loan by increasing our employee rate we pay monthly on our payroll.

A big issue with any analysis for PERS is the many different variables that can change in two years. This makes identifying future savings nearly impossible to parse out such as:

- actual investment returns will not be 7.2% each year,
- the period of recovery will change next cycle from 20 to 22 years based on legislative changes,
- any change to PERS made by the legislature (some in SB1049 to redirect employee contributions are currently being litigated),
- the assumed rate of investment returns changes from 7.2% (it was 7.6% in 2016 and 8.0% prior to that).

However, using a point in time analysis which freezes all these factors shows a significant long term savings for the City by forgoing the 2.5% LGIP (LGIP for the period 2004 to 2019 averaged 1.6%) interest return to offset the 7.2% (PERS returns from 2004 to 2018 averaged 7.9%) assumed return rate baked into the employer rates we pay.

Below is a table of FY2019 beginning fund balances and anticipated contribution breakdown of the \$300,000.

	Beginning Fund Balance FY2019-20	Share of EIF	Cost share of EIF	% of BFB
General Fund	\$ 2,779,983	40%	\$120,000	4.3%
Streets	\$ 429,958	10%	\$ 30,000	7.0%
Water	\$ 948,958	25%	\$ 75,000	7.9%
Sewer	\$ 570,900	25%	\$ 75,000	13.1%
	\$ 4,729,799		\$300,000	

Applying for the program in December preserves the option for the City to have access to the state shared match of 25%, but does not obligation the funds. The City has some leeway once we apply for this program of when we deposit the funds and receive rate relief from PERS. Since the anticipated rate increase will peak in three to four biennium, staff recommends appropriating the funds as part of the FY2020-21 budget process and making the contribution before the deadline in August 2020.

Next Steps: Provide direction to staff on:

1. whether to submit an application for participation in the program,
2. timing of a contribution,
3. and the amount of a contribution.

City Council Goals:

Participation in the EIF program will smooth PERS rate impacts and defray long term payroll expenses. This directly serves City Council Goal 3: High Quality, cost-effective public utilities, parks and events.

Alternatives & Fiscal Impact:

1. No Action.
2. Invest less than matching maximum
3. Invest max for state match (\$300,000).
4. Invest more than matching limit.

Recommendation and Action

The staff is split on the potential benefits of the action. The return on investment is great, but the potential to actually lower the rates that impact the City is not assured.



City Council Agenda Item Staff Report

Meeting Date: November 12, 2019

TO: Mayor and Councilors

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

DATE: November 1, 2019

SUBJECT: Community Base Broadband Study Update

Requested Council Action

No specific action is requested, the report is for informational purposes.

Background

The City Council first discussed the idea of a municipal broadband network at its retreat in early 2018. The item was then added to the 2018-19 Annual Performance Plan in terms of conducting a feasibility analysis. Shortly after the adoption of the 2018-19 APP, a non-profit group was formed called Municipal Broadband PDX. This group presented to the Council at its July 17, 2018 meeting, and discussed the idea of a county-wide feasibility study. Multnomah County then took the lead of the initiative and invited other municipal jurisdictions to join the process. The feasibility group consists of Multnomah County, and the cities of Portland, Gresham, Troutdale, Fairview, and Wood Village. The IGA with Multnomah County was approved by the City Council on June 27th, and all parties had executed the agreement by September 2019.

The County, through its procurement process has hired CTC Technology and Energy to conduct the feasibility analysis and the main elements of the scope of work include:

- Task 1: Assess Agencies' current network capabilities & existing infrastructure
- Task 2: Assess broadband service options
- Task 3: Assess public broadband needs
- Task 4: Conduct stakeholder outreach
- Task 5: Conduct market research
- Task 6: Assess potential for regional effort
- Task 7: Engage potential providers
- Task 8: Design technical solutions
- Task 9: Recommend business models
- Task 10: Model financial parameters
- Task 11: Address lifecycle issues for infrastructure & technologies

Tasks 1 and 2 will be done for each municipality. The other remaining items will be completed with some municipal data and is being conducted to get at a county-wide level assessment. A kick-off meeting occurred on October 23rd, and work is now underway to complete the scope. A mid-point check-in is tentatively planned for February 2020, with the full project and report

completed by the end of the current fiscal year. It is worth noting that this is the largest study known to exist for a publicly owned broadband system in America.

Multnomah County staff and CTC is well aware of the City's desire to obtain enough City specific data to come up with its own plan and recommendations on a municipally owned broadband system. We have been advised to check in at the mid-point to review the data collected and to select the best option(s) in moving forward with City-specific information.

Next Steps

Staff is participating with the data collection process and is an active participant in the study.

Fiscal Impact

The total cost of the contract is \$233,200. The City's share of the project is \$10,000. The City has \$40,000 in the budget for the FY 2019-20 year. That leaves \$30,000 to obtain additional data from CTC.

The full cost share of the study is:

Multnomah County: \$150,000

City of Gresham: \$39,000

City of Portland: \$25,000

City of Wood Village: \$10,000

City of Troutdale: \$5,850

City of Fairview: \$3,350

City Goal

The participation and completion of a municipal data or broadband network helps achieve City Goal 3: High quality, cost effective public utilities, parks, and events.

Suggested Motions

No motion is suggested, the report is for informational purposes.



City Council Agenda Item Staff Report

Meeting Date: November 12, 2019

TO: Mayor and Councilors
FROM: Bill Peterson: City Manager
Authored by: Greg Dirks: HR/Records Manager
DATE: November 4, 2019
SUBJECT: Pumpkin Fest Event Recap

Requested Council Action

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

Background

The fourth annual Great Pumpkin Fest occurred on Saturday, October 26th. The event was held at the Donald Robertson Park, and the hours were 12-4pm. The event featured 15 carved pumpkins from the SUN program at Walt Morey Middle School, over 200 pumpkins for open carving, free family activities from 2-4pm, pumpkin bowling, a pumpkin pie bake off, pumpkin pie eating contest, an Aztec dance performance, Día de los Muertos activities, a pumpkin trebuchet, costume recognition, and the pumpkin roll. The free family activities were sponsored and hosted by Emilio Inc. and included games and snacks. The Día de los Muertos activities were put on by Play EAST recreation. Play EAST also arranged for a Hispanic dance performance as well. Attendance for the event was estimated around 1,000 guests, which is the largest crowd yet for this event.

Students from the Oregon Trail Academy provided volunteer assistance at the event by helping with setup, helping guests, overseeing the pumpkin bowling, and cleanup activities after the event. Their help was greatly appreciated, and we will need to consider adding more personnel for setup, operations, and cleanup as the event continues to grow. City staff also helped during the event by overseeing the trebuchet.

The Rotary Club of the West Columbia Gorge sold snacks and beverages. The club broke even with the event, and other food options may not be viable until the City Hall facility is located at the park where there will be kitchen facilities.

Next Steps

Staff was able to add elements to this year's event including Día de los Muertos activities and the pumpkin trebuchet. The added elements were based off comments and feedback from previous events. As the event continues to grow, items such as the number of pumpkins and size of the event area will need to be adjusted.

Alternatives

Ideas and feedback will be used to develop the event for next year.

Fiscal Impact

The budget for this event was \$6,000, and we spent \$6,458.00. There was a one-time cost of \$1,500 for the trebuchet, which will be much less in future years as only minor modifications/repairs will be needed moving forward. While there were no direct financial partners for this event, we received in-kind support from Emilio Inc., Play EAST, and the Party Place. We also have financial support from our community partners: Platinum Member – Advanced Metal and Wire; Platinum Member – Walmart; and Bronze Member – The Confederated Tribes of the Grand Ronde.

A breakdown of costs is as follows:

Item	Cost
40x80Tent	\$1,917.00
Tent Walls	\$405.00
Lighting (400 Watt)	\$230.00
Chairs	\$146.00
delivery	\$115.00
Tables	\$108.00
Pumpkins	\$683.00
Supplies	\$918.00
Banners	\$250.00
Straw	\$120.00
Popcorn	\$66.00
Trebuchet	\$1,500.00
Total	\$6,458.00

Supplies under the supply category include:

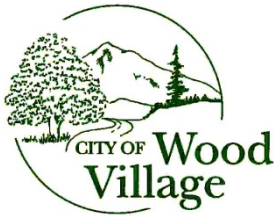
prizes	\$100.00
carving kits	\$225.00
Tables Covers	\$12.00
Pies/cupcakes	\$104.00
General Supplies	\$99.00
Candy for Costumes	\$42.00
Power box	\$36.00
Dancers	\$200.00
Decorations	\$100.00
Total	\$918.00

City Goal

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

Suggested Motions

No motion is suggested.



City Council Agenda Item Staff Report

Meeting Date: November 12, 2019

TO: Mayor and City Council
Authored By: Greg Dirks: HR/Records Manager
FROM: Bill Peterson, City Manager
DATE: November 1, 2019
SUBJECT: City Council Retreat

Council Discussion Item

Review and discuss the plan for the 2020 Council Retreat. Decisions that are requested include: date, location, facilitation, and main topics of discussion.

Background

The City Council has had a retreat every year since 2011. The primary purpose of the retreat has been to communicate budget projections, facility master plans, ongoing projects, and to help structure the up coming year's Annual Performance Plan, which impacts budget development. Some retreats have also had a teambuilding or communication/decision making skill building component, which has had mixed success.

This year's retreat will have a new Councilor as well as a new City Manager and Management Team. While previous teambuilding and similar activities have been less than optimal in the past, it might be worth having a discussion or retreat topic that has a teambuilding or communication component. Typical retreat topic agenda items include:

- Discussion/Review of the mission, motto and goals.
- Recap the accomplishments of the past year, and the challenges and opportunities in the year ahead.
- Five-year Financial Projection
- Update on the Master Plans
- Active work on the items to consider in the Annual Performance Plan

For the last several years, the location of the retreat has been the City Hall facility. The current City Hall Council Chambers can accommodate the event, or alternative locations can be suggested. If City Hall is selected, we would again bring in other furniture to create a more relaxing and inviting environment.

The Council has also relied on a facilitator to help guide the retreat. Last year the facilitator was Mike Abate, who conducted the entire session including pre-work with the Council on the development of the Annual Performance Plan. It is recommended that a facilitator be used for at least the Annual Performance Plan portion of the retreat, and for any team building/communication exercise that may be chosen. Mike Abate is willing to help facilitate again this year.

Lastly, the retreat has often occurred in early to mid-February, usually around President's Day weekend. Councilor Miner is unavailable February 17-29 this year. Possible dates include February 1st or 8th, and additional dates can be discussed at the Council meeting.

Next Steps

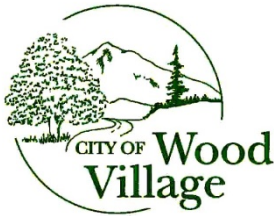
Staff will develop and execute the annual retreat as directed by the Mayor and City Council.

Fiscal Impact

There is \$7,500 in the budget this year for the Council retreat. Last year's retreat expenses were \$5,825 with \$5,600 for the facilitation.

Recommendation and Motion

This is a request for direction on the annual retreat event, and no specific motion is suggested.



Authorizing Contract for Owner's Representative; City Hall Project

City Council Agenda Item Staff Report

Meeting Date: November 12, 2019

TO: Mayor and City Council
FROM: Bill Peterson, City Manager
DATE: November 5, 2019

SUBJECT: Owner's Representative; City Hall Project

Requested Action

Approve Resolution Number 56-2019 authorizing a contract with Bill Peterson as the Owner's Representative for the City Hall construction project.

Background

Manager Peterson is retiring November 21, 2019. He has offered to continue on a limited basis, with hourly compensation, as the Owner's Representative in the construction of the City Hall project. The use of an Owner's Representative is not a required function on a project like this City Hall, as the project is not complex or very large, however, it is a major undertaking for this local government, and having an individual dedicated to the management of the contracts, construction, budget and issues surrounding the project as the representative of the City is recommended to the City Council.

The contract is attached. The terms of the contract are as follows:

1. Term: November to the occupancy of the New City Hall (probably January 2021)
2. Compensation: Hourly at \$75.00 per hour with a limit of half time
3. Duties: Represent Owner and exercise decision making as delegated by the current AIA documents and agreements
4. Benefits: None, hourly with no benefits except statutory sick leave
5. Expenses: Reimbursed as incurred, only with advance authorization.

Fiscal Impact

The current municipal building budget does not include an allocation for an Owner's Representative. The anticipated cost is estimated to involve about 40 hours monthly (about 10 hours a week average) for 14 months, a total of \$42,000. The actual costs will be determined by the number of hours actually worked.

City Council Goals Impacted

This action will impact the following City Council goals:

- GOAL 1: A safe, clean, livable community with a sense of pride and strong identity.
GOAL 3: High Quality, cost-effective public utilities, parks and events.
GOAL 4: Long-term financial stability, economic vitality and growth.

Recommendation and Motion

It is recommended the Resolution be adopted. The proposed motion is as follows:

I move to adopt resolution number 56-2019 authorizing a contract with Bill Peterson as Owner's Representative for the City Hall project.

RESOLUTION NUMBER 56-2019

A RESOLUTION AUTHORIZING THE CREATION OF A PART TIME POSITION IN THE MUNICIPAL BUILDING FUND AND A CONTRACT WITH BILL PETERSON AS OWNER'S REPRESENTATIVE FOR THE NEW CITY HALL PROJECT

WHEREAS:

1. The City of Wood Village is in process of designing and building a New City Hall, and
2. Bill Peterson, former City Manager, has expressed a willingness to function as the owner's representative in the project, and
3. The City Council had determined that having an Owner's Representative that will routinely represent the City interests during all design and construction issues in the pending project, and
4. Mr. Peterson has a unique understanding of the status of the financing, construction and design of the building and the proposed construction, and
5. City Manager designate Greg Dirks has agreed that having Peterson as an Owner's Representative would be a positive assistance to him and his staff, and
6. The City Council is desirous of assuring this project is successful and having a representative on the project.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Wood Village that the City Council authorizes the addition of a part time position in the Municipal Building Fund for the position of owners representative, and

BE IT FURTHER RESOLVED, that Bill Peterson is offered a contract as identified in Exhibit A to this Resolution to fill that position.

Motion to approve by _____; seconded by _____ and adopted this 12th day of November, 2019.

Yea _____ Nay _____

T. Scott Harden, Mayor

ATTEST:

Greg Dirks, HR/Records

Exhibit A
**Employment Agreement Between
The City of Wood Village and William A. Peterson, Jr.**

This employment agreement is made and entered into as of 22 day of November, 2019, and effective immediately, between the City of Wood Village, a municipal corporation of the State of Oregon ("City"), and William A. Peterson, Jr. (Peterson), collectively the "Parties".

RECITALS:

- A. Peterson retired as City Manager on November 21, 2019.
- B. City desires to continue to employ Peterson for a period to function as the Owner's Representative to the design and construction team for the construction of a Wood Village City Hall.
- B. City and Peterson believe that a written employment agreement ("Agreement") is necessary to specifically describe their relationship and to serve as a basis of effective communication between them as they fulfill the duty to effectively manage and control the design and construction of a New City Hall in Wood Village.

AGREEMENT

In consideration of the mutual promises contained herein, City hereby employs Peterson on a part time basis as the Owner's Representative to the design and construction teams focused on the construction of the New City Hall, and Peterson hereby accepts such employment subject to the following terms or conditions:

Section 1. Term. This Agreement will take effect as of November 22, 2019, and will, subject to the termination provisions provided herein, remain in effect through the completion and occupancy of the New City Hall.

Section 2. Compensation. City will pay Peterson a salary an hourly rate of \$75.00 per hour. Peterson will provide time cards and a separate written statement to City itemizing her hours spent working for each monthly period ending on the 20th of each month. Time records and written statements shall identify the number of compensable hours that will be compensated through the payroll process. Compensation in any one month may not exceed a half time equivalent of \$5,365.

Section 3. Duties. Peterson shall function as the Owner's Representative (OR) for the design and construction of the New City Hall in Wood Village. The position will provide direct communication on behalf of the City of Wood Village as Owner of the building and the design and construction teams for the building of the facility. The OR will provide direction and make decisions on behalf of the City to the extent directed by the City Manager, representing the City Council direction for the project. Duties will include providing detailed updates to the City Manager and the Management team, attending design and construction meetings as required, providing financial status and updates to the City Manager and City Council, functioning to bargain issues with the architect and general contractor on behalf of the owner, and providing all necessary interaction on behalf of the owner identified in the contractual agreements structured by the AIA documents with the Architect, and with the CM/GC on the project. Peterson shall specifically assure at least weekly updates identifying the progress, problems, and pending decisions for the project.

Section 4. Evaluation. By the beginning of each fiscal year (prior to July 1, of each year), The City Manager and Peterson will meet for the purpose of evaluation of the performance of Peterson and expressing recommendations and observations on how such performance may be improved.

Section 5. Work Year/Compliance with PERS Limitation.

- a. Impact of PERS Retirement. City understands that Peterson is retired from the Public Employees Retirement System (PERS). His employment under this Agreement will be subject to Oregon statute, however, there are no limitations on the total hours of employment created by this constraint.
- b. Maximum Potential Liability. Under no circumstances will Peterson work a schedule that creates a liability for payment in excess of \$5,365 per month, or \$64,300 annually. The City Manager shall establish the maximum number of hours permitted for billing in any period, and Peterson will inform the City Manager of any constraints of difficulties that may be encountered in assuring the limitations can be met.
- c. Public Interest. Peterson has a unique knowledge and understanding of the City of Wood Village as the former City Manager, and, notwithstanding any PERS retirement limitations, the City finds that

employment of Peterson is in the public interest. Peterson is ideally situated to provide the duties of OR for this project.

d. Leaves. Peterson shall not accrue vacation or sick leave, nor be entitled to any paid holidays, except for the statutory sick leave accrual requirement.

Section 6. Fringe Benefits. Peterson will be not be entitled to any fringe benefits other than required tax withholdings as paid by the City.

Section 7. Expenses.

a. Generally. City will reimburse Peterson according to City policy for incidental expenses necessary for the operation of City.

b. Membership Expenses. None

Section 8. Termination of Employment Agreement. This Agreement may be terminated by any of the following methods:

a. Termination of Agreement by City Manager. The City Manager may terminate this Agreement for any reason upon Thirty (30) days' written notice to Peterson. Peterson will be paid for hours actually worked prior to termination of the Agreement.

c. Termination at the Request of Peterson. Peterson may resign from the position of Owner's Representative and terminate this Agreement at any time by giving the City Manager at least 30 days' advance written notice of termination by resignation. Such resignation will be accepted by City Manager. Peterson will be paid for hours actually worked prior to termination of the Agreement.

Section 9. Applicable Law. This Agreement is subject to all applicable laws of the State of Oregon, and rules, regulations, and policies of City, all of which are made a part of the terms and conditions of this Agreement as though set forth herein.

Section 10. Entire Agreement; Modification. This Agreement supersedes and replaces all prior Agreements and understandings between the Parties. The Parties may, during the term of this Agreement, mutually agree to modify any of its terms and or extend the Agreement. Any modifications will be in writing, signed by both parties, and attached to this document.

Section 11. Notices. Notices under this Agreement will be given to Peterson at 21618 Ella Lane, Fairview, OR, 97024, and to the City Manager at the City office, 23335 NE Halsey, Wood Village, OR 97060.

IN WITNESS WHEREOF, CITY, pursuant to the authority of the City Manager, has caused two originals of this Agreement to be signed in the name of City by the City Manager. Peterson, acting in his own interest, has determined to sign this agreement. The agreement shall be in full force an effect from and after November 21, 2019, until modified or terminated as provided.

<p>CITY MANAGER</p> <hr/> <p>Greg Dirks Date: _____</p>	<p>Owner's Representative</p> <hr/> <p>William A. Peterson, Jr Date: _____</p>
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City Council Agenda Item Staff Report

Meeting Date: November 12, 2019

TO: Mayor and Councilors

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

DATE: November 5, 2019

SUBJECT: Resolution 57-2019: Acknowledgment of Service

Requested Council Action

Review and approve Resolution 57-2019 acknowledging the service of William A. Peterson Jr. to the City of Wood Village.

Background

William A. Peterson Jr., otherwise known as Bill, has been serving as a City Manager in various communities for over 40 years before coming to Wood Village on January 18, 2011. Bill first started his career in Wyoming before coming to Oregon where he served in Hermiston and Grants Pass before coming to Wood Village. Bill has helped take the City of Wood Village from a good local government agency to an exceptional agency. Bill implemented several internal processes and programs, as well as a large number of community-oriented programs that have taken the organization and community to the next level.

In Bill's first full year with the organization he implemented an annual retreat program with the City Council. The retreat was designed to go over long-term budget items and projections, review pending large projects, start the development of the annual workplan, and enable the City Council to have open discussions about topics of their choice. The City Council retreat has been an annual activity ever since and has increased the level of trust between the elected officials and the executive team. The retreat has also enabled a strong connection between the annual performance plan and the City's budget.

Bill spearheaded the effort to update all the City's infrastructure master plans including Water, Wastewater, Streets, and Storm Sewer. Bill prioritized the update of all master plans and was able to have the City Council and Budget Committee allocate the resources needed to update all plans an infrastructure. Bill also lead and oversaw the effort to update the Master Plan and zoning regulations for the City's Town Center. This two-year long effort included the single largest public outreach effort in the City's history. The outreach methods included personalized meetings with marginalized community members, online engagement, and direct involvement with key stakeholders. The result of the initiative was an updated plan which will serve the community for the next decade.

Bill lead the effort to sell the City Hall site for redevelopment. This initiative had been undertaken in the past but was unsuccessful. Bill's work included the partnership with a quality

developer, a fair price for the land, and a \$40 million development which will shape the look of the City for decades to come. Bill took the lead on this effort, which took over two years to complete. Items that had to be completed included a rezone, four separate access easements, utility relocation, adjacent parcel acquisition, and a wetlands determination by the Army Corp of Engineers. In all, Bill's work enabled the project to move forward and is now under development.

Bill took over the City's Urban Renewal Agency during the peak of the recession. At that time, the assessed value was less than the established frozen base and the agency was not receiving any revenues. Bill worked to keep the agency relevant by engaging board members, community members, and other stakeholders. The Urban Renewal Agency now has an updated boundary and plan which better reflects the overall goals and values of the community. Several key projects are now financed and underway.

Bill has been an active participant and champion of the Main Streets on Halsey initiative. This program and project which not only serves Wood Village, but the communities of Troutdale and Fairview aims to shape and create a unified destination corridor through the three cities. Bill has applied for and received community grants on behalf of the program and has taken the lead in many of the planning related projects for the corridor.

It is impossible to know or even capture all the impacts that Bill has had in various communities and organizations throughout his tenure. Bill's dedication to public service exemplifies the integrity, dedication, and skills that are most highly prized by local government professionals. His accomplishments and efforts at the City of Wood Village, regional and state-wide organizations, and the other communities in which he has served are truly inspirational. Bill's career and especially his efforts at the City of Wood Village are indeed examples for all those in public service. A successful city is not necessarily the most prosperous or the one with the most resources; instead, a successful city is the one that adapts to change and keeps all community members meaningfully engaged, informed, and provided with high-quality cost-effective services. Bill has led Wood Village to great successes over the years through the collaboration with elected and appointed officials, the public, community stakeholders, and staff. The lasting improvements that Bill has been able to initiate and implement in Wood Village will last for generations, and the City, community, and organization are all better because he was here.

Next Steps

A drop-in reception has been scheduled for November 19th from 3-6pm at Bumpers in Fairview. Bill's last day as City Manager is scheduled for November 20th. Bill will still be involved in the construction of the new City Hall facility as the owner's representative and has volunteered on a number of regional or other local boards.

Alternatives

Bill has selected his final date as City Manager for November 20, 2019. While that cannot be adjusted, the arrangements and specifics for his send off can be revised.

Fiscal Impact

It is planned to provide Bill with a gift, and the cost is estimated at \$700. Light refreshments will be served at his reception, with the cost estimated at about \$500.

City Goal

Bill has helped achieve each City goal during his time with the City, and honoring his service helps achieve Goal 5: A work environment that that develops and encourages employees, rewards their creativity and innovation.

Suggested Motions

“I move to approve Resolution 57-2019 Acknowledging and celebrating William A. Peterson Jr’s service to the City of Wood Village.”

RESOLUTION 57-2019

A RESOLUTION ACKNOWLEDGING AND CELEBRATING THE SERVICE OF WILLIAM A. PETERSON JR. TO THE CITY OF WOOD VILLAGE

WHEREAS:

1. The City of Wood Village appointed William A. Peterson Jr. as the City Manager effective January 18, 2018, and
2. During his time serving Wood Village William A. Peterson Jr. enhanced the service level of the organization and provided for a professional and effective team, and
3. William A. Peterson Jr. through the City Council initiated many projects and programs that will continue to serve the community into the future, and
4. William A. Peterson Jr's. service to the community is an example for all those in the public service, and what it means to truly serve and better a community.

NOW, THEREFORE, be it resolved by the common council of the City of Wood Village that William A. Peterson Jr. is recognized and honored for his service to the City of Wood Village, its residents, businesses and guests. May your enthusiasm, inspiration, and spirit on live on in the growth and development of the community. We wish you a long and fruitful retirement

BE IT FURTHER RESOLVED, that the common council of the City of Wood Village also recognizes William A. Peterson Jr's. family including spouse Lari, and children Jeff, Tim, and Aubrey; for the City's successes were also built upon their sacrifices of sharing in the precious resource of time.

Motion to adopt by Councilor _____ seconded by Councilor _____ and adopted this 12th day of November, 2019, with the following vote.

AYE _____

NAY _____

T. Scott Harden, Mayor

ATTEST:

Greg Dirks
City Recorder