

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

**6:00 P.M. PLEDGE OF ALLEGIANCE**

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. Consent Calendar:
  - a. [Review of bills paid in October, 2018](#)
  - b. Contracts \$2,500 - \$50,000
    - Measure Tech – 223<sup>rd</sup> Flodar Repair: \$2,537.83
  - c. City Council Minutes
    - [January 23, 2018](#)
    - [March 27, 2018](#)
    - [April 24, 2018](#)
    - [June 14, 2018](#)
    - [September 25, 2018](#)
    - [October 9, 2018](#)
4. Presentation: East Metro Economic Alliance – Jarvez Hall
5. Presentation: East Metro Community Media – Martin Jones
6. [Discussion: Single-Use Plastic Bags – Greg Dirks](#)
7. [Discussion: Pumpkin Fest Event Debrief – Greg Dirks](#)
8. [Finance Report – Seth Reeser](#)

**EXECUTIVE SESSION: 192.660(2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

**EXECUTIVE SESSION: 192.660(2) (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**

**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: Tuesday, November 29, 2018**



CITY OF WOOD VILLAGE

# Check Report

By Check Number

Date Range: 10/01/2018 - 10/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP River-AP Riverview Bank</b>						
0970	ADVANCE AUTO PARTS	10/04/2018	Regular	0.00	7.49	22656
0087	ALLWOOD RECYCLERS	10/04/2018	Regular	0.00	1,972.00	22657
0520	CITY OF GRESHAM	10/04/2018	Regular	0.00	115,711.91	22658
10104	DEANN RIGGS	10/04/2018	Regular	0.00	26.49	22659
0841	GREG F DIRKS	10/04/2018	Regular	0.00	199.37	22660
1571	LOWES COMPANIES, INC	10/04/2018	Regular	0.00	423.09	22661
	**Void**	10/04/2018	Regular	0.00	0.00	22662
1760	MOEN MACHINERY COMPANY	10/04/2018	Regular	0.00	578.16	22663
1775	MULTNOMAH CO. TREASURY	10/04/2018	Regular	0.00	3,585.45	22664
1910	NOLAN'S TIRE FACTORY	10/04/2018	Regular	0.00	169.71	22665
2210	PARKROSE HARDWARE	10/04/2018	Regular	0.00	32.99	22666
2236	PETTY CASH	10/04/2018	Regular	0.00	102.94	22667
10167	PLATINUM LANDSCAPE MAINT LLC	10/04/2018	Regular	0.00	175.00	22668
1056	PORTLAND WEB DESIGN	10/04/2018	Regular	0.00	110.00	22669
2850	TOTAL RENTAL CENTER	10/04/2018	Regular	0.00	45.65	22670
10018	ULTRA PLAY SYSTEMS INC	10/04/2018	Regular	0.00	885.63	22671
2890	UNITED FIRE, HEALTH, & SAFETY	10/04/2018	Regular	0.00	453.00	22672
2235	WILLIAM PETERSON, JR.	10/04/2018	Regular	0.00	159.22	22673
10152	WOLCOTT	10/04/2018	Regular	0.00	175.00	22674
0287	BRENNTAG PACIFIC INC	10/09/2018	Regular	0.00	1,656.05	22675
10033	CHR CREATIVE	10/09/2018	Regular	0.00	270.00	22676
0505	CITY OF FAIRVIEW	10/09/2018	Regular	0.00	64.84	22677
1220	GRAINGER	10/09/2018	Regular	0.00	24.72	22678
10172	GROVER INVESTMENT GROUP, LLC	10/09/2018	Regular	0.00	200,586.00	22679
10122	NET ASSETS	10/09/2018	Regular	0.00	75.00	22680
10168	SMITH-WAGAR BRUCKER CONSULTING LLC	10/09/2018	Regular	0.00	247.50	22681
0431	76 FOODMART	10/11/2018	Regular	0.00	35.00	22682
10105	AL'S GARDEN CENTERS & GREENHOUSE	10/11/2018	Regular	0.00	683.00	22683
0510	CITY OF GRESHAM	10/11/2018	Regular	0.00	32,936.70	22684
10039	CONSERVATION TECHNIX INC	10/11/2018	Regular	0.00	355.76	22685
0638	COPYTRONIX	10/11/2018	Regular	0.00	2,499.57	22686
1150	FURROW PUMP, INC	10/11/2018	Regular	0.00	1,429.80	22687
1448	KELLER ASSOCIATES, INC	10/11/2018	Regular	0.00	1,875.00	22688
0960	KIP EDGLEY	10/11/2018	Regular	0.00	2,465.00	22689
10166	MIG, INC	10/11/2018	Regular	0.00	360.00	22690
2530	REYNOLD'S SCHOOL DISTRICT #7	10/11/2018	Regular	0.00	826.52	22691
10003	RIVER CITY ENVIRONMENTAL	10/11/2018	Regular	0.00	657.36	22692
10065	AAA OREGON	10/18/2018	Regular	0.00	50.00	22693
10173	BORING SQUARE GARDEN CENTER	10/18/2018	Regular	0.00	1,005.00	22694
0287	BRENNTAG PACIFIC INC	10/18/2018	Regular	0.00	117.42	22695
0520	CITY OF GRESHAM	10/18/2018	Regular	0.00	5,236.73	22696
0530	CITY OF PORTLAND	10/18/2018	Regular	0.00	9,115.00	22697
0770	DCBS-FISCAL SERVICES	10/18/2018	Regular	0.00	10,759.42	22698
10164	JOHNSON ECONOMICS LLC	10/18/2018	Regular	0.00	3,487.56	22699
2202	PAPE MACHINERY EXCHANGE	10/18/2018	Regular	0.00	744.46	22700
10011	PIXIS LABS, LLC	10/18/2018	Regular	0.00	148.80	22701
0080	SHRED NORTHWEST, LLC	10/18/2018	Regular	0.00	33.00	22702
0970	ADVANCE AUTO PARTS	10/25/2018	Regular	0.00	79.08	22703
10021	CANYON CONTRACTING LLC	10/25/2018	Regular	0.00	90,749.84	22704
0505	CITY OF FAIRVIEW	10/25/2018	Regular	0.00	11,829.00	22705
1200	GLOBAL NETWORK SUPPORT INC.	10/25/2018	Regular	0.00	3,195.00	22706
10145	LUKE S KITSOULIS	10/25/2018	Regular	0.00	100.00	22707
10174	MARIA DOLORES GONZALES CISNEROS	10/25/2018	Regular	0.00	150.00	22708
1650	METRO	10/25/2018	Regular	0.00	7,813.85	22709

Check Report

Date Range: 10/01/2018 - 10/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1775	MULTNOMAH CO. TREASURY	10/25/2018	Regular	0.00	9,117.40	22710
1960	OFFICE DEPOT CREDIT PLAN	10/25/2018	Regular	0.00	212.33	22711
2015	OLYMPIC FOUNDRY INC	10/25/2018	Regular	0.00	1,742.00	22712
2020	ONE CALL CONCEPTS, INC	10/25/2018	Regular	0.00	44.10	22713
2172	OTAK	10/25/2018	Regular	0.00	7,438.35	22714
2245	PITNEY BOWES/RESERVE ACCOUNT	10/25/2018	Regular	0.00	400.00	22715
10167	PLATINUM LANDSCAPE MAINT LLC	10/25/2018	Regular	0.00	175.00	22716
2350	POSTMASTER	10/25/2018	Regular	0.00	710.00	22717
2530	REYNOLD'S SCHOOL DISTRICT #7	10/25/2018	Regular	0.00	65,515.20	22718
10165	SERVICE MASTER BUILDING SERVICES	10/25/2018	Regular	0.00	880.00	22719
2834	TICE ELECTRIC CO	10/25/2018	Regular	0.00	198.49	22720
0081	AFLAC	10/30/2018	Regular	0.00	337.33	22721
0637	CONST & GEN LABORERS' UNION LOCAL 737	10/30/2018	Regular	0.00	76.00	22722
1120	FRONTIER	10/04/2018	Bank Draft	0.00	10.59	DFT0001155
1120	FRONTIER	10/04/2018	Bank Draft	0.00	31.77	DFT0001156
1120	FRONTIER	10/04/2018	Bank Draft	0.00	48.84	DFT0001157
1710	MILLER NASH GRAHAM & DUNN LLP	10/04/2018	Bank Draft	0.00	682.00	DFT0001158
1120	FRONTIER	10/09/2018	Bank Draft	0.00	89.99	DFT0001159
0170	AT & T MOBILITY	10/11/2018	Bank Draft	0.00	447.34	DFT0001160
1710	MILLER NASH GRAHAM & DUNN LLP	10/11/2018	Bank Draft	0.00	594.00	DFT0001161
2270	PGE	10/11/2018	Bank Draft	0.00	558.35	DFT0001162
2270	PGE	10/11/2018	Bank Draft	0.00	912.43	DFT0001163
2270	PGE	10/11/2018	Bank Draft	0.00	30.82	DFT0001164
2270	PGE	10/11/2018	Bank Draft	0.00	46.60	DFT0001165
2270	PGE	10/11/2018	Bank Draft	0.00	1,418.34	DFT0001166
2270	PGE	10/11/2018	Bank Draft	0.00	195.65	DFT0001167
2270	PGE	10/11/2018	Bank Draft	0.00	20.50	DFT0001168
2270	PGE	10/11/2018	Bank Draft	0.00	295.39	DFT0001169
2270	PGE	10/11/2018	Bank Draft	0.00	114.87	DFT0001170
2270	PGE	10/11/2018	Bank Draft	0.00	1,948.33	DFT0001171
2270	PGE	10/11/2018	Bank Draft	0.00	17.77	DFT0001172
2270	PGE	10/11/2018	Bank Draft	0.00	20.06	DFT0001173
2270	PGE	10/11/2018	Bank Draft	0.00	18.22	DFT0001174
2704	STERICYCLE COMMUNICATION SOLUTIONS	10/11/2018	Bank Draft	0.00	122.14	DFT0001175
1120	FRONTIER	10/18/2018	Bank Draft	0.00	26.93	DFT0001176
2270	PGE	10/18/2018	Bank Draft	0.00	3,057.43	DFT0001177
1390	INTEGRA TELECOM	10/25/2018	Bank Draft	0.00	609.30	DFT0001178
1920	NW NATURAL	10/25/2018	Bank Draft	0.00	20.27	DFT0001179
1920	NW NATURAL	10/25/2018	Bank Draft	0.00	101.85	DFT0001180
1920	NW NATURAL	10/25/2018	Bank Draft	0.00	225.16	DFT0001181
2942	TYLER TECHNOLOGIES INC	10/25/2018	Bank Draft	0.00	12.50	DFT0001182
2153	OREGON DEPT OF JUSTICE	10/31/2018	Bank Draft	0.00	600.00	DFT0001184
0920	CIS TRUST	10/26/2018	Bank Draft	0.00	16,665.92	DFT0001185
1358	ICMA	10/26/2018	Bank Draft	0.00	1,500.00	DFT0001186
1880	NATIONWIDE RETIREMENT SOL.	10/26/2018	Bank Draft	0.00	1,400.00	DFT0001187
2200	OREGON PERS	10/26/2018	Bank Draft	0.00	10,519.84	DFT0001188

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	66	0.00	603,321.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	46	33	0.00	42,363.20
EFT's	0	0	0.00	0.00
	<b>149</b>	<b>100</b>	<b>0.00</b>	<b>645,684.48</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	66	0.00	603,321.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	46	33	0.00	42,363.20
EFT's	0	0	0.00	0.00
	<b>149</b>	<b>100</b>	<b>0.00</b>	<b>645,684.48</b>

### Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	10/2018	645,684.48
			<b>645,684.48</b>

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
January 23, 2018  
MINUTES**

**PRESENT:** Council President Scott Harden, Councilors Patricia Smith, Mark Clark, and Bruce Nissen. City Attorney Jeff Condit, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director Scott Sloan, and interested parties.

**ABSENT:** Mayor Timothy Clark.

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

**CITIZEN COMMENTS (NON-AGENDA ITEMS)**

There were none.

**PUBLIC SAFETY REPORT – GRESHAM FIRE**

Fire Chief Scott Lewis presented the report and stated that the report covers the last quarter of 2017. Lewis explained that the Fire User Board receives these reports on a quarterly basis, and looks for trends and issues. Lewis stated that the trial program for the quick response vehicle has ended, and the department will be reviewing the results of the program to determine its effectiveness. Lewis explained that the quick response vehicle was able to handle medical calls, as well as be first on the scene for fire calls. Lewis stated that when the quick response vehicle would go to medical calls, it would enable the full fire truck to remain at the station able to respond to other calls for service. Lewis explained that the first review of data looks like the quick response vehicle added about 25% capacity in terms of call response, and that is without building any new facilities. Lewis stated that would be many more months before the final report is completed, and the results will be shared with the user board.

The Council thanked Lewis for the report and service to the community.

**CONSENT CALENDAR**

- MPAC Appointments:
  - Larry Morgan: Primary
  - Brian Cooper: Alternate

Upon motion by Tim Clark, seconded by Smith and passing 4-0, the Consent Calendar was approved.

**PRESENTATION: 2016/17 AUDIT – MERINA AND CO.**

Tonya Moffitt of Merina and Co. presented the audit report. Moffitt stated that the audit opinion is clean and unmodified which is the highest opinion given in an audit. Moffitt stated that the

finance reports and statements were reviewed and submitted to the Government Finance Officer's Association for consideration of the CAFR award. Moffitt stated that the award is difficult to receive, and the City has received it for many years in a row. Moffitt stated that she does not see why the City will not receive the award again for the 2017 year. Moffitt explained the specific sections of the audit report, and what elements go into completing each section.

Moffitt asked if there were any questions from the Council, and stated that her contact information is in the report if there are questions or concerns throughout the year.

Peterson asked about the change in how PERS retirement liability is calculated and how that impacted the audit and financial statements. Moffitt stated that there were changes to how retirement liabilities are reported, and as long as the City is making the required annual contribution then the liabilities will be covered. Moffitt explained that some jurisdictions have side accounts which helps pay down the overall retirement liability for that entity. Peterson stated that he understands that the state is encouraging the creation of side accounts, and the creation of a side account for the City will not necessarily impact the ratings because the tier one employees have retired.

Moffitt stated that there were no issues in working with staff to complete the audit, and was impressed on how quickly staff was able to respond to requests for documents and other information.

The Council thanked Moffitt for the report.

#### **RESOLUTION 2-2018: IGA WITH THE CITY OF GRESHAM FOR WASTER WATER FACILITY ACCESS AND USE**

Sloan presented the resolution and stated that this resolution would authorize the City Manager to negotiate and enter into an IGA with the City of Gresham to enable homes off of Glisan to access Gresham's sewer main which is in Glisan. Sloan explained that there are a series of homes along the western section of Glisan before the hill that do not have access to City sewer. Sloan stated that this issues came up when a homeowner applied for a replacement septic system, and the county notified the City. Sloan explained that since there is not a City sewer main within 150 feet of the property, the homeowner can install a new septic system. Sloan stated that there is a Gresham owned sewer line in Glisan, and if an agreement can be reached, then homeowners would be required to connect if there was a septic failure or new development in that area. Sloan stated that enabling sewer access could also aid in the redevelopment of some of the lots off of Glisan which are large, but unable to subdivide because of a lack of sewer access.

Sloan stated that while the current issue of the septic tank has been resolved with a full replacement, it would be good to have a solution in place before Glisan is fully repaved. Sloan explained that Glisan is expected to be fully repaved within the next year. Sloan stated that an option could be to install a parallel line with laterals that can be linked into in the future without cutting into the road. Peterson stated that part of the IGA negation would be about SDCs and

monthly treatment payments. Peterson stated that if the City builds and installs a parallel line, then there is not really an issue. There could be questions about SDCs and monthly billing if customers connect directly to Gresham's line.

The Council asked if residents would be required to pay and hook into the system as soon as it was built. Sloan stated that while that is an option, staff's recommendation would be not to require hooking into the system until there is a septic tank failure or new development. The intent is to provide a better long term solution without harming residents.

Upon motion by Mark Clark, seconded by Nissen and passing 4-0, Resolution 2-2018 authorizing the City Manager to negotiate an IGA with Gresham for sewer access of off Glisan was approved.

### **RESOLUTION 3-2018: BUDGET ADJUSTMENT: DLCD GRANT AWARD**

Peterson presented the resolution and stated that Oregon budget law requires that anticipated or expected revenue sources be included in the budget. Peterson explained that in this case a budget adjustment is required to acknowledge a grant award from the DLCD. Peterson stated that because the amount is relatively small, the adjustment can be made with a resolution. If the amount were larger, then a supplemental budget would have been required.

Peterson stated that the grant is for the Main Streets on Halsey project to identify the specific economic opportunities within the corridor. Peterson explained that the project will also include a branding component and a building code evaluation. Peterson stated that the grant is for \$41,000, and Troutdale has a match of \$10,000, an \$8,000 match from Fairview, and \$5,000 from the City for a total project allocation of \$64,000.

Peterson stated that the staff recommendation is to approve the resolution, and asked if there were any questions. The Council asked about how the project will impact the overall workload. Peterson stated that the majority of the work will be completed by consultants, and staff time will be used to manage those contracts, keep the overall project on track, and supplying information to the work group.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 3-2018 authorizing a budget adjustment for the Halsey Corridor project was approved.

### **PRESENTATION: EMPLOYEE COMPENSATION ANALYSIS**

HR/Records Manager Greg Dirks presented the compensation analysis. Dirks stated that the city conducts a compensation analysis every three years. The analysis includes wages, healthcare and related contributions, retirement benefits, and paid leave. Dirks explained that the analysis is organized by position, and similar positions in other cities were selected based on job duties. Dirks stated that while the analysis attempts to be based on objective data, there are still several assumptions in the overall analysis.



Dirks stated that similar cities were selected using the Public Employers Collective bargaining Act, which stated that cities of similar population be used. Dirks stated that while the act specifies that the next five highest and lowest cities in population be used, the city used the next highest eight and lowest seven cities in the analysis. Addition cities were added to help ensure enough comparable positions were included in the analysis. Dirks explained that Troutdale and Fairview were also included as regional comparators.

Dirks presented how to read the analysis as well as the included charts. Dirks explained that three positions were included in the analysis, but did not have enough comparator positions to draw any conclusions. There were also three positions that did not have any comparators, and were not included in the analysis. Dirks stated that overall the City is in line with wages and benefits. Dirks explained that leave benefits are very similar, and the healthcare benefits that just took effect will have a positive impact on employee-take home wages.

Dirks stated that staff is not recommending any revisions to the compensation system at this time, and asked if there were any questions.

There were no questions, and the council accepted the 2017 compensation analysis.

### **DISCUSSION: 30<sup>TH</sup> ANNUAL EAST EGG HUNT EVENT**

Dirks presented the discussion and stated that this year will mark the 30<sup>th</sup> anniversary of the event. Dirks stated that the overall event plan is similar to the last several years in terms of features and layout. Dirks stated that the main question is how many eggs to have at the event. Dirks stated that we have used 15,00 eggs for the past several years, and that has worked out well. Dirks stated that it is also possible to have 30,000 eggs in honor of the 30<sup>th</sup> year. Dirks stated that he found a source of pre-stuffed eggs that will cost \$3,300. The cost for 15,000 that were not stuffed is about \$2,300 including the cost of candy, but not the time it takes to fill and sort the eggs.

Dirks explained that the number of prizes has been declining over the past couple of years, and asked if prizes were still wanted at the event. Dirks stated that the budget for the event is \$3,500, which would be stretched if the Council wanted 30,000 eggs, but there is room in the budget to make that happen.

The Council directed that there be 30,000 eggs at the event, and no prizes. The rest of the event features were approved as presented.

### **PUBLIC WORKS DIRECTOR'S REPORT**

Sloan presented the report and stated that the park irrigation design project is wrapping up, and should be completed in time to put together the budget to build out the project. Sloan stated that the engineer's estimate for the Cedar Lane reconstruction project has increased dramatically from the original estimate. Sloan explained that there were a number elements that increased the projects estimated cost including an upsized storm system. Sloan stated that the storm line will

go from the existing 36 inch line to a 72 inch line. That work will require nearly the entire roadway to be rebuilt. Sloan stated that the engineer's estimate is about \$730,000.

Sloan stated that there are still issues at the Shea lift station. Sloan explained that event though there have been inspections on uses, there are still issues with illicit discharge from a single development. Sloan stated that he is meeting with the property owner to go over some potential solutions and options. Sloan stated that the design of the Cottonwood water project is also coming along. Sloan stated that the design team is looking at using an abandoned waterline under 238<sup>th</sup>. If the line is still useable, that would save a lot of money in construction costs.

Sloan stated that the Park Master Plan update is underway. Sloan stated that several projects are being reviewed for potential inclusion in the update. Sloan explained that once the staff work is completed, the update will go to the Parks Commission before coming to the Council for a review and vote.

The Council thanked Sloan for the report.

#### **FINANCE DIRECTOR'S REPORT**

Miner provided the report and stated that it covers half of the fiscal year. Minter stated that in general all expenses and revenues are on track and as expected. Minter stated that the interest rate for the investments is increasing slowly, but it is increasing. The Council asked about the tobacco state shared revenue, and how it is continually decreasing. Minter stated that cigarette tax revenues have been declining for some time as people smoke less.

Minter asked if there were any questions about the finances or report. The Council did not have any questions, and thanked Minter for the report.

#### **CITY MANAGER'S REPORT**

Peterson presented the report and stated that the Annual Performance Plan update is in the packet. All the items except for Arata Road are on track and on schedule. Peterson explained that some pre-construction work on Arata is occurring. Utilities are being relocated in advance of the actual project slated to start this spring. Peterson asked if there were any questions on the report. There were none.

#### **CITY ATTORNEY REPORT**

Condit stated that the City has been named in a lawsuit over an incident that occurred on the 238<sup>th</sup> overpass. Condit stated that he has motioned for the City to be removed from the litigation as it was not our construction project, and it is not our street. Condit stated that often plaintiffs will fill tort notices with several agencies, and we should be able to get out of this one. The Council thanked Condit for the update.

#### **CITY COUNCIL REPORTS**

There were no reports from the Council.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 8:17pm.

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Timothy Clark  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL AND URBAN RENEWAL AGENCY  
March 27, 2018  
MINUTES**

**PRESENT:** Mayor Tim Clark, Council President Scott Harden, Councilors Patricia Smith, Mark Clark, and Bruce Nissen, Urban Renewal Board member Craig Howard, City Attorney Jeff Condit, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director Scott Sloan, and interested parties.

**ABSENT:** Urban Renewal Board Members Stanley Dirks and Steve Morasch.

**MAYOR TIME CLARK CALLED THE MEETING TO ORDER AT 6:00 PM.**

**CITIZEN COMMENTS (NON-AGENDA ITEMS)**

There were none.

**URBAN RENEWAL UPDATE**

Peterson presented the update and stated that this intended to provide an update on several items and to obtain guidance on how to put together the budget in the year ahead. Peterson stated that the Urban Renewal Agency was formed in 2010, and includes 30 percent of the entire City including underdeveloped and undeveloped properties. Peterson stated that includes the area where the new Riverwood development is building, the former dog track site, and most properties along Halsey.

Peterson stated that the agency begin very slowly, and essentially dropped off for a few years due to an appeal of centrally assessed utilities. Peterson stated that kept the value of utilities in the Urban Renewal Agency and City at below the previously assessed values. Peterson stated that there was also the anticipation that 20 new homes would have been built in the Riverwood development by December 31<sup>st</sup> of this past year, but that did not occur. Peterson explained that the development is moving along, and the project is expected to be built out in about a year.

Peterson stated that there was an assumption that the multifamily development on this site would be underway by now, and that project has also been delayed. Petersons stated that the delays will result in lower revenue projections, but are looking good around the year 2020. Peterson stated that is also about the time when the agency would be going out for a revenue bond to finance projects.

Peterson stated that there are several pending projects. Peterson stated that the projects include Arata Road fencing for about \$300,000. Fencing at Riverwood for about \$50,000. There are the

incentives for the City Hall redevelopment for a little over \$966,000, and financing part of the new city hall building. Peterson stated that the incentives for the city hall redevelopment project are outlined in the development agreement, and are based on actual valuations. Peterson stated that the amount can be thought of as a lump-sum, do not exceed amount. Peterson stated that the specific incentives include new fencing adjacent to city hall with some lighting, utility relocations, and SDC and building permit payments.

Peterson stated that there are some potential upcoming developments that may also qualify for Urban Renewal incentives. Peterson stated that there is a builder/developer on 240<sup>th</sup> and Halsey with about 60 multifamily units and some commercial. The project will be a an outright mixed use project, with a value of about \$3 million. Peterson stated that project would return an overall value of about \$70,000 to the agency. Some incentives can be used for parking and landscaping. Peterson stated that there is also a four-plex on Arata, and while it may not be a large value project, some incentives will make a difference in the financial viability of the project.

Peterson stated that in summary, there are about \$2.9 million in pending projects. Peterson stated that there are several pending developments within the agency, and those projects will create revenues for the agency. Peterson stated that the plan as written is fairly broad with a lot of different projects include right of way improvements, affordable housing, public facilities, façade improvements, and other improvements within the agency area. Peterson stated that some of the projects do not need to be within the boundary, as long as the project benefits the agency. In that case, the agency can fund up 30 percent of those kinds of projects.

Peterson stated that \$1.2 million is planned to be financed from the City to the agency, and that is how the agency will complete some of the near term projects including the city hall redevelopment and fencing projects. Peterson stated that another \$1.7 million will be needed for the city hall site, for a total of about \$2.9 million.

Peterson stated that he met with the financial advisor for the City and Agency to discuss upcoming bond projects. Peterson explained that meeting included some bond counsel representatives on what kind of bond to issue and how the bond can be issued. Peterson stated that there are no legal issues with the agency building something and giving the ownership of that thing to a private property. However, those projects cannot be under a tax exempt bond. Peterson stated that we have about \$600,00 worth of fences to build. The bond counsel suggested using cash to build the fences and using more debt service for the city hall building. Peterson stated that while the debt would be structured slightly differently than originally anticipated, the bottom line ends up in the same place.

Peterson stated that the agency could also build and own the fences along Arata. Peterson stated that the fencing would vest back with the City, and not with the adjacent property owner.

Peterson stated that there is some potential liability with ownership, but the City would have the ability to maintain and keep up the appearance. Peterson stated that the other aspect of the project is that if the fence vests with the property owners and they do not want it, the project ends up being piecemealed. The public ownership enables the full buildout along Arata.

Peterson stated that the agency could either build the fences with cash and not finance the project, or choose to put the fence in the public ownership and finance the project. Peterson stated that will not work for the Grove Tec fence, but it would work for the other two fence projects. Peterson stated that taxable bonds can be issued, but that method does cost more. Tim Clark stated that he feels it is better to hold the projects in public ownership to ensure the long term care and maintenance of the items.

Tim Clark asked about the expense of issuing bonds, and if there are other projects that could be added to the first bond to save on costs over time. Peterson stated that costs are a flat amount, so there is the potential for some savings. Peterson stated that it why other potential projects are being discussed. Peterson stated that there will be maintenance costs depending on what is built, and the agency cannot be used to fund long term maintenance. Condit stated that money cannot hold over after the agency expires, except for debt service. All other funds go back to the underlying taxing districts.

Peterson stated that additional projects include façade renovation programs along main gateway areas. Peterson stated that in this case, it would be for the homes along 238<sup>th</sup> or Halsey St. The agency could upgrade the facades, landscaping and fencing to upgrade the look along the main streets in the City. Peterson stated that kind of approach can make a big difference in aesthetics of the community. Harden asked how the debt would work. Peterson stated that pending bond counsel and financial advisor approval of the project, the debt could be issued and improvements made. Smith stated that if the purpose is to improve the look in residential areas, then it should be paid for 100 percent. Harden agreed, and stated that most of the people in these targeted areas do not have the money to match any funds.

Peterson stated that the core question is about the level and amount of financing the agency will take out. Peterson stated that the amount is different depending on if it is just for the known projects, or if it is for some potential future projects as well. Peterson stated that this will not occur for a couple of years, so there is time to think about all the project and strategies. Peterson stated that issuances should be around \$2.5 and \$4 million for an agency of this size.

Tim Clark asked if the bond issuance can be done in phases. Peterson stated that it can, but there are limits on how long the phases are. Condit stated that there are a number of variables that will need to be considered, and some of the variables deal with the specifics of the agency. Tim Clark stated that he would like to focus on city hall first, and then put the full effort into the next

round of projects. Peterson that debt cannot be issued for unknown projects. The projects have to be specific or already completed.

Peterson stated that the bond would be a full faith and credit bond, which means that it is ultimately a City debt. Peterson explained that does not mean that there needs to be a vote or levy, but most of the City's revenues would be subject to paying back the bond if there was a default. Harden asked what would occur if the bond does not sell. Peterson stated that is why we are working with bond counsel now.

The Council and Urban Renewal Members thanked Peterson for the update.

### **RESOLUTION 7-2018 ENGAGEMENT LETTER WITH HAWKINS DELAFIELD & WOOD LLP FOR BOND COUNSEL**

Peterson stated that this resolution is the next step in the bond issuance. Petersons stated that this would add to the team of the financial advisor, and the resolution authorizes to contract with Hawkins Delafield & Wood as the bond counsel for the Urban Renewal Agency.

Tim Clark asked about the timeline on this issuance agreement. Peterson stated that the agreement would be initiated right away, and there is an hourly rate which is paid at the time of issuance. Tim Clark stated that he is still concerned about the sale of city hall site, and wants to ensure that he sale moves forward.

Upon motion by Mark Clark, seconded by Nissen and passing 5-0, Resolution 7-2018 authorizing the engagement letter with Hawkins Delafield & Wood as the bond counsel for the Urban Renewal Agency was approved.

### **DISCUSSION: CITY REALTOR SELECTION PROCESS**

Peterson presented the discussion and stated that there is signed agreement with the architect, and there will be a kick of meeting in a few weeks. Peterson explained that part of that work will begin with potential sites, and we do not know what is or is not in the market or available. Peterson stated that there are several ways to find out the status of properties. One of the ways is just to call and ask. Peterson stated that in his experience the value tends to increase if the seller knows the City is interested. Peterson stated that we can also hire a real estate broker, and those brokers come in different methods and types. Peterson stated that the firm representing the city hall sale is a serious firm, which also means serious money. Peterson stated that a trusted home town realtor can also be used, and that approach may not be much suspicion behind scoping potential sales.

Peterson stated that real estate agents do not require an RFP or RFQ, and the City can just hire one. Mark Clark thought of the person mentioned in the staff repot as soon as he saw the agenda

item. Smith agreed. Peterson stated that this what staff thought as well, but has not had time to talk with the agent. Peterson stated that the recommendation is to move forward with Karen Schaaf at Remax, and pen down the six or so potential sites. Peterson stated that there may be some option costs, which can throw away costs if the sale does not move forward.

The council agreed.

### **PUBLIC WORKS DIRECTOR'S REPORT**

Sloan presented the report and stated that the park irrigation design is at 95 percent complete with 100 percent plans expected next week. Sloan stated that the Cedar Lane project is on hold, pending additional funding, but the project is ready to go. Sloan stated that the Shea lift station issue is ongoing with about \$14,000 still outstanding from the property owner. Sloan stated that a letter was sent to the tenants and owner last week about the situation, and have not her back form anyone. Tim Clark asked about the threats of litigation. Condit stated that if an actual suite is filed then things change, but up until then the threat of a suite does not mean the communication needs to change. Condit stated that often times getting layers get involved brings things into legal perspectives which can actually calm things down.

Sloan stated that the Cottonwood water line project is still proceeding, and are looking for a contractor to pressure test the carrier pipe. Sloan stated that the park master plan had a meeting two weeks ago with the Parks Commission. The entry designs were approved, and other elements of the master plan update were discussed. Sloan stated that the City applied for a couple of Oregon State Park grants for park improvement projects. Sloan stated that there was also a presentation to the county CDBG board for the park irrigation construction project, which was granted \$70,000. Sloan stated that super brewing has applied for building permits, and the Riverwood South project is moving along.

### **FINANCE DIRECTOR'S REPORT**

Minter presented the report and stated that the report is through the end of February. Minter stated that all revenues and expenses are within budget and expectations. Minter stated that the property taxes are on track, and the interest revenue rate is at 2.1 percent. Minter stated that equates to about \$9,000 a month in income. Minter stated that total investments are about \$5.9 million. Minter stated that the budget process is coming along, and the first budget hearing is next month.

### **CITY MANAGER'S REPORT**

Peterson presented the report and stated that the Annual Performance Plan is in the packet, and there are no concerns with its progress at this time. Peterson stated that the Arata Road project should begin next month. Peterson stated that the kick off meeting with architects for the city hall building will be in a couple of weeks. Peterson explained that there is still a risk in the sale



of this property including the Boli report, but there are multiple backup plans if the decision is not favorable.

**CITY COUNCIL REPORTS**

Tim Clark stated that there is a three-cities meeting tomorrow. Tim Clark stated that he also received an email from Multnomah County Commissioner Stegmann’s office regarding a potential plastic bag ban. Tim Clark stated that he would have more information on that in a month or so. Tim Clark stated that value pricing is also still moving forward, and the federal government has the final say on the proposal. Tim Clark stated that the path at this point would be to have a congestion fee on all of I-5 and I-205 for all lanes. Tim Clark stated that the final recommendation is due to the federal government by December.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 8:03pm.

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Timothy Clark  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
April 24, 2018  
MINUTES**

**PRESENT:** Mayor Timothy Clark, Council President Scott Harden, Councilors Patricia Smith Mark Clark, and Bruce Nissen. City Attorney Jeff Condit, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director John Niiyama, and interested parties.

**ABSENT:** None.

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

**CITIZEN COMMENTS (NON-AGENDA ITEMS)**

**PUBLIC HEARING: RESOLUTION 12-2018 WASTE MANAGEMENT RATE  
ADJUSTMENT**

HR/Records Manager Greg Dirks presented the resolution. Dirks stated that this item includes the staff presentation, a presentation from Waste Management, a public hearing, and then the deliberation and decision by the Council. Dirks stated that the Municipal Code section 8.24 outlines the solid waste management within the City, and the code enables providers to have a ten percent return. Solid waste rates are set by the City via resolution, and requires a public hearing.

Dirks stated that in 2017 Waste Management had a return of 7.22 percent, which was due to increased personnel costs, disposal costs, and the decline in recycling commodity values. Dirks explained that recycling commodities had been a net value to Waste Management, but the market has made the commodity an expense. Dirks explained that changing market conditions for recyclable materials, and how the change impacts rates.

Dirks stated that Waste Management has requested a 10.1 percent rate increase. Dirks explained that 2.9 percent of that amount is due to operation cost increases, and 7.2 percent is due to the loss of recyclable material value. Dirks stated that while the Council has requested smaller increases, the loss of recyclable material value was unexpected, and is the main cause of the increase.

Dirks presented the proposed new rates, and stated that the average residential customer will have a three dollar increase per month. Dirks stated that the increase on commercial will vary depending on container size and pick up frequency.

Dirks explained that the Council has several alternatives, and does not have to act this evening. Dirks stated that the alternatives include a phase-in of the rate increase, a presentation by Metro on recycling values, or request a detailed audit of Waste Management's records. Dirks stated that the staff's recommendations is to approve the resolution.

Dean Kampfer and Evan Burmester of Waste Management gave a presentation. Kampfer stated that the main reason for the rate increase is because of the recycling market. Kampfer explained that Waste Management utilizes a third-party to process, sort, and market recyclables. The recycling market had been selling most of the products to China, but China increased its standards for accepting material and no facility can currently meet those standards. Kampfer stated that recycling saves energy, reduces water pollution, preserving resources, and reduces raw material mining to make new products. Kampfer stated that in good markets the commodity drive down costs, but in this case it has become a cost.

Kampfer stated that the co-mingled mix of recyclables used to have paper as the majority, which has a high value. That has been replaced by cardboard, so the overall bulk value has declined over time. Kampfer presented greenhouse gas impacts based on different materials, and how recycling can reduce those impacts. .

Kampfer stated that China has been the largest importer of recycling materials for years. The United States exports about 30 percent of materials to China, with about 50 percent of that coming in as plastics. Kampfer stated that no other country can come close to handling the volume that China had been accepting.

Mark Clark asked if the material handling facilities will be upgraded to handle the new purity standards. Kampfer stated that Waste Management is upgrading, but they do not have any facilities in Oregon. Mark Clark asked if the area facilities will be upgraded. Kampfer stated that he cannot speak to other companies business models. Mark Clark stated that the City is looking into banning single use plastic bags, and asked from a waste perspective on that change. Kampfer stated that single use plastic bags are a big problem in the material recovery chain.

Kampfer stated that the current state of recycling is that China has banned 24 items starting this past January. Mixed waste paper, and mixed plastics were the largest recyclable material that Waste Management had, and that has now been banned. Harden stated that maybe education is part of the solution on what can and cannot be put into the comingled bin.

Kampfer stated that aside from the ban on materials, there has also been an increase in the purification standards. Kampfer stated that the new standard for China is .5 percent. Kampfer stated that facilities can get to about 2-3 percent, and it is very hard to get at .5 percent. That will involve higher costs to sort and create a pure material. Kampfer stated that in some ways this is painful, however it may be the right thing to do in the long term.

Kampfer stated that the end result in a loss in value, which increases the overall rates. Kampfer stated that at this point we do not know what the future holds for the commodity value. Kampfer stated that the material list for recyclable goods will need to be adjusted, and DEQ and Metro are working on a revised list that will make some changes to what is acceptable. Kampfer stated that improving the quality of materials needs to improve on both the front and back end.

Burmester stated that their operating margin was 7.1 percent this past year, and this adjustment gets back to a 10 percent return. Peterson asked what the mix of revenue is by type. Burmester stated that it is about one-third each for resident, commercial and roll off. Kampfer stated that they provide a detailed annual cost report each year. Burmester stated that this would increase residential rates by about three dollars per month. Burmester stated that Gresham did a 9 percent increase, Portland did a 2.5 percent increase, and Clackamas had a 10 percent increase. Burmester stated that they have a proposed rate increase to Troutdale, but have not been scheduled into their council agenda.

Tim Clark stated that this increase in a mix of increased costs and the recycling issue. Kampfer stated that is correct. Tim Clark stated that with the Metro change in 2020, rates will also probably go up. Kampfer stated that it is hard to say at this point, and Waste Management tries to contain costs.

Harden stated that there are alternatives in the staff report, and asked if it is possible to have a phased in approach. Peterson stated that the commodity related costs are a pass through, and the franchise enables a return on actual costs. Peterson stated that the bulk of this increase is because of the recycling related costs. Actual operating costs have increased only slightly.

Harden stated that perhaps when the franchise does get renegotiated, that it include some regular adjustment schedule. Peterson stated that there is a hard limit in the code, and annual increases could result in higher returns and other issues. Tim Clark stated that this the recycling issue is well known. Kampfer stated that Waste Management has been all over the state, and there has not been a lot of opposition.

Mark Clark asked why there is a difference between Gresham's increase and the City's increase. Burmester stated that it varies based on the materials from each community, and from a dollar perspective, Wood Village is still less expensive. Kampfer stated that rates have a lot of difference aspects into each rate model, which may not make them fully comparable as equals.

Tim Clark opened the Public Hearing.

There were no comments.

Tim Clark closed the Public Hearing.

Upon motion by Harden, seconded by Nissen and passing 5-0, Resolution 12-2018 adjusting the solid waste rate schedule for Waste Management was approved.

### **RESOLUTION 13-2018: MAIN STREETS ON HALSEY ECONOMIC REFINEMENT PLAN CONTRACT AWARD**

Peterson presented the resolution and stated that this is consultant contract proposal with Johnson Economics for the Main Streets on Halsey project. Peterson explained that the City is acting as the lead agency on behalf of the HC3 group. Peterson stated that this grant is in partnership with HC3 and the DLCD. This plan will provide a full economic evaluation of each segment along Halsey to see what businesses and land uses can be supported. Peterson explained that additional work includes branding each segment, and then looking at code issues along the entire corridor to find ways to become reasonably compatible.

Peterson stated that the DLCD granted a \$41,000 technical assistance grant, and the HC3 community got \$10,000 from Troutdale, \$8,000 from Fairview and \$5,000 from the City, for a total value of \$64,000. Peterson stated that even though there was a robust outreach and advertising effort, only one response was received. Peterson explained that was because the project was either too small for the larger firms, and the other firms were already booked. Peterson stated that Johnson Economics put together a proposal that matches the scope and budget.

Peterson stated that this is a well-known firm, and the recommendation is to award to the contract.

Upon motion by Nissen, seconded by Harden and passing 5-0, Resolution 13-2018 awarding the Main Streets on Halsey Economic Evaluation contract to Johnson Economics was approved.

### **PUBLIC WORKS DIRECTOR'S REPORT**

Niiyama presented the report, and stated that the staff has welcomed him and has helped him get on board with what is going on. Niiyama stated that the park irrigation design project is nearly complete, and a project meeting is scheduled for tomorrow. Niiyama stated that the Cedar Lane reconstruction project is also moving forward. Niiyama stated that there continues to be issues at the Shea lift station, and staff is looking into the next steps on those issues. Niiyama stated that the Riverwood South pavement has been completed, and the contractor is working on the new signs.

Niiyama stated that the Cottonwood water line project has again be delayed, and is moving forward slowly. Niiyama stated that the Gorge Hub project came in a higher than anticipated, but can be scalable. Niiyama stated the City applied for a state parks grant, and the grant was approved for \$45,000. The grant is to build a nature enhancement and play area at the south end of the park.

The Council thanked Niiyama for the report.

## **FINANCE DIRECTOR'S REPORT**

Minter presented the report and stated that it covers 75 percent of the year, and we are on target on all items. Smith asked about interest income. Minter stated that the interest rate is at 1.92 percent, and the rate seems to be going up a bit every two months. Minter stated that total investments are at \$6.2 million with \$9,300 in interest.

Minter stated that we also received the latest CAFR award today. Minter stated that this makes 14 in a row for the City. Mark Clark asked about the water fund projects. Peterson stated that both the Cottonwood and Cedar Lane projects have been delayed, which will use water fund resources to construct.

The Council thanked Minter for the report.

## **CITY MANAGER'S REPORT**

Peterson stated that the Annual Performance Plan report is in the packet. Peterson stated that a lot of what is in the plan has been completed, and part of that is because a number of the items were not appropriated. Peterson stated that has enabled staff to clear out the plan. Peterson stated that we are still working with Boli to get the City Hall project determination completed, and other than that things are on track.

Nissen asked how Boli works. Condit stated that we have been working with a Boli rep, and our request was received in January. Condit stated that it is typical with complex projects like this to get additional questions, and Boli has assigned a newer employee to go over the case. Condit stated that has added some delays in going through the responses, and hopefully the determination will be complete in a couple of weeks.

## **CITY COUNCIL REPORTS**

Mark Clark stated that there was a meeting with the architect team yesterday, and it felt that maybe it was a step backwards compared with the retreat. Mark Clark stated that it looks like we need to pin down a site to really move the process forward. Tim Clark stated that the team will be meeting every two weeks, and the intent is to keep everyone updated with key decisions coming back to the Council.

Tim stated that EMEA has a prosperity forum on May 4<sup>th</sup>. Tim Clark stated that Gresham presented its 2018 project list at EMCTC Gresham and the goal is to do an overlay on 25 percent of all its roads. Tim Clark stated that the big project is on Kane road, which will be closed to permanently fix the sinkhole that only had a temp repair a couple of years ago.

Harden stated that he attended the MHCRC meeting last night, and all jurisdictions are losing revenues as cable subscriptions decline. Harden stated that there is also an effort to exclude cities from collecting right of way fees.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:36pm.

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Timothy Clark  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
June 14, 2018  
MINUTES**

**PRESENT:** Mayor Timothy Clark, Council President Scott Harden, Councilors Patricia Smith, Mark Clark, and Bruce Nissen. City Attorney Jeff Condit, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director John Niiyama, and interested parties.

**ABSENT:** None.

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

**CITIZEN COMMENTS (NON-AGENDA ITEMS)**

There were none.

**PUBLIC SAFETY REPORT**

Chief Deputy Jason Gates presented the report. Gates stated that there were 522 calls for service in May, with 38 priority one calls. Of the 522 calls for service, 314 were self-initiated. Gates stated that the total time spent in the City was 169 hours, and the average response time for emergency calls was just over four minutes. Gates stated that subject stops as well as traffic collisions were higher than average.

Gates that there was an armed robbery at the Safeway Gas station, which resulted in a high-speed chase in the Gorge. The responding deputies lost the vehicle, and the suspects were slighted and apprehended about an hour later in Clackamas County. Gates stated that the HOPE Team was also funded in full for the next year which is really great news. Gates stated that the Nite Out is also next month, and the event will again feature something similar to the shoot/don't shoot activity. Gates stated that it should be a great event.

The Council thanked Gates for the report and service to the community.

**CONSENT CALENDAR**

- a. Review of bills paid in May, 2018
  
- b. Contracts \$2,500 - \$50,000
  - Graybeard's Fence Co. - Riverwood URA Fence Installation: \$12,260.
  - Westlake Consultants – City Lot Line Adjustment and Survey: \$5,725.
  - Tyler Technologies – Annual Maintenance Contract: \$10,470.41



- Kodiak Pacific Construction – Water Vault Lid Installation on Sandy Blvd.: \$6,290.
- River City Environmental – 238<sup>th</sup> Sewer Line Cleaning: \$8,732.13.
- Canyon Contracting – Cottonwood Water Line Pressure Test: \$7,718.

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

### **RESOLUTION 17-2018: MHCRC BUDGET REVIEW AND APPROVAL**

Harden stated that he sits on the MHCRC Board and will be presenting the budget along with Scott Ellertson with the MHCRC. Harden stated that Martin Jones is also in attendance from Metro East Community Media. Harden stated that the MHCRC provides oversight on the cable franchise agreements, which includes Comcast and Frontier. Harden explained that the MHCRC also protects city right of way interests, as well as offers consumer protection. Harden stated that one of the larger tasks of the MHCRC is to oversee and distribute the PEG fees to eligible technology and access projects. Harden stated that the Centennial School District just received a technology grant to help improve student learning.

Harden stated that the City's revenues from cable franchise fees is \$30,601. Harden explained that of the \$30,000, \$18,366 goes to Metro East, and \$3,482 goes to the MHCRC, which leaves an \$8,762 allocation for the City. Harden presented the highlight report from the past year, which outlined the main accomplishments of the MHCRC. Harden asked if there were any questions about the budget proposal or annual report. There were none.

Jones stated that Metro East has launched an East County technology center where community members can take classes on computers, classes, and even cell phones. Jones stated that the center is a great benefit to the community, and they hope to expand its offerings in the year ahead.

Upon motion by Mark Clark, seconded by Smith and passing 5-0, Resolution 17-2018 approving the MHCRC 2018/19 budget was approved.

### **PUBLIC HEARING: RESOLUTION 18-2018 FY 2017/18 SUPPLEMENTAL BUDGET**

Tim Clark opened the Public Hearing.

There were no comments.

Tim Clark closed the Public Hearing.

Peterson presented the resolution and stated that it is for the current year. Peterson stated that the budget adjustment is to recognize and create a City Hall replacement fund. Peterson explained that this was discussed at length during the last budget cycle, and this action would provide long-

term transparency of the project and its funding. Peterson stated that it would include the land acquisition and construction costs of the new building.

Peterson stated that approving the resolution would result in two actions. The first is the creation of a new fund, which is fund 20. The second action is then the authority to transfer in funds to the new City Hall fund. Peterson stated that the staff recommendation is to approve the resolution, and asked if there were any questions.

Upon motion by Nissen, seconded by Harden and passing 5-0, Resolution 18-2018 authorizing a supplemental budget adjustment for a City Hall fund was approved.

### **PUBLIC HEARING: RESOLUTION 19-2018 FOR RECEIPT OF STATE SHARED REVENUES**

Tim Clark opened the Public Hearing.

There were no comments.

Tim Clark closed the Public Hearing.

Peterson presented the resolution and stated that the City receives about \$409,000 from state shared revenues. Peterson explained that the City qualifies to receive state shared revenues under the law, and the staff recommendation is to approve the resolution to receive state shared revenues.

Upon motion by Smith, seconded by Mark Clark and passing 5-0, Resolution 19-2018 accepting state shared revenues was approved.

### **PUBLIC HEARING: FY 2018/19 BUDGET**

Tim Clark opened the Public Hearing.

There were no comments.

Tim Clark closed the Public Hearing.

Peterson presented the budget, and stated that the budget includes all activities for the coming year. Peterson presented the modifications from the Budget Committee's budget to the Budget Officer's recommended budget. Peterson stated that revisions include City Hall relocation costs, which had been anticipated in the current year, but will not be expensed. Peterson stated that there are additional CDBG grant funds which now total \$75,250. Peterson stated that the budget had included \$18,000 in anticipated revenues for the Main Street on Halsey grant work from the other cities, but that will now occur this year. Peterson stated that two other park grants increased from \$62,000 to \$86,000. Peterson stated that there is also a metro grant for \$27,000 for park improvements. Peterson stated that the budget committee voted to invest a lot of

resources into the park system in the year head, and Park System Development Charges will be used to help with the improvements that qualify for SDC funding. Peterson stated that here were also some additional overhead expenses that deal with moving costs and some increased audit costs.

Peterson stated that the total budget is up 30 percent, but that is due to the newly created City Hall fund. Peterson stated that aside, the budget is actually slower compared to the current year. Peterson stated that in general expenses increased around 3.7 percent, and revenues are right around 4 percent. Peterson stated that there is also a new windfall for cities in Oregon, which is the result of a settlement with Comcast. The total amount is \$166 million, but we do not know what the City's allocation will be. Peterson stated that the governor has asked that cities use the money to pay for PERS side accounts. Peterson stated that the City does not have that kind of large liability, so that will not be suggested for these funds for the City. Peterson stated that more information will be shared when we know what the specific allocation will be.

#### **RESOLUTION 20-2018 ADOPTING FISCAL YEAR 2018-19 WOOD VILLAGE BUDGET AND MAKING APPROPRIATIONS**

Upon motion by Harden, seconded by Nissen and passing 5-0, Resolution 20-218 adopting the fiscal year 2018/19 budget and making appropriations was approved.

#### **RESOLUTION 21-2018 LEVYING AND CATEGORIZING AD VALOREM TAXES FOR FISCAL YEAR 2018-19**

Upon motion by Smith, seconded by Mark Clark and passing 5-0, Resolution 21-2018 levying and categorizing ad valorem taxes was approved.

#### **RESOLUTION 22-2018: CDBG CONTRACT APPROVAL**

HR/Records Manager Greg Dirks presented the resolution and stated that the resolution authorizes the City Manager to enter into and sign an intergovernmental agreement with Multnomah County for the receipt and use of Community Development Grant Funds. Dirks explained that the City applied for and received a grant of \$75,250 to rebuild the irrigation system in the Donald Robertson Park. Approving the resolution would enable the City to enter into the agreement that would allow the use of the funds. Dirks stated that the total project cost is about \$98,000, and \$23,000 from the General Fund would have to be used to complete the full project as designed. Dirks stated that the staff recommendation is to approve the resolution, and asked if there were any questions.

Upon motion by Nissen, seconded by Harden and passing 5-0, Resolution 22-2018 authoring the City Manager to enter into an IGA with the county for CDBG funds was approved.

#### **DISCUSSION: 2018 LEAGUE OF OREGON CITIES CONFERENCE**

Dirks presented the discussion and stated that the League of Oregon Cities annual conference is September 27<sup>th</sup> through the 29<sup>th</sup> in Eugene. Dirks explained that to get a room at the conference hotel, attendees must first register for the conference. Dirks stated that conference registration

opens on July 2<sup>nd</sup>, and it would be good to register all attendees at the same time. Dirks stated that a decision by individual members does not have to be made now or even by July 2<sup>nd</sup>. Dirks stated that if a Council wanted to register after the 2<sup>nd</sup>, then the chances of getting a hotel room at the conference center is reduced. Dirks presented the summary conference agenda, and asked if there were any questions.

Tim Clark and Mark Clark indicated that they would like to attend the conference.

**EXECUTIVE SESSION PER ORS 192.660(2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

The Council entered into Executive Session at 6:55pm.

The Council conveyed back into regular session at 7:20pm.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:21pm.

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Timothy Clark  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
September 25, 2018  
MINUTES**

**PRESENT:** Mayor Timothy Clark, Council President Scott Harden, Councilors Patricia Smith, Mark Clark, and Bruce Nissen. City Attorney Jeff Condit, City Manager Bill Peterson, Public Works Director John Niiyama, and interested parties.

**ABSENT:** Acting Finance Director Yelena Shapovalov.

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

**CITIZEN COMMENTS (NON-AGENDA ITEMS)**

There were none.

**RESOLUTION 37-2018: ZONING AND DEVELOPMENT CODE TEXT AMENDMENT  
INITIATION AUTHORIZATION**

Peterson presented the resolution and stated that the purpose is to initiate a text amendment to the Zoning and Development Code. Peterson explained that the action would authorize the hearings necessary for a code adoption. Peterson stated that a text amendment can only come from the City Council or the Planning Commission. That is why the issue is before the Council this evening, to initiate the process.

Peterson stated that the action is a result of a recent Planning Commission meeting, in which the Planning Commission requested action occur to develop a set of parameters that would apply to potential future developments. Peterson explained that the specific issue had to deal with the multi-family definition, and detached condo unit. Peterson stated that there are some other outstanding code issues such as the mix of residential and retail in a mixed use development, but this update only deals with the multi-family definition. The mixed use component will be addressed as part of the Main Streets on Halsey work.

Peterson stated that if approved, staff will develop the staff report for the Planning Commission. The Planning Commission will make a recommendation to the City Council, which has the final authority in the matter. Peterson stated that this resolution enables that process to begin.

Smith asked if this would have any impact on ADU's. Peterson stated that this permits separate freestanding structures to be part of a multi-family use, and will not impact ADU's on single

family lots. Harden asked how this differs from the cottage housing code. Peterson stated that the code could enable multiple units in the multi-family zone, but ADU's are only for single family residential zones. Peterson stated that the Planning Commission wanted a cap on the number of separate units that could be built.

Upon motion Harden seconded by Mark Clark and passing 5-0, Resolution 37-2018 authorizing a Zoning and Development Code text amendment was approved.

### **RESOLUTION 36-2018: UPDATED FEMA FLOOD MAP**

Peterson presented the resolution and provided the definitional words related to the flood hazard map update. Peterson stated that FEMA went through and updated the flood maps for the City, and there is now a section in the City that could be subject to a 1 percent flood impact. Peterson stated that the section is very small, and only covers a section of the freeway right of way under the railroad overpass. Peterson stated that staff contacted FEMA about the update since there had been no flood sections in the City, and this is not on buildable lands. Peterson stated that FEMA indicated that the land does not matter, and the City must have adopted a full flood code. Peterson stated that if a code is not adopted then the City would not be eligible for any federal funding, the Comprehensive Plan would be out of compliance, and no one in the City could get flood insurance. Peterson stated that the regulations have to be in place by February to be in compliance.

Peterson stated that the goal is to adopt the minimal amount of code that will satisfy the requirements. Peterson explained that the code will need to be reviewed by the flood council and then the Planning Commission before coming to the City Council. Tim Clark asked how much staff time this project will consume. Peterson stated that using staff time and a model code will cost somewhere between \$1,500 and \$2,700, which is less expensive than hiring it out.

Upon motion by Smith, seconded by Harden and passing 5-0, Resolution 36-218 authoring a text amendment for floodplain provisions was approved.

### **PUBLIC WORKS DIRECTOR'S REPORT**

Niiyama presented the report and stated that the Shea lift station assessment has been completed and the facility is operating within parameters. Niiyama explained that the discharge line was also reviewed and is acting within capacity. Niiyama stated that the next step is to conduct flow rates from the pumps. Niiyama stated that the reason why the flow rates will be reviewed is to ensure that the flow rates are within DEQ standards. Harden asked if we have to conduct cleanings. Niiyama stated the number of additional cleanings due to illicit discharge have declined, but there are still ongoing issues.

Niiyama stated that the irrigation system at the park was operating this summer, and has recently been turned off for the season. Smith asked if the new irrigation system would reach up to the upper wetland areas to the park. Niiyama stated that the next step is to go out with bids to extend the system south, and the system will extend to the south as far as the budget will allow.

Niiyama stated that the east entry sign was also refurbished and cleaned up. Niiyama stated that the Cottonwood water line project started last week. Niiyama stated that public works staff attended a dig safety training provided by NW Natural. Niiyama stated that the Riverwood subdivision is moving along, and two homes have now been occupied. Niiyama stated that the City Hall utility relocation project should be underway within a couple of weeks as well.

The Council thanked Niiyama for the report.

### **FINANCE DIRECTOR'S REPORT**

Peterson stated that the Finance Director position was opened for recruitment as the interim acting employee elected not to pursue the position full time. Peterson stated that the recruitment period has ended, and interviews will be in a couple of weeks.

Peterson presented the finance report, and stated that it is through August. Peterson stated that expenditures and revenues are on track for the year. Peterson stated that the interest rate is 2.25%, and investments are nearly \$6.4 million. Peterson presented the revenue trends that are in each report. Peterson stated that cigarette tax revenues have been declining. Peterson stated that the other graphics in the report cover each individual budget fund by type. Peterson stated that the charts act as a quick reference on how the City is doing at any given time. Peterson stated that the city is doing well.

Peterson stated that the other graphic included in the report is the history of the City's investments to date. Peterson stated that tracking the balance through the full period, the fund balance was down from over \$6 million to about \$4 million to pay off loans. Peterson stated that those funds have all been recovered from that payment. Peterson explained that some of those funds are for dedicated projects, and a significant amount will be used for the new municipal building.

The Council thanked Peterson for the report.

### **CITY MANAGER'S REPORT**

Peterson presented the report and stated that the Annual Performance Plan is in the packet and for the most part items are on track. Peterson stated that there was a community meeting about Arata and the 238<sup>th</sup> last night. Peterson stated that most of the discussion was on the 238<sup>th</sup> project.

## **CITY COUNCIL REPORTS**

Harden stated that the MHCRC had an RFP for a legal services, but did not receive any responses. Harden stated that as a result. the board used the Local Government Law Group as a sole source provider. Harden stated that he is also attending the community services fee meetings, which is working on what type of projects could be eligible for community service fee funding.

Harden stated that the FCC is in the middle of rulemaking that if approved would allow cable companies to offset right of way fees with the community service fees. Harden stated that there is also a push to supersede right of way agreements for small cells and cable companies as well. Harden stated that this is all occurring on the federal level.

### **EXECUTIVE SESSION: 192.660(2) (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**

The Council entered the Executive Session at 7:08pm.

### **EXECUTIVE SESSION: 192.660(2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

The Council entered the Executive Session at 7:15pm.

The Council convened back into Regular Session at 7:47pm.

## **ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:48pm.

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Timothy Clark  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder



**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
October 9, 2018  
MINUTES**

**PRESENT:** Council President Scott Harden, Councilors Patricia Smith, Mark Clark, and Bruce Nissen. City Attorney Jeff Condit, City Manager Bill Peterson, Public Works Director John Niiyama, and interested parties.

**ABSENT:** Mayor Timothy Clark, and Acting Finance Director Yelena Shapovalov.

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

**CITIZEN COMMENTS (NON-AGENDA ITEMS)**

There were none.

**PUBLIC SAFETY REPORT**

Commander Reiser of the Multnomah County Sheriff's Office presented the report. Reiser presented the monthly statistics from September, and explained that there were no incidents that were out of the ordinary or overly concerning. Smith asked if there have been any significant changes in homeless camps near the park. Reiser stated that he has not heard that there have been more calls in this area regarding homeless camping or issues, but there are more calls in general in the overall area regarding the issue. Smith asked if there are patrols in the park. Reiser stated that there are patrols in the overall area, and they respond with calls for service to specific areas as needed.

Mark Clark provided Reiser with a brochure on potential safety cameras that are in use in other areas. Reiser stated that is a topic of further discussion, and cameras have been effective in some cases and circumstances.

Harden asked about the auto theft and how the MCSO lacks license plate readers on vehicles, and asked what the process is when a vehicle is stolen. Reiser stated that auto theft recovery is an area that has an opportunity for improvements on many levels. Reiser stated that license plate readers are being used, and there is a process for the use. The process essentially enables plates to be automatically ran and return a report. In general, when a stolen vehicle a report is taken, the person signs or requests for a recovery tow. After the report, the deputy enters the plate into the stolen database with a date and time. If the vehicle is located and is abandoned the owner is contacted and notified to pick up the vehicle. If the vehicle is occupied, it is serious a serious

matter as it is an unknown traffic stop. Reiser stated that the MCSO does not pursue just for a stolen vehicle.

The council thanked Reiser for the report and service.

### **CONSENT CALENDAR**

- a. Review of bills paid in September, 2018
  
- b. Contracts \$2,500 - \$50,000
  - Global Network Support: Phone Server - \$3,375.00
  - Portland Party Place: Pumpkin Fest Rentals - \$2,653.95
  - Northside Ford – 2019 F250 Utility Truck - \$34,481.89
  
- c. City Council Minutes
  - June 26,2018
  - July 17, 2018
  - September 11, 2018

Upon motion by Smith, seconded by Nissen and passing 4-0, the Consent Calendar was approved.

### **RESOLUTION 38-2018 PARK CIP AND SDC UPDATE**

Niiyama presented the resolution and stated that the previous Park Capital Improvement Plan and System Development Charges were adopted in 2016 with the new Master Plan. Niiyama stated that the updated Parks Master Plan that was adopted last month included additional projects at the Donald Robertson Park. Niiyama presented the 2016 CIP which includes the breakdown for SDC eligibility per project. Niiyama presented the updated CIP which include four additional projects for inclusion to the plan and SDC funding.

Niiyama stated that the items in the CIP are placeholders, and while the projects are anticipated, any one project may or may not be built on any given timeline. Niiyama stated that the SDC amount is \$2.3 million, which is an increase of about \$200,000 compared to the 2016 plan. Niiyama stated that the methodology for SDC eligibility and amount was the same as the methodology used in 2016 for the CIP and SDC methods. Niiyama stated that the inclusion and adoption of the CIP will enable the identified projects to receive SDC funding. Niiyama stated that the overall SDC rate will not have to change as the adjusted rate from 2016 is not dissimilar from the current project list calculations.

Harden asked what portion of each project is SDC eligible. Niiyama stated that the diagram in the packet outlines the growth allocation, which is based on how each project adds park capacity. Peterson stated that some projects can have more SDC funding because the project adds more

capacity. Peterson stated that new park for example will have 100% SDC funding, while other projects will have much less. Peterson stated that the allocations were done by a consultant.

Upon motion by Nissen, seconded by Mark Clark and passing 4-0, Resolution 38-2018 adopting the update Park Capital Improvement Plan was approved.

### **DISCUSSION: PLASTIC BAG BAN METHOD, APPROACHES, AND TIMELINES**

Harden requested the discussion be tabled until the entire Council can consider the issue, including a ban or an additional approach to research. The Council agreed postpone the discussion until the full Council can meet.

Metro Councilor Shirley Craddick stated that the city's efforts in this area are helpful. Having jurisdictions discuss the issue is a tipping point for larger change. Craddick explained that the county is interested, but unable to move forward with it at this time. Craddick stated that representative Carla Piluso will be entering legislation this session to ban plastic bags.

Craddick stated that incoming Metro President Lynn Peterson will be announcing at her inauguration that one of her goals is to ban plastic bags. Craddick stated that if the state does not take action, Metro will. Craddick stated that Metro prefers a statewide ban as it levels the playing field and makes a larger impact.

Peterson stated that staff research has been difficult, and of all the different code in the state only two of the codes are the same. Peterson explained that it has been difficult to research the right approach to a plastic bag ban. Craddick stated that previous state level efforts were support by the grocers, but it was shut down by the chemical companies. Craddick stated that there are real issues with recycling contamination at sorting centers, and there are real environmental impacts with improper disposal.

### **PRESENTATION: LEAGUE OF OREGON CITIES CONFERENCE RECAP**

Peterson stated that this was the 93<sup>rd</sup> annual conference and was his 22<sup>nd</sup> conference. Peterson stated that attendees from the City included himself Councilor Mark Clark, and HR/Records Manager Greg Dirks. Peterson stated that the conference adds value to the organization by attending conference sessions, talking with vendors and officials from other communities. Peterson stated that one of the key points this year was to let cities work, and that is the approach the League is taking in the upcoming legislative session. Peterson stated that specific issues include broadband and right of way issues to preserve cities rights to control local right of ways. Other issues include the ability to hire third party building inspection services, and remove qualification based selection.

Mark Clark stated that he accepted the City's gold safety award at the conference on behalf of the City. Mark Clark stated that the award is for no time loss injuries this past year. Mark Clark stated that a lot of cities received safety awards, which is great to see. Mark Clark stated that he learned a lot at the conference, and took many pages of notes. Mark Clark stated that his intent is to type up the notes to send out to the Council and staff.

Dirks stated that he learned something at each session, and while not all sessions may directly apply to the operations at the City, the session can make you think about things differently about topics and ideas. Dirks stated that you also learn by talking with peers about operations and projects at their organization.

**EXECUTIVE SESSION: 192.660(2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

The Council entered into Executive Session at 7pm.

The Council conveyed back into Regular Session at 7:24pm.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:25pm.

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Timothy Clark  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder



# City Council Agenda Item Staff Report

Meeting Date: October 9, 2018

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**TO:** Mayor and Councilors

**FROM:** Bill Peterson: City Manager

**Authored by:** Greg Dirks: HR/Records Manager

**DATE:** Originally drafted October 2, 2018. Updated October 31, 2018

**SUBJECT:** Plastic Bag Discussion

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## **Requested Council Action**

Continue to provide direction on how to move forward regarding the issue of single-use plastic bags.

## **Background**

The City Council placed the exploration and consideration of action to ban single use plastic bags in the 2018/19 Annual Performance Plan. A three-cities meeting on the issue was held in August, and the City Council further discussed the topic at the September 11, 2018 City Council meeting. The Council directed staff to continue to evaluate single-use plastic bag ban options, and did not appoint any members to the three-city ad-hoc committee proposed by the City of Fairview.

The City of Fairview has not taken any known additional action on this item since the three-cities meeting. The City of Troutdale discussed the item on October 9<sup>th</sup> at its Council meeting, and elected not to move forward with a city-wide ban.

Staff set up meetings with retail establishments to discuss single-use plastic bag ban options, and to receive feedback on the topic. Stakeholder meetings were conducted with the management of Walmart and Kohl's, and an open house on the topic was scheduled for Thursday, October 11<sup>th</sup> with restaurants, fast food outlets, and convenience stores. No one attended the open house session. Feedback from the stakeholder meetings include:

- Large retailers are able to package and sell plastic film and bags as a commodity that has a real value to the business.
- These two retail establishments report that between 30-100 gallon bins are being filled every two days with consumer bags, plastic packaging material, and plastic film for recycling/sale.
- Local retailers are open and willing to expand the in-store plastic bag and film recycling with larger capacity bins and increased advertising.
- About 5% of customers currently bring their own bags.
- Single-use plastic bag use is over 92,000 bags per week in the City.
- A fee per bag is heavily opposed. Without a regional fee, these two retailers felt that local retailers would be at a disadvantage.

- Plastic bags are preferred by the store and consumer as they are easy to load and carry. Paper bags with sturdy handles are often unavailable, and consumers do not like bags without handles.
- The retail establishments recycle 90-96% of all items that come into their facility.
- If a ban is enacted, retailers requested a six-month lead period to change out equipment, ensure an adequate stock of alternative bags, and to adjust in-store budgets.

In addition, it was confirmed by Metro Councilor Shirley Craddick that incoming Metro President Lynn Peterson indicated that regulations/limitations on single-use plastic bags will be a top priority in the coming year. There is also proposed legislation on a state wide plastic bag ban, and details of that legislation have not been reviewed.

### **Next Steps**

Staff is seeking the direction on how to continue to pursue this topic. Options include:

- Increase consumer education around proper recycling and locations to recycle plastic bags and film. Track and follow the work proposed by Metro and the area cities on a potential bag ban.
- Move forward with developing a code to ban on single-use plastic bags. The ban can be applied to all locations in the City, or by specific user business type.
- Move forward with developing a code and approach to mandate a fee for a bag. The fee can be applied to all locations in the City, or by specific user type or business group. The fee could be collected and retained by the business.
- Move forward with developing a code and approach to mandate a ban on single-use plastic bags and have a fee for any other type of bag. The fee can be applied to all locations in the City, or by specific user type or business group. The fee could be collected and retained by the business.

Any number of combinations can be selected. For example, staff can work to further education residents on proper recycling, while pursuing another alternative.

Additional information, new findings, or alternative approaches will be delivered to Council at future meetings. The associated timeframe for completion depends in part on the approach taken by the Council. The APP has this item going through April of 2019.

### **Alternatives**

Any number of alternatives and options to move forward are available. Staff is seeking direction on which process or methodology to pursue further.

### **Fiscal Impact**

The impacts of choices in this ban will be determined when the character of the ban is established. If a complicated ban is established, education and enforcement will have a significant initial cost. If fees are enacted, specifically fees that are utilized to clean refuse disposal areas, a mechanism for collection and the costs of actions will be included in the actions.

### **City Goal**

The work on this item helps achieve City Goal 7: Environmental Responsibility

### **Suggested Motions**

No specific motion is suggested. Staff is seeking direction on how to continue to move forward on this item.



# City Council Agenda Item Staff Report

Meeting Date: November 13, 2018

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**TO:** Mayor and Councilors

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

**DATE:** October 31, 2018

**SUBJECT:** Pumpkin Fest Event Recap

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## **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 third annual Great Pumpkin Fest occurred on Saturday, October 27<sup>th</sup>. The event was held at the Donald Robertson Park, and the hours were 12-5pm. The event featured a vendor area, 80 carved pumpkins from local students, 200 pumpkins for open carving, free family activities from 1-3pm, pumpkin bowling, a pumpkin pie bake off, pumpkin pie eating contest, an Aztec dance performance, and the pumpkin roll. The free family activities were sponsored and hosted by Emilio Inc. and included games, crafts, and snacks. Attendance for the event was estimated at 600-800 people, and was probably impacted by the weather. The event was generally well received by guests and vendors.

Students from the Oregon Trail Academy provided volunteer assistance prior to the event by washing pumpkins, as well as during the event by helping with setup, providing assistance to guests, and some basic cleanup activities after the event. Their help was greatly appreciated, and we will need to consider adding more personnel for setup and cleanup as the event continues to grow.

## **Next Steps**

Staff was able to add elements to this year's event including costume recognition, the Aztec dance performance, pumpkin bowling, pie baking and eating contests, as well as a larger event tent. The added elements were based off of comments and feedback from previous events. A feature that is still being requested is a pumpkin cannon or catapult of some kind.

## **Alternatives**

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



**Fiscal Impact**

The budget for this event was \$5,000, and we spent \$5,227. The Confederated Tribes of the Grand Ronde were the main sponsor of the event, with a donation of \$500, as well as Platinum Community Partner Advanced Metal and Wire, and Silver Community Partner Joy Teriyaki. A breakdown of costs is as follows:

<b>Item</b>	<b>Cost</b>
40x80Tent	\$1,728.00
Tent Walls	\$324.00
Lighting (400 Watt)	\$202.00
Chairs	\$108.00
delivery	\$100.00
Helium	\$108.00
Pumpkins	\$683.00
Supplies	\$1,095.00
Banners	\$232.00
Straw	\$577.00
Popcorn	\$70.00
<b>Total</b>	<b>\$5,227.00</b>

Supplies under the supply category include:

pins	\$20.00
prizes	\$250.00
carving kits	\$220.00
Tables Covers	\$15.00
Pies/cupcakes	\$134.00
General Supplies	\$99.00
Candy for Costumes	\$28.00
Power box	\$45.00
Dancers	\$150.00
Eating Contest	\$134.00
<b>Total</b>	<b>\$1,095.00</b>

**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 Staff Report

Meeting Date: November 13, 2018

### Memorandum

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**TO:** Mayor and City Council

**FROM:** Bill Peterson, City Manager

**AUTHOR:** Seth Reeser, Finance Director

**DATE:** November 5, 2018

**TOPIC:** Council Finance Report on Revenue & Expenditures through September 30, 2018.  
This report covers all revenue from **July 1, 2018 through September 30, 2018**, 25% of the fiscal year. All expenditures and revenues through September 30, 2018 are within budgeted parameters.

Please see the attached charts indicating specific September revenue and expense figures.

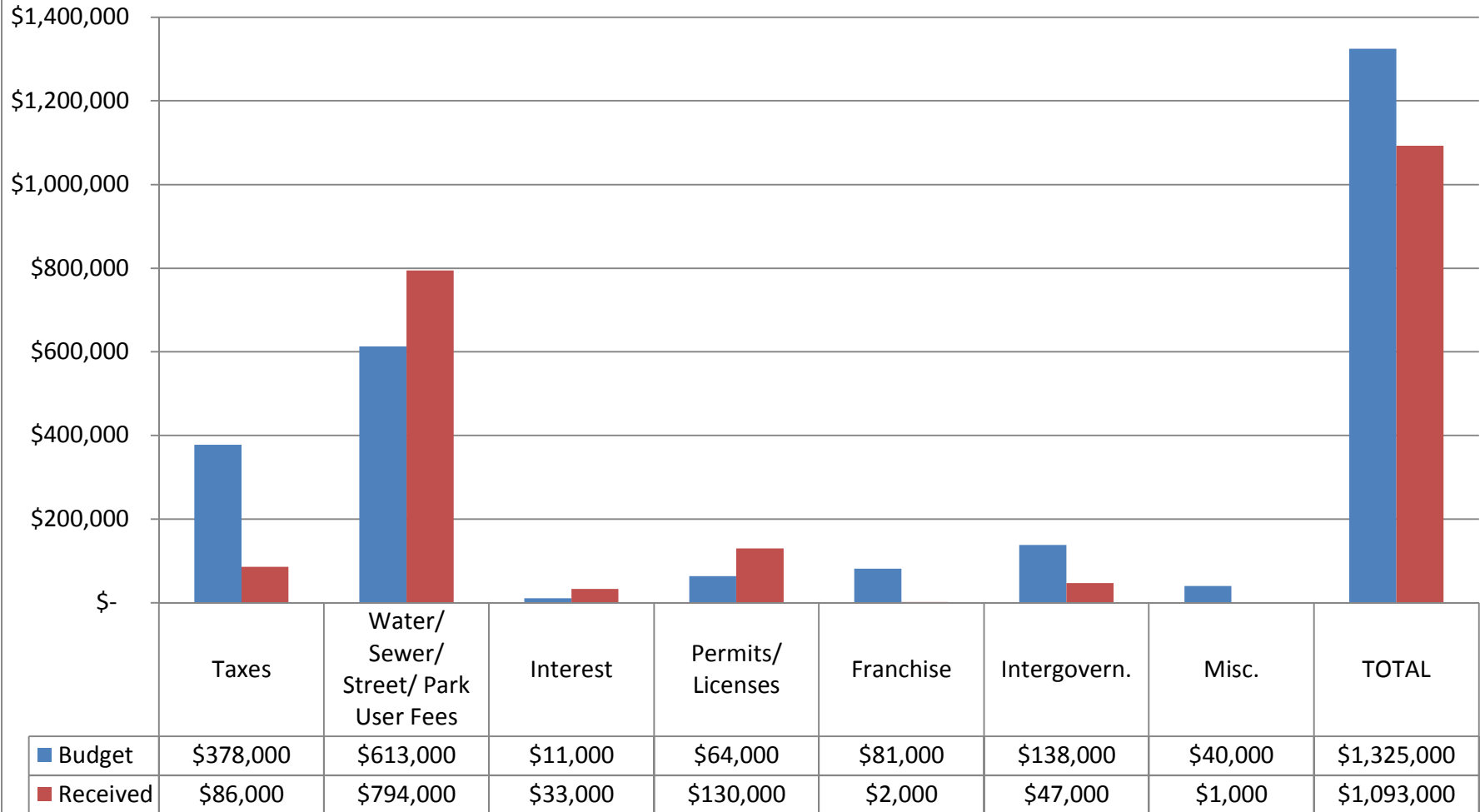
The interest rate at the LGIP is currently at 2.25%. On September 30<sup>th</sup> our investment portfolio was at \$6,491,748.35. One change to your packet is the replacement of the four page investment summary spreadsheet with a graph of the same information. Please let me know if the Council would like to see any additional information included in the monthly report.

Revenues are up compared to last year at this time due to increases in property taxes (+\$25,334), business income taxes (+\$23,915), and interest revenue (+\$14,962). Interest revenue should continue to track above last year, but the tax revenue is highly variable and it is too early in the year to know if this trend will continue.

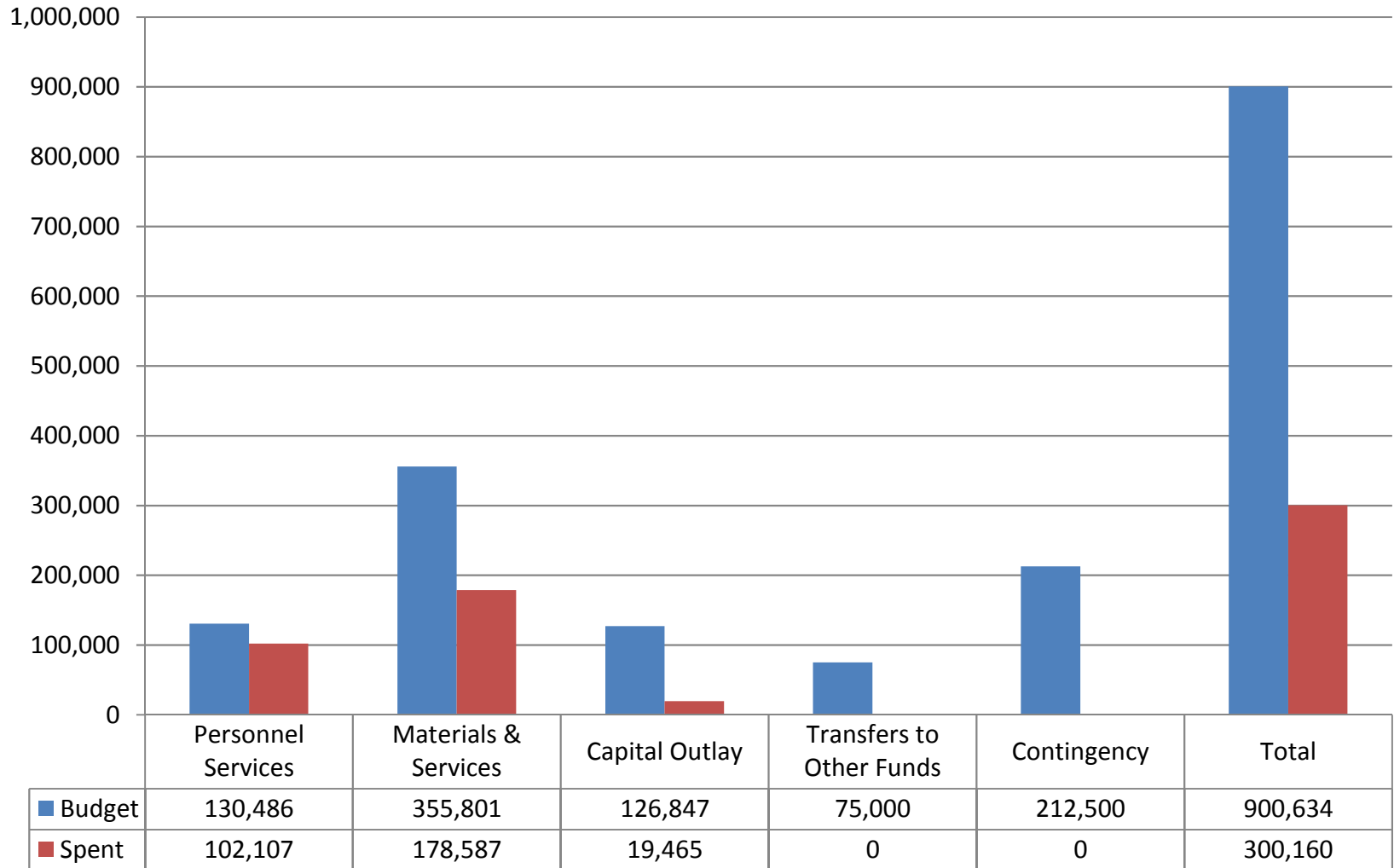
The Audit and CAFR preparation are continuing on schedule, with the auditors on site this week.

SOURCE OF INCOME	YTD 2016-17			YTD 2017-18			YTD 2018-19			Trend
	as of	30-Sep-16		30-Sep-17		30-Sep-18	2016-17	2017-18	2018-19	
The percentages are for the change from the prior year to the next year.							3,910	3,915	3,920	
Property Tax **		\$9,548	↑ 7%	\$10,194	↑ 249%	\$35,529	\$2.44	\$2.60	\$9.06	
Business Income Tax		\$39,980	↓ -14%	\$34,245	↑ 70%	\$58,160	\$10.23	\$8.75	\$14.84	
Cigarette Tax		\$1,318	↑ 4%	\$1,366	↓ -35%	\$885	\$0.34	\$0.35	\$0.23	
Liquor Tax		\$13,476	↓ -21%	\$10,658	↑ 40%	\$14,970	\$3.45	\$2.72	\$3.82	
Gasoline Tax		\$57,859	↑ 4%	\$60,320	↑ 17%	\$70,391	\$14.80	\$15.41	\$17.96	
State Shared Revenue		\$18,031	↓ -42%	\$10,501	↑ 3%	\$10,827	\$4.61	\$2.68	\$2.76	
Motel Tax		\$30,970	↑ 36%	\$42,073	↑ 8%	\$45,428	\$7.92	\$10.75	\$11.59	
Interest Revenue		\$9,786	↑ 84%	\$18,012	↑ 83%	\$32,974	\$2.50	\$4.60	\$8.41	
<b>TOTALS</b>		<b>\$180,968</b>	<b>↑ 4%</b>	<b>\$187,368</b>	<b>↑ 44%</b>	<b>\$269,163</b>	<b>\$46.28</b>	<b>\$47.86</b>	<b>\$68.66</b>	

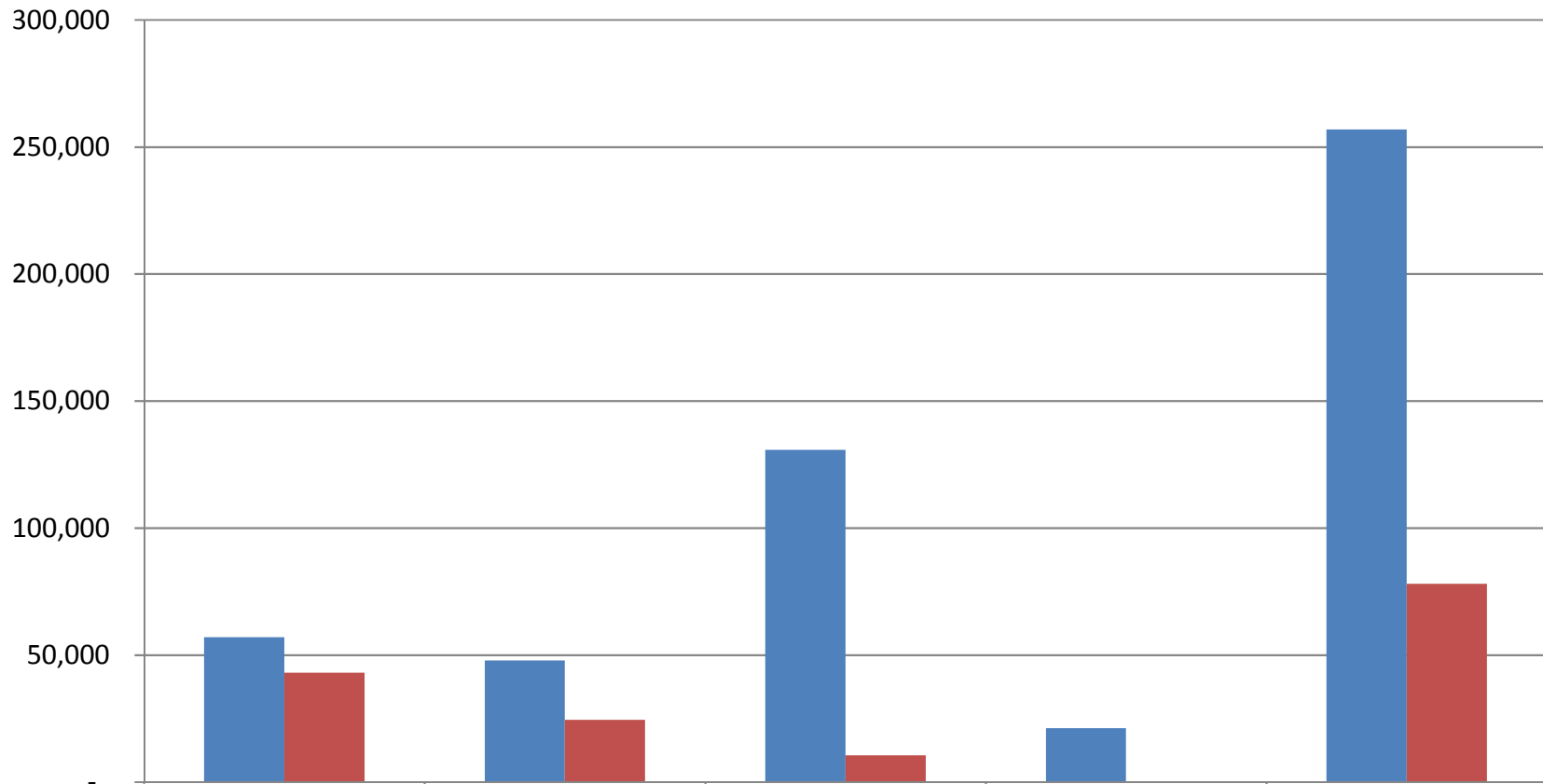
## General Fund - Budget vs. Actual Revenue Period 3, YTD September 30, 2018



## General Fund - Budget vs. Actual Expense Period 3 - YTD September 30, 2018

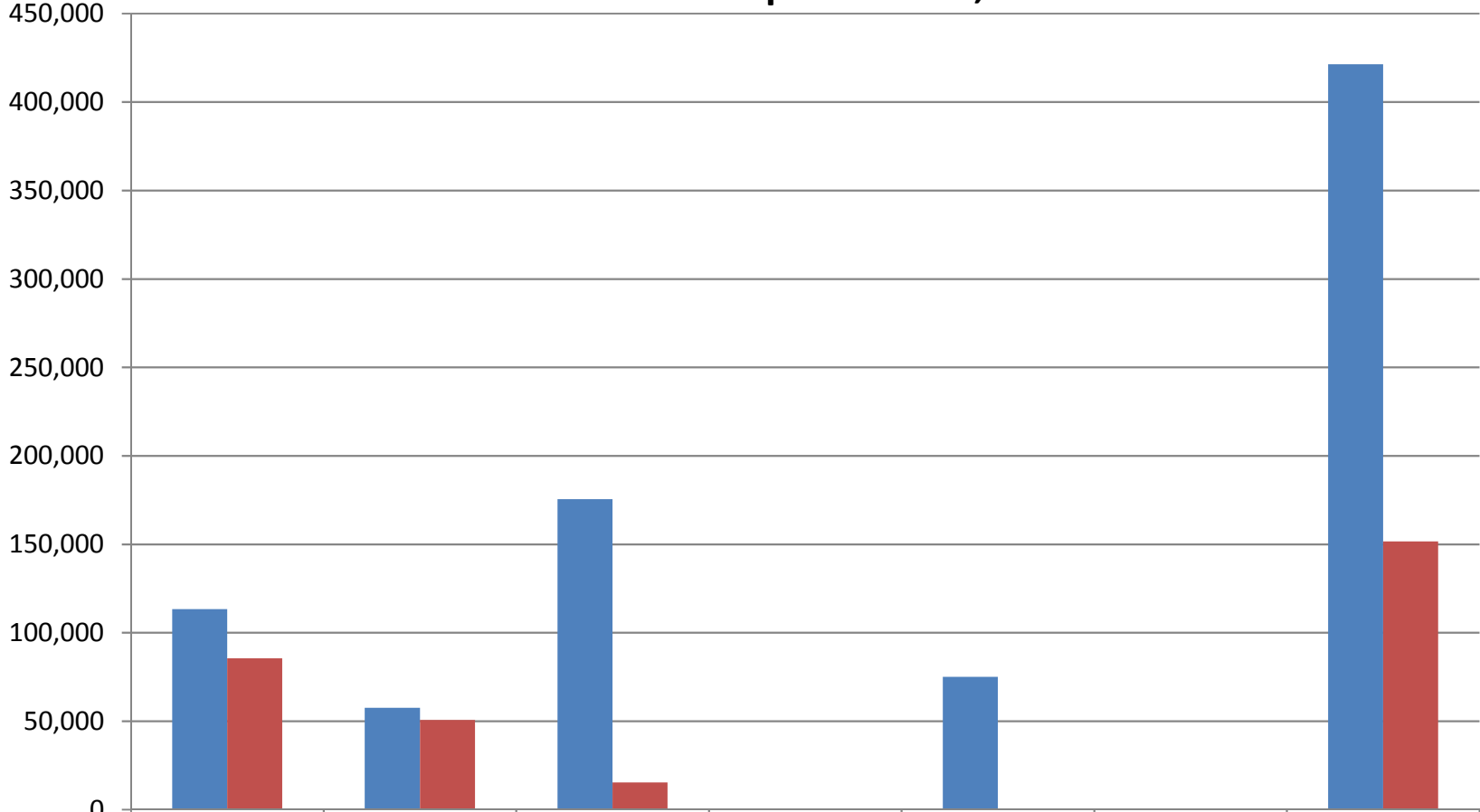


## Street Fund - Budget Vs. Actual Expense Period 3 - YTD September 30, 2018



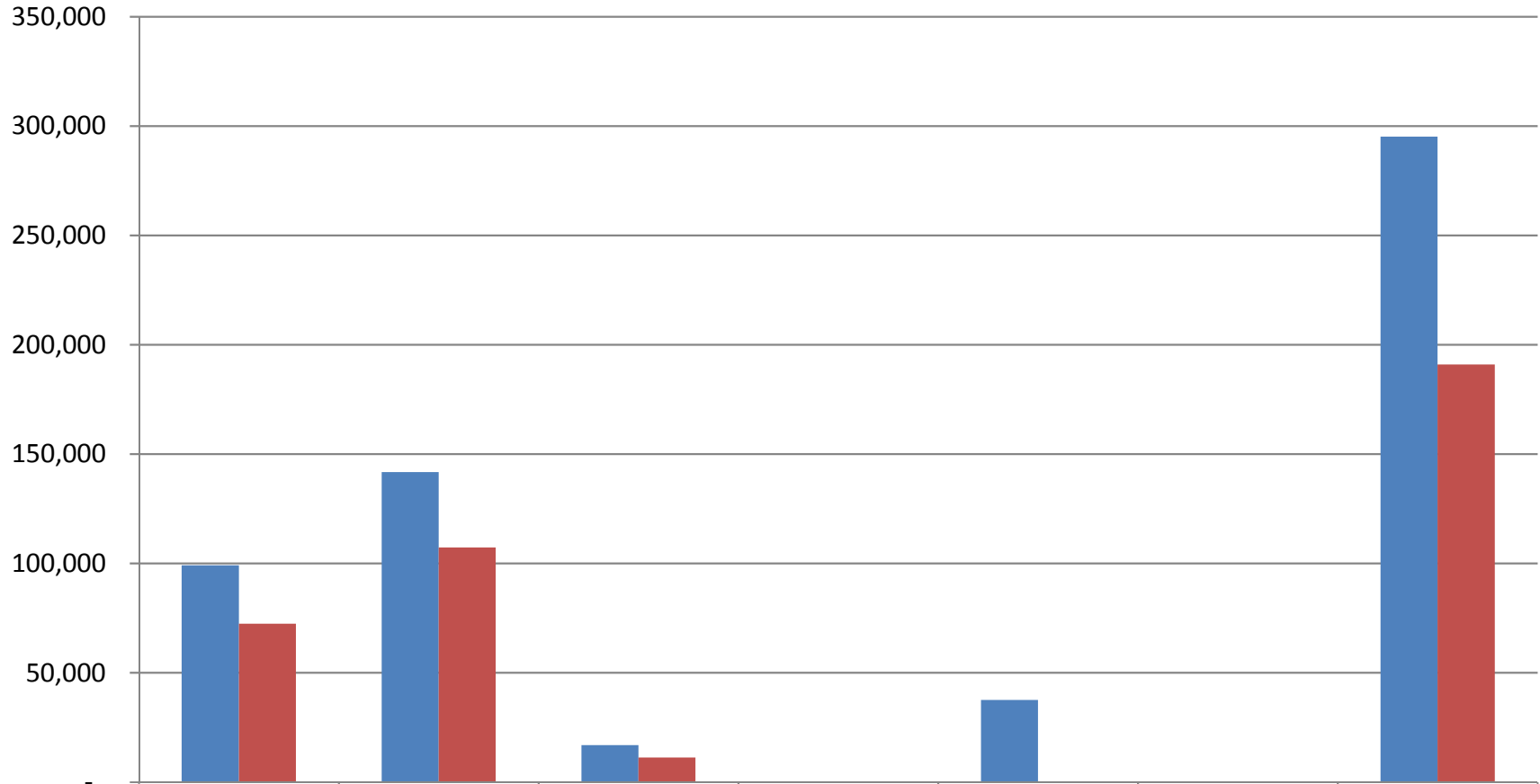
	Personnel Services	Materials & Services	Capital Outlay	Contingency	Total
■ Budget	56,983	47,836	130,775	21,250	256,843
■ Spent	43,039	24,548	10,497	-	78,085

### Water Fund - Budget vs. Actual Expense Period 3 - YTD September 30, 2018



	Personnel Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Contingency	Debt Service	Total
Budget	113,281	57,523	175,512	0	75,000	0	421,315
Spent	85,574	50,656	15,308	0	0	0	151,538

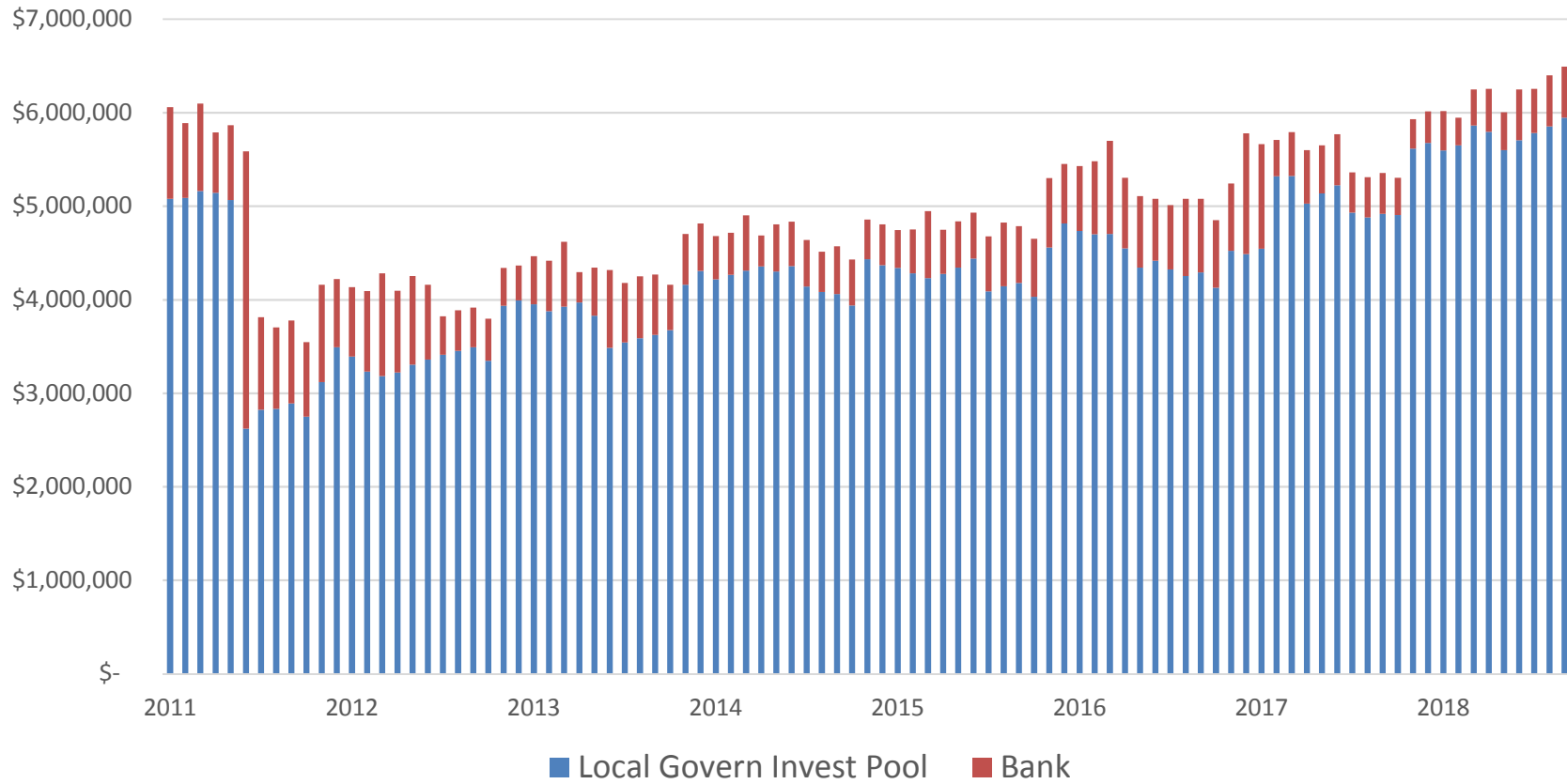
### Sewer Fund - Budget vs. Actual Expense Period 3 - YTD September 30, 2018



	Personnel Services	Materials & Services	Capital Outlay	Transfers to Other Funds	Contingency	Debt Service	Total
■ Budget	99,081	141,711	16,900	-	37,500	-	295,193
■ Spent	72,372	107,303	11,266	-	-	-	190,941



## Ending Cash Balance - Through September 30, 2018



## Interest Rate and Earnings

