

**REGULAR MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
October 10, 2019  
AGENDA**

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

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. [Review of Bills Paid: September 2019](#)
  - a. Contracts: \$2,500 - \$50,000
    - Deere and Co. - Gator Utility Vehicle; \$11,078.14
4. Consent Calendar:
  - a. City Council Minutes
    - [January 22, 2019](#)
    - [February 12, 2019](#)
    - [February 26, 2019](#)
    - [March 14, 2019](#)
    - [April 9, 2019](#)
    - [April 25, 2019](#)
    - [May 16, 2019](#)
  - b. Correct Count Committee Members
    - Teresa Campos-Dominguez
    - Jairo Campos-Dominguez
    - Elvia Angel
5. Presentation: Comcast Update
6. [Resolution 50-2019: City Manager Contract Offer](#)
7. [Discussion: IGA with City of Gresham for Solid Waste Management Services – Greg Dirks](#)
8. [Presentation: League of Oregon Cities Conference Recap – Bill Peterson and Greg Dirks](#)

**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, October 22, 2019**



CITY OF WOOD VILLAGE

# Check Report

By Check Number

Date Range: 09/01/2019 - 09/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP River-AP Riverview Bank</b>						
10033	CHR CREATIVE	09/10/2019	Regular	0.00	270.00	23309
0505	CITY OF FAIRVIEW	09/10/2019	Regular	0.00	69.66	23310
1200	GLOBAL NETWORK SUPPORT INC.	09/10/2019	Regular	0.00	1,465.00	23311
0841	GREG F DIRKS	09/10/2019	Regular	0.00	219.28	23312
10166	MIG, INC	09/10/2019	Regular	0.00	1,395.00	23313
10122	NET ASSETS	09/10/2019	Regular	0.00	173.00	23314
0611	PAMPLIN MEDIA GROUP	09/10/2019	Regular	0.00	244.70	23315
2210	PARKROSE HARDWARE	09/10/2019	Regular	0.00	5.59	23316
10011	PIXIS LABS, LLC	09/10/2019	Regular	0.00	3,780.00	23317
1056	PORTLAND WEB DESIGN	09/10/2019	Regular	0.00	110.00	23318
2378	PRECISION NW ELECTRICAL CONTRACTORS	09/10/2019	Regular	0.00	150.00	23319
2530	REYNOLD'S SCHOOL DISTRICT #7	09/10/2019	Regular	0.00	955.88	23320
10003	RIVER CITY ENVIRONMENTAL	09/10/2019	Regular	0.00	876.48	23321
10202	SMM REAL ESTATE LLC	09/10/2019	Regular	0.00	4,215.53	23322
0510	CITY OF GRESHAM	09/12/2019	Regular	0.00	32,716.12	23323
0530	CITY OF PORTLAND	09/12/2019	Regular	0.00	4,330.97	23324
1235	GRESHAM FORD	09/12/2019	Regular	0.00	41.45	23325
10181	JENSEN PRECAST	09/12/2019	Regular	0.00	188.41	23326
1571	LOWES COMPANIES, INC	09/12/2019	Regular	0.00	1,027.30	23327
	**Void**	09/12/2019	Regular	0.00	0.00	23328
	**Void**	09/12/2019	Regular	0.00	0.00	23329
2250	PLATT ELECTRIC SUPPLY	09/12/2019	Regular	0.00	15.68	23330
2622	SCHNEIDER EQUIPMENT INC	09/12/2019	Regular	0.00	4,857.00	23331
10118	STUDIO ONE PHOTOGRAPHY	09/12/2019	Regular	0.00	78.00	23332
10199	AXIS DESIGN GROUP	09/19/2019	Regular	0.00	539.50	23333
10056	BATTERIES PLUS BULBS	09/19/2019	Regular	0.00	19.50	23334
0252	BIOCLEAN ENVIRONMENTAL SVC, INC	09/19/2019	Regular	0.00	1,615.00	23335
1610	MASTERTECH SECURITY SVC	09/19/2019	Regular	0.00	80.85	23336
1960	OFFICE DEPOT CREDIT PLAN	09/19/2019	Regular	0.00	364.49	23337
2020	ONE CALL CONCEPTS, INC	09/19/2019	Regular	0.00	39.60	23338
10011	PIXIS LABS, LLC	09/19/2019	Regular	0.00	255.00	23339
2350	POSTMASTER	09/19/2019	Regular	0.00	240.00	23340
10129	REBECCA GALLIEN	09/19/2019	Regular	0.00	284.99	23341
10165	SERVICE MASTER BUILDING SERVICES	09/19/2019	Regular	0.00	742.00	23342
0970	ADVANCE AUTO PARTS	09/24/2019	Regular	0.00	0.94	23343
0287	BRENNTAG PACIFIC INC	09/24/2019	Regular	0.00	1,733.47	23344
1042	FASTENAL COMPANY	09/24/2019	Regular	0.00	16.58	23345
1235	GRESHAM FORD	09/24/2019	Regular	0.00	189.90	23346
10215	JERRY GABRIELATOS	09/24/2019	Regular	0.00	1,193.90	23347
0960	KIP EDGLEY	09/24/2019	Regular	0.00	1,940.00	23348
10037	PPV INC	09/24/2019	Regular	0.00	4,342.18	23349
10212	SPRAGUE PEST SOLUTIONS	09/24/2019	Regular	0.00	83.00	23350
10216	THOMAS GLOVER	09/24/2019	Regular	0.00	264.48	23351
2835	TICOR TITLE	09/24/2019	Regular	0.00	7,000.00	23352
0081	AFLAC	09/30/2019	Regular	0.00	167.42	23353
0637	CONST & GEN LABORERS' UNION LOCAL 737	09/30/2019	Regular	0.00	117.00	23354
1120	FRONTIER	09/10/2019	Bank Draft	0.00	95.98	DFT0001544
0170	AT & T MOBILITY	09/12/2019	Bank Draft	0.00	431.26	DFT0001545
2270	PGE	09/12/2019	Bank Draft	0.00	158.45	DFT0001546
2270	PGE	09/12/2019	Bank Draft	0.00	50.76	DFT0001547
2270	PGE	09/12/2019	Bank Draft	0.00	3,745.90	DFT0001548
2270	PGE	09/12/2019	Bank Draft	0.00	1,019.36	DFT0001549
2270	PGE	09/12/2019	Bank Draft	0.00	65.70	DFT0001550
2270	PGE	09/12/2019	Bank Draft	0.00	20.94	DFT0001551

Check Report

Date Range: 09/01/2019 - 09/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2270	PGE	09/12/2019	Bank Draft	0.00	452.78	DFT0001552
2270	PGE	09/12/2019	Bank Draft	0.00	23.26	DFT0001553
2270	PGE	09/12/2019	Bank Draft	0.00	29.55	DFT0001554
2270	PGE	09/12/2019	Bank Draft	0.00	1,816.24	DFT0001555
2270	PGE	09/12/2019	Bank Draft	0.00	23.39	DFT0001556
2270	PGE	09/12/2019	Bank Draft	0.00	24.04	DFT0001557
1390	ALLSTREAM	09/19/2019	Bank Draft	0.00	447.48	DFT0001558
0920	CIS TRUST	09/19/2019	Bank Draft	0.00	4,693.24	DFT0001559
1120	FRONTIER	09/24/2019	Bank Draft	0.00	75.98	DFT0001560
1710	MILLER NASH GRAHAM & DUNN LLP	09/24/2019	Bank Draft	0.00	2,926.00	DFT0001561
1920	NW NATURAL	09/24/2019	Bank Draft	0.00	16.13	DFT0001562
1920	NW NATURAL	09/24/2019	Bank Draft	0.00	225.92	DFT0001563
2270	PGE	09/24/2019	Bank Draft	0.00	1,598.15	DFT0001564
10107	RIVERVIEW CC - CA	09/24/2019	Bank Draft	0.00	570.00	DFT0001565
10108	RIVERVIEW CC - FD	09/24/2019	Bank Draft	0.00	1,296.99	DFT0001566
10109	RIVERVIEW CC - HR	09/24/2019	Bank Draft	0.00	1,500.05	DFT0001567
10176	RIVERVIEW CC - OPS	09/24/2019	Bank Draft	0.00	292.83	DFT0001568
10110	RIVERVIEW CC - PW	09/24/2019	Bank Draft	0.00	3,877.08	DFT0001569
2153	OREGON DEPT OF JUSTICE	09/30/2019	Bank Draft	0.00	600.00	DFT0001571
0920	CIS TRUST	09/27/2019	Bank Draft	0.00	16,408.59	DFT0001572
1358	ICMA	09/27/2019	Bank Draft	0.00	1,500.00	DFT0001573
1880	NATIONWIDE RETIREMENT SOL.	09/27/2019	Bank Draft	0.00	900.00	DFT0001574
2200	OREGON PERS	09/27/2019	Bank Draft	0.00	15,758.24	DFT0001575

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	83	44	0.00	78,414.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	83	31	0.00	60,644.29
EFT's	0	0	0.00	0.00
	<b>166</b>	<b>77</b>	<b>0.00</b>	<b>139,059.14</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	83	44	0.00	78,414.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	83	31	0.00	60,644.29
EFT's	0	0	0.00	0.00
	<b>166</b>	<b>77</b>	<b>0.00</b>	<b>139,059.14</b>

### Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	9/2019	139,059.14
			<b>139,059.14</b>

**JOINT MEETING OF THE  
WOOD VILLAGE CITY COUNCIL AND URBAN RENEWAL BOARD  
January 22, 2019  
MINUTES**

**PRESENT:** Mayor Scott Harden, Council President Patricia Smith, and Councilors Bruce Nissen and John Miner. Urban Renewal Members Stanley Dirks and Craig Howard. City Attorney Jeff Condit, City Manager Bill Peterson, Public Works Director John Niiyama, Finance Director Seth Reeser, and interested parties.

**ABSENT:** Urban Renewal Member Steven Morasch.

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

Gresham Fire Chief Mitch Snider introduced himself and stated that he is looking forward to working with the City, as well as the other contracted cities for fire and emergency services.

The Council welcomed Chief Snider.

**CONSENT CALENDAR**

- a. Appointments
- b. Resolution 4-2018: Regional Committee Appointments

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

**WORK SESSION: URBAN RENEWAL PLAN AND PROJECT UPDATE**

Peterson presented the discussion and stated that the impetus of this update was working with the city of Fairview on an advisory committee to form an urban renewal agency. Peterson explained that in that process, there was a review of pending legislation and concerns regarding urban renewal areas in general. Peterson stated that the first issue is a piece of legislation that has been introduced, and the legislative item would prohibit the inclusion of public buildings unless it is approved by the underlying taxing jurisdictions. Peterson stated that while that provision would not apply retroactively, the current plan may not be specific enough for a public building because it does not include the specific dollar amount for a new City Hall. Peterson explained that we want to ensure that project amounts are updated and specific.

Peterson stated that in choosing the site for a municipal building, the highest potential site is just outside the current urban renewal boundary. It will take about a 20,000 square foot addition to

the boundary, and that can be completed with a minor amendment. Peterson stated that while investments can be made outside the agency's boundaries, the investment has to be proportional to the impact of the agency.

Peterson presented the progress report on the agency to date. Peterson explained that the first five years of the agency were during the great recession, and there were actual declines in value. Peterson stated that following the drop, there were only modest gains of three percent for several years. Peterson stated that in this past year, there was also a decline in the amount of increment within the agency. Peterson stated that the decline is based on a decline in commercial values and centrally assessed utilities. Peterson stated that those reductions were done city-wide, and taken out of the URA base. Peterson stated that from the agency's standpoint, the debt limit is still the same \$11.75 million regardless of the time period. Peterson explained that the agency has very little debt, and there is a lot of flexibility with the plan.

Peterson stated that there are 44 homes in the new Riverwood development, and most of the homes will appear on the tax roll next year. Peterson stated that there is a development proposal of 61 units on 240<sup>th</sup>, a 4,000 square foot commercial development also off of 240<sup>th</sup>, and then seven units on the west end of Halsey. Peterson stated that putting all that together with the City Hall redevelopment, and there will be a lot of return to the agency in the coming years.

Peterson stated that not included in the projections is any development in the town center. Peterson stated that while there will be development at some point in the future, the projections were put together with only known projects.

Peterson stated that there are pending Urban Renewal projects including the Arata Road fencing, City Hall development incentives, and then street improvements for Halsey to underground the electrical utilities. Peterson stated that there is also \$1.5 million for the new City Hall.

Peterson stated that the agency has borrowed \$1.2 million from the City's General Fund, and a bond will be issued when the agency takes out the \$1.5 million for City Hall. Peterson explained that the bond will cover the \$1.2 million loan as well, and the bond will be backed by the City. Peterson stated that the agency has a bond advisor and bond counsel already under contract.

Peterson stated that that the urban renewal plan was developed in 2010, and included several options and programs under five general themes. Peterson presented a spreadsheet of the original plan projects with original cost estimates. Peterson presented updated projects and project costs. Peterson stated that several of the projects in the plan have already been completed such as Arata Road, the Wood Village Blvd. extension, and some utility work. Peterson stated that frees up financial resource for other projects. Peterson stated that the Main Streets on Halsey initiative outlined about \$2 million worth of various improvements.

Peterson stated that there is \$500,000 for the fencing along Arata Road, and \$1.5 million for undergrounding power along Halsey. Peterson stated that the bulk of the undergrounding cost is to get the service lines across the street and to replace the services on the homes. Peterson explained that a number of projects in the plan have been completed with other financing sources. This includes updated master plans and the Halsey sewer line project. Peterson stated that those items have been replaced with additional sewer treatment capacity and a proportionate amount to replace the main sewer outfall.

Peterson stated that there is still the 25% of value incentive package for new development. Peterson explained that the original plan included relocation assistance, and the funds cannot get at the actual amount needed to complete that item on any large scale, so it was removed. Peterson stated that there is still \$500,000 for general property acquisition, and \$1.5 million for a replacement City Hall. Peterson stated that there are funds for the façade renovation program, as well as for SDC and permit fees for new development. Peterson stated that there is \$200,000 for gateway signs, markers, and statues. Peterson explained that alternative energy is a requirement, and there is \$100,000 as a placeholder for a future investment or project. Peterson stated that the projected administrative costs have been reduced, and the overall total comes in at the debt limit of \$11,750,000.

Howard asked if the boundary revision adds or removes land from the agency. Peterson stated that the revision adds about 20,000 square feet in the park contiguous to existing URA land. Howard asked about the proposed legislation that would prohibit public buildings. Peterson stated that the City Hall is in the existing plan, but there was not a specific allocation. The update outlines the details of the City Hall.

Howard asked about the benefit of bringing the new land into the URA. Peterson stated that it is in order to include the full allocation of the new City Hall, instead of a proportionate amount. Howard asked about the sewer treatment capacity purchase. Peterson stated that the City is at about 93 percent of its purchased capacity from Gresham, and this would be an additional increment of capacity. It is not building a sewer treatment plant. Howard asked if that is a reoccurring cost. Peterson stated that the allocation purchase is a one-time purchase, and the ongoing operating costs are paid with monthly user fees.

Harden asked about the housing tool box and its goals. Harden stated that he remembers that it was to help induce affordable housing. Peterson stated that he could not find any details regarding the purpose of the tool box. Howard stated that he thought it had something to do with cottage housing incentives. Peterson stated that he left the allocation in the plan, and it does not have to be there if there is not a specific use or purpose. Harden asked if the \$100,000 allocation

for alternative energy is enough to do an actual project. Peterson stated that energy savings for new construction is state law, and that was not the case when this plan first came out.

Miner asked about the original project list which came out to about \$14.5 million, and how it was over the maximum debt limit. Peterson stated that the updated project list and administrative costs come in at the debt limit and removing Arata Road and the Wood Village Blvd. extension helped reduce a lot of costs.

The URA board and City Council agreed with the draft plan and asked for a completed plan update that could be adopted.

### **RESOLUTION 5-2019/URA 1-2019: UTILITY RELOCATION CONTRACT AMENDMENT**

Niiyama presented the resolution and stated that it is a contract for the City Hall utility relocation project. Niiyama stated that the Urban Renewal Board and the City Council authorized a contract with Three Kings for \$299,500 for the utility relocation project. Niiyama explained that she has had some delays and cost overruns, and the final project cost came in at \$306,000. Niiyama stated that the change orders were negotiated between staff and the contractor and this would settle and close out the contract.

Niiyama stated that the requests came in in two phases. Niiyama stated that the first change order was for a few thousand dollars based on as-builts as compared to the plan set. Niiyama stated that the next change order came in at the end of the project for nearly \$90,000. The City consulted with legal counsel and negotiated a change order for \$17,600.

Niiyama stated that the full contract overrun is about \$7,000. That increase will not impact the overall incentive package, as the total amount will be offset with SDC and permit fees. Niiyama stated that the net overall impact for the agency is zero. Niiyama asked if there were any questions.

Howard asked if there was an agreement on the final amount. Niiyama stated that is a signed change order in place, and this would close out the contract. Dirks asked about the aggregate overages and how that came up. Niiyama stated that it looks like there was some miscalculations on the contractor's part, as well as some assumptions on the City's part which justifies a change order.

Upon motion by Nissen, seconded by Smith and passing 6-0, Resolution URA 1-2019 and 5-2019 authorizing the City Manager additional appropriations to the City Hall relocation project and to close out the contract was approved.



## **THE URBAN RENEWAL AGENCY ADJOURNED AT 7:03PM.**

### **RESOLUTION 6-2019: IGA WITH GRESHAM FOR BUILDING INSPECTION SERVICES**

Niiyama presented the resolution and stated that in 2016 Gresham began providing budging inspection services for the City. Niiyama stated that the original IGA was for three years with a 90-day cancelation notice. Niiyama stated that Gresham has an IGA with Troutdale and Fairview as well. All three IGAs are different among the cities, and Gresham wanted one IGA to cover all three cities. Niiyama stated that there were also issues with the full cost of recovery to provide the service.

Niiyama stated that the current rate is \$79.95 an hour, and the rate will be \$120 an hour.

Niiyama stated that was based on a composite rate and to enable the City of Gresham the full cost recovery. Niiyama stated that the new IGA has a 180-day cancellation requirement, which is still short, but better than 90 days. Niiyama stated that the IGA is consistent between all three cities and includes items that were not in the original IGA such as rental inspections and other specialty and occasion building needs. Niiyama stated that the contact has a methodology for annual cost updates and goes out to 2023.

Niiyama presented the alternatives and stated that this duty cannot be delegated to the private sector, and that is based on a recent opinion from the state Building Codes Division.

Smith asked if the inspection time is from portal to portal. Niiyama stated that it is, but it is reduced when there are concurrent inspections. Nissen asked if the rate increase could have been delayed to the end of the original IGA. Niiyama stated that Gresham had the advantage and was going to cancel the service unless the IGA and costs were updated.

Miner asked about the increase in fees and stated that the city's fees would have to be adjusted. Niiyama stated that the intent is to have the building department be revenue neutral, and updated rates will probably be needed. Miner stated that he had just went through a number of inspections, and he found that they were quick and responsive.

Harden asked if all the cities are receiving the same cost structure and rates. Niiyama stated that they are.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 6-2019 authoring the City Manager to sign an IGA with the City of Gresham for building inspection services was approved.

## **RESOLUTION 7-2019: PROPERTY ACQUISITION OFFER AUTHORIZATION**

Peterson presented the resolution and stated that during the last meeting, the Council went into an Executive Session to review properties for a new City Hall. Peterson stated that one of the sites was about four and a half acres owned by the Confederated Tribes of the Grand Ronde in the Town Center. Peterson stated that the site would not work out well for a City Hall, but would work well for a park site, and it is identified in the Parks Master Plan as a potential park site.

Peterson stated that this resolution authorizes the City Manager to extend a purchase offer for the site as an open space, nature park. Peterson stated that the site would still count towards the open space and drainage requirements for the Town Center. Peterson stated that if the City is successful with a purchase offer, the actual offer and purchase price would be done in a public hearing. Peterson stated the acquisition is Park SDC eligible and asked if there were any questions.

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 7-2019 authorizing the City Manager to negotiate a park site purchase with the Confederated Tribes of the Grand Ronde was approved.

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

Niiyama presented the report and stated that Cedar Lane bid award has been approved, and the project is scheduled to begin in the Spring. Niiyama stated that staff will start to conduct the outreach next month. Niiyama stated that the City Hall utility relocation project has been completed.

Niiyama stated that we are working with PGE to get powered street lights on 230/231 Court to replace the solar lights which are not working out as planned. Niiyama stated that solar lights requires investments of \$10,000 every three to five years to keep operable. Switching to powered lights will be less.

Niiyama stated that staff has completed trainings, and there plans in development review. Niiyama stated that the production and consumption report is in the packet, and the system loss is about 7 percent, which is within standard.

## **FINANCE DIRECTOR'S REPORT**

Reeser presented the report and stated that the report is through the month of December. Reeser stated that we are half way through the fiscal year. Reeser stated that the property tax revenues are coming in as expected and are at 90 of budget. Reeser stated that there was no business income tax revenue in December, but there are no concerns as we are at the anticipated level

Reeser stated that the interest rate has increased again and is up about a percent over the past 18 months.

Reeser stated that the packet includes a budget calendar for the upcoming budget hearings. The essential item is the first hearing on Thursday April 18<sup>th</sup>. If needed, the second meeting is Tuesday May 7<sup>th</sup>, with adoption in June.

**CITY MANAGER’S REPORT**

Peterson stated that the Annual Performance Plan is in the packet and will be discussed in detail at the upcoming retreat. Peterson stated that items within staff’s control are doing great, and items that rely on outside support are not moving as fast. Peterson stated that overall, we are on track.

**CITY COUNCIL REPORTS**

Harden asked if Nissen would be willing to sit in on the City Hall design committee. Nissen agreed.

Miner asked about the vacant Council position. Dirks explained the appointment process. Harden stated that he is interested in trying to recruit a minority community member to the Council.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:42pm.

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T. Scott Harden  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
February 12, 2019  
MINUTES**

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

**ABSENT:** None.

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

There were none.

**EMPLOYEE RECOGNITION AWARD**

Peterson presented the item and stated that the City Council has adopted a specific goal to honor and acknowledge the employees that work here, and to find opportunities to recognize special employees. Peterson stated that is a unique and dedicated statement from the Council and is truly magnificent. Peterson stated that the award is for Marie Kizzar. Peterson stated that the award program is based on rewarding those employees who have created qualifiable savings for the community. Peterson stated that the employee is then eligible for 25% of the savings, up to \$5,000. Peterson stated that Marie has been with the City for 21 years and is a cornerstone of the Public Works department.

Peterson explained how the program and award works, and how the results are measured. Peterson stated that the award in this case was based on a cost savings for the leaf drop off program. Peterson stated that traditionally the leaf collection program had been through Waste Management, and the City paid for the dumpsters and disposal fee. This year, Marie suggested using the City's crews and equipment and disposing of the leaves in-house. Paterson stated that took the cost of the program from over \$3,000 to just under \$2,000.

Peterson stated that the award is for Marie, and that she is a quality staff member.

**PUBLIC SAFETY REPORT**

Chief Gates and Captain Wendland presented the report. Gates stated that Captain Wendland will be replacing him for the chief position with the City. Gates stated that he has all the faith and confidence in Wendland to serve the community and the Council.

Wendland stated that he has big shoes to fill and has a connection with the community. Smith asked if the Council could get Wendland's contact information. Wendland stated that he would get that to the Council.

Gates stated that one of the highlights of his career has been the ability to serve Wood Village and have that small-town feel. Gates stated that working with the Council and City Manager has always been a pleasure, and the City and Council are fantastic, and it has been an honor and privilege to serve the community.

Gates stated that the monthly reports have two new columns for assault and suicide. Gates stated that traffic crashes were above average, and there were 14 crashed this past month. Gates stated that there were 3 burglaries in the City last month as well. Gates stated that there were 177 dispatched calls and 264 self-initiated calls. Gates stated that the average response time for emergency calls was 3:48, which is lower than the average.

Gates stated that all calls for service have increased in the City over the past three years. Gates stated that in looking at the same numbers with self-initiated and dispatched calls, while both have increased, the self-initiated calls increased more dramatically and have accounted for more of the increased calls.

Gates stated that in reviewing crashes and injury crashes, there is a decrease in all crashes, and a decrease in injury crashes when considered as a total of all traffic movements. Gates stated that in looking at the major crimes or liability crimes, burglary was down, and vandalism is flat. Gates stated that while there was an increase this past month, it is unusual. Gates stated that a burglary is a business or residential theft, and business theft is more common. Gates stated that vehicle theft is increasing, and it is increasing area wide. Gates stated that a lot of the theft calls are due to the larger retail outlets in the City that pursue shoplifters.

Miner asked if there are areas of the stats where Wood Village stands out as either higher or lower in any area. Gates stated that he took an effort in looking at the difference districts, but the districts are too spread out, and in general, it is all about the same. Gates stated that all in all, the crime rate has a general decline. While calls for service have increased, not all the calls are crime related or criminal in nature.

Miner asked if the shifts are adequately staffed and if there are a sufficient number of staff members. Gates stated that the model is adequately staffed, and the concept of community resource deputies exists in Corbet and Sauvie Island, and that is something that could be implemented in this region, with additional resources for staffing. Gates stated that the MCSO does not have a traffic team, and that is needed in the region. Gates stated that it is an expense operation, but it will be needed in the future.

Smith asked how the HOPE team is doing. Gates stated that they are going strong and being proactive in the area. Gates stated that this time of year it is about getting people into warm shelters, and the response and approach will be different in the warmer months.

Smith asked about a newsletter article encouraging people to call on suspicious activity and that it is okay to call about suspicious. Gates stated that it would be a good article and reminder for people to call if they see or hear something. Wendland stated that calls that result in no action are often liked by deputies because there is no paperwork and can keep the community safe and responsive.

The council thanked Gates for his report and service, and welcomed Wendland.

### **CONSENT CALENDAR**

- a. Review of bills paid in January, 2019
- b. Contracts \$2,500 - \$50,000
  - Edgefield – Appreciation Dinner Venue: \$4,000
  - 3 Kings – Unlocated water/sewer lines: \$8,471
- c. Budget Committee Appointment: Mark Clark – Term to Expire 12/31/21
- d. Parks Committee Appointments: - Term to Expire 12/31/20
  - Mark Clark
  - Mary Clark

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

### **RESOLUTION 9-2019: DESIGNATING MEMBERSHIP OF THE URBAN RENEWAL BOARD**

Peterson presented the resolution and stated that this topic started with the resignation of Mayor Clark. Peterson stated that the Mayor is the chair of the Urban Renewal Board. Peterson stated that it was then discussed to appoint all Council members to the Urban Renewal Board via resolution. That would be along with the citizen members. Peterson stated that there is nothing in the code or statutes that would prohibit the action. Peterson stated that the board regulations has a minimum number of members, but no maximum. The board has to have a minimum of three Councilors and two citizen members.

Peterson stated that the action will help ensure a quorum, and appropriate decision-making ability. Peterson explained that the Urban Renewal agency will become a financial powerhouse that will move quickly, and engaging the entire Council is a good idea.

Peterson stated that the staff recommendation is to approve the resolution, and asked if there were any questions.

Upon motion by Miner, seconded by Nissen and passing 4-0, Resolution 9-2019 appointing the full Council to the Urban Renewal Board was approved.

#### **RESOLUTION 10-2019: CITY MANAGER CONTRACT RENEWAL**

Peterson presented the resolution and stated that the existing contract expired at the end of November 2018. Peterson explained that with the cancer diagnosis of Mayor Clark, the issue was put on hold, and the contract is now set to run through November 30<sup>th</sup> of 2020. Peterson stated that the contract terms remain the same except he is no longer restricted by PERS hours, and the contract does not have renewal provision. Peterson stated that if the total number of hours in the year are consumed, the rate goes to an hourly rate.

Miner stated that he wanted to commend the arrangement as the costs spent are well spent.

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 10-2019 renewing the City Manager contract was approved.

#### **CITY COUNCIL RETREAT DEBRIEF**

Peterson presented the debrief and stated that the retreat was facilitated by Mike Abate and reviewed the agenda for the event. Peterson stated that the council discussed the mission, motto, vision statement and goals. Peterson stated that the Council considered language in the mission to include a statement about being inclusive, the motto will be everything you need in one square mile, and the old motto will be the new values statement. Peterson stated that then there was a revision to goal 1, which was to remove the term quality housing, which could be viewed as a biased statement, and the Council wants to ensure a fully array of housing types in the community.

Peterson stated that he will be asking about the presentation, the site, food, and the discussion items at the retreat. Peterson presented the items that were discussed for the Annual Performance Plan for next year. Peterson stated that what failed to get into the list was the broadband initiative.

Peterson stated that the next steps will be to look at the items and place them in one of the seven goals, assign a department director to the item, and then provide a time and resource estimate to

complete the item. Peterson stated that a draft will be brought to the Council in March for an April adoption.

Peterson stated that the retreat costs this year was just under \$6,000, and the bulk of the cost was for the facilitator. Peterson stated that the estimates for facilitation ranged from \$5,000 to \$12,000. Peterson explained that the next year's budget will need to reflect the higher cost of facilitation.

Peterson asked for feedback on the retreat. The Council liked the site, as well as the facilitator. Smith did not like the food and requested different food for net time. Peterson asked if the five-year financial projection could be done at the retreat or at a different time. Harden stated that it makes the most sense to be at the retreat. The Council agreed.

Peterson asked about the Master Plan updates. The Council stated that they liked it and it should be at the retreat. Peterson asked about the progress report on the current year's Annual Performance Plan. The Council stated that they liked it and explained that it helped with the development of the new Annual Performance Plan. Peterson asked what was missing from the retreat. The Council stated that they really enjoyed the structure and layout of the event. Nissen stated that he like the part of developing Annual Performance Plan ideas prior to the event. The Council agreed.

#### **RESOLUTION 11-2019: GRANT APPLICATION AUTHORIZATION – PARK ENTRY ENHANCEMENTS**

Niiyama presented the resolution and stated that at a recent EMCTC meeting, Metro presented the updated Regional Transportation Options grant program. Niiyama explained that the RTO program is to promote other modes of transportation including biking and walking through maps, wayfinding, and to encourage alternative modes of transportation.

Smith asked about the specific requirements for proposed projects. Niiyama stated that the park entry enhancement project falls under one of the grant categories with the Gorge Hub work to increase way finding in the region.

Harden asked if there is a specific amount the City is seeking, or if the grant team picks the amount. Niiyama stated that staff will include a specific ask in the grant. Niiyama presented concept images of the proposed Gorge Hub work in the park.

Niiyama stated that the engineering estimate for the project is \$160,000, not including the gate. The budget appropriation this year is \$154,000, and that fund will support the matching requirements of the grant, which would enable more work to be completed. Niiyama stated that



if awarded the grant, the award cycle is 2019-2022, so the project would be on hold until the funds were received.

Upon motion by Nissen, seconded by Miner and passing 4-0, Resolution 11-2019 authoring an RTO Grant Application for the Gorge Hub project was approved.

### **DISCUSSION: 31<sup>ST</sup> ANNUAL WOOD VILLAGE EASTER EGG HUNT**

Dirks presented the discussion and stated that the event will take place on April 20<sup>th</sup>. The location is the Donald Robertson Park, and the main questions are how many eggs, and what features to include in the event. Dirks stated that he has been working on revising the special needs hunt, and stated the a hunt area for kids with sensory needs was suggested, and that hunt would take place earlier in the morning when there is less people at the event.

The Council asked for 31,000 eggs for the 31<sup>st</sup> year and stated that they would like to see reusable bags or paper bags handed out at the event. The Council stated that they did not want plastic bags at the event. The Council stated that egg dying kit were also not needed this year. Dirks stated that he will make those revisions to the event plan.

The Council thanked Dirks for the update on the event.

### **COUNCIL COMMENTS**

Harden stated that after the retreat he was approached by Mike Abate who was approached by a group to encourage the state to have a Vietnam war memorial at the capital in Salem. Harden stated that two letters have been drafted to support the effort and asked for approval from the council. Council approved of the letter.

Miner asked about the plastic bag letter. Harden stated that he signed the letter because the Council has already acted to move forward on a single use plastic bag ban, and this would be plastic bag ban statewide which levels the playing field for all retailers.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:45pm.

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T. Scott Harden  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
February 26, 2019  
MINUTES**

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

**ABSENT:** None.

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

There were none.

**PRESENTATION: TRANSPORTATION OPTIONS**

Heidi Beierle of the West Columbia Gorge Chamber of Commerce gave the presentation and stated that she wanted to give an update on the transportation options study that is being conducted by the chamber. Beierle stated that the grant was originally awarded in 2015, and there were two portions of the grant. The first was the Gorge Hub design work which has been completed, and the second was the transportation options for the industrial areas of the region. Beierle stated that this is otherwise known as the final mile connections. Beierle presented an aerial of the study area which primarily focuses on the area north of the freeway, and in the Troutdale Reynolds Industrial Properties.

Beierle stated that the study consisted of research, interviews, and surveys. Beierle stated that there was an employee and employer survey to help understand the needs and opportunities, and the operations of the industrial businesses in the study area. Beierle stated that MHCC was also included in the survey. Beierle stated that the survey had a lower response rate than what was hoped, and the results were supplemented with required surveys from FedEx and Amazon. Beierle explained that those responses were from 2017.

Beierle stated that people mainly drive alone to get to work, followed by car pool, and some or little use of transit. Beierle stated that transit did not go into the TRIP area until March of 2018, so the survey did not account for that change in service. Beierle stated that people drive alone to save time, and to have access a car during the working hours. Beierle stated that people choose other options because it saves money, or there is no access to a car or driver license.

Beierle stated that the area is not well served by transit, and most of the parking is free. Beierle stated that there is a tentative project with the City of Troutdale and the County to provide additional weekend transit service to the TRIP properties. Beierle stated that other active modes of transportation have planned facilities, or improvements that have been made, but have poor regional connection.

Beierle stated that there are a lot of large employers in the study area, and they operate 24 hours a day seven days a week. The employers range from large retail to industrial and warehouse logistics. Beierle stated that in many cases, without a car getting to work in the area is challenging. Beierle stated that this study is not about discouraging driving, and is about creating options and choices on how to get to work.

Beierle stated that creating options has been dubbed the kitchen sink approach, which is about providing as many options as soon as possible. Beierle stated that the approach has logistical issues such as funding and prioritization, and it does give the most options to let people choose what is best for them.

Beierle stated that one of the top recommendations was to convey a regional coordination advocacy panel which would include policy makers, cities, and employers to help create and find options. Beierle explained that the Regional Solutions Team can also be an option and stated what the Regional Solution Team process is and how it functions. Beierle stated that some of the prework to get that process has started, and a financial contribution ask will be made to help support the process.

Beierle stated that other options and solutions include incentivizing carpooling and van sharing. Beierle stated that does not necessarily cost a lot of money and funds are available for these types of program. Beierle stated that van share as an option would be like vans available at transit centers that employee groups have access to use. Beierle stated that is often funded by the employer.

Beierle stated that there are a number of transit recommendations such as weekend service, and generally looking at the region on how to coordinate transit service with shift times. Miner stated that at the recent EMCTC meeting, the Tri-Met rep discussed a shuttle and the partnership with area businesses. Beierle stated that Amazon has the largest number of employees in the area with shifts on the weekend. Beierle stated that with no good transit options in the region, Amazon is paying for its own shuttle service. The project that Troutdale and the County are working on for the study area is funded by HB2017.

Beierle stated that recommendations for active transportation projects includes building out trails, and the pedestrian projects identified in the area transportation plans. Beierle stated that increased lighting and separating the facilities for safety is also a recommendation. Beierle stated that there are opportunities for minor mobility options such as bike or scooter sharing services. Beierle stated that compressed work weeks and telecommuting can also make sense for some business models. There are also mobility challenge months and events to encourage using other transportation options. Beierle stated that can be parred with financial incentives or subsidies for employees.

Beierle stated that other options include ride assistance and onsite facilities to accommodate non-motorized trips. Beierle stated that in terms of commuting, enforcement and monitoring such as parking permits and priority carpool and van pool parking is important.

Beierle stated that employee orientations for new employees should include information and items to promote and encourage alternative modes of transportation. Those programs can also be used in workforce training programs. Beierle stated that land use options is the last category of recommendations, and include items such as enabling onsite childcare, food provides, and a mix of the other uses to bring services closer to where people are working.

Miner asked if there is any action that the City needs take, and where does the City fit into this initiative. Beierle stated that there are no specific action items for the City right now. The Regional Solutions Team may be reaching out to the City, and the City's support of that process is important. Beierle stated that it is more about awareness at this point.

Smith stated that the onus is being put on employee and employers. Smith stated that this should be coming from Tri-Met, and they should be the ones that are giving people the access that is needed. It should not be on the employee to ride bikes for miles to get to work as a viable option.

The Council thanked Beierle for the presentation and update.

#### **RESOLUTION 12-2019: FEE SCHEDULE**

Reeser presented the resolution and stated that the resolution increases the lien search fee from \$20 to \$30 per request. Reeser stated that the fee has been at \$20 since the mid-1990's and has not be changed since. Reeser sated that this fee is a convenience fee for title companies when a property sells to check for outstanding liens and fees. Reeser stated that the City uses a third-party vendor to provide the access to accounts. That access costs the City \$10 per search, so the City receives \$10 per search. Reeser stated that the fee recently increased to \$12, and staff looked at the fee structure and rate. Reeser stated that the recommendation is to set the fee at \$30 to avoid additional increases in the near term based on increases from the vendor. Reeser stated that there are about five to six searches a month for total of about \$1,000 a year. Reeser stated that it is a service mainly for title companies to help assure that outstanding bills are paid at closing.

Reeser asked if here were any questions.

Nissen asked about the fees that other jurisdictions are charging. Reeser stated that he does not know and can get that information. Reeser stated that part of this is based on the fact that the fee has not been increased in some time. Peterson stated that fees have to be net neutral for the City and cannot be used a general revenue source. Peterson stated that staff did some research on what it all takes to process the request and to keep the database up to date, and \$30 is about right.

Reeser stated that the big picture idea is to bring forward a master list of fees and charges, which would be reviewed annually.

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 12-2019 adjusting the lien search fee was approved.

### **RESOLUTION 13-2019: SURPLUS ITEMS**

Niiyama presented the resolution and stated that it authorizes specific items for surplus and disposal. Niiyama stated that the process to declare items as surplus items goes back to 2002 and was updated in 2012. Niiyama stated that a general list of items has been provided, including some large capital items. Niiyama explained that the smaller items that will be disposed of by either through donation, recycling, or trash. Niiyama stated that there is not much fiscal impact, except for the larger capital items. Niiyama stated that the staff recommendation is to approve the resolution.

Smith asked if some items could be held off for the yard sale event. Peterson stated that could occur. Miner stated that he feels better about giving items away instead of selling them. Condit stated that if declared surplus and it has value, it is supposed to be sold to get money to offset the costs of the item. There is also the authority to donate items.

Upon motion by Nissen, seconded by Miner and passing 4-0, Resolution 13-2019 declaring items for surplus was approved.

### **RESOLUTION 14-2019: REVISED MISSION, GOALS, VALUES, AND MOTTO**

Dirks presented the resolution and stated that the revisions came out of the recent City Council retreat. Dirks stated that the revisions include the City's mission statement to include the word inclusive, quality housing was taken out of goal 1 to remove any kind of prejudice on housing types, and the City's motto was changed to the City's value statement. The new motto is the branding phrase everything you need in one-square mile.

Dirks asked if there were any questions.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 14-2019 revising the City's mission, goals, value statements, and motto was approved.

### **CITY COUNCIL APPOINTMENTS; EMEA AND EMCTC**

Peterson stated that the nominees for the committees are for Miner and Harden, and the staff representative to EMCTC is Niiyama. The Council agreed to the appointments.

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

Niiyama presented the report and stated that the Cedar Lane project is well underway. Niiyama stated that the project started last week and is moving along. Niiyama stated that public works activities include meter reading, plowing and sanding, and debris removal from the Donald

Robertson Park. Niiyama stated that street sweeping will occur next week to remove the loose gravel and sand that was placed during the winter events.

Niiyama stated that sewer cleaning at the Shea lift station has been ongoing. Storm drains have been monitored and cleaned as well, and staff is working with contractors on rebuilding bad values in the system. Niiyama stated that meetings have included regional and internal meetings.

Niiyama stated that the City's Engineering Technician has left for the City of Gresham, and staff is doing interviews in two weeks for a replacement. There has also been a new utility worker brought on board, and Kesha Villaca started last week.

Niiyama presented the January water production and consumption report. January had about 5.3 percent system loss which is great

Harden thought that the public meeting on Cedar Lane went really well and was a good meeting. Niiyama stated that the Cedar Lane project has had a few issues. There was a water line that was not in the anticipated location, which cause a bit of delay and added expense. There is also an abandoned line that probably contains asbestos that will need to be removed. Niiyama stated that Scott Sloan has also come back to help with the onsite work and inspections.

The Council thanked Niiyama for the report.

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

Reeser presented the report and stated that there is a handout which reviews how future financial report could look. Reeser stated that he has used these in the past and found that they include more information in less pages and in general is easier to read. Reeser stated that he wanted the feedback on the proposed new reports. Reeser presented each new graphic and option.

Nissen stated that at first glance the new reports are a bit busy. Miner stated that the likes the snapshot approach and would like to see additional details if there were potential issues. The Council agreed. Harden stated that he likes the years of history in the old style of reporting. Reeser stated that more years could be added to the charts.

Peterson stated that he has found that the sheets of historic fund balances are nearly valueless. Peterson stated that he felt that a whole lot of what has been presented was too much, and that the same information could be presented graphically in order to see where things are. Reeser stated that this is about having a conversation about what the Council needs. Reeser stated that these could be added as additions to the standard report, or they can be reworked.

Reeser stated that he will continue to work on the format of reports, and the conversation can continue in to future meetings.

**CITY MANAGER’S REPORT**

Peterson stated that the report is in the packet. The Annual Performance Plan was provided at the retreat with a status update. There are several items that have ran over time and were out of the City’s control.

**CITY COUNCIL REPORTS**

Miner stated that he attended the EMCTC and EMEA meetings and will be sharing information with the Council as needed based on the outcomes and agendas of the meetings.

Harden stated that he wanted to encourage everyone to attend the City Council meeting and greet on Thursday evening at 6pm in Fairview. There are new councilors in all the cities, and it would be a nice gathering event. Harden stated that he also wanted to point out that he was asked by the Gresham Outlook to comment on the legislation what would eliminate single family homing zoning. Harden stated that even though the legislation as written would not impact the City, Harden stated that he is against the state taking away more home rule from cities, and cities are able to come up with better local options than state mandates.

The Council stated that the response was well said and support the action.

Harden stated that HB 2420 is also in the works for third part building consulting services. Harden stated that while he likes the partnerships with the cities, there may be options for lower costs services with this bill. Harden stated that if so desired, the Council can write in support of the measure. The supported the bill and asked Peterson to draft a letter of support.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:55pm.

\_\_\_\_\_  
T. Scott Harden  
Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Greg Dirks: City Recorder



**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
March 14, 2019  
MINUTES**

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

**ABSENT:** None.

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

There were none.

**PRESENTATION: 2017/18 AUDIT**

Tonya Moffit with Merina and Co. presented the audit report. Moffit stated that the finance report covers the period of July 1, 2017 through June 30, 2018. Moffit stated that the City has submitted the report for the annual CAFR award, and there is no reason to think that the City will not receive the award again this year. Moffit stated that the CAFR requires additional work on data and analysis, and it does take additional work and effort.

Moffit stated that the opinion of the auditors is limited to the financial information, and there are some other opinions on limited aspects of the operations. Moffit stated that the management decisions and analysis is a good section on the general overview the City. Moffit stated that the section provides a snapshot of the financial condition, debt, capital assets, and changes between funds.

Moffit stated that there were no restrictions on the audit, which means all information requested was received with no difficulties. Moffit stated that there is one new accounting standard which is from GASB. The new standard is GASB 75 which is post-employment healthcare benefits. In the state of Oregon, anyone who reaches the age so retirement, but not is no on Medicare can stay on the City's plan. That can make the healthcare pool cost more as there tends to be additional health issues with age. Moffit stated that the GASB 75 is a financial statement estimate based on what that liability may be. As long as the City is making the payments for healthcare costs, the liability will be met. Moffit stated that the estimates are all based on a actuarial estimate, and does not come from the City or City staff.

Moffit stated that the City is also receiving the required pension liabilities as well. Moffit stated that depreciation is also estimated. Depreciation includes items like vehicles, buildings, and other capital assets. The estimates are based on accounting standards, and all the items from the City were all on track with standards and practices.

Moffit stated that there is a section for Oregon based auditing standards for internal control standards. Moffit stated that it includes items like purchasing and bid processes, and other non-financially related items. Moffit stated that there was one finding in that area, in which there was a transfer of \$105,000. Moffit stated that was the only finding, and there was no opinion on the overall audit which is the highest option that can be giving. Moffit asked if there were any questions.

Harden asked about the new GASB rule, and if additional payments were necessary. Moffit stated that as long as the payments are being made to the provider, then the liability is being met. Miner asked how many personnel qualify. Peterson stated that there are none, and we are part a pool of employers, so we get an allocation of the overall pool.

Smith asked about checking on the contracts and purchases and why that is done. Moffit stated that it is a legislative mandate for Oregon auditors to look at specific items. That can include contracts and Oregon contract laws, and gas tax restricted funds. Moffit stated that the legislature wants to make sure that Oregon specific standards and measures are being met. Moffit stated that it includes the process, not just the numbers or budgets.

The Council thanked Moffit for the presentation and work on the audit. Moffit stated that she is available throughout the year if there are questions or concerns.

## **PUBLIC SAFETY REPORT**

Captain Wendland of the Multnomah County Sheriff's Office presented the report and stated that the report covers the month of February. Wendland stated that vehicle thefts in the region continues to increase, and there was a slight decrease in the City this past month. Wendland stated that there was a traffic stop near the Town Center, and a passenger was identified as suspect in a homicide case. Wendland stated that the suspect was taken into custody without incident all because the deputy was aware during a routine traffic stop.

Wendland stated that there were 158 dispatched calls and 214 self-initiated calls for service. There were 21 emergency calls, and 135 non-emergency calls for service. Wendland stated that the average response time for emergency calls 3:22 and 5:59 for non-emergency calls. Wendland asked if there are any questions, comments or concerns.

Nissen stated that the number and size of tents by Safeway continues to increase. Wendland stated that the HOPE team will get to that area. Smith asked about the Treehill neighborhood watch and how a deputy has been assigned but has not attended the meetings. Wendland stated that he will ensure a deputy attends.

The Council thanked Wendland for the report and service.

## **CONSENT CALENDAR**

- a. Review of bills paid in February, 2019
  
- b. Contracts \$2,500 - \$50,000
  - Multnomah County – Quarters 1 &2 Road Maintenance: \$3,137.34
  - National Entertainment Group – 31,000 Easter Eggs: \$3,720.00
  
- c. City Council Minutes
  - December 11, 2018
  - January 10, 2019

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

### **DISCUSSION: CITY COUNCIL POSITION 5**

Dirks presented the discussion and stated that Council Position 5 was vacated in January by Timothy Clark. Dirks stated that according to the City Charter, the Council can appoint someone for the remainder of the term, which expires December 31, 2020. Dirk explained that the City has advertised the vacancy, and the original due date was in January, but there were no applicants. The application deadline was extended, and the City received an application, but staff was unable to verify the residency requirement. Dirks stated that one application came in two days ago.

Dirks stated that the Council can move forward with the applications turned in to date, or the deadline can be extended again. The Council extended the deadline to the end of April and directed that information about the vacancy be at the Easter Egg Hunt in April.

### **DISCUSSION: 238<sup>TH</sup> RIGHT OF WAY**

Peterson presented the discussion and stated that the City owns two properties along the 238<sup>th</sup> right of way that are needed for the upcoming 238<sup>th</sup> roadway project. Peterson presented an overview of the sites and locations. Peterson stated that the county approached the City regarding the properties and how they are needed for the roadway improvement project. Peterson stated that the initial discussions were about donating the land to the County because it is all public money. Peterson stated that the County then informed the City that there are utilities that may have to be relocated at a potentially high cost. Peterson stated that while there is the potential that the relocation costs could be incorporated into the project, that has not been confirmed by the County.

Peterson stated that even though there is the provision to assist in the relocation, there is another provision that states if the easements contain a relocation clause, then the project does not have to include the relocation of the utilities. Peterson stated that the status is at this time to verify the utilities, and then find a path forward with the County.

Smith asked what would occur if we do not pay or relocate the utilities. Peterson stated that if the right of way permit indicates relocation, then it can be mandated. Peterson stated that the design is still incomplete at this phase, and there are a lot of utilities in the area. Miner stated that getting a potential cost is important, and it will be hard to negotiate without an estimate. Peterson stated that even after some initial work, there will be things that come up.

Peterson stated that the thought process is to inform the County that they will have to procure the properties in the traditional manner if there are utility relocation costs. The City would then use that resource to help offset the relocation costs. Peterson stated that if the County is willing to relocate the utilities as part of the project, then we will convey the properties in fee simple.

Harden asked how the costs of the properties would be determined. Peterson stated that it has to follow ODOT standards because it uses federal dollars. There has to be two appraisals, the amount then has to be approved by the County commission, and then the City can accept or reject the offer. There is also the question of if a governmental entity could condemn another governmental entity. Peterson stated that all that can be avoided if we can find a path forward with the utility relocation.

Peterson stated that no formal action is required at this point, and the purpose was to provide information and an update on the status. Peterson stated that the matter will be brought back to the Council for an update and decision when more information is known.

#### **DISCUSSION: PLASTIC BAG BAN UPDATE**

Dirks presented the discussion and stated that this item has been carried over for several months due to the vacant Council position. Dirks stated that in that time, there has been movement at the state level to introduce legislation to ban single-use plastic bags. Dirks explained that it is still early in the session, and a work session has been scheduled for March 28<sup>th</sup>.

Dirks stated that the City conducted stakeholder outreach in the fall of last year, and staff heard mostly from the larger retailers regarding a potential ban. Dirks explained that the larger retailers have robust in-store recycling programs and asked for at least a six-month lead period to use the existing stock and adjust their stores and budgets for alternative bags. Dirks stated that the retailers also asked that there not be a mandatory fee, as they would be less competitive to the adjacent cities that do not have a ban. Dirks stated that the retailers were more in favor of a state or region wide ban, not a local ban.

Dirks presented a map of Oregon cities that have a plastic bag ban and stated that other cities have postponed legislation to see what, if anything will occur at the state level. Dirks presented potential next steps and asked the Council for direction.

The Council directed that a draft code be developed and presented to the Council, so it is ready to go in the event legislation is not passed at the state level.

## **DISCUSSION: SMALL CELL**

Peterson presented the report and stated that the creation of 5G technologies has been presented to the Council at a previous meeting. Peterson stated that at that time, there were a number of questions regarding the authority to place and regulate 5G facilities in the public rights of way. Peterson stated that the area cities got together with the Mid-County Lighting District to develop a framework for the implementation of the 5G receivers. Peterson stated that the purpose was to keep the pole attachments to a minimum and to try and receive some partial revenue.

Peterson stated that Mid-County Lighting brought in their legal representatives to develop an attachment agreement that was palatable by AT&T. Peterson stated that the FCC is acting as we speak to preclude the ability to regulate the deployment of 5G. Peterson stated that in addition, some jurisdictions are spending money to try to get 5G deployed in their community.

Peterson stated that Mid-County Lighting worked out an application fee, and an annual fee of \$270 per attachment. Peterson stated that based on the FCC, this is about the most in fees that can be charged under the FCC rules. Harden stated that the FCC would like to remove the ability of cities to regulate the right of way and attachments for cable providers and data providers.

Peterson presented the other elements of the agreements including that there can be no more than one attachment per pole, the attachments can be no closer than 250' from each other, and while the internal antenna is preferred, external mounts can be utilized. Peterson stated that AT&T does not like the five-year term proposed by Mid-County Lighting and would like a ten-year term. Peterson stated that with the track that this may be on, having a ten-year agreement may be advantageous for the City. Peterson stated that he suggests a ten-year agreement. Smith asked if we could get the antenna to be internal only. Peterson stated that he can asked.

Harden asked which poles in the City would be impacted. Peterson stated that we own 160 of the 250 poles in the City, and we own all the decorative poles. Nissen stated that he would prefer a pedestal rather than something hanging off of a pole.

Peterson stated that he does not know how to handle the poles that the City does not own. Peterson stated that he will approach AT&T with the terms and see where it goes. Peterson stated that it is also possible that if AT&T holds out, they could potentially get out ahead of the regulations and do what they want.

Nissen asked about the coloring of the boxes. Peterson stated that the agreement mandates that the attachments have to match the color and gloss of the pole. Smith stated that she does not mind asking for a few things, and may be okay without it.

The council directed to negotiate the terms with AT&T to include internal to the pole when possible, and if not possible, then at or below grade of the pole.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:32pm.

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T. Scott Harden  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
April 9, 2019  
MINUTES**

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

**ABSENT:** None.

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

There were none.

**PUBLIC SAFETY REPORT**

Chief Wendland presented the report and stated that he wanted to highlight some items from the past month. Wendland stated that traffic accidents were reduced from last year's average, down to eight. Wendland stated that there were also nearly double the amount of traffic stops from last year's average as well. Wendland stated that stolen vehicles are on a slight increase. Wendland stated it is concern not just for this community, but the metro area as well. Wendland stated that the percentage increase in thefts is dramatically more in the surrounding communities, so we are less then that.

Wendland stated that there were 490 calls for service in the report. Wendland stated that the overall trendline for all calls is steady, despite the growth in the region. Wendland stated that the dispatched times for emergency calls was 3:52, and non-emergency was 8:58. Wendland stated that the total time spent on calls was 179 hours. Wendland stated that the call response rate is good, and the Sheriff's Office will continue to keep a prompt response time.

Wendland stated that there were no incidents of note this past month, but there was an incident of note this morning. Wendland stated that a proactive deputy spotted a stolen car, and it took off east on I-84. The MCSO was able stop the vehicle and apprehend all suspects.

Smith stated that suicides seems to be up in Wood Village, as well as the country. Wendland stated that there are lots of people in need all over. Regarding recent activity, the incidents in the City to be more in the business areas, which tends to be visitors or those passing through, and not residents. Wendland started that it is an issue country wide, and it can be related to drug and substance abuse issues and a lack of social services.

Miner asked if there was any anecdotal evidence that the suicide or self-harm calls could be related to lack of healthcare access. Wendland stated that it could, and he sees the issues as having substance abuse issues, and mental health issues with a lack of access to services. Miner

asked about the traffic stops and the self-initialed stops, and if it was due to something different like increased staff levels, or just direction from command staff. Wendland stated that it is not due to increased staff, but rather command staff orders related to data driven patrol and enforcement in safety sensitive areas. Wendland stated that it is not based on citations, but rather safety related stops.

Smith asked about the campsite on 238<sup>th</sup>. Wendland stated that it has been cleaned up and removed. Smith stated that she often sees a camper in the willow tree area in the park. Wendland stated that they will look through the area.

Harden asked about how the dispatched calls add up to more than what is reported for the call type, and asked if there is another call type. Wendland stated that he will ask the analyst who puts together the report and will find the details behind the numbers.

Miner asked about the traffic stops and if that was included in the self-initiated calls. Wendland stated that the self-initiated stops will include all traffic stops as well as suspicion person/vehicle stop.

The Council thanked Wendland for the report and service.

## **CONSENT CALENDAR**

a. Review of bills paid in March 2019

b. Contracts \$2,500 - \$50,000

- Elaine Howard – Urban Renewal Plan Update: \$3,500
- Pacific Service Center – 2019 Utility Truck Accessories: \$3,983
- Global Network Support – 4 replacement computers: \$11,376
- GC Systems – Cla-Val Rebuilds: \$3,994

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

## **PRESENTATION: PHASE 1 CITY HALL DESIGN REPORT**

Paul Boundy with LRS Architects presented the report and stated that he will work through the process of where we were, and where we are going with the project. Boundy stated that phase one included the programming of a site, which then moved into the preliminary design and programming for a selected site. Boundy stated that the Donald Robertson Park was selected as the preferred site.

Boundy stated that concept site plans have been developed for a basic site. Boundy stated that the process also included the focus on the internal design of the building. The outcomes of that were to focus on the public space and Council chambers. There was also a needs analysis for



staff including long term storage and archival needs. Boundy stated that the storage places can also be used in the future as flexible workspace if the need comes up. Boundy stated that the overall size of the building is right around 9,000 square feet.

Boundy presented the initial concepts for the building at the park site, and how the layout changed with additional input. Boundy stated that while the building is set back from Halsey, the investments can enhance the park.

Boundy stated that as part of phase two, more detailed options were programmed. The landscape architect that was brought on board also worked on the City's Gorge Hub project at the park and knew the site well. Boundy presented the overview of the layout and stated that the idea behind the layout is to link the amenities within the park. Boundy stated that the internal roadway would eliminate one to two trees in the main grove area, but the overall grove would remain.

Boundy stated that the elevations and amenity areas are still very conceptual and includes options for the plaza areas and planter spaces. Boundy stated that what is being looked at today, is still very preliminary, and will be used only to get a sense of cost and size.

Boundy presented a refined interior concept plan, and it retains much of the concept elements, and is right around 9,400 square feet. Boundy stated that the design will continue to evolve as the process moves forward, and it will include details

Boundy stated that they developed some initial elevations, and they are simply initial design concepts, and not final designs. Boundy presented concept images from other projects that represent the NW Cascadia look and feel. Boundy stated that there are also options for canopies for rain protection and to extend the entry to the building. Boundy presented the initial elevations.

Boundy stated that they also looked at flat roof options, butterfly roof options, and a full truss system option. As the process moves forward, it will become clearer on the options and pricing. Boundy stated that the overall goal is to be cost effective, easy to build and easy to maintain.

Miner asked about the entry and if it was to the east. Boundy stated that the entry is to the east, but the doors orient to the north. Peterson stated that something that was directly from the north into the main lobby would be preferred and would give the sense of the great room look and feel. Peterson stated that there may also need to be some tune up around how the staff break space works with the overall chamber space that can be rented out.

Miner stated that he is not a fan of flat roofs, and while they may be cost effective, they do not do anything for him, especially with water. Miner stated that the building needs to make a statement, brand the community, and be statement piece, while not being over the top. Miner stated that the covered outdoor areas can also serve a good purpose and provide outdoor space most of the year.

Boundy stated that the costs are broken down for site work, parking, and the building. Boundy stated that on the low side it is \$3.5 to \$4.5 million for the building. Boundy stated that there are then the soft costs for the project which can run about 50% of the project cost. Boundy stated that the overall low estimate is about \$4.6 million to a high of about \$7.4 million all in. Boundy stated that will change as this comes into the actual scope of the building and value engineering the project.

Peterson stated that the sale of the City Hall site land will generate about \$3.8 million, and there is \$750,000 in next year's budget, \$1.5 million from urban renal, and another \$1 million in 20/21. Peterson stated that gets to about \$7.5 million for an overall project cost. At the end of that, there would still be about \$2.5 million in the General Fund.

### **DISCUSSION: CITY HALL DESIGN AND CONSTRUCTION OPTIONS**

Boundy presented the options in moving forward in the actual construction of the new City Hall. Boundy stated that there are several options which include design bid, CMGC, traditional design build, and then progressive design build.

Boundy presented a summary of each method and the positive and potential downside to each method. Boundy stated that design bid will result in awarding to the lowest cost bidder, but not necessarily what would be the best cost. Boundy stated that is because there is more risk and money with the plans, bids, and project management. Harden asked about the risk of change orders. Boundy stated that there is always the risk of change orders in any method, and the role of the project manager is essentially to manage that process. Harden asked about the schedule impact between the methods. Boundy stated that there are a number of elements that factor into schedule optimization, and generally each method from quickest to slowest is about two to three months.

Boundy stated that with CMGC there is qualification-based selections. Boundy explained that the Council can make the qualifications whatever they want and prioritize the qualifications, not just the cost. Boundy stated that then the selected firm is involved in the design process early on, which enables more value engineering and constructability review, which can lower the cost. Boundy stated that the downside is that there are fewer contractors familiar with the process in the smaller price range, but it is becoming more common. Boundy stated that there may also be more legal costs compared to more traditional methods. Condit stated that his firm has been through all the processes before and have canned contracts and are very familiar with the process. Condit stated that while there is more process at the front end, the forms are ready if needed. Boundy stated that the last potential downside to CMGC is the perception that it is not the best price, but that is generally not the case, and it is just a perception. Boundy stated that it is all very transparent for costs and fees.

Miner stated that he is familiar with this process from his work in schools. Miner stated that the concept of this is that we start out from the beginning to find a contractor and manager to run this program for the new building. Miner stated that this process is not that new anymore, and we

have experienced legal counsel that can make this work. Miner stated that he finds value with all parties at the table before the final designs are completed. Miner stated that the Council would then be in control of who is running the project, who is building it, and the final outcome of the building.

Harden asked about how the guaranteed maximum price provides cost certainty, but how often does the project come in on that amount. Boundy stated that there will be items that come up during the project, and depending on the contingency, it could be covered or something else in the project would need to be adjusted. Boundy stated that there are many ways to program the options, and the important thing is to make sure the items and costs are covered.

Boundy stated that he does not recommend the traditional design build approach for this project. Boundy stated that the progressive design build is being done in Fairview. A team of architects and the contractor is hired to take the concept and develop actual construction drawings and plans to build. Boundy stated that the pro is also a con in that it is under one contract for the project. Boundy stated that the approach can work well for projects, but there has to be a good design team, and it is less common approach.

Harden stated that cost management and design control are important to him and asked which method best fits those items. Boundy stated that he would go with the CMGC process every time. Boundy stated that he feels that you get the best of all options including costs, schedule, and design within the full process. Boundy stated that CMGC gives the most control of the process, and it develops a team for the project. Harden stated that he is also concerned with the timing, and getting back into a City Hall, and which process would be the fastest. Boundy stated that design build, done early is fast, but at this point CMGC would be just as fast.

Harden asked for a roll call regarding a decision on how to move forward. The Council elected a CMGC process.

### **DISCUSSION: CITY MANAGER RECRUITMENT PROCESS**

Peterson presented the discussion and stated that he has prepared a full presentation and given the time constraints he will provide more of a summary. Peterson stated that he will be gone this coming November, and the timing is setup for a replacement City Manager by that time. Peterson stated that the Council directly hires two critical positions, the City Attorney and the City Manager. It is one of the biggest decisions a Council can make.

Peterson stated that there are key questions such as support, challenges and opportunities to shape the process. Peterson stated that the process can be as big or little as the Council wants. Peterson explained that the Council in 2010 chose to bring on a large recruitment firm to help handle the issues and recruitment, and the cost was just over \$18,000.

Peterson stated that in looking at a recruitment firm package, an RFP would need to be developed as soon as possible to get a new manager on board in November. Peterson stated that

even then it is still a tight timeline. Peterson stated that the cost range is about \$18,000-\$30,000 depending on the firm and expenses. Peterson presented the outreach items presented by the different level of firms that are in the market. Peterson stated that a quality firm will not only help direct the recruitment process, but also keep the Council focused and out of legal trouble. Peterson stated that the budget for next year is set at \$40,000 so the process is open for any option that the Council wants complete. Peterson stated that the level of success for the process will be determined by the number and caliber of the candidates. Peterson stated that to continue to have a high-quality team, the Council will want to find and attract the best possible candidate.

Peterson stated that this was a very brief summary, and the staff recommendation is to develop an RFP for a recruitment firm. Peterson stated that while this is a tight deadline, the Council will not want to rush the process and more time can be added if the Council needs more time.

Harden stated that the staff report mentioned the ICMA, and they had a lot of openings for managers nationwide. Harden stated that an initial concern was the increase of retirements and the ability to find qualified candidates. Peterson stated that has recovered and there are good candidates available. Harden stated that he recommends a nationwide search, and the quality of person we are looking for may respond to some of the local ads and recruitments.

Condit stated that he has been through a number of these, and with an executive recruitment firm, the firms know those people who are not necessarily looking for a job but know who has the skill sets.

Miner stated that he believes the Council and the City will benefit greatly with a recruitment service. Miner stated that regionally for him is the western states, and feels that we may not have to go nationally, but can still cast a good net. Miner stated that bringing people in from the other side of the county can be challenging with the local culture as well as funding and fiscal structures.

Nissen agreed with the recruitment service just because of all the other projects going on that involve the Council and staff. While this may cost more dollars, it will be a better way to go all around. Smith stated that is how it was done before, and it worked out well.

Upon motion by Miner, seconded by Nissen and passing 4-0, the Council authorized an RFP for an Executive Recruitment firm to hire a new City Manager.

#### **RESOLUTION 16-2019: 2019/2020 ANNUAL PERFORMANCE PLAN ADOPTION**

Peterson presented the resolution and stated that this was presented at the last Council meeting. Peterson stated that there were no changes at that meeting, and this resolution adopts the plan

Harden stated that at the last meeting there were comments that the APP may consume more than the time allocations provided for the total time. Harden asked if more detail could be provided on which projects may bump over the time. Peterson stated that a lot of it is driven by projects

like the Arata Road fencing project, undergrounding the utilities on Halsey, and similar projects that have rolled over that add to the overall bulk of work. Peterson stated that given the recruitment firm, he will be able to target more time to the APP for the rest of the calendar year. Peterson walked through the main projects in the plan and the time estimate for each.

Harden stated that if the land sale for the school district cannot occur, then it should be removed from the plan.

Upon motion by Miner, seconded by Nissen and passing 4-0, Resolution 16-2019 adopting the 2019-2020 Annual Performance Plan with the removal of the school site purchase was approved.

### **DISCUSSION: ANNUAL GARAGE SALE AND CLEANUP DAY**

Dirks presented the discussion and stated that this will be the 4<sup>th</sup> year for the garage sale event. Dirks stated that the planned weekend is June 14-16<sup>th</sup>, which has been the weekend for the past three years. Dirks stated that the overall plan is very similar to the plan in the past, with the City conducting advertising, but not providing open public space for sales. Dirks stated that advertising will be on banners, the newsletter, the City's website, and other garage sale focused sale sites. Dirks stated that 16 people participated last year, and the hope is that more will participate this year. Dirks stated that while participation may be down, it is a low cost and low staff time event.

The Council approved the garage sale event plan.

Dirks presented the event plan for the cleanup day event. Dirks stated that the event will take place on Saturday, June 22<sup>nd</sup> which is the Saturday following the garage sale event. Dirks stated that the plan is to hold the event again at Lowes due to the construction on Arata, but he has not been able to confirm Lowes participation. Dirks presented a list of accepted items including electronics, which was popular last year. Dirks stated that recruiting volunteers has been difficult for this event, and he will do what he can to ensure that there are enough volunteers to have a successful and safe event.

The Council approved the cleanup day event plan.

### **DISCUSSION: 21<sup>ST</sup> ANNUAL CITY NITE OUT**

Dirks presented the discussion for the City Nite Out event and stated that it will be the 21<sup>st</sup> annual event. Dirks stated that the date is the third Friday in July, which is the 19<sup>th</sup>. Dirks presented an overview of the event features and stated that a parade will be difficult due to the construction on Arata. Dirks presented alternatives to a parade. The Council requested that a parade of some form be developed for the event.

Dirks stated that he would like to partner with PlayEAST recreation for the giveaway item and help ensure that it is something that kids in the community can use. Dirks stated that the Morasch family has already confirmed their financial participation in the donation of the items.

Dirks presented the layout of the site and stated that some items like the act react challenge are still up in the air due to the County's budget concerns, but there will be the core demonstrations and support by the Sheriff's Office.

Dirks stated that there will be the usual offerings of hot dogs, popcorn, cotton candy, ice cream and beverages. Dirks stated that he will be focusing the vendor recruitment at service organizations, public entities, and sponsors. Dirks stated that the purpose of the vendor area is to offer access to social capital to those who may not interact with the organizations in their daily lives.

Dirks stated that the budget is \$6,000 and will try to have as many items donated as possible. The Council approved the event plan.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 8:27pm.

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T. Scott Harden  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
April 25, 2019  
MINUTES**

**PRESENT:** Mayor Scott Harden, Council President Patricia Smith, and Councilors Bruce Nissen and John Miner, City Manager Bill Peterson, Finance Director Seth Reeser, and interested parties.

**ABSENT:** City Attorney Jeff Condit and Public Works Director John Niiyama

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

There were none.

**WORKSHOP: ORDINANCE 2-2019 – SINGLE USE PLASTIC BAG BAN**

Dirks presented the draft ordinance and stated that it is in response to the Council's direction to prepare a single-use plastic bag ban in case there was not action at the state level. Dirks stated that HB 2509 which would prohibit single-use plastic bags in the state did pass the House, and is scheduled to go to the Senate later this week.

Dirks stated that a lot of element in HB 2509 were used in the draft code for the City. Dirks explained that the code prohibits plastic bags at retail stores, restaurants, and City events, and does not include plastic bags for meats and produce or bags sold in bulk such as garage bags. Dirks stated that there is not a fee associated with the ban, and it does not prohibit a store from charging a fee. Dirks stated that the HB 2509 has a five-cent mandatory fee. Dirks stated that while ordinances go into effect 30 days after adoption, the Council can set a longer date for the effective date.

Dirks stated that while the draft code bans all plastic bags, some code enable thicker plastic bags such as 2.25 or 4-millimeter-thick bags. The Council directed to ban all plastic bags. The Council directed that the Ordinance be brought back for adoption consideration if HB 2509 does not pass in this session.

**DISCUSSION: REGIONAL SOLID WASTE PLAN AND LOCAL STRATEGY**

Dirks presented the discussion and stated that it is focused on an overview of Metro's recently updated and adopted Regional Solid Waste Plan. Dirks stated that this is the fourth update of the plan, and the first one was developed in 1988. Dirks stated that the plan covers 12 cities, three counties, and over one-million residents. Dirks stated that the plan is broken down into five categories with 19 goals, and 108 action items to be completed. Dirks stated that all the items can be linked to at least one of the plan's three main objectives which are to advance equity, look at product life-cycle, and to protect health and the environment.

Dirks stated that there are seven action items that will need to be completed by cities somewhere over the next few years. Dirks presented the items and stated that while some items may not directly cost the City money, there will be additional costs of compliance that would be spread to rate payers.

Dirks stated that now that the plan has been adopted by the Metro Council, Metro staff is working on specific plan priorities and deadlines. Dirks stated that this is an area in which the City can be involved. Dirks stated that the involvement can also be with the proposed shared solid waste coordinator position with Gresham. Dirks stated that solid waste regulations and requirements are increasing, and technical support will be needed at some point in the future. Dirks stated that the full plan is in the packet for review, and staff will keep the Council up to date on proposed timelines and priorities.

### **DISCUSSION: ORDINANCE 3-2019 - COMMERCIAL FOOD WASTE RECYCLING**

Dirks presented the draft ordinance and stated that it is a Metro requirement. Dirks stated that on July 26, 2018, the Metro Council adopted new regulations in terms of commercial food waste recycling. Dirks stated that food waste makes up about 16% of the solid waste in the region, and all cities must adopt commercial food recycling requirements by July 31<sup>st</sup> of this year.

Dirks stated that the proposed code follows Metro's model code, so it is in compliance with all Metro requirements. Dirks stated that all commercial food generators are subject to the code, and it is rolled out in three phases, with the largest food waste generators being first to comply. Dirks stated that the code does not pertain to residential units, or food used or purchased by consumers in the commercial setting. Dirks provided an example stated that if a restaurant made 100 extra burgers, the burgers could not be placed in the garbage. Dirks stated that if a customer bought 100 burgers and did not want them, then they could be placed in the garbage.

Dirks stated that staff believes that all phase one commercial locations are already using a food waste recycling service, and the real outreach and education effort will be to the phase two commercial locations. Dirks stated that the ordinance will be brought back for adoption consideration at a future meeting.

### **RESOLUTION 18-2019: BUILDING PERMIT FEES**

Reeser presented the resolution and stated that the Council reviewed the building permit fees and proposed increases at the meeting last month. Reeser stated that the resolution tonight matches the direction provided by Council last month. Reeser stated that the charges match to Gresham's current rates, which will increase some minimums, and will have the most impact on larger projects.

Reeser stated that an example is an average new build for a single-family home has about \$4,200 in permit fees, and under the new fee structure it will be about \$4,800. Reeser stated that the increases mainly impact the plumbing and mechanical permits which had dramatically lower fees than other permits. Reeser stated that if approved, staff will send it to the building official in



Gresham to send to the state Building Code Division, which approves the rates. That process takes about 60-90 days.

Miner asked how our rates compare to the other cities. Reeser stated that Fairview is considering adopting Gresham's rates, and Troutdale is not. Peterson stated that Troutdale is higher and lower in certain areas, but it is about a wash for a single-family home.

Upon motion by Miner, seconded by Smith and passing 4-0, Resolution 18-2019 revising the building permit fees was approved.

**RESOLUTION 20-2019: CONTRACT AWARD – HAWTHORNE TRAILHEAD AND NATURE PLAY DESIGN**

Peterson presented the resolution and stated that the City is prepared to select a design firm to design the Hawthorne trail head and nature park. Peterson stated that was a qualification-based selection process. As such, staff evaluated the qualifications of the firms that submitted a proposal. Staff will then proceed to enter into a contract with the best qualified firm, and if a deal cannot be met, then we will go to the next most qualified.

Peterson stated that the Hawthorne project is on existing park land, and this will expand the recreational and educational opportunities of the park. Peterson stated that part of the project is to turn the Hawthorne park entry into a formal trailhead. The improvements will also include a turn around when the park is open.

Peterson stated that there is funding of \$92,000 and a portion of that came from a state parks grant. Peterson stated that the design cost is estimated at \$15-25,000, but that might be a little light. Peterson stated that since this is a qualification-based selection, staff narrowed it to the top two firms, and the recommendation is to first negotiate with the firm Bergerabam, which also developed the current master plan. Peterson stated that the resolution is generic and recognizes that if a deal cannot be reach with the first firm then staff will go to the next qualified firm.

Upon motion by Nissen, seconded by Smith and passing 4-0, the City Manager was authorized to conduct negotiations and sign a contract for the Hawthorne Park project design.

**RESOLUTION 21-2019: IGA WITH FAIRVIEW FOR CENSUS CORRECT COUNT INTERN**

Peterson presented the IGA and stated that the 2020 census is coming up, and the Federal census is the measuring mark for the amount of state shared revenues, federal funding, and mapping. Peterson stated that the community ratios and longer-term trends are all projected off of each census. Peterson stated that because of that, it is important to get an accurate census count. Peterson stated that implementing a correct committee is essential to getting a full and accurate count. Peterson stated that a correct count committee goes to each household and ensures that the census forms are filled out timely and accurately.

Peterson stated that this is in partnership with the City of Fairview. The work will be done by a Hatfield fellow for 12 weeks. Peterson stated that the census work will take about half that time, and Fairview has a use for that other half. Peterson stated that the agreement is to split the other half of the cost which is \$10,750. Peterson stated that he does not want to recommend an amount based on population, which could decrease the responsiveness to the City

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 21-2019 authoring the IGA with Fairview for a Hatfield Fellow to complete a correct county committee was approved.

### **RESOLUTION 22-2019: RESOLUTION 23-2019: BUDGET ADJUSTMENT – CONTINGENCY TO STREET FUND**

Reeser presented the resolution and stated that this is a budget adjustment for the Cedar Lane project. Reeser stated that the original contract and budget was split between water, sewer and streets. Subsequent to the project being underway, it was discovered that there were sections of street with no sub base and differing levels of asphalt. Reeser stated that we brought in a geo tech firm and the design engineers and asked them to come up with a cost-effective plan to make a quality roadway project. Reeser stated that the change order to add additional base it is \$72,000. Reeser stated that while there have been other change orders, this change order alters the cost shares and budget of the entire project. Based on Oregon budget law, the Council has to act on the item before the work can begin.

Reeser stated that from a budgetary perspective, it impacts the Street Fund. Reeser stated that this project will pull from other funds allocations and contingency to cover the costs of the program. Reeser stated that means it will take it from contingency and the remaining capital that was underutilized this year. Reeser stated that those funds would be moved into capital to complete the project. Reeser stated that will also impact next year's beginning fin balance, but it will not impact the anticipated capital projects for next year.

Miner asked about the confidence level and the relative quality of the project with the all the issues that were discovered. Peterson stated that as the asphalt was ground, there were sections with a lot of base, some sections with none. Peterson stated that we took core samples of the project area before the project, and all the cores ended up in the better areas. Peterson stated that the end result of this project is a roadway that should last over 50 years.

Upon motion by Miner, seconded by Nissen and passing 4-0, Resolutions 22 and 23-2019 making budget adjustments was approved.

### **DISCUSSION: 31<sup>ST</sup> ANNUAL EASTER EGG HUNT DEBRIEF**

Dirks presented the discussion and stated that the event took place on Saturday, April 20<sup>th</sup> and featured 31,000 eggs. Dirks stated that there were pre-hunt activities such as face painting and other crafts by Emilio Inc. The Boy Scouts sold refreshments to guests, and the bunny arrived via the bunny mobile.

Dirks stated that there were revisions to the special needs hunt areas and times to accommodate children with sensory needs. Dirks explained that while participation in the special needs hunt areas was low, the parents appreciated the options. Dirks stated that Spanish and Russian translations were made via pre-recorded audio, and there were about 2,000 people in attendance.

Dirks stated that the cost of the event was \$4,826, with most of the expense coming from the eggs. Dirks presented a listing of sponsors and stated that the City was essentially not out of pocket for any of the costs.

The Council thanked Dirks for the report and event.

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

Peterson presented the report and stated that the Public Works Director is on vacation with his family. Peterson stated that the status on Cedar Lane has been discussed, and the report highlights more details regarding that project. Peterson stated that we have also been able to leverage additional maintenance response from Multnomah county on the roadways and right of ways, and the areas are looking good.

Peterson stated that there was a 238<sup>th</sup> design meeting with Treehill. Peterson stated that it was a county ran meeting, and City officials were in attendance to listen. Peterson stated that proposals for engineering master services are being reviewed to award in May. Peterson stated that Niiyama attended a lot of regional meetings as well. Peterson stated that from a development standpoint, the seven units at the west end of Halsey are coming along and are being framed up. The fill work on the City Hall site is moving along quickly, with a lot of dirt coming into the site. Peterson stated that the south Riverwood is project is moving along with a lot of units being completed.

Peterson stated that the production and consumption report is in the packet. Peterson stated that the water loss is just under eight percent, which is within the standards.

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

Reeser presented the report and stated that the report covers the month ending in March. Reeser stated that the franchise fees came in, and they came in over the budget estimate. The personnel costs are also coming in at under budget. Reeser stated that all other items except for the Cedar Lane project are coming in at under budget.

Reeser stated that the report includes additional graphs and reports for the Council to review and provide feedback. Reeser stated that these are updated graphs based on the comments from two months ago. Reeser stated that there is a high-level graph by category, as well as a vertical graph for a year to year comparison. Reeser stated that there is a personal services graph over the past three years, including month by month totals. Reeser stated that there is a property tax graph which show the different timing of the different revenues.

Reeser asked for feedback on the new reports and how often the Council would like to see them in the packet. Reeser stated that the first few months of the new fiscal year will not show much, and the detailed charts could be done on a quarterly basis. Smith stated the new detailed graphs probably do not need to be done monthly. Harden agreed, and stated that the monthly report is to have the ability for the Council to ensure its fiscal responsibility to see what is going on.

Reeser stated that he will produce the standard report, with additional graphs and details every few months.

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

Peterson presented the report and stated that there is nothing new or unusual with the Annual Performance Plan. Peterson stated that the Arata Road project is moving along well, and it could be completed by the end of July. Peterson stated that there is a recreation program diner at the end of June and the City will pay for the Council and partners. Peterson stated that the appreciation diner is on May 9<sup>th</sup>.

### **CITY COUNCIL REPORTS**

Harden stated that he attended the monthly MHCC meeting, and all the positions except for the director are vacant, which is making it difficult for the organization to be effective.

### **ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:52pm.

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T. Scott Harden  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
May 16, 2019  
MINUTES**

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

**ABSENT:** None.

**APPOINTMENT: CITY COUNCIL POSITION #5**

Peterson stated that this evening the Council has the opportunity to interview a candidate for the vacant City Council position and decide how to move forward with the appointment. Peterson stated that the City Charter covers the provisions on how a vacancy can be filled. Peterson stated that the original application deadline was in January and was extend twice. Peterson stated that during that time only one person filed out a complete application, and that is Brian Loy. Peterson stated that the term is for the remainder of the unexpired term of December 31, 2020.

Peterson stated that staff developed a set of questions that the Mayor intends to ask, and there will also be opportunities for other Councilors to ask questions of the candidate. Peterson stated that this is an open public process. Information must be exchanged in the open, it cannot go to an executive session, and ballots cannot be used. Peterson stated that only an orally recorded vote can be used if there is a motion and a second. Peterson stated that the Charter does not mandate to fill vacancies, and the Council does not have to appoint this evening.

Harden stated that there does not need to be an appointment this evening, and he was going to propose the questions in the packet, then ask the Council for additional questions. Harden stated that he has some questions that he will ask at the end. Harden stated that after the questions, there can be an open discussion followed by the role call vote.

Brian Loy came to the podium.

Harden asked Loy to describe the role of the City Council and the role it plays in local governance. Loy stated that he understands it that the Council puts forth the resources to the City to accomplish the seven goals of the City. That includes providing good utilities, a safe environment, a growing environment, and sees the roles to collaborate on ideas and opportunities.

Harden asked what he considers important factors in the group decision making-process. Loy stated that being open minded is important. Loy stated that he feels that he has good ideas, and values others as well. Loy stated that everyone has something to offer in a group setting.

Harden asked what he believes are the most important issues facing the community at this time. Loy stated that in the meetings he has attended or watched, the financial impact of a being a lower income community and being able to serve as many people as possible with the limited resources is both a challenge and opportunity. Loy stated that ecologically there is the plastic bag ban and feels that is an option for some good press coverage and recognition and to take pride in the community. Loy stated that spreading the economic wellbeing to all people and develop additional pride in the community is important.

Harden asked what he hopes to accomplish. Loy stated that he is a smart business person and likes people. Loy stated that he would like to share those qualities with others and wants people to like the City as much as he does and feels that he can inspire others in that role as a City Councilor.

Harden asked for Loy's ten-year community vision. Loy stated that he thinks that a lot of people do not know where Wood Village is, or only know of it because of driving through it. Loy stated that he would like to change that into a destination, the Main Streets on Halsey project can add something to the area and filling in the developable space. Loy stated that Wood Village is going on a good track and hopes that continues.

Harden asked if Miner had questions. Miner asked for a brief background in experiences that could relate to being on the City Council. Loy stated that he was born and raised in Portland. Loy stated that he attended U of O and has worked for a family business for 20 year and is the CFO and CIO. Loy stated that he manages 250 employees at over 20 locations. Loy stated that he can offer his own ideas about that he has learned in business for finances and growth. Loy stated har he does not have much experience in government and has some local volunteering efforts.

Harden asked if Nissen had any questions. Nissen asked what brought him to Wood Village. Loy stated that he remarried a few years ago, and they have four boys. The families got together, and Wood Village was a perfect fit for the family.

Harden asked Smith if there were any questions. Smith stated that there are a lot of City events and it is important to have the Council at as many events as possible to connect with the community. Smith asked how Loy feels about that. Loy stated that when he looked into this position, he was told it would take a lot of time. Loy stated that he is at a point in life where he has more time and would rather do this then sit and watch the TV.

Harden asked if there is any one issue that motivated him to apply for the spot. Loy stated that there was not one issue and regretted not applying sooner. Loy stated that he feels he needed to do this, and stated that if he had an issue, it would be to help create that feel good about wood village for more people.

Harden stated that as a Council they have not dealt with hot button federal issues and asked are there any issues he has in mind. Loy stated that there are not.

Harden asked if Loy had any philosophical approaches on government spending or not spending. Loy stated that he is frugal himself and sees the benefit of being cost consciences. Loy stated that he read the report on the roadwork and felt that it was unfortunate, but it happens.

Harden stated that he liked Loy's answer on events and stated that there are also regional boards and commission opportunities. Harden asked Loy if he would be willing to look into those as well. Loy stated that he would.

Harden open the floor for discussion.

There was none.

Harden called for a motion.

Upon motion by Miner, seconded by Smith and passing 4-0, Brian Loy was appointed to City Council position 5 for the remainder of the term ending December 31, 2020.

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

There were none.

#### **PUBLIC SAFETY REPORT**

Lt. Hakala presented the report. Hakala stated that he is filling in for Wendland and that the report and statistics are on par for the City. Hakala stated that auto thefts were down last month, but that is not the trend region wide. Miner stated that the he attended a summit, and it was explained that the majority of auto thefts are not prosecuted. Hakala stated that it is a case by case basis, and there are a lot of reasons why an auto theft case may or may not be prosecuted. Hakala stated that it is up to the district attorney, and while many cases are prosecuted, it is not as many as they would like.

Hakala stated that there were 186 dispatched calls and 310 self-initiated calls. Hakala stated that there were 42 priority one and two emergency calls which is up from last month. Hakala stated that the response time for emergency calls was just over four minutes, and non-emergency call response time was just under seven minutes.

Hakala stated that he checked in with the HOPE Team on the houseless in the area. Hakala stated that in general there are no established or regular camps in the City. Hakala stated that there are regular RV's near the freeway, and the Sheriff's Office is working on a program to remove derelict and abandoned RV's.

Smith stated that there are a lot of semis on 238<sup>th</sup>, and they are not permitted to use that section or roadway. Smith stated that there have also been issues with people going through garbage cans and leaving the area a mess. Hakala stated that there are means to enforce those issues, and it will be looked into.

The Council thanked Hakala for the report.

### **BUDGET HEARING: RESOLUTION 24-2019 - 2018-19 SUPPLEMENTAL BUDGET – CEDAR LANE**

Reeser presented the staff report and stated that this is all related to the change orders from the Cedar Lane project. Reeser stated that there was the first change order of \$72,000. There was a special Council meeting on the 6<sup>th</sup> for an additional \$230,000. Reeser stated that there was not enough resource in the Street Fund to make that appropriation. Reeser stated that this action moves the expenditure from the General Fund to the Street Fund in order to keep the expenditure in the correct fund area for long-term tracking. Reeser stated that this method also helps increase transparency.

Reeser stated that on May 6<sup>th</sup>, the Council approved \$300,000 for the project, but the staff report called for \$250,000. Reeser stated that at the time of the staff report there were still questions on what could be approved based on the notice provided. Reeser stated that the amount can be for \$300,000, and this resolution reflects that amount.

Miner asked about the standby charges. Peterson stated that fee looks to be about \$8,100 but we do not yet know if that will be the final charged. Niiyama stated that is being discussed as we speak.

Reeser stated that the second resolution is for a loan. Reeser stated that the money can just be moved through to the fund, or it can be done as an inter-fund loan. Reeser stated that is a Council question of if this is a supplement from the General Fund, or a loan. Reeser stated that the staff recommendation is a loan, with a five-year payback. Reeser stated that it could be for less time, but that would impact other planned projects in the years ahead.

Upon motion by Nissen, seconded by Miner and passing 4-0, Resolution 24-2019 transferring money from the General Fund to the Street Fund for the Cedar Lane project was approved.

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 25-2019 establishing an inter-fund loan from the General Fund to the Street Fund was approved.

### **CONSENT CALENDAR:**

a. Review of bills paid in April, 2019

b. Contracts \$2,500 - \$50,000



- Six A's Painting – New City Hall Painting: \$4,050.00
- Tice Electric – Vault Repair: \$2,744.34
- Remax Group – Real Estate Services: \$2,500.00
- Archaeological Investigators NW – Park Survey: \$7,606.00

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

**RESOLUTION 19-2019: CONTRACT AWARD – ENGINEERING MASTER SERVICES AGREEMENT**

Niiyama presented the report and stated that the request is to authorize the City Manager to negotiate and execute a master services contract with RH2 for engineering services. Niiyama stated that the city does not have an engineering technician on staff and having a master services contract would enable the completion of smaller projects with more efficiency and speed. Niiyama stated that staff developed an RFP and we received seven proposals. Staff reviewed and evaluated the proposals and recommended RH2. Niiyama stated that the work orders would be based on time and materials, so there is no retainer fee. No single work order would be for more than \$25,000. Niiyama stated that the firm also specializes in SCADA system, which is a good benefit for the City

Upon motion by Miner, seconded by Smith and passing 4-0, Resolution 19-2019 authoring the City Manager to negotiate and execute an engineering services master agreement was approved.

**RESOLUTION 26-2019: IGA WITH FAIRVIEW FOR MAIN STREETS ON HALSEY READINESS REPORT**

Peterson presented the report and stated that the Main Streets on Halsey project originated about two years ago with the three cities, and the purpose is to turn Halsey into something different and special. Peterson stated that it is all about creating a special vision for the City. Peterson stated that a number of reports have been completed that outline specific improvement projects and initiatives.

Peterson stated that the next project is a grant from Metro which will focus on the land use in the corridor. Peterson stated that the goal is to remove obstacles to development, and each city gets a specific opportunity site. The site for Wood Village is the former greyhound park property.

Peterson presented the cost share for the communities and explained that Fairview is managing and administrating this grant. Peterson stated that the City's share is \$3,000 in cash.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 26-2019 executing an IGA with Fairview for the Main Streets on Halsey work was approved.

**RESOLUTION 27-2019: PARK SYSTEM IRRIGATION BID AWARD**

Niiyama presented the staff report and stated that the resolution is not a bid award, but authorization for a direct solicitation. Niiyama stated that the City received CDBG funding to design and construct the park irrigation system. Niiyama stated that the City bid out the plans twice for the construction of the system but did not receive any bids. Niiyama stated that part of the issue on the bids was because there was no ability to restore the field area within the specified timeframe. Niiyama stated that the irrigation can be put in quickly, but the field restoration was an issue.

Niiyama stated that the City will lose \$75,000 worth of grant money if no action is taken. Niiyama stated that the project includes new valves, updated manifolds, repairs to the existing system, and an extension to the arboretum.

The Council convened as the Contract Review Board  
Nissen asked about the irrigation plan and if it accounts for the new City Hall site. Niiyama stated that the plan works around the City Hall site. Nissen asked about future lines and zones of the City Hall. Niiyama stated that will not be part of this project because we do not have enough detail on the new building, but the system can be extended.

The Contract Review Board found that there were two bid attempts with no bids and the fund expires at June 30<sup>th</sup>.

Upon motion by Miner, seconded by Nissen and passing 4-0, Resolution 27-2019 authorizing a direct negotiation for the park system irrigation project was approved.

**RESOLUTION 28-2019: DISPOSITION AND DEVELOPMENT AGREEMENT TRANSFER**

Peterson presented the staff report and stated that this is the work with WDA and the sale of the City Hall property. Peterson stated that the sale is set to close next month, and this is the seventh amendment to the agreement. Peterson stated that this action involves a transfer of the DDA and within the specifications outlines in the DDA for a transfer. Peterson stated that the transfer will go to a business that is solely controlled by WDA. Condit stated that this is a very common approach for development and is not unusual in larger development projects. Peterson stated that the resolution is set to go to the Urban Renewal Agency later this month.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 28-2019 authoring a DDA transfer with WDA was approved.

**PROCLAMATION OF PUBLIC WORKS WEEK**

Harden read the Public Works Proclamation and declared May 19-25 as Public Works week.

**EXECUTIVE SESSION PER ORS 190.660 (2) (e) TO CONDUCT DELIBERATIONS  
WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE  
REAL PROPERTY TRANSACTIONS**

The Council convened back into regular session at 7:34pm

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:35pm.

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T. Scott Harden  
Mayor

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Date

ATTEST:

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Greg Dirks: City Recorder



# City Council Agenda Item Staff Report

Meeting Date: October 10, 2019

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**TO:** Mayor and Councilors  
**FROM:** Bill Peterson: City Manager  
**DATE:** October 1, 2019  
**SUBJECT:** City Manager Contract

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## **Requested Council Action**

Evaluate Contract terms and act to adopt Resolution Number 50-2019 authorizing Mayor Harden to sign a contract with Greg Dirks to function as City Manager for the City of Wood Village beginning November 21, 2019.

## **Background**

The City Council secured the services of Prothman and Associates to conduct a City Manager search. Following a nationwide solicitation and evaluation of candidates from throughout the nation, Prothman and associates recommended 7 finalists to the City Council, who then narrowed the field to four. After conducting an electronic interview with one candidate that could not make the formal interview dates September 19 and 20, the Council interviewed the remaining three candidates, including Mr. Dirks.

The process of interview and evaluation included a community reception and three panels with interview questions. The City Council was one panel. The second was a professional panel including regional City Managers, public works directors, and county staff professionals. The final panel consisted of community leaders and two department directors employed by the City. Following the process, the City Council unanimously directed the Mayor and Manager to begin contract negotiations with Mr. Dirks and offer him the position.

## **Contract Terms**

1. Term: Begins November 2, 2019 and continues unless terminated.
2. Compensation: The pay range advertised for the position is between \$100,689 and \$128,580. In Wood Village financial terms, the position is identified in five compensation steps. The suggested compensation level is based on the mid-range compensation in step 3 of the pay grade. This is \$118,500 annually to begin. This acknowledges the 11 years of employment and stays well within the pay range.
3. The contract calls for the Manager to attend, and the City reimburse, professional training, with reimbursement in the same manner as any other employee.
4. The Council Goals and the APP are specifically cited in the contract, noting "will comply and implement" the plan.

5. Evaluations are required annually.
6. Vacation is the same as Greg has now, and will continue to accrue in accord with the employee's manual as all other employees.
7. All fringe benefits are as other employees.
8. No cause termination provides for a four (4) month severance provision

### **Fiscal Impact**

The City Manager position is appropriated at \$123,870 annual. The payment at half time through November will be \$25,810, leaving \$98,060 for the remainder of FY19-20. The monthly rate for Dirks will be \$9,875 monthly for the seven remaining months of the fiscal period, yielding a total of \$69,125. The combination of the five months at half time for Peterson and the seven months at the new rate for Dirks will yield a total projected expense of \$94,931, leaving \$28,938 in excess appropriations above demand. A savings will also accrue with the replacement for Dirks position beginning at a lower point on the compensation scale for that position.

### **City Goal**

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

### **Suggested Motions**

*I move to adopt Resolution Number 50-2019 authorizing an employment agreement between the City of Wood Village and Greg Dirks, City Manager.*

**RESOLUTION NUMBER 50-2019**

**A RESOLUTION AUTHORIZING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF WOOD VILLAGE AND GREG DIRKS FOR THE POSITION OF CITY MANAGER**

**WHEREAS:**

1. The City of Wood Village employed the services of Prothman and Associates to conduct a nationwide search for the position of City Manager, and
2. A total of thirty one (31) applicants from all over the United States applied for the position, and
3. Prothman narrowed the applicant field to eight (8) that were reviewed by the City Council, and
4. The Council determined to conduct one electronic interview with a candidate, then conduct interviews, panel interviews, and a reception with three finalists, and
5. The City Council unanimously selected Greg Dirks to be the City Manager for the City of Wood Village and directed contract negotiations begin, and
6. The City Council is desirous of obtaining Mr. Dirks' services for the position.

**NOW, THEREFORE**, be it resolved by the common council of the City of Wood Village that an employment agreement attached hereto as Attachment A be offered to Greg Dirks to serve as the Wood Village City Manager from and after November 23, 2019, as provided in the contract terms.

**BE IT FURTHER RESOLVED**, that Mayor T. Scott Harden be authorized to sign the agreement on behalf of the City.

Motion to adopt by Councilor \_\_\_\_\_ seconded by Councilor \_\_\_\_\_ and adopted this 10<sup>th</sup> day of October, 2019, with the following vote.

AYE \_\_\_\_\_

NAY \_\_\_\_\_

\_\_\_\_\_  
T. Scott Harden, Mayor

ATTEST:

\_\_\_\_\_  
William A. Peterson, Jr.  
City Manager

ATTACHMENT A  
EMPLOYMENT AGREEMENT

Between

The City of Wood Village

and

Greg Dirks.

This employment agreement is made and entered into as of November 21, 2019, between the City Council of the City of Wood Village, an Oregon municipal corporation ("City"), and Greg Dirks ("Manager").

**RECITALS:**

A. City desires to employ a City Manager to serve as the chief executive officer of City under the general supervision of the City Council.

B. City and Manager believe that a written employment agreement ("Agreement") is necessary to describe their relationship and to serve as a basis for effective communication between them as they fulfill the governance and administrative functions of City.

**AGREEMENT**

In consideration of the mutual promises contained herein, City hereby employs Manager as the City Manager of City and Manager hereby accepts such employment subject to the following terms or conditions.

**Section 1. Term.** This Agreement will take effect as of November 21, 2019, and will remain in effect unless terminated as provided in this Agreement.

**Section 2. Compensation.** City will pay Manager a salary at the annualized rate of \$118,500. Manager's salary will be paid in equal monthly installments in accordance with the schedule of payments to the management employees of City. The salary for subsequent years of this Agreement will be determined by the City Council at the time of Manager's annual performance evaluation. The salary shall adjusted based on the cost of living index on the same terms and conditions provided for other employees of City each July 1st, as such adjustment exists now or may hereafter be modified by the City Council.

**Section 3. Manager and City Council Responsibilities.** Manager will be the chief executive officer of City. As such, Manager will have the primary responsibility for the execution of City Council policy, whereas the City Council will retain the primary responsibility for formulating and adopting City policy.

**Section 4. Duties.** Manager will perform the duties of City Manager as prescribed by the laws of the State of Oregon, the City of Wood Village Charter and Code, and as directed by the City Council. Manager will devote full-time skill, labor, and attention to the operations of the City.

**Section 5. Professional Growth of Manager.** The City encourages and supports the continuing professional growth of Manager through his participation in:

- a. The operations, programs, and other activities conducted or sponsored by local, state, and national city advocacy and professional groups;
- b. Relevant seminars and courses offered by public or private institutions; and
- c. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of Manager to perform professional responsibilities for City.

City will permit time for Manager to attend to such matters and pay for the necessary memberships, tuition, travel, and subsistence expenses. Such professional growth expenses will be limited to amounts budgeted for that purpose in Manager's budget. Manager will notify the City Council in advance of any out-of-state travel. Manager will report to the City Council regarding Manager's activities upon return to City from any out-of-state professional travel.

While not paid or reimbursed, the City supports and encourages the Manager's participation in civic groups and organizations such as Rotary.

**Section 6. Goals and Objectives.** Manager will comply with and implement the City Council's adopted goals and annual work plan.

**Section 7. Evaluation.** The City Council and Manager will meet in executive session for the purpose of evaluation of the performance of Manager. The initial performance evaluation will be conducted at six months and at one year of employment and will be conducted annually by July 1<sup>st</sup> thereafter. Manager will be evaluated on Manager's overall job performance and on compliance with the goals and work plan established pursuant to Section 6 of this Agreement.

**Section 8. Vacation and Administrative Leave.** Manager shall accrue and use vacation leave on the same terms and conditions as such leave is provided for other employees of City, as such leave exists now or may hereafter be modified by the City Council. Manager shall retain all unused vacation time accrued in his prior position as the City Records and Human Resources Manager. In addition to vacation, Manager shall be entitled to up to 40 hours per calendar year of paid administrative leave. Such vacation and administrative leave is in addition to any recognized City holidays.

**Section 9. Fringe Benefits.** Manager will be entitled to participate in the following fringe benefits:

- a. Insurance: City will provide medical, dental, vision, life, and long-term disability insurance on the same terms and conditions as such insurance is provided to other management employees of City, as such management benefits exist now or may hereafter be modified by the City Council.



b. Retirement: City will pay the employer's contribution to the Public Employees Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP), whichever is applicable, as required by law.

c. Sick Leave: Manager shall accrue and use sick leave on the same terms and conditions as such leave is provided for other employees of City, as such leave exists now or may hereafter be modified by the City Council. Manager shall retain all unused sick leave accrued in his prior position as the City Records and Human Resources Manager

#### **Section 10. Expenses.**

a. General Reimbursable Expenses: City will reimburse Manager according to City expense reimbursement policy for expenses necessary for the operation of City. Manager will report reimbursable expenses to the City Council via the list of bills paid in the monthly city council packet.

b. Membership expenses: City will pay for annual memberships in the Oregon City/County Managers Association and the International City/County Managers Association.

**Section 11. Termination of Employment Agreement.** This Agreement may be terminated by any of the following methods:

a. Termination for Cause: The City Council may terminate this Agreement for cause. For the purposes of this subsection, "cause" includes, but is not limited to, breach of this Agreement, violation of City Council policy, inadequate job performance, non-performance of duties, misconduct, or other conduct prejudicial to the mission of City. Manager will receive written notice of the reasons why City is considering termination of this Agreement, the right to appear before the City Council in a closed executive session or public meeting, at the option of Manager, the right to be represented at the meeting by a representative of Manager's choice, and the right to a written decision describing the results of the hearing. City will give Manager no less than ten (10) days' written notice in advance of termination. Manager will be paid for days actually worked and vacation accrued but unused prior to the date of termination of the Agreement, but will not be entitled to severance or other payments.

b. No Cause Termination of Agreement: City may discharge Manager as Manager and terminate this Agreement without cause, for any reason or no reason, upon ten (10) days' written notice and payment of severance at termination in an amount equal to four (4) months of Manager's salary. In addition to this severance payment, Manager will be paid for days actually worked and vacation accrued but unused prior to the date of termination of the Agreement.

c. Termination at the Request of Manager: Manager may resign from the position of Manager and terminate this Agreement at any time by giving the City Council at least 60 days' advance written notice of termination by resignation. Such resignation will be accepted by the City Council. Manager will be paid for days actually worked and vacation accrued but unused prior to the date of termination of this Agreement, but will not be entitled to severance or other payment.

d. Release Requirement. Payment of severance under Section 11b is contingent on the Manager's execution of a general release of all known and unknown claims (in a form prescribed by the City) and such release becoming effective in accordance with its terms not later

than 60 days after the date of termination (the "Release Deadline"). If the release has not been executed and become effective by the Release Deadline or if the Manager revokes his release, the Manager will not be entitled to any severance payment under Section 11b and must repay to the City any amounts which the Manager has already received.

**Section 12. Liability.** City will hold harmless and indemnify Manager pursuant to the Oregon Tort Claims Act and its liability insurance policies. In no case will individual City Council members be considered personally liable for indemnifying Manager against demands, claims, suits, actions, and legal proceedings.

**Section 13. Applicable Law.** This Agreement is subject to all applicable laws of the United States, the State of Oregon, and the Charter, Code, and policies of City, all of which are made a part of the terms and conditions of this Agreement as though set forth herein.

**Section 14. Modification.** This Agreement supersedes all prior Agreements and understandings between the parties. The parties may, during the term of this Agreement, mutually agree to modify any of its terms. Any modifications will be in writing, signed by both parties, and attached to this document.

**Section 15. Notices.** Notices under this Agreement will be given to Manager at Manager's office at Wood Village City Hall and to the Mayor of the City of Wood Village at the Mayor's residence on file with City.

**IN WITNESS WHEREOF**, City, pursuant to approval by the City Council by vote at its meeting of October 10, 2019, has caused two originals of this Agreement to be signed in the name of City by the Mayor and by Manager.

CITY OF WOOD VILLAGE

MANAGER

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T. Scott Harden,  
Mayor

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Greg Dirks  
City Manager



# City Council Agenda Item Staff Report

Meeting Date: October 10, 2019

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**TO:** Mayor and Councilors

**FROM:** Bill Peterson: City Manager

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

**DATE:** September 25, 2019

**SUBJECT:** Discussion: Solid Waste Management Intergovernmental Agreement

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## **Requested Council Action**

Review the staff report and provide feedback and direction on how to move forward with the development of an intergovernmental agreement with the City of Gresham to continue and expand the solid waste management services provided to the City.

## **Background**

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

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

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

### **Next Steps**

Staff continues to work with the City of Gresham to finalize the IGA. Once approved at the staff level, the agreement will go before the Council for adoption consideration. This is tentatively scheduled for the October 22, 2019 meeting. Once approved, the City of Gresham staff will continue to work with City staff on compliance, outreach, and reporting requirements through the IGA period.

### **Alternatives**

The City Council can request a presentation from City of Gresham Solid Waste staff on the specifics of the agreement, as well as the annual reporting and plan requirements.

The City Council can also elect not to approve an IGA, and direct that staff complete the annual plan and report in-house. City staff currently lacks the time and resources to take on the plan and report, and would have to rely on additional staff support, which would cost additional resource.

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

The staff recommendation is to provide feedback on the draft IGA with the intent to adopt the formal agreement with Gresham for solid waste management services.

### **Fiscal Impact**

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

### **City Goal**

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

Goal 6: Effective local, state, and regional partnerships

Goal 7: Environmental responsibility

### **Suggested Motions**

No specific motion is suggested. The Council is requested to provide feedback on the draft IGA for consideration at a future City Council meeting.

# 2019-20 Local Government Annual Implementation Plan

April 30, 2019

## Background

After working extensively with community members, business leaders and government partners to develop a shared vision and strategy to waste less and ensure equity across the system and its services, the Metro Council adopted a new Regional Waste Plan (RWP) in 2019 to set the direction for the next 12 years. Since 1990, Metro and local government partners have developed cooperative plans that serve as one of the implementation tools for the RWP.

The actions in the RWP include work that will be new for Metro and local governments, as well as activities that were already initiated, and ongoing work that has been in place for years. The majority of the actions represent guidance to Metro and local governments, rather than requirements. There is a small set of actions, however, that involve existing or potential **specific legal requirements on local governments**. The requirements are primarily directed at ensuring that comprehensive and consistent recycling and garbage services are provided across the region, together with education, information, and technical assistance programs for residents and businesses about waste prevention, reuse and recycling.

**State law requires Metro, cities and counties to implement a series of waste prevention, reuse and recycling programs under the Opportunity to Recycle Act** (Oregon Revised Statutes 459A and Oregon Administrative Rules Chapter 340-090) In 2015, several changes were made to the Opportunity to Recycle Act updating waste prevention and recycling requirements and goals that guide state, local and private actions. The revisions to ORS 459A result in increased requirements for larger cities and those jurisdictions within the Metro region. In addition, new waste prevention program elements have been added to the requirements.

In addition to required programs, Metro has identified **cooperative regional priority initiatives and programs**. These initiatives and programs are designed to address topics of regional concern or need and may change from year to year. Their effectiveness relies on a cooperative and consistent implementation between Metro and the region's cities and counties.

**This annual implementation plan is designed to document:**

- **local government compliance with the required elements;**
- **business technical assistance and outreach;**
- **implementation of cooperative regional priority initiatives and programs; and**
- **local and regional compliance with the Opportunity to Recycle Act.**

Each of these areas is described in more detail below.

## Required Elements

The **Regional Waste Plan (Action 10.1)** requires the provision of comprehensive collection services and supporting education and assistance for source-separated recyclables, source-separated food scraps, and garbage, in compliance with state, regional and local requirements, including the Regional Service Standard, Business Recycling Requirement and Business Food Waste Requirement in Metro Code. As the RWP implementation plans are developed, there will be changes to Metro Code and Administrative Rules to better align with RWP goals and actions. Until that time, local governments are required to ensure that these current Metro Code requirements are being met:

- **Metro Code Chapter 5.10.200—Regional Service Standard and Administrative Procedure 510, Section 5**
- **Metro Code Chapter 5.10.300—Business Recycling Requirement and Administrative Procedure 510, Section 2**
- ***Metro Code Chapter 5.10.400—Business Food Waste Requirement and Administrative Rule 5.10-4000 (This element is not due until February 2020)***

Local governments must demonstrate how they are meeting the required elements as described in **Attachment A, Reference Tables 1-7**.

## Business Technical Assistance and Outreach

Technical assistance programs are designed to address the individual needs, barriers and the particular circumstances affecting the business sector with regard to waste prevention, reuse, donation of edible food, recycling and toxics reduction, and to support implementation of the Business Recycling Requirement and the Business Food Waste Requirement. In order to qualify for funding, local jurisdictions must:

1. Hire individuals as staff or contractors who work in the jurisdiction's offices or external contractors whose primary responsibilities and duties are to provide technical assistance and Business Recycling Requirement and Business Food Waste Requirement compliance services to businesses.
2. Develop and implement a Local Outreach Plan that identifies the jurisdiction's strategy for targeting and recruiting businesses for Recycle at Work assistance. The plan must also include a focus on assisting the jurisdiction's government facilities and ensuring that each facility is in compliance with Business Recycling Requirement.
3. Maintain a compliance program for the Business Recycling Requirement consistent with Section 2.6 of the administrative procedures for Metro Code Chapter 5.10 and provide a written description of the compliance program to Metro.
4. Develop a Business Food Waste Requirement Implementation Plan by February 1, 2020. See Attachment B.

## Cooperative Regional Priority Initiatives and Programs

The following initiatives and programs are designed to address topics of regional concern. Their effectiveness relies on a cooperative and consistent implementation by Metro and the region's cities and counties. As a condition of annual funding, local governments agree to participate in the development and implementation of these priority programs.

### **Contamination Reduction Education Plan (CREP)**

Metro and local government partners developed a regional Contamination Reduction Education Plan to address and reduce contamination in home and business recycling programs and meet state requirements for cities and counties that have selected the expanded education and program element. A research-based regional awareness campaign (Recycle or Not) and related communication tools, including micro websites in English and Spanish and other collateral materials in both languages, were developed in FY 18-19 for use by Metro, local governments, haulers and anyone conducting recycling education in the region. A key part of the campaign is a shared promotion and community education focused on a featured contaminant for a six-month period. Plastic bags and plastic wrap will be the featured contamination that is promoted to the community from July to December, 2019, and frozen food boxes will be featured and promoted from January to July, 2020.

Recycle or Not content, graphics, photos and collateral materials (newsletter articles, fliers, Facebook posts, print ads, 'oops' cart tags, etc.) will be made available to local government partners. Metro's Recycling Information Center staff will manage the Recycle or Not micro websites and related Instagram accounts. Metro staff will provide training on the Recycle or Not communications resources and will be available to help local governments determine how best to use the tools in their community.

In FY 19-20 Metro and local governments will complete the following activities to implement the CREP:

- Document local plans to integrate CREP *RecycleorNot* materials and messages into recycling education programs. Local plans must identify:
  - How the featured contaminants and *RecycleorNot* websites will be promoted,
  - How campaign content will be incorporated into existing education materials, including online resources and customer feedback communication conducted by local haulers ('oops' cart tags), to ensure consistency with regional messages.
- Develop additional content, promotional materials and outreach methods to reach the community with contamination reduction education messages. This work will be coordinated by the Metro - local government Community and Residential Outreach Workgroup (CREW).

### **Multifamily program**

For FY 19-20 Metro and local governments will be working on the following:

- Design and testing of regional signage (posters, stickers, decals) for multifamily bins.
- Design and pilot test approaches for multifamily bulky waste collection.
- Creation of a regional approach to enclosure design requirement or a new model ordinance to support effective multifamily enclosure design.

## Compliance with the Opportunity to Recycle Act

Local governments are responsible for ensuring their jurisdiction's compliance with state law (ORS 459A and OAR 340-90). Region-wide programs implemented by Metro serve to fulfill some of the minimum obligations under state law. **Attachment C** provides an overview of those minimum standards met by Metro programs and those that are the full responsibility of local governments.

Metro has been designated by the State as the reporting agency for Clackamas, Multnomah and Washington Counties in their entirety and local jurisdictions shall provide data to Metro to assist with this annual reporting responsibility.

## Funding Criteria

Through Intergovernmental Agreements, Metro allocates funding to local governments to support implementation of RWP local government implementation plans. **Funding is intended to support only required elements, business technical assistance and outreach, and regional priority programs as set forth in this document.**

- Funds are allocated annually and on a per-capita basis to support implementation of the Regional Service Standard and regional priority programs.
- Funding for technical assistance and outreach is allocated based on the number of employees per jurisdiction derived from data supplied by the State of Oregon Employment Department.
- Funding to support implementation of the Business Food Waste Requirement is based on a per-business labor hour allocation methodology to support the hiring of dedicated technical assistance staff. The allocation is based on actual salary and benefits paid to FTE by each jurisdiction. This methodology is subject to change in future years.

## Submission Deadline

In order to receive funding, local governments must submit complete Annual Implementation Plans to Metro by June 1 of each year. A separate implementation plan for the Business Food Waste Requirement is due to Metro on February 1, 2020.

## Reporting Deadline

Annual reports documenting efforts completed and financial accountability by local governments must be submitted to Metro no later than August 1. Local governments must also comply with any additional reporting requirements attached to the funding for the Recycle at Work program and the Business Food Waste Requirement.



## Local Government Annual Implementation Plan Forms

Jurisdiction: City of Gresham      Contact: Shannon Martin      503.618.2624

### I. Required Elements

#### Regional Service Standard: Single Family Residential

1. Demonstrate compliance with the regional service standard by completing the table below (see Attachment A: Reference Table 1 for service level requirements, allowed exemptions, and additional conditions). Highlighted jurisdictions indicate programs that are currently not in compliance with the Regional Service Standard.

Jurisdiction	Recycling Collection Frequency		Recycling Container Size		Glass Collection Frequency		Yard Debris Collection Frequency		Yard Debris Container Size		Alternative Program Approved	Resid FW
	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural		
Gresham	Weekly		65 gal		weekly		weekly		65 gal			
Wood Village	Weekly		65 gal		Weekly		Weekly		65 gal			

2. List materials collected in each jurisdiction. The City of Wood Village and Gresham provide weekly garbage, recycling and yard debris service. Recycling materials collected include: Newspaper; ferrous and non-ferrous scrap metal; used motor oil; corrugated cardboard and kraft paper; aluminum; high-grade and mixed scrap paper including magazines; steel cans; plastic bottles, tubs and jars; empty aerosol cans. Glass is collected on the side. Yard debris materials include: Vegetative and woody material generated from residential landscaping activities such as grass, leaves, branches.
3. Describe any variations from the regional service standard, exemptions and additional conditions in place. The City of Gresham and Wood Village have no variations from the regional service standard. No alternatives will be requested in FY19-20.

4. Using the table below, demonstrate how you will meet the single family outreach and education minimum service standard. Include any outreach that exceeds the minimum standard.

Single Family Outreach and Education (See Attachment A: Reference Table 2 for minimum requirements)

Content	Audience	Distribution Method	Frequency
<p><b>(Minimum Standards)</b>  <b>Provide information regarding waste prevention, reusing, recycling, and composting.</b></p> <p>The Solid Waste &amp; Recycling Program creates web content, printed brochures, Facebook and NextDoor Posts, as well as videos and other resources to complement our outreach activities.</p> <p>The City maintains web pages that provide recycling, waste prevention and reuse information. Webpages offer links to additional Metro resources for more information (including composting).</p> <p>The City maintains a In/Out Guide on our web page, and is mailed annually in our City Newsletter to all addresses in the city.</p> <p>The City maintains a garbage, recycling and yard debris brochure that provides recycling and waste prevention education. This brochure is offered by haulers, at city events and on request.</p> <p>Staff provides Recycle Right campaigns utilizing social media outlets, GoCart app and NextDoor.</p> <p>The City will participate in an outreach campaign to meet the CREP by using designed resources by BRINK.</p> <p>See community event section for waste prevention and reuse outreach.</p>	<p>All waste generators</p>	<p>Information is on website, sent to every address via Gresham News each Spring, posted to Gresham's NextDoor Page, posted to Facebook and information is provided at over 10 events our team or Master Recyclers attend each year.</p>	<p>At least four times per calendar year</p>
<p><b>One community or media event to promote waste prevention, reuse, recycling, or composting.</b></p>	<p>All waste generators</p>	<p>In person tabling at events with printed materials,</p>	<p>Annually</p>

<p>City staff attend over 10 community events each year providing recycling and waste prevention information and activities for kids</p> <p>Staff attend 7 City events each year including recycling, waste prevention and reuse information. (2 Repair Cafes, Conservation Fair, paper shred/drug take back, Art's Fest, City Fest and an Earth Day Collection Event)</p> <p>The City of Wood Village coordinates a community garage sale to promote reuse and waste prevention annually.</p>		<p>games and giveaways.</p>	
<p><b>Provide a packet of educational materials that contains information listing the materials collected for recycling, the schedule for collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.</b></p> <p>The City provides a printed brochure that describes proper recycling preparation, service options, hauler contact information and set out standards. A link to the Metro RIC is included for additional information.</p> <p>City website provides a collection schedule using ReCollect.</p> <p>The City of Wood Village requires their hauler to provide a new customer brochure providing similar information.</p>	<p>New customers</p>	<p>Hauler mailing to new customers. Hauler mailing to all customers annually.</p>	<p>Annually – On-going</p>
<p><b>Wood Village:</b> contracts with their hauler (Waste Management) to send out information to new customers and provide a once a year cleanup event for bulky waste items (garbage and recycling). Wood Village will have a Recycle Right table at their annual Night Out Event. Recycle Right info and waste prevention information is posted to website and info is added to bimonthly paper newsletter to every Wood Village Address. <a href="https://www.woodvillageor.gov/government/garbage-recycling/">https://www.woodvillageor.gov/government/garbage-recycling/</a></p>	<p>All waste generators</p>	<p>Website, paper brochures, paper newsletter.</p>	<p>Annually.</p>
<p><b>(Above Minimum standards)</b></p>			
<p><b>Continue to use the “Recollect” (GoCart) system</b> as a customer engagement tool, offering set-out reminders, find-your-hauler, and key recycling messaging campaigns, such as “no plastic bags” delivered to customers by text, email, or phone call.</p>	<p>SF Residential</p>	<p>Email, Text or App notification.</p>	<p>On-going</p>

<b>Continue to plan</b> for possible implementation of residential curbside food scrap collection in next two years.	SF Residential	To be determined	NA
<b>In person Recycling and Waste Prevention Presentations:</b> We will work with neighborhood groups, community centers, libraries, mother’s groups and other organizations to offer in person presentations on Recycling Right, Food Waste Prevention and coordinate with groups to provide Green Cleaning info sessions.	SF Residential/MF targeted at SF but many MF residents also attend.	In person via Power point, videos or group discussions.	Annually, 1-10 times per year
<b>Promote Food Waste Prevention campaign, <i>Eat Smart Waste Less</i>.</b> Staff will continue to partner with other jurisdictions to develop and evaluate program materials.	SF and MF Residential	In person tabling, presentations , social media and GoCart app.	Annually
<b>Continue offering customers a yard debris</b> exemption with their garbage service. The \$2.85 deduction from their monthly bill (for customers who home compost, use a landscape service or do not produce yard waste year-round).	SF Residential	Website and Hauler CSRs	Annually
<b>Work with community partners to implement</b> and promote 2-3 ‘Repair Café’ events per year to encourage residents to reuse and repair rather than recycle or buy new.	SF and MF Residential	Events	Annually
The City provides space in the City Hall lobby and Permit Center to provide Metro brochures including the Metro Tool Kit, How to Compost, Metro Paint, Asbestos Requirements, Native Plants and The Hazardless Home Guidebook.	SF, MF and Commercial	Brochure display	On-going

### Regional Service Standard: Multifamily Residential

- Describe how you will meet or exceed the multifamily recycling minimum service standard. (see Attachment A: Reference Table 3):
  - Collect Required Materials for Collection:** Newspaper; ferrous and non-ferrous scrap metal; corrugated cardboard and kraft paper; aluminum; high-grade and mixed scrap paper including magazines; steel cans; plastic bottles, tubs and jars; empty aerosol cans.
  - The City hires an AmeriCorps member annually to conduct multifamily outreach and technical assistance to property managers. Outreach includes education services, bulky waste assistance, enclosure signs and decals, code enforcement assistance, hauler coordination and bag deliveries. The AmeriCorps staff person will pilot these services in Wood Village this FY.
  - The City maintains a multifamily webpage which includes resources for property managers and information on their requirement to educate tenants annually. An order form to request resources is available on the webpage and is sent out to properties via hauler or direct mail.

- Staff will work with regional partners to explore piloting a Metro-wide training for property managers, possibly at the Multifamily Northwest Conference
  - Staff will work with Multifamily partners such as Property Managers (PM’s), Local nonprofits (Trash for Peace, Rosewood Initiative, etc.), Metro and local jurisdictions to provide technical assistance services and education to tenants.
  - Our AmeriCorps member will survey all City of Wood Village MF properties to ensure they meet the minimum infrastructure and educational standards; and provide educational assistance to Property Managers and residents via presentations, bag drops or posted signage.
2. Using the table below, demonstrate how you will meet the multifamily outreach and education minimum service standard. Include any outreach that exceeds the minimum standard.

Multifamily Outreach and Education (See Attachment A: Reference Table 4 for minimum requirements)

Content	Audience	Distribution Method	Frequency
<p><b>(Minimum Requirements) Provide information regarding waste prevention, reuse, and recycling, (not composting)</b></p> <p>The City maintains a In/Out Guide on our web page, and is mailed annually in our City Newsletter to addresses in the city.</p> <p>The City maintains a multifamily webpage which includes resources for property managers and information on their requirement to educate tenants annually. An order form to request resources is available on the webpage and mailed out via haulers or direct mail.</p> <p>Properties are sent PM newsletters on waste reduction &amp; recycling quarterly, Posted to Gresham’s Social Media Pages, and available at our tabling events. Signage is regularly checked in recycling enclosures and replaced as needed.</p>	<p>Multifamily communities, property manager, facility operators &amp; residents</p>	<p>Website, paper order forms, quarterly e-news, social media, container decals and enclosure signage.</p>	<p>At least four times per calendar year.</p>
<p><b>One community or media event to promote waste prevention, reuse, recycling, or composting</b></p> <p>We partner with Trash for Peace to do community nights at three of their Gresham-Based Properties. We also work to bring</p>	<p>Multifamily communities and residents</p>	<p>In person presentations, tabling and other events.</p>	<p>1-3 events annually</p>

education to community groups that largely serve multifamily communities, such as our partnership events with Rosewood Initiative. We do workshops as requested from property managers throughout the year.			
<p><b>Provide waste reduction and recycling educational and promotional information designed for and directed toward the residents of multifamily dwellings. Reminding residents of the opportunity to recycle, including the types of materials accepted and the proper preparation of the items.</b></p> <p>Staff work with property and facility managers to ensure signage is up to date on all containers and enclosures. Every few years we deliver bags to each door, so every resident has Recycle Right and Waste Reduction information. New residents receive bags when they move in.</p>	Multifamily residents and PM's	Multifamily Recycling Bags, in person Multifamily bag drops in person presentations and printed info inside bags.	Annually for each property, with the addition of extra multifamily bags for new move ins
<p><b>Provide waste reduction and recycling educational and promotional information designed for and directed toward multifamily property owners and managers.</b></p> <p>Staff offer property managers onsite technical assistance, recycling and waste reduction presentations and multifamily bags.</p>	Property managers/facilities	Paper order form delivered in person or via haulers. Order form on website.	Annually
<i>(Above Minimum Requirements)</i> Work with local governments to explore a Multifamily workshop/forum – to promote technical assistance, services, and resources for residents.	Multifamily PM, facility operators, portfolio managers, and property managers	In-person	Annually
Visit “priority properties” as identified via haulers, RSW staff or Code Enforcement; to ensure adequate service levels and educational needs are met.	Priority properties identified by haulers, code or Gresham RSW Staff	On site assistance	1x a year per property

## Regional Service Standard: Businesses

1. Describe how you will meet or exceed the business recycling minimum service standard (see Attachment A: Reference Table 5)

Gresham revised code ensures that our licensees provide weekly comingled recycling services including glass on the side to all customers.

2. Using the table below, demonstrate how you will meet the business outreach and education minimum service standard. Include any outreach that exceeds the minimum standard.

Business Outreach and Education (See Attachment A: Reference Table 7 for minimum requirements)

Content	Audience	Distribution Method	Frequency
<b>Minimum Standard:</b> Provide information regarding waste prevention, reusing, recycling, and composting.	All existing waste generators	Quarterly newsletter to all addresses, City of Gresham website, Gresham Outlook coverage	At least four times per calendar year
<b>Minimum Standard:</b> One community or media event to promote waste prevention, reuse, recycling, or composting.	All waste generators	Gresham Earth Day, MHCC Community Conservation and Repair Fair, Coverage through the Gresham Outlook	Annually
<b>Minimum Standard:</b> Provide a packet of educational materials that contains information listing the materials collected for recycling, the schedule for collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.	New customers	Outreach packet to all new business customers in Gresham.	Quarterly
<b>Outreach Exceeding Minimum Standard:</b>			
Monthly Gresham Green Business e-news	All waste generators	1250+ on the e-mailing list, can sign up for the mailing on the City's website, or via our outreach staff.	Monthly

Green Business Coffee Hours	All waste generators	Gresham Green Business e-news, City of Gresham website	Monthly except July and December
Waste Reduction Outreach “Blitzes”	All waste generators	Brief in person visits to all businesses in a district of Gresham or Wood Village	Quarterly, with one being in Wood Village
Roaming recycling outreach	All waste generators	Visiting businesses when noting issues with recycling when driving around Gresham and Wood Village.	Ongoing
Free Resources: Develop picklist for website that allows users to select items or services they’d like delivered / provided to their business, such as: Recycling boxes, signage, stickers, compost internal collection containers, Gresham Green Business assistance, recycling and compost assistance	All waste generators	Website	Develop by first quarter of FY 2020. Outreach Ongoing
Gresham Green Business Walkthroughs: Comprehensive walkthroughs of businesses where we look at all waste streams, as well as disposable products used on site. We help come up with alternatives to reduce waste, encourage reuse and maximize correct recycling.	All waste generators that request this service	Made aware of service through quarterly newsletter, e-news, blitz visits, roaming recycling outreach and more	Ongoing

### Business Recycling Requirement

1. Demonstrate compliance with the business recycling requirement by completing the table below (see Attachment A: Reference Table 6)

Required Action	Local Government Program
Establish a method for ensuring business compliance with the requirement.	Compliance for the Business Recycling Requirement will happen through ongoing field work by our team through the fiscal year. Staff will look at recycling service levels, containers in enclosures, recycling setups in businesses and correct recycling errors



	through our outreach. We will also work with our licensed haulers to inform us of non-compliance.
Exempt businesses from compliance.	A business may seek an exemption from the requirement in subsection (a) if: (i) the business provides access to the city staff for a site visit; and (ii) the city determines during the site visit that the business cannot comply with the Business Recycling Requirement because of space constraints or economic restrictions.
Send notice to businesses outlining the requirements and how to receive assistance.	Each quarter all new businesses will receive a packet that details the requirement, what is/is not recyclable and how to receive assistance. Any businesses out of compliance will be provided with information on the requirement and given the 90-day timeline to comply (see cell below).
Enforcement method.	<p>Compliance for the Business Recycling Requirement will happen through ongoing field work by our team through the fiscal year. Staff will look at recycling service levels, containers in enclosures, recycling setups in businesses and correct recycling errors through our outreach. Businesses out of compliance will be:</p> <p>Notified in person, or by email or phone of the BRR, and the assistance we can provide to help them meet the requirement.</p> <p>If no action is taken after 30 days, they will again be notified again that that they are out of compliance</p> <p>At 60 days, if they are still out of compliance, they will be notified for a 3<sup>rd</sup> time and warned that they will receive a civil penalty for being out of compliance BRR code.</p> <p>At 90 days they will receive a civil penalty for being out of compliance with BRR.</p> <p>Our preferred outreach method will be to bring businesses into compliance with BRR via educational assistance.</p>

## Business Food Waste Requirement

*Due February 2020, see Attachment B.*

(Will be submitted by the City of Gresham by February 1, 2020)

## II. Business Technical Assistance and Outreach

### Business Recycling Requirement

Provide a narrative that demonstrates the following:

1. Local jurisdiction has hired staff or contractors whose primary responsibilities and duties are to provide technical assistance and Business Recycling Requirement compliance services to businesses.
2. A strategy for targeting and recruiting businesses for Recycle at Work assistance.
3. A description of the compliance program for the Business Recycling Requirement consistent with Section 2.6 of the administrative procedures for Metro Code Chapter 5.10.

### Commercial Program Overview Narrative

Year 30 will see continued focus on compliance with the Business Recycling Requirement adopted by Gresham and Wood Village in early 2009. Through an intergovernmental agreement, Gresham Outreach Staff will also work with Wood Village businesses to meet the Business Recycling Requirement. Letters will be sent to all new businesses in both cities outlining BRR requirements. Field staff will identify existing non-BRR compliant businesses and assist in correcting the violation. *See **Recycle at Work** section for outreach strategy details.* We will have a new tool to bring on additional composting businesses in Gresham and Wood Village, the Business Food Waste Requirement. This will be coming into effect in March 2020 for type 1 businesses. We will be continuing our outreach ahead of this, possibly with a bundled rate in Gresham to help pull more businesses into composting before the requirement.

Gresham Green Business is the City's sustainability outreach program to businesses providing waste reduction, recycling, composting and buy recycled assistance to businesses. It also incorporates assistance in water conservation, energy efficiency, stormwater and wastewater management best practices. This program was rebranded from the Gresham GREAT Business Program last year. Staff manage the *Gresham Green Business e-newsletter*, directly emailed (My Emma) to over 1,250 businesses monthly. We host monthly Green Business Coffee Hours to help facilitate business to business sharing and to spread sustainability knowledge and motivation to businesses across the city. Staff has also cultivated an effective relationship with the *Gresham Outlook* newspaper that results in numerous articles related to waste reduction activities. *See **Recycle at Work** section for outreach strategy details.*



### Plate to Power

Gresham's Plate to Power program provides compost and food waste prevention outreach to businesses and schools. Food donation is a priority outreach strategy that supports Gresham's food pantries and communities in need. Additional technical assistance is provided to restaurants that manage FOG to ensure stormwater requirements are met. In the previous year, and in the year coming, this program has helped develop resources for Food Waste Stops with Me, while also utilizing FWSWM resources in the field, and promoting upcoming educational opportunities provided through the campaign including Hotel Kitchen.



## Schools

In Year 30, we will continue the Schools Recycling Program including Oregon Green Schools certification, administering a \$8,000 resource conservation grant program, and technical assistance on recycling and waste reduction programs. We will continue to align with more traditional Recycle at Work service delivery standards including utilization of the updated Salesforce database for school outreach. Year 30 will see continued growth in the number of schools participating as we close in on full implementation to all public schools in Gresham. We anticipate adding at least two additional schools. *See **Recycle at Work** section for outreach strategy details.*



### **Business Technical Outreach Assistance Details:**

1. Hire individuals as staff or contractors who work in the jurisdiction's offices or external contractors whose primary responsibilities and duties are to provide technical assistance and Business Recycling Requirement and Business Food Waste Requirement compliance services to businesses.

The City of Gresham has three employees (2.75 FTE) dedicated to commercial waste reduction outreach. They are:

- Gregg Hayward – Business Sustainability Outreach Coordinator, Commercial Team Lead (1.0 FTE)
- Meghan Borato – School Sustainability Program Technician (1.0 FTE)
- Nick Isbister – Commercial Organics Program Technician (.75 FTE)

These staff collaborate to address technical assistance and compliance services for the Business Recycling Requirement and the Business Food Waste Requirement to businesses and schools across Gresham, and businesses in Wood Village.

2. Develop and implement a Local Outreach Plan that identifies the jurisdiction's strategy for targeting and recruiting businesses for Recycle at Work assistance. The plan must also include a focus on assisting the jurisdiction's government facilities and ensuring that each facility complies with the Business Recycling Requirement.

Our local outreach plan provides a base standard of assistance to all businesses and schools in Gresham and Wood Village to help them meet the Business Recycling Requirements and Business Food Waste Requirement. It also provides the opportunity for organizations that are interested to work in depth at reducing, reusing, recycling, composting and other options that minimizes waste.

- All businesses in Gresham and Wood Village will receive at least four notifications per year about what is/is not recyclable, the Business Recycling Requirement, and the free technical assistance we provide. This will occur through:
  - o Receiving our Quarterly Gresham Newsletter which goes to all addresses in Gresham, or the Wood Village newsletter which goes out annually.
  - o In/Out Recycling Information, collection schedule, along with reduce and reuse information found on our City of Gresham website and the City of Wood Village's website.
  - o Monthly Gresham Green Business e-newsletter which goes to 1,250+ addresses.
  - o Waste reduction tips found on the City of Gresham's Facebook page
- All new businesses in Gresham and Wood Village will receive a packet of educational materials that contains information listing the materials collected for recycling, the service options for

collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.

- This will occur through a mailing to all new business addresses generated each quarter. In Year 30 in Gresham we are contemplating combining this with water outreach information that is sent to all new businesses so that they would receive this suite of services together, and potentially be more inclined to ask for assistance by seeing the multitude of services our city's outreach staff can provide.
- We plan to provide onsite assistance to a multitude of businesses in Gresham and Wood Village through our successful business sustainability "blitzing" strategy.
  - In this strategy our staff pairs up and heads to a business district in town, visiting every business in the district in person. During these short visits we communicate about the suite of services our staff can provide, deliver any physical resources the business could use (In/Out Guides, Signage, Recycling Collection Boxes, Stickers), as well as inform them about:
    - Business Recycling Requirement
    - Business Food Waste Requirement
    - Gresham Green Business Program

We then follow up with any needs of the businesses we visit. We plan to do 4 recycling outreach blitzes in Year 30, with one of those being in Wood Village.

We also conduct 2-3 energy outreach "blitzes" with outreach staff from PGE. On these blitzes we make 4-8 prearranged visits to different businesses around town, and conduct energy efficiency walkthroughs to help meet Gresham Green Business certification requirements. Along the way we also follow up on waste reduction needs we come across. This is another way of bundling services found to be highly effective for stimulating behavior change. A business may begin with making some lighting changes, have a positive experience, and be inclined to pursue Gresham Green Business certification. Buy informing businesses of the suite of services we and our partners can provide; it allows for more inroads for sustainable progress.

Lastly, we try to conduct blitzes in pairs whenever possible. We've found a higher success rate when working together, as opposed to solo. This may be via the healthy competitive nature of working in pairs, adding motivation. In some cases, visiting a business in pairs changes the power dynamic in our favor. It adds another set of eyes and ears to the conversation, which can help point out other opportunities or cover new ground.

- Compliance for the Business Recycling Requirement will happen through ongoing field work by our team through the year. Staff will look at recycling service levels, containers in enclosures, recycling setups in businesses and correct recycling errors through our outreach. Businesses out of compliance will be:
  - Notified in person, or by email or phone of the BRR, and the assistance we can provide to help them meet the requirement.
  - If no action is taken after 30 days, they will again be notified again that that they are out of compliance.
  - At 60 days if they are still out of compliance, they will be notified for a 3<sup>rd</sup> time and warned that they will receive a civil penalty for being out of BRR code compliance.
  - At 90 days they will receive a civil penalty for being out of compliance with BRR.

Our preferred outreach method will be to bring businesses into compliance with BRR via educational assistance, as opposed to enforcement.

- Along with assisting businesses and schools throughout Gresham and businesses in Wood Village with waste reduction, we will also provide outreach assistance to government entities.
    - o We'll provide at least ten instances of direct assistances to government entities within Gresham, and in Wood Village as necessary.
  - We will provide one community or media event to promote waste prevention, reuse, recycling, or composting.
    - o Gresham Earth Day – allows businesses in Gresham or Wood Village to drop off up to 30 fluorescent tubes for free
    - o MHCC Community Conservation and Repair Fair
  - Community-wide waste reduction / sustainability education event businesses can attend or table at to demonstrate green attributes.
    - o Media coverage of Coffee Hours and business waste reduction successes in the Gresham Outlook / Facebook / other media
1. Maintain a compliance program for the Business Recycling Requirement consistent with Section 2.6 of the administrative procedures for Metro Code Chapter 5.10 and provide a written description of the compliance program to Metro.

The City of Gresham has code language that incorporates the Business Recycling Requirement (BRR): GRC 7.25.400(3) "Business Recycling Requirement"

- (a) All businesses and business recycling service customers shall recycle as follows:
  - (i) Separate for recycling all paper, cardboard, glass and plastic bottles and jars, and aluminum and tin (metal) cans according to recycling guidelines provided by city.
  - (ii) Provide recycling containers for internal maintenance or work areas to allow for recyclable materials to be collected, stored, or both.
  - (iii) Post accurate signs or adhere labels where recyclable materials are collected, stored, or both that identify the materials that the business must source separate and that provide recycling instructions.
- (b) A business may seek an exemption from the requirement in subsection (a) if:
  - (i) the business provides access to the city staff for a site visit; and
  - (ii) the city determines during the site visit that the business cannot comply with the Business Recycling Requirement because of space constraints or economic restrictions.
- (c) To assist businesses in compliance with this section, the City of Gresham shall:
  - (i) notify businesses of the Business Recycling Requirement;
  - (ii) provide businesses with education and technical assistance to assist with meeting the requirements of this section; and
  - (iii) monitor and verify business compliance with this section.

Complete the following table listing specific efforts planned for completion during this fiscal year.

<b>Recycle at Work Annual Outreach Plan</b>	
<b>Target audience, goals, and outreach strategy</b>	<b>Planned Efforts</b>
Government Facilities (required)	

	Goals: Maintain recycling systems at City Hall and Operations center, and continue to work with other agencies including Police, Fire, County, City of Wood Village and State offices.
	<p>Strategy and Indicator of success:</p> <ol style="list-style-type: none"> <li>1. Support internal champions and contractors at the City with technical assistance for waste diversion &amp; reduction, and environmentally preferable purchasing.</li> <li>2. Provide technical assistance to County, City of Wood Village, State and Federal buildings as opportunities arise, and to maintain Green Business certification for applicable facilities.</li> <li>3. Onsite visits with 10 different "Public Administration" accounts.</li> <li>4. Support City of Gresham Green Team by participating on the team and providing technical expertise.</li> </ol> <p>Support the City's Internal Sustainability Operations Plan and coordinate with Multnomah County to support their Climate Action Plan.</p>
New Businesses (required)	
	Goals: Recruit new businesses into the Gresham Green Business program, and Plate to Power compost program, providing evaluations, and direct outreach. Ensure all new business meet BRR.
	<p>Strategy and Indicator of success:</p> <ol style="list-style-type: none"> <li>1. Utilize Green Business Coffee Hours, Chamber of Commerce events, mailings, advertisements, and cold calling to bring new businesses into the Green Biz and Plate to Power programs.</li> </ol> <p>Certify 6 new Green Businesses. Engage 25 businesses in Green certification or recertification. Have 2 new schools and 5 new businesses preventing and or diverting food scraps (currently have 42 businesses and 19 schools composting).</p>
	Conduct outreach "Blitzes" in various parts of town, including Wood Village, where outreach staff will go door to door talking with businesses about waste prevention and the Green Business program to encourage new participants. Staff will mention neighboring businesses that are participating to help motivate participation and help connect these businesses to learn from each other. Conduct 4 Blitzes during the FY, with one being in Wood Village.
	Work with partner jurisdictions in a coordinated approach on multi-jurisdictional businesses. Engage in one to two multi-jurisdictional projects.
	Include a letter in new business licenses about Green Business and BRR, follow up with the medium sized new-to-Gresham businesses as possible on the phone or in-person.

	Continue monthly Green Business Green Coffee Hours, engaging new and existing businesses by touring existing Green businesses and learning through business to business sharing. Conduct 9 coffee hours.
	Continue engaging Chamber of Commerce and other community groups (Historic Downtown Business Association, Rotary, etc.) through meeting attendance, sponsorship of sustainability-type events, and recognition at business networking occasions. Attend at least 4 greater business community events each year.
	Send at least 10 electronic newsletters to educate Gresham and Wood Village businesses on recycling, waste prevention and other sustainable business practices, and track readership. We currently have 1,250 active contacts.
Target Businesses that are Underserved or Underrepresented (optional)	
	Goal: Continue and expand waste reduction work with underserved and underrepresented businesses in Gresham.
	<p>Strategy and Indicator of success:</p> <ol style="list-style-type: none"> <li>1. Partner with Smart and Final Food Service (Smart Foodservice) and other wholesale food service retailers to form another avenue to reach smaller, underserved and underrepresented food service businesses in Gresham. <ol style="list-style-type: none"> <li>a. Continue to work with our existing Gresham Green Businesses and Plate to Power compost businesses that are underserved and underrepresented to keep them engaged in these programs.</li> </ol> </li> <li>2. Bring on 1 new underserved / underrepresented composter.</li> </ol> <p>Bring on 1 new underserved / underrepresented Green Business.</p>
	Work with 10 underserved and underrepresented businesses on BRR and other aspects of waste reduction and stormwater quality.
Target Business Sectors, Institutions or Materials (optional)	
	(See organics outreach)
Other commercial waste prevention, or waste reduction activities (optional)	
	Engage in Organics Outreach
	Goals: Continue to work with businesses and schools to divert food scraps from the landfill and reduce their food waste.
	Food Waste Reduction Outreach Strategies and Indicators of Success:



1. Promote “Food Waste Stops with Me” resources with our local business community by distributing postcards (promote the local biz case studies as the hook) to all food waste generating businesses our Organics Outreach Specialist interacts with and incorporate 4 different outreach messages on Food Waste Stops with Me over the course of the year in our Green Business e-newsletter.
2. Bring the Hotel Kitchen concepts directly to businesses in Gresham, providing them direct training, food waste measurement tools (cambros) and Hotel Kitchen waste measurement templates. Work with 2 businesses in this capacity this year.
3. Work with businesses on incorporating food waste reduction strategies into their operations. Work with 3 businesses in this capacity this year.

Food Repurposing / Reuse Strategies and Indicators of Success:

1. Support the Rockwood Rising project through its development process to collect food surplus from East County and repurpose it into value added products via Rockwood Rising’s new food makers (Rockwood Rising currently scheduled to open in Winter 2022). Meet with 2-3 food distributors to discuss options for flowing surplus to Rockwood Rising.
2. Work with school and regional partners to develop a food donation resource strategy for schools in Oregon. The outcome being a guide schools and school collaborators (parents, nonprofits, govt. agencies, nutrition services and others) can utilize to ensure they are using best practices to donate food to their local agencies.

Compost Outreach Strategies and Indicators of Success:

1. Our Metro-funded Organics Outreach Specialist will continue to work with our existing 42 composting businesses and 19 schools in Gresham to help them minimize contamination via quarterly check ins (4x/yr., 2x/yr. schools) where they will visibly audit their compost and recycling containers, communicate issues with appropriate staff and interface on any challenges with our haulers. We will also work in the same capacity with any food generating businesses in Wood Village.
2. Odor can be a deterrent from continuing participation. Compostable bags will be provided to Gresham businesses as needed to help them get through the summer months. 4 cases of bags will be distributed amongst our participating business.



	<p>3. Identify and highlight any current composting businesses that could serve as good case studies for similar local businesses. Staff will build case studies, establish relationships and seek input on best practices. Generate 1-2 new case studies. Promote existing local case studies.</p> <p>4. Send letters to inform new businesses of composting as an option for all commercial businesses in Gresham. Send these 4 times per year to the new business license applications generated each quarter.</p> <p>5. Update outreach material to match new commercial outreach branding and translate into appropriate languages.</p> <p>Recruit new composters through targeted outreach. Recruit 5 new compost businesses, and 2 new compost schools.</p>
Participate with the new DEQ waste prevention campaign materials.	
	Goals: Enhance the Gresham Green Business Program
	Strategy and Indicator of success: Update materials to better align with the spectrum of waste reduction and sustainability outreach provided through the program.
	Continue to update key program materials such as the evaluations, trifold, and other outreach materials to align with updated outreach services.
Engage in Waste Prevention Outreach	
	Goals: Educate local businesses on waste prevention strategies and help implement.
	Strategy and Indicator of success: Utilize our existing successful Green Business e-news to get this content out to a wider Gresham and Wood Village business audience. Write 4 waste prevention articles in our Green Business e-newsletter over the course of several months, highlighting local businesses that are preventing waste, and providing new ideas that businesses could utilize.
	Participate in the State Recycling Organization (AOR) Board of Directors or a committee.
Schools Waste Prevention	
	Description of Activity: Participate in meetings of the Gresham-Barlow School District and Centennial School District sustainability committees and serve as an ongoing technical resource.
	Goals: one staff attends every one of these meetings in School Year 19/20
	Strategy and Indicator of Success: Attendance at every resource conservation meeting.
	Description of Activity: Implement the Schools Incentives Program, which provides grants for waste reduction projects in schools.

	Goals: Reach out to 40+ schools to announce the availability of the grants and give out 10+ grants.
	Strategy and Indicator of Success: Work with green teams and principals to announce the grants. Success is indicated by completed grant reports from schools and number of grants given.
Schools Recycling	
	Description of Activity: Provide schools with recycling program technical assistance, resource materials, program troubleshooting, and special events such as Oregon Green School recognition ceremonies to K-12 schools in Gresham and Wood Village
	Goals: Work with 15+ schools in school year 19/20
	Strategy and Indicator of Success: Utilize new and existing relationships and the OGS certification framework to help schools set and achieve resource conservation goals. Success will be indicated by number of schools assisted.
	Description of activity: Promote and help implement the Oregon Green Schools Recognition Program in individual schools.
	Goals: Maintain existing 9 certified schools. Recertify those schools in Gresham whose certification is ending.
	Strategy and Indicator of Success: Work with our school district contacts whose OGS membership has lapsed or will lapse during the term of this plan. Indicators of success will be having at least 9 Gresham schools with current Oregon Green Schools certification.
Other commercial waste prevention, or waste reduction activities (optional)	
	Provide leadership for the Oregon Green School Association by participation on the board of directors.

### Business Food Waste Requirement

1. Local jurisdiction has hired staff or contractors whose primary responsibilities and duties are to provide technical assistance and Business Recycling Requirement compliance services to businesses.

The City of Gresham has three employees (2.75 FTE) dedicated to commercial waste reduction outreach. They are:

- Gregg Hayward – Business Sustainability Outreach Coordinator, Commercial Team Lead (1.0 FTE)
- Meghan Borato – School Sustainability Program Technician (1.0 FTE)
- Nick Isbister – Commercial Organics Program Technician (.75 FTE)

These staff collaborate to address technical assistance and compliance services for the Business Recycling Requirement and the Business Food Waste Requirement to businesses and schools across Gresham, and businesses in Wood Village.

2. Complete Attachment B by February 2020.

The City of Gresham and Wood Village will complete attachment B by February 1, 2020.

## Cooperative Regional Priority Initiatives and Programs

### Contamination Reduction Education Plan

Describe how your jurisdiction will implement the following outreach and education initiatives:

- Incorporate Recycle or Not messages and content into existing English and Spanish language recycling education programs and activities, including online resources and customer feedback communication conducted by local haulers ('oops' cart tags), to ensure consistency with regional contamination reduction messages.
- Promote the featured contaminants: plastic bags and plastic wrap from July to December 2019 and frozen food boxes from January to June 2020.
- Link to and promote the Recycle or Not English and Spanish language websites.

Below is our plan to carry out these components:

- Promotion of the Recycle or Not website and 2 main "star trash items" one in the first 6 months and another in the second 6 months.
- Placement of the Recycle or Not information on the Recycle webpage(s).
- Adding Recycle or Not info to our current recycling information.
- Use of the Recycle or Not materials on social media.
- At least one notification going to every mailbox of the Recycle or Not info (we currently meet this requirement with the spring newsletter piece).
- Exploring the use of the recycling "oops" tags either by the city or by the contracted haulers.
- Exploring the use of mailers from haulers or the city promoting the "star trash" and Recycle or Not Website.
- Use of the videos photos and other "fun" content created by BRINK.
- Use of the printed materials at our community info tables (e.g. Farmers markets, etc.).
- Highlight the Recycle or Not information in the Business and Multifamily ENews at least 4 times in the fiscal year.

### Multifamily Program Improvements

Describe how your jurisdiction will actively participate in and commit to the following:

**1. Design and testing of regional signage (posters, stickers, decals) for multifamily bins.**

Over the year, we will:

- Continue our collaboration with the Metro Multifamily workgroup to finish the design of regional signage and take into consideration lessons learned on signage from the Brink study.
- Discuss best practices on how to test the regional signage, and (if finished) we will begin rolling out new signage at pilot multifamily properties.
- Communicate with property managers when we are adding new signage, and to ask them for their feedback after new signage has been placed. We will also visit sites where new signage has been implemented and compare contamination rates using spot checks.
- Partner with Trash for Peace and their Environmental Promoters to obtain feedback from residents about the regional signage.
- Ask multifamily residents how they feel about new signage when we conduct our bag drops and other means of outreach and education.

2. Design and pilot test approaches for multifamily bulky waste collection.

With the help of the Gresham Residential Recycling Coordinator, our 2019-2020 AmeriCorps member will continue the conversation of bulky waste collection with property managers.

- Conduct a pilot bulky waste collection event at Rockwood Station and evaluate the process in order to make future events better (partnership with Trash for Peace)
- Inquiring from haulers their preferred methods of dealing with bulky waste.
- Designing a bulky waste informational sheet for new move-ins and piloting the sheet at select properties. This will be a project in collaboration with the haulers and property managers.
- Examining our code to clear up any confusion about haulers rights to collect bulky waste.

3. Creation of a regional approach to enclosure design requirement or a new model ordinance to support effective multifamily enclosure design.

Over the year, we will:

- Attend regional meetings with partners to discuss enclosure design and other applicable MR property issues. Share our current best practices for enclosure design review with Metro MF Workgroup, the solid waste directors, and other groups.
- City staff will share design plans as case studies for the regional group to utilize for model ordinance development.
- City staff will share design review processes to ensure complete understanding of how enclosures are reviewed and approved in the planning design stage.
- Provide access to Planning staff and key architect contacts.
- Continue inviting our local haulers to priority properties to look over enclosure design and identify best practices based on hauler limitations.
- Provide onsite assistance to help priority properties with existing enclosure design challenges and share lessons learned with the group.

4. Piloting a Metro-wide training for property managers, possibly at the Multifamily Northwest Conference

- Metro MF Workgroup member will participate in the planning process.

**Attachment A**

Reference Tables 1-7: Required Elements

**Reference Table 1: Single Family Residential Minimum Service Standard**  
 Metro Code Chapter 5.10.230 (a)

	<b>Mixed Recycling</b>	<b>Glass</b>	<b>Yard Debris</b>
<b>Required Materials for Collection</b>	Newspaper; ferrous and non-ferrous scrap metal; used motor oil; corrugated cardboard and kraft paper; aluminum; high-grade and mixed scrap paper including magazines; steel cans; plastic bottles, tubs and jars; empty aerosol cans.	Container glass (bottles and jars)	Vegetative and woody material generated from residential landscaping activities such as grass, leaves, branches.
<b>Container Supplied</b>	At least 1	At least 1	At least 1
<b>Frequency of Collection</b>	Weekly <sup>2</sup>	Weekly <sup>2</sup>	Weekly <sup>2</sup>
<b>Additional Conditions</b>	Every-other-week programs must provide for as much or more recovery of standard recyclable materials.		
<b>Exemptions</b>			Rural service areas if conditions of Administrative Procedure 5.4.2.3 are met.

<sup>2</sup>Every-other-week programs in place as of January 1, 2019 and approved by Metro are currently considered compliant with the Regional Service Standard. This approval is subject to change.

**Reference Table 2: Single Family Outreach and Education Minimum Service Standard**

Metro Code Chapter 5.10.230 (d).

Content	Audience	Frequency
Provide information regarding waste prevention, reusing, recycling, and composting.	All waste generators	At least four times per calendar year
One community or media event to promote waste prevention, reuse, recycling, or composting	All waste generators	Annually
Provide a packet of educational materials that contains information listing the materials collected for recycling, the schedule for collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.	New customers	

**Reference Table 3: Multifamily Residential Minimum Service Standard**

Metro Code Chapter 5.10.230(b)

	Mixed Recycling	Glass
<b>Required Materials for Collection</b>	Newspaper; ferrous and non-ferrous scrap metal; corrugated cardboard and kraft paper; aluminum; high-grade and mixed scrap paper including magazines; steel cans; plastic bottles, tubs and jars; empty aerosol cans.	Container glass (bottles and jars)
<b>Exemptions</b>	<ul style="list-style-type: none"> <li>• Motor Oil</li> <li>• Yard debris (If conditions of AP510-5.4.2.2. are met)</li> </ul>	

**Reference Table 4: Multifamily Outreach and Education Minimum Service Standard**

Metro Code Chapter 5.10.230 (d).

Content	Audience	Frequency
Provide information regarding waste prevention, reusing, recycling, and composting.	All existing waste generators	At least four times per calendar year
One community or media event to promote waste prevention, reuse, recycling, or composting.	All waste generators	Annually
Provide waste reduction and recycling educational and promotional information designed for and directed toward the residents of multifamily dwellings. Reminding residents of the opportunity to recycle, including the types of materials accepted and the proper preparation of the items.	Multifamily residents	As frequently as necessary to be effective in reaching new residents and reminding existing residents.
Provide waste reduction and recycling educational and promotional information designed for and directed toward multifamily property owners and managers.	Multifamily owners and managers	At least annually

**Reference Table 5: Business Recycling Minimum Service Standard**

Metro Code Chapter 5.10.230(c) Local governments shall ensure provision of regular collection of standard recyclable materials.

	<b>Mixed Recycling</b>	<b>Glass</b>
<b>Required Materials for Collection</b>	Newspaper; ferrous and non-ferrous scrap metal; corrugated cardboard and kraft paper; aluminum; high-grade and mixed scrap paper including magazines; steel cans; plastic bottles, tubs and jars; empty aerosol cans.	Container glass (bottles and jars)

**Reference Table 6: Business Recycling Requirement**

Metro Code 5.10.310 and AP 510-Section 2

<b>Required Action</b>	<b>Responsible</b>
Source separate all recyclable paper, cardboard, glass and plastic bottles and jars, and aluminum and steel cans for reuse or recycling.	Business
Ensure provision of recycling containers for internal maintenance or work areas where recyclable materials may be collected, stored or both.	Business
Post accurate signs where recyclable materials are collected, stored or both that identify the materials that the business must source separate for reuse or recycling and that provide recycling instructions.	Business
Establish a method for ensuring compliance.	Local government
Exempt businesses from compliance.	Local government
Send notice to businesses outlining the requirements and how to receive assistance.	Local government
Enforce the requirement.	Local government
Report to Metro.	Local Government

**Reference Table 7: Business Recycling Outreach and Education Minimum Standard**

Metro Code Chapter 5.10.230 (d).

<b>Content</b>	<b>Audience</b>	<b>Frequency</b>
Provide information regarding waste prevention, reusing, recycling, and composting.	All existing waste generators	At least four times per calendar year
One community or media event to promote waste prevention, reuse, recycling, or composting.	All waste generators	Annually
Provide a packet of educational materials that contains information listing the materials collected for recycling, the schedule for collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.	New customers	



**Business Food Waste Requirement**

Metro Code 5.10.400

*A separate implementation plan for the Business Food Waste Requirement is due to Metro on February 1, 2020. For reference, the template is included as **Attachment B**.*

The Business Food Waste Requirement Plan will be submitted by the City of Gresham by Feb 1, 2020.

## Attachment B

# Business Food Waste Requirement Local Government Implementation Plan Outline

January 29, 2019

**Plans are due to Metro by February 1, 2020.** Subsequent annual updates will be integrated into the Annual Waste Reduction Program Plans due to Metro by June 1 of each year. Implementation reports are due to Metro on August 1 as part of the Annual Waste Reduction Program Reports.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Implementation plan applies to the following jurisdictions:

### Program Overview

1. Describe locally-adopted business requirement including owner/manager requirement (attach documentation).
2. Describe overall implementation approach (geographic, hauler franchise, etc.).
3. Provide any other information about your program, especially in areas that exceed the regional minimum standard and/or utilize creative partnerships or approaches.

### Performance Standard

1. Demonstrate how your program complies with each element of the policy performance standard (provide attachments as appropriate):
  - a. Business notice of requirement
  - b. Business compliance
  - c. Appropriate collection receptacles and service provided
  - d. Franchised/licensed haulers delivering food waste to approved facility
2. Describe business assistance program and demonstrate compliance with the minimum standard as noted below (attach copies of materials as appropriate).
  - a. Educational materials
    - i. Labels that clearly communicate what is allowed in the program
    - ii. Signs and/or posters that provide clear and simple instructions
    - iii. Materials understandable by people with limited English proficiency
    - iv. Program contact information for businesses to obtain assistance
  - b. Technical assistance
    - i. Education and assistance with food waste prevention techniques and edible food donation programs
    - ii. Assistance with collection program and training on-site at the business
    - iii. Assistance with mitigating issues that arise from program participation
    - iv. Ensure correct labeling of all food waste collection receptacles
    - v. Serve as facilitator between businesses and solid waste hauler

## Enforcement

1. Describe enforcement method for ensuring compliance with the business food waste requirement. Include steps and enforcement actions.

## Compliance Waivers

1. Describe temporary waiver requirements, procedures for application, review, and approval methods, renewal process to demonstrate compliance with the minimum standard as noted below.
  - a. May not exceed 12 months, annual renewal allowed.
  - b. Renewal requires annual review.
  - c. Businesses must agree to verification site visits.

## Quality Assurance Plan

Describe how your jurisdiction plans to address contamination issues or loads rejected at the transfer station.

Attachment C

Opportunity to Recycle: Regional Programs

Table C1: Recycling program elements

Program Element	Components Local Governments are responsible for (if implementing) <sup>1</sup>	Metro programs that help fulfill this element
a. Residential Recycling Containers	Ensure provision of at least one durable recycling container	
b. Weekly Residential Curbside Recycling	Ensure provision of service on same day as garbage	
c. Expanded Education & Promotion Program	Provide waste prevention, reuse, recycling and composting education and promotion under a Specified Action Program or an Expanded Education and Promotion Plan	Recycling Information Center, Ask Metro, Metro website, regional contamination reduction education plan
d. Multi-Family Recycling	Implement collection program and provide educational and promotional information to multi-family residents	
e. Residential Yard Debris and Home Composting	Implement program to collect and compost yard debris and promote home composting	Metro Composting webpage
f. Commercial and Institutional Recycling	Implement program for regular, on-site collection of source-separated recyclables and an education and promotion program	<i>Tools for working on Metro's website; Recycle at Work regional website</i>
g. Expanded Recycling Drop-Off Depots	Establish additional recycling depots according to formula in Oregon Administrative Rules	
h. Collection Rates as Incentives	Establish collection rates for single family customers according to Oregon Administrative Rules	
i. Commercial & Institutional Composting	Implement a system to collect food waste from commercial and institutional entities, promote the program, and encourage food rescue	
j. Required Recycling, Large Commercial Generators	Implement a program that requires large commercial generator to source-separate recyclables and provide education and promotion	<i>Tools for working on Metro's website; Recycle at Work regional website</i>

<sup>1</sup> Local governments do not have to implement all program elements. Local governments are responsible for selecting which program elements they wish to implement based on the criteria and minimum number of elements required in statute.

k. Residential Food Waste Collection & Composting	Implement a program for on-route collection of food waste from residential customers and provide education and promotion	
l. Construction & Demolition Debris Recovery	Provide waste reduction and reuse education to C&D generators and promote regional program	Enhanced Dry Waste Recovery Program; Construction Salvage & Recycling toolkit, online <i>Guide to construction salvage and recycling</i>
m. Required Food Waste Collection, Large Non-Residential Generators	Implement a food waste collection program requiring large nonresidential generators to source-separate food waste for recovery and provide education and promotion	

**Table C2: Waste prevention education and reuse elements**

<b>Program Element</b>	<b>Local Government programs</b>	<b>Metro programs</b>
A. General Waste Prevention and Reuse Education and Promotion	Annual Waste Reduction Program; other waste prevention education and reuse outreach	Ask Metro
B. Residential Waste Prevention Campaign	Eat Smart, Waste Less	Toxics reduction outreach
C. Commercial Waste Prevention Campaign	Food Waste Stops With Me	Food Waste Stops With Me
D. School Education Program	Clackamas County School Programs & Gresham Recycle at School	Metro's youth education programs
E. Funding or Infrastructure Support for Reuse, Repair, Leasing or Sharing Efforts		
F. Technical Assistance Program to Promote Reuse, Repair, Leasing or Sharing Efforts	Support and promotion of repair fairs; distribution of Construction Industry Salvage and Recycling Toolkit	Earth Advantage partnership; Construction Industry Salvage and Recycling Toolkit; Metro Recycling Information Center and website
G. Food Rescue Program	Oregon Food Bank partnership	Oregon Food Bank partnership; DEQ Materials Management Grant Program



# City Council Agenda Item Staff Report

Meeting Date: October 10, 2019

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**TO:** Mayor and Councilors

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

**DATE:** October 2, 2019

**SUBJECT:** League of Oregon Cities 94<sup>th</sup> Annual Conference Recap

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## **Requested Council Action**

None. The report and presentation is informational only.

## **Background**

The 94th annual League of Oregon Cities Conference was held at the Riverhouse Resort in Bend on September 26th through the 28th. City Manager Peterson and HR/Records Dirks attended on behalf of the City, and no elected or appointed officials were able to attend this year. Sessions included a half-day City Managers workshop on budgeting practices, followed by mini sessions on diversity and inclusion, sustainability, Census 2020, climate future, affordable housing, Oregon ethics, and municipal bonds. The keynote was led by Darby Allen who discussed leadership and making quick decisions in tough situations. Dirks also attended the city safety award presentation where the City received a gold safety award for no time-loss injuries last year.

As with all conferences where the City provides the financing to allow attendees to participate, a report of the significant things learned from the conference is provided to the City Council. For this conference, all participants will provide brief overviews of their activities and the significant things they learned during the conference.

## **Fiscal Impact**

Total registration fees, hotel costs and reimbursable expenses for participants at the League of Oregon Cities conference was approximately \$1,800

## **City Goal**

The active participation in the League of Oregon Cities impacts all of the City Goals, with special impact on goal 6 Effective local, state and regional partnerships.

## **Suggested Motions**

None.