

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
July 26, 2016  
MINUTES**

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

**ABSENT:** Councilor Jimmy Frank.

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

**CITIZEN COMMENTS**

There were none.

**PUBLIC SAFETY REPORT**

Chief Deputy Jason Gates with the Multnomah County Sheriff's Office presented the report. Gates stated that there were 365 calls for service in June, and the majority of calls were for traffic stops, and suspect stops. Gates explained that the average calls for service has been on the same trend for the past five years. Gates stated that the average response time for priority calls was four minutes and 40 seconds. The average response time for non-emergency calls was eight minutes and 30 seconds. Gates explained that some of those figures could be skewed because BOEC does not stop the timer if a cover officer responds. An officer could have been on the scene earlier, but the timer does not stop until the cover officer arrives.

Gates stated that there were a bunch of accidents in June, but most of them were hit and run accidents in parking lots. Gates explained that as more people live and drive through the area, the number of accidents will increase. That is especially true in the summer months. Gates stated that there was an incident last month at the intersection of 238<sup>th</sup> and Halsey. A suspect attempted to hijack a motorcycle, but ran when he could not get it to move. The deputies found the suspect a short time later. Gates explained that the suspect is known to have mental health issues. Gates stated that the Nite Out event went well even though the helicopters were not able to arrive.

Smith asked about the Sheriff's Office relocation from the Hansen Building. Gates stated that the remainder of the MCSO that did not move to Troutdale has been relocated to the SE Portland Police Precinct. Gates explained that includes the civil unit, alarms unit, SEIU, and concealed weapon permits. Gates stated that they were able to move those units within three weeks including all the IT support. Gates explained that this was all the result of a homeless shelter in downtown closing, and the need to replace those beds. This does not add any new capacity. Smith asked if the Hansen Building would be a safe location to house people. Gates explained that the Hansen Building was not unsafe, but it was cost prohibitive to continue to maintain the building. Harden stated that he appreciated the additional information on how this is not adding capacity, but replacing lost bed space due to redevelopment.

The Council thanked Gates for the report, and for all the support at the Nite Out.

**CONSENT CALENDAR:**

- Review of bills paid in June, 2016
- Two City Recreation Committee Appointment
  - Tom Miles

- Alternate for Metro Policy Advisory Committee
- Troutdale City Councilor Larry Morgan
- Resolution 28-2016: Volunteer Resolution
- Resolution 29-2016: Utility Rate Adjustment
- Resolution 30-2016: Annual Sewer System Development Charge Adjustment
- Resolution 31-2016: Annual Water System Development Charge Adjustment
- Contracts \$2,500 - \$50,000
- FEI Portland – Water Valve: \$2,921.30
- Council Minutes:
- June 30, 2016

Smith asked about the MPAC appointment. Clark stated that it would be a good thing.

Harden asked why Yazzi's was on the check list twice. Minter stated that it was for the Town Center town hall meetings that occurred. Harden asked what the Firwood Design group was used for. Minter stated that was for the design of the Interceptor Trail Project. Harden asked what the check to Kroger was for. Minter stated that she would have to look into that payment.

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

### **WORKSHOP: NUISANCE CODE UPDATE PROPOSAL**

HR/Records Manager Greg Dirks introduced Summer Oregon Fellow Cassie Richard. Dirks explained that the City hired Richard as part of an IGA with PSU's Summer Fellow Program. The Summer Fellow program recruits graduate and post graduate students from all over the country to work with government agencies in Oregon. Dirks stated that Richard is working on completing an update to the City's Nuisance Code as well as updates to the Sign Code.

Richard stated that the purpose of this project is to update the City's nuisance and other related codes based on best practices, and to remove conflicting and out dated provisions. Richard explained that she started the project by reviewing the City's current code, and then the codes of metro area cities. Richard stated that the main revisions came from the area of abandoned vehicles, recreational vehicles & improper camping, storage of junk & other visual nuisances, vegetation, graffiti, and noise. Richard explained that structurally the code also needed revisions for succinct and comprehensive categories, consistent timelines for type of offense, and a more user-friendly structure.

Richard stated that several staff recommended revisions have been made including clarifying how long RV's can be parked on a City street, and when they can be occupied. Richard stated that the first discussion point for the

Council is about basketball hoops in the roadway. Currently all private property is prohibited in the roadway including basketball hoops. Richard explained that codes in other cities exempt basketball hoops, or they do not enforce the removal unless the hoop is a traffic or safety hazard. The Council indicated that as long as the hoop is in good repair and not interfering with traffic then they could be in the roadway.

Richard stated that the next decision point for the Council is on the noise ordinance. Richard explained that the last revision of the noise code was in 2007, and that revision used the reasonable person standard instead of decibel readings. Richard stated that while using the reasonable person standard is easier for officers to have people turn down or stop the noise, it is nearly impossible to issue a citation. Using a decibel standard is also problematic in that the responding officer has to use a certified and calibrated noise meter when dealing with noise complaints. Richard stated that a suggested revision is to also put in variance for the noise provisions for construction or other special events. The Council asked if the code could be revised to include both the reasonable person standard, and the decibel measures. Peterson stated that can occur, and we can purchase a certified decibel meter and keep it in the Sheriff's office at City Hall. The MCSO will still be able to respond to general noise complaints using the reasonable person standard, but we will also be able to deal with chronic offenders and issue a citation with the decibel standard.

Richard explained that the final decision point for the Council is regarding parking areas on private property. Richard explained that currently vehicles cannot be parked on any grassy or bare soil surface. That has not been applied to items such as trailers or boats, and it has lead people to place random areas of gravel in their yards for parking. Richard asked if the Council would like to revise those standards to include all items such as boats and trailers, and further define that they must be parked on an approved surface. Richard explained that approved surfaces typically include concrete, asphalt, or gravel with a minimum depth. Richard stated that the standards could even include dimensions and curb cuts. Peterson stated that staff could develop a construction standard for approved parking surfaces. The Council indicated that they would like the parking code revised to include the approved surface, and to be inclusive of trailers and boats.

The Council asked when and how these new provisions would be enforced. Dirks stated that right now this is a workshop on the provisions. We will take all the feedback provided and make additional revisions to the Code. The code will then be brought back in September for public hearing and adoption consideration. Dirks explained that we will post information about the proposed revisions in the newsletter. If adopted, we will then do focused outreach to residents who would be no longer in compliance, and set a timeframe of around six months for compliance.

Richard stated that other improvements to the City's code enforcement program includes the development of a code enforcement manual. This would be administratively adopted, and will help ensure that there is consistency in enforcement, as well as being a training guide. Richard stated that she has also revised the monthly nuisance reports to better track trends over time.

The Council thanked Richard for her work on this project.

## **RESOLUTION 26-2016 PARK SYSTEM DEVELOPMENT CHARGE METHODOLOGY**

Peterson presented the resolution and stated that this continues the conversation that occurred two weeks ago regarding the financing of the Parks Master Plan. Peterson explained that when we developed the Parks Master Plan, we put together a list of projects and improvements that would expand the capacity of the park system so we would have the same level of service as the City grows. Petersons stated that the hard costs for these projects is in excess of \$3 million.

Peterson explained that the Council discussed potential funding options at the last meeting. Funding options included LID's, bonds, grants, levies, development exactions, the use of the Urban Renewal Agency, annual investments from the General Fund, and the use of SDC's. Harden stated that there is about \$2 million worth of projects that would be SDC eligible, and asked if local funding could raise that kind of figure. Peterson stated that the use of the URA and local funding may be able to get at the projects that are not eligible for SDC's, but not the entire amount.

Peterson stated that at the last meeting there were conversations about why the SDC is a tool to at least have available. Peterson explained that new demand for the park service is needed as new homes and businesses come into the community. If there are no park SDC's, then current residents are giving up capacity and subsidizing new users of the system. Peterson stated that is the underlying principal of an SDC. The SDC conversation could not even occur if there was not an adopted master plan and CIP. Peterson stated that Oregon statutes provide that SDC's can be established for water, sewer, parks, storm water, and transportation.

Peterson stated that the Parks Master Plan is a strategic plan for the next 20 years. Peterson explained that the plan and projects were evaluated, and items that could not be actively managed, maintained, or constructed were not included in the plan. Peterson stated that an important aspect is the ability to construct new facilities with enough quality to reduce long term maintenance issues and upkeep. Peterson stated that the Master Plan also took an inventory of existing facilities, and we do have a lot of physical improvements that have been made. Peterson stated that while the City has not had a lot of physical growth, we have grown by population. That kind of dense population needs more park and open space.

Peterson stated that we currently have 21.6 acres of park land. There is a half-acre private park, and we might get a few acres from the Town Center that would be an open space area. Peterson explained that the City has about 6 acres of parks or open space per 1,000 residents. That leaves the City about 8 acres short to keep that same ratio at buildout. Peterson stated that one of the larger constraints at the Donald Robertson Park is the parking capacity, which impacts the overall park. Peterson explained that other projects that would enhance or improve service would not be SDC eligible, and would be discretionary projects.

Peterson stated that the final part of the master plan is identifying where the eight remaining acres needed to fulfil the service level at buildout will go. Peterson explained that while there are some fun improvement projects, the expansion projects just keep the same service level in place as the City grows.

Clark stated that we a densely populated City, and asked why that same principal cannot be applied to the park system as well. Clark stated that he understands the service level per acre, but asked why the current park could not handle more density. Peterson stated that it is all about the service level and how utilized you want the park to be. Peterson explained that we are now having scheduling conflicts for facilities in the park. Sloan explained that some of the expansion projects would lead to additional density in the park.

Peterson presented the CIP of projects for expansion of capacity, and stated that none of these projects enhances the current service level. Peterson explained that those projects add up to about \$2.1 million, which are all SDC eligible.

Peterson stated that the City is projected to have 2,600 jobs and 2,050 housing units by 2040. That would have more jobs than homes in the City, and the business community would be real users of the park system. Peterson explained that while we did not conduct a survey of who uses the park system, we did use proxy cities with a similar mix of housing units and jobs. Peterson stated that both Tualatin and Carlton conducted surveys of park users, and found that between 13-17% of users were non-resident employees. Peterson explained for the purpose of this SDC, we are using 12.5% of capacity consumed by non-resident employees. Peterson explained that this method is defensible, and is based on a methodology from other similar communities.

Peterson stated that we can use the ITE manual to get at total employment per 1,000 square feet per employment type, and base the SDC on commercial space per 1,000 square feet. Peterson stated that the reimbursement SDC is calculated from current total infrastructure investments less grants. Peterson explained that leaves about \$300,000 that are eligible for a reimbursement SDC which equates to \$172 per new single family home. Clark asked if the SDC could be done based on lot size. Peterson stated that can occur, but that is mainly done for storm water, and would be difficult to do for a parks SDC. Peterson explained that large lot homes may also pose the argument that they would utilize the park system less since they could recreate in their own yard.

Peterson stated that the improvement SDC is calculated from the \$2.1 million in expansion capacity projects. Peterson explained that works out to \$2,294 per single family home for a total of \$2,466. Peterson stated that had the SDC been in place when Auto Zone came in, they would have had to pay \$2,240.

Peterson stated that in comparing SDC's to other jurisdictions, the City is still the lowest. Peterson explained that SDC's are based each jurisdictions individual costs, CIP, and they will vary between communities. Peterson stated that the recommendation is to adopt the methodology to establish the rate. Peterson explained that the methodology sets the limit on how much the rate can be, but the actual rate can be less than that amount. Clark stated that the rate has been calculated based on need, so any reduction would just be a discount. Peterson stated that is correct. Clark asked why the rate was not part of this adoption. Peterson explained that it was based on the last meeting when the Council discussed potentially having a lower rate.

The Council directed to bring the rate back for adoption consideration at the next meeting based on the methodology.

Upon motion by Harden, seconded by Nissen and passing 4-0, Resolution 26-2016 adopting a Parks System Development Charge methodology was approved.

### **DISCUSSION: 17TH ANNUAL NITE OUT DEBRIEF**

Dirks presented the discussion and stated that this was one of the best Nite Out events in the past several years. Dirks stated that the City budgeted \$6,000 for the event, and spent \$5,052 with \$1,720 in cash contributions. Dirks explained that there were also thousands of dollars worth of in-kind donations including all the hot dogs and beverages from Fred Meyer. The Wood Village Baptist Church also supplied the space, tables, and the children's activities.

Dirks stated that main event features include the free food, cotton candy, and popcorn. There were also free pony rides, face painting, and live music. Dirks explained that we had a record 28 vendors, as well as a record 35 donors for the blood drive. Dirks stated that while we were unable to get the helicopters because they were called into service, we were able to keep the demonstration schedule on track.

Dirks stated that we conducted the usual advertising of banners and local flyers. The Outlook did two nice articles after the event, and Metro East Media filmed a lot of the event to make a promotional video. Dirks stated that overall the comments received were very positive, and asked if there were any questions. The Council asked if it would be possible to start charging the for-profit vendors for a booth space. Dirks stated that it is possible, and he would conduct a survey about how much the places would be willing to spend to be at the event. The Council thanked Dirks for the presentation.

### **RESOLUTION 27-2016: CITY PURCHASING POLICY UPDATE**

Minter stated that the Annual Performance Plan included the purchasing policy best practices. Minter explained that the full report was provided at the last meeting, and while we are not on the leading edge we are still near the top. Minter stated that a series of recommendations came out with the report, and the resolution would adopt some of those recommendations.

Clark asked what occurs when an employee is out in the field and needs an item. Peterson explained that occurs regularly where the crew is working on a water or sewer project, and they need a specialty wrench, adaptor, or new part to complete the job. Sloan explained that there are controls in place to review all purchases either before or after they are made.

Upon motion by Nissen, seconded by Harden and passing 4-0, Resolution 27-2016 revising the City's purchasing policies was approved.

## **RESOLUTION 32-2016: TWO-CITY RECREATION PROGRAM FUNDING AND BUDGET ADJUSTMENT**

Peterson explained that the two-city recreation program study funding was brought up at the last meeting. Peterson stated that this would pay for a portion of a Mark Hatfield Fellow with the City of Fairview. Peterson explained that Fairview would pay for 75% of the costs, and we would pay for the remaining 25%. That amount is \$10,000, which is \$5,000 more than what was in the budget for this project. Peterson explained that there was also an overage of the summer lunch program of about \$100, which is also in the resolution.

Clark asked if we are all okay with spending \$10,000 on this project. Harden stated that this is to get a deeper look into the park usage, and recreational needs of the community. Peterson explained that the Fellow would get the base data on how the current systems work, and what the cost options are. Peterson stated that the scope of work is critical to get that data that we need to make an informed decision on how to move forward. Harden stated that while this is twice what we approved in the budget, it is less than the \$30,000 that was originally considered in the budget. Peterson explained that this is like hiring a consultant, and the Fellow is doing post graduate work for her PhD.

Harden stated that he feels that this will be the last money we spend on this conversation, and the analysis will show that another recreation program is not needed. Nissen stated that it could also show other lower cost alternatives as well.

Upon motion by Harden, seconded by Nissen and passing 4-0, Resolution 32-216 amending the 2016-17 Budget for the Two-City Recreation Program Analysis, and Summer Lunch Program was approved.

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

Sloan presented the report and stated that this has been a busy summer. Sloan stated that the Interceptor Trail has been designed, but it still lacks a connection point into Fairview. Sloan explained that we are still working with Fairview to find a location that would have minimal impact on the neighborhood in that area. Sloan stated that the Village Green CDBG water line project is moving forward, and the owner of the park is working to get construction drawings of the current facilities in to the City. Sloan explained that when the park was built, the facilities were just laid in the ground with no locates. We are working on getting the locates before the work begins.

Sloan stated that the Best Western tree removal has not started. Sloan explained that the owner has the tree removal permit and is aware of the tree replacement provision, but has not yet started the project. Sloan stated that the cost to remove the current trees may be a factor. Sloan stated that the pavement indexing has been completed, and staff is looking at comparing that list with the list of underground utilities that may need replaced.

Sloan stated that there are concept designs for the 244<sup>th</sup> park gateway sign. Sloan explained that we will be meeting with the Parks Commission to get their feedback on the design options. Sloan stated that the reservoir 1 booster station demolition project has not yet begun as we are having engineers look at all the facilities that are in the ground at that location prior to the demolition. Sloan stated that staff is also researching different GPS instruments to start our GIS mapping project.

Smith stated that the 238<sup>th</sup> islands are getting full of weeds, and asked if there was a maintenance agreement. Sloan stated that there is, and that will be taken care of as soon as possible.

Council thanked Sloan for the report.

## **FINANCE DIRECTOR'S REPORT**

Minter presented the report and stated that we were under on all expenses for, and over on almost all revenues for 2015-16. Minter stated that we just received notice that the interest rate at LGIP will be going up to .92%, and total investments are just over \$5 million. Minter explained that the auditors will be doing their field work in

September, and staff has already started getting documents ready.

Minter stated that we also received the CAFR award for 2015.

The Council thanked Minter for the report, and all her work.

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

Peterson stated that the Annual Performance Plan has been updated to reflect the 2016-17 plan. Peterson explained that three items are already complete, and all other items are in progress. Peterson stated that this is a fine of team as he has had the opportunity to work with.

### **CITY COUNCIL REPORTS**

Clark stated that MPAC had a meeting in Vancouver, and the city is doing really well. Clark explained that they have a new city hall which was purchased from a bankrupt newspaper during the recession, and a lot of the downtown has been revitalized. Clark explained that there is an expansive waterfront project being built, and it is not like the Vancouver of old.

Clark stated that EMCTC had an update on Gresham Vista, and all the lots along Glisan are now sale pending.

Clark stated that the lot on 223<sup>rd</sup> and Glisan is also pending. Clark stated that while only about 60 new jobs will be in the building that is under construction, there is an understanding that no new warehouses will be built at Gresham Vista.

Clark stated that there was a presentation on the Burnside Bridge study, and how most of not all the bridges in Portland will collapse during a large earthquake. Clark explained that this is part of a long term study to either replace or retro fit the Burnside Bridge so that it could survive a large earthquake. Peterson stated that the total cost of that project is about \$600 million including the study.

Peterson stated that a Council Memo was sent out regarding the TSP update, and project priorities. Peterson explained that the consultants need the finalized list by August 15<sup>th</sup> to keep the project on track. Unless there are objections or omissions from the list, then that is what will be forwarded to the consultants. Peterson stated that a memo also went out regarding the tree that was poisoned on 238<sup>th</sup> and Halsey. A large replacement tree cannot be replanted at the location due to the lack of right away, but a new smaller tree has been ordered.

### **ADJOURN**

With no further business coming before the Council, and upon motion by Harden, seconded by Nissen and passing 4-0 the Council adjourned at 9:03pm.

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Patricia Smith  
Mayor

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Date

ATTEST:

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Greg Dirks  
Recorder