



Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
March 11, 2014
MINUTES**

PRESENT: Mayor Patricia Smith, Council President Mark Clark, Councilors Stanley Dirks, Tim Clark and Scott Harden, City Administrator Bill Peterson, City Attorney Jeff Condit, Finance Director Peggy Minter, Public Works Director Mark Gunter, and interested parties.

ABSENT: None.

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

PLEDGE OF ALLEGIANCE

CONSENT CALENDAR

- a. Review of bills paid in February, 2014
- b. Contracts \$2,500 - \$50,000
 - Multnomah County: Street Sweeping - \$5,790.23
 - GC Systems: Cla-Valve Rebuild - \$4,343
- c. Council Minutes:
 - February 11, 2014
 - February 24, 2014

Upon motion by Tim Clark, seconded by Harden and passing 5-0, the Consent Calendar was approved.

RON DANIELSON: WOOD VILLAGE MOBIL HOME PARK, REQUEST FOR RATE CHANGE CONSIDERATION FOR MOBILE HOME PARKS

Ron Danielson stated that he co-owns the Wood Village Mobile Home Park located at 23200 NE Sandy Blvd, and the tenants at that facility pay more for water and sewer than people living in a single family home. Danielson presented the City's utility rates, and stated that the base fee for multi-family use is about \$1 less a month than it is for single family use. The consumption rate is the same. Danielson explained that his park has 90 spaces, and he takes the total bill and builds the amount into the rent. As the utilities go up, so does the rent. Danielson stated that they will have to move to individually billing their tenants. Danielson explained that they have provided 180 day notice to their

tenants, and the quote to complete the project would add an additional \$22.45 per month for each tenant.

Danielson stated that he would like to explore other options. Their savings as a multi-family complex is only \$1 a month compared to single family homes. Danielson explained that they will also have to increase their fees by \$23 a month just to install and read the meters. Danielson stated that adding all that together creates rates that are higher than single family rates. Danielson presented utility rates from Washougal, Washington, and stated that they have rates specific to manufactured home parks. Danielson explained that the rate structure in Washougal takes into consideration the facility maintenance that the park provides. Danielson stated that he wanted to ask for a break in the billing of manufactured home parks in the City.

Danielson stated that the sewer rates for his tenants are higher than single family users, and he is the one paying for the infrastructure and maintenance, not the City. Danielson explained that he discussed this matter with the Public Works Director who indicated that there is typically 6% loss in any system. Danielson stated that he conducted his own research and found that on average there is about a 5-6% loss in a water system. Danielson explained that is another cost for his system, and would like a change in the rates to reflect the costs that the park has.

Danielson stated that the park was also hit hard when their meter was replaced. Danielson explained that the meter readings were incorrect for the first few months, and now the readings are 30-40% higher than they used to be. That really increased the water and sewer bills for the park. Danielson stated that he would like to see the multi-family rate changed because it does not seem equitable. Danielson explained that he would also like to be charged the single family rate from the time the new meter was installed to the time he can individually meter the park which is scheduled for September.

Smith asked why there was such a large increase in consumption with the new meter. Mark Clark stated that is because the new meter is providing an accurate reading. As mechanical meters age, their accuracy decreases, and will not pick up on low flows. Danielson stated that he is asking for a break now to deal with the sudden increase.

Mark Clark asked if the facility is on a master meter. Peterson stated that it is. Mark Clark asked if the multi-family rate applies to apartments as well. Peterson stated that it does. Danielson stated that he would like to have the single family rate in the interim to help absorb the recent increases. Mark Clark stated that he would like staff to look into the matter. The Council agreed. Dirks asked what the monthly rent is for the tenants at the park. Danielson stated that he did not know the exact number, but it is about \$450 a month.

Peterson stated that he will try to have some additional information prepared for the March 25th meeting, but it may have to wait until the April 8th meeting. Danielson thanked the Council for their time.

PUBLIC SAFETY REPORT

Chief Deputy Jason Gates of the Multnomah County Sheriff's Office presented the report. Gates stated that for the month of February the MCSO provided 183 hours of dedicated service. There were 323 incidents, and eight vehicle collisions. Gates stated that the majority of collisions were in parking lots. Gates stated that the big news of the evening is that Sheriff Stayton will be running unopposed in the next election.

Dirks asked if there were any updates on the consolidation effort. Gates explained that they are still working on the proposals. Two work groups have been formed, and a presentation will be made to the Troutdale City Council in April. Smith asked if they have discussed any consolidation efforts with Fairview. Gates stated that Fairview has requested some information, but has not had any further interest at this point. Gates explained that the MCSO has a process, and will work with one jurisdiction at a time.

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

PRESENTATION: PDX NOISE ADVISORY COMMITTEE

Mark Clark introduced members of the Citizen's Noise Advisory Committee which included the General Manager of the Port of Portland's Noise Office Phil Stenstrom, Noise Analyst Jerry Gerspach, and representative Kelly Sweeny. Stenstrom stated that the PDX airport is a big asset to the region. 2013 had a record number of passengers even with fewer flights from PDX. Stenstrom explained that PDX is also fortunate to have non-stop service flights to Europe and Asia. While there is a great economic benefit from having three airports in the region, there are also issues with noise.

Stenstrom explained that there is a noise management program, and a hotline for aviation noise. Stenstrom stated that their office does proactive work with the FAA, and participates in several outreach events. Stenstrom explained that aviation is a highly regulated industry, and the top priority is always safety. Airplane modernization has not only helped increase safety and efficiency, but it has also helped reduce noise. Stenstrom stated that the FAA is also working on a new system called Next Gen which should help reduce noise as well. Stenstrom explained that the best way to reduce the noise impacts is to remove planes from neighborhoods.

Stenstrom stated that the port has been working with the FAA to help ensure that PDX is brought into the new Next Gen system. Stenstrom explained that the Next Gen system works by altering flight paths to higher elevations, and smoother descents. Stenstrom stated that this system will be rolling out over the next decade.

Stenstrom explained that flight monitoring is another essential tool in noise reduction, and their process was last updated in 2009. Stenstrom stated that the Noise Office provides a lot of community engagement including classes, outreach, and a webpage full of resources and tools. Stenstrom explained that their webpage also includes flight tracking to help identify loud planes. Stenstrom stated that their office received over 2,400 complaints in 2013, and about 66% of those calls came

from the same five people. Stenstrom explained that most citizens do not call their office. That is mainly because they do not have any noise, or have accepted the noise. Stenstrom stated that noise complaints correlate with weather and flight patterns. Most complaints come in the summer months when people are outside or their windows are open. Stenstrom explained that the Citizen's Noise Advisory Committee has a great group of dedicated volunteers representing their respective communities.

Mark Clark stated that Sweeny has done a wonderful job with the outreach program, and involving the community regarding noise complaints. Mark Clark stated that he was recently able to attend a symposium on airport noise, and the largest take away from that event was how the Port of Portland is a leader in the nation on airport noise. Mark Clark explained that we are fortunate to have such a great partner working with the area cities to reduce the noise impacts of an airport.

Sweeny stated that the Noise Advisory Committee is a collaboration that the Port of Portland started in the late 1990's. Sweeny explained that members are appointed by their local jurisdictions, and they help advise the port on various items. Sweeny stated that the overall mission of the group is to reduce airport noise, and listen to concerns from the community. Sweeny explained that when one of the runways was being reconstructed, there were a lot of concerns from neighboring residential areas. The Noise Committee took those concerns to the port which in turn worked with the airlines to voluntarily rework the flight paths to address those concerns. Sweeny explained that the Noise Committee meets about every other month, and the meetings are open to the public.

Sweeny stated that the FAA has a Fly Quiet Program which creates a route that planes are supposed to fly through. There is a 90% compliance rate, and the flight patterns are graphed and charted. Sweeny explained that the Oregon Air Guard does not have to follow the Fly Quiet Program, but they do work hard to be a good neighbor. Sweeny stated that the main goal for 2014 is to continue to provide community outreach programs, and listen to concerns from the community.

Mark Clark presented graphics of the current flight paths. Mark Clark explained that the optimal level of airplane noise is about 65db, and that is what PDX operates at on average. Mark Clark stated that PDX is a leader in the nation, and a lot of other airports have higher noise levels. Mark Clark explained that the Next Gen system will have a series of reviews before it is fully implemented at PDX. Stenstrom explained that having positive community relations can be a great benefit in implementing the system. Mark Clark stated that PDX will be starting the formal evaluation of the system this year. Stenstrom stated that his predecessor did a great job of lining things up to implement the Next Gen system. Mark Clark provided graphics of what the flight paths will be like with the Next Gen system.

Dirks stated that he is not generally concerned about the noise from PDX, but there are issues with the Troutdale airport. Dirks explained that the smaller planes used for training will repeatedly fly low over the residential areas. Sweeny explained that flights from the Troutdale Airport have a ceiling of 1,000

feet because of the air traffic at PDX. Sweeny stated that there are conversations occurring to revise the flight path over the river, but it is difficult to make that turn for student pilots.

Mark Clark provided information on the Noise Symposium, and stated that it was a great opportunity to learn about the science behind noise abatement, and what is coming up with the Next Gen system.

The Council thanked Mark Clark and the Noise Advisory Committee for the presentation and their work.

DISCUSSION: 2014-15 ANNUAL PERFORMANCE PLAN

Peterson presented the draft 2014-15 Annual Performance Plan. Peterson stated that this is the first of two scheduled discussions about the plan. Peterson explained that the full background is in the packet, but there are too many items on the proposed plan. Peterson stated that the APP is a series of projects or items that meet the goals for the City. The APP is used to hold the organization accountable, and it is supposed to stretch the organization. Peterson explained that the APP is also a tool that is used to evaluate the Chief Executive Officer while accomplishing the goals of the community.

Peterson stated that the annual Council retreat is used to help identify specific projects for the plan. The draft plan is first presented in March, and then adopted in April. Peterson explained that the plan also has a provision that no deadline may be revised without a vote of the Council. Peterson stated that additional items can be added after the plan is adopted, but other items would have to be moved to accommodate the revision.

Peterson stated that he wants the organization to be stretched, and he wants to fully utilize the talents of the staff. Peterson explained that the current draft plan has too many items. Peterson stated that there are items that need to be accomplished every day, and the essential City services are not in the plan. Peterson explained that the APP is to take up about 20% of the available time.

Peterson presented the projects for Goal One which include a City Sponsored House Clean Up/Renovation, Community Banners, Promote the Graffiti Removal Kits, Research Grants Available to Meet Goals, establish a City Flag Design Contest, Pilot and Televiser three City Council Meetings, Sponsor Student Projects, and have a City Charter Review.

Peterson presented the projects for Goal Two which include Evaluate Fire Service Delivery Alternatives, MCSO Office Relocation, Police Academy for Teens, Emphasize/Promote Emergency Management, and Research Police Service Delivery Alternatives.

Peterson presented the items for Goal Three, and stated that they are the most extensive. The items for Goal Three include Scheduled City Events, Water Master Plan CIP Selected Projects, Water Rates and SDC's, Paint Reservoir #1, Replace Shea Lift Station, Develop a Parks Master Plan, Valve Replacement Program, Hydrant Replacement Program, Street Slurry Project, Sewer Master Plan CIP Projects, Park Trail Expansion/Connection, Sewer Rates and SDC, Halsey I&I Project, CDBG: Basketball Court, Playground Expansion, Irrigation System, and a Park Trail Grant.

Peterson presented the items for Goal Four which include Meet or Beat Promotions; Economic Development, Evaluate/Potentially acquire Properties, Request for Proposals; Audit, List City Hall

Property for Sale, Town Center Master Plan and Zone Redefine, and Explore Public Transit Options and Alternatives.

Peterson presented the items for Goal Five which include Targeted Safety Training twice annually, Staff Team Building once annually, Benchmark Services/Best Practices, Compensation Analysis, and Collective Bargaining.

Peterson presented the projects for Goal Six which include Four Cities Managers Meetings, Active Staff Participation in Support of Elected Officials at Metro and Regional Meetings, League of Oregon Cities Legislative Committees, Establish Legislative Goals, and Legislative Updates/School District Updates.

Peterson presented the items for Goal Seven which include Electronic City Council Packets, Tree Planting, Evaluate and Potentially Acquire LED Street Lighting, and Tree City Designation.

Peterson stated that if the 20% rule was followed, there would be 1,600 hours available to complete the projects. Peterson explained that he put together a time estimate, and had a rough estimate of 1,700 hours needed to complete the projects. Peterson stated that the following items are the largest time consumers City Charter Review, Fire Service negotiations and/or developing a fire service delivery method, MCSO Office Relocation proposal, Police Service Delivery Options, Water and Sewer Rates and SDCs, Parks Master Plan, CIP projects from the water and sewer master plans, Town Center Redefinition, TriMet and Public Transit Options, Collective Bargaining with Laborer's Union, the Compensation Analysis, and Tree City.

Peterson stated that the Council needs to review the plan and identify the priorities. Peterson explained that the Council could keep all the items in the plan, and identify the highest priority items with the understanding that not all of the other lower priority items would get accomplished. The Council could also remove lower priority items from the APP all together.

Mark Clark stated that he thought the utility rates were reviewed annually, and that the SDC's were just revised last year. Peterson explained that adjustments to the utility rates occurs annually, but the Council had requested that staff take a hard look at the rates to see if the base fees could be revised and restructured. Peterson stated that a rate analysis is serious work that would involve hiring outside consultants. Peterson explained that the SDC's for both water and sewer will need to be revised upon the completion of the master plan updates.

Tim Clark asked where the work loads are the heaviest. Tim Clark stated that even though it is not the Council's concern about the specific workloads, could there be items removed that would help a position that may be overloaded. Peterson stated that the Public Works Director and himself are overloaded with APP items. The HR/Records Manager position is at capacity, and the Finance Director is just getting off a hard year with the financial software conversion.

Smith asked if the decision has to be made this evening. Peterson explained that it does not, but the decision is needed by April. Smith asked if some of the larger projects could be removed. Tim Clark

stated that he likes the idea of keeping all the items, but with the understanding that they may not all occur and would not be used in the evaluations. Peterson stated that he is okay with that approach, and that is the more typical approach in other organizations. Peterson explained that items not accomplished in a work plan would roll over into the next year. Tim Clark stated that he likes that approach.

Mark Clark asked if the language regarding the APP could be revised to make it more of a work plan, and less of a punitive performance tool. Peterson stated that could be done, but it would still be helpful to know what items could be pushed or even removed.

Tim Clark stated that he is okay with removing the Tree City designation. Harden explained that he saw the Sponsoring Student Projects as more of a financial project. Harden stated that he could take the lead on that project. Tim Clark asked if the Transit Alternatives could be removed. Smith stated that she feels it could be removed along with the Police Service Alternatives. Smith asked if the SDC's and utility rates need to be reviewed. Peterson stated that the SDC's have to be updated, but the utility rate analysis could be pushed back.

Tim Clark asked if more items needed to be cut. Peterson stated that he can bring back a revised APP with the items already identified to be removed. Those items include Tree City Designation, Police Service Alternatives, Transit Service Alternatives, and the School Project Support will be redefined.

Mark Clark asked when the collective bargain agreement will expire. Peterson stated that it will expire in June of 2015, so it will need to be in the APP. Tim Clark asked how long the bargaining takes. Peterson stated that he estimated it at 80 hours. Dirks stated that he feels it would be good to revise the APP in the future to have staff identify the essential tasks for the year, and then Council could add their special projects in the remaining time.

The Council agreed with revising the 2014-15 APP to remove the Tree City Designation, Police Service Alternatives, Transit Service Alternatives, and redefining the School Project Support.

CITY ADMINISTRATOR'S REVIEW

Tim Clark stated that he and Mark Clark reviewed the current evaluation form which has the process set up on a quarterly basis. Tim Clark stated that the City Administrator is currently only reviewed annually. Tim Clark explained that the evaluation form was revised to just an annual evaluation. The content of the evaluation is the same. Tim Clark asked if the Council was okay with the revised form.

The City Council approved the annual evaluation form.

EXECUTIVE SESSION PER ORS 192.660(I) TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE CHIEF EXECUTIVE OFFICER OF ANY PUBLIC BODY

The City Council entered into Executive Session at 7:40pm.

The Council convened into regular session at 8:05pm.

ACTION ON ANNUAL EVALUATION OF THE CITY ADMINISTRATOR

Upon motion by Tim Clark, seconded by Mark Clark and passing 5-0, the City Council approved a 6% salary increase retroactive to January 1st, and one additional paid week of vacation for the City Administrator.

CITY ADMINISTRATOR'S REPORT

Peterson stated that he authored a Council Memorandum regarding entering into negotiations with the City of Gresham for fire service. Peterson explained that the negotiations need to begin soon, so that other alternatives can be further explored. Peterson stated that he would like to be appointed to negotiate the contract on behalf of the City.

Upon motion by Mark Clark, seconded by Tim Clark and passing 5-0, Peterson was directed to begin negotiations with the City of Gresham for Fire Service.

ADJOURN

With no further business coming before the Council, and upon motion by Dirks, seconded by Tim Clark and passing 5-0, the Council adjourned at 8:12pm.



Patricia Smith
Mayor

4-9-14
Date

ATTEST:



Greg Dirks
City Recorder