



Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
May 13, 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.

CITIZEN COMMENTS

Dan Nelson from 109 Birch Ave. stated that he noticed the speed was recently increased from 15 mph to 25 mph in the neighborhood. Gunter stated that new signs were installed, but the speed limit was not changed. Nelson stated that he feels the speed is too fast, and should be reduced. Nelson explained that vehicles often speed through the neighborhood, and there are no sidewalks. Adding warning signs or speed bumps may also help reduce the speed. Nelson stated that he also received a letter from the City indicating that basketball hoops are not allowed in the street.

Smith stated that basketball hoops are not allowed in the street. Smith explained that she used to live in that same neighborhood, and had similar concerns. Smith stated that she brought up the issue years ago, but a traffic study found that mitigation measures were not warranted. Peterson stated that the City has the posted speed limit as established by the State Speed Control Board, and cities are not able to change the limits. Peterson explained that a study was done in the past for the Original Village, and the average speed was just under 20 mph.

Nelson stated that adding children at play signs may help. Peterson stated that some neighborhoods had those signs, but that were removed about a year ago. The children at play signs do not meet the Manual on Uniform Traffic Control Devices so they were removed.

Dirks stated that he agrees the speed limit is high in the neighborhoods, but the City cannot change the speed limit. Dirks explained that he shares the same concerns, but there are no real answers. Dirks stated that he feels people who live in the neighborhood slow down, but the visitors to the area do not. Dirks stated that studies were also conducted about the children at play signs, and it was found that those do not help in reducing vehicle speed.

Nelson asked if he could place a small portable children at play sign on his property while his kids were playing. Peterson stated that is okay. Chief Deputy Jason Gates of the Multnomah County Sheriff's Office stated that those signs can be an effective measure as long as they are not set out all the time. Those signs work best if they are only used when the children are playing. Nelson stated that overall the City is good, and thanked the Council for their time.

IF I WERE MAYOR CONTEST SUBMITTAL

Smith presented Alma Perez with a certificate for entering the 2014 If I were Mayor contest. Smith stated that the poster entry will be submitted to the statewide competition. Perez presented her poster to the City Council. The Council thanked Perez for entering the competition, and for having a great vision for the community.

PROCLAMATION: MULTNOMAH COUNTY LIBRARY SESQUICENTENNIAL WEEK

Peterson read the proclamation declaring May 11-17 as the Multnomah County Library Sesquicentennial Week.

PROCLAMATION: PUBLIC WORKS APPRECIATION WEEK

Peterson read the proclamation declaring May 18-24 as the Public Works Appreciation Week.

PUBLIC SAFETY REPORT

Gates presented the report and stated that for the month of April there were 212 hours of patrol which resulted in 435 calls for service, 49 written reports, and 31 arrests. There were also seven vehicle collisions with two of them being injury crashes. Gates stated that the full report will be emailed to the Council shortly.

Gates stated that there was an incident at Dotty's on May 7th. Gates explained that staff called the police regarding a suspicious person. Gates stated that deputies interviewed the person, and he was found to be carrying a knife, cattle prod, and a realistic looking pellet gun. Gates explained that the person was arrested for several charges, and was from the Sandy area. Peterson thanked Gates for the work he did on following up on a local business concern.

Gates stated that he wanted to introduce Deputy Inman who has an idea for Wood Village. Gates explained that Deputy Inman has been working on the Rosewood Initiative, and started a program called Safety Bucks. Gates stated that Deputy Inman would like to introduce to a similar program in Wood Village, and the MCSO would like the consent of the Council.

Inman stated that the program would be called the Citizen Spot Award, and it would help build trust from the community and let people know that the MCSO does more than write tickets. Inman explained that the Safety Bucks program in Rosewood is designed for children who show

good leadership or exercise safety. The child is awarded a certificate that can be used to redeem a prize at the local community center.

Inman stated that the idea is to engage the local community, and reward people for doing good things. Inman explained that this program would not just be for children, but for people of all ages. Inman stated that this program would need the support from local businesses and City Hall. The idea would be that a person receives the award from a deputy, and then comes to City Hall to get a certificate. That certificate could then be redeemed at a local store for an item. Inman explained that sponsoring organizations could have their name printed on all the materials and advertising.

Inman stated that deputies work hard to try and make all situations positive, and this would be another tool they could use in the City. Smith asked for an example of how it would work. Inman stated that he got the idea when he was patrolling in the Rosewood area, and saw three boys riding their bikes. Inman explained that one boy was wearing a helmet, and then ran off as he attempted to thank the boy for wearing his helmet. Inman stated that he followed the boy home to talk with him, and came up with the idea of having a reward system. The program in Wood Village would not just be for children.

Inman stated that overtime the program could evolve to include a nominating process, but for the time being it would be up to the discretion of the deputies. Tim Clark asked what the monetary value of the prize would be. Inman stated that he was thinking of something in the \$5 range.

Inman explained that the Nite Out would be a great venue to kick off the program, and it would be a good program for the City and the deputies. Gates stated that there are several businesses in the community that would probably sign on to help sponsor the program. Harden stated that he would not mind going to some businesses to help promote the program, and ask for sponsorship.

Dirks stated that he feels it would be a good program for the City. Peterson stated that there was a similar program in a community in Wyoming, and it had a positive impact in that community. Gates stated that this program can help people develop a deeper trust and relationship with the police. The Council stated that they like the program. Inman stated that he will work with staff to finalize the program.

CONSENT CALENDAR

- a. Review of bills paid in April, 2014

- b. Contracts \$2,500 - \$50,000
 - There were none.

c. Council Minutes:

- April 8, 2014
- April 22, 2014

Harden asked about payments made to Renee Gierman and Matt Brindell. Minter stated that the payment to Gierman was for travel reimbursements, and Matt Brindell is the owner of the mole eradication company.

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

DISCUSSION: STAFF REENGINEERING AWARDS

Peterson presented the discussion and stated that these reengineering awards would be for the staff who worked on the software conversion program. Peterson stated that there are several examples of software conversions gone bad, but staff had a conversion that was on time, on budget, and exceeded expectations.

Peterson explained that there were a lot of structural measures in place to help ensure that the program would be a success. Peterson stated that staff took time on the front end to review existing software programs that would not need extensive modifications or rewrites. Staff conducted site visits to view the actual programs in operation, and Minter took the lead on the project.

Peterson stated that the vendor was responsive, and worked well with staff on the project. Peterson explained that staff trained ahead of time, and developed a written communication plan as well as a data quality plan with the vendor. Peterson stated that the main employees who worked on the project include Debbie Norman, Becky Gallien, and Karen Hansen.

Peterson stated that the City has a Council adopted employee recognition program. A monetary award of up to \$5,000 can be granted annually to employees who offer the City bona fide cost savings. Peterson explained that there is a nomination process, and Minter formally nominated all three finance personnel. Peterson stated that the nominees are then evaluated by a committee that consists of himself, and the Council Personnel Committee. Peterson explained that the committee recommended that the three employees receive an award.

Peterson stated that staff was able to save the city money by conducting database maintenance and repair, data surveys, system uploads and downloads, the setup of account structures, and data testing and quality evaluations. Peterson explained that those tasks would have either been conducted by the contractor, or the City's IT firm. The fee charges would have been in excess of \$130 an hour. Peterson stated that staff was able to save the City over \$50,000 in extra fees, and still ensured the conversion was spot on.

Peterson stated that the proposed awards are \$4,500 for Gallien, \$2,500 for Norman, and \$1,700 for Hansen. Peterson explained that he is proposing that the fringe benefits be covered by the City, but the employees will still have to pay taxes on the awards. Peterson stated that even after the awards, the City will still have saved over \$38,000. Peterson explained that further details are in the Council packets, and the staff recommendation is to approve the awards.

Smith stated that staff saved the City a lot of money. Mark Clark stated that he is glad the reward system is working. Smith asked if the employees are eligible for future awards. Peterson stated that staff members can get one award per year. Tim Clark stated that he likes the program, and feels it is a way to say thank you to the employees. Dirks stated that this program is also a big part of the City's goals. Minter stated that the employees were fully engaged, and happy to do the work.

Peterson stated that he has gone through five financial software conversions in his career, and none of them have gone this well. Peterson explained that this is the only one that came in on time, and on budget.

Upon motion by Dirks, seconded by Harden and passing 5-0, the Council authorized one-time reengineer awards to Gallien for \$4,500, Norman for \$2,500, and Hansen for \$1,700.

RESOLUTION 17-2014: BID AWARD – WATER VALVE REPLACEMENT PROJECT

Gunter presented the resolution and stated that this project would replace water valves along Arata Road. Gunter explained that several valves have failed, and should be replaced before the roadway is rebuilt. Gunter stated that the City received three bids, and two of them were very close. The third bid was fairly high, which could indicate that the contractor was not interested in the project. Gunter explained that the lowest bidder was deemed not responsive because the bid lacked a bid bond, proof of insurance, and other required documents. Gunter stated that the lowest responsive bidder was Haag and Shaw with a bid of \$64,278.50. Gunter stated that the staff recommendation is to approve the resolution, and award the contract to Haag and Shaw.

Smith asked if the City has worked with that contractor in the past. Gunter stated that the City has worked with all three bidders in the past, and all the projects turned out well.

Upon motion by Harden, seconded by Mark Clark and passing 5-0, Resolution 17-2014 awarding the Arata Road Valve Replacement Project to Haag and Shaw was approved.

RESOLUTION 18-2014: EMERGENCY MANAGEMENT IGA

Gunter presented the resolution, and stated that the work on the IGA started about 18 months ago with the Cities of Gresham, Troutdale, Fairview and the City. Gunter explained that a team was put together to review the emergency management system for the area cities, and it was decided

to run the operations out of the Gresham center. Gunter stated that in a large scale emergency, personnel from all four cities would be part of the emergency operations center.

Gunter stated that the area cities have scarce resources, but they can be combined or borrowed in an emergency. Gunter stated that there is a current public works cooperative assistance agreement, but this IGA would go beyond just public works. Gunter stated that this IGA also handles the cooperation between the Gresham EOC, and communications with the county. Gunter presented a graphic of how the EOC would be organized in a large scale emergency or incident.

Gunter stated that any city may opt out of the IGA with 30 days' notice, and there is no expiration date. Gunter explained that each city has reasonable responsibilities under the agreement, and City staff must be trained on the NIMS system. Gunter stated that most staff members have taken the required courses, but new classes or trainings may be needed.

Gunter stated that the incident management team and EOC can be called on by any city. Peterson stated that in a large scale incident, the response teams would most likely be separated out by geographical area. Smith asked if there were any training opportunities for the Council. Smith stated that the Council lives in the City, and staff may not be able to get here in a disaster. Gunter stated that there are training opportunities for elected officials, and while the Council may have some role in the command structure it would be unlikely that the Council would be in the field directly responding to the incident. Peterson stated that the Council could act as community volunteers depending on the incident.

Gunter stated that a lot of tracking is needed in a large incident, and each jurisdiction will be responsible for tracking their items. Gunter explained that City personnel may be involved at the EOC in Gresham, but it really depends on the incident. Gunter stated that the IGA outlines the requirements for borrowing and returning equipment, and each jurisdiction will be responsible for that tracking as well.

Tim Clark asked if FEMA has money that cities can use at the time of the incident, or does it get reimbursed. Gunter explained that FEMA typically will reimburse up to 50% of the costs in most cases. Peterson stated that is why the emergency declarations are done early in an emergency, and why staff certifications are needed.

Gunter stated that the IGA outlines the delegation of authority, and that is driven by the incident and response needed for each situation. Tim Clark asked what the minimum level of training would be for the Council. Peterson stated that all staff members have a minimum training of 100 and 700 courses. There are similar courses for elected officials. Peterson stated that several staff

members have training well above those levels. Gunter stated that this IGA allows the cities to work together to make the right decisions for the region in a large scale event.

Peterson stated that the City of Gresham is offering their resources with no fees, or expectations for reimbursement. Peterson explained that offering up the EOC is worth at least \$10,000. Mark Clark stated that the ECO could be a target, and one of the first places destroyed. Mark Clark asked if there were backup stations. Peterson stated that Gresham has several options if the primary EOC was not available.

Harden asked about the command structure, and stated that he would like to know the details of who would be in charge. Harden stated that he would not want the smaller cities to take a backseat and get left behind in a large scale incident. Gunter stated that staff members would be involved at some level. Peterson stated that Gresham has employees who specialize in this area, and are very capable.

Smith stated that she would just like the City and community to be as prepared as possible. Gunter explained that it is hard to be in the EOC during a disaster because you want to be in the field helping. Gunter stated that the Council would most likely report to City Hall and would be acting as community volunteers in most incidents.

Harden asked if there is an equipment inventory for the cities, and what would occur if borrowed equipment broke. Peterson stated that cities work in good faith with each other during large scale incidents. Peterson explained that there is not a lot of difficulty during the process, but there can be a lot of arguing months later when the bills start to come in.

Upon motion by Dirks, seconded by Tim Clark and passing 5-0, Resolution 18-2014 authorizing the signing of the Intergovernmental Agreement for Emergency Services Coordination with Fairview, Gresham and Troutdale was approved.

RESOLUTION 19-2014: IGA WITH EAST METRO MEDIATION

HR/Records Manager Greg Dirks presented the resolution, and stated that it is the annual renewal of the East Metro Mediation program. Greg Dirks explained that there is one revision this year, and that is the cost to participate in the program. Greg Dirks stated that the cost is increasing from \$915 to \$1,500. That is based on the recent population increases in the area. Greg Dirks explained that the cost had been kept flat for four years.

Greg Dirks stated that the East Metro Mediation program offers free mediation services to residents and businesses. There is also foreclosure avoidance mediation, and community workshops. Greg Dirks explained that there are typically about 12 cases a year from the City, but several residents utilize the free workshops. Greg Dirks asked if there were any questions.

The Council requested that price increase requests be more frequent, so the amount does not increase by large numbers. Greg Dirks stated that he will present that to the board.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Resolution 19-2014 authorizing the City Administrator to sign a one year extension to the IGA with the City of Gresham for the East Metro Mediation program was approved.

RESOLUTION 20-2014: LED STREET LIGHT CONVERSION

Gunter presented the resolution and introduced Aroun Xaybanha from PGE who can help answer specific questions related to the LED conversion process. Xaybanha stated that there are 279 street lights in the City, and some are owned by the City, PGE, or a combination of ownership. Xaybanha explained that there are only a few options to convert the lights to LED. The City can sell all the fixtures to PGE which would increase the tariff, or the City can operate its own street light program.

Tim Clark asked if there was an option for City ownership and PGE maintenance. Xaybanha stated that there is not. Xaybanha explained that a cost evaluation was conducted, and that option would not pencil out for PGE. Xaybanha stated that under PGE ownership, PGE not only does the conversion and maintenance, but all the back end items such as locates, GIS mapping and service calls. Xaybanha explained that the City would be responsible for all those items if the ownership were retained. Xaybanha stated that the City would be responsible for service calls, metering, pole and line maintenance, and underground utilities.

Mark Clark asked about the LED lighting, and how the different spectrums of light may interact or interfere with other electronic items. Project Manager for PGE Melissa Swenson stated that they have not heard of any concerns regarding their LED lights. Swenson presented before and after photos of LED light conversions, and stated that PGE has converted over 27,000 street lights.

Tim Clark asked about the wattages of the bulbs. Swenson explained that most residential street lights have a 100 watt bulb, and the LED lights are 42 watt equivalent. Harden asked how other cities have handled the conversion. Swenson stated that PGFE owned poles can be converted at any time with no upfront costs. Swenson explained that PGE would also convert the City owned lights if they were sold to PGE. While that would increase the monthly pole fees, the City would also receive a payment from PGE of about \$38,000 to purchase the lights and poles.

Swenson stated that there is also the option for the City to sell the fixture, but retain ownership of the poles until their end of life. At which point the City would replace the pole, and it would revert to PGE ownership. Swenson explained that aluminum poles typically have an end of life when they are hit or damaged, and wood poles have about a 40 year life on average.

Harden asked what the monthly cost difference would be if the City sold all the items to PGE. Swenson stated that the monthly bill would increase about \$370. Harden asked if there is any idea on how old the current poles are. Gunter stated that the City does not know how old the poles are.

Mark Clark asked when the decorative acorn lights might be converted to LED. Xaybanha stated that will be several years from now. The offset in electrical costs do not come close to the costs or replacing the heads and fixtures. Harden asked where the acorn lights are located. Gunter presented a map of street lights in the City, and stated that the acorn lights are on Halsey, Wood Village Blvd, and a section of Arata Road.

Smith asked what staff thinks. Gunter stated that staff has discussed this issue for several months, and there are several factors to take into consideration. Gunter explained that the City is not set up to deal with the issues of owning a street light utility. Even though staff looked at partnering with Gresham for the maintenance, it would still be a lot of work. Gunter stated that is basically comes down to the economy of scale and resources available. Gunter stated that the staff recommendation is to sell the lights to PGE.

Peterson stated that staff was unaware of the option to sell the fixtures, and keep the poles until their end of life. Swenson stated that is a newer option being offered to the cities based on recent feedback. Harden asked how much it costs to replace a pole. Xaybanha stated that an aluminum pole will cost about \$3,000 plus labor. A wood pole is less expensive.

Harden asked why the staff recommendation is to sell the poles and fixtures when there is a less costly option that will have the same results. Peterson stated that staff was unaware of that option, even though staff had met with PGE and asked that very question. Peterson stated that the City cannot handle operating a street light utility, but after hearing about the new option, the staff recommendation would change.

Harden asked how much it will cost to convert the City owned street lights to LED. Swenson stated that it will not cost the City anything if the City sells the fixtures to PGE. Swenson explained that there are grants and programs that can be used to help cover those costs. Those programs are expiring soon which is why this in front of the Council.

Upon motion by Tim Clark, seconded by Harden and passing 5-0, Resolution 20-2014 selling the City owned street light fixtures to PGE, but retaining ownership of City owned poles until their end of life was approved.

ADJOURN

With no further business coming before the Council, and upon motion by Harden, seconded by Tim Clark and passing 5-0, the Council adjourned at 7:59pm.



Patricia Smith
Mayor

6-10-14

Date

ATTEST:



Greg Dirks