



Mayor
Patricia Smith

Council President
Timothy Clark

Councilors
Scott Harden

Bruce Nissen

Jimmy Frank

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
October 13, 2015
MINUTES**

PRESENT: Mayor Patricia Smith, Councilors Scott Harden, Bruce Nissen and Jimmy Frank, City Attorney Jeff Condit, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director Mark Gunter, and interested parties.

ABSENT: Council President Tim Clark.

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

CITIZEN COMMENTS

There were none.

PUBLIC SAFETY REPORT

Captain Reiser from the Multnomah County Sheriff's Office presented the report. Reiser stated that for the month of September there were 368 incidents, 90 traffic stops, 33 subject stops, and 15 auto accidents. Reiser explained that the MCSO is working with the planning and research department to provide additional data in the monthly reports, and crime mapping may also be an option. Peterson stated that a regional crime map may be beneficial to include as well.

Reiser stated that cases of note include a counterfeit incident involving about \$500. Reiser explained that a customer cashed a check at a store, and received counterfeit money. The money was discovered when the customer proceeded to purchase items at the store. Reiser stated that there was an ID theft case involving about \$800 in fraudulent use of credit cards. ID theft cases can be difficult to investigate and prosecute, but the District Attorney has provided great support in going after this kind of crime.

Reiser stated that Commander Anderson has discussed the stabbing incident that occurred several months ago. Reiser explained that the MCSO has been working hard to monitor gang activities, and to reach out to at-risk youth. There has not been a significant issue since the original incident. Reiser stated that the Citizen's Academy is going well, and the graduation is next month.

Nissen stated that he has heard complaints about people living or camping in and around the City's park. Gunter stated there has been evidence of people living near the southern area of the park, but that is not City property. Reiser stated that the county's outreach team went to that area

in August, and those people should have been moved out by now. Reiser stated that he would follow up on that action.

Frank asked if there was any information that could be shared about an auto accident that occurred on Wood Village Blvd. and Arata Road the other day. Peterson stated that there have been several incidents in that area. Harden stated that people pull out in front of him all the time in that area. Peterson stated that there is some line of sight issues at that intersection, but those issues should be resolved when the road is rebuilt next year. Harden asked if signs could be added that state cross traffic does not stop. Peterson stated that can occur. Reiser stated that he would review the accident data for the intersection as well.

Smith stated that Treehill has an active neighborhood watch program, but they have not had a deputy attend the last several meetings. Smith explained that having a deputy at the meetings is a great benefit. Reiser stated that he would have a deputy attend the meetings.

The Council thanked Reiser for the report.

CONSENT CALENDAR:

- a. Review of bills paid in September 2015
- b. Contracts \$2,500 - \$50,000
 - Iron Horse: Hot Spot Cleaning - \$6,500
- c. Resolution 31-2015: Authorizing the Signature of the IGA with Metro for the Trail Grant
- d. Resolution 32-2015: Authorizing the Acceptance of the Local Government Grant Award for the Donald L. Robertson Park Trail Project
- e. Resolution 33-2015: Appointment of the Town Center Technical Advisory and Citizen Advisory Members
- f. Council Minutes:
 - September 10, 2015
 - September 22, 2015

Peterson stated that the Metro Contract contains some errors, and staff is working on getting a revised contract from Metro. Harden asked about the trail use count that the City will have to do as part of the grant, and how that would be accomplished. Peterson stated that the City will station a person on the trail for eight hours, and physically count people who use it. Harden asked how large the Metro recognition sign will be that is also required as part of the grant. Peterson explained that there are no size requirements for the sign, and the vision is to put the designation on some type of interpretive sign but that will depend on how the budget works out. Harden asked if there were any concerns regarding the insurance and indemnity clause of the grant. Peterson stated that it is very similar language to what is in the City's contracts.

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

STAFF ANNOUNCEMENT

Gunter stated that has been offered a position at the City of Canby, and will be leaving his employment with the City. Gunter explained that he does not have his last day figured out yet, but it has been a pleasure serving the City.

RESOLUTION 34-2015: UTILITY RATE ADJUSTMENT

Peterson presented the resolution and stated that this is the standard consideration for the annual cost of living adjustment for the City's utility rates. Peterson explained that for about the past ten years the Council has made incremental adjustments to the utility rates to help cover inflation. The purpose is to keep the utility rates close to the actual costs of operating the system. Peterson stated that the other method used by cities is to freeze rates for several years, then go in with larger increases.

Peterson stated that the adjustment is based on the Portland CPI-U which is the same instrument used to calculate employee cost of living adjustments. Peterson explained that the rate for this past year was 2.1%, but the rate for the first quarter of this year is 1.3%. The overall estimate is for the rate to come in at about 2% for the year.

Peterson stated that there were discussions about the relative health of the sewer fund during the budget meetings this year. Peterson explained that the sewer fund brings in about \$100,000 in net revenues, but there are requirements for \$200,000 in maintenance and capital facility needs a year. Peterson stated that the sewer fund is running about \$150,000 short a year on what the master plan requires. The flip side is the sewer rates for the City are the highest in the region. Peterson explained that he has reviewed the other sewer rates in the region, and other cities are

planning on serving debt over time for their capital facility improvements. Peterson stated that approach does drive down the costs of the rate structure. The City plans to pay outright for capital upgrades, and other cities are planning on using debt. Peterson stated that is a philosophical approach, and the City is in great financial shape being debt free.

Peterson explained that there was also a discussion at the budget meetings about just adjusting the sewer rate by a higher percentage and not changing the other utilities. Peterson stated that each utility depends on the annual adjustments in order to have a sufficient operating margin. Peterson explained that the water fund needs a margin of about \$168,000, and the street fund needs a margin of \$100,000. Neither of those funds currently have that kind of operating margin. Peterson stated that if the focus is only on one utility, then the other two utilities will decline in their ability to meet their obligations.

Peterson stated that the recommendation is to approve the 2% increase for all three utilities. Peterson explained that there will be a better idea on the financial shape of the sewer fund once the Halsey sewer line project is complete. The cost estimates for the project range from \$500,000 to over \$700,000. Peterson stated that the City does not have bids on the project, and costs increase as the economy improves. Capital projects will no longer be the bargain that they have been for the past few years.

Peterson stated that increasing the utility rates by 2% would result in a \$1.66 a month increase for a single family home. Peterson presented the detailed rates for the other user types, and stated that they were included in the Council packet. Peterson explained that the rates are structured to recover the cost demands of the utilities. The staff recommendation is to adopt the resolution.

Frank stated that it looks like the utilities still will not have enough resource even after the adjustment, and asked if other cities use debt to help keep the rates down. Peterson explained that using debt is a strategy, and passes the costs of the system on to future users. Peterson stated that this Council has not chosen that approach, and instead is paying for the system without debt. Smith stated that she likes the utilities being debt free, and asked what Peterson thought of the decision. Peterson stated that he has seen both ways used, and it is a governance decision. Peterson explained that there are concerns in the sewer fund, but the rate can be modified over time.

Frank stated that he likes the policy of being debt free, and having small incremental increases is better than an artificially low rate that then has to have large increases. Frank stated that he feels

the incremental increases make sense, and asked if there have been comments from citizens about the rates. Peterson stated that there have been comments from new residents regarding the rates. Harden stated that he has had comments about the base consumption allocation, and how some people do not use the base amount. Harden asked if the base rate and allocation could be reduced which could lower rates for some, and encourage conservation. Peterson stated that he could run some numbers.

Nissen asked how the water rates compare to the other cities. Peterson stated that the water rate is on the low side, and the transportation fee is similar to the other cities. Peterson stated that the City is a little higher than the other cities when the rates are combined. Peterson explained that a rate analysis may be a good topic for this year's Council retreat. The Council agreed. Peterson stated that the City does not have the level of deferred maintenance that the other cities have because the City has been investing in the systems.

Upon motion by Nissen, seconded by Harden and passing 4-0, Resolution 34-2015 adjusting the utility rates by 2% for inflation with an effective date of January 1, 2016 was approved.

DISCUSSION: EDUCATIONAL PROGRAMS AT CITY HALL

HR/Records Manager Greg Dirks presented the discussion. Dirks stated that the Council added educational programs to this year's Annual Performance Plan, and the Council discussed the basics of the program at their meeting in July. Dirks explained that the Council came up with some program ideas, but directed that residents have an opportunity to suggest programs. Dirks stated that staff presented information on the City's website and newsletter, and there was an article in the Gresham Outlook, but there was no feedback from the community.

Dirks stated that staff is recommending that the City offer the programs that the Council suggested. These programs include basic budgeting, resume and interview skills, emergency preparedness, and a tenant's rights workshop. Dirks explained that staff will work to find partner agencies to run the programs once approved. The concept is to have a class in the evening or on a Saturday at City Hall, and all the classes would be no charge. Dirks stated that the programs would be offered starting in February, which would allow time to advertise in the City's newsletters.

Upon motion by Harden, seconded by Nissen and passing 4-0, the Educational Programs at City Hall series was approved.

RESOLUTION 35-2015: PERSONNEL MANUAL UPDATE

Dirks presented the resolution and stated that the City's personnel manual is updated every few years. Dirks stated that the last update occurred in 2013, and this update is mainly based off of new changes in the law and a new collective bargaining agreement. Dirks stated that a summary of the revisions is in the packet, and there are about six substantial revisions.

Dirks stated that the first major revision was to section 25 regarding the hiring practices. There is a new state law that takes effect January 1, 2016 which prohibits asking about criminal convictions until later in the hiring process. Dirks explained that the revision follows the new law. Dirks stated that the next revision was to section 120 regarding timesheets. The revision matches the collective bargaining agreement which stipulates that all timesheets are to be done in quarter-hour increments.

Dirks stated that the next revision was to section 220 regarding vacation time. While there was not a change to the actual policy, there was a section added which clarified the current language regarding carrying over vacation time. Dirks stated that there were also revisions to section 230 for sick leave. The revisions include granting sick leave to all employees per the new state law, and sick leave will be capped at 720 hours of accrual. Dirks explained that the sick leave cap matches the collective bargaining agreement.

Dirks stated that section 270 regarding benefits was revised to match the collective bargaining agreement. The meal provision section was also revised to make the policy easier to follow and administer. Dirks explained that the last major revisions was to section 365 regarding phone calls and faxes. Smart phones was added to the list of devices that will be monitored, and the section on personal faxes was modified as well.

Dirks stated that the proposed revisions were presented to staff on two separate occasions, and there no major issues or concerns. The staff recommendation is to approve the resolution adopting the revisions.

Upon motion by Nissen, seconded by Harden and passing 4-0, Resolution 35-2015 updating the City's personnel manual was approved.

DISCUSSION: CITY COUNCIL RETREAT

Peterson asked if there was any feedback on the upcoming City Council retreat. Smith stated that she would like to have Sam Imperati as the facilitator. Harden agreed, and stated that other facilitators are not as dynamic. Peterson asked about the venue. Harden stated that the room in

Edgefield can get warm, but there really is not another place to go. Nissen stated that while the room was warm, it is a good setting. Frank stated that he is okay with Edgefield.

Peterson stated that staff has discussed potential retreat topics, and they include a discussion on the utility rates, a potential new fall event involving pumpkin carving, and a discussion on Park SDC's. Peterson stated that there could be a regional snapshot of the economics in the region and Town Center, and a discussion on the tax provision in the Charter as well a potential tax on marijuana. Peterson explained that there could also be a discussion on the Urban Renewal Agency or the fire service delivery. A discussion on homelessness in the community could also occur. Harden stated that homelessness is a real concern in East County, and over 11% of the students in the Reynolds district are homeless.

Frank asked if there could be an analysis on how competitive the City is overall compared to the other cities. Frank stated that it would be good to look at fees and taxes so there is a big picture look. Peterson stated that has been accomplished for industrial properties, and the City is competitive in that area. That analysis has not been done for retail or residential use though. Smith stated that people also look at the sense of place when the move to an area, not just the taxes or fees. Peterson stated that he will make up a listing of potential topics, and send it out for the Council to review.

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 7:28pm.



Patricia Smith
Mayor

11-9-15

Date

ATTEST:



Greg Dirks