



Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL**

January 10, 2012

MINUTES

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

ABSENT: None

MAYOR SMITH CALLED THE MEETING TO ORDER AT 6 PM.

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

There were none.

PUBLIC SAFETY REPORT

Chief Deputy Gates from the Multnomah County Sheriff's Office presented the report. Gates stated that there were 350 incidents with 213 hours of service, and 29 written reports for the month of December. The VCAD system is still not accurately recording hours and service provided to the City. Gates stated that the big incident this past month was the SIU completed an ongoing investigation on 231st Court. Suspects have been arrested and incidents in that area have been reduced since the arrests. Gates stated that there were also a lot of proactive warrant arrests made, and Varro helped track a shooting suspect in Portland.

Smith asked about the death at the Village Manor. Gates stated that there was an altercation between two residents, and one later died of their injuries. Gates explained that many of the residents there are mentally impaired. Smith asked if there is adequate supervision there. Gates stated that he has some concerns regarding calls at that location, and would like to have a meeting regarding the security at that location.

Dirks stated that he has noticed an increase in graffiti again, and there were some gunshots near Treehill a few weeks ago. Gates stated that while it is uncommon for a shots fired call in Wood Village, it is not an uncommon call. Gates explained that often times a person will be intoxicated and shot their gun into the air. The MCSO responded to the call, but did not find

anything. Gates stated that it rare for an increase in graffiti this time of year. Gates explained that while graffiti is increasing in some areas of the City, there is less graffiti occurring near River Wood which used to be a problem. That is probably due to River Wood's active removal of graffiti on their fences. Gates stated that he is researching a graffiti removal team that would be community based. There has been some discussion and research into a program. Utilizing the neighborhood watch may be a good resource as well.

Tim Clark stated that there are signs in Fairview about a graffiti hotline, and asked if that would be a good idea to start in the City, and asked if there should be a reward for prosecution. Gates stated that it is hard to prosecute graffiti crimes because there has to be a witness, and tools to get a successful prosecution. Tim Clark asked if a reward could be affective. Gates stated that it could be affective, but it could be a good deterrent tool as well.

The Council thanked Gates and the MCSO for their work

CONSENT CALENDAR

- a. Review of bills paid in December, 2011
- b. Contracts \$2,500 - \$25,000
 - There were none
- c. Council Minutes:
 - December 13, 2011
- d. Liquor License Application – A review has been conducted by the MCSO and there are no objections.
 - Sweet Pea Market: 23345 NE Halsey St.

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

PRESENTATION: 2011 AUDIT

Tonya Moffitt with Merina and Company presented the presentation. Moffitt stated that she is a partner with Merina which is the City's auditor. Moffitt stated that the audit is complete with an unqualified clean opinion. Moffitt stated that there are two pieces of the audit that are not audited. The first piece is an organization chart of the City, and the second is a statistical section. Moffitt stated that they are reviewed, but not audited for accuracy. Moffitt stated that the rest of the statements are issued an opinion. The audit has been submitted to the Government Finance Officers Association for the Comprehensive Annual Financial Report Award, which the City has received many years in a row. Moffitt stated the GFOA only had one comment

regarding the audit, and that was to have the page numbers printed, not hand written. It is very rare to only have one comment from the GFOA.

Moffitt stated that there were no restrictions on the audit, and all the requested information was freely given, and there were no disagreements with management. Moffitt stated that there was a new fund balance policy adopted to comply with GASB 54. The financial statements look a bit different this year regarding the fund balance categories, but the total fund balance will still be comparable between years.

Moffitt stated that management's accounting estimates were sound which include depreciation and compensated absences for unused sick and vacation pay. There were no material misstatements which means that the numbers were materially correct. The state requires a report on certain regulations, and auditors have to look at those regulations. Those regulations include indebtedness, budgets and banking. Moffitt stated that the state noticed that the budget had been tightened, and contacted the City regarding the change in the contingency funds. Moffitt stated that the state was concerned that the City may have too much money in the contingency funds, and stated that the City may want to revise that for the next fiscal budgeting process.

Smith asked what the rule is for contingency funds. Moffitt stated that there is not a set rule, and each agency has to be looked at individually. Moffitt stated that reviewing the budget document the unappropriated ending fund balance seemed low compared to past years. Tim Clark asked if that notification should be looked at as a red flag. Moffitt stated that it is not a red flag, but it is something to consider for the next budget.

Moffitt stated that there is a report on insurance and bonds to ensure that there are policies in place, but the reports do not cover the insurance amounts. Purchasing compliance and road fund money was also reviewed. Moffitt stated that there was one fund with a deficit balance, but that was the Urban Renewal Fund.

Tim Clark asked if the Urban Renewal budget audit is conducted separately. Moffitt stated that budget is within the City's financial statements, and is treated as a component piece. Moffitt stated that a separate review will be necessary once the expenditures reach a certain level.

The Council thanked Moffitt for the report.

ORDINANCE 1-2012 ACCEPTING FOR THE CITY OF WOOD VILLAGE REVENUE SHARING PROGRAM OF THE STATE OF OREGON

Upon motion by Tim Clark, seconded by Harden and passing 5-0, the first reading by title only of Ordinance 1-2012 for State Revenue Sharing was approved.

Minter gave the first reading by title only of Ordinance 1-2012 for State Revenue Sharing.

Upon motion by Dirks, seconded by Tim Clark and passing 5-0, the second reading by title only of Ordinance 1-2012 for State Revenue Sharing was approved.

Minter gave the second reading by title only of Ordinance 1-2012 for State Revenue Sharing.

Upon motion by Mark Clark, seconded by Dirks and passing 5-0, Ordinance 1-2012 for State Revenue sharing was adopted.

REPORT: POLICE AND FIRE CONTRACTS

Peterson presented the report and stated that a public safety report for the delivery of services was part of the Annual Performance Plan. Peterson stated that the Multnomah County Sheriff's Office contract is a ten year contract good through 2018, and includes the equivalent for three fulltime officers. The City is to pay all the Bureau of Emergency Communication costs associated with our population base. The City can terminate the contract with 90 days advanced notice of July 1st. The County has a one year termination provision. Peterson stated that the current costs are \$367,500 a year. In addition to the three FTE, the County provides monthly reporting, communications and response, and the full range of services that any other area would receive. Peterson stated that it is a simple contract and does not talk about resolutions, or the percentages of prosecutions. It is a straight forward contract and is a good value.

Peterson stated that the issue of reporting hours in Wood Village is with BOEC not the MCSO. Patrol hours this past year ranged from 176-400 hours a month which is about 3,500 hours a year. The number of annual hours for three deputies should be about 5,000. Peterson explained that the reported hours do not cover all the activities being done in the City by the MCSO. The Nite Out, Sheriff's Academy, Neighborhood Watch meetings and other activities are not reported in the monthly reports. If the City were to try and have its own police department, the cost would be at minimum \$440,000 a year, and the service would be less then what we currently have. The current cost per capita for police service is \$95 a year. The cost in Fairview and Troutdale is over \$200 per capita. Peterson stated that the City does not need to worry about this contract or the service levels.

Dirks stated that he is not concerned with the service level, but the fact that the County could cancel the contract and leave the City scrambling to find a service provider. Mark Clark stated that the County recently reviewed the contract and found that it was a good value for them as well as the City. Tim Clark stated that the County keeps reducing service levels, and the MCSO may not look or function the same in a few years.

Peterson presented the fire service contract and stated that it is a ten year contract that expires in 2015. The contract is with Gresham Fire for the delivery of fire, ems and hazmat services. Peterson explained that Gresham Fire is required by state law to provide hazmat services regardless of the contract. Peterson stated that the service level is the same as the 2005 service level, and there were a number of studies done in 2005 regarding acceptable incident response times. Peterson explained that Gresham Fire has met and exceeded the service requirements, and is still continuing to improve.

Peterson explained that the City has the reasonability to adopt the same fire code as Gresham, participate on the Fire User Board, pay all the BOEC fees associated with the City's fire service, and there is a two year notice cancellation provision. Peterson stated that if more than one City opts out, that can expedite the process. Peterson stated that since the contract ends in 2015, there is no way to end the contract early.

Peterson stated that the contract cost increases by 4% a year. Since the City's population does not increase by 4% a year, there is an increase in the per capita cost. The current per capital cost is \$89, and by the end of the contract it will be around \$95. Gresham's current per capita cost is about \$126. Peterson explained that Gresham Fire has had to reduce their overall budget and workforce. Their total employment has gone from 101 employees in 2008, to their current level of 90 employees, but they are still meeting and beating the service level requirements.

Peterson stated that the contract ends in 2015, and there is currently no other viable option for fire service other than Gresham. Peterson explained that there are other options, but that process would have to start now in order to have a viable alternative. Peterson stated that a study was done with the three cities in 2005 that looked at other alternatives which included establishing a chapter 190, a taxing fire district, and contracting with Gresham or another fire district. Peterson stated that any of those options could be looked at again.

Tim Clark asked if there was an advantage to a fire district with the three cities as opposed to just the contract service with Gresham. Peterson stated that there would be because of the ability to levy funds. Peterson explained that there would have to be voter approval for the district which would include a tax rate with the formation of the district. There has to be a financial feasibility study done as part of the process. Harden asked how something like that would be put on the ballot, and is there time between now and 2015 to do that. Peterson stated that there is time to do that, but also stated that the City's currently has a low, quality fire service.

Peterson stated that he did a rough budget for a three city agency, and it can be done for a similar cost that the cities are paying now. Tim Clark stated that he was thinking it would be good to look into the formation of a fire district just to have a bargaining chip with Gresham. Peterson stated that Craig Ward the City Manager from Troutdale has been directed to provide a fire

service study, and we can join in on that effort and ask if Fairview would like to join in as well. Peterson explained that a study will have to be put together by the cities which would cost around \$100,000. This would be about a five month project, and if this were in the next budget, the study could be completed by early 2013.

Peterson stated that he recommends that the Council not take any action on the law enforcement contract, and develop a multi-city approach for a fire services study to evaluate potential services and providers. Dirks stated that he does not know how well a taxing district would do because people do not like taxes. Harden stated that he is afraid that we could end up spending more money on a less effective service. Tim Clark stated that he thinks that it would be worth the investment to at least explore the options.

Upon motion by Harden, seconded by Tim Clark and passing 5-0, the Council directed Peterson to begin the process of starting a fire service study.

FINANCE DIRECTOR'S REPORT

Minter presented the report and stated that it contains the budget numbers for November. The December report will be delivered to the Council at their next meeting in two weeks. Minter stated that expenditures are on track, and revenues are up. Tim Clark asked about the interest income. Minter stated that with Wells Fargo as our new bank, we are guaranteed at least a 1% return which will help offset the banking fees which were \$300-\$400 per month.

Tim Clark asked if there was a way to increase the interest income. Peterson stated that interest rates are low, and even CD rates are low. With the new bank, we will be able to look at other options with a moderate rate of return, but there may be some risk as well.

The Council thanked Minter for the report.

2012 EASTER EGG HUNT PLANNING

Records Manager/HR Specialist Greg Dirks presented the item and stated that it is time to start the plans for the 2012 Easter Egg Hunt. Greg Dirks explained that the event features need to be finalized in order to solicit for contributions and volunteers. Greg Dirks stated that based on comments and results from last year's hunt, the two-year old and younger category should be removed. Greg Dirks explained that there were a number of issues regarding that age category, including safety issues when parents went into the field to hunt and nearly ran over little children. Greg Dirks stated that when the hunt was first established there were fewer younger children, but now there seems to be too many to have a safe hunt for this young age group. Greg Dirks suggested that the remaining age categories of 3-4, 5-6 and 7-9 remain the same. Tim Clark asked if there could still be features for the younger children. Greg Dirks stated that the

Easter Bunny will greet all the children that attend, and the plan is to have people passing out candy throughout the event. The Council agreed to eliminate the two and under category.

Greg Dirks stated that the next item to decide on is the number of eggs to have. Greg Dirks explained that there has to be the time and resources available to stuff, sort and distribute the eggs, but whatever the Council wants, staff will coordinate. Greg Dirks stated that Wal-Mart has tentatively agreed to supply 15,000 eggs, and the volunteers needed to stuff, sort and distribute the eggs. Tim Clark stated that he likes the idea of 15,000 eggs, but also asked if some of the eggs could be reserved for those kids who do not get any eggs. Greg Dirks stated that can be arranged. The Council agreed to have 15,000 Easter eggs.

Greg Dirks explained that the next issue to decide on is how much candy and prizes to have. Greg Dirks stated that there will have to be enough candy to fill the eggs, and pass out during the event. Greg Dirks explained that Wal-Mart has tentatively agreed to supply most of the candy. Since there will be 15,000 eggs, Greg Dirks suggested that candy not be loose in the field this year. The Council agreed. Greg Dirks stated that he estimated the prizes needed at 650, which is an increase of 150 from last year. There will also be one grand prize per age group. Tim Clark asked if the grand prizes were necessary. Greg Dirks stated that the grand prizes average about \$20 each, and it is up to the Council if they would like to have them this year. The Council decided to keep the grand prizes.

Greg Dirks stated that final items to decide on include the start time, hunt intervals and the event extras. Greg Dirks suggested that the hunt operate as it has been for the past few years with the bunny arriving by helicopter at 9:30am, and the hunts starting at 10am with 15 minute intervals. Greg Dirks explained that the hunt intervals need to be spread out to allow the prize booth people enough time to distribute the prizes before the next round of hunts. Last year the interval was 20 minutes which was a bit long for the children to wait. Greg Dirks suggested that there be a celebrity emcee such as a news reporter which would help bring press to the event. Greg Dirks stated that he would like to have the reusable shopping bags at the event again, and Wal-Mart donated leftover Easter stock last year which included egg dying kits that will be given out this year. Staff will also solicit a non-profit group to sell coffee and doughnuts again this year.

Greg Dirks presented a draft layout and stated that it is the same as last year except that the two and under hunt area was removed and the other hunt areas were enlarged. Greg Dirks asked the Council if they prefer this method of event planning, or the liaison method. The Council stated that they like this method of involving the entire Council. The Council liked that plan and layout and thanked Greg Dirks for the report.

Upon motion by Dirks, seconded by Tim Clark and passing 5-0, the Easter Egg Hunt plan as presented was approved.

EXECUTIVE SESSION PER ORS 192.660(2) (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Council entered into Executive Session per ORS 192.660(2)(i) at 7:42pm.

The Council convened back into regular session at 8:15pm.

CITY ADMINISTRATOR EVALUATION

Dirks declared a potential conflict of interest in the discussion of the Council recommendations regarding the City Administrator's performance evaluation because his son works for the City.

Upon motion by Tim Clark, seconded by Mark Clark and passing 5-0, the Council recommendation that William A. Peterson Jr. City Administrator for the City receive a 5% pay increase retroactive 180 days was approved.

CITY COUNCIL RETREAT

Peterson stated that there were a number of additional items that the Council identified that they would like to discuss at the retreat, and asked the Council to narrow the list down to four additional topics. The Council selected youth activities, street funding update, emergency preparations, and how to handle upset people.

ADJOURN

With no further business coming before the Council, and upon motion by Dirks, seconded by Harden and passing 5-0, the Council adjourned at 8:30pm.



Patricia Smith
Mayor

2-15-2012

Date

ATTEST:



Greg Dirks
City Recorder