



MAYOR TED TOSTERUD
COUNCIL PRESIDENT MIKE WEATHERBY COUNCILOR LISA BARTON MULLINS
COUNCILOR CATHI FORSYTHE COUNCILOR NATALIE VORUZ
COUNCILOR KEITH KUDRNA COUNCILOR BRIAN COOPER

FAIRVIEW CITY COUNCIL AGENDA

Fairview City Hall-Council Chambers
1300 NE Village Street, Fairview, Oregon

WEDNESDAY, APRIL 4, 2018

WORK SESSION

1. DISCUSS CITY-WIDE PARKING (INCLUDING 2015 STUDY) (CP3-5) 6:00 PM
(Harry Smith, Police Chief)
2. REVIEW PROCESS TO CONSIDER FORMATION OF AN URBAN RENEWAL AGENCY (CP7-12)
(Nolan Young, City Administrator)
3. DISCUSS LEVEL OF DETAIL FOR UTILITY RATE REVIEW (CP13-18)
(Nolan Young, City Administrator)
4. DISCUSS COUNCIL CREATED ADVISORY COMMITTEE WORK PLANS (CP19-22)
(Nolan Young, City Administrator)
5. SOCIAL MEDIA DISCUSSION (CP23-24)
(Devree Leymaster, City Recorder)
6. UPDATE STATUS & PRIORITIES OF GOAL OBJECTIVES & TASK LIST

REGULAR SESSION

1. CALL TO ORDER 8:00 PM
ROLL CALL
PLEDGE OF ALLEGIANCE
2. CONSENT (A)
 - a. Minutes of March 21, 2018 (CP25-29)
 - b. Authorize City Administrator Employment Contract: Resolution 13-2018 (CP31-38)
3. PRESENTATION (I)
 - a. Proclamation – Kids to Parks Day (CP39)
(Ted Tosterud, Mayor)
4. PUBLIC HEARING (A)
None.
5. COUNCIL BUSINESS (A)
 - a. Authorize Time Extension & Amendment to the Development Incentive Program:
Resolution 22-2018 (CP41-45)
6. ADJOURNMENT (A)

**FAIRVIEW CITY COUNCIL AGENDA
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Ted Tosterud, Mayor

March 29, 2018
Date

(A) Action requested (I) Information only

NEXT COUNCIL MEETING IS APRIL 18, 2018

COUNCIL EXECUTIVE SESSION – IF NECESSARY – END OF MEETING

PARK VIEW CONFERENCE ROOM

ORS 192.660(2)(d) - Labor Negotiations, ORS 192.660(2)(e) - Real Property Transactions,

ORS 192.660(2)(f) - Exempt Public Record and ORS 192.660(2)(h) - Legal Counsel

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AGENDA STAFF REPORT

MEETING DATE	AGENDA ITEM #	REFERENCE NUMBER
April 4, 2018	Work Session #1	2018-29

TO: Mayor and City Council
FROM: Capt. Harry Smith, Chief of Police
DATE: March 29, 2018

ISSUE:

Parking issues/availability within the Village neighborhood and other areas of the city continue to be a topic of concerns for Council members and citizens.

BACKGROUND:

In 2015 Chief Ken Johnson and Public Works Director Allan Berry conducted a thorough review of all parking within the City of Fairview to ensure that City Code and posted parking restrictions were within Oregon Revised Statutes and that parking concerns would be addressed through a combination of appropriate posting and enforcement. As a result of their study, certain changes were made to the parking zones within the city including restricting parking on the north side of NE Sandy Blvd. to passenger cars only. Since it has been almost three years since the prior study and given changes in the area with increased traffic, we were requested to review the current parking situation within the city.

In reviewing the current parking situation outside of the Village neighborhood, we identified one area that could benefit from change in parking status: gravel pullout area of NE Thompson Street at the “S” curve just east of NE 201st Ave. In response to a citizen complaint about this site in 2016, I did not find corroboration between BOEC data and the levels of activity at this site being reported. However, over the last two years we have encouraged local residents to call whenever they see something associated with this site; and we have begun to see corroborating data. This site has been the subject of several citizen complaints about people utilizing that spot for dumping of garbage, parking for purposes of conducting drug transactions, and being an attractive location for transient people to park RV’s for camping purposes. While recently directed law enforcement action has been taken to decrease the illicit activities by visitors to the area, the nature of the location can remain an attractive nuisance.

Mr. Berry and I did not locate any additional areas outside of the Village neighborhood that we felt required changes to parking zone status.

Within the Village neighborhood we located two areas (access drive around Fezett Park and Gumdrop Park) where the drive is marked on the “exit” of the access with an arrow suggesting one-way flow around the parks; but there is no corresponding “entry” arrow on the ground potentially causing some traffic flow confusion. Additionally, there are no parking restrictions or directions regarding parking on the curved sides of the parks that lie directly across from the houses. For clarity sake simple signage or red curbs on those sides of the parks would provide clarity.

Most recently we have seen an increase in the parking of semi-tractor trailer rigs in the area of NE Village St. and NE Market St. We have had complaints about such parking having a negative effect on the available parking for residents and businesses as well as having a negative effect on the livability of the Village Neighborhood. Currently, since the tractor trailer rigs usually move within being parked for 24 hours, there is no code prohibition to their parking on a public street.

Finally, there have been concerns raised about the availability of parking on NE Village St. for both residents and business; especially within the context of discussions surrounding attracting new businesses to the city. The issues with parking on Village St. rests in the facts that there are no current restrictions to parking outside of the basic “24 hour” rule and that some residents choose to park on the street versus pay for a permit to utilize the parking lots available between Village St. and Park Lane.

There has been some discussion of instituting a 2 hour restriction to parking on Village St. However, the main issue with instituting such a parking restriction will be with the city’s ability to effectively, and consistently enforce the parking restrictions with existing staff/contracted resources. I looked at the City of Milwaukee’s parking enforcement program since their downtown business area has a 2 hour and block restriction in place. They use a 0.5 FTE Parking Enforcement Officer equipped with automatic plate reader and e-cite device (to ensure accurate documentation) to maintain parking regulations. The approximate personnel cost of this program is \$46,860 (\$146,000 total personnel cost for 1.5 FTE within the program offer). Under the current policing contract, MCSO does not have the Deputy resources to devote to a dedicated parking function and I feel that the funds spent on Deputy Sheriffs is better used for their current functions. MCSO will continue to respond to parking issues on a complaint basis within existing codes/laws, but I do not feel we can achieve the consistency needed to fairly incorporate a 2 hour parking limitation.

RECOMMENDED ACTION:

- 1) Post the gravel turnout area of NE Thompson Street just east of NE 201st Ave. as a “No Parking, Tow Away Zone.” Under current parking codes, the city can enforce properly posted zones. Through posting this area as a no parking zone we will hopefully dissuade some users from stopping there and give MCSO Deputies some enforcement authority within the first 24 hours of someone parking there.
- 2) Have Public Works paint guidance arrows directing traffic flow around the Fezett and Gumdrop Parks to ensure one-way traffic flow. Paint curbs red on the narrow sides of the parks to ensure parking does not occur that would block the one-way traffic flow and/or restrict residents’ ability to pull out of their driveways.
- 3) Institute a City Ordinance prohibiting the parking of tractor-trailer commercial vehicles within the Village Neighborhood; except for actual service delivery/pickup.

ALTERNATIVE ACTIONS:

Continue study of potential 2 hour parking restrictions on NE Village St. to include comprehensive fiscal impact and program design.

BUDGET IMPLICATIONS:

The fiscal implications of posting the NE Thompson St. area as No Parking Tow Away Zone are minimal to cost of the signs and the personnel cost for installation. Some citizens have requested physical barriers be put in place to physically restrict the ability of vehicles to pull into the turnout. Mr. Berry obtained a quote for such a barrier and it is approximately \$7,000. At this time I would suggest the signage only with continued focus on enforcement.

Painting curbs and arrows around pocket parks should be able to be covered within existing Public Works dedicated funds.

There should be no budget impact for restricting parking of tractor-trailer rigs within the Village.

COUNCIL ALTERNATIVES:

1. Staff Recommendations as outlined above.
2. Take no action and leave parking status quo within the city.



AGENDA STAFF REPORT

MEETING DATE	AGENDA ITEM #	REFERENCE NUMBER
April 4, 2018	Work Session #2	2018-30

TO: Mayor and City Council
FROM: Nolan K. Young, City Administrator
DATE: March 30, 2018

ISSUE:

Review process to consider formation of an Urban Renewal Agency.

RELATED COUNCIL GOALS:

Goal # 5: Enhance & promote economic development activity.

Objective B: Investigate formation of an Urban Renewal Agency to identify and pursue economic development projects.

BACKGROUND:

To pursue goal #5 the City Administrator has created a staff Economic Development Team (EDT) that includes Public Works Director Allan Berry, Senior Planner Sarah Seldon and City Administrator Nolan Young. This team has reviewed the document, "Best Practices for Urban Renewal Agencies in Oregon". We sent a copy of the link for this document to the council with the February 23rd City Administrator's report. Please let me know if you would like a PDF of this document. Attached is a two page summary of what Urban Renewal is. This was also sent on February 23rd.

On March 22nd the EDT and Finance Director Lesa Folger met with Urban Renewal Consultant Elaine Howard. Attach is a brief background summary on Ms. Howard (Elaine) qualifications. At the conclusion of that meeting we chose to retain the services of Elaine to help us investigate and if desired by the City Council create an Urban Renewal Agency. The City Administrator has the authority to enter into a contract for the \$1,560 to \$2,036 to do the initial investigation using funds budgeted for Economic Development studies.

We are proposing to follow the following process to consider, and if approved, create an Urban Renewal Agency.

- 1- Hold an Urban Renewal 101 (basics) joint work session with the City Council, Planning Commission, Economic Development Advisory Committee and interested stakeholders. The meeting is scheduled for April 12th at 6PM in Council Chambers. Elaine will facilitate the meeting for us. It will include:
 - Background on urban renewal and how it works.
 - Information about tax rates in Fairview and the impact of urban renewal on leveraging the city's taxes.

- Project ideas generated by city staff including a list of pertinent projects from the *Main Streets on Halsey* Plan.
 - Information on the process for adopting an urban renewal plan.
 - Map of potential urban renewal boundary.
 - Responses to questions submitted prior to the meeting.
- 2- City Council determines if it wishes to create an Urban Renewal Agency. If it does, it will adopt a non-emergency Ordinance.
 - 3- City Council creates an Urban Renewal Ad Hoc Committee to assist with the report and plan for the Agency. Membership could include EDAC, one member of the Planning Commission, a set number of additional residents or stakeholders, the Mayor and up to two additional City Councilors.
 - 4- Committee, through a public process, works with consultant and city staff to create an Urban Renewal report and plan.
 - 5- Plan goes through a public review process prior to consideration by the City Council.
 - 6- City Council adopts plan.

RECOMMENDED ACTION:

Proceed with Urban Renewal 101 work session and develop a list of questions to be addressed by the consultant at the work session.

BUDGET IMPLICATIONS:

The Urban Renewal 101 process will cost \$1,560 to \$2,036 using funds budgeted for Economic Development studies. The cost of the consultants to help us do the report and plan including a legal description for the Agency should be between \$35,000 and \$50,000. These costs can be repaid to the city by the Urban Renewal Agency once taxes are collected.

Urban Renewal and Tax Increment Financing

What is Urban Renewal?

Urban renewal is a program authorized under state law and implemented locally that allows for the concentrated use of property tax revenues to upgrade certain designated areas of a city or county. These areas are called “blighted” by state statute and typically contain sections of a city which are underdeveloped and not contributing fully to the local economy. They can have buildings which are in need of renovation, property which should be developed or redeveloped, utilities and street systems in poor repair or needing upgrading.

The underpinning theory of urban renewal is that if these properties and the surrounding infrastructure are upgraded, they will contribute more substantially to the local economy and to the property taxes which support all of the taxing jurisdictions.

How is an Urban Renewal Program Started?

For an area to be designated as an urban renewal area, a city normally completes a feasibility study to determine appropriate boundaries and to analyze the financial feasibility of the area, including the impacts on the other taxing jurisdictions. Depending on the results of the feasibility study, and input from taxing jurisdictions and the public, the city will determine whether they want to proceed with the development of an urban renewal plan. Before a plan can be adopted by a City Council, the city must first establish an urban renewal agency. The urban renewal plan and the accompanying urban renewal report document the blighting conditions in the urban renewal area which qualify it for the use of urban renewal.

An urban renewal plan establishes an urban renewal boundary, goals and objectives for the area, and outlines projects and programs which will help to improve the conditions in the area. The plan also sets a limit on the amount of money which can be used to fund these projects and programs, called a “maximum indebtedness”. The urban renewal plan is accompanied by a technical report which contains the financial feasibility analysis and projects when funding will become available to pursue projects within the area. The urban renewal plan must be adopted by the City Council.

What is the Adoption Process for an Urban Renewal Plan?

The planning for urban renewal typically involves review and input from a citizen committee and city staff. An Urban Renewal Agency will direct the preparation of an urban renewal plan. Once a draft plan is prepared, it must be circulated to the impacted taxing jurisdictions for their review and comment. The plan must be presented to the Urban Renewal Agency, Planning Commission and to the City Council. Any action by the City Council must be by non-emergency ordinance, after a public hearing is held. Notice of the public hearing must be sent to each individual household in the city.

Non-emergency ordinances can be referred to voters within 30 days of adoption.

What types of Programs or Projects are Eligible under Urban Renewal?

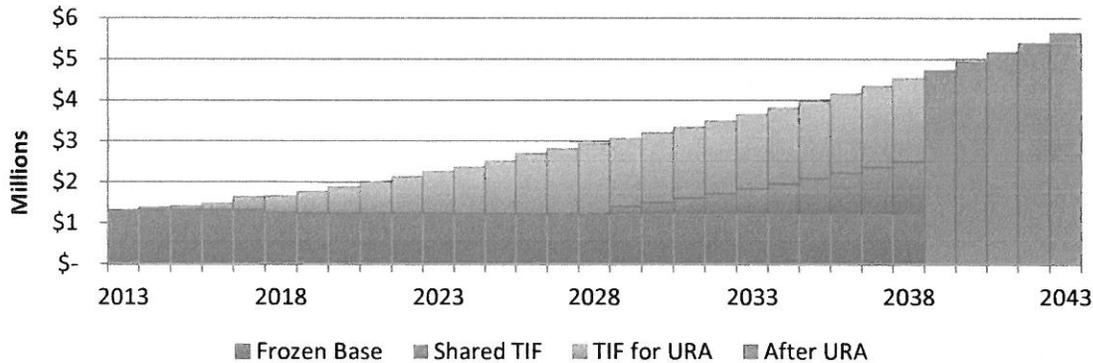
Urban renewal agencies can do certain projects or activities under an adopted urban renewal plan. These activities generally include

- Construction or improvement of public facilities including streets, utilities, parks and other public uses.
- Acquisition and improvement of property
- Participation with developers for property improvement, or the creation of jobs.
- Rehabilitation of existing buildings.

How are Urban Renewal Plans Financed?

Urban renewal is one of the few remaining tools for encouraging local economic development. It is unique in that it has its own funding source, tax increment financing. At the time an urban renewal plan is adopted, the county assessor calculates the total assessed value of the area and establishes this value as the “frozen base” for the area. Growth above the base is called the “increment”. Tax increment revenues are the property tax revenues generated off the increase in the assessed values over the frozen base (not including rates for General Obligation Bonds and Local Levies approved by voters after October, 2001). This concept is shown in the chart on the next page.

Urban Renewal Tax Revenues



How Does Tax Increment Financing Affect Overlapping Taxing Districts?

Taxing jurisdictions gain revenues through the collection of property taxes. Property tax increases come through new development and the statutory limit of 3% increase in assessed values on existing real property. During the use of tax increment financing, the permanent rate property taxes on the **growth** in assessed value in the urban renewal area are allocated to the Urban Renewal Agency and not the taxing district. The taxing jurisdictions still are able to collect the property tax revenues from the assessed value of the frozen base, but increases in revenues are allocated to the Urban Renewal Agency for use within the urban renewal area. In many urban renewal areas, that growth from new investment would not have occurred but for the use of urban renewal which has stimulated the growth. Shared TIF as shown in the chart above refers to meeting thresholds as defined in ORS 457 where TIF revenues must be shared with overlapping taxing jurisdictions.

Once an urban renewal area is terminated, there generally will be an increase in property tax revenues to all taxing jurisdictions. This increase of property tax revenue is a result of the ability to

concentrate funding in a specific area, encouraging the area to develop properly.

How Does Tax Increment Financing Affect Property Tax Payers?

Most property tax payers will **not** see an increase in property taxes as a result of a new urban renewal area. If there is an increase, it is due to bond or local option levies which were adopted prior to October of 2001 and are still collecting revenues. There are very few local option levies still in existence that were issued prior to October 2001. These impacts are typically VERY small. However, once an urban renewal plan is adopted in an urban renewal area, tax payers within that area will see a line item on their property tax statements for urban renewal. This can be quite confusing because even if you are not physically located in the area, you will see an indication of the impact of urban renewal on your property tax bill. Your overall tax bill does not increase, but the allocation of revenues received from your payment is changed as a portion of that payment now goes to urban renewal. This is called "division of taxes" and is the administrative way that assessors must show the calculation of the tax increment revenue.

Elaine Howard, Elaine Howard Consulting, LLC

Elaine Howard is the principal of Elaine Howard Consulting, LLC. Her business has focused on urban renewal for the past 11 years, and was established in 2006 with the goal of working with localities to help them realize their visions of creating vibrant communities. Elaine has valuable expertise in the development field, which strengthens her ability to work with clients on designing tools to implement their development plans. For the past six years, Elaine has concentrated on the area of urban renewal where she has assisted communities in the drafting of new urban renewal plans as well as completing urban renewal feasibility studies and amending existing urban renewal plans. In the past, Elaine was a project manager at the Portland Development Commission, the City of Portland's urban renewal agency, and was the owner of a private development company. She is now is the principal of Elaine Howard Consulting, LLC.



Elaine is well-versed in the technical side of urban renewal and in urban renewal practices and is able to provide sound advice to her clients.

She is a co-author of the Association of Oregon Redevelopment Agencies (AORA) Best Practices Manual and a co-author of the AORA 2012 History Update. She has presented information on urban renewal at the League of Oregon Cities (2012, 2015), AORA (2012), Oregon Economic Development Association 2012 May meeting, Oregon Main Street (2011), and the National Council of Development Agencies Meeting in Portland (2010), Oregon City and County Mangers Association (2015).

Elaine is recognized for her clear communication style. Having grown up in a small town (Grants Pass), Elaine is able to understand how smaller communities work. Even though she comes in as an "outsider" she is quickly accepted as someone who can understand the values of a community. Many times after a presentation on urban renewal, people will approach Elaine and say, "now I understand how urban renewal works."

Elaine Howard Consulting has worked in collaboration with other consultants on the following Amendments, Plans, and Feasibility Studies, some of which are underway at this time:

Fairview Urban Renewal Discussion

Urban Renewal Feasibility Studies:

2017 Creswell
2015 Grants Pass
2015 Klamath Falls
2015 Milwaukie
2014 Wilsonville Coffee Creek
2012 Brookings Airport
2012 Gold Beach
2012 McMinnville
2011 Lake Oswego Foothills
2011 Lake Oswego Lake Grove
2011 Hood River Heights Business District
2011 Ashland Downtown
2011 Ashland Croman Mill
2010 Wood Village
Beaverton
Boardman - Central
Hood River Waterfront
Milwaukie
Salem - South Waterfront
Sweet Home

New Urban Renewal Plans:

2017 Turner Downtown
2017 Banks Downtown
2017 Klamath Falls Spring Street
2016 Wilsonville Coffee Creek
2016 Grants Pass Downtown
2016 Tigard Triangle
2016 Milwaukie Downtown
2016 Coffee Creek - Wilsonville
2015 Newport Northside
2015 Newport Port
2014 La Pine
2013 Wilsonville TIF Zones – (6 plans)
2012 Lake Oswego Lake Grove Village
Center
2012 Lake Oswego Foothills
2012 McMinnville
2012 Gold Beach
2011 Hood River Heights Business District

Albany - Oak Creek
Bend - Murphy Crossing
Bend - Deschutes County Bend Municipal
Airport
Boardman - Central
Carlton
Hood River Waterfront
Hood River County - Windmaster
Lebanon - North Gateway
Lowell - Downtown
Salem - South Waterfront
Wood Village

Substantial Amendments:

2017 Coos County
2016 Tigard
2015 Lake Grove Village Center
2015 Sandy Urban Renewal Area
2015 Harrisburg Urban Renewal Area
2014 Portland Development Commission:
Central Eastside and North Macadam
2014 Lincoln City Year 2000
2012 Lebanon NW Urban Renewal Area
201-12 Sherwood Urban Renewal Area
2011 Keizer North River Road
2011 Tillamook Urban Renewal Area
2011 Bandon Area One Urban Renewal Area
Downtown Waterfront (Portland
Development Commission, (PDC))
Lents Town Center (PDC)
South Park Blocks (PDC)
Interstate Corridor (PDC)
Oregon Convention Center (2) (PDC)
Lincoln City Year 2000 Plan
Astoria - Astor East (2 amendments)
Milton-Freewater Urban Renewal Area
Philomath Urban Renewal Area
The Dalles Urban Renewal Area
Coos Bay - Downtown Urban Renewal Area
Coos Bay - Empire Urban Renewal Area

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AGENDA STAFF REPORT

MEETING DATE	AGENDA ITEM #	REFERENCE NUMBER
April 4, 2018	Work Session #3	2018-31

TO: Mayor and City Council
FROM: Nolan K. Young, City Administrator
DATE: March 29, 2018

ISSUE:

Discuss level of detail for utility rate review.

RELATED COUNCIL GOALS:

*Goal #6 Promote City's Long-Term Financial Stability:
Objective A: Complete Utility Rate Review.*

PREVIOUS AGENDA STAFF REPORTS:

Utility rates were discussed at the Council's February 21st work session. There was no advance staff report. We have attached to this report the spread sheets handed out at the meeting and an excerpt of the minutes.

BACKGROUND:

The next step in the utility rate review is to prepare a report and recommended rate increase. When the last increase was considered in 2016 the City Council requested detailed information prior to any new rate increase. We have been attempting to do this work in house. Attached is an introductory page for the report that identifies the information we are considering to develop.

At the meeting we will present the work we have completed to date on the Water Fund and request input from the Council on the level of detail they desire to assist in considering a rate increase for FY 2018-19. We hope to bring a rate increase recommendation to the City Council on May 2nd, considerer adoption on May 16th and implementation on July 1st.

WATER FUND

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>
SDC Beginning Balance	432,482				
Beginning Balance Total	1,936,897	1,809,828	1,364,130	871,166	101,612
Revenue	1,252,901	1,252,901	1,252,901	1,252,901	1,528,539
Bond Proceeds	0	0	0	1,400,000	
Total Resources	3,189,798	3,062,729	2,617,031	3,524,067	1,630,151
Personnel	494,414	511,718	544,980	564,054	600,718
Materials and Services	550,316	566,825	583,830	601,345	619,386
Equipment Replacement	10,800	25,088	25,088	25,088	25,088
Facility Maintenance	3,000	3,000	3,000	3,000	3,000
Debt Payments	39,967	39,967	39,967	39,967	144,967
Total non-capital expenses	1,098,497	1,146,599	1,196,865	1,233,455	1,393,159
Available for capital projects	154,404	106,302	56,036	19,446	135,381

NOTES:
 Personnel:
 PERS adjustment every other yr.
 3.5 % 18-19 & 20-21
 6.5 % 19-20 & 21-22
 M/S: 3%
 Debt: \$1.4 Million for 20 yrs.
 at 4% interest
 Contingency= 10% Personnel/M&S

Capital Improvements	177,000	552,000	549,000	2,189,000	212,000
Contingency	104,473	107,854	112,881	116,540	122,010
Ending Fund Balance	1,809,828	1,364,130	871,166	101,612	24,993

Alt. #1 Rate Increase 22.00%
 Additional Revenue Generated 275,638

Alt. #2 Rate Increase 3.00%
 Additional Revenue Generated 37,587
 Available for capital projects 38,715
 Ending Fund Balance 39,876
 16,993
 136,671

Alt. #3 Rate Increase 4.00%
 Additional Revenue Generated 50,116
 Available for capital projects 52,121
 Ending Fund Balance 58,149
 16,185

SEWER FUND

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>
SDC Beginning Balance	666,316				
Beginning Balance Total	2,698,799	2,828,165	2,912,640	1,893,545	1,042,432
Revenue	2,160,844	2,160,844	2,160,844	2,160,844	2,160,844
Bond Proceeds	0	0	0	0	0
Total Resources	4,859,643	4,989,009	5,073,484	4,054,389	3,203,276
Personnel	393,248	407,012	433,467	448,639	477,800
Materials and Services	1,136,403	1,170,495	1,205,610	1,241,778	1,279,032
Equipment Replacement	12,948	12,948	12,948	12,948	12,948
Facility Maintenance	3,000	3,000	3,000	3,000	3,000
Debt Payments	232,914	232,914	232,914	228,592	0
Total non-capital expenses	1,778,513	1,826,369	1,887,939	1,934,957	1,772,780

NOTES:
 Personnel:
 PERS adjustment every other yr.
 3.5% 18-19 & 20-21
 6.5% 19-20 & 21-22

M/S: 3%
 Contingency=10% Personnel/M&S

Available for capital projects	382,331	334,475	272,905	225,887	388,064
Capital Improvements	100,000	250,000	1,292,000	1,077,000	385,000
Contingency	152,965	157,751	163,908	169,042	175,683
Ending Fund Balance	2,828,165	2,912,640	1,893,545	1,042,432	1,045,496

Alt. #1 Rate Increase
 Additional Revenue Generated

STORM WATER FUND

	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
SDC Beginning Balance	176,083	925,927	424,839	-597,369	-1,542,775
Beginning Balance Total	1,120,098	597,693	597,693	597,693	597,693
Revenue	597,693	597,693	597,693	597,693	597,693
Bond Proceeds	0	0	0	0	0
Total Resources	1,717,791	1,523,620	1,022,532	324	-945,082
Personnel	319,921	331,118	352,641	364,983	388,707
Materials and Services	278,228	286,575	295,172	304,027	313,148
Equipment Replacement	5,900	25,088	25,088	25,088	25,088
Facility Maintenance	3,000	3,000	3,000	3,000	3,000
Debt Payments	0	0	0	0	0
Total non-capital expenses	607,049	645,781	675,901	697,099	729,943
Available for capital projects	-9,356	-48,088	-78,208	-99,406	-132,250
Capital Improvements	125,000	453,000	944,000	846,000	2,507,000
Contingency	59,815	61,769	64,781	66,901	70,186
Ending Fund Balance	925,927	424,839	-597,369	-1,542,775	-4,182,025
Recommended Rate Increase		0.00%			
Additional Revenue Generated		0	0	0	0
Alt. #2 Rate Increase		9.00%			
Additional Revenue Generated		53,792			
Available for capital projects		5704			
Ending Fund Balance		478631			

NOTES:

Personnel:

PERS adjustment every other yr.

3.5 % 18-19 & 20-21

6.5 % 19-20 & 21-22

M/S: 3%

Contingency=10% Personnel/M&S

*a 9% increase would be 86 cents per month on a residential bill
a 1% increase for an average monthly bill

Mr. Prom replied part of the process is listen to neighborhood input. He would listen to all sides. He would disclose his prior opposition to the development. His understanding is the interpretation of the code is debatable and would be vetted through the process. He would make a final decision based on code criteria.

3. UTILITY RATE REVIEW

CA Young reviewed a draft utility rate summary. (*Exhibit C*) He clarified the information is illustrative and not a recommendation. The capital improvement project (CIP) plans are included in the projections.

In reviewing the water fund, CA Young noted the increase in FY20-22 capital improvements is for well #10. Mayor Tosterud inquired if a small incremental increase should be factored in to meet inflation for staff and materials. CA Young answered he does not recommend an increase this July 1. Would defer because the impact of the SDC waiver and increased use and revenue from potential new development is not factored in. He presented this information to give Council a snapshot of the utility funds to help them in their decision making for financing the Public Works shop. He also noted the policy is to review utility rates every two years.

During review of the sewer fund, CA Young noted the debt for the Gresham sewer expansion will be paid off in FY21-22. Director Berry commented he has not heard any discussion about any new bonds. CA Young remarked there is no recommendation to increase the sewer fund rate.

Mayor Tosterud inquired about looking beyond the five year projections. Director Berry commented the Sandy Blvd. trunk is in the 10 year plan. The Interlachen sewer line is covered within the existing projections and will not require additional debt. Mayor Tosterud queried if they should consider a small incremental increase to save for the Sandy Blvd. project.

When reviewing the storm water fund, CA Young pointed out operating expenses exceed revenue. Reserves are used to balance the fund. No capital improvement projects are included in the projections. Director Berry explained the storm water capital improvement plan is in flex. They are working on completing the storm water modeling over the next few months. The modeling will help determine how Fairview Creek will handle new development and aide in determining the CIP project list.

Councilor Cooper commented the fund should at minimum be made whole. CA Young concurred the rates should cover the costs. Council supported a conservative approach to turn the negative growth trend.

CA Young reiterated this is an informative snapshot of the utility funds. He requested Council consider and share with him the level of detail they would like to see included in the official utility rate review.

4. REVIEW PUBLIC WORK SHOP FINANCING OPTIONS

CA Young summarized Council set the project maximum at 2.5 million. The two options being discussed for financing the project are a general obligation bond and public work facility fee to be billed with the utility bill. He noted with the new tax code the savings to tax payers paying the bond with their property tax may not have as significant of an impact as pre amended tax code.

He shared the GO bond would go to the voters. Since it is part of the general election there would be no cost for the election. The facility fee would be through a full/faith and credit bond that Council has the authority to enter into. He noted staff did look into a grant opportunities; the shop did not qualify. He is not aware of other grant opportunities; if Council finds an option they would like researched, staff will be happy to do so.



AGENDA STAFF REPORT

MEETING DATE	AGENDA ITEM #	REFERENCE NUMBER
April 4, 2018	Work Session #4	2018-32

TO: Mayor and City Council
FROM: Devree Leymaster, City Recorder
THRU: Nolan K. Young, City Administrator
DATE: March 29, 2018

ISSUE:

Council-Created Advisory Committee (CCAC) work plans for Fiscal Year 2018-2019.

BACKGROUND:

The City Council held a special work session on February 10 dedicated to drafting goals and objectives for the next fiscal year. At their March 7 meeting, Council adopted Fiscal Year 2018-19 Goals and Objectives. A list of Tasks Associated with Goals was also created and documented; though not formally adopted.

The next step is for Council to create CCAC work plans. Per FMC 2.14.030, Council is to present an annual work plan to each CCAC for the fiscal year. This will formalize the requests of Council and provide clear direction to the CCAC.

To facilitate and incorporate feedback from each of the committees in the work plan discussion; the City Recorder sent an email to staff liaisons requesting each committee include a work plan discussion on their meeting agenda or work with the committee chair to prepare a list of proposed projects, so the council liaisons are prepared to share the information at the April 4 work session discussion.

For reference the adopted Council Goals and Objectives, and associated Tasks for FY 2018-19 and CCAC work plans for FY 2017-18 are attached.

The adoption of the CCAC work plans for FY2018-19 is tentatively scheduled for April 18. Council will have an additional opportunity to propose changes or additions at this time.



CITY COUNCIL GOALS: FISCAL YEAR 2018–19

Goal #1: Improve pedestrian and bicycle access and safety.

- *A. Complete design including cost estimates, and pursue construction funding for narrow railroad bridge undercrossing on NE 223rd Avenue north of Sandy Boulevard.
- B. Develop a plan for completing the sidewalk connection between Village Street and Halsey

Goal #2: Enhance service levels of public safety programs.

(No Objectives for FY 2018-19; see Tasks)

Goal #3: Increase recreational & park opportunities for all residents of Fairview.

- A. Pursue growth of East County Recreation program & look for opportunities to enhance funding.
- B. Identify and pursue opportunities to enhance and expand community events.

Goal #4: Maintain and enhance the City's public infrastructure in a cost efficient manner.

- A. Complete Reservoir #1 rehabilitation.
- B. Pursue plan to design, fund and build new PW shop facility.
- C. Complete pre-design for Well #10.

Goal #5: Enhance & promote economic development activity.

- *A. Commence implementation of recommendations from the Main Streets on Halsey Project and investigate feasibility of operating a trolley on Halsey.
- *B. Investigate formation of an Urban Renewal District to identify and pursue Economic Development projects.
- *C. Develop a program to recruit targeted businesses to the community.
- *D. Encourage Village Street development.
- E. Investigate use of Power Transmission Property along Fairview Parkway north of Halsey for public use (i.e.; dog-park, park, trolley station & ride, trails).
- F. Consider future direction of Development Incentive.
- G. Investigate use of art projects to enhance community's uniqueness and create economic development (i.e.; freeway overpass, gateway, Halsey)

Goal # 6: Promote City's long-term financial stability.

- A. Complete utility rate review.

Goal #7: Work with other local, regional and state organizations to enhance the community.

- *A. Identify and pursue opportunities to consolidate public services with other area providers.
- B. Actively participate in the Columbia River levee recertification and governance process.
- C. Identify and pursue opportunities to enhance and increase the use of social media.

* High priority.



TASKS ASSOCIATED WITH CITY COUNCIL GOALS: FISCAL YEAR 2018– 19

Goal #1: Improve pedestrian and bicycle access and safety

- A. Work to move 223rd Street roadway improvements, from Halsey to Sandy, forward on area (EMCTC) County and Regional (JPACT) plans.
- B. Continue implementing the sidewalk policy for Historic Fairview.

Goal #2: Enhance service levels of public safety programs.

- A. Continue to identify community outreach opportunities to build community-police relationships to increase levels of trust and cooperation and support crime prevention efforts.
- B. Update Emergency Response Plan information, create leadership checklist tool and plan an emergency preparedness exercise.
- C. Support MCSO's HOPE team to impact community livability by reaching out to the homeless and create ongoing solutions.

Goal #3: Increase recreational & park opportunities for all residents of Fairview.

- *A. Complete year two and implement phase three of the Lake Shore Park improvement plan.
- *B. Develop plan and complete the engineering for restroom(s) (with utilities) at Salish Ponds.
- *C. Consider future options for Heslin House maintenance & jail restoration.

Goal #4: Maintain and enhance the City's public infrastructure in a cost efficient manner.

- *A. Review Five Year Capital Improvements Plan and consider in FY 2018-19 budget process.

Goal #5: Enhance & promote economic development activity.

- A. Review business marketing packet.
- B. Work on community parking issues, including code standards and parking in the Village and other congested areas.

Goal # 6: Promote City's long-term financial stability.

- A. Complete five year financial projections.
- *B. Review service & SDC fees.

Goal #7: Work with other Local, Regional and State Organizations to enhance the community.

- A. Collaborate with Reynolds School District (RSD) to enhance local K-12 education system.
- *B. Continue current resource commitment to Code Enforcement.
- C. Investigate and consider adoption of a rental property standards code similar to Gresham.
- D. Use volunteers to create articles on Fairview's history for inclusion in newsletter and to display at community events.
- *E. Display historic pictures at City Hall.

*Will be considered during FY 2018-19 Budget process.

FY 2017-2018 Council-Created Advisory Committee Work Plans (June 1, 2017 – June 30, 2018)

Arts & Community Events Advisory Committee (ACEAC)

Liaison: Councilor Barton Mullins

- Continue coordination of the following events with at least two HEAL elements.
 - Flicks in the Parks – July & August 2017
 - Veterans Day Recognition – November 2017
 - Christmas Tree Lighting – December 2017
 - Easter Egg Hunt – April 2018
- Host an art activity at Fairview on the Green – August 2017
- Explore Planning/Implementing an event to celebrate Fairview's Anniversary (110 years) – May 2018
- Explore/Develop Art Mural Program for Council approval.
- Explore expanding ACEAC's objectives to include Heritage & Culture.

Economic Development Advisory Committee (EDAC)

Liaison: Mayor Tosterud

- Provide support to plan implementation of recommendations for Halsey Corridor project. (Council Objective 5A)
- Review and provide recommendations for proposed municipal or development code amendments that may impact businesses or economic development.

Parks & Recreation Advisory Committee (PRAC)

Liaison: Councilor Voruz

- Continue assistance with the implementation of year 2 of the Lakeshore Park improvement plan. (Council Objective 3A)
- Continue support of the Recreation Program. (Council Objective 3B)
- Continue working with ODF&W on stocking schedules for the West Salish Pond and monitoring impacts to park.
- Evaluate and recommend design plan for restroom facilities (with utilities) at Salish Ponds. (Council Objective 3C)
- Evaluate and recommend design for fish cleaning station(s) at Salish Ponds.
- Identify location and design recommendations for an Off Leash Dog Park.
- Evaluate process to consolidate *Nechocokee* Park and Handy Park.
- Restore Heslin House Jail. Coordinate with the East County Historical Organization. Bring plan options to Council. (Council Objective 3D)

Public Safety Advisory Committee (PSAC)

Liaison: Councilor Forsythe

- Identify community and neighborhood groups to provide targeted outreach; facilitation for community organization, communication, and disaster planning. (Council Objective 2C)
- PSAC and staff coordination with Multnomah County Emergency Management to support community outreach regarding emergency/disaster preparedness. (Council Objective 2D)
- PSAC presence at City of Fairview functions/events to promote disaster planning and awareness (at the personal and neighborhood levels). (Council Objective 2C)
- Support of City of Fairview sponsored events to promote community cohesiveness such as Fairview on the Green and National Night Out. (Council Objective 2C)
- Provide input to City Council regarding forthcoming proposal to consolidate police services with Multnomah County Sheriff's Office. (Council Objective 2A)



Memorandum

TO: Mayor and City Council
FROM: Devree Leymaster, City Recorder
THRU: Nolan Young, City Administrator
DATE: February 14, 2018
RE: Social Media Discussion

Recently staff established a City of Fairview facebook page and twitter account.

<https://www.facebook.com/CityofFairviewOR/>

<https://twitter.com/FairviewOR>

All information being posted to these accounts is available via the City of Fairview website and all postings lead the user back to the city website for additional information. In essence, facebook and twitter is being used as an extension of the city website. At this time posts and tweets are being done manually. Staff is researching and learning how to use website tools and other options to integrate and synchronize the posts and tweets automatically. Public records requirements are being handled at the website level.

Currently a user may not post on the city's facebook page, but they do have the ability to comment on a post. Though the types of posts are informational and are not prompting dialogue. To date comments received include "thank you". Staff is notified via email any time a comment is made.

The future of social media and the city? Social media is a dynamic, engaging platform to share a message and provide information. To evolve the city's social media presence beyond the extension of the city website will require some logistical resources and considerations. Users expect frequent, concise, accurate and engaging information with quick responses. If the goal is to prompt user communication and engagement than we need to be mindful that users response/comments (content) may not be regulated outside of violating terms of a policy. Items to consider include:

Staff Resources-

Who will create the material?

Who will take and format digital photos?

Who will post and monitor content?

Who will be authorized to respond and communicate with users?

Public Record Requirements-

Contract with a social archiving company i.e. Smarsh (estimated cost \$129 to \$179 per month depending on level and features and one-time implementation \$500)

Expand Social Media Platforms-
Instagram, Snapchat, Blog, etc.

Social media offers many platforms and tools. This discussion item is for Council to discuss and communicate how and at what level they would like to see social media evolve and how they foresee the social media “tool box” being used in correlation to the staff and financial resources that would need to be allocated.

**MINUTES
CITY OF FAIRVIEW
CITY COUNCIL**

March 21, 2018

Council Members

Ted Tosterud, Mayor
Cathi Forsythe
Mike Weatherby
Keith Kudrna
Lisa Barton Mullins
Natalie Voruz
Brian Cooper

Staff

Nolan Young, City Administrator
Allan Berry, Public Works Director
Lesla Folger, Finance Director
Harry Smith, Police Chief
Heather Martin, City Attorney
Devree Leymaster, City Recorder

WORK SESSION (6:00 PM)

1. DISCUSS DEVELOPMENT INCENTIVE PROGRAM EXTENSION/AMENDMENTS

City Administrator Young shared that Exhibit A of Resolution 22-2018 has the amended time extension text as directed by Council at the last meeting. Mayor Tosterud commented on the wordiness of the proposed amendment and the lack of clarity in the language. He proposed the language be simplified and more concise.

Councilor Cooper requested an estimate for the current applications likely to meet the deadline. Director Berry replied they are on track to waive approximately four million. CA Young shared that the increased property tax revenue for those properties would be approximately \$160,000 annually.

Councilor Cooper questions if this is fiscally responsible; understanding that this is citizen money. They know there are significant capital improvement projects in the near future in which SDC funds could be used i.e. Public Works facility, Sandy Blvd. trunk line, etc.

Mayor Tosterud commented if the properties are not developed, then property tax revenue does not grow. Look beyond today and into the future; the city needs to grow. Councilor Voruz shared her concern for the lack of housing and commented encouraging development, including housing, will impact rents. Council President Weatherby remarked it is important to grow the community and the services available; need to work with developers so they are able to build.

Councilor Kudrna commented there is a lot of active construction in East County. Developers have known about the programs deadline for two years. He does want to work with developers; but the city is using reserves to do business i.e. storm water. He questioned why the program has to be all or nothing; why not more balanced to benefit each side.

Audience members Dean Hurford and Lynn Woods, local business owners/developers, shared some of their thoughts. Local developers are now feeling the market confidence to make the investments in development. The incentive program may be the reason a developer is able to move forward with a project. Their request is for Council to extend the program through December 31, 2018 to give property owner/developers with projects time to get through the application and land use process. They agreed the proposed amendments could be simplified and proposed removing the pre-app and application language and just referring the land use approval. The application process is outlined in the municipal code and is a given.

Mr. Hurford, in the spirit of compromise, would support removing the 0.75% building valuation permit credit from the program. He understands that this is labor intensive for staff to track and for the developer the “true” credit is an unknown until the end. Director Berry explained how the potential

credit is determined and the staff labor required to track the detailed information required to calculate the credit.

CA Young summarized three options that emerged from the discussion: 1) Application submitted by June 30, 2018, land use approval by December 31, 2018, and building permit application submitted by June 30, 2019; 2) land use approval by December 31, 2018 and building permit application submitted by December 31, 2019; and 3) no extension.

Council supported option one. Mayor Tosterud pulled the item from Council Business and proposed staff rewrite the section and the item be considered for adoption at the April 4 meeting. Council concurred. Council also supported removing the section regarding the building valuation permit credit and directed staff to include the change in the rewrite.

2. SOCIAL MEDIA DISCUSSION

Deferred due to time.

COUNCIL MEETING (7:00 PM)

1. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

2. CITIZENS WISHING TO SPEAK ON NON-AGENDA ITEM

Mr. Steve Prom, Fairview, OR spoke about parking and that customers want to be able to park close to the business there are visiting. The Ceeley project would have a significant impact on parking. He commented the Council held a March 7 executive session; following which the application process for the Ceeley project was identified as a Type 1 process, which does not require Planning Commission approval. He asserted that Council did not have the courage to stand firm and require the project be a Type III process due to the fear of being challenged in a law suit. He implied the applicant/developer's support of Mayor Tosterud during the election swayed Mayor Tosterud to support the Type I process. He asserted that the citizens should not have to go to the Land Use Board of Appeals (LUBA), but that the Council should be standing up for its constituents.

Mayor Tosterud stated his affiliation with the applicant regarding the election was asking permission to post an election sign on his property; which he approved.

Councilor Kudrna stated Council is not able to share the facts presented during a work session and believes Council made the right decision for the city; and stands by that decision.

Councilor Barton Mullins commented that Mr. Prom was out of line and that Council presented with all the information, made the best decision with the information they had; looking out for all of the citizens.

3. CONSENT AGENDA

a. Minutes of March 7, 2018

b. Appoint Building Official: Resolution 14-2018

Councilor Cooper moved to approve the consent agenda and Councilor Barton Mullins seconded. The motion passed unanimously.

AYES: 7

NOES: 0

ABSTAINED: 0

4. PRESENTATION

a. Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2017
Rob Tremper, Dickey and Tremper, LLP presented the findings of the annual financial audit. He reported they issued a clean audit; the financial statements are reported materially correct for the various opinion units. He commented staff was well prepared for the audit and noted the improvements in utility billing and capital asset reporting. Mr. Tremper shared the three areas that required major estimation: depreciation expense, allowance for doubtful debt, and the actuary liability for PERS. He remarked no material corrections were needed, but there was one deficiency reported regarding the Halsey Corridor Grant. There were some difficulties with the administrative requirements. Most have been corrected and the city is in compliance with the grant.

Council President Weatherby requested they provide a report that is easier to read and not so technical. Mr. Tremper replied government accounting standards have increased and they are required to provide the information in the report. He will take it under advisement and see what may be done in the future.

b. Public Safety Advisory Committee (PSAC) Update

Russell Williams, Chair acknowledged Chief Smith and Councilor Forsythe for their assistance and support with PSAC. He reported PSAC will continue to attend city events and distribute emergency preparedness information. They are working to schedule more emergency related seminars i.e. first aid seminar. They are also working on formalizing a Citizen Radio Program. Mr. Russell commented on the free Shredding Event on April 7 at City Hall. Up to two banker boxes per house hold will be accepted for shredding. Donations for the Oregon Food Bank will also be accepted.

Councilor Barton Mullins proposed identifying leaders in each area, or neighborhood, to be a liaison to citizens should there be a disaster/emergency. Mr. Williams replied PSAC is working to set up Neighborhood Watch Programs. Through that process a neighborhood leader could be identified.

5. CITY ADMINISTRATOR AND DIRECTOR REPORTS

Chief Smith presented the January and February MCSO reports. He noted they are maintaining the 60% self-initiated vs. 40% call response and the response time for priority one and two calls is reduced. He reported two speed studies were conducted, due to concerns of speeding. The study results indicated there is not a speeding problem. They did find one stop sign in the Village that is frequently missed. Most who ran the stop sign lived in the Village. The agreement with Home Forward has been finalized and two deputies have been assigned as primary liaisons.

Mayor Tosterud inquired about the fire at Fairview Elementary. Chief Smith answered the fire was in the new building under construction. It was on the roof and appears to be accidental. There were no injuries.

6. MAYOR/COMMITTEE REPORTS AND COUNCIL REPORTS

Councilor Barton Mullins shared the East Metro Economic Alliance (EMEA) is hosting a Prosperity Forum on May 4 at the Rockwood Boys and Girls Club from 9AM to 2PM. This will be a hands-on round table event and an opportunity to talk about East County as a whole. Everyone is invited.

Councilor Kudrna reported the PW Shop Design Build Committee selected one of the two contractors interviewed, and they are working on finalizing a contract. He commented on attending the 2018 State of the County Address at Reynolds High School.

Council President Weatherby noted the East County Recreation Board is making progress and the program is continuing to grow. He commented he has not heard anything from the East County Historical Organization (ECHO) and requested staff provide contact information so he may reach out.

Councilor Voruz asked for a Lakeshore Park update. Director Berry replied the bank stabilization is in process. The plants arrive Friday and a community planting is scheduled for Saturday. The play elements are tentatively scheduled to be installed late spring.

Councilor Cooper shared the ideas the Arts & Community Events Advisory Committee (ACEAC) has for Fairview's birthday celebration in May. The proposal is for three events: one focused on business; one on youth/family activities; and a social at city hall. He reported attending the recent Metro Policy Advisory Committee (MPAC) meeting. He noted they have strong opinions about transportation in the Metro area.

Mayor Tosterud reported attending the 2018 State of the County Address at Reynolds High School. He noted he will attend his first meeting with the Multnomah County Health Advisory Board tomorrow.

7. COUNCIL BUSINESS

- a. Amend FMC Chapter 2.17 Renaming the Arts & Community Events Advisory Committee:
ORD 2-2018

CR Leymaster read the first reading of the ordinance by title. There was no additional information to report.

- b. Amend Development Incentive Program: Resolution 22-2018

Mayor Tosterud deferred to April 4, 2018.

8. PUBLIC HEARING

- a. Amend FMC Title 18 Designating Planning Commission as the Historic Review Board:
ORD 1-2018

CR Leymaster read the second reading of the ordinance by title Mayor Tosterud opened the public hearing. There was no comment. Mayor Tosterud closed the public hearing.

Council President Weatherby moved to approve Ordinance 1-2018 and Councilor Barton Mullins seconded. The motion passed unanimously.

AYES: 7
NOES: 0
ABSTAINED: 0

- b. Amend FMC Chapter 2.17 Renaming the Arts & Community Events Advisory Committee:
ORD 2-2018

CR Leymaster read the second reading of the ordinance by title Mayor Tosterud opened the public hearing. There was no comment. Mayor Tosterud closed the public hearing.

Councilor Barton Mullins moved to approve Ordinance 2-2018 and Councilor Cooper seconded. The motion passed unanimously.

AYES: 7
NOES: 0
ABSTAINED: 0

9. ADJOURNMENT

Councilor Barton Mullins moved to adjourn the meeting and Councilor Cooper seconded. The motion passed, and the meeting adjourned at 7:58 PM.

AYES: 7
NOES: 0
ABSTAINED: 0

EXECUTIVE SESSION

Council convened into Executive Session under the authority of 192.660(2)(i) - Evaluation of Employment Related Performance of a Chief Executive Officer at 8:06 PM.

Devree Leymaster
City Recorder

Ted Tosterud
Mayor

Date of Signing

A complete recording and/or video of these proceedings is available.
Contact the City of Fairview City Recorder Office, 1300 NE Village St., Fairview, OR 97024, (503) 674-6224.



AGENDA STAFF REPORT

MEETING DATE	AGENDA ITEM #	REFERENCE NUMBER
April 4, 2018	2.b.	2018-14

TO: Mayor and City Council
FROM: Heather Martin, City Attorney
DATE: March 29, 2018

ISSUE:

City Administrator Nolan Young's Employment Contract with the City of Fairview expired on January 24, 2018. The City Council and City Administrator Young have expressed interest in entering into a new contract.

The original contract was extended through April 4, 2018.

BACKGROUND:

The proposed Employment Contract includes the following key terms:

- **Term:** Four years. The contract would expire in January 2022.
- **Severance:** If the City Council terminates the contract without cause, City Administrator Young would be entitled to six months' salary and COBRA continuation coverage as severance.
- **Salary:** City Administrator Young's annual base salary would be \$129,000 retroactive to January 25, 2018.
- **Evaluation:** The City Council will conduct an interim evaluation in July 2018 and an annual performance evaluation on City Administrator Young at the end of 2018.

RECOMMENDED ACTION:

Adopt Resolution 13-2018 authorizing Mayor Ted Tosterud to execute the Employment Contract with Nolan Young.

ATTACHMENTS:

Exhibit A – Final City Administrator Contract – Young



RESOLUTION
(13-2018)

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF FAIRVIEW
APPROVING AN EMPLOYMENT CONTRACT WITH NOLAN YOUNG AS CITY
ADMINISTRATOR**

WHEREAS, the Fairview City Council has met and determined it would like to enter into a new employment contract with Nolan Young to continue serving as the City Administrator; and

WHEREAS, the Council desires to enter into an employment agreement with Nolan Young, effective January 25, 2018, for the position of City Administrator for the City of Fairview and Nolan Young has agreed to the terms of the contract as presented.

NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS FOLLOWS:

Section 1 The Fairview City Council hereby approves the employment contract between the City of Fairview and Nolan Young substantially in the form attached hereto as Exhibit A and directs and authorizes the Mayor to enter into the agreement.

Section 2 This resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 4th day of April, 2018.

Mayor, City of Fairview
Ted Tosterud

ATTEST

City Recorder, City of Fairview
Devree Leymaster

Date

EMPLOYMENT CONTRACT
between
THE CITY OF FAIRVIEW, OREGON
And
NOLAN YOUNG

THIS EMPLOYMENT CONTRACT entered this ____ day of February, 2018 is between the CITY OF FAIRVIEW, OREGON (CITY) and Nolan Young (EMPLOYEE).

FINDINGS

- a. CITY and EMPLOYEE desire a written contract creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstandings, and
- b. CITY and EMPLOYEE mutually agree as follows:

SECTION 1. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. CITY employs EMPLOYEE as City Administrator and EMPLOYEE accepts this position. EMPLOYEE understands and agrees that they are for all purposes an at-will employee.
- B. The authority of EMPLOYEE, consistent with state law, the Fairview City Charter and ordinances, includes the following:
 - 1. overall management, administration and direction of City operations;
 - 2. hiring, disciplining and firing of all City employees and agents except Municipal Judge and City Attorney;
 - 3. negotiation, execution and administration of City contracts within budget appropriations under state and City law;
 - 4. providing advice to the City Council and other City officials;
 - 5. providing to each Council member (on not less than a bi-monthly basis) a written report of activities, matters and other concerns affecting CITY'S interests, including matters affecting each City Department;
 - 6. meetings with all department heads (on not than less than a bi-monthly basis) and meetings (at least quarterly) with all City staff;
 - 7. maintaining open communications with the community to foster both responsive and courteous public service; and
 - 8. such other duties as the City Council may assign.
- C. The Mayor and other members of the City Council will direct concerns and communications to the administration through the City Administrator. EMPLOYEE will respond promptly to all inquiries from the City Council whether made individually or collectively.

SECTION II. TERM.

- A. This Contract is effective January 25, 2018 (Effective Date) and continues for a period of four years until January 25, 2022 when it expires unless sooner terminated under this Contract. In the event this Contract expires, neither party will have any further obligations or responsibilities under this Contract and no severance will be due. In the event the Council will not renew the Contract, Council agrees to provide sixty (60) calendar days written notice to EMPLOYEE before expiration.

- B. Nothing in this Contract prevents, limits or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE at any time, subject only to the provisions below.
- C. Nothing in this Contract is meant to prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with CITY, subject only to the limitations below.
- D. EMPLOYEE agrees to remain in the exclusive employ of CITY during the term of this Contract. .

SECTION III. TERMINATION AND SEVERANCE.

- A. Termination Without Cause. This Contract may be terminated by either CITY or EMPLOYEE for any reason whatsoever upon giving thirty (30) calendar days written notice to the other.
- B. Termination For Cause. EMPLOYEE's employment with CITY may be terminated for cause immediately before its expiration in the sole discretion of the City Council upon the occurrence of any of the following events:
 - 1. EMPLOYEE fails or refuses to comply with the written policies, standards and regulations of CITY now in existence or that may be established hereafter by the City Council after receiving notice of the violation(s) and an opportunity to respond to said violation(s);
 - 2. CITY has reasonable cause to believe EMPLOYEE has committed fraud, misappropriated CITY funds, goods or services to either their own or some other private benefit;
 - 3. The City Council believes EMPLOYEE has committed (either by omission or commission) any misconduct which the Council reasonably believes is detrimental to the CITY or its interests; or
 - 4. EMPLOYEE fails to faithfully or diligently perform their duties as City Administrator or fails to meet the goals set by the Mayor and City Council during any evaluation as set forth under Section VIII(C)..
- C. Termination Not For Cause. In the event EMPLOYEE is involuntarily terminated by the CITY before the expiration of this Contract (albeit EMPLOYEE is willing and able to perform those duties) for reasons other than those set out in Section III(B), then in that event EMPLOYEE shall be entitled to and CITY agrees to pay a severance consistent with the following schedule less any applicable withholdings as required by law:
 - o EMPLOYEE shall receive as severance, 6 months' salary and 6 months' COBRA continuation coverage whereby the CITY will pay the full premium for health insurance for EMPLOYEE and his dependents, if any. The severance payment herein is intended to be EMPLOYEE's sole exclusive remedy for any and all claims for damages of any kind arising from a termination without cause and such severance is hereby agreed to be reasonable, fair, and equitable by both parties to this Contract. Accordingly, EMPLOYEE will execute a release of all claims against the CITY. .

Payment of any severance shall be made approximately every two weeks at the same interval the City pays its employees), each payment being the value of two (2) weeks' salary.

- D. If CITY reduces the salary or other financial benefits of EMPLOYEE in greater percentage than applicable to all unclassified employees of CITY, or if EMPLOYEE resigns at the request of the City Council (for reasons other than those set out in subsection III(B)), EMPLOYEE may deem this Contract involuntarily terminated without cause and become entitled to the severance payment

consistent with subsection (C) of this section.

- E. If EMPLOYEE voluntarily resigns their position with CITY before expiration of this Contract, then EMPLOYEE must give CITY at least thirty (30) calendar days written notice in advance, and EMPLOYEE must be available to perform services for that period. The City Council, however, has the discretion to decide whether EMPLOYEE will continue in the position during the notice period.

SECTION IV. SALARY, VACATION, ADMINISTRATIVE AND SICK LEAVE

- A. Base Salary. Commencing on January 25, 2018, CITY agrees to pay EMPLOYEE an annual base salary of \$ 129,000 payable in installments on the same schedule that the other CITY Department Heads are paid. If all CITY Department Heads receive Cost of Living Adjustments (COLA) to their salaries, EMPLOYEE is entitled to COLA adjustments at the same rate.
- B. Paid Vacation Leave. EMPLOYEE will accrue paid vacation at the rate established for other similarly situated non-represented City employees consistent with the provisions of CITY's most current Personnel Policies/Handbook.
- C. Paid Administrative Leave. EMPLOYEE will receive forty (40) hours paid administrative leave every six (6) months. No payment will be made by CITY to EMPLOYEE for any administrative leave upon termination of employment.
- D. Holidays. EMPLOYEE will receive the same holiday benefits established for other similarly situated non-represented City employees consistent with the provisions of CITY's most current Personnel Policies/Handbook.
- E. Sick Leave. EMPLOYEE will accrue paid sick leave at the rate of eight (8) hours per month. No payment will be made by CITY to EMPLOYEE for any sick leave upon termination of employment.
- F. It is recognized that EMPLOYEE must devote a great deal of time outside the normal office hours on business for CITY and, to that end, EMPLOYEE shall be allowed to establish an appropriate work schedule.

SECTION V. RETIREMENT, HEALTH, DISABILITY AND LIFE INSURANCE BENEFITS.

- A. Retirement. Upon eligibility, as set forth under state law, CITY will pay both the employer and employee contributions into the Oregon Public Employees Retirement System (PERS) at the same percentage of salary contributed for CITY's other management/professional employees.
- B. Health Insurance. CITY will provide coverage and make required premium payments for EMPLOYEE and dependents for comprehensive medical, dental and vision plans consistent with that paid for CITY Department Heads.
- C. CITY agrees to put into force and to make required premium payments for long-term disability coverage for EMPLOYEE.
- D. CITY shall pay one-half (1/2) of the amount of premium due for term life insurance and Accidental Death and Dismemberment Insurance consistent with that paid for CITY Department Heads. EMPLOYEE shall name the beneficiary of the life insurance policy.

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. CITY encourages the professional growth and development of EMPLOYEE and encourages participation, as they deem appropriate, in professional associations, short courses, seminars and conferences, including membership in the Oregon City County Management Association (OCCMA), the International City Management Association (ICMA) (City is a member of the League of Oregon Cities (LOC)). Costs associated with professional development as approved by Council will be covered by CITY up to a maximum of \$2,500.00 per year, not including costs to attend the LOC Annual Conference. The CITY will permit a reasonable amount of time for EMPLOYEE to attend professional development events. City may provide funds above \$2,500.00 per year, subject to reasonable availability of funds and as approved in the annual budget by the Council.
- B. CITY acknowledges the value of having EMPLOYEE participate and be directly involved in local civic clubs or organizations as approved by Council. Accordingly, CITY shall pay for the reasonable membership fees and/or dues to enable EMPLOYEE to become an active member in local civic clubs or organizations.

SECTION VII. OFFICIAL COMPENSATION PACKAGE - AUTOMOBILE, CELL PHONE AND TABLET.

As part of the official compensation package, the EMPLOYEE is entitled to the following:

- A. The City of Fairview has an Administration Pool Car which will be available to EMPLOYEE for use while conducting official CITY business.
- B. In the event an Administration Pool Car is not available and EMPLOYEE uses their personal vehicle on CITY business, CITY will pay monthly vehicle expense reimbursement at the current IRS auto allowance rate.
- C. CITY will pay EMPLOYEE a monthly cell phone stipend of \$75.
- D. CITY will provide a CITY-owned tablet for EMPLOYEE to use for City business and for his own personal use which personal use will be on his own time. City will not cover data/cell charges for the tablet.
- E. CITY will reimburse EMPLOYEE for expenses associated with inclement weather lodging up to \$2,829 which is the balance (as of the Effective Date of this Agreement) of the relocation expenses allocated under the original employment agreement between the parties. In the event this amount is exhausted during the term of this Agreement and the EMPLOYEE requests reimbursement as the result of unusual circumstances, additional amounts may be approved by the City Council.

SECTION VIII. PERFORMANCE EVALUATIONS.

- A. Annual Evaluation. The City Council will periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. The CITY shall annually review the performance of EMPLOYEE prior to December 1st every year. This annual process, at a

minimum, shall include the opportunity for CITY and EMPLOYEE to:

- (1) prepare a written evaluation;
- (2) meet and discuss the evaluation;
- (3) present a written summary of the evaluation results;
- (4) develop goals and priorities for EMPLOYEE

The final written evaluation should be completed and delivered to EMPLOYEE within thirty (30) days of the evaluation meeting. These annual evaluations will be in Executive Session consistent with the Oregon Public Meetings Law.

- B. The Annual Evaluation reviews shall be the bases for the Council's consideration of salary increases for EMPLOYEE beyond the Cost of Living Adjustment given Department Heads.
- C. Interim Evaluation: Approximately three (3) months after the Effective Date, the Mayor and City Council (collectively City Council) will review the performance of the Employee based on goals set by the City Council. The Employee must meet or exceed expectations of a majority of City Council with respect to all of the goals set. In the event Employee fails to meet the expectations of a majority of the City Council, the City Council may take such action as allowed under Section III(B)(4).__

SECTION X. GENERAL PROVISIONS.

- A. Professional Liability. CITY will defend, hold harmless and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in their individual capacity, or in their official capacity as agent and employee of CITY, consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- B. Nothing restricts the ability of CITY and EMPLOYEE to amend or adjust the terms of this Contract. However, no amendment or adjustment will be valid unless in writing and signed by both CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Contract with the City Council in either closed Executive Session or open Regular Session as state law allows.
- C. Bonding. CITY shall bear the full cost of any fidelity or other bonds required of EMPLOYEE under any law or ordinance.
- D. Mediation. Should any dispute arise between CITY and EMPLOYEE regarding the terms of this Contract, the parties shall first discuss the matter informally and if not resolved during those discussions, the dispute shall be submitted to a mediator prior to any arbitration thereon. Mediation must be commenced within thirty (30) days of the act or event giving rise to the dispute. The parties will exercise good faith to select a mediator who will be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree otherwise. Both parties will exercise good-faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days, or if the parties fail to agree on a mediator within ten (10) days, a mediator will be appointed by the presiding judge of the Multnomah County Circuit Court upon request of either party.
- E. Arbitration. If either EMPLOYEE or CITY have a dispute(s) concerning the terms of this Agreement, the terms and conditions of the employment relationship or any federal, state or local law relating to the employment relationship (and not resolved through the mandatory mediation in

subsection (E) above), then the dispute(s) shall be resolved by binding arbitration and not otherwise using arbitration in accordance with the then-effective arbitration rules of the Arbitration Service of Portland, Inc. (ASP). A Statement of Claim must be filed by either CITY or EMPLOYEE (consistent with the then-effective ASP rules) not later than ninety (90) days after conclusion of the mediation, if not filed within the time limits set forth hereunder, the claim is waived. Judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. EMPLOYEE and CITY will bear equally the expense of the arbitrator and all other expenses of conducting the arbitration, and each party will pay and be responsible for its own expenses for witnesses, depositions and attorneys.

- F. Integration. This Agreement contains the entire Contract between the parties and supersedes all prior written or oral discussions or Contracts.
- G. Severability. If any provision of this Contract is held unconstitutional, invalid or unenforceable, the remainder of this Contract is severable, not affected, and remains in effect.

IN WITNESS WHEREOF, the Mayor signs this Contract on behalf of the CITY OF FAIRVIEW, OREGON, and _____ signs this Contract on their own behalf. Two (2) original copies will be executed with one (1) original being retained by each party.

Ted Tosterud
Mayor
Fairview, Oregon

Nolan Young
Employee

Date

Date



City of Fairview
Office of the Mayor
Proclamation

PROCLAIMING MAY 19, 2018, KIDS TO PARKS DAY

- WHEREAS,** May 19th, 2018 is the eighth Kids to Parks Day organized and launched by the National Park Trust, held annually on the third Saturday of May; and
- WHEREAS,** Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and
- WHEREAS,** it is important to introduce a new generation to our nation's parks; and
- WHEREAS,** we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and
- WHEREAS,** Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and
- WHEREAS,** Kids to Parks Day will broaden children's appreciation for nature and outdoors.

NOW, THEREFORE, I, TED TOSTERUD, MAYOR OF THE CITY OF FAIRVIEW, proclaim May 19, 2018 as Kids to Parks Day and urge residents of Fairview to make time to take the children in their lives to a neighborhood, state or national park.

PROCLAIMED, signed and sealed this 4th day of April, 2018 in the City of Fairview, Oregon.

ATTEST:

Mayor, City of Fairview
Ted Tosterud

City Recorder
Devree Leymaster



AGENDA STAFF REPORT

MEETING DATE	AGENDA ITEM #	REFERENCE NUMBER
April 4, 2018	5.a.	2018-33

TO: Mayor and City Council
FROM: Devree Leymaster, City Recorder
THRU: Nolan K. Young, City Administrator
DATE: March 27, 2018

ISSUE:

Consider adoption of an extension to the adopted Vacant Land Development Incentive Program to incentivize development of vacant land within the City of Fairview to increase the City's total taxable properties and spur further economic development within Fairview.

RELATED COUNCIL GOALS:

Goal #5: Enhance & promote economic development activity.
Objective F: Consider future direction of the Development Incentive Program.

ATTACHMENTS:

- A. Resolution 22-2018
- B. Amended Exhibit A to Resolution 22-2018

BACKGROUND:

The Fairview City Council on February 17, 2016, adopted Resolution 15-2016 approving a Development Incentive Program for all Vacant Land in the City. At the Council meeting on March 7, 2018 the Council directed staff to bring back revisions to the program that addressed the concerns expressed by local businesses that more time was needed to achieve the goals of the program. At the March 21, 2018 work session Council discussed the proposed revisions and heard input from local developers. Council felt the amended language was not clear and considered removing the 0.75% building permit valuation credit from the program.

Council elected to defer adoption consideration to April 4, 2018 and directed staff to amend the language in the Tier 1 and II programs to clearly communicate the application time line extension and to remove the building permit valuation credit. (Exhibit A to Resolution 22-2018)

RECOMMENDED ACTION:

Approve Resolution 22-2018 making revisions to the Vacant Land Development Incentive Program to include time extension and remove the building permit valuation credit as shown in the proposed Exhibit A.

ALTERNATIVE ACTIONS:

1. Amend deadlines or make revisions in Exhibit A to Resolution 22-2018 in some other way.
2. Do not approve any revisions to Vacant Land Development Incentive Program.

BUDGET IMPLICATIONS:

The actual financial impact on the City will depend on the overall use of the program. By extending the program, the city is likely to be granting additional waivers of SDC. The removal of the associated building permit fee waiver will save some loss in revenue from that waiver.

COUNCIL ALTERNATIVES:

1. Move to approve Resolution 22-2018 making revisions to the Vacant Land Development Incentive Program to include time extension and remove the building permit valuation credit as shown in Exhibit A.
2. Amend deadlines or make revisions in Exhibit A to Resolution 22-2018 in some other way.
3. Do not approve any revisions to Vacant Land Development Incentive Program.



RESOLUTION
(22-2018)

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL EXTENDING
DEVELOPMENT INCENTIVES ON ALL VACANT LAND IN THE CITY**

WHEREAS, the City desires to continue to create more incentives to develop vacant land that is located in the City to spur economic development; and

WHEREAS, Council voted to move forward with an option to provide fee reductions and waivers for certain development on vacant land at its February 17, 2016 meeting, adopted via Resolution 15-2016; and

WHEREAS, at the March 7, 2018 Council meeting, Council directed staff to amend the timeline of the program to address concerns expressed by local businesses that additional time is needed to achieve the goals of the program; and

WHEREAS, at the March 21, 2018 Council work session, Council directed staff to remove the 0.75 % of building valuation applied as a credit and applicable language.

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS
FOLLOWS:**

Section 1 The Fairview City Council hereby authorizes amending Exhibit A of Resolution 15-2016 extending and amending the Vacant Land Development Incentive Program as set forth in the attached Exhibit A.

Section 2 This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 4th day of April, 2018.

Mayor, City of Fairview
Ted Tosterud

ATTEST

City Recorder, City of Fairview
Devree Leymaster

Date

Exhibit A
(Amended April 4, 2018)

Tier II

City of Fairview Vacant Land Development Incentive Program

The Vacant Land Development Incentive Program provides incentives to develop vacant land with a minimum new construction investment level of \$675,000.

For purposes of this Program, “vacant land” means developable land.

Program Incentives:

- Waiver of business license fee for first year of operation (if applicable). Fees savings of up to \$75.
- ~~• 0.75% of building valuation applied as credit toward the applicable fees listed below*:
—— Building Permit Fee
—— Building Plan Review
—— Fire, Life & Safety Plan Review~~
- Waiver of all SDC fees.

~~*A maximum credit up to 0.75% of building valuation shall be applied. Credits cannot exceed the expenditure paid to another agency for any fee; if fees collected do not cover the cost paid by the City to any other agency; those costs will not be credited and will need to be paid by developer/property owner before a Certificate of Occupancy is issued.~~

Program Eligibility:

- The developer/property owner will legally construct a building for occupancy on land that is vacant before any construction occurs.
- Vacant land that, after development, will be exempt from property taxes will not be eligible for this Program.
- Developers/property owners of vacant land are only eligible for one of the following for each development:
 - The Vacant Land Development Incentive Program
 - The Enterprise Zone Incentive Program, or
 - The Vertical Housing Tax Credit
- ~~• The developer/property owner must:~~
 - ~~1) Make receive application for applicable final planning approvals (i.e. design review) on or before June 30, 2018,~~
 - ~~2) Receive applicable planning approvals by December 31, 2018, -and~~
 - ~~3) must submit an application for a building permit on or before June 30, 2019.~~

Tier I
City of Fairview Vacant Land Development Incentive Program

The Vacant Land Development Incentive Program provides incentives to develop vacant land with a minimum new construction investment level of \$0 to \$674,999.

For purposes of this Program, “vacant land” means developable land.

Program Incentives:

- Waiver of business license fee for first year of operation (if applicable). Fees savings of up to \$75.
- ~~0.75% of building valuation applied as credit toward the applicable fees listed below*:
———— Building Permit Fee
———— Building Plan Review
———— Fire, Life & Safety Plan Review~~
- Waiver of all SDC fees with the exception that residential pay all applicable Park SDC’s.

~~*A maximum credit up to 0.75% of building valuation shall be applied. Credits cannot exceed the expenditure paid to another agency for any fee; if fees collected do not cover the cost paid by the City to any other agency; those costs will not be credited and will need to be paid by developer/business owner before a Certificate of Occupancy is issued.—~~

Program Eligibility:

- The developer/property owner will legally construct a building for occupancy on land that is vacant before any construction occurs.
- Vacant land that, after development, will be exempt from property taxes will not be eligible for this Program.
- Developers/property owners of vacant land are only eligible for one of the following for each development:
 - The Vacant Land Development Incentive Program
 - The Enterprise Zone Incentive Program, or
 - The Vertical Housing Tax Credit
- The developer/property owner must:
 - 1) Make application for ~~receive~~ applicable final planning approvals (i.e. design review) on or _____ before June 30, 2018,
 - 2) R~~receive~~ applicable planning approvals by December 31, 2018, and
 - 3) ~~must~~ Submit an application for a building permit on or before June 30, 2019.

Halsey Executive Committee Minutes
1300 NE Village Street, Fairview, OR 97024
Wednesday, January 31, 2018

COMMITTEE MEMBERS PRESENT:

Scott Harden, Wood Village Councilor
Glenn White, Troutdale Councilor
Ted Tosterud, Fairview Mayor
Dean Hurford, Fairview Business
Steve Abel, Large Business Representative

COMMITTEE MEMBERS ABSENT:

Steve Morasch, Wood Village Business
Jim Mott, Manufacturer Representative

STAFF PRESENT:

Bill Peterson, Wood Village City Manager
Nolan Young, Fairview City Administrator
Allan Berry, Fairview Public Works Director
Sarah Seldon, Fairview Senior Planner

PARTNERS PRESENT:

Shirley Craddick, Metro Councilor
Joanna Valencia, Multnomah County
Nathan Clark, Commissioner Stegmann's Office

1. CALL TO ORDER

Fairview Mayor Ted Tosterud

2. ROLL CALL

City Administrator Young

3. ELECTION OF COMMITTEE CHAIR

Member White nominated Ted Tosterud, Member Hurford Seconded. No other nominations were made. The vote was unanimous.

4. ELECTION OF COMMITTEE VICE CHAIR

Member White nominated Scott Harden, Chair Tosterud seconded. No other nominations were made. The vote was unanimous.

5. REMAINING COMMITTEE MEMBERS

The committee agreed that Chair Tosterud would check with the following to see if they would be willing to serve as a small business representative on the committee: Jim Raze; Tim Bruner of Alexis Design; Stacey Cutchall of Stomping Grounds; and Brent Ricks.

The names of those interested will be brought back to the committee at the February meeting for consideration of appointment.

6. REPORT ON AWARDED DLCD GRANT

City Manager Peterson gave a report on the grant. Wood Village is the lead agency on the grant. The deliverables will include a Market Area report on potential types of business for the three or four sub areas, branding recommendations, and a review of the codes of the three cities with recommendations on revisions to promote development.

The proposed Request for Proposals (RFP) for a consultant to help on the project will be sent to DLCD staff for review by February 16. The team to develop the proposed RFP will include Manager Peterson, Member Abel, Allan Berry, Sarah Seldon and Chris Damgen.

The status of the RFP will be placed on the February committee agenda. Manager Peterson asked for a couple of Committee members to serve on the team that will review proposals and make a recommendation of the final award to the Wood Village City Council, who as the lead agency will need to award the final contract.

Metro Councilor Craddick encouraged the Committee to make contact now with Metro staff on its pending 2040 Planning and Development Grant.

7. FOLLOW UP ITEMS FROM DECEMBER 14, 2017 MEETING WITH METRO REGIONAL SOLUTION TEAM

It was agreed that the bus tour with Regional Solutions would be scheduled in April when we have the grant project consultant on board. Manager Peterson will make contact with them and identify possible dates for the committee to consider.

We will hold off on following up with Business Oregon on way-finding and branding until we have the consultant on board. Fairview Planner Seldon will make initial contact on freeway signage with ODOT and will report back to the Committee.

The Committee discussed using the PGE easements along 207th north of Halsey as a park and ride and a rubber tire trolley. PGE has showed interest in the park and ride project including the opportunity to have electric car charging stations. Nathan Clark will give staff a contact that is working on congestion on the Columbia River Gorge Hwy., so staff can introduce shuttle service on Halsey as part of the Gorge bus express. Joanne Valencia will provide additional contact names at Multnomah County and ODOT.

Concerns with Tri-Met's enhancement plan were discussed. It was agreed that a sub-group of Chair Tosterud, Glenn White, Scott Harden and Commissioner Stegmann will met with Travis Stovall at Tri-Met. It was agreed that Troutdale may be the only city with brownfield issues. Scott Harden stated that Metro had a map of brownfield sites.

Dean Hurford mentioned the value of having projects like McMenamins move forward. Steve Able identified street infrastructure as an area they need help with. What they need is in line with the 2017 Halsey Plan but is not in agreement with the current Transportation Plan adopted in 2002. Transportation improvements are critical to their Edgefield Jail Project. Joanna will talk to Metro about the options of using the 2017 study in an update of the Regional Transportation Plan (RTP). Shirley Craddick mentioned that for Metro funding to be used on any transportation project, it must be in the RTP.

8. FUTURE MEETINGS

It was decided that for now future meetings would be held at Fairview City Hall Council Chambers, typically the last Wednesday of each month at 5:30 p.m. The next meeting will be February 28, 2018. The March meeting was moved to Wednesday, April 11 to avoid conflicts. This will also give us more time to be ready to recommend a consultant for the project.

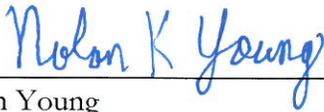
Two weeks prior to the next meeting Fairview staff will send out a request for agenda items.

Potential items for the February 28 agenda include:

- ODOT Signing Report: Sarah Seldon
- Report on DLCD Grant RFP: Bill Peterson
- Report on Meeting with Travis Stovall at Tri-Met
- Discussion on work scope for potential Metro 2040 Planning and Development Grant

9. ADJOURNMENT

Chair Tosterud adjourned the meeting at 7:10 p.m.



Nolan Young
City Administrator



Chair Ted Tosterud



Date



PSAC MEETING MINUTES

February 26, 2018

Members Present: ~~Steven Marker~~, Terry Hill, Russell Williams, ~~Grant Murrell~~, Chief Harry Smith, Councilor Cathi Forsythe, Tamie Tlustos-Arnold, Lynnna Woods, Deborah Aronson.

Members Absent: ~~None~~ *STEVE MARKER, GRANT MURRELL*

Minutes of prior meeting's minutes were approved.

Citizens Wishing to Speak on Non-Agenda Items: None.

Chief's Report:

- A. Chief Smith distributed copies of exemplars of the monthly stats report he delivers to City Council. In addition to the stats reports at the meeting, he emailed the prior months' reports to PSAC members to peruse prior to this meeting. Chief Smith will continue to send out each month's report after he delivers them to Council.
- B. Chief Smith briefed about the forthcoming ID Theft Prevention/Shred Event coming up on 4/7/2018. This will be a "free" event with "payment" being two items for the Oregon Food Bank. The citizens will be limited two banker-style boxes of documents at this event.
- C. Other upcoming events: There will be an Easter Egg Hunt on Saturday 3/30 at Community Park. PSAC will have a table there to be staffed by Mr. Murrell.
- D. Chief Smith read a memorial write-up regarding the 25th anniversary of the deaths of two MCSO Reserve Deputies here in Fairview.

Old Business:

- A. Discussion of PSAC members signing up to staff various City events.

New Business:

- A. Chair Williams mentioned that in light of recent school shooting perhaps the PSAC should come up with ideas for safety surrounding the new Fairview Elementary School.
- B. Other safety-related events such as a women's self-defense course; active shooter/threat response for citizens; and seminars relating to advocating for children's safety were mentioned and discussed.
- C. Mr. Hill and members of the ARES organization presented information about HAM radio operations and how they can benefit the community in an emergency/disaster. Mr. Hill encouraged members of PSAC to get their HAM operator's license and provided information about how to do that on-line. There was the suggestion that with members of PSAC and other members within the community participating in ARES, they can assist County Emergency Management with information from the field as well as being a conduit of information from the County back to the community when regular communications were strained. There was a

The next meetings were set for Monday, March 19, 2018 and Monday April 16, 2018 at 6:30 p.m. in Council Chambers.

Minutes approved:

Russell M. Hill
PSAC Chair or Vice-Chair

3/19/18
Date



City of Fairview

Check Register

Packet: APPKT02256 - 3/19/2018 AP RA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: US BANK-OPERATING ACCOUNT						
02100	ADVANCE STORES COMPANY INC	03/21/2018	Regular	0.00	4.49	65370
5744-604719	Invoice	02/26/2018	PW - STARTING FLUID	0.00	4.49	
01347	ALEXIN ANALYTICAL LABORATORIES	03/21/2018	Regular	0.00	430.00	65371
32605	Invoice	02/26/2018	ROUTINE COLIFORM & E. COLI TESTING	0.00	430.00	
00070	BAINBRIDGE ASSOCIATES	03/21/2018	Regular	0.00	600.00	65372
INV0027859	Invoice	02/20/2018	START UP HACH FLOW METER/ TRAINING	0.00	600.00	
01575	BOYDS COFFEE COMPANY	03/21/2018	Regular	0.00	162.08	65373
970388055	Invoice	02/22/2018	PW SHOP COFFEE	0.00	162.08	
01659	CARDNO INC	03/21/2018	Regular	0.00	535.00	65374
524222	Invoice	03/07/2018	STANDARDS UPDATE- FEB 2018	0.00	535.00	
00145	CASCADE CENTERS INC	03/21/2018	Regular	0.00	10.35	65375
90679	Invoice	03/01/2018	EMPLOYEE ASSISTANCE PROGRAM	0.00	10.35	
00178	CITY OF GRESHAM	03/21/2018	Regular	0.00	5,038.26	65376
44040	Invoice	03/09/2018	BLDG PROFESSIONAL SVCS- 1/21-2/21/18	0.00	5,038.26	
00178	CITY OF GRESHAM	03/21/2018	Regular	0.00	2,769.12	65377
44020	Invoice	03/02/2018	BLDG PROFESSIONAL SVCS 12/21-1/20/2	0.00	2,769.12	
00178	CITY OF GRESHAM	03/21/2018	Regular	0.00	60,247.42	65378
INV0027864	Invoice	02/28/2018	SEWER DISPOSAL - FEB 2018	0.00	60,247.42	
01081	COMCAST FINANCIAL AGENCY CORP	03/21/2018	Regular	0.00	261.15	65379
INV0027865	Invoice	02/27/2018	CITY HALL - INTERNET	0.00	139.85	
INV0027866	Invoice	02/28/2018	PW SHOP - INTERNET	0.00	109.85	
INV0027867	Invoice	03/04/2018	CITY HALL - CABLE	0.00	11.45	
00293	DIAL TEMPORARY HELP SERVICES IN	03/21/2018	Regular	0.00	1,094.40	65380
331531	Invoice	02/28/2018	TEMP/HELP GALLAGHER WEEK ENDING 2	0.00	478.80	
331758	Invoice	03/07/2018	TEMP/HELP GALLAGHER WEEK ENDING 3	0.00	615.60	
00314	FASTENAL COMPANY	03/21/2018	Regular	0.00	886.07	65381
OPO849277	Invoice	02/27/2018	CNTRPL PAPER TOWELS/ TP/ SHT TWL RO	0.00	181.62	
ORPO849170	Invoice	02/20/2018	FOAM HANDWASH	0.00	166.74	
ORPO849298	Invoice	02/28/2018	CORDLESS SAW/BAND SAW TOOL/ WHT	0.00	524.11	
ORPO849411	Invoice	03/06/2018	TOILET STCVRS	0.00	13.60	
01042	FRONTIER COMMUNICATIONS CORP	03/21/2018	Regular	0.00	278.47	65382
INV0027879	Invoice	02/28/2018	FV LAKE PS - TELEPHONE	0.00	178.97	
INV0027880	Invoice	02/25/2018	CC- TELEPHONE	0.00	99.50	
00642	GALWAY ENTERPRISES INC	03/21/2018	Regular	0.00	225.00	65383
INV0027886	Invoice	03/02/2018	CC- REPLACED CARD READER	0.00	225.00	
00401	HD SUPPLY FACILITIES MAINTENAN	03/21/2018	Regular	0.00	908.35	65384
499743	Invoice	02/22/2018	PW-PVC TUBING/PFA TUBING ROLL	0.00	908.35	
00522	LES SCHWAB TIRES	03/21/2018	Regular	0.00	49.95	65385
20100743192	Invoice	02/23/2018	BATTERY -EXMARK MOWER (60")	0.00	49.95	
00280	LINDEN TECHNOLOGIES INC	03/21/2018	Regular	0.00	688.48	65386
9062	Invoice	02/28/2018	MECHANT FEES - FEB 2018	0.00	688.48	

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
00596 483416	MOEN MACHINERY INC Invoice	03/21/2018 02/21/2018	Regular KUBOTA RTV900 TUNE UP	0.00 0.00	92.99 92.99	65387
00619 INV0027900	MULTNOMAH COUNTY TREAS Invoice	03/21/2018 02/28/2018	Regular COUNTY ASSESSMENTS (JAIL) - FEB 2018	0.00 0.00	127.50 127.50	65388
00625 17-2054-6	MURRAYSMITH, INC. Invoice	03/21/2018 03/01/2018	Regular INTERLACHEN SEWER JAN 2018	0.00 0.00	5,634.44 5,634.44	65389
00637 39-201802	NET ASSETS CORPORATION Invoice	03/21/2018 03/01/2018	Regular FINANCE - TITLE SEACHES FEB 2018	0.00 0.00	250.00 250.00	65390
00683 8020368	ONE CALL CONCEPTS INC Invoice	03/21/2018 02/28/2018	Regular OREGON UTILITY NOTIFICATION- FEB 201	0.00 0.00	135.96 135.96	65391
00695 INV0027901	OREGON DEPARTMENT OF REVENUE Invoice	03/21/2018 02/28/2018	Regular STATE ASSESSMENTS-LEMLA /UNITARY -	0.00 0.00	224.25 224.25	65392
00821 INV0027888	ROCKWOOD WATER PUD Invoice	03/21/2018 02/07/2018	Regular INSTALL HYDRANT NE 201ST AVE	0.00 0.00	8,631.41 8,631.41	65393
02060 7188982229 7190087536 7190413362 7190763495 7190994671 7192808307 7192808307-02	STAPLES CONTRACT & COMMERCIAL Invoice Invoice Invoice Invoice Invoice Invoice Invoice	03/21/2018 12/21/2017 01/25/2018 02/02/2018 01/25/2018 01/26/2018 02/22/2018 02/23/2018	Regular FINANCE - OFFICE SUPPLIES PW - OFFICE SUPPLIES ADMIN/FINANCE- OFFICE SUPPLIES FINANCE- OFFICE SUPPLIES PW- OFFICE SUPPLIES ADMIN/FINANCE- OFFICE SUPPLIES ADMIN/FINANCE- OFFICE SUPPLIES	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	245.46 36.79 23.49 5.79 8.29 38.98 119.22 12.90	65394
00881 544353	STARK STREET WEST INC Invoice	03/21/2018 02/22/2018	Regular ELECTRIC BROADCAST SPEADER/SCREEN/	0.00 0.00	1,333.50 1,333.50	65395
00674 352088371	US BANK NATIONAL ASSOCIATION Invoice	03/21/2018 02/28/2018	Regular CD/PW COPIER LEASE PAYMENT	0.00 0.00	303.00 303.00	65396

Bank Code US BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	40	27	0.00	91,167.10
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	40	27	0.00	91,167.10



City of Fairview

Check Register

Packet: APPKT02260 - 3/20/2018 PO #18-0009 RA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: US BANK-OPERATING ACCOUNT						
02264	HOFFMAN SOUTHWEST CORP	03/20/2018	Regular	0.00	25,413.72	65369
INV0027902	Invoice	03/20/2018	CCTV - INTERLACHEN SEWER	0.00	25,413.72	

Bank Code US BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	25,413.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	25,413.72



City of Fairview

Check Register

Packet: APPKT02262 - 3/22/2018 REFUND RA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: US BANK-OPERATING ACCOUNT						
02265	BREUNIG CONSTRUCTION	03/22/2018	Regular	0.00	197.12	65417
INVO027876	Invoice	03/19/2018	BREUNIG CONSTRUCTION	0.00	197.12	

Bank Code US BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	197.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	197.12



City of Fairview

Check Register

Packet: APPKT02261 - 3/22/2018 AP RA

By Check Number

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: US BANK-OPERATING ACCOUNT						
02251 INV0027903	ANGELA FELINA Invoice	03/22/2018 03/14/2018	Regular TROUTDALE REC PROGRAM REIMB	0.00 0.00	33.00 33.00	65397
00178 44056	CITY OF GRESHAM Invoice	03/22/2018 03/09/2018	Regular THREE CITY FIRE AGREEMENT 3RD QTR.	0.00 0.00	267,275.75 267,275.75	65398
00178 42738-1	CITY OF GRESHAM Invoice	03/22/2018 03/12/2018	Regular WASTEWATER TREATMENT DEBT PAYME	0.00 0.00	116,956.89 116,956.89	65399
00179 10273638	CITY OF PORTLAND Invoice	03/22/2018 03/12/2018	Regular LOCAL COST SHARING	0.00 0.00	19,809.00 19,809.00	65400
00261 65522	DICKEY AND TREMPER LLP Invoice	03/22/2018 02/28/2018	Regular SIXTH INTERIM BILLING FY 16/17 (FINAL)	0.00 0.00	11,500.00 11,500.00	65401
02237 INV0027913	EMILY DRAPELA Invoice	03/22/2018 03/16/2018	Regular SUN (DANCE) INSTRUCTOR FEE	0.00 0.00	400.00 400.00	65402
02267 INV0027931	EVERGREEN PROPERTY MANAGEME Invoice	03/22/2018 03/15/2018	Regular CH- ROOM RENT REFUND- ROSEWALK RO	0.00 0.00	160.00 160.00	65403
02267 INV0027933	EVERGREEN PROPERTY MANAGEME Invoice	03/22/2018 03/13/2018	Regular CH- ROOM RENT REFUND - MARKET DRIV	0.00 0.00	150.00 150.00	65404
02267 INV0027932	EVERGREEN PROPERTY MANAGEME Invoice	03/22/2018 03/16/2018	Regular CH- ROOM RENT REFUND - LANGLEY PAR	0.00 0.00	150.00 150.00	65405
01042 INV0027915 INV0027916 INV0027917 INV0027918 INV0027919 INV0027920 INV0027921 INV0027922 INV0027923	FRONTIER COMMUNICATIONS CORI Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	03/22/2018 02/28/2018 02/28/2018 02/28/2018 02/28/2018 02/28/2018 02/28/2018 02/28/2018 02/28/2018 02/28/2018	Regular TELEPHONE- WELL #6 TELEPHONE - BLUE LAKE PS TELEPHONE - GLISAN RESERVOIR TELEPHONE - HALSEY RESERVOIR TELEPHPNE - FV LAKE PS TELEPHONE- WELL #8 TELEPHONE- INTERLACHEN PS TELEPHONE - CITY SHOP TELEPHONE - CITY HALL	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	1,273.53 42.70 127.58 42.70 84.77 84.77 86.76 77.75 387.87 338.63	65406
00390 0117.25-8	GROUNDWATER SOLUTIONS INC Invoice	03/22/2018 03/03/2018	Regular GROUNDWATER SERVICES - FEB 2018	0.00 0.00	1,173.00 1,173.00	65407
02243 INV0027914	JAIRO F. RIOS CAMPOS Invoice	03/22/2018 03/16/2018	Regular SUN (SOCCER) PROGRAM INSTRUCTOR FE	0.00 0.00	500.00 500.00	65408
02030 POS5191 POS5215	KNAPHEIDE TRUCK EQUIPMENT COI Invoice Invoice	03/22/2018 02/21/2018 03/01/2018	Regular PLOW -CUTTING EDGE KIT PLOW- SKID PLATE ASSEMBLY	0.00 0.00 0.00	445.00 303.00 142.00	65409
00575 160907	METRO OVERHEAD DOOR Invoice	03/22/2018 03/05/2018	Regular CRESTWOOD SHOP GATE REPAIR	0.00 0.00	227.00 227.00	65410
00806 20182384	MULTNOMAH COUNTY SCHOOL DIS Invoice	03/22/2018 03/08/2018	Regular PW FUEL - FEB 2018	0.00 0.00	779.14 779.14	65411
00615 INV0027927	MULTNOMAH COUNTY SHERIFF'S O Invoice	03/22/2018 03/05/2018	Regular INMATE WORK CREW- FEB 2018	0.00 0.00	3,390.00 3,390.00	65412
00249	OREGON DEPARTMENT OF ADMINI	03/22/2018	Regular	0.00	259.00	65413

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
AIA22166	Invoice	02/28/2018	ADMIN/FIN- VEHICLE LEASE/FUEL	0.00	259.00	
00206	OREGON PUBLICATIONS CORP	03/22/2018	Regular	0.00	227.32	65414
45514	Invoice	02/27/2018	PUBLIC NOTICE -SUPP BUDGET -PW SHOP	0.00	79.72	
48796	Invoice	03/06/2018	PUBLIC NOTICE - SUPP BUDGET - PW SHO	0.00	147.60	
02193	RMC STUDIOS	03/22/2018	Regular	0.00	300.00	65415
INV0027928	Invoice	03/16/2018	SUN(MUSIC /GUITAR) PROGRAM INSTRU	0.00	300.00	
02201	TRACI DRAPELA	03/22/2018	Regular	0.00	50.00	65416
INV0027929	Invoice	03/16/2018	REC PROGRAM MATERIALS- PIANO BOOK	0.00	50.00	

Bank Code US BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	20	0.00	425,058.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	30	20	0.00	425,058.63



City of Fairview

Check Register

Packet: APPKT02264 - 3/28/2018 CASH DEPOSIT RA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
02073	BANK OF THE WEST	03/28/2018	Regular	0.00	40,000.00	65418
INV0027957	Invoice	03/28/2018	CASH DEPOSIT - PAYROLL	0.00	40,000.00	

Bank Code US BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	40,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	40,000.00