

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
APRIL 18, 2016
7:00 P.M.**

**CITY HALL
29799 SW TOWN CENTER LOOP
WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Julie Fitzgerald
Councilor Charlotte Lehan

CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville’s livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

Executive Session is held in the Willamette River Room, City Hall, 2nd Floor

- 5:00 P.M. EXECUTIVE SESSION [20 min.]**
 - A. Pursuant to ORS 192.660 (2)(e) Real Property Transactions
 - ORS 192.660(2)(f) Exempt Public Records
 - ORS 192.660(2)(h) Litigation
- 5:20 P.M. REVIEW OF AGENDA [5 min.]**
- 5:25 P.M. COUNCILORS’ CONCERNS [5 min.]**
- 5:30 P.M. PRE-COUNCIL WORK SESSION**
 - A. Transit Master Plan Update (Smith) [30 min.] Page 4
 - B. IT Strategic Plan (Miller) [35 min.] Page 8
 - C. Road Maintenance Fee Update [5 min.]
(Kraushaar/Cole/Kerber/Ward)
- 6:50 P.M. ADJOURN**

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, April 18, 2016 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on April 8, 2016. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

4/11/2016 1:38 PM Last Updated

7:00 P.M. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

7:05 P.M. MAYOR'S BUSINESS

- A. Construction Safety Proclamation (staff – Brown) Page 17
- B. Drinking Water Week Proclamation (staff – Labrie) Page 18
- C. Municipal Clerks Week Proclamation Page 19
- D. GFOA Certificate and Award of Financial Reporting Achievement Page 20
- E. Upcoming Meetings Page 21

7:30 P.M. COMMUNICATIONS

- A. Megan McKibben, Clackamas County Field Representative Office of Congressman Schrader

7:40 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

7:45 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

- A. Council President Starr – (Park & Recreation Advisory Board Liaison)
- B. Councilor Fitzgerald – (Development Review Panels A & B Liaison)
- C. Councilor Stevens – (Library Board and Wilsonville Seniors Liaison)
- D. Councilor Lehan– (Planning Commission and CCI Liaison)

7:50 P.M. CONSENT AGENDA

- A. **Resolution No. 2580** Page 22
A Resolution Of The City Of Wilsonville, Oregon Authorizing The Refunding Of Water Revenue Bonds And Related Matters. (staff – Cole)
- B. Minutes of the April 4, 2016 Council Meeting. (staff – King) Page 64

7:55 P.M. PUBLIC HEARING

DRB-B continued this item to their 4/25/26 meeting. Public notice has been given for this Council hearing which will need to be continued.

- A. Comprehensive Plan Map Amendment and Zone Map Amendment Page 71
for 14 lot subdivision on Canyon Creek Road South. Owners, Boeckman and Lewallen. (staff – Pauly)

4/11/2016 1:38 PM Last Updated

8:00 P.M. NEW BUSINESS

A. Wilsonville Tourism Development Strategy Five-Year Action Plan and Annual One-Year Implementation Plan (staff – Ottenad) Page73

B. **Resolution No. 2581** Page 102
A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To The Construction Of The Tooze Road Improvement Project From 110th Avenue To Graham’s Ferry Road. (staff – Ward)

Information Items – No Council Action Needed

8:25 P.M. CITY MANAGER’S BUSINESS

8:30 P.M. LEGAL BUSINESS

8:35 P.M. ADJOURN

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated. The Mayor will call for a majority vote of the Council before allotting more time than indicated for an agenda item.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting:-Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503)570-1506 or king@ci.wilsonville.or.us



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 18, 2015		Subject: Transit Master Plan Update Staff Member: Jen Massa Smith & Stephan Lashbrook Department: Transit	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: 	
Staff Recommendation: Information only.			
Recommended Language for Motion: N/A			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Transit Master Plan (TMP)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Staff and consultants will provide an update of SMART’s Transit Master Plan (TMP) public involvement related to the first community survey and various focus group workshops. An overview of upcoming activities including “Service Options Development” will be presented and discussed. If you would like a quick refresher about SMART and the current TMP before your meeting, please visit www.PlanSmartWilsonville.com

EXECUTIVE SUMMARY:

The Transit Master Plan is SMART’s guiding planning document and as such, will lay out the framework for what types of transportation options the City of Wilsonville wants to provide and at what level of transit service the community would like to see and support.

Current operations will be analyzed so that SMART can offer relevant and quality service that has the potential to retain and attract more riders of all ages and backgrounds.

Public participation is a crucial part of preparing a strong and successful Transit Master Plan. The citizens and the business community of Wilsonville have been asked to provide input and help shape the plan.

EXPECTED RESULTS:

TIMELINE:

Phases:

The TMP update represents four key phases:

- Phase 1: Identification of Issues and Opportunities (January – April)
- Phase 2: Service and Options Development (May – June)
- Phase 3: Service Options Review (July – August)
- Phase 4: Plan Development and adoption (September – October)

CURRENT YEAR BUDGET IMPACTS:

This project is mainly grant funded by the Federal Transit Administration (FTA) and ODOT. All activities associated with this project during this fiscal year are included in the current adopted budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: _____ Date: _____

LEGAL REVIEW / COMMENT:

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS:

Public engagement efforts are being tailored to reach people in practical and convenient ways so that the updated plan reflects learning from the diverse spectrum of existing system users and potential users.

Core activities include:

- Interviews with community stakeholders in SMART’s identified 11 geographic service areas (businesses, residents, civic organizations, faith-based institutions, commercial and retail centers, schools and higher educational institutions, social services, etc.)
- Workshop and focus groups for targeted input

- Community-wide surveys (online, paper, and via mobile kiosks) to identify needs and opportunities and the service options to address them
- Speaking engagements to reach community organizations
- Event outreach to bring information to where Wilsonville gathers
- E-updates [the initial interested parties list currently represents over 400 community individuals, businesses, civic organizations, churches, schools, etc.]

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

Some people use transit because they want to save money or reduce pollution. Some ride SMART because they have to in order to get around. SMART's goals for this project all stem from the mission to provide high quality transportation options to employees and residents of Wilsonville.

Special attention is being given throughout the process to reach under-represented voices such as older adults, people with disabilities, youth, low-income, communities of color, and those with limited English proficiency.

ALTERNATIVES: N/A

CITY MANAGER COMMENT:

ATTACHMENTS:

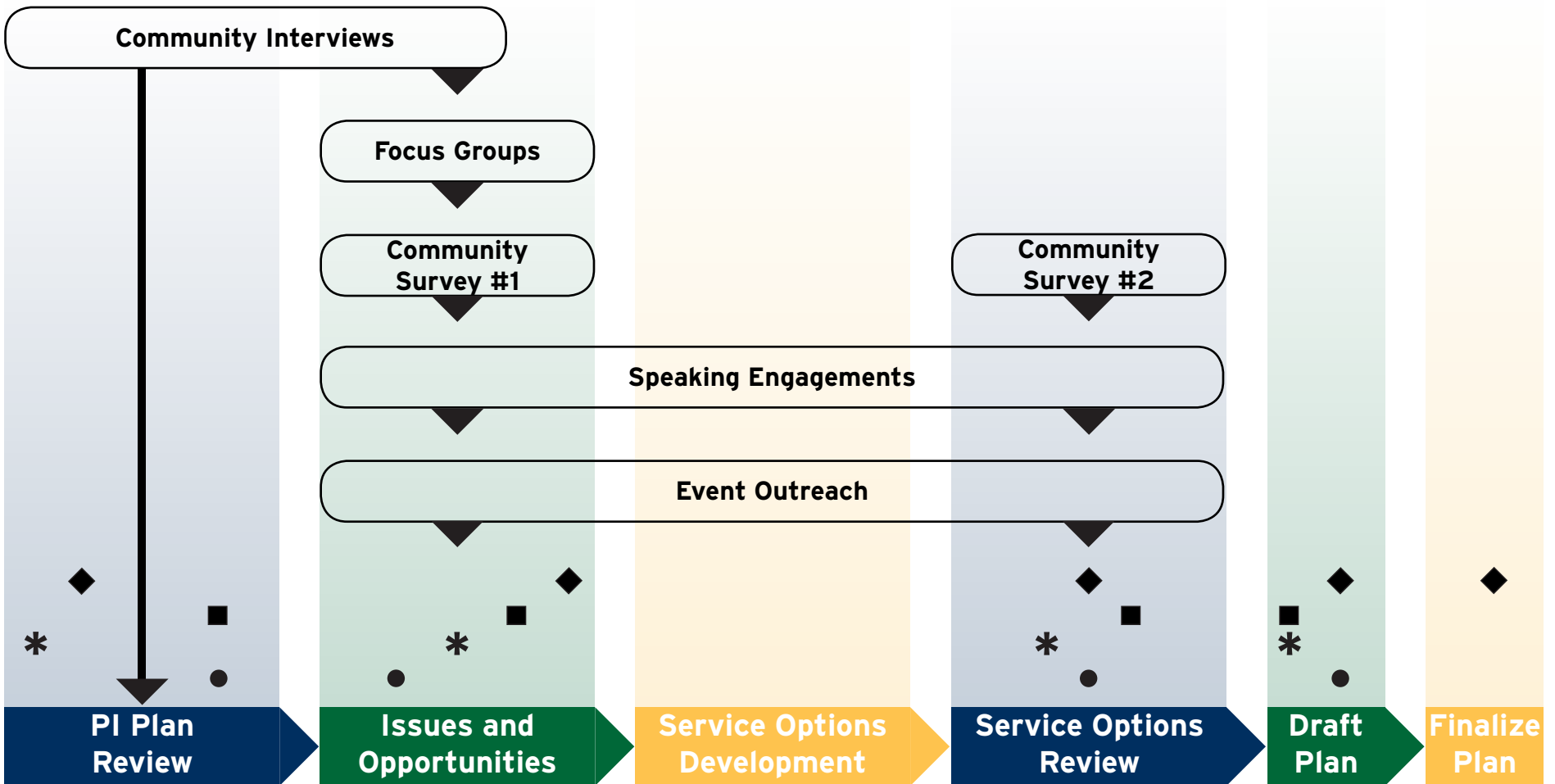
A. Timeline



Page 7
Public Involvement Process

2016

Jan Feb Mar Apr May Jun Jul Aug Sept Oct



Timeline Key: ◆ City Council Update ■ Planning Commission * TMP Task Force ● E-Update



CITY COUNCIL WORK SESSION STAFF REPORT

Meeting Date: April 18, 2016	Subject: IT Strategic Plan Staff Member: Holly Miller, IS Manager Department: Finance/IS	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	Comments: Mindboard Consulting will provide an overview of the IT Strategic Plan Draft Report and answer any questions the City Council may have.
Staff Recommendation:		
Recommended Language for Motion: NA		
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Presentation of the Draft IT Strategic Plan Report, an overview of the data collection process, and a discussion of key findings.

EXECUTIVE SUMMARY:

In January of 2016, Mindboard Consulting (Mindboard) and IS Staff brought forward the IT Strategic Plan project to Council for consideration and direction. Since that time, the data gathering and analysis process has been completed, including:

- Internal and external customer surveys
- Departmental needs assessments

- Gap analyses for both the IS Department and IT Systems across the City
- Benchmarking
- Formulation of recommendations

Major technology projects were prioritized according to business need, alignment with Council Goals, potential impact on the community, efficiencies gained and/or costs saved, and competing project priorities. Executive Staff have had an opportunity to review and provide feedback on draft project prioritization.

This initial work session is designed to introduce the Draft IT Strategic Plan (Plan) to the City Council for their further consideration. A follow up work session has been scheduled for May 16 to answer questions and discuss the implications of the Plan. The Plan document is undergoing final revisions and will be available to the City Council for their review and consideration at the work session. The Executive Summary is attached to this report to provide a high-level introduction to what the full plan will cover.

The Plan highlights major technology projects that were identified through the internal needs assessment and public outreach process. These projects are grouped into timeline categories of immediate term (0-3 months), short term (6 months to 1 year), medium term (1 year to 3 years), and long term (3 years to 5 years). However, resource availability has not been fully evaluated at this time, so projects slated within earlier timeline categories may slip to a later timeline.

Once the report is finalized and adopted by the City Council, internal meetings will be conducted to ensure that all stakeholders of immediate priorities are included in the project planning process. Resource availability will be reviewed, and if it is determined resources are available to fund those projects slated for immediate or short term implementation but were not budgeted, a supplemental budget adjustment will be prepared. It is possible that some projects may have to wait for future budget cycles to be fully implemented.

EXPECTED RESULTS:

The IT Strategic Planning process is still underway but staff expects that the result will strengthen the City's existing IT systems, provide the City with a 3 to 5 year path for future technology purchases, and enable Wilsonville to be a leader in technology service delivery.

TIMELINE:

A final report is expected to be delivered to Council in May or June of 2016.

CURRENT YEAR BUDGET IMPACTS:

These consulting services were included in the FY 2015-16 budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 4/6/2016

LEGAL REVIEW / COMMENT:

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS: A public survey and virtual open house were conducted in order to solicit feedback from the community, as well as a focus group meeting held with the Leadership Academy members.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): The final report will identify additions and enhancements to technologies that the City can make in order to provide improved service to residents, businesses, and visitors in Wilsonville.

ALTERNATIVES: N/A

CITY MANAGER COMMENT:

ATTACHMENTS:

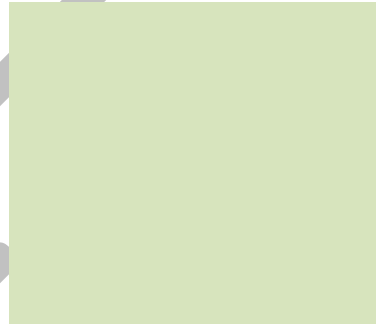
Draft – Executive Summary of Information Technology Strategic Plan



INFORMATION TECHNOLOGY STRATEGIC PLAN

FINAL REPORT

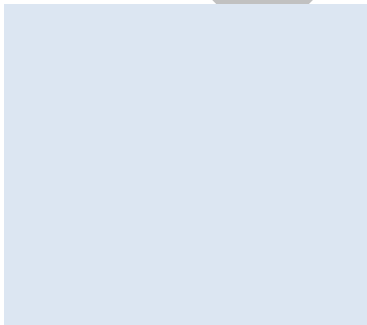
DRAFT – April, 2016



Prepared for:
City of Wilsonville
Oregon

Prepared by:
Mindboard, Inc.

43676 Trade Center Place, Suite #235, Sterling, VA 20166



1 Executive Summary

With a population of approximately 20,000 people (2010 Census), the City of Wilsonville (“City”) is a progressive, fast growing, medium sized city in Oregon. Located in the Portland metropolitan area, Wilsonville is bisected east-west by Interstate 5 and north-south by the Willamette River. The City is home to a variety of high-tech businesses and is one of the area’s premier suburbs for professionals working in Portland to the north, or Salem, the State capital, to the South. Despite continuing rapid growth over the last ten years, the City of Wilsonville has been proactive in enhancing services delivered to its residents.

Owing to increased service levels and the evolving IT landscape, demands for IT services have multiplied as departments look to use technology to mobilize their workforce, make more efficient data-driven decisions, and communicate more effectively with their constituents. Influenced by rapid technology innovations and competing technology demands, the City decided to initiate an IT Strategic Planning project to provide prioritized recommendations for IT investment over the next 3 to 5 years.

The City’s goals for developing the IT Strategic Plan included identification of innovative and “cutting edge” technologies that, when implemented, will significantly increase the quality of service delivery to its Citizens. Another objective of the IT Strategic Plan was to ensure that the City possesses the necessary operational and technical abilities, skills and resources to achieve the desired future vision. Thus, the independent assessment aimed to analyze the current state and capability of its IT infrastructure and operations. A third objective for the plan was to ensure that the City’s technology investments are aligned with the business priorities and Council Goals.

As part of the analysis, Mindboard utilized a three-dimensional approach of **People, Process, and Technology (PPT)** to develop a high-level understanding of the current state of the City’s IT environment. By considering how these three elements interact within the organization, a thorough understanding of both the City’s technology demands and critical needs was developed. The following tasks were undertaken to arrive at the City’s IT Strategic Plan:

- **Review of the Current IT Environment** - Review of existing documentation related to City’s IT infrastructure, policies and procedures. Interviews with IT staff.
- **Internal IT Assessment Survey** - Collect pertinent information related to City’s overall IT environment, IT resources, quality of IT service delivery, critical issues, main applications,

communication and training needs.

- **Public Outreach Survey and Leadership Academy Engagement** - Collect pertinent information related to the City's externally facing technologies and develop an understanding of views and opinions of City's key external stakeholders in terms of the present IT related service delivery and possible future improvements.
- **Fact Finding Meetings with Executive Team and All Department Managers** - Develop an understanding of views and opinions of City's key internal stakeholders in terms of the present role of IT and possible future improvements of the IT function at the City.
- **Review of IT Best Practices and Benchmarking Analysis** – Research industry best practices for Information Technology and enterprise systems and conduct surveys with nationally recognized technology innovators in municipal government to provide a vision of where Wilsonville needs to be in order to meet their goal of becoming a municipal technology innovator.
- **IT Gap Analysis** - Define gaps/issues associated with the current City's IS Department and Enterprise IT environment.
- **Gap Closing Workshop with Executive Team** – Review the Gap Analysis findings with key management staff and discuss project prioritization recommendations.
- **Develop Strategic Recommendations and Action Steps** - Identify, evaluate, and prioritize strategic recommendations for City's IT function.

Several high level observations were made, during this analysis, of the key challenges and opportunities associated with the City's current IT environment. The biggest challenge lies in the state of the City's enterprise applications and an overall lack of integration across these systems. For instance, the Financial and Permitting suite has reached end of life and its underlying technology platform has failed to keep up with industry changes, leaving large gaps in functionality and processes that require significant workarounds in order to complete daily processes. Additionally, arcane reporting capability has left decision makers without the dynamic data needed for quickly spotting trends and responding to issues. Modern enterprise systems offer a better view of daily activities, greater ability to integrate with other systems, enhanced functionality for staff and citizen facing portals, and reduced system maintenance.

A key opportunity noted was the overwhelmingly positive response to questions about the IS Department's customer service. Although the IS staff runs lean, and Mindboard has recommended the addition of an IT Assistant, both survey respondents and interviewees gave IS staff high marks for responsiveness and quality of customer service. It's unusual to have nearly unanimous endorsement in an assessment process. Part of this may be owing to the longevity of existing IS Department staff, which has led to well integrated and service savvy personnel. Another part is likely attributable to the IS staff's focus on customer service, as evidenced by their 13 year history of voluntary administration of annual customer service surveys. While the gap analysis calls out a number of areas for the IS Department to improve upon, their customer service and resulting relationship with other City departments is a strength to be capitalized on.

Areas for improvement were noted in the development of a comprehensive IT Gap analysis (IT Infrastructure and Enterprise Systems) which was comprised utilizing the information gathered in the previous task work, combined with Mindboard's institutional knowledge of public sector IT best practices. As part of the Gap analysis process, Mindboard applied the PPT approach to identify and prioritize gaps associated with the City's technology environment. Recommendations were developed based on key findings from the Gap analysis. For implementation purposes, Mindboard categorized the strategic recommendations into the following timelines:

Term	Timeline
Immediate	0-3 Months
Short Term	6 months – 1 year
Medium Term	1 year – 3 years
Long Term	3 years – 5 years

"Immediate" term recommendations were classified as those that could be started without expending significant financial or human resources and completed within a three month timeline. Short, medium and long term recommendations will need varying degrees of budgeting, planning and investment.

These recommendations were then reviewed with the Executive Team and prioritized based on business needs, budget impact and overall strategic fit to the City's overarching mission to: ***"Provide quality service that ensures a safe, attractive, economically vital community while preserving City's natural environment and heritage."***

The prioritized strategic recommendations are listed below:

Immediate Recommendations (0-3 months)

1. *Streamline IT Procurement Process*
2. *Streamline IT Funding*
3. *Develop Fiber Business Plan*

Short Term Recommendations (6 months – 1 year)

4. *Hire One Full Time Helpdesk Support Staff (IT Assistant)*
5. *Implement an Enterprise-wide Event, Facility and Volunteer Management System*
6. *Consolidate City Web Sites*
7. *Consider Cloud Based Email System*
8. *Implement Run Cutting System for SMART*
9. *Develop Disaster Recovery Plan*
10. *Develop IT Policies and Procedures*

Medium Term Recommendations (1-3 years)

11. *Use Cartegraph as City-wide Asset Management System*
12. *Implement New Financial Enterprise Resource Planning (ERP) System, Including Human Resource Management and Utility Billing Modules*
13. *Implement Laserfiche as the City-wide Electronic Document Management System*
14. *Implement an Integrated Land Management System*
15. *Promote Use of Geographical Information System (GIS) as an Organizational Priority*
16. *Consolidate Payment Processing Systems and Merchant Accounts*
17. *Implement Enhanced Interactive Voice Response (IVR) System*
18. *Implement Email Archival and E-Discovery Solution*
19. *Implement Project Management System*
20. *Implement Integrated Time Tracking and Payroll System*
21. *Implement a Cloud Based Collaboration System*
22. *Implement Integrated Security Access System*

Long Term Recommendations (3-5 years)

23. *Implement Integrated Citizen Database and Portal*
24. *Implement a Business Intelligence Tool*
25. *Implement a Cloud Based Voice over Internet Protocol (VoIP) Telephone System*
26. *Implement Virtual Desktops and Enhanced Virtual Private Network (VPN) Solution*

27. *Modernize Fare Collection System at SMART*
28. *Consider Implementing Automated Meter Reading (AMR) Infrastructure for Utilities*

Ongoing Recommendations

- *Continue Standardization of IT Environment*
- *Establish Periodic IT Skill Gap Review Process for IS Staff*
- *Continue Enhancing Audio/Video and WilsonvilleTV Infrastructure*
- *Implement Municipal Fiber Program*

Mindboard strongly recommends that the City Council and Executive Team adopt this IT Strategic Plan as the City's definitive guide for future IT investments. It is also recommended that the City annually conduct a review and "refresh" of this plan, to ensure that recommendations remain in line with the City's vision, industry IT standards, innovations and best practices.

DRAFT

**PROCLAMATION
CONSTRUCTION INDUSTRY SAFETY WEEK
MAY 1 – 7, 2016**

Whereas, construction is vital to our strong local economy yet remains one of the most dangerous professions; and

Whereas, the nature of the industry is fluid with craftspeople moving from firm to firm and project to project; and

Whereas, with proper planning, communication and controls, it is possible to eliminate injuries and incidents from construction sites; and

Whereas, no innovation in safety should be proprietary in order to send every worker across the region home safely after every shift; and

Whereas, local private and public owners in Wilsonville have been national leaders in construction safety and have the opportunity to demonstrate leadership once again; and

Whereas, a diversity of stakeholders will enrich the dialogue and accelerate the adoption of best practices; and

Whereas, SafeBuild Alliance, a local non-profit advocating Zero Incidents through Collaboration has encouraged all members of the building community to share and learn in safety from one another; and

Whereas, every day should include a focus on safety, a coordinated annual event across the region serves to heighten awareness;

Now, therefore, I, Tim Knapp, Mayor of the City of Wilsonville do hereby proclaim May 1-7 2016 to be:

CONSTRUCTION INDUSTRY SAFETY WEEK

in Wilsonville Oregon and encourage all residents to observe this week.

Tim Knapp, Mayor
Signed: April 18, 2016

Proclamation
Drinking Water Week:
Your Water- To Know It Is To Love It

WHEREAS, water is our most valuable natural resource; and

WHEREAS, water is an essential element of our everyday lives; and

WHEREAS, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

WHEREAS, any measure of a successful society – economic growth and diversity, productivity, and public safety – are in some way related to access to safe water; and

WHEREAS, we are all stewards of the water infrastructure upon which future generations depend; and

WHEREAS, each citizen of our community is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues;

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of Wilsonville, I do hereby proclaim, **May 1-7, 2016 as Drinking Water Week** and encourage our citizens to celebrate what is essential, celebrate water.

Tim Knapp, Mayor
Dated: April 18, 2016

Proclamation
Municipal Clerks Week
May 1 – May 7, 2016

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Tim Knapp, Mayor of Wilsonville, Oregon, do recognize the week of May 1 through May 7, 2016 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Sandra King, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Tim Knapp, Mayor

Dated this 18th day of April, 2016



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

March 30, 2016

The Honorable Tim Knapp
Mayor
City of Wilsonville
29799 SW Town Center Loop E.
Wilsonville OR 97070

Dear Mayor Knapp:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2015** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been mailed to:

Susan Cole
Finance Director

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

A handwritten signature in black ink that reads "Stephen J. Gauthier". The signature is written in a cursive, flowing style.

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds

CITY COUNCIL ROLLING SCHEDULE**Board and Commission Meetings 2016****Items known as of 04/11/16****APRIL**

DATE	DAY	TIME	EVENT	LOCATION
4/18	Monday	7 p.m.	City Council Meeting	Council Chambers
4/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers
4/27	Wednesday	6:30 p.m.	Library Board	Library

MAY

DATE	DAY	TIME	EVENT	LOCATION
5/2	Monday	7 p.m.	City Council Meeting – no work session	Council Chambers
5/9	Monday	6:30 p.m.	DRB Panel A	Council Chambers
5/11	Wednesday	6 p.m.	Planning Commission	Council Chambers
5/11	Wednesday	6 p.m.	Wilsonville Community Seniors	Community Center
5/16	Monday	7 p.m.	City Council Meeting	Council Chambers
5/18	Wednesday	6 p.m.	Budget Committee Meeting	Council Chambers
5/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
5/25	Wednesday	6:30 p.m.	Library Board	Library
May 30	Monday	Memorial Day – All City offices closed		

COMMUNITY EVENTS**Bulky Waste Day**

May 7 – Republic Services 10 a.m. to 2 p.m. **Accepted items:** large bulky items that don't fit into standard-sized garbage cans. Dishwashers, televisions, refrigerators, computers, monitors, stoves, dryers, water heaters, couches, mattresses, scrap metal, tables and chairs. **Un-accepted items:** propane bottles, paint, batteries, solvents, thinners, household garbage, tires and other related items. The event is free, but a donation of toiletries benefiting Wilsonville Community Sharing Food Bank is welcome.

WERK Day

May 14 – 8 a.m. to 1 p.m. Community Center

Check-in and breakfast takes place from 8-9:00 AM at the Community Center. At 9:00 AM, groups will be assigned to different projects and work until 12:00 PM or 1:00 PM, depending on the project. Contact: Patty Brescia at 503-570-1525

Queen of the High Road Half-Marathon and 10K

Saturday, May 21 -- 8:00 AM - 3:00 PM Memorial Park River Shelter. For more information, please visit www.solesisters.us Links: [Queen of the High Road Web](#)



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 18, 2016	Subject: Resolution No. 2580 Refinancing 2006 Water Revenue Bonds Staff Member: Susan Cole Department: Finance	
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Refinancing 2006 Water Revenue Bonds.	
Staff Recommendation: Council Adopt Consent Agenda.		
Recommended Language for Motion:		
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

The Series 2006 Water Revenue Bonds are eligible to refinance on or after June 1, 2016. Doing so is estimated to save the Water Operating Fund approximately \$150,000 in interest.

EXECUTIVE SUMMARY:

In October of 2000, the City Council authorized \$15 million in revenue bonds to finance the Willamette River Water Treatment Plant project. In 2006, these bonds were refinanced to a lower interest rate, from about 5.3% to about 4.0%, saving approximately \$387,000. The 2006 refunding had a provision that they were not eligible to be refinanced until on or after June 1, 2016.

Staff has gathered a team of experts to work on this refinancing. The team includes Hawkins-Delafield as Bond Counsel, Western Financial Group for Municipal Financial Advisory Services, and Columbia Bank for bond placement.

Columbia Bank has offered the City a four-year loan agreement with an interest rate of 1.98% to refinance the Series 2006 Water Revenue Bonds. The current principal outstanding is approximately \$4 million, and they are on schedule to be paid off in June of 2020.

Two added benefits to this refinancing are the opportunity to discontinue bond insurance and the opportunity to discontinue holding funds in a bond reserve account. Bond insurance and the reserve account are a ways to ensure bond holders that debt service payments will be made regardless of the financial health of the revenue source pledged – if the revenue source falters, then insurance can take over to keep the bond holders whole, or the reserve can be dipped into to pay the debt service. However, the Water Fund is quite stable and financially healthy, the repayment schedule is a short four years, and the outstanding principal is relatively low. The Water Fund has the wherewithal to maintain debt service payments in the unlikely event that water revenues falter, meaning that insurance and the reserve account is no longer necessary.

To be in the most advantageous position, staff has scheduled to close on this refinancing loan on April 26, 2016. This meets the 30-day notice requirement and enables the City to wrap the debt payment due on June 1, 2016 into this transaction, so the refinance would take place immediately upon eligibility.

This packet includes a resolution authorizing the City to refund the water revenue bonds. The resolution delegates to the Finance Director the authority to negotiate final terms, which are subject to change until the loan closes on April 26, 2016. Attached to the resolution are two exhibits. *Both exhibits are subject to change until the loan closes on April 26, 2016, although staff does not expect any material change.*

The first exhibit is the loan agreement with Columbia Bank, outlining the terms of the loan. The second exhibit is referred to as a “Master Declaration”, and is a technical legal document that outlines the promises the City makes to secure this loan. A new Master Declaration is included with this loan agreement in order to discontinue the insurance and reserve requirements mentioned above, as well as to update and modernize the technical legal language from the original that was drafted in October, 2000, and amended in 2006.

Examples of what the Master Declaration specifies are:

- That the City pledges its water revenue to the repayment of this loan;
- That the City will make payments on the specified payment dates;
- That the City will take necessary action to ensure that the Water Fund has adequate resources to meet both necessary operating expenses and the required loan payments;
- That the City will ensure that rates and fees in connection with the water system, including Water SDCs, are adequate to generate net revenues at least equal to 125% of the annual debt service;
- That the City will provide reports such as its Comprehensive Annual Financial Report and Budget to Columbia Bank each year;

- That the City may issue additional debt so long the City is able to certify that adequate revenues exist to pay both this current loan and any new debt, while still meeting the provision that revenues are at least equal to 125% of the debt service.

EXPECTED RESULTS:

Refinancing the Series 2006 Water Revenue Bonds is expected to save the Water Fund approximately \$150,000.

TIMELINE:

Staff has scheduled to close on this loan and refinance the 2006 outstanding bonds on April 26, 2016.

CURRENT YEAR BUDGET IMPACTS:

No current year impacts are expected. The debt payment due on June 1, 2016 is already budgeted. Fees for refinancing will be rolled into the refinanced bonds.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: April 7, 2016

LEGAL REVIEW / COMMENT:

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS: N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

ALTERNATIVES: N/A

CITY MANAGER COMMENT:

ATTACHMENTS:

Resolution No. 2580

RESOLUTION NO. 2580

A RESOLUTION OF THE CITY OF WILSONVILLE, OREGON AUTHORIZING THE REFUNDING OF WATER REVENUE BONDS AND RELATED MATTERS

WHEREAS, on April 4, 2006, the City issued its \$9,325,000 Water System Revenue Refunding Bonds, Series 2006 (the “2006 Bonds”), approximately \$4.1 million of the 2006 Bonds are outstanding, and current interest rates will allow the city to reduce the debt service expense of its water system by refunding the 2006 Bonds; and,

WHEREAS, Columbia State Bank has agreed to loan the city an amount sufficient to refund the 2006 Bonds and pay costs related to the refunding; and,

WHEREAS, Columbia State Bank has agreed that the City will not be required to fund a debt service reserve account in connection with the refunding, increasing the savings that result from the refunding; and,

WHEREAS, ORS 287A.360 authorizes the City to enter into a loan agreement to refund outstanding City bonds;

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. Bonds Authorized.

The City hereby authorizes the City to enter into a loan agreement (the “2016 Agreement”) with Columbia State Bank to refund the 2006 Bonds and to pay related costs. The 2016 Agreement will be a special obligation of the City that is payable solely from the net revenues of the City’s water system, as provided in a Master Water Revenue Bond Declaration (the “Master Declaration”) that the City executes in connection with the 2016 Agreement. The Master Declaration will specify the covenants that the City makes with Columbia State Bank and any revenue bonds that the City may subsequently issue.

Section 2. Security.

The 2016 Bonds shall be special obligations of the City that are payable solely from the net

revenues of the City's water system and proceeds of the 2016 Agreement, as provided in the Master Declaration.

Section 3. Delegation.

The Finance Director of the City or a person designated by the Finance Director to act on behalf of the City under this Resolution (each of whom is referred to in this Resolution as a "City Official") may, on behalf of the City:

- (A) Accept the proposal of Columbia State Bank, with any changes that the City Official may approve, and negotiate the final terms of the 2016 Agreement with Columbia State Bank. If borrowing money from Columbia State Bank proves impractical, the City Official may select another commercial bank or similar entity and enter into the 2016 Agreement with that entity;
- (B) Prepare and execute the 2016 Agreement and the Master Declaration, in substantially the forms attached to this resolution as Exhibits A and B, but with any changes that the City Official may approve;
- (C) Call the 2006 Bonds for redemption and apply the proceeds of the 2016 Agreement to pay and redeem the 2006 Bonds;
- (D) Determine that the 2016 Agreement will bear interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended (the "Code"), and enter into covenants to maintain the excludability of interest on that series of the 2016 Agreement from gross income;
- (E) Designate the 2016 Agreement as qualified tax-exempt obligations pursuant to Section 265(b)(3) of the Code;
- (F) Transfer revenues of the water system to pay and redeem the 2006 Bonds, if necessary;
- (G) Execute any documents and take any other action in connection with the 2016 Agreement and the redemption of the 2006 Bonds which the City Official finds will be advantageous to the City.

Section 4. Effective Date.

This Resolution takes effect upon adoption by the City Council.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 18th day of April, 2016 and filed with Wilsonville City Recorder this same date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Fitzgerald

Councilor Stevens

Councilor Lehan



March 29, 2016

Susan Cole
Finance Director
City of Wilsonville

Sent via Electronic email – cole@ci.wilsonville.or.us

Re: City of Wilsonville – Water Revenue Refunding Bonds, Series 2016.

Dear Susan:

Thank you for giving Columbia State Bank the opportunity to present you with this proposal for lending services. We are truly proud of our record of excellent customer service and expert consultation, and would be honored to provide the same services to your organization.

We are confident that you will find the enclosed proposal will meet your needs. Being a community bank with a local presence, we keep your money working in your community.

Note: The attached Commitment Letter Terms will float until a closing date has been set and rate has been locked.

Please feel free to contact me directly should you have any questions.

A handwritten signature in blue ink that reads 'Sharon Capizzo Guisande'.

Sincerely,

Sharon Capizzo Guisande
Senior Vice President
Columbia State Bank
sguisande@columbiabank.com
503-279-3906



LOAN PROPOSAL

This proposal is presented for discussion purposes only. It is not a commitment to lend by Columbia State Bank ("Bank"). If Bank does extend a loan commitment, terms and conditions will be subject to completion of due diligence, Bank's credit and documentation standard, necessary credit approval, market conditions and other considerations determined by Bank, including pricing and financial covenants. Following are the general terms and conditions based on preliminary information provided:

Borrower:	City of Wilsonville
Purpose:	Refund existing 2006 Bonds and pay cost of issuance.
Loan Type	Fully Amortizing Term Loan.
Amount:	\$4,100,000.
Maturity:	4-year fully amortized – fixed rate. Maturity June 1, 2020.
Advances:	Single advance at closing.
Repayment:	Principal payments due annually on June 1, beginning June 1, 2017. Interest payments due semi-annually on June 1 and December 1, beginning December 1, 2016.
Prepayment Fee:	Prepayment will be allowed on any payment date with a 3% prepayment fee.
Rate:	Tax-exempt Bank Qualified 4-year fixed rate of 1.98%. Rate will float until closing date is set and rate is locked.
Fees:	\$1,500.00 loan fee, plus Bank's out of pocket expenses for documentation review by Bank's Counsel. Bank's counsel review fees not to exceed \$3,000.00 and assumes all documents are prepared by Borrower's Counsel. Borrower shall pay the fees and costs of its counsel. All Bank fees are due at closing.
Collateral:	The City hereby pledges the Net Revenues to pay the principal of, premium (if any) and interest on all Bonds Pursuant to ORS 287A.310, this pledge made by the City shall be valid and binding from the Closing of the 2016 Bonds. The Net Revenues so pledged and hereafter received by the City shall immediately be subject to the lien of such pledge without any physical delivery or further act. When the 2006 Bonds are paid, the lien of this pledge shall be superior to all other claims and liens except liens and claims for the payment of Operating Expenses. Capitalized terms used in this Section and the following section have the

meanings given in the Master Water Revenue Bond Declaration adopted for issuance of the City's Water Revenue Refunding Bonds, Series 2016, reviewed and approved by Bank (the "Master Declaration").

First priority pledge of the Debt Service Account and Reserve Account that are included in the Bond Account.

The City hereby pledges the proceeds of the 2016 Bonds to pay the 2016 Bonds. Pursuant to ORS 287A.310, this pledge made by the City shall be valid and binding from the Closing of the 2016 Bonds. The proceeds so pledged shall immediately be subject to the lien of such pledge without any physical delivery or further act, and the lien of this pledge shall be superior to all other claims and liens.

The 2016 Bonds are payable from the following sources:

- The Net Revenues.
- Unused proceeds of the 2016 Bonds

Other Conditions:

City shall place proceeds from this 2016 Bond in escrow to defease the 2006 Bonds in full when due.

Representations and

Warranties:

Usual and customary for transactions of this type.

Covenants:

Covenants and Covenant Calculations are to be consistent with those covenants and definitions as stated in the Master Declaration.

Usual and customary covenants for transactions of this type will include but are not limited to the following:

Copy of signed Minutes approving the refunding.

Copy of signed Resolution approving the refunding.

No event of default and all conditions satisfied to issue additional debt.

Facility payments are not subject to appropriation.

City will maintain in the Reserve Account Maximum Annual Debt Service Reserve for all Outstanding Bonds.

City will certify annually that the 1.25x test of Net Revenues to Annual Debt Service has been met and that all covenants have been met.

The City may issue parity debt only if all covenants as outlined in the Master Declaration have been met.

The City may issue Subordinate Obligations as outlined in the Master Declaration.

The City may issue subordinate obligations which have a lien on the Pledged collateral which is subordinate to the lien of these Bonds.

The City may not issue any Bonds that would be considered superior to this debt.

All covenants will be consistent with the Master Declaration.

Events of Default: Usual and customary in transactions of this type. In addition to other legal remedies, if an event of default occurs due to (i) nonpayment of principal, interest, fees or other amounts when due, or (ii) failure to maintain the tax-exempt status of the 2016 Bond, then the Bank may increase the interest rate by an additional five percentage points (5%).

Reporting

Requirements: Annually:
CPA Audited fiscal yearend financial statements for the City no later than 180-days after fiscal year end.
Copy of the approved and adopted budget for the City no later than 45-days after FYE.
Annual Covenant Compliance Certificate.
Such other financial information as may be reasonably requested by the Bank from time to time.

Other requirements:

Documents to be prepared by City's Bond Counsel.
Loan subject to documentation acceptable to Bank, Bank Counsel, and City's Bond Counsel.
City's Bond Counsel to provide validity and enforceability opinions as to the resolution, Master Declaration and other documents authorizing debt issuance and as to the 2016 Bonds; and a tax opinion acceptable to the Bank and Bank Counsel.
Final approved Master Declaration acceptable to Bank, Bank Counsel, and City's Bond Counsel.

Commitment Letter terms will float until a closing date has been set and then the fixed interest rate will be locked.

This proposal contains confidential and proprietary loan structuring and pricing information. Except for disclosure on a confidential basis to your accountants, attorneys and other professional advisors retained by you in connection with the credit facilities contained in this proposal or as may be required by law, the contents of this proposal may not be disclosed in whole or in part to any other person or entity without our prior written consent, provided that nothing herein shall restrict disclosure of information relating to the tax structure or tax treatment of the proposed credit facility.

Under Oregon law, most agreements, promises, and commitments made by us, Columbia State Bank, concerning loans and other credit extensions which are not tied to personal, family or household purposes or secured solely by the borrower's residence must be in writing, express consideration and be signed by us to be enforceable.

2016 WATER SYSTEM LOAN AGREEMENT

\$4,100,000
Dated _____, 2016

This 2016 Water System Loan Agreement is entered into between City of Wilsonville, Oregon (the “City”) and Columbia State Bank (the “Bank”) as of this ___ day of ____, 2016.

1. Definitions.

For purposes of this 2016 Agreement and unless the context clearly requires otherwise: (i) capitalized terms that are used in this 2016 Agreement but are not defined in this Section 1 shall have the meanings defined for such terms in the Declaration, as defined below in this Section 1, and (ii) the following capitalized terms shall have the following meanings:

“2016 Agreement” means this 2016 Water System Loan Agreement.

“Bank” means Columbia State Bank, its successors and assigns.

“Closing Date” means ____, 2016.

“Declaration” means the City’s Master Water Revenue Bond Declaration that is dated as of the Closing Date, as it may be amended or supplemented from time to time pursuant to its terms.

“Interest Rate” means a fixed annual interest rate of [one and ninety-eight hundredths percent (1.98%) per annum], calculated on the basis of a 360-day year consisting of twelve 30-day months. However, Bank may increase the Interest Rate as provided in Section 2.4.

“Maturity Date” means June 1, 2020.

“Outstanding Balance” means, at any time, the Principal Amount, less the sum of all principal repayments which have been received by the Bank.

“Principal Amount” means \$[principal amount].

“Resolution” means the City Resolution No. ____ adopted April 18, 2016, authorizing this 2016 Agreement.

“Special Counsel” means Hawkins Delafield & Wood LLP.

2. Loan.

2.1. The Bank shall advance the Principal Amount to the City on the Closing Date.

2.2. The Outstanding Balance shall bear interest at the Interest Rate from the Closing Date. Interest is payable semiannually on June 1 and December 1 of each year, commencing December 1, 2016. The City shall repay the Principal Amount and the interest in the following installments on the following dates:

<h2 style="margin: 0;">Example</h2>

BOND DEBT SERVICE
Water
Series 2016 Bank Placement

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/01/2016			47,997.68	47,997.68	
06/01/2017	979,000	1.980%	40,184.10	1,019,184.10	
06/30/2017					1,067,181.78
12/01/2017			30,492.00	30,492.00	
06/01/2018	1,007,000	1.980%	30,492.00	1,037,492.00	
06/30/2018					1,067,984.00
12/01/2018			20,522.70	20,522.70	
06/01/2019	1,026,000	1.980%	20,522.70	1,046,522.70	
06/30/2019					1,067,045.40
12/01/2019			10,365.30	10,365.30	
06/01/2020	1,047,000	1.980%	10,365.30	1,057,365.30	
06/30/2020					1,067,730.60
	4,059,000		210,941.78	4,269,941.78	4,269,941.78

- 2.3. All unpaid principal, plus accrued interest, shall be paid no later than the Maturity Date.
- 2.4. The Bank may increase the Interest Rate by five percent (5.00%) per annum:
- (a) While an Event of Default described in Section 10.2.A of the Declaration is continuing with respect to this 2016 Agreement; or
- (b) As of the date interest paid under this 2016 Agreement ceases to be excludable from gross income under the Code as a result of the City's failure to comply with Section 7 of this 2016 Agreement.

3. Prepayment.

The City may prepay all or any portion of the Outstanding Balance on any date if the City:

- 3.1. Gives the Bank [two] Business Day's prior notice; and,
- 3.2. Pays the Bank the amount of the Outstanding Balance that is to be prepaid, plus interest accrued on that amount through the date of prepayment, plus a premium of three percent (3.00%) of the amount of the Outstanding Balance that is to be prepaid.

4. Security for 2016 Agreement.

This 2016 Agreement is a Bond under the Declaration. This 2016 Agreement is a special limited obligation of the City secured solely by pledges of:

- 4.1. the Net Revenues of the Water System as defined and provided in Section 4.3.A of the Declaration.
- 4.2. the proceeds of this 2016 Agreement as defined and provided in Section 4.3.B of the Declaration.

5. Billing.

The Bank shall send the City a bill for the amount due on each 2016 Agreement payment date not later than seven (7) Business Days prior to that payment date.

6. Use of 2016 Agreement Proceeds.

The City shall apply the amount it receives under this 2016 Agreement solely to refund the City's Water System Revenue Refunding Bonds, Series 2006, and pay related costs.

7. Tax-Exemption.

- 7.1. The City agrees to comply with all representations in the Tax Certificate for this 2016 Agreement. The City further covenants for the benefit of the Bank to comply with all provisions of the Code that are required for interest paid pursuant to this 2016 Agreement to be excluded from gross income for federal income tax purposes.
- 7.2. Interest paid pursuant to this 2016 Agreement is exempt from State of Oregon personal income taxes.
- 7.3. The City has designated this 2016 Agreement as a "qualified tax-exempt obligation" under Section 265 of the Code.

8. Representations of the City.

By executing this 2016 Agreement in the space provided below, the City represents to the Bank that:

- 8.1. The City is duly created and existing under the laws of the State of Oregon, has all necessary power and authority to enter into this 2016 Agreement and the Declaration and perform its duties under this 2016 Agreement and the Declaration.
- 8.2. The adoption of the Resolution, the execution of this 2016 Agreement and the Declaration and the performance of the City's obligations under this 2016 Agreement and the Declaration does not conflict in any material respect with, or constitute a material breach of or default under, any law, court decree, administrative regulation, resolution or other agreement to which the City is a party or by which it is bound.
- 8.3. There is no action, suit, proceeding or investigation at law or in equity before or by any court or governmental agency having jurisdiction over the City that is pending or, to the best of the knowledge of the City, is threatened against the City to restrain or enjoin the

execution of this 2016 Agreement or the Declaration, the adoption of the Resolution, or the collection and application of the funds as contemplated by the Resolution, the Declaration and this 2016 Agreement, that, if such matter were adversely decided against the City would, in the reasonable judgment of the City, have a material and adverse effect on the ability of the City to pay the amounts due under this 2016 Agreement.

- 8.4. The City hereby certifies, recites and declares that all things, conditions and acts required by the Constitution and Statutes of the State of Oregon and by this 2016 Agreement and the Declaration to exist, to have happened and to have been performed precedent to and in the execution and the delivery of this 2016 Agreement and the Declaration, do exist, have happened and have been performed in due time, form and manner, as required by law, and that each of this 2016 Agreement and the Declaration is a valid and binding special obligation of the City that is enforceable against the City in accordance with its terms, except to the extent that enforceability may be limited by (i) bankruptcy, insolvency, fraudulent conveyance, reorganization, moratorium and other laws affecting creditors' rights generally; (ii) the application of equitable principles and the exercise of judicial discretion in appropriate cases; (iii) common law and statutes affecting the enforceability of contractual obligations generally; and (iv) principles of public policy concerning, affecting or limiting the enforcement of rights or remedies against governmental entities such as the City.

9. Covenants of the City.

The City covenants for the benefit of the Bank that:

- 9.1. This 2016 Agreement is a "Bond" under the Master Declaration. The City specifically covenants for the benefit of the Bank to comply with the City's obligations under the Master Declaration.
- 9.2. While this 2016 Agreement is in effect and until full and final payment of the principal amount of the 2016 Agreement and all accrued and unpaid interest and fees the City shall provide the Bank with:
- (a) A complete copy of the City's audited annual financial statements for each Fiscal Year, within 210 days following the end of each Fiscal Year.
 - (b) A complete copy of the City's budget for each Fiscal Year no later than 45 days after it is adopted by the City Council.
 - (c) An executed Annual Covenant Compliance Certificate no later than [interval] after the end of each Fiscal Year, in a form satisfactory to the Bank.
 - (d) Such other information as the Bank may reasonably request.

10. Fees, Costs and Expenses.

10.1. Bank Fees and Charges.

- (a) The City will pay the Bank a loan fee of \$1,500 on the Closing Date.
- (b) The City will pay up to \$3,000 for fees and costs of the Bank's counsel in connection with this 2016 Agreement.
- (c) The Bank will not charge the City any other fees or costs in connection with this 2016 Agreement.

10.2. Costs of Enforcement. If either party incurs any expenses in connection with enforcing this 2016 Agreement, or if the Bank takes collection action under this 2016 Agreement, the losing party shall pay to the prevailing party, on demand, the prevailing party's reasonable costs and reasonable attorneys' fees, whether at trial, on appeal, in any bankruptcy or insolvency proceeding or otherwise, including any allocated costs of in-house counsel.

10.3. Other Fees and Costs. The City shall pay the fees and costs of Special Counsel, and any other expenses and costs that the City incurs in connection with this 2016 Agreement.

11. Default.

If an Event of Default occurs the Bank may its rights as an Owner under the Declaration. The amounts due from the City under this 2016 Agreement shall not be subject to acceleration.

12. Defeasance.

This 2016 Agreement may be defeased and deemed paid pursuant to Section 12 of the Declaration.

13. Conditions to the Obligations of the Bank.

13.1. The Bank may refuse to advance funds under this 2016 Agreement unless the Bank has received:

- (a) An opinion of Special Counsel to the effect that:
 - (i) The Resolution has been duly adopted and each of the 2016 Agreement and the Declaration is a valid and legally binding special obligation of the City that is enforceable against the City in accordance with its terms, subject to customary exceptions;
 - (ii) interest paid pursuant to this 2016 Agreement is excludable from gross income under the Code;

- (iii) interest paid pursuant to this 2016 Agreement is exempt from State of Oregon personal income tax; and,
- (iv) The City has designated this 2016 Agreement as a “qualified tax-exempt obligation” under the Code.

(b) A certificate, signed by a City Official and dated as of the Closing Date, that the representations of the City in this 2016 Agreement are true and correct as of the Closing Date.

(c) Such additional legal opinions, certificates, proceedings, instruments or other documents as the Bank, its counsel or Special Counsel may reasonably request to evidence compliance by the City with the legal requirements for execution and delivery of this 2016 Agreement and the due performance or satisfaction by the City of all agreements then to be performed and all conditions then to be satisfied by the City.

14. Assignment.

- 14.1. The Bank has executed and delivered to the City a Qualified Investor Letter in substantially the form attached as Exhibit B.
- 14.2. The Bank may participate interests in this 2016 Agreement to other commercial banks, but only if the Bank retains an interest in this 2016 Agreement, and the City remains entitled to deal exclusively with the Bank. The Bank may not otherwise sell, transfer or assign its rights or obligations under this 2016 Agreement without the prior, written consent of the City.

15. Miscellaneous.

- 15.1. Any notices required to be given pursuant to this 2016 Agreement shall be given to the following addresses:

City: City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, Oregon 97070
Attn.: Finance Director

Bank: Columbia State Bank
1000 SW Broadway, Suite 1100
Portland, Oregon 97205
Attn.: Senior Vice President

- 15.2. All representations, warranties, and agreements contained in this 2016 Agreement shall survive the execution, delivery and payment of this 2016 Agreement. This 2016 Agreement shall constitute a contract between the City and the Bank. The Bank's extension of credit hereunder is expressly made in reliance on such contract.

- 15.3. This 2016 Agreement shall be governed and interpreted in accordance with the laws of the State of Oregon.
- 15.4. The Bank irrevocably consents to the exclusive personal jurisdiction of the state and federal courts located in the State of Oregon in any action brought under this 2016 Agreement, and in any action based upon the transactions encompassed by this 2016 Agreement, whether or not based in contract.

16. Severability and Waivers.

If any part of this 2016 Agreement is not enforceable, the rest of the 2016 Agreement may be enforced. The Bank retains all rights, even if it makes a loan after default. If the Bank waives a default, it may enforce a later default. Any consent or waiver under this 2016 Agreement must be in writing.

17. Counterparts.

This 2016 Agreement may be executed simultaneously in several counterparts, each of which shall be an original and all of which shall constitute one and the same agreement.

18. Written Agreements.

Under Oregon law, most agreements, promises and commitments made by the Bank concerning loans and other credit extensions which are not for personal, family or household purposes or secured solely by the borrower's residence must be in writing, express consideration and be signed by the Bank to be enforceable.

[The remainder of this page is left blank intentionally.]

DATED as of the __ day of April, 2016.

Columbia State Bank

By: _____
Authorized Officer

Name: _____

Title: _____

[The signature of the City appears on the following page.]

DATED as of the ____ day of April, 2016.

City of Wilsonville, Oregon

By: _____
City Official

[The signature of the Bank appears on the preceding page.]

Exhibit A
Covenant Compliance Certificate
City of Wilsonville
2016 WATER SYSTEM LOAN AGREEMENT

The City of Wilsonville, Oregon, (the “City”) has entered into the 2016 Water System Loan Agreement (the “2016 Agreement”) with Columbia State Bank as of April __, 2016. Capitalized terms used in this certificate have the meanings defined for such terms in the 2016 Agreement. On behalf of the City I hereby certify as follows:

1. No Event of Default has occurred and is continuing.

2. Net Revenues for the most recently completed Fiscal Year (Fiscal Year 20__-20__) were at least equal to one hundred twenty-five percent (125.00%) of Annual Debt Service due in that Fiscal Year. Net Revenues for that Fiscal Year were approximately \$_____ and Annual Debt Service due in that Fiscal Year was approximately \$_____.

3. Net Revenues for the most recently completed Fiscal Year (Fiscal Year 20__-20__), less systems development charges that were included in Gross Revenues for that Fiscal Year, were at least equal to one hundred ten percent (110.00%) of Annual Debt Service due in that Fiscal Year. Net Revenues for that Fiscal Year, less systems development charges that were included in Gross Revenues for that Fiscal Year, were approximately \$_____.

Dated as of _____.

City of Wilsonville, Oregon

By: _____
City Official

QUALIFIED INVESTOR LETTER

\$4,100,000

CITY OF WILSONVILLE

2016 WATER SYSTEM LOAN AGREEMENT

Dated _____, 2016

The undersigned, a duly authorized representative of Columbia State Bank (the “Bank”), hereby certifies as follows with respect to the Bank’s 2016 Water System Loan Agreement (the “2016 Agreement”) with the City of Wilsonville, Oregon (the “Borrower”):

1. The Bank is an organization that falls within one of the following categories:

(a) a bank as defined in Section 3(a)(2) of the Securities Act of 1933 as amended (the “Securities Act”);¹ or

(b) a savings and loan association or other institution described in Section 3(a)(5)(A) of the Securities Act,² whether acting in its individual or fiduciary capacity; or

(c) a “Qualified Institutional Buyer” as that term is defined in Rule 144A under the Securities Act.

2. The Bank has sufficient knowledge and experience in financial and business matters, including purchase and ownership of tax-increment backed borrowings and tax-exempt obligations, to be able to evaluate the risks and merits of the lending represented by the 2016 Agreement.

3. The Bank has made its own independent and satisfactory inquiries related to the execution and performance of the 2016 Agreement to which a reasonable lender would attach significance in making lending decisions, and of any other matters deemed to be relevant to a reasonably informed decision to execute the 2016 Agreement.

¹ A “bank” is defined in Section 3(a)(2) of the Securities Act as “any national bank, or any banking institution organized under the laws of any State, territory, or the District of Columbia, the business of which is substantially confined to banking and is supervised by the State or territorial banking commission or similar official; except that in the case of a common trust fund or similar fund, or a collective trust fund, the term “bank” has the same meaning as in the Investment Company act of 1940 [15 U.S.C.A. §80a-1 et. seq.]”

² A “savings and loan association or other institution described in Section 3(a)(5)(A) of the Securities Act” is a savings and loan association, building and loan association, cooperative bank, homestead association, or similar institution, which is supervised and examined by State or Federal authority having supervision over any such institution.

4. The Bank has had the opportunity to ask questions and receive answers from knowledgeable individuals concerning the Borrower, the use of the proceeds of the 2016 Agreement, and the 2016 Agreement, all so that as a reasonable lender the Bank has been able to make a reasonably informed decision to execute the 2016 Agreement.

5. The Bank is entering into the 2016 Agreement for its own account (and not as an “underwriter” or “Participating Underwriter” as defined in the Securities and Exchange Commission Rule 15c2-12, as amended, replaced or supplemented) and does not presently intend to transfer, otherwise distribute or sell the 2016 Agreement or any portion thereof to the general public or any other party.

6. The Bank acknowledges that its right to sell and transfer the 2016 Agreement is limited as provided in Section 14 of the 2016 Agreement.

7. The Bank acknowledges that (a) the 2016 Agreement has not been registered under the Securities Act of 1933, as amended, and has not been registered or otherwise qualified for sale under the securities laws of any state, (b) the 2016 Agreement will not be listed on any securities exchange, (c) the 2016 Agreement will carry no rating from any rating service, and (d) there is no established market for the 2016 Agreement and that none is likely to develop. The Bank understands and acknowledges that (i) the 2016 Agreement is not intended to be subject to the requirements of Rule 15c2-12 promulgated under the Securities Exchange Act of 1934, as amended and (ii) in connection with the Bank’s execution of the 2016 Agreement, the Borrower has not prepared or caused to be prepared, any official statement, private placement memorandum or other offering document.

8. The Bank agrees that it will comply with any applicable state and federal securities law in effect with respect to the initial purchase of the 2016 Agreement and in effect with respect to any disposition of the 2016 Agreement by it, and further acknowledges that any current exemption from registration of the 2016 Agreement does not affect or diminish such requirements.

9. Hawkins Delafield & Wood LLP (“Bond Counsel”) will not have any responsibility to the Bank for the accuracy or completeness of information obtained by the Bank from any source regarding the Borrower, the projects financed with the 2016 Agreement or the Borrower’s financial condition, or regarding the ability of the Borrower to pay the 2016 Agreement, or the sufficiency of any security therefore. The Bank acknowledges that, as between the Bank and Bond Counsel, the Bank has assumed responsibility for obtaining such information and making such review as the Bank deemed necessary or desirable in connection with its decision to purchase the 2016 Agreement.

Dated as of the __ day of April, 2016.

Columbia State Bank

Sharon Guisande, Senior Vice President

MASTER WATER REVENUE BOND DECLARATION

City of Wilsonville, Oregon

2016 Water System Loan Agreement

Executed by a City Official of the City of Wilsonville, Oregon

As of the __ day of _____, 2016

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Appendix A: Form of 2016 Bond

MASTER WATER REVENUE BOND DECLARATION

THIS MASTER WATER REVENUE BOND DECLARATION is executed as of _____, 2016, by a City Official of the City of Wilsonville, Oregon to establish the terms under which the City's 2016 Water System Loan Agreement and other obligations secured by liens on the Net Revenues of the City's Water System may be issued.

Section 1. Findings.

The City finds:

- 1.1. The City's Water System Revenue Refunding Bonds, Series 2006 (the "2006 Bonds") are the only obligations of the City that are currently outstanding and are secured by a pledge of the City's water revenues. The 2006 Bonds were issued under City Resolution No. 1675, as amended, which was initially adopted on October 2, 2000. Resolution 1675 established the terms under which the City may issue obligations in the future that are secured by the revenues of the City's water system.
- 1.2. When all the 2006 Bonds are paid the City will cease to be bound by the terms of Resolution No. 1675, and may enter into new covenants with the purchasers of obligations that are secured by the revenues of the City's Water System.
- 1.3. The City has entered into the 2016 Water System Loan Agreement (the "2016 Agreement") with Columbia State Bank to refund and pay all the City's outstanding 2006 Bonds. Refunding the 2006 Bonds with the 2016 Agreement will reduce the City's debt service expense.
- 1.4. The 2016 Agreement is a "bond" as defined in ORS 287A.001(3)(a), and the City is authorized by ORS 287A.360 to 287A.375 to issue bonds to refund outstanding City bonds.
- 1.5. The City now executes this Master Declaration to establish the terms under which the City will operate its water system and pay the 2016 Agreement and any obligations on a parity with the 2016 Agreement.

Section 2. Definitions.

Unless the context clearly requires otherwise, capitalized terms that are used in this Master Declaration and are defined in this Section 2 shall have the meanings defined for those terms in this Section 2.

"2006 Bonds" means the City's Water System Revenue Refunding Bonds, Series 2006, which are refunded by the 2016 Agreement.

“2016 Agreement” means the City’s 2016 Water System Loan Agreement that is dated as of April __, 2016 and is executed by the City and the Bank. The 2016 Agreement is a “Bond” under this Master Declaration.

“Annual Debt Service” means in any Fiscal Year the amount of principal and interest required to be paid in that Fiscal Year on all Outstanding Bonds, calculated as follows:

- (a) Interest which is to be paid from Bond Proceeds shall be subtracted;
- (b) Bonds which are subject to scheduled, noncontingent redemption or tender shall be deemed to mature on the dates and in the amounts which are subject to mandatory redemption or tender, and only the amount scheduled to be Outstanding on the final maturity date shall be treated as maturing on that date; and,
- (c) Bonds which are subject to contingent redemption or tender shall be treated as maturing on their stated maturity dates.

“Bank” means Columbia State Bank, the lender under the 2016 Agreement.

“Base Period” means the alternative selected by the City from the following two options: (a) any twelve consecutive months selected by the City or Qualified Consultant out of the most recent eighteen months preceding the delivery of a Series of Parity Bonds; or (b) the most recently completed fiscal year for which audited financial statements are available.

“Bond Account” means the Bond Account of the Water Fund which is described in Section 4.6.

“Bond Counsel” means a law firm having knowledge and expertise in the field of municipal law and whose opinions are generally accepted by purchasers of municipal bonds.

“Bond” or “Bonds” means the 2016 Agreement and any Parity Bonds.

“Business Day” means any day except a Saturday, a Sunday, a legal holiday, a day on which the offices of banks in Oregon or New York are authorized or required by law or executive order to remain closed, or a day on which the New York Stock Exchange is closed.

“City Council” means the City Council of the City, or its successors.

“City Official” means the City Manager, the Finance Director or the person designated by the City Manager to act on behalf of the City under this Master Declaration.

“City” means the City of Wilsonville in Clackamas and Washington Counties, Oregon, a municipal corporation of the State of Oregon.

“Closing” means the date on which a Series of Bonds is delivered in exchange for payment.

“Code” means the Internal Revenue Code of 1986, as amended, including the rules and regulations promulgated thereunder.

“Debt Service Account” means the account of that name in the Bond Account. The Debt Service Account is described in Section 4.6.A.

“Event of Default” means any event specified in Section 10.2 of this Master Declaration.

“Fiscal Year” means the period beginning on July 1 of each year and ending on the next succeeding June 30, or as otherwise defined by State law.

“Fund” refers to any fund, account, or other accounting concept that permits the City to account accurately for amounts that are credited to it under this Master Declaration. A “Fund” in this Master Declaration does not need to appear as a “fund” in the City’s budget.

“Government Obligations” means (a) direct, noncallable obligations of the United States of America (including obligations issued or held in book-entry form on the books of the Department of the Treasury and principal-only and interest-only strips that are issued by the U.S. Treasury); or (b) noncallable obligations the principal of and interest on which are unconditionally guaranteed by the United States of America.

“Gross Revenues” means all fees and charges and other revenues that are properly accrued under generally accepted accounting principles as revenues of the Water System, including systems development charges for the Water System to the extent those systems development charges can be used to pay Bonds, revenues from product sales, and interest earnings on Gross Revenues in the Water Fund. However, the term “Gross Revenues” shall not include:

- (a) The interest income or other earnings derived from the investment of any escrow fund established for the defeasance or refunding of outstanding indebtedness of the City;
- (b) Any gifts, grants, donations or other moneys received by the City from any State or Federal Agency or other person if such moneys are restricted by law or the grantor to uses inconsistent with the payment of Bonds;
- (c) The proceeds of any borrowing;
- (d) The proceeds of any liability or other insurance (excluding business interruption insurance or other insurance of like nature insuring against the loss of revenues);
- (e) The proceeds of any casualty insurance which the City intends to utilize for repair or replacement of the Water System;
- (f) The proceeds derived from the sales of assets pursuant to Section 9.9 of this Master Declaration;
- (g) Any ad valorem or other taxes imposed by the City (except charges or payments for Water System services which become “taxes” within the meaning of Article XI, Section 11b of the Oregon Constitution only because they are imposed on property or property owners);
- (i) Any income, fees, charges, receipts, profits or other moneys derived by the City from its ownership or operation of any Separate Utility System; and,
- (j) Any federal interest subsidies the City receives for Interest Subsidy Obligations.

“Interest Payment Date” means any date on which Bond interest is scheduled to be paid, and any date on which Bonds are called for redemption.

“Master Declaration” means this Master Water Bond Declaration, including any amendments made pursuant to Section 11.

“Net Revenues” means the Gross Revenues less the Operating Expenses.

“Operating Expenses” means all costs which are properly treated as expenses of operating and maintaining the Water System under generally accepted accounting principles. However, Operating Expenses do not include:

- (a) Any rebates or penalties paid from Gross Revenues under Section 148 of the Code;
- (b) Payments of judgments against the City and payments for the settlement of litigation;
- (c) Depreciation and amortization of property values or losses and other non-cash expenses;
- (d) All amounts eligible to be treated for accounting purposes as payments for capital expenditures;
- (e) Interest and other debt service payments, paying agent fees, broker-dealer fees and similar charges for the maintenance of borrowings;
- (f) The expenses of owning, operating or maintaining any Separate Utility System;
- (g) Expenditures made from any liability insurance proceeds;
- (h) Expenditures made from any casualty insurance proceeds used to pay for costs of repairing or replacing portions of the Water System;
- (i) Expenditures made from grant monies regardless of whether such grant funds are dedicated to a specific purpose or available for the general operation, maintenance and repair or replacement of the Water System;
- (j) Extraordinary non-recurring expenses of the Water System;
- (k) Franchise fees and other amounts paid to the City; or
- (l) Expenditures allocable to any other funding source which does not constitute Gross Revenues of the Water System.

“ORS” means the Oregon Revised Statutes.

“Outstanding” refers to all Bonds except Bonds that have been paid, Bonds that have been defeased pursuant to Section 12 of this Master Declaration, and bearer Bonds that have matured and not been presented for payment (provided sufficient funds to pay those Bonds have been transferred to their paying agent).

“Owner” means the entity entitled to be paid principal and interest on a Bond, or the paying agent for such an entity. The Owner of the 2016 Agreement is the Bank.

“Parity Bond” means any obligation that is issued in compliance with Section 6 and is secured on a parity with the 2016 Agreement by the Net Revenues that are available to be deposited in the Bond Account.

“Payment Date” means a Principal Payment Date or an Interest Payment Date.

“Permitted Investments” means any investments which the City is permitted to make under the laws of the State.

“Principal Payment Date” means any date on which any Bonds are scheduled to be retired, whether by virtue of their maturity or by mandatory sinking fund redemption prior to maturity, and the redemption date of any Bonds which have been called for redemption.

“Qualified Consultant” means an independent engineer, an independent auditor, an independent financial advisor, or similar independent professional consultant of recognized standing and having experience and expertise in the area for which such person or firm is retained by the City for purposes of performing activities specified in this Master Declaration or any Supplemental Declaration.

“Reserve Account” means the account of that name that the City may elect to create in the Bond Account.

“Separate Utility System” means any utility property which is declared by the City to constitute a system which is distinct from the Water System in accordance with Section 8.

“Series” refers to all Bonds authorized by a single ordinance or declaration and delivered in exchange for payment on the same date, regardless of variations in maturity, interest rate or other provisions, unless the closing documents for the Series provide otherwise.

“State” means the State of Oregon.

“Subordinate Obligations Account” means the Subordinate Obligations Account of the Water Fund which is described in Section 4.1.

“Subordinate Obligations” means obligations having a lien on the Net Revenues which is subordinate to the lien of the Bonds. Restrictions on Subordinate Obligations are described in Section 7. On the date of this Master Declaration the City has no borrowings outstanding with a lien on the Net Revenues which is subordinate to the lien of the Bonds.

“Supplemental Declaration” means any declaration, resolution or other document which supplements or amends this Master Declaration, entered into by the City in compliance with Section 11.

“Water Fund” means the collection of funds and accounts used by the City to hold the Gross Revenues and the proceeds of Bonds.

“Water System” means all utility property now or hereafter used by the City to supply water within or without the corporate limits of the City, including the City’s share of any jointly owned facilities. However, the Water System does not include any Separate Utility System, any power

generating facilities which are operated in connection with assets which are part of the Water System, or any share of jointly owned facilities which is the responsibility of another party.

Section 3. Rules of Construction.

In determining the meaning of the provisions of this Master Declaration, the following rules shall apply unless the context clearly requires application of a different meaning:

- A. References to section numbers shall be construed as references to sections of this Master Declaration.
- B. References to one gender shall include all genders.
- C. References to the singular include the plural, and references to the plural include the singular.

Section 4. Deposit, Pledge and Use of Gross Revenues.

- 4.1. All Gross Revenues shall be deposited to and maintained in the Water Fund, and shall be used only as described in this Section as long as any Bonds remain Outstanding. The City shall create and maintain the following accounts in the Water Fund: the Bond Account and the Subordinate Obligations Account.
- 4.2. The City shall apply Gross Revenues in the Water Fund on or before the following dates for the following purposes in the following order of priority:
 - A. The City may at any time use Gross Revenues to pay Operating Expenses that are then due;
 - B. On each Payment Date, or any earlier date on which Bond principal, interest and premium, if any, must be transferred to a paying agent, the City shall transfer to the Debt Service Account an amount sufficient to pay in full all Bond principal, interest and premium, if any, which is due to be paid on that Payment Date;
 - C. On the dates specified in any proceedings authorizing Parity Bonds that are secured by the Reserve Account, the City shall transfer to that Account or, if applicable, the relevant subaccount therein, the Net Revenues required by those proceedings;
 - D. On any day on which any rebates or penalties for Bonds are required to be paid to the United States pursuant to Section 148 of the Code, to pay the amounts due to the United States;
 - E. On the dates specified in any proceedings authorizing Subordinate Obligations, the City shall transfer to the Subordinate Obligations Account the Net Revenues required by those proceedings; and,

F. On any date, the City may transfer or spend Net Revenues for any other lawful purpose, but only if all deposits and payments that are required to be made on or before that date and that have a higher priority under this Section have been made.

4.3. Pledges:

A. The City hereby pledges the Net Revenues to pay the principal of, premium (if any) and interest on all Bonds Pursuant to ORS 287A.310, this pledge made by the City shall be valid and binding from the Closing of the 2016 Agreement. The Net Revenues so pledged and hereafter received by the City shall immediately be subject to the lien of such pledge without any physical delivery or further act. When the 2006 Bonds are paid the lien of this pledge shall be superior to all other claims and liens except liens and claims for the payment of Operating Expenses.

B. The City hereby pledges the proceeds of the 2016 Agreement to pay the 2016 Agreement. Pursuant to ORS 287A.310, this pledge made by the City shall be valid and binding from the Closing of the 2016 Agreement. The proceeds so pledged shall immediately be subject to the lien of such pledge without any physical delivery or further act, and the lien of this pledge shall be superior to all other claims and liens.

C. The City covenants and agrees to take such action as is necessary from time to time to perfect or otherwise preserve the priority of these pledges.

4.4. The City hereby irrevocably calls all outstanding 2006 Bonds for redemption on June 1, 2016.

4.5. On the date of this Master Declaration the City shall irrevocably deposit 2016 Bond proceeds and other City funds with the paying agent for the 2006 Bonds in an amount sufficient to pay all principal and interest that is due on the 2006 Bonds from the date of this Master Declaration through June 1, 2016, the date on which all 2006 Bonds have been called for redemption.

4.6. **Bond Account.** The City shall create and maintain the Bond Account as long as Bonds are Outstanding. The Bond Account shall contain a Debt Service Account and may contain a Reserve Account.

A. Net Revenues shall be deposited into the Debt Service Account as required by Section 4.2.B. Earnings on the Debt Service Account shall be credited to the Debt Service Account. Amounts credited to the Debt Service Account shall be used only to pay, defease, redeem or purchase Bonds. On each Payment Date the City shall apply the amounts in the Debt Service Account to pay the Bond principal, interest and premium, if any, that is due on that Payment Date.

B. If the City commits to maintain amounts in the Reserve Account to secure Parity Bonds, Net Revenues shall be deposited into the Reserve Account only as permitted by Section

4.2.C. The Reserve Account may be divided into subaccounts, and the City may establish priorities for funding the subaccounts in the Reserve Account. The City is not obligated to maintain any amount in the Reserve Account for the 2016 Agreement.

- 4.7. **Subordinate Obligations Account.** The City shall create the Subordinate Obligations Account when the City issues Subordinate Obligations, and shall maintain the Subordinate Obligations Account as long as Subordinate Obligations are Outstanding. The Subordinate Obligations Account may be divided into subaccounts, and the City may establish priorities for funding the subaccounts in the Subordinate Obligations Account. Net Revenues shall be deposited into the Subordinate Obligations Account only as permitted by Section 4.2.E. Earnings on the Subordinate Obligations Account shall be credited as provided in the proceedings authorizing the Subordinate Obligations.

Section 5. Rate Covenant.

- 5.1. The City covenants for the benefit of the Owners that it will establish and maintain rates and charges in connection with the operation of the Water System which are sufficient to permit the City to pay all Operating Expenses and all lawful charges against the Net Revenues, and to make all transfers required by this Master Declaration.
- 5.2. The City covenants for the benefit of the Owners of all Bonds that it shall charge rates and fees in connection with the operation of the Water System which, when combined with other Gross Revenues, are adequate to generate:
- A. Net Revenues each Fiscal Year that are at least equal to one hundred twenty-five percent (125.00%) of Annual Debt Service due in that Fiscal Year; and
 - B. Net Revenues each Fiscal Year, less systems development charges that were included in Gross Revenues for that Fiscal Year, that are at least equal to one hundred ten percent (110.00%) of Annual Debt Service due in that Fiscal Year.
- 5.3. Not later than six months after the end of each Fiscal Year, the City shall prepare a report that demonstrates whether the City has complied with Section 5.2 during that Fiscal Year and shall file that report in the City records. If the report demonstrates that the City has not complied with Section 5.2 during that Fiscal Year, it shall not constitute a default under this Master Declaration if, within thirty (30) days after the report is filed, the City files a certificate of a City Official that specifies the actions that the City has taken and will take within the next ninety (90) days to permit the City to comply with Section 5.2 for the remainder of the Fiscal Year in which the report is filed, and for the succeeding Fiscal Year, and the City takes the actions specified by the City Official, or actions having a comparable effect.

Section 6. Parity Bonds.

- 6.1. The City may issue Parity Bonds to provide funds for any purpose relating to the Water System, but only if:
- A. No Event of Default under this Master Declaration or any Supplemental Declaration has occurred and is continuing;
 - B. At the time of the issuance of the Parity Bonds there is no deficiency in the Debt Service Account;
 - C. There shall have been filed with the City either:
 - (i) a certificate of a City Official stating that Net Revenues (adjusted as provided in Section 6.2) for the Base Period and less systems development charges that were included in Gross Revenues for that Base Period, were not less than one hundred ten percent (110.00%) of the Maximum Annual Debt Service on all Outstanding Bonds, with the proposed Parity Obligations treated as Outstanding, and that the Net Revenues (adjusted as provided in Section 6.2) for the Base Period were at least equal to one hundred twenty-five percent (125.00%) of the Maximum Annual Debt Service on all Outstanding Bonds, with the proposed Parity Obligations treated as Outstanding; or,
 - (ii) a certificate or opinion of a Qualified Consultant stating:
 - (a) the amount of the Adjusted Net Revenues computed as provided in Section 6.3 below; and,
 - (b) that the amount shown in Section 6.1.C(ii)(a) is not less than one hundred twenty-five percent (125.00%) of the Maximum Annual Debt Service on all Outstanding Bonds, with the proposed Parity Obligations treated as Outstanding.
- 6.2. **Adjustments to Net Revenues.** Net Revenues may be adjusted for purposes of Section 6.1.C(i) by adding any Net Revenues the City Official calculates the City would have had during the Base Period because of increases in Water System rates, fees and charges which took effect after the beginning of the Base Period. However, no adjustment shall be made for these increases unless they have been approved by the Council prior to delivery of the Proposed Parity Obligations and are required to take effect no later than sixty days after the delivery of the proposed Parity Obligations.
- 6.3. **Adjusted Net Revenues.** A Qualified Consultant may compute Adjusted Net Revenues for purposes of Section 6.1.C(ii) taking the Net Revenues for the Base Period, less systems development charges that were included in Gross Revenues for that Base Period, and making any or all of the following adjustments:

- A. if the Bonds are being issued for the purpose of acquiring operating Water System utility properties having an earnings record, the Qualified Consultant may estimate the effect on the Net Revenues for the Base Period as if the Water System utility properties had been part of the Water System during the Base Period. The estimate shall be based on the operating experience and records of the City and any available financial records relating to the Water System utility properties which will be acquired.
 - B. Adjustments to reflect any changes in rates and charges which were not in effect during the entire Base Period, and which
 - (i) are in effect on the date of sale and delivery of the Bonds, or
 - (ii) are to go into effect not later than twelve months after such date.
 - C. to add the lesser of: one-half of the average annual system development charges that were included in Gross Revenues for the three most recently completed Fiscal Years; or, fifteen percent of Maximum Annual Debt Service on all Outstanding Bonds, with the proposed Parity Obligations treated as Outstanding;
 - D. to reflect any customers added to the Water System after the beginning of the Base Period and prior to the date of the Qualified Consultant's certificate; or,
 - E. if extensions of or additions to the Water System are in the process of construction on the date of the Qualified Consultant's certificate, or if the proceeds of the Bonds being issued are to be used to acquire or construct extensions of or additions to the Water System, to reflect any additional Net Revenues not included in the preceding paragraphs that will be derived from such additions and extensions (after deducting the estimated increase in operating and maintenance expenses resulting from such additions and extensions).
- 6.4. The City may issue Parity Bonds to refund Outstanding Bonds without complying with Section 6.1 if the refunded Bonds are defeased on the date of delivery of the refunding Parity Bonds and if the Annual Bond Debt Service on the refunding Parity Bonds does not exceed the Annual Bond Debt Service on the refunded Bonds in any Fiscal Year by more than \$5,000.
- 6.5. All Parity Bonds issued in accordance with this Section 6 shall have a lien on the Net Revenues which is equal to the lien of all other Outstanding Bonds.

Section 7. Subordinate Obligations.

- 7.1. The City may issue Subordinate Obligations only if:

- A. The Subordinate Obligations are payable solely from amounts permitted to be deposited in the Subordinate Obligations Account pursuant to Section 4.2.E;
- B. The Subordinate Obligations state clearly that they are secured by a lien on or pledge of the Net Revenues which is subordinate to the lien on, and pledge of, the Net Revenues for the Bonds.

Section 8. Separate Utility System.

The City may declare property which the City owns and is part of the Water System (but has a value of less than five percent of the Water System at the time of the declaration), and property which the City has not yet acquired but would otherwise become part of the Water System, to be part of a Separate Utility System. The City may pay costs of acquiring, operating and maintaining Separate Utility Systems from Net Revenues that remain after the deposits required by Section 4.2.E have been made. The City may issue obligations which are secured by the revenues produced by the Separate Utility System, and may pledge the Separate Utility System revenues to pay those obligations. In addition, the City may issue Subordinate Obligations to pay for costs of a Separate Utility System, and may pledge the revenues of the Separate Utility System to pay the Subordinate Obligations.

Section 9. General Covenants.

The City hereby covenants and agrees with the Owners of all Outstanding Bonds as follows:

- 9.1. The City shall promptly cause the principal, premium, if any, and interest on the Bonds to be paid as they become due in accordance with the provisions of this Master Declaration and any Supplemental Declaration.
- 9.2. The City shall maintain complete books and records relating to the operation of the Water System and all City funds and accounts in accordance with generally accepted accounting principles, shall cause such books and records to be audited annually at the end of each Fiscal Year, and shall have an audit report prepared by the city's auditor and made available for the inspection of Owners.
- 9.3. The City shall not issue obligations which have a lien on the Net Revenues that is superior to the lien of the Bonds except for obligations to pay Operating Expenses.
- 9.4. The City shall promptly deposit the Gross Revenues and other amounts described in this Master Declaration into the funds and accounts specified in this Master Declaration.
- 9.5. The City shall work in good faith to cause the Water System to be operated at all times in a safe, sound, efficient and economic manner in compliance with all health, safety and environmental laws, regulatory body rules, regulatory body orders and court orders applicable to the City's operation and ownership of the Water System.

- 9.6. The City shall maintain the Water System in good repair, working order and condition.
- 9.7. The City shall not enter into any agreement after the date of this Master Declaration to provide Water System products or services at a discount from published rate schedules or provide free Water System products or services except: a) in case of emergencies, b) where the City exchanges water with other water systems, or c) where in the reasonable judgment of the City such action does not materially reduce the Gross Revenues received by the City.
- 9.8. The City shall at all times maintain with responsible insurers all such insurance on the Water System as is customarily maintained with respect to works and properties of like character against accident to, loss of or damage to such works or properties.
 - A. The net proceeds of insurance against material accident to or material destruction of the Water System shall be used to repair or rebuild the damaged or destroyed Water System, and to the extent not so applied, will be applied to the payment or redemption of the Bonds.
 - B. The insurance described in Section 9.8 shall be in the form of policies or contracts for insurance with insurers of good standing and shall be payable to the City, or in the form of self-insurance by the City. The City shall establish such fund or funds or reserves which it deems are necessary to provide for its share of any such self-insurance.
- 9.9. The City shall not, nor shall it permit others to, sell, mortgage, lease or otherwise dispose of or encumber all or any portion of the Water System except:
 - A. The City may dispose of all or substantially all of the Water System, only if the City pays all Bonds or defeases them pursuant to Section 12.
 - B. Except as provided in Section 9.9.C, the City will not dispose of any part of the Water System in excess of 5% of the value of the Water System in service unless prior to such disposition either:
 - (i) There has been filed with the City a certificate of a Qualified Consultant stating that such disposition will not impair the ability of the City to comply with the rate covenants contained in Section 5.1 of this Master Declaration; or
 - (ii) Provision is made for the payment, redemption or other defeasance of a principal amount of Bonds equal to the greater of the following amounts:
 - (a) An amount which will be in the same proportion to the net principal amount of Bonds then Outstanding (defined as the total principal amount of Bonds then Outstanding less the amount of cash and investments in the Bond Account) that the Gross Revenues attributable to the part of the

Water System sold or disposed of for the 12 preceding months bears to the total Gross Revenues for such period; or

- (b) An amount which will be in the same proportion to the net principal amount of Bonds then Outstanding that the book value of the part of the Water System sold or disposed of bears to the book value of the Water System immediately prior to such sale or disposition.
- C. The City may dispose of any portion of the Water System that has become unserviceable, inadequate, obsolete, or unfit to be used or no longer necessary for use in the operation of the Water System.
- D. If the ownership of all or part of the Water System is transferred from the City through the operation of law, the City shall to the extent authorized by law, reconstruct or replace such transferred portion using any proceeds of the transfer unless the City reasonably determines that such reconstruction or replacement is not in the best interest of the City and the Owners, in which case any proceeds shall be used for the payment, redemption or defeasance of the Bonds.

Section 10. Events of Default and Remedies.

- 10.1. **Continuous Operation Essential.** The City Council of the City hereby finds and determines that the continuous operation of the Water System and the collection, deposit and disbursement of the Net Revenues in the manner provided in this Master Declaration and in any Supplemental Declaration are essential to the payment and security of the Bonds, and the failure or refusal of the City to perform the covenants and obligations contained in this Master Declaration or any such Supplemental Declaration will endanger the necessary continuous operation of the Water System and the application of the Net Revenues to the operation of the Water System and the payment of the Bonds.
- 10.2. **Events of Default.** The following shall constitute “Events of Default”:
 - A. If the City shall fail to pay any Bond principal or interest when due, either at maturity, at redemption or otherwise.
 - B. Except as provided in Section 10.3, if the City shall default in the observance and performance of any other of its covenants, conditions and agreements in this Master Declaration and the default continues for ninety (90) days after the City receives a written notice, specifying the Event of Default and demanding the cure of such default, from a Credit Provider or from the Owners of not less than 20% in aggregate principal amount of the Bonds Outstanding.
 - C. If the City shall sell, transfer, assign or convey any properties constituting the Water System in violation of Section 9.9.

- D. If an order, judgment or decree shall be entered by any court of competent jurisdiction:
- (i) Appointing a receiver, trustee or liquidator for the City or the whole or any part of the Water System;
 - (ii) Approving a petition filed against the City seeking the bankruptcy, arrangement or reorganization of the City under any applicable law of the United States or the State; or
 - (iii) Assuming custody or control of the City or of the whole or any part of the Water System under the provisions of any other law for the relief or aid of debtors and such order, judgment or decree shall not be vacated or set aside or stayed (or, in case custody or control is assumed by said order, such custody or control shall not be otherwise terminated) within sixty (60) days from the date of the entry of such order, judgment or decree.

- E. If the City shall:
- (i) Admit in writing its inability to pay its debts generally as they become due;
 - (ii) File a petition in bankruptcy or seeking a composition of indebtedness under any state or federal bankruptcy or insolvency law;
 - (iii) Consent to the appointment of a receiver of the whole or any part of the Water System; or
 - (iv) Consent to the assumption by any court of competent jurisdiction under the provisions of any other law for the relief or aid of debtors of custody or control of the City or of the whole or any part of the Water System.

10.3. **Exception.** It shall not constitute an Event of Default under 10.2.B if the default cannot practicably be remedied within ninety (90) days after the City receives notice of the default, so long as the City promptly commences reasonable action to remedy the default after the notice is received, and continues reasonable action to remedy the default until the default is remedied.

10.4. **Remedies.** If an Event of Default occurs, any Owner may exercise any remedy available at law or in equity. However, the Bonds shall not be subject to acceleration.

A. Books of City Open to Inspection.

- (i) The City covenants that if an Event of Default shall have happened and shall not have been remedied, the books of record and account of the City and all other records relating to the Water System shall at all reasonable times be subject to the inspection and use of the Bank while it is the owner of the 2016

Agreement, and any persons holding at least twenty percent (20%) of the principal amount of Outstanding Bonds and their respective agents and attorneys.

- (ii) The City covenants that if the Event of Default shall happen and shall not have been remedied, the City will continue to account, as a trustee of an express trust, for all Net Revenues and other moneys, securities and funds pledged under this Master Declaration.

B. Appointment of Trustee. Whenever any Event of Default exists, Owners representing 51 percent or more of the Outstanding Bonds may appoint a commercial bank with a reported capital and surplus in excess of \$50 million as trustee (the “Trustee”) to represent the interests of the Owners.

10.5. Trustee Duties Upon Default.

A. Upon the occurrence of an Event of Default the Trustee may pursue any other available remedy at law or in equity to enforce the payment of the principal of, premium, if any, and interest on the outstanding Bonds, and to enforce any rights of the Trustee under or with respect to the Master Declaration.

B. In addition, upon the occurrence of an Event of Default, and upon the filing of a suit or other commencement of judicial proceedings to enforce the rights of the Trustee and of the Owners under the Master Declaration, the Trustee will be entitled, as a matter of right to the fullest extent permitted by Oregon law, to the appointment of a receiver or receivers of the Net Revenues and other amounts pledged under the Master Declaration, pending such proceedings, with such powers as the court making such appointment may confer.

C. If an Event of Default has occurred and be continuing and if requested so to do by the Owners of at least 25% in aggregate principal amount of Outstanding Bonds and indemnified as provided in the Master Declaration, the Trustee will be obligated to exercise any of the rights and powers conferred by this Master Declaration, as the Trustee, being advised by counsel, deems most expedient in the interest of the Owners.

D. If a Trustee has been appointed pursuant to 10.4.B, no Owner of any Bond shall have the right to institute any suit, action or proceeding at law or in equity, for any remedy under the Master Declaration, unless:

- (i) such Owner has previously given to the Trustee written notice of the occurrence of an Event of Default;
- (ii) the Owners of a majority in aggregate principal amount of all the Bonds then Outstanding have requested the Trustee in writing to exercise its powers under the Master Declaration;

- (iii) said Owners have tendered to the Trustee indemnity reasonably acceptable to the Trustee against the costs, expenses and liabilities to be incurred in compliance with such request; and
 - (iv) the Trustee has refused or failed to comply with such request for a period of 60 days after such written request has been received by the Trustee and said tender of indemnity is made to the Trustee.
- E. If the Trustee takes any judicial or other action in an Event of Default the Trustee has full power in its direction with respect to any continuance, discontinuance, withdrawal, compromise, settlement or other disposition of such action, unless opposed by the written request of the Owners of a majority in aggregate principal amount of the Outstanding Bonds. The Trustee is appointed attorney-in-fact of the Owners for the purpose of bringing any suit action or proceedings in an Event of Default.
- F. Waivers of Event of Default.
 - (i) No delay or omission of any Owner or of the Trustee to exercise any right or power arising upon the happening of an Event of Default shall impair any right or power or shall be construed to be a waiver of any such Event of Default or to be an acquiescence therein; and every power and remedy given by this Section 10 to the Owners and to the Trustee may be exercised from time to time and as often as may be deemed expedient by the Owners and/or the Trustee as applicable.
 - (ii) The owners of not less than fifty percent (50%) in principal amount of the affected Bonds that are at the time Outstanding, or their attorneys-in-fact duly authorized, or the Trustee may, on behalf of the Owners of all of affected Bonds, waive any past default under this Master Declaration with respect to such Bonds and its consequences, except a default in the payment of the principal of, premium, if any, or interest on any of the Bonds. No such waiver shall extend to any subsequent or other default or impair any right consequent thereon.
 - (iii) If a default occurs under Section 5 and that default has not become an Event of Default, that default shall be deemed waived at the end of the first Fiscal Year following that default in which the City has complied with Section 5.

10.6. Remedies Granted in Master Declaration Not Exclusive.

No remedy by the terms of this Master Declaration conferred upon or reserved to the Owners is intended to be exclusive of any other remedy, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Master Declaration or existing at law or in equity or by statute on or after the date of adoption of this Master Declaration.

Section 11. Amendment of Master Declaration.

- 11.1. This Master Declaration may be amended by Supplemental Declaration without the consent of the Bank only if the amendments take effect after all 2016 Agreement cease to be Outstanding.
- 11.2. This Master Declaration may be amended for any other purpose only upon consent of the Owners of not less than fifty-one percent (51%) in aggregate principal amount of any other Bonds Outstanding. In addition, while the Bank owns the 2016 Agreement the consent of the Bank shall be required for an amendment under this Section 11.2. However, no amendment under this Section 11.2 shall be valid which:
 - A. Extends the maturity of any Bond, reduces the rate of interest upon any Bond, extends the time of payment of interest on any Bond, reduces the amount of principal payable on any Bond, or reduces any premium payable on any Bond, without the consent of all affected Owners; or
 - B. Reduces the percent of Owners required to approve Supplemental Declarations, without the consent of all affected Owners.
- 11.3. For purposes of Section 11.2, the initial purchaser of a series of Bonds may be treated as the Owner of that Series at the time that series of Bonds is delivered in exchange for payment.

Section 12. Defeasance.

- 12.1. The City shall be obligated to pay Bonds which are defeased pursuant to this Section solely from the money and Government Obligations deposited with the escrow agent or trustee, and the City shall have no further obligation to pay the defeased Bonds from any source except the amounts deposited in the escrow. Bonds shall be deemed defeased if the City:
 - A. irrevocably deposits money or noncallable Government Obligations in escrow with an independent trustee or escrow agent which are calculated to be sufficient, without reinvestment, for the payment of Bonds when due of the Bonds which are to be defeased;
 - B. files with the escrow agent or trustee an opinion from an independent, certified public accountant to the effect that the money and the principal and interest to be received from the Government Obligations are calculated to be sufficient, without reinvestment, to pay the defeased Bonds when due; and
 - C. files with the escrow agent or trustee an opinion of nationally recognized bond counsel that the proposed defeasance will not cause interest on the defeased Bonds to be includable in gross income under the Code.

Section 13. The 2016 Agreement.

Pursuant to the authority of Resolution No. ___ adopted by the City Council on ___, 2016, and this Master Declaration, the City has executed the 2016 Agreement. The 2016 Agreement is a Bond under this Master Declaration. No deposit is required to be made to, or maintained in, the Reserve Account in connection with the 2016 Agreement. Proceeds of the 2016 Agreement shall be used to refund the 2006 Bonds, and to pay related costs.

[The remainder of this page is left blank intentionally.]

EXECUTED ON BEHALF OF THE CITY OF WILSONVILLE BY ITS CITY OFFICIAL AS OF THE __ DAY OF ____, 2016.

City of Wilsonville, Oregon

By: _____
City Official

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CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, April 4, 2016. Mayor Knapp called the meeting to order at 7:17 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Sandra King, City Recorder
Susan Cole, Finance Director
Mark Ottenad, Government Affairs Director
Jon Gail, Community Relations Coordinator
Jennifer Scola, Associate Planner
Chris Neamtzu, Planning Director

Motion to approve the order of the agenda.

Motion: Councilor Starr moved to approve the order of the agenda with the removal of Resolution No. 2579 from the Consent Agenda and placed under New Business. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 5-0.

MAYOR'S BUSINESS

A. Wilsonville High School State Champion Basket Ball

Mayor Knapp welcomed the Wilsonville High School State Championship Basket Ball team.

Councilor Starr read a letter of congratulations to the team. A Proclamation declaring April 3-9, 2016 as Wilsonville Wildcats Week was read into the record by the Mayor and a copy was presented to each of the team members and coaches.

B. Parkinson's Awareness Month Proclamation

Mayor Knapp read the proclamation into the record.

Kevin Mansfield, Oregon State Director for Parkinson's Action Network thanked the Mayor for attending an informational event about Parkinson's disease. Mr. Mansfield spoke briefly about the disease and the work for a cure.

C. Arbor Day Proclamation

Jennifer Scola, Assistant Planner announced the City has been recognized for the 18th consecutive year as a Tree City USA, and has received its 8th Growth Award by the National Arbor Day Foundation. This recognition reflects Wilsonville's continual commitment to maintaining and promoting the urban forest, one of the community's greatest assets. The urban forest contains all trees in the City, whether they are located in parks, landscape islands, natural areas, or along your street.

The Tree City USA designation requires a comprehensive urban forestry program which consists of a tree ordinance, tree department, an annual community forestry budget of at least \$2 per capita, and annual Arbor Day observance and proclamation.

The Mayor read the Arbor Day Proclamation for the record.

D. Volunteer Appreciation Proclamation

The proclamation declaring the month of April 2016 as Volunteer Appreciation Month was read by the Mayor.

Councilor Lehan commented Wilsonville residents have a history of volunteering throughout the community.

Mr. Cosgrove reported the annual Volunteer Appreciation Dinner is scheduled for April 14th at the Wilsonville High School with Soul'd Out performing.

E. Upcoming Meetings

The Mayor reported on the meetings he attended on behalf of the City.

COMMUNICATIONS

A. Wood Middle School 7th Grade Class Announcement "Shred Day"

Jon Gail, Community Relations Coordinator, announced the annual document shredding day, sponsored by US Bank, Wood Middle School and the City of Wilsonville, scheduled for April 16th at the US Bank parking lot from 9 a.m. to 12 noon.

B. John Hartsock, Clackamas 800 Radio Group, May 17 Ballot Measure for Emergency Radio System Upgrade

John Hartsock, Clackamas800 Radio Group and Sheriff Rhodes of Clackamas County Sheriff's Department spoke about the local bond measure to be decided by the voters at the May 2016 election. The ballot measure proposes a 15-year general obligation bond to replace Clackamas County's outdated emergency radio system with a reliable efficient, dependable radio system that works in all parts of the County.

Mayor Knapp mentioned the information distributed indicated the current system did not work in side buildings leaving first responders without communications.

Councilor Lehan asked if the new system would work with the counties abutting Wilsonville and Clackamas County.

Mr. Hartsock explained the new system is a joint venture between Washington and Clackamas counties and coverage will reach south to Salem. After 9/11 the goal was “interoperability” for first responders to stay in touch with their dispatcher. The average cost will be \$26.00 per year over the life of the 15-year bond. Information about the ballot measure is being shared with service organizations, chambers of commerce, at council meetings, and through direct mailings.

C. Recreation Aquatic Center Presentation – Council President Starr

Councilor Starr shared the informational power point he has been presenting to community groups across the city about the proposed Recreation Aquatic Center. The presentation provided the background leading to the proposal, the amenities, costs, operations and location for an Aquatic Recreation Center.

In 2014 the City contracted with the Sports Facilities Advisory Group to produce an economic feasibility study. The study was in response to two city-wide surveys which indicated a strong desire to have an aquatic recreation center.

A Task Force was created to guide the process, review the study and made a recommendation to Council. Council approved the Task Force’s recommendation and made the decision to put a bond measure on the ballot in November 2016.

The benefits of such a facility are both personal and community wide in that swim teams and residents no longer need to travel to another community to practice or enjoy aquatic recreation. An 80,000 square foot multi-use recreation facility will be designed for youth, teens, families and seniors. The new recreation center will help to alleviate the shortage of gym space in Wilsonville. Both Wilsonville Youth Sports and Wilsonville Basket Ball provided their input and strongly supported the concept of a recreation center.

The center will have amenities for all ages and include:

- An 82 degree warm water pool
- A 25-yard six-lane lap pool
- 6,000 square foot leisure pool
- 2 multi-purpose rooms for parties and meeting space
- 2 multi-purpose courts, full sized hardwood courts, basketball, volleyball, futsal, pickle ball, and a walking track overlooking the courts
- fitness center
- fitness class rooms
- rock climbing wall
- child care
- concessions

A concept plan was shown to provide the scope and different features, and include amenities that will help the facility to pay for itself. Although a location has not been determined the desire is for a central location.

It is estimated the cost for the recreation aquatic center would be \$30 million at the high end. If the measure is approved, the property taxes on homes with an assessed value of \$300,000 would increase about \$19.00 per month. The assumption is that the assessment would decrease as more homes are built. The feasibility analysis indicates the center would be self-sustaining between years four and five. This would require a payment of \$1.5 million from the City’s General Fund for the first five years.

A request for proposal (RFP) has been issued for the operation of the center, and four bids have been received. The submittals will be reviewed April 14 to determine the most efficient management model. The City would retain ownership of the facility while the management team ran the operation with the goal of breaking even or a little better to allow setting aside funds for future maintenance.

Users would pay based on residency with non-residents paying a higher rate; however membership rates have not been determined. There are plans to have reduced program rates for families with needs within the City.

The bond measure would span 20 years, and be voted on in the 2016 November election. If the measure is successful, the next steps would be land acquisition, design and construction. The Councilor indicated sponsorships, and donations to the center would also be considered.

Councilor Fitzgerald asked if fundraising, donations, etc. would be used to offset the \$1.5 million from the City's General Fund.

Councilor Starr indicated a decision had not been made on whether donations would be used to offset the City's contribution.

Mr. Cosgrove explained there was the operational side that could be offset by donations or selling of advertisements; the capital side considerations could be a land donation, or underwriting certain aspects of the facility. In terms of communication to the public the City must be careful about good intentions versus reality and he thought the Councilor was phrasing his information as "the worst case" assumption that the facility will cost \$30 million, and there will be an operational loss over a five year period of up to \$1.5 million. His review of the RFPs show the loss during the first five years may be less than \$1.5 million, but staying with the talking points is the right thing to do.

Councilor Starr suggested, as an example, businesses may want to donate funds or advertise on items such as score boards, and seating, or the possibility of a hospital wishing to donate to have a physical therapy office in the recreation center.

Councilor Lehan asked if consideration will be given to naming a gym, building or center.

Mr. Cosgrove stated all possibilities will be considered in terms of what is possible. The bond will need to be passed first, and then the location will be identified; at that point looking for donations on the capital side and then on the operational side will take place.

Councilor Stevens wanted to know how Councilor Starr was responding to neighborhoods that have pools, and asked if the City's center would compete with local businesses.

Councilor Starr commented neighborhood pools are full during the summer making lap swimming difficult and they can be used for few months due to Oregon's weather. The City's facility would not be designed to compete with private business since it is a different customer base and product.

Mayor Knapp wanted to know who was reviewing the RFPs, and what kinds of criteria were being used to evaluate the submittals. He felt the selection of the management company was crucial to the success or failure of the operation citing significant management problems in neighboring communities where the management company did not live up to what they promised. He did not want Wilsonville to make the same kinds of mistakes.

Mr. Cosgrove indicated negotiations would take place with the operator and the operational model needed to be known before the measure went to the ballot. The building elements were prepared by the Sports Facility Advisory Group based on a pro-forma that the pool will not pay for itself, so there needed to be programmable space to offset the aquatic losses. While the location of the elements may be adjusted, the elements themselves were locked in.

The evaluation team consists of Stan Sherer, Parks and Recreation Director; Susan Cole, Finance Director; Councilor Starr; Tony Holt, Budget Committee member and Charbonneau resident; Jeanna Troha, Assistant City Manager; Barbara Jacobson, City Attorney; and Bryan Cosgrove, City Manager. There are criteria that will need to be fully fleshed out before the interviews are conducted. The financial aspects of the operational side will be highly scrutinized. Part of any review is looking at the proposer's ability to perform, evaluating whether they have operated pools, what kind of customer service history they have, have they been able to live up to the submittals provided to other communities in terms of operating the facilities, and calling to ask questions will be a part of the vetting process. All of the information will be supplied to the Council, who will be making the final decision on the language in the ballot measure and selecting the operator.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Ron Owens representing Wilsonville Community Sharing (WCS) thanked Council for their support which helped to provide assistance to 1,385 individuals last year. WCS is working to identify additional needs such as clothing, and addressing teen homelessness.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Starr – (Park & Recreation Advisory Board Liaison) noted the date of the next Parks and Recreation Advisory Board meeting as well as the next meeting date of the Transit Master Plan Task Force.

Councilor Fitzgerald – (Development Review Panels A & B Liaison) reported last month she attended the Leadership Academy and the Clackamas County Candidates Forum. DRB Panel B continued their public hearing on a 14-lot subdivision to April 25th; and Panel A would be conducting a hearing for an expansion of the Cocoa-Cola Warehouse. She invited the public to attend Spa Saturday at the Community Center.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) announced the next meeting date of the Wilsonville Seniors, and noted the Library collected 1900 lb. of food during their Food for Fines event. The Board is in the process of reviewing their policy and procedures.

Bulky waste day is May 7th at Republic Services 10 a.m. to 2 p.m.

Councilor Lehan– (Planning Commission and CCI Liaison) reported the next meeting date of the Commission where they will conduct a public hearing on the 2013 Transportation Systems Plan update.

CONSENT AGENDA

A. **Resolution No. 2579** – this item was moved to New Business.

A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District. (Staff – Cole)

B. Minutes of the March 21, 2016 Council Meetings. (Staff – King)

Motion: Councilor Fitzgerald moved to approve the consent agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0

NEW BUSINESS

A. Resolution No. 2579

A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District. (Staff – Cole)

Susan Cole, Finance Director, presented the staff report. The matter before Council is an intergovernmental agreement to enter into an inter-fund loan. The Urban Renewal Agency (URA) of Wilsonville needs cash resources to complete or start capital projects. There are two main projects underway, the Old Town Escape, and the Town Center Concept Planning.

The way URAs are set up is they receive their cash resources through a debt instrument and that debt is then paid back through tax increment of the district. The district is formed, a tax increment is collected and then that increment is used to pay debt. The proceeds of the debt are deposited into a capital fund which pays for the projects. What is happening is the capital projects fund needs \$2 million to complete these two projects through a loan from the General Fund and then tax increment will repay the loan.

The Year 2000 Plan has been successful and it has saved tax increment, so rather than getting an installment loan to be repaid over time, there is enough increment allowing for one big loan overnight with the General Fund.

A technicality within Oregon law requires that urban renewal districts have a debt instrument, so the increment is not technically allowed to go straight into the capital projects fund to “pay as you go”; the URA must do it through debt. To accommodate this nuance, the URA is getting an interfund loan from the General Fund to pay for the capital projects, and then the tax increment will be used to immediately repay the loan.

Resolution No. 2579 allows the City Manager to enter into an IGA with the URA to complete the loan. The terms of the loan are one day, with an interest rate of 1.5%, or \$82.00 in interest. The URA will adopt a mirror resolution to complete the URA side of the transaction. Both entities must agree to the interagency agreement.

Mayor Knapp verified the statute requires the borrowing of money to complete the projects, so funds are being borrowed from the General Fund.

Ms. Cole stated in Oregon urban renewal agencies enter into debt, to collect increment to repay the debt with tax increment.

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CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp pointed out there has been enough funds saved in the URA that the loan can be repaid the next day, which is a factor of how successful the URA district has been in creating additional value within the district.

Councilor Starr asked how much interest would be saved with the overnight loan rather than an installment loan.

Ms. Cole replied by borrowing from City funds the Agency is able to avoid loan origination fees and legal costs associated with borrowing from a financial institution.

Motion: Councilor Fitzgerald moved to approve Resolution No. 2579. Councilor Starr seconded the motion

Vote: Motion carried 5-0.

CITY MANAGER'S BUSINESS – No report given.

LEGAL BUSINESS – No report given.

ADJOURN

Mayor Knapp adjourned the meeting at 8:53 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: April 18, 2016</p>	<p>Subject: Continuation of scheduled public hearing for Comprehensive Plan Map Amendment and Zone Map Amendment for 28500 and 28530 SW Canyon Creek Road South Staff Member: Daniel Pauly AICP, Associate Planner Department: Community Development, Planning Division</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: After holding a public hearing at the March 28, 2016 meeting, the Development Review Board, Panel B, continued consideration of the applications to their April 25, 2016 meeting, which is after the planned and noticed City Council public hearing.</p>	
<p>Staff Recommendation: Staff recommends that the City Council continue the public hearing for the Comprehensive Plan Map Amendment and Zone Map Amendment to a date certain of May 16, 2016.</p>		
<p>Recommended Language for Motion: I move to continue the public hearing for the Comprehensive Plan Map Amendment and Zone Map Amendment proposed for the properties at 28500 and 28530 SW Canyon Creek Road South to a date certain of May 16, 2016.</p>		
<p>Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL: Due to DRB Panel B proceedings for the subject Comprehensive Plan and Zone Map amendments, the originally noticed date of April 18, 2016 for the City Council hearing on the amendments needs to be moved to May 16, 2016.

EXECUTIVE SUMMARY:

On March 28, 2016 DRB Panel B continued consideration of a Comprehensive Plan Map Amendment, Zone Map Amendment and related development applications to their April 25, 2016 meeting. This meeting date is after the noticed City Council Hearing date of April 18, 2016. City Council needs to thus continue their noticed hearing to a date following the DRB's continued review and recommendation to City Council. A public hearing and 1st reading of related ordinances is recommended for the Council's May 16th meeting, and a 2nd reading of the ordinances at the June 6th meeting. The City must render a final decision on the application by June 16, 2016, which is 120 days from the application being deemed complete.

The proposed Comprehensive Plan Map Amendment and Zone Map Amendment along with associated development applications would allow the development of 14 single-family lots. In continuing their hearing of the application, the DRB wanted further consideration by the applicant and staff of the traffic study, the setback waiver request, density, layout, and traffic safety.

EXPECTED RESULTS:

Continuation of the scheduled public hearing to a date certain of May 16, 2016.

TIMELINE:

The City must issue a final decision no later than June 16, 2016, which is 120 days from the application being deemed complete. If adopted by Council, the ordinances approving the Comprehensive Plan Map Amendment and Zone Map Amendment would be in effect after 30 days.

CURRENT YEAR BUDGET IMPACTS:

N/A

FINANCIAL REVIEW / COMMENTS:

N/A

LEGAL REVIEW / COMMENT:

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS:

The required public hearing notices have been sent.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

Continued opportunity for public involvement in the land use process.

ALTERNATIVES:

No feasible alternatives to continuation exist.

CITY MANAGER COMMENT:

ATTACHMENTS: N/A



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: April 18, 2016	Subject: Tourism Action–Implementation Plan Staff Members: Mark Ottenad, Public/Government Affairs Director; Stan Sherer, Parks & Recreation Director Departments: Administration; Parks & Recreation	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Members of the Tourism Promotion Committee present for Council adoption the Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.	
Staff Recommendations: Adopt recommended plan.		
Recommended Language for Motion: I move to adopt the Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.		
PROJECT / ISSUE RELATES TO:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL

City Council adoption of the draft Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.

BACKGROUND

The City Council adopted Resolution No. 2541 in June 2015, to create the new 12-member Tourism Promotion Committee composed of seven (7) voting members drawn from the area hospitality and tourism industry and five (5) ex-officio members who provide expertise, advice and assistance to the committee.

One of the tasks that the City Council requested of the committee through Resolution No. 2541 was the creation of a Five-Year Action Plan and Annual One-Year Implementation Plan (“Plan”) that is to be updated annually. The Plan is to describe the actions needed over the next one to five

years to implement the “Visit Wilsonville” Tourism Development Strategy adopted by Council in May 2014.

On April 4, 2016, Tourism Promotion Committee Chair Jeff Brown, General Manager of Holiday Inn Wilsonville, and Vice Chair Al Levit, a Bike Club Coordinator and Wilsonville Planning Commissioner, appeared on behalf of the committee at City Council Work Session to review the Plan with City Council. Committee members understood that City Council was generally supportive of the Draft Plan as presented.

SUMMARY OF PLAN

The Plan reviews the work results to date and specifically makes a set of recommendations to be executed starting this year and through Year 2, 2016-17, that seek to implement the longer-range, five-year components of the larger Tourism Development Strategy.

The one-year implementation plan seeks to advance the top priorities of the larger five-year action plan. The first-year work plan is segmented into three main sections:

- 1. Organizational Framework / Staffing Resource:** The committee seeks to have a dedicated human resource as staff or contractor for tourism development and promotion in order to advance the Strategy and the implementation/action plan.

The committee also intends to assume responsibility for overseeing the tourism grant programs in Fall 2016.

- 2. Online / Marketing:** The Committee seeks to have the staff or contractor focus on online/Internet website products and processes as a primary task that the Strategy identified as a top priority and the committee strongly supports.

Creating an authoritative website for Wilsonville tourism was one of the top recommendations of the Tourism Strategy. Such an online product can also complement City efforts to advance business recruitment and to welcome new residents.

- 3. Study Efforts for City to Advance Tourism Development:** The committee makes four specific recommendations to the City Council for study efforts to advance tourism:

- Visitor profile study.
- Feasibility study for an all-weather/indoor, multi-purpose playing fields facility for sports tournaments and other recreational/entertainment purposes.
- Destination marketing strategy plan.
- Hotel/conference center study as part of Town Center Master Plan redevelopment project.

The longer-range five-year plan shows an increasing workload and level of activity, progressing towards the launch of the recommended nonprofit Destination Marketing Organization (DMO) to be named “Visit Wilsonville.” In the meanwhile, the City’s Park & Recreation Department will be doing business as “Visit Wilsonville,” a label that is reserved as both an assumed business name and dot-com website.

EXPECTED RESULTS

Adoption of the Plan satisfies a requirement of Resolution No. 2541 (2015) to advance the Wilsonville Tourism Development Strategy adopted by the City Council in May 2014.

In essence, City Council adoption of the Plan provides a road-map forward to develop action plans to advance components of the Tourism Strategy. Staff will look in detail at the Plan recommendations to develop specific plans, timelines and cost estimates for further review by the committee and City Council as may be needed to advance projects. For example, some of the studies recommended by the Plan need further clarification and research in order to have an accurate sense of a scope of work and potential budget.

CURRENT YEAR BUDGET IMPACTS

A total of \$125,000 was budgeted for tourism promotion in FY2015-16, in addition to \$25,000 for the Community Tourism Grant Program. The City has supported the work of the Committee to-date through existing general fund staff in the City Manager's Office and Parks & Recreation Department.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: S. Cole Date: 4/5/2016

LEGAL REVIEW / COMMENT:

Reviewed by: B Jacobson Date: 4/5/2016

COMMUNITY INVOLVEMENT PROCESS

Meetings and materials of the Tourism Promotion Committee have been posted timely online at the City's website, which uses "e-notifier" function to notify interested members of the public who are subscribed to the Tourism Promotion Committee distribution list.

CITY MANAGER COMMENT

A proposal for a new website creates issues that engage Information Services division. Currently, the City has five separate websites that are not integrated. Adding yet another website may pose number of issues for resolution.

EXHIBIT

- A.** Wilsonville Tourism Promotion Committee: Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy, April 18, 2016; including attachments:
- Tourism Promotion Committee, Tourism Subcommittee: Marketing & Web Priorities — Scoping Definition of "Visit Wilsonville" Website, January 2016.
 - Resolution No. 2541, "A Resolution of the Wilsonville City Council Creating the City of Wilsonville Tourism Promotion Committee," June 2015.
 - Executive Summary, Wilsonville Tourism Development Strategy, May 2014.

Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy

April 18, 2016

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 - 1. Tourism Promotion Committee, Tourism Subcommittee: Marketing & Web Priorities — Scoping Definition of “Visit Wilsonville” Website, January 2016.
 - 2. Resolution No. 2541, “A Resolution of the Wilsonville City Council Creating the City of Wilsonville Tourism Promotion Committee,” June 2015.
 - 3. Executive Summary, Wilsonville Tourism Development Strategy, May 2014.

A. Introduction

The Wilsonville Tourism Promotion Committee presents to the City Council the first Five-Year Action Plan and Annual One-Year Implementation Plan (“Plan”) for adoption by Council on April 18, 2016. Members of the committee have worked diligently to advance the objectives of the City Council as outlined in Resolution No. 2541 (2015), which furthers goals and objectives of the *Wilsonville Tourism Development Strategy* adopted by Council in May 2014.

B. Committee Members

The Wilsonville City Council appointed the seven voting members of the Tourism Promotion Committee in October 2015. Pursuant to Resolution No. 2541, the Committee elected a chair and vice chair in November.

1. **Jeff Brown, Chair:** General Manager of Holiday Inn Wilsonville and member of the Tourism Development Strategy Task Force; Position No. 3, term ends 6/30/17.
2. **Darren Harmon:** General Manager of Family Fun Center and member of Tourism Development Strategy Task Force; Position No. 5, term ends 6/30/18.
3. **Al Levit, Vice Chair:** A retired resident who is a Bike Club Coordinator and serves as a Commissioner on the Wilsonville Planning Commission; Position No. 4, term ends 6/30/17.
4. **Kathleen Mason:** Community Relations Manager for the Aurora Colony Historical Society; Position No. 1, term ends 6/30/16.
5. **David Stead:** General Manager of Langdon Farms Golf Club and member of the Tourism Development Strategy Task Force; Position No. 6, term ends 6/30/18.
6. **Elaine Swyt:** Principal of MediaPhysics and Chair of the Wilsonville Parks & Recreation Advisory Board; Position No. 2, term ends 6/30/16.
7. **Margaret Usher:** Group Sales and Tourism Manager for the World of Speed Museum; Position No. 7, term ends 6/30/18. [Note: this position became vacant in January 2016]

Housed in the City’s Parks and Recreation Department with support from the City Manager’s Office, the Tourism Promotion Committee also includes five non-voting, ex-officio advisory members composed of representatives of:

8. **Clackamas County Tourism and Cultural Affairs**, aka Oregon’s Mt Hood Territory: Danielle Cowan, Executive Director, or Jim Austin, Community Relations Lead.
9. **Washington County Visitors Association (WCVA):** Carolyn McCormick, President/CEO.
10. **Wilsonville Area Chamber of Commerce:** Kevin Ferrasci O’Malley, CEO.
11. **City of Wilsonville Parks and Recreation Dept.** Director or designee: Stan Sherer, Director, or Brian Stevenson, Recreation Coordinator.
12. **City of Wilsonville City Council:** Councilor Charlotte Lehan, who also serves as the City Council liaison for the committee.

C. Committee Meetings

The committee met on seven occasions in the last quarter of 2015 and first quarter of 2016 to review and discuss the Tourism Development Strategy, prioritize the 50 potential ‘actions for success,’ and devise this plan. Meeting dates were Oct. 29, Nov. 10 and Dec. 17 in 2015; and Jan. 1, Feb. 16, March 1 and April 5 of 2016. The Committee had met the minimum requirement of Resolution No. 2541 to meet at least four times in a one-year period.

D. Advancing Tourism Development Priorities

Committee members reviewed and discussed the 50 potential ‘actions for success’ outlined in the Tourism Development Strategy adopted by Council in May 2014. The committee then prioritized strategy components, and focused on the “Year 1 Top Priorities” that were organized into theme issues for further work by two subcommittees, Organizational Structure Subcommittee (A) and Marketing & Web Priorities Subcommittee (B).

Year 1 Top Priorities and “Themed Issues” for Subcommittee Work

Strategy No.	Strategy Title / Description	Subcommittee Assigned
1.1	Establish an Independent 501 (c) (6) Not-for-Profit DMO to be named Visit Wilsonville. <i>[Create the organizational framework]</i>	A
1.3	Increase the Allocation of the Hotel/Motel Transient Lodging Tax (TLT).	A
1.5	Review Wilsonville Tourism Grants Program.	A
1.7	Initiate ongoing partnership and relationship-building programs.	B
2.1	Develop a destination branding strategy for Wilsonville.	B
5.1	Establish a stand-alone Wilsonville tourism website.	B
5.2	Introduce an ongoing internet marketing campaign.	B
5.3	Develop social media programs relevant to key markets.	B
5.4	Develop database and email marketing programs.	B
5.5	Optimize the online use of video.	B
5.6	Optimize linking strategies.	B
5.11	Develop and maintain a library of high-quality images and videos.	B
5.12	Optimize the use of website and social media analytics.	B
5.13	Develop an active content management and co-op marketing program.	B
5.14	Increase public awareness of the benefits of tourism.	B
5.16	Conduct ongoing visitor-satisfaction research.	B

E. Five-Year Action Plan for Tourism Development: FY 2016 – 2021

The longer-range five-year plan recommended by the committee focuses on developing the organizational infrastructure and marketing/promotion program for the proposed “Visit Wilsonville” Destination Marketing Organization (DMO). The first, annual one-year implementation action plan follows directly from the committee’s review of the most-pressing, “Year 1 Top Priorities.” While the committee recognizes that adjustments are to be made to the longer-range plan via annual ‘course corrections,’ the five-year plan is outlined below in fiscal years, July 1 of one year to June 30 of the following year.

- Year 1, 2015/16**
- Form Tourism Promotion Committee: recruit and appoint members; elect chair/vice-chair.
 - Committee reviews and prioritizes Tourism Development Strategy actions for success.
 - Committee develops and recommends to City Council for adoption the Five-Year Action Plan and Annual One-Year Implementation Plan.
 - Parks & Recreation staff/contractor begins work on part-time basis on tourism program as outlined in One-Year Implementation Plan.

- Year 2, 2016/17**
- Parks & Recreation staff/contractor advances to full-time position.
 - Committee assumes responsibility for tourism grant programs; refines grant criteria; advertises and awards tourism grants.
 - Internet/website and social media products are researched and reviewed by staff/contractor with committee to target product recommendation and selection; website construction commences and soft-launch.
 - Website content that includes classified business and events listings, images and thematic experiences is developed; implemented into online website product.

- Year 3, 2017/18**
- Parks & Recreation staff/contractor continues in full-time position.
 - Committee reviews tourism grant program results, refines criteria as need be, and advertises and awards tourism grants.
 - Website is refined and major marketing promotion commences that includes advertisements in targeted publications, blogs and other websites.
 - Online transactional services are added to website.
 - New tourism promotional programs are implemented with key partners.
 - Committee recommends to Council to advance formation of nonprofit DMO.

- Year 4, 2018/19**
- Parks & Recreation staff/contractor continues in full-time position.
 - Committee reviews tourism grant program results, refines criteria as need be, and advertises and awards tourism grants.
 - Website is further refined and major marketing promotion continues.
 - Online transactional services are expanded on website.
 - New tourism promotional programs are implemented with key partners.
 - Committee obtains legal assistance; reviews federal and state requirements for forming 501(c)(6) nonprofit DMO; creates bylaws.

- Year 5, 2019/18**
- Parks & Recreation staff/contractor continues in full-time position.
 - Committee reviews tourism grant program results, refines criteria as need be, and advertises and awards tourism grants.
 - Website is further refined and major marketing promotion continues.
 - Online transactional services are expanded on website.
 - New tourism promotional programs are implemented with key partners.
 - City with committee forms 501(c)(6) nonprofit DMO called “Visit Wilsonville.”

F. Annual One-Year Implementation Plan: July 2016 – June 2017

The one-year implementation plan seeks to advance the Year 1 top priorities of the larger five-year action plan. The first-year work plan is segmented into three main sections:

1. **Organizational Framework / Staffing Resource:** The committee seeks to have a dedicated human resource as staff or contractor for tourism development and promotion in order to advance the Strategy and the implementation/action plan. The committee also intends to assume responsibility for overseeing the tourism grant programs in Fall 2016.
2. **Online / Marketing:** The Committee seeks to have the staff or contractor focus on online/Internet website products and processes as a primary task that the Strategy identified as a top priority and the committee strongly supports.
3. **Study Efforts for City to Advance Tourism Development:** The committee makes four specific recommendations to the City Council for study efforts to advance tourism:
 - Visitor profile study.
 - Feasibility study for an all-weather/indoor, multi-purpose playing fields facility for sports tournaments and other recreational/entertainment purposes.
 - Destination marketing strategy plan.
 - Hotel/conference center study as part of Town Center Master Plan Redevelopment project.

Following are details on the key components of the proposed one-year implementation plan.

1. Organizational Framework / Staffing Resource

1.1 Staffing: In order to advance components of the “Visit Wilsonville” tourism development strategy and the action-implementation plans, the committee recommends to the City Council to provide human resources in the form of City staff or vendor contract for the fledgling tourism program. While not a slight to current staff who are assigned to tourism as ‘additional duties,’ the top priority for the committee is to obtain a dedicated human resource to do the work on a consistent, methodical basis.

The committee further recommends that the City consider retaining as employee or contract vendor a professional in the tourism-development field who is well-versed in the subject matter and would be able to advance programs with minimal committee oversight. The committee believes that this position could be funded with a portion of the City lodging-tax revenues. In effect, the tourism strategy’s proposed Destination Marketing Organization (DMO) for Wilsonville is the City’s Parks & Recreation Dept. doing business as “Visit Wilsonville.”

Members of the committee have discussed the issue of human-resource assistance with the Parks & Recreation Director, who has indicated a willingness to utilize existing staff resources to be dedicated to advancing the tourism program. The committee understands that the Director is willing to consider a budget request for dedicated staffing or vendor contract when the workload is greater than what can be handled by existing staff. The committee strongly supports having a dedicated staffing resource to advance the tourism promotion program.

The committee has reviewed a number of position descriptions and local-government RFPs for tourism development that could be utilized by City in staffing or contractor recruitment.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 1.1:* Establish an Independent 501 (c) (6) Not-for-Profit DMO to be named Visit Wilsonville. [Create the organizational framework]

1.2 Budget Allocation: The committee recognizes and appreciates the City’s support of allocating resources for tourism through the transient lodging tax. A total of 44% of the transient lodging-tax revenues has been used for tourism and related visitor services over the past 10 years, FY 2005/06 – 2014/15, and 50% of projected revenues over the next five years, 2016/17 – 2020/21, is dedicated to tourism.

The committee suggests that the City Council may wish to consider dedicating a larger portion of transient lodging-tax revenues over time as specific staffing resources, projects and programs are proposed.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 1.3:* Increase the Allocation of the Hotel/Motel Transient Lodging Tax (TLT).

1.3 Tourism Grants Program: The committee seeks to fine-tune the tourism-related grants program that is currently under the aegis of the Parks & Recreation Advisory Board. The committee is well positioned to assume the duties of grant-program review and disbursement with the support of Parks & Recreation staff and the Chair of the Parks & Recreation Advisory Board who also sits on the committee.

The committee proposes with Park & Recreation staff assistance to focus on tourism grant program criteria and cultivate increased tourism awareness among both members of the community and grant recipients. A key element of modifying the tourism grant program will be to encourage visitors from over 50 miles away (state definition of ‘tourist’) that will stay in Wilsonville lodging facilities. Increasing overnight stays is one of the primary goals for the Tourism Promotion Program and Committee, according to Resolution No. 2541.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 1.5:* Review Wilsonville Tourism Grants Program; *Item 5.14:* Increase public awareness of the benefits of tourism.

2. Online / Marketing

2.1 Tourism Website: The Tourism Development Strategy document called out a primary weakness for Wilsonville tourism promotional efforts: the lack of an “authoritative website” on Wilsonville tourism recognized by Google and other Internet search engines. The committee believes the development of a tourism website and associated marketing efforts is a priority in this upcoming fiscal year.

Increasingly, travelers are using online websites, including social media sites, that work on desktop and mobile devices to obtain information on areas to be visited, as well as to book lodging and other services. Hence, the committee’s focus in the larger marketing realm is on online, Internet media as both an economical way to publish up-to-date content and reach the widest audience feasible.

One of the primary duties for tourism staff is to research and present for committee review is what online website product(s) and features would offer Wilsonville the best value for the money and staff time. A key component of a low-maintenance website is an “administrative backend” that houses a database of content composed of text data-fields and images that allows easy manipulation by non-technical personnel.

Current products to be reviewed include the state tourism agency Travel Oregon’s “Orb” online product, as well as the websites of Clackamas County “Oregon’s Mt. Hood Territory” and Washington County Visitors Association (WCVA) “Tualatin Valley dot org.” Other private-sector vendors also offer tourism-focused websites that should be considered.

To advance the critical website marketing tool, members of the committee plan to proceed with a prototype development site that can serve as a discussion tool to flesh-out the approaches City will want to take when contracting for a website product. The Marketing Subcommittee has identified a number of key factors for a website, including target audiences, tourism products being offered, key marketing attributes and assets, additional ways to attract visitors and web traffic and content focused on local attractions with overlap or shared content with other DMOs.

A growing component of Internet-based products features the ability for users to check lodging, vehicle rental and other services’ date-availability and book reservations directly online. Tourism staff would research options for online transactional marketing products and other features as noted below in relation to the tourism website. The results of the tourism website research would then be translated into a Request for Qualifications (RFQ) or Request for Proposals (RFP) that is relayed to various vendors.

Authority for recommendation: Wilsonville Tourism Development Strategy, May 2014, Action Item 5.1: Establish a stand-alone Wilsonville tourism website.

2.2 Content Collection / Organization / Sharing: An important feature for marketing efforts is the ability to use copyright-free content—including text, images and videos—that may be utilized and shared freely or as desired without additional overhead royalty and license expenses. Considerable effort is required to acquire and catalog area attractions, features, etc., that then may be used in website, social media and other platforms.

A content strategy for online products and Internet marketing should be developed that provides guidance for development and expansion of website content, schedules and procedures for updating content, and ways that content may be leveraged in other channels or media for greater exposure and reach.

Staff should research and source options for the integration of online video and use of linking strategies to drive traffic and search-engine optimization. Integral to developing an image and video content collection is obtaining services of a contracted photographer/videographer.

Authority for recommendation: Wilsonville Tourism Development Strategy, May 2014, Action Item 5.13: Develop an active content management and co-op marketing program; Item 5.11: Develop and maintain a library of high-quality images and videos; Item 5.5: Optimize the online use of video; Item 5.6: Optimize linking strategies.

2.3 Email Marketing: A primary tool of Internet-based marketing is the use of database email “notifiers” to alert interested parties to events, special deals and other attractors to the Wilsonville area. Tourism staff should research email marketing tools, especially ones that are integrated into the website and social media products that encourage ‘opt-in’ sign-ups to receive emails.

Authority for recommendation: Wilsonville Tourism Development Strategy, May 2014, Action Item 5.4: Develop database and email marketing programs.

2.4 Social Media: Social media is a component of the larger online marketing promotional effort. Tourism staff should research social media platforms and programs that are targeted to specific niche markets, and ones that preferably offer integration with the website product.

Authority for recommendation: Wilsonville Tourism Development Strategy, May 2014, Action Item 5.3: Develop social media programs relevant to key markets.

2.5 Website Analytics: One of the most powerful features of the Internet is to be able to use website traffic data to determine user interests and preferences, problems with the website content or functionality, where users are located, etc. Tourism staff should research the compatibility and integration of website analytic tools for the website product.

Authority for recommendation: Wilsonville Tourism Development Strategy, May 2014, Action Item 5.12: Optimize the use of website and social media analytics.

2.6 Internet Marketing Campaigns: Tourism staff should research what kinds of services are available for Internet marketing promotions that are targeted to specific, niche markets and that utilize database marketing.

Authority for recommendation: Wilsonville Tourism Development Strategy, May 2014, Action Item 5.12: Introduce an ongoing internet marketing campaign.

3. Study Efforts for City to Advance Tourism Development

The committee encourages City Council consideration to fund four studies or research/planning efforts to advance tourism development in the greater Wilsonville market:

3.1 Visitor profile study: The committee believes that more detailed information about the characteristics and profiles of visitors to Wilsonville would provide strategic insight on niche markets, marketing promotion efforts and related information. Related to the profile of visitors, is the need to conduct additional research related to what attracts visitors to Wilsonville and how well their expectations are met when visiting here.

3.2 Feasibility study for all-weather or indoor, multi-purpose playing fields facility for sports tournaments and recreational and entertainment activities: The *Tourism Development Strategy* identified that the City may be well positioned to take advantage of non-summer, shoulder-season activities such as youth and league sporting activities when local lodging occupancy is lower. The study should include financial feasibility and financing strategies.

3.3 Destination marketing strategy plan: The committee recommends that a focused tourism and visitor destination-marketing strategy is developed that complements the City's larger branding strategy in order to maximize branding integration and marketing expenditures.

3.4 Hotel/conference center study as part of Town Center Redevelopment Plan project: The committee requests that the pending Town Center Redevelopment Plan project being undertaken by the Planning Division of the Community Development Dept. specifically include the feasibility of a private-sector or public/private partnership development and operation of a conference center and adjoining hotel. Funding for these studies could come from transient lodging-tax revenues. The Committee assumes that staff would research vendors and cost estimates and advance accordingly.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 4.9:* Support the development of all-weather, multi-purpose playing fields for sports tournaments; *Item 5.16:* Conduct ongoing visitor-satisfaction research.

Attachments

1. Tourism Promotion Committee, Tourism Subcommittee: Marketing & Web Priorities — Scoping Definition of “Visit Wilsonville” Website, January 2016.
2. Resolution No. 2541, “A Resolution of the Wilsonville City Council Creating the City of Wilsonville Tourism Promotion Committee,” June 2015.
3. Executive Summary, Wilsonville Tourism Development Strategy, May 2014.

TOURISM SUBCOMMITTEE: MARKETING & WEB PRIORITIES

Scoping Definition of "Visit Wilsonville" Website

Sub Committee members: Al Levit, Kevin O'Malley, Elaine Swyt

The first work session of the Tourism Sub Committee - Marketing and the Web - explored how best to focus our priorities going forward. We developed the following working outline to guide us:

I. TARGET AUDIENCE

We felt the following were the primary audience for a standalone tourism website and related marketing materials:

1. Visitors already here.
2. Prospective visitors for business reasons or family celebrations
3. Visitors planning to attend nearby sports activities
4. Traveling families with children (parks, FFC, Library, World of Speed)
5. Residents & relatives of residents
6. I-5 Travelers
7. Content Providers – Will need to inventory these

II. PRODUCTS: WHAT ARE WE OFFERING?

We agreed on the following. "Visit Wilsonville" will:

1. Provide an easy to navigate resource to those already visiting and who are thinking of visiting our geographic area to visit – play --- stay
2. Inform prospective visitors about our city and what makes us a great place to visit and live
3. Provide a way for content providers to get the word out about their products (restaurants, hotels, events and local activities)
4. Provide a community resource for residents and those working in our city to inform and to help spread the word
5. Give a good reason to local content providers to post their information on our website
6. Give an alternative resource for outside area content providers to post their information. (Need to discuss with our counterparts on how to co-op market and use technology to augment their efforts with ours)
7. Provide resources to other tourism sites to help their clients (AAA, Woodburn Outlet, Chamber of Commerce, etc)

TOURISM SUBCOMMITTEE: MARKETING & WEB PRIORITIES**Scoping Definition of "Visit Wilsonville" Website**

8. Provide some unique reasons that will draw Internet searchers to our website.
See Point III.

III. KEY MARKETING ATTRIBUTES & ASSETS

We brainstormed the following as the primary reasons people would want to stay and play in our city, attributes that make our city a “unique” experience for our visitors. We consulted the work done already by the Tourism Taskforce when creating this list.

- Small Town, Easy to Get Around
- Rapid transit access to Portland and SMART available throughout the city
- Memorial and Murase Parks – Water features, space for outdoor recreation and sports fields
- Family Fun Center
- World of Speed
- Aurora Colony
- Golf Courses, Tennis Courts
- Many Events Year Round – create a list: Wilsonville Arts Festival, Fun Run, etc.
- Event Venues (Weddings and Celebrations)
- “Gateway” to the North Willamette Valley
- Central location for visits to wine country
- Pickle ball
- Public art
- Walking and biking tours
- River and boating activities
- Many historical cemeteries for genealogical research very close by
- Festivals – Dahlia (Canby), Tulip (Woodburn)
- Historical sites – Canby Ferry
- Convenience to shopping – Costco, Fred Meyer, Fry’s, Target and within a few exits to Woodburn Outlets and Bridgeport

TOURISM SUBCOMMITTEE: MARKETING & WEB PRIORITIES**Scoping Definition of "Visit Wilsonville" Website****IV. ADDITIONAL WAYS TO ATTRACT VISITORS & WEB TRAFFIC:**

We also thought the following online and offline features would help draw traffic:

- Virtual Visitor Center
 - ✓ What to do on your "First Night" in Town –locating leads, coupons at local establishments, etc to check out "night before" or only if in town for one night activities i.e. trivia nights, bingo, scheduled local events, entertainment venues, specials at local restaurants, etc.
 - ✓ Ask the Curator i.e. "Where to entertain a family of 4?" (Categorical Search Engine –Pert Chart FAQs)
- Design an online and for print "Fantasy Map" of the City
- Improvement Ideas –
 - ✓ Onsite and online maps
 - ✓ Clear signage
 - ✓ Work with SMART, P&R, Chamber to make convenient these materials
- Attractive Video& Photo Content
- Ability to Rate Restaurants, Events, etc.
- One-Stop Resource Finder for Northern Willamette Valley (Includes geographic area from Aurora, Canby, St. Paul, McMinnville, Dundee, Newberg, Wilsonville, Tualatin, Sherwood, Tigard, Lake Oswego, West Linn, Oregon City and maybe Beaverton and Milwaukie.)
- Maybe a mobile app
- Geo-caching?
- Create seasonal events that might attract local and traveling traffic: i.e. New Year's Eve, Fourth of July (waterfront), etc.

TOURISM SUBCOMMITTEE: MARKETING & WEB PRIORITIES**Scoping Definition of "Visit Wilsonville" Website****V. WHAT CONTENT? FOCUS ON LOCAL & SELECTED OVERLAP**

We agreed that content should focus on what is available locally with some selected overlap with the agreement and the on-going partnership with counterparts. No need to reinvent the wheel or overtly compete.

1. Focus on local points of interest - Pull from "Asset List" document.
 - Restaurants
 - Events
 - Accommodations
 - Clubs and Organizations
 - Area Recreation Businesses - FFC, Golf Courses

2. Open Question - How to Share Content Overlap?

This is where it will be necessary to "co-op" with our counterparts (i.e. WCVA, TCA, TualatinValley.org, MtHoodTerritory.com, TravelOregon.com, etc.):

- How to share/post content/resources without competing
- How to market for each other
- How to build alliances with mutual content providers

RESOLUTION NO. 2541**A RESOLUTION OF THE CITY COUNCIL CREATING THE WILSONVILLE
TOURISM PROMOTION COMMITTEE**

WHEREAS, the City Council sought, after adoption in August 2012 of the *Economic Development Strategy*, to leverage existing assets and planned developments to create a strategic plan that would identify opportunities and provide recommendations to increase the City's market-share of tourism-related expenditures that benefit primarily small businesses in the retail, services and hospitality sectors; and

WHEREAS, the City Council in March 2013 requested that the City Manager recruit a volunteer task force to assist with creation of a Tourism Development Strategy and appointed City Councilor Julie Fitzgerald in an ex-officio position to chair the task force; and

WHEREAS, the City Manager issued in August 2013 a request for qualifications and through a competitive selection process selected Total Destination Marketing, an international tourism consulting firm based in Tualatin, Oregon, to act as professional consultants to advise on the creation of a Tourism Development Strategy; and

WHEREAS, the City Manager recruited and empaneled in September 2013 a 17-member task force composed of a wide range of stakeholders, including representatives of local lodging, dining and entertainment establishments; operators of agri-tourism, golf and sporting-tournaments venues; chamber of commerce principals; officials with regional tourism agencies; and residents; and

WHEREAS, Total Destination Marketing met with members of the task force over a five-month period of October 2013 through March 2014, holding five public meetings and hosting two community workshops and public-comment sessions; and

WHEREAS, the task force presented a final recommended assessment and plan of action that was adopted by the City Council on May 5, 2014, as the *Wilsonville Tourism Development Strategy, May 2014*, which set forth a blueprint for how to implement a tourism strategy for the greater Wilsonville community, including forming a "Visit Wilsonville" Destination Marketing Organization (DMO) or committee; and

WHEREAS, staff researched community tourism organizational models for approximately 50 primary “tourism” cities or regions in Oregon and found five where the local government acts as the community’s primary tourism organizer and one where the municipal government successfully started a tourism committee and spun-off the committee to become a viable nonprofit tourism and convention bureau working in close conjunction with the regional DMO; and

WHEREAS, on May 18, 2015, the City Council reviewed a proposal outline to create a City of Wilsonville Tourism Promotion Committee and directed staff to proceed as outlined.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. Tourism Promotion Committee:

- 1.1 The Tourism Promotion Committee (“Committee”) is hereby created as a deliberative and recommending body of the Parks and Recreation Department that reports to the City Council.

Section 2. Vision and Mission:

- 2.1 The Committee’s Vision and Mission are adopted from the *Wilsonville Tourism Development Strategy, May 2014*:
- 2.2 Vision: “In 2023, Wilsonville is a welcoming, family-friendly community that is one of Oregon’s premier destination cities, investing in tourism, meetings, leisure and recreation strengths, amenities and services to provide compelling year-round experiences.”
- 2.3 Mission: “To facilitate the thoughtful development of Wilsonville’s visitor economy for the benefit of visitors and partners, and to enhance the quality of life for those who live and work in the community.”

Section 3. Purpose and Duties:

- 3.1 The Committee shall have three primary areas of responsibility:
- 3.2 A. To oversee implementation of the “Visit Wilsonville” Tourism Development Strategy and charged specifically to develop a larger Five-Year Action Plan and

annual One-Year Implementation Plans for fulfilling the Tourism Development Strategy that are to be recommended to City Council for approval.

- 3.3 B. To make recommendations to the City Council for tourism- and visitor-related marketing, promotions, expenditures and related programs and services that result in increased tourism activity, as measured by overnight room stays at local lodging properties.
- 3.4 C. To supervise the application process for and the selection and disbursement of the annual Tourism Grant Programs operated by the City, including the City of Wilsonville Community Tourism Matching Grant Program (currently \$25,000 per year) and the Clackamas County Tourism Community Partnership Grant Program (currently \$20,000 per year).

Section 4. Appointment:

- 4.1 The Mayor appoints and the City Council confirms Committee members, who serve at the pleasure of the Council.

Section 5. Membership:

- 5.1 The Committee shall consist of twelve (12) members, including seven (7) voting members and five (5) non-voting ex-officio members:
- 5.2 The seven (7) voting members are to be drawn from the hospitality and tourism industry in the greater Wilsonville area, including representatives of the following stakeholders: Agri-Tourism, Arts & Culture, Community Events, Equestrian Tourism, Event Facility, General Retail, Lodging, Organized Sporting Events, Restaurants, and Outdoor Recreation and Tourism Attractions.
- 5.3 The five (5) ex-officio positions are a City Councilor who also acts as Council liaison for the committee; the City's Parks and Recreation Director, or his/her designee; a Wilsonville Chamber of Commerce representative; and two professional staff persons, one each from Clackamas County Tourism and Cultural Affairs Department and Washington County Visitors Association.

Section 6. Term of Voting-Member Appointments:

- 6.1 Staggered three-year terms based on the fiscal year, scheduled so that two (2) or three (3) members are appointed or reappointed each year. A vacancy in a position may be appointed as outlined in Section 4 to fulfill the remainder of the term.
- 6.2 The appointment of a member shall automatically terminate upon the member's unexcused absence of three (3) consecutive meetings during a 12-month period. A member may serve a maximum of three (3) consecutive three-year terms; terms of appointment for less than three years shall not count towards the maximum time of service.
- 6.3 At the outset of the Committee, voting positions will be staggered as follows: Two (2) positions are one-year or slightly less in duration and two (2) positions are a two-year duration, and three (3) positions are full three-year appointments; assuming appointment by October 31, 2015:
- Position #1 – 1-year term: 10/1/15 – 6/30/16; next term: 7/1/16-6/30/19
 - Position #2 – 1-year term: 10/1/15 – 6/30/16; next term: 7/1/16-6/30/19
 - Position #3 – 2-year term: 10/1/15 – 6/30/17; next term: 7/1/17-6/30/20
 - Position #4 – 2-year term: 10/1/15 – 6/30/17; next term: 7/1/17-6/30/20
 - Position #5 – 3-year term: 10/1/15 – 6/30/18; next term: 7/1/18-6/30/21
 - Position #6 – 3-year term: 10/1/15 – 6/30/18; next term: 7/1/18-6/30/21
 - Position #7 – 3-year term: 10/1/15 – 6/30/18; next term: 7/1/18-6/30/21

Section 7. Organization and Conduct of Meetings:

- 7.1 At the first meeting of each fiscal year, the Committee will elect a chair and vice-chair from the voting members.
- 7.2 The Chair (Vice Chair in the absence of the Chair) will preside over all meetings.
- 7.3 Unless otherwise specified, Robert's Rules of Order shall govern the meetings.
- 7.4 Committee members shall serve without pay but may be reimbursed for any expenses incurred in the discharge of their duties in line with approved city policies and with prior approval of the Parks and Recreation Director.
- 7.5 The City Manager shall appoint a staff person or outside contractor to serve as secretary to keep notes of each public meeting and assist with administrative tasks.

- 7.6 The Committee will meet on an agreed-upon schedule at least four (4) times per year. The Chair may also call a special meeting with one week's advance notice. Such meeting notice may be given by email or regular mail.
- 7.7 A meeting may be held without a quorum; however, a quorum of at least four (4) voting members is required in order for the Committee to vote on any matter.
- 7.8 Committee members may participate in a meeting telephonically.
- 7.9 All meetings will be announced and open to the public.

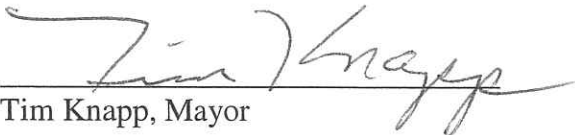
Section 8. Voting:

- 8.1 All members are entitled to vote in person at a meeting, regular or special. Proxies are not allowed.
- 8.2 A majority vote of the members voting on the question will be required to carry any matters submitted. A member who abstains from a vote shall be counted as present for purposes of the quorum but not counted as having voted on the question.


Section 9. Effective Date:

- 9.1 This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting on June 15, 2015, and filed with the Wilsonville City Recorder this date.


 Tim Knapp, Mayor

ATTEST:


 Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

Mayor Knapp – Yes
 Council President Starr – Yes
 Councilor Fitzgerald – Yes
 Councilor Stevens – Yes
 Councilor Lehan – Yes



Wilsonville Tourism Development Strategy



**Executive Summary
Excerpted pages 1-8**



May 2014



Wilsonville Tourism Development Strategy

May 2014

City Council

Tim Knapp, Mayor

Richard Goddard, Councilor

Scott Starr, Council President

Julie Fitzgerald, Councilor

Susie Stevens, Councilor

Tourism Development Strategy Task Force

Denny Atkin, Resident , Advertising Director, The Oregonian (retired)

Eric Bohard, Chair, City of Wilsonville Parks & Recreation Advisory Board

Jeff Brown, General Manager, Holiday Inn - South Portland/Wilsonville

Emily Corley, General Manager, McMenamins Wilsonville Old Church and Pub

Bryan Cosgrove, City Manager, City of Wilsonville

Danielle Cowan, Executive Director, Clackamas County Tourism & Cultural Affairs (CCTCA)

Julie Fitzgerald, Task Force Chair, City Councilor, City of Wilsonville City Council

John Hanna, Club Manager, Willamette United Soccer Club

Darren Harmon, General Manager, Wilsonville Family Fun Center

Carolyn McCormick, President/CEO, Washington County Visitors Association (WCVA)

Susan Myers, General Manager, Capital Realty Corp

Chris and Liz Perry, Market Managers, Wilsonville Farmers Market

Cheryl Snow, Executive Director, Clackamas County Arts Alliance

David Stead, General Manager, Langdon Farms Golf Club

Mary Stewart, Principal, MARStewart Creative Group

Tonie Tollen, Owner, Tollen Farm

Daphne Wuest, Board Chair, Clackamas County Tourism Development Council

CITY OF WILSONVILLE, OREGON

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Wilsonville, OR 97070

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Prepared by:



Total Destination Marketing

Phone: 503 692-4603

www.DestinationBranding.com

Introduction

A New Era for Tourism in Wilsonville

Tourism in Wilsonville is entering a new era that will be characterized by the introduction of new attractors, events, infrastructure and innovative digital marketing. This will require the City of Wilsonville to establish new goals, responsibilities and strategies for the organization that will be responsible for the City's future tourism development and marketing contract.

The Wilsonville Tourism Development Strategy is a masterplan that provides strategic directions for the city to take optimal advantage of the opportunities that are likely to arise over the next decade. It is not a marketing plan or operational plan, but is designed to act as a guidance system in the development of more specific and tactical annual programs and budget allocations. This is a living document that will be updated as new opportunities and challenges arise.

Actions for Success

Tourism is a growing and important sector of the Oregon economy. The Portland metro region's visitor economy is worth over \$4.1 billion (2012). A key objective of this strategy is to secure a higher share of this for Wilsonville. It is designed to provide guidance for the future development of tourism in Wilsonville. It provides directions to increase market share, identifies development opportunities for new attractors and events, makes tourism a catalyst for businesses, and improves the experiences of visitors to Wilsonville visitor experiences.

Win-Win for Residents & Business

An important principle underpinning the strategy is that what can be attractive to visitors can also be appealing to residents and investors. As the cultural, natural, sporting and recreational attractors are improved, they will also improve the quality of life and business opportunities for residents.

Executive Summary

A Holistic Approach

This strategy adopts a holistic approach which addresses all of the elements necessary to communicate and deliver outstanding visitor experiences. Tourism is a complex economic activity where success requires cross-agency cooperation involving public, private, and nonprofit organizations. It also involves consideration of the interests of all customer groups including visitors, government, partners, local businesses and residents.

The Vision

In 2023, Wilsonville is a welcoming, family-friendly community that is one of Oregon's premier destination cities, investing in tourism, meetings, leisure and recreation strengths, amenities and services to provide compelling year-round experiences.

Our Mission

To facilitate the thoughtful development of Wilsonville's visitor economy for the benefit of visitors and partners, and to enhance the quality of life for those who live and work in the community.

Opportunities and Challenges

This strategy has been guided by consideration of the opportunities relating to the development of new attractors, growth of key markets, the rising popularity of the Portland metropolitan area, and the interest of local stakeholders. The strategy also recognizes the challenges posed by limited resources, increased competition, and the need for a holistic approach to sustainable tourism development.

Strategic Directions

The strategy has been designed to build Wilsonville's tourism capacity, increase market share, revenue, employment and new business opportunities. The following are key elements for the strategy:

Priority Markets:

- Horse show participants and organizers
- Meetings and conventions participants and organizers
- Northwest getaways
- Sports tournaments participants
- I-5 motorists in transit

Priority Experience Themes

- Horse shows and equestrian events
- Meetings and conventions
- Sports tournaments
- Northwest getaways

The Tourism Action Plan

1. Leadership and Organization

Provide clear direction, partnerships and sustainable funding for Wilsonville tourism through leadership and management that is recognized for its innovation, collaboration and effectiveness.

- 1.1 Establish an Independent 501 (c) (6) Not-for-Profit DMO to be named Visit Wilsonville.
- 1.2 Establish Board of Management for Visit Wilsonville.

- 1.3 Increase the Allocation of the Hotel/Motel Transient Lodging Tax.
- 1.4 Request a project budget to launch Visit Wilsonville DMO.
- 1.5 Review Wilsonville Tourism Grants Program.
- 1.6 Actively seek grants for Visit Wilsonville.
- 1.7 Initiate ongoing partnership and relationship-building programs.
- 1.8 Enhance local-area destination knowledge of frontline staff.

2. Branding and Positioning

Adopt distinctive and meaningful positioning for Wilsonville as a destination.

- 2.1 Develop a destination branding strategy for Wilsonville.

3. Visitor Experiences

Enhance Wilsonville's tourism attractors, events and experiences to meet and exceed the expectations of visitors and event organizers.

- 3.1 Encourage active participation by local product-suppliers and farm operators to participate in agri-tourism experiences, including the new Wilsonville-West Linn-Milwaukie Farm Loop.
- 3.2 Establish Wilsonville as a bike-friendly city and one of Oregon's premier leisure cycling cities.
- 3.3 Initiate and attract cycling events.
- 3.4 Initiate programs to ensure that Wilsonville consistently presents outstanding experiences for horse show organizers, participants and attendees.
- 3.5 Investigate the feasibility of establishing a signature event in Wilsonville to celebrate the start of horse show season.

4. Infrastructure and Placemaking

Ensure that tourism opportunities are optimized in government planning, development approvals, policy, infrastructure and placemaking.

- 4.1 Support a feasibility study for the development of the area surrounding Regal Cinemas or another area as an entertainment, sports, and leisure precinct.
- 4.2 Support a hotel feasibility study to assess the medium term lodging and meeting space needs of the city.
- 4.3 Investigate the feasibility of developing additional facilities within the City specifically designed for weddings, reunions and community events.
- 4.4 Support the expansion and integration of Wilsonville's trails system and brand the main trails with distinctive themes and names.
- 4.5 Support the construction of the proposed Bike-Ped-Emergency Bridge across the Willamette River.
- 4.6 Support the completion of the Ice Age Tonquin Trail.
- 4.7 Support the introduction of creative bike racks in areas popular with cyclists.
- 4.8 Support a feasibility study to develop a covered venue for equestrian events.
- 4.9 Support the development of all-weather, multi-purpose playing fields for sports tournaments.
- 4.10 Support the development of the proposed push trail and new skate park.
- 4.11 Support the improvement of river foreshore and water access for active and passive recreation, including boat launch.

- 4.12 Support study of the enhancement of Boones Ferry Landing in Old Town as a recreation and tourism precinct.
- 4.13 Support enhancements to the character and attractiveness of Wilsonville's key precincts
- 4.14 Consider establishing a public art program.
- 4.15 Support improvements to the attractiveness and sense of welcome at city gateways.
- 4.16 Support the development and implementation of a comprehensive wayfinding signage system.
- 4.17 Support the development of a comprehensive directional and event signage strategy.
- 4.18 Support the establishment of a museum/interpretive center and commemorative sculptures for the Oregon Korean War Memorial.

5. Marketing Communications

Enhance awareness of Wilsonville as an appealing visitor destination through the innovative use of traditional, digital and environmental media.

- 5.1 Establish a stand-alone Wilsonville tourism website.
- 5.2 Introduce an internet marketing campaign.

- 5.3 Develop social media programs relevant to key markets.
- 5.4 Develop database and email marketing programs.
- 5.5 Optimize the online use of video.
- 5.6 Optimize linking strategies.
- 5.7 Produce a Wilsonville Visitors Guide annually.
- 5.8 Ensure visitors have ready access to Wilsonville visitor information.
- 5.9 Assess the effectiveness of digital kiosks to provide visitor information.
- 5.10 Develop a public-relations program.
- 5.11 Develop and maintain a library of high-quality images and videos.
- 5.12 Optimize the use of website and social media analytics.
- 5.13 Develop an active content management and co-op marketing program.
- 5.14 Increase public awareness of the benefits of tourism.
- 5.15 Encourage local residents to discover Wilsonville and surrounding area.
- 5.16 Conduct ongoing visitor-satisfaction research.
- 5.17 Conduct visitor research for each major event in Wilsonville.

Methodology

The development of this Tourism Strategy by Total Destination Marketing involved a variety of actions which included:

- A diverse 17-member Task Force composed of a wide range of stakeholders, including representatives of local lodging, dining, entertainment establishments; operators of agri-tourism, golf and sporting-tournament venues; Chamber of Commerce principals; officials with regional tourism agencies; and residents.
- A community survey which was accessible online and publicized by the City of Wilsonville and local media (35 responses).
- A total of 27 in-person interviews with local business and community leaders.
- Three community workshops with residents, businesses and community leaders (17 participants).
- Interviews with City of Wilsonville executives.
- Informal discussions with local businesspeople in contact with visitors.
- Interviews with individuals outside of Wilsonville who have partnership relations with the city in regard to tourism or are experts in fields of interest to Wilsonville tourism.
- On-site assessments of Wilsonville and its adjacent areas to experience the city and surrounding area through the objective and unbiased eyes of a first time visitor.
- A review of relevant past reports and plans relating to Wilsonville from a tourism, economic development, recreation and leisure perspective.
- A review of web sites and brochures relating to Wilsonville businesses and key competitors and partners to Wilsonville.
- A formal public-comment period in March 2014 to receive feedback and suggestions on the *Draft Wilsonville Tourism Development Strategy, March 2014*.
- Report before Wilsonville City Council in April 2014



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: April 18, 2016		Subject: Resolution No. 2581 Right-of-way and easement acquisitions necessary for Tooze Road improvement project (CIP# 4146) Staff Member: Mike Ward Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments:	
Staff Recommendation: Staff recommends the City Council adopt Resolution No. 2581.			
Recommended Language for Motion: I move to approve Resolution No. 2581.			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities Multimodal Transportation Network		<input checked="" type="checkbox"/> Adopted Master Plan(s) Transportation System Plan	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL: Should the City acquire approximately 17,624 square feet (SF) of right-of-way, 9,271 SF of permanent easement area, and 23,130 SF of temporary easement to construct the extension of Tooze Road from west of 110th Avenue (where the Boeckman Road improvements terminate) to Grahams Ferry Road?

EXECUTIVE SUMMARY:

The City's Transportation System Plan identifies the Tooze Road Improvement project (from 110th Ave to Graham's Ferry Road) as necessary to accommodate traffic generated by the Villebois development. This project is identified in the adopted 2013 Wilsonville Transportation System Plan, the West Side Urban Renewal Plan (although urban renewal funds are not being used on this portion of the project), and in development agreements and amended development agreements between the City, the Urban Renewal Agency, and Villebois land owners and developers.

In order to construct the project, the City needs to acquire right-of-way and easements as identified in the following table.

Property Owner	Tax Lot	Acquisition Type	Approx. Area
Cynthia Satterlund	31W10C 02800	Fee - Right-of-way	4,578 SF
Cynthia Satterlund	31W10C 02800	Easement - Slope	826 SF
Cynthia Satterlund	31W10C 02800	Easement - Drainage	2,709 SF
Cynthia Satterlund	31W10C 02800	Easement - Const.	871 SF
Cynthia Satterlund	31W10C 02800	Easement - Const.	1,840 SF
Robb C. & Dana A. Crocker	31W10C 02700	Fee - Right-of-way	8 SF
Robb C. & Dana A. Crocker	31W10C 02700	Easement - Slope	1,050 SF
Robb C. & Dana A. Crocker	31W10C 02700	Easement - Drainage	347 SF
Robb C. & Dana A. Crocker	31W10C 02700	Easement - Const.	733 SF
Michael R. & Karen A. Prigodich	31W10C 02102	Fee - Right-of-way	767 SF
Michael R. & Karen A. Prigodich	31W10C 02102	Easement - Slope	1,436 SF
Michael R. & Karen A. Prigodich	31W10C 02102	Easement - Const.	663 SF
Dirk D. & Allison B. Anderson	31W10C 02101	Fee - Right-of-way	4,708 SF
Dirk D. & Allison B. Anderson	31W10C 02101	Easement - Const.	3,913 SF
Tonie I. Tollen	31W10C 01900	Fee - Right-of-way	311 SF
Tonie I. Tollen	31W10C 01900	Easement - Const.	988 SF
Wilfrido Chavez Dominguez	31W10C 02000	Fee - Right-of-way	2,389 SF
Wilfrido Chavez Dominguez	31W10C 02000	Easement - Const.	2,604 SF
Dan J. & Mary T. Long	31W10C 01204	Fee - Right-of-way	4,863 SF
Dan J. & Mary T. Long	31W10C 01204	Easement - Slope	1,099 SF
Dan J. & Mary T. Long	31W10C 01204	Easement - Drainage	756 SF
Dan J. & Mary T. Long	31W10C 01204	Easement - Const.	967 SF
Dan J. & Mary T. Long	31W10C 01204	Easement - Const.	1,150 SF
Donald & Dorene Steffeck	31W10C 02100	Easement - Slope	437 SF
Donald & Dorene Steffeck	31W10C 02100	Easement - Const.	304 SF
Gerald I. & Sheryl L. Branch	31W10C 01300	Easement - Drainage	611 SF
Sean G. & Kathleen McRea	31W10C 02103	Easement - Const.	700 SF
Donald E. Bischof	31W10C 01501	Easement - Const.	1,363 SF
Allen Y. Chang	31W10C 01000	Easement - Const.	7,310 SF

All property interests are legally described in Exhibits 1 through 29 attached to Resolution No. 2581. These areas involve the least amount of property necessary for the construction of the road. As the final design proceeds, changes may result in the legal property descriptions and

amount of acreage needed for acquisition.

The Tooze Road improvement project was awarded \$800,000 in federal funding. The balance of project costs will be funded through Street System Development Charges (SDCs) and the Westside Urban Renewal District. The total project cost estimate is \$6.7 million, with \$2.0 million for design and acquisition and \$4.7 million for construction.

As this is a federalized project, the City must satisfy FHWA right-of-way practices including right-of-way certification through ODOT. Consequently, Resolution No. 2581 includes Council authorization to use condemnation to acquire the needed property interests.

EXPECTED RESULTS:

Staff expects to begin appraisals in the spring of 2016 and initiate negotiations as soon as appraisal work is complete. If settlement has not been achieved by the end of the mandatory 40-day consideration period, staff will notify the Council regarding the status of negotiations and any recommendations to proceed with condemnation proceedings. Construction is anticipated to begin in May 2017, and legal possession of needed property, either through settlement or condemnation, is required by ODOT before the project can be put out to bid.

TIMELINE:

The initiation of acquisitions at this time will allow construction to begin as planned in May 2017.

CURRENT YEAR BUDGET IMPACTS:

The adopted FY 2015-16 Wilsonville budget includes funding for the Tooze Road project. The five year Capital Improvement Program includes additional funding to complete this project.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 4/8/16

LEGAL REVIEW / COMMENT:

Reviewed by: BJ Date: 4/8/16

Revised legal descriptions or negotiations with the landowner may result in some difference in terms of the property to be acquired. Thus, the attached legals represent staff's best estimate of the approximate land needed for the project but may be subject to adjustment

COMMUNITY INVOLVEMENT PROCESS:

The project has reached out to property owners individually as well as public testimony during Council sessions.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

This project will improve safety and connectivity around Villebois and provide increased capacity at the intersection of Tooze Road and Graham's Ferry Road.

ALTERNATIVES:

The project team and City Council have reviewed several alignment alternatives for Tooze Road and selected the alignment for which these acquisitions are needed.

CITY MANAGER COMMENT:

ATTACHMENTS:

Resolution No. 2581

RESOLUTION NO. 2581

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING ACQUISITION OF PROPERTY AND PROPERTY INTERESTS RELATED TO THE CONSTRUCTION OF THE TOOZE ROAD IMPROVEMENT PROJECT FROM 110TH AVENUE TO GRAHAM'S FERRY ROAD

WHEREAS, under and by virtue of the laws of the State of Oregon, the City of Wilsonville is duly authorized and lawfully empowered to construct certain planned public improvement projects, and to acquire real property as may be deemed necessary and proper for such planned public improvements; and

WHEREAS, the Tooze Road improvement project (the "Project") will upgrade the road to multi-modal urban standards and improve safety for vehicular, pedestrian, and bicycle travel from west of 110th Avenue to Grahams Ferry Road; provide a new connection to Villebois Village and improve area circulation; and reconstruct the Tooze Road/Grahams Ferry Road intersection with additional turn lanes and a signal to improve safety and meet long-term level of service needs; and

WHEREAS the Project is identified in the City of Wilsonville FY 2015/16 Capital Improvement Project Budget as Project No. 4146; and

WHEREAS, the total project cost estimate for the Kinsman Road extension project is \$6.7 million; and

WHEREAS, the Project was awarded \$800,000 in federal funding, and the balance of the project will be funded through Street SDCs and Urban Renewal; and

WHEREAS, the Project has budgeted \$2.0 million for design and acquisition and \$4.7 million for construction; and

WHEREAS, construction is anticipated to begin in May 2017; and

WHEREAS, in order to construct the Project, the City needs to acquire approximately 17,624 square feet (SF) of right-of-way, 3,243 SF of drainage easements, 6,028 SF of slope easement area, and 23,130 SF of temporary construction easements; and

WHEREAS, the property interests to be acquired for the Project include but may not be limited to those legally described in Exhibits 1 through 29, attached hereto and incorporated herein by reference; and

WHEREAS, the project will also require the future dedication of right of way from property acquired by Polygon from the City, which will be handled through a separate process; and

WHEREAS, the acquisition of the properties described in Exhibits 1 through 29 is necessary and will benefit the general public and will be used for public purposes; and

WHEREAS, the City acquires real property in accordance with guidelines set forth in its Urban Renewal Agency's adopted "*Appraisal and Acquisition Policies*" and the ODOT Right of Way Manual; and

WHEREAS, the City is authorized to acquire property by any legal means, including eminent domain, to achieve the objectives of the City's Capital Improvement Program and shall conform to all statutory requirements to ensure that property owners' rights are fully respected; and

WHEREAS, ORS Chapter 35 empowers cities and agencies to acquire by condemnation real property whenever in the judgment of the City there is a public necessity for the proposed use of the property, the property is necessary for such proposed use and the proposed use planned is located in a manner which will be most compatible with the greatest public good and the least private injury; and

WHEREAS, the acquisitions presented herein reflect the least amount of property interest to ensure safe, efficient and adequate public improvements; and

WHEREAS, title to the acquired property interest shall vest in the name of the City of Wilsonville to provide for necessary care, maintenance and public safety authority; and

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Wilsonville City Council finds that there is a public necessity for the construction of the aforementioned street improvements, that the properties described in Exhibits 1 through 29 are necessary for the construction of said public improvements, and that the proposed street improvements are planned and located in a manner which will be most compatible with the greatest public good and the least private injury.

2. City staff and the City Attorney are authorized and directed to negotiate with the owners of the real property herein described as to the compensation to be paid for the acquisition of the property, and in the event agreement cannot be reached, to commence and prosecute to

final determination such proceedings as may be necessary, including condemnation of the property, to acquire the real property and interest therein, and that upon the filing of such proceeding may seek immediate possession of any of the real properties described in Exhibits 1 through 29 in order to meet the right-of-way certification deadline necessary to begin construction in May 2017 and complete construction of the Project in a timely and efficient manner.

3. In the event that there are required modifications to the legal descriptions as the project moves forward or negotiations with property owners warrant revisions to the legal descriptions, staff is authorized to proceed as set forth above.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18th day of April, 2016, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES

Mayor Knapp
Councilor Starr
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan

Attachments:

Exhibit 1 through 29: Legal Descriptions

EXHIBIT "A"



www.obec.com

17212LD01
March 21, 2016
L. Miles

LEGAL DESCRIPTION
FEE
TOOZE ROAD & GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 02800

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Cynthia Satterlund, by Statutory Warranty Deed Document No. 2005-058226, Clackamas County Deed Records, lying in Lot 21, Wilson Acres being in the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 89°32'04" East, 1,188.23 feet to the northerly right-of-way line of Tooze Road and the **Point of Beginning**; thence North 88°37'25" East, 112.33 feet; thence South 88°34'12" East, 109.64 feet; thence North 56°19'29" East, 96.23 feet; thence North 21°13'10" East, 132.59 feet; thence North 23°52'39" East, 121.95 feet to the northerly line of said Document No. 2005-058226; thence, along said northerly line, South 88°30'46" East, 0.89 feet to the westerly right-of-way line of Grahams Ferry Road; thence, along said westerly right-of-way line, South 21°13'10" West, 317.03 feet to the said northerly right-of-way line of Tooze Road; thence, along said northerly right-of-way line, North 88°34'12" West, 285.58 feet to the **Point of Beginning**.

Containing 4,578 square feet (0.11 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

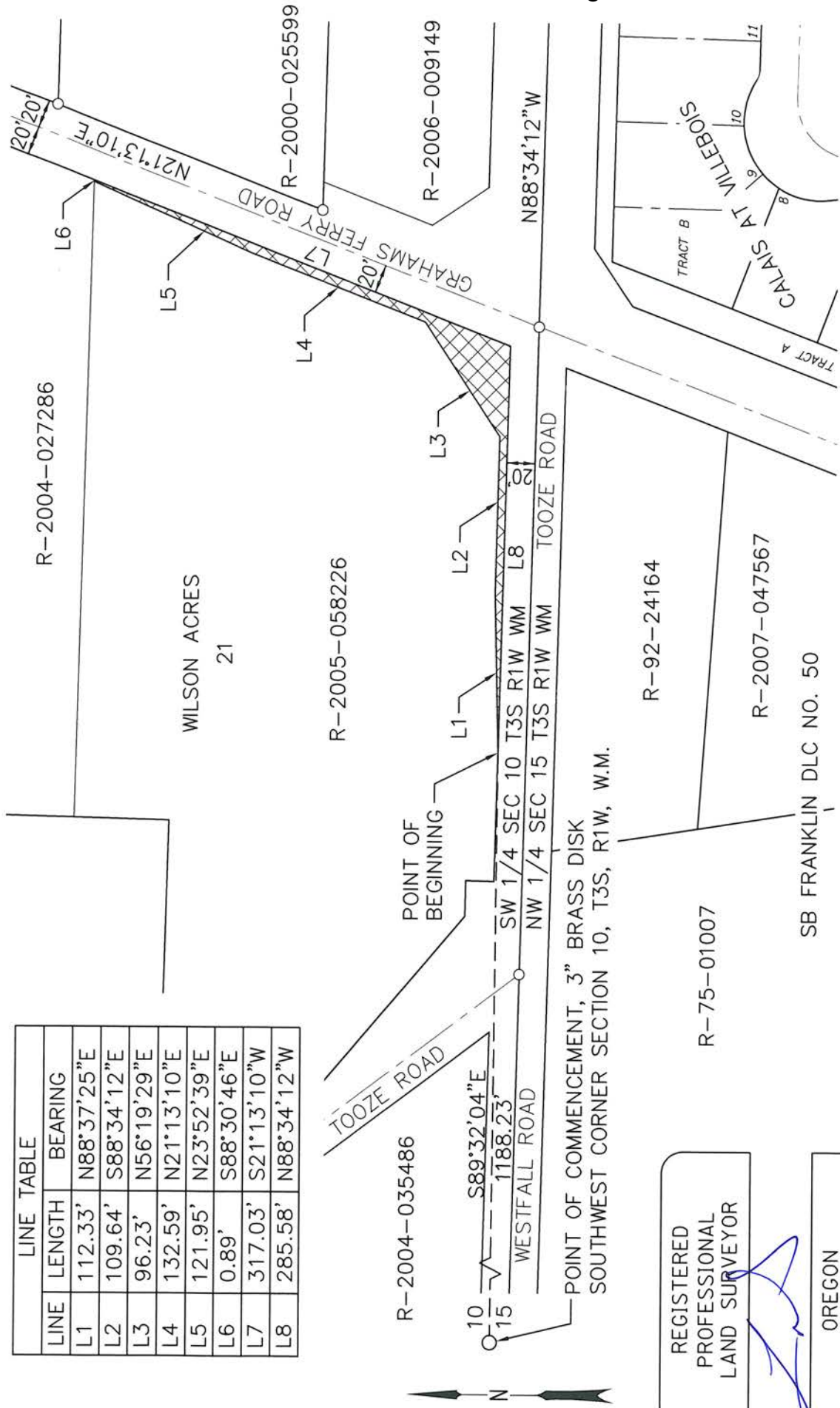


RENEWAL: DEC. 31, 2016
Signed: 4/1/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR FEE
TOOZE ROAD PROJECT
CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	LENGTH BEARING
L1	112.33' N88°37'25"E
L2	109.64' S88°34'12"E
L3	96.23' N56°19'29"E
L4	132.59' N21°13'10"E
L5	121.95' N23°52'39"E
L6	0.89' S88°30'46"E
L7	317.03' S21°13'10"W
L8	285.58' N88°34'12"W



SCALE 1" = 100'
100 50 0 100
FEET



FEE AREA = 4,578 SQ. FT ±

REGISTERED PROFESSIONAL LAND SURVEYOR
 OREGON
 JULY 12, 2005
 LOGAN MILES
 65452
 RENEWAL: DEC. 31, 2016
 Signed: 5/30/16



FILE NO. 17212S01	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD02
March 21, 2016
L. Miles

LEGAL DESCRIPTION
FEE
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 02700

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Robb C. Crocker and Dana A. Crocker, by Statutory Warranty Deed Document No. 2004-027286, Clackamas County Deed Records, lying in Lot 21, Wilson Acres being in the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 79°30'26" East, 1,622.05 feet to the westerly right-of-way line of Grahams Ferry Road and the **Point of Beginning**; thence, along said westerly right-of-way line, South 21°13'10" West, 17.81 feet to the southerly line of said Document No. 2004-027286; thence, along said southerly line, North 88°30'46" West, 0.89 feet; thence, leaving said southerly line, North 23°52'39" East 18.13 feet to the **Point of Beginning**.

Containing 8 square feet (0.0002 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

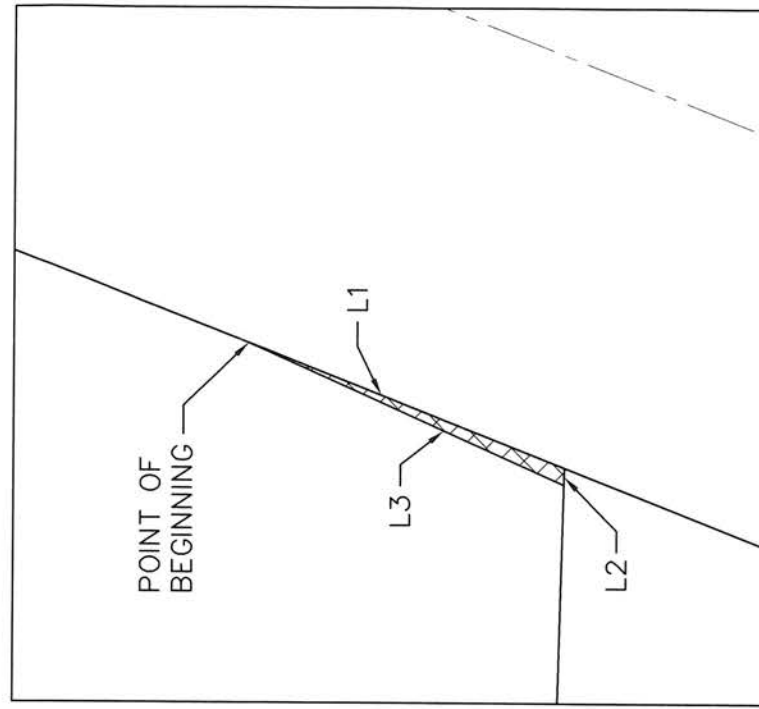
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 4/1/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR FEE
TOOZE ROAD PROJECT
CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

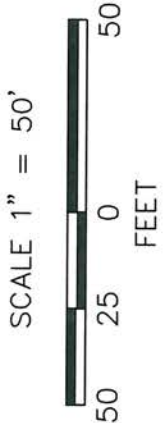
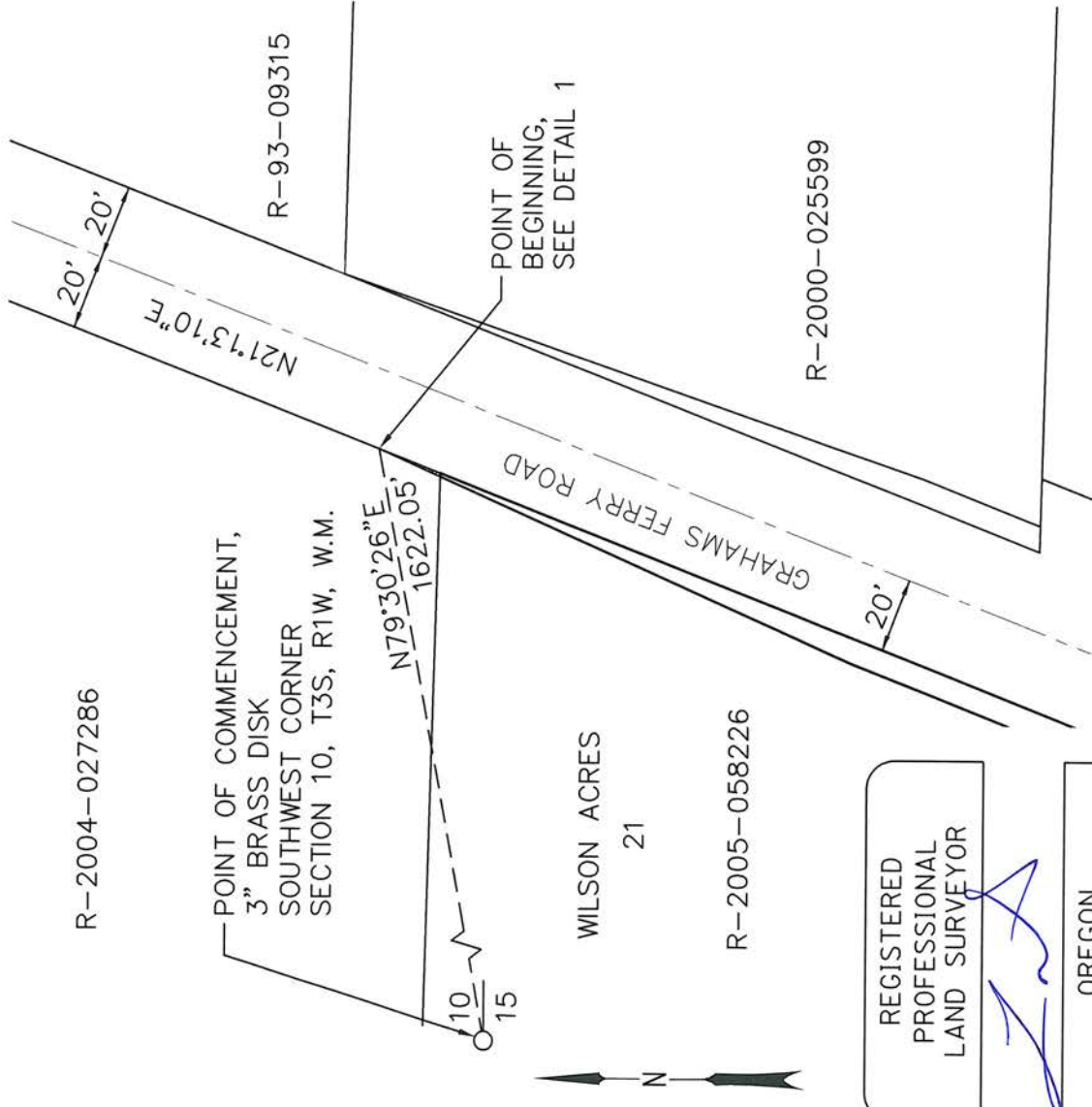


DETAIL 1

LINE	LENGTH	BEARING
L1	17.81'	S21°13'10"W
L2	0.89'	N88°30'46"W
L3	18.13'	N23°52'39"E



FEE AREA = 8 SQ. FT ±



REGISTERED
PROFESSIONAL
LAND SURVEYOR

Logan Miles

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16

FILE NO. 17212S02	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD03
March 21, 2016
L. Miles

LEGAL DESCRIPTION
FEE
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 2102

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Michael R. Prigodich and Karen A. Prigodich, by Statutory Warranty Deed Document No. 2000-025599, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 79°28'27" East, 1,669.66 feet to the easterly right-of-way line of Grahams Ferry Road and the northerly line of that certain tract of land described in said Document No. 2000-025599 and the **Point of Beginning**; thence South 18°58'22" West, 165.90 feet; thence South 21°13'10" West, 33.81 feet to the southerly line of said tract; thence, along said southerly line, North 88°34'12" West, 6.91 feet to the said easterly right-of-way line; thence, along said easterly line North 21°13'10" East, 201.92 feet to the **Point of Beginning**.

Containing 767 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

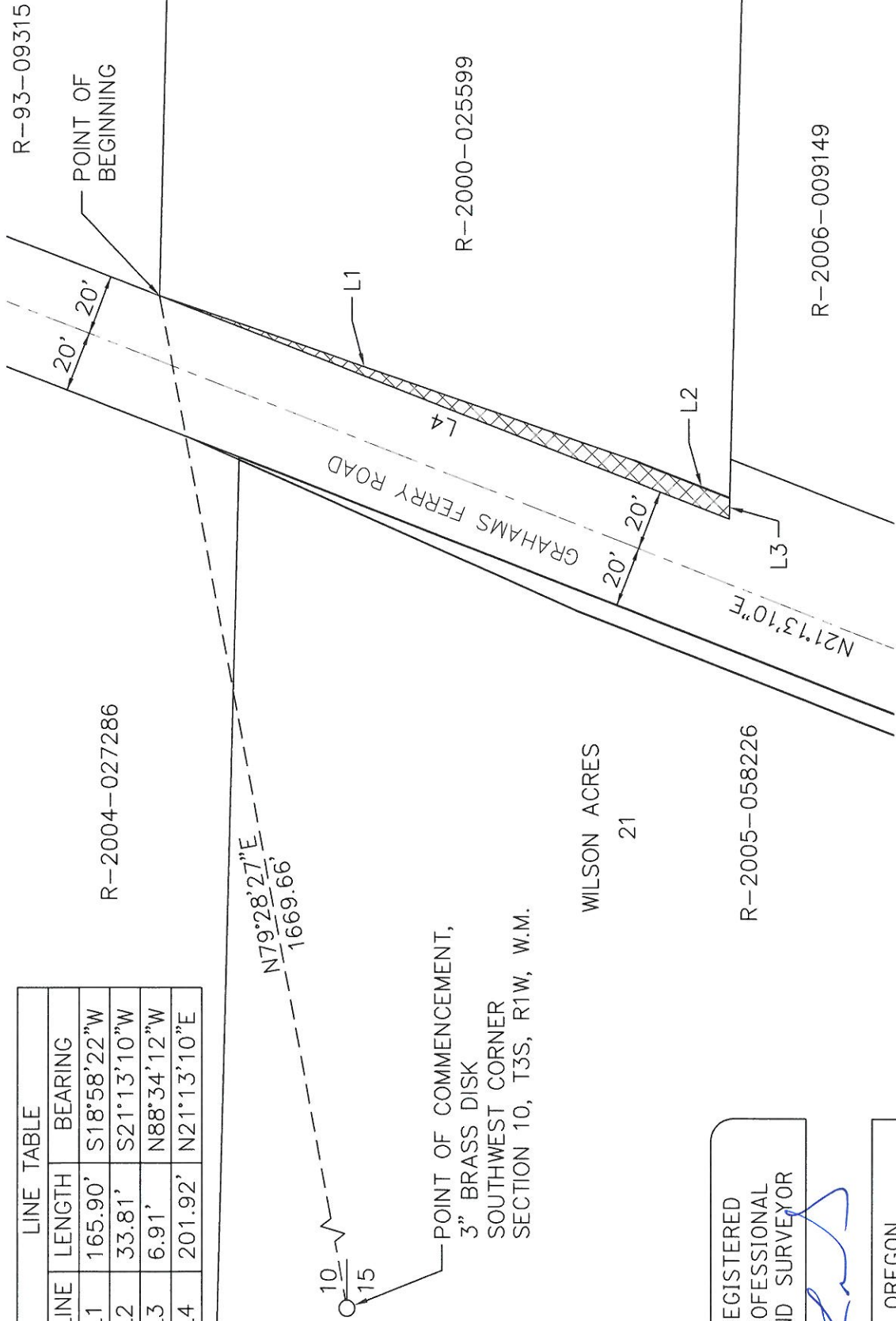
RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR FEE
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	BEARING
L1	S18°58'22"W
L2	S21°13'10"W
L3	N88°34'12"W
L4	N21°13'10"E



FEE AREA = 767 SQ. FT ±



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

[Handwritten Signature]

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16



FILE NO. 17212S03	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD04
March 21, 2016
L. Miles

LEGAL DESCRIPTION
FEE
TOOZE ROAD
CITY OF WILSONVILLE
31W10C 2101

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Dirk D. Anderson and Allison B. Anderson, by Statutory Warranty Deed Document No. 2007-020527, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the quarter corner common to Sections 10 and 15, said township and range; thence North 86°08'45" West, 472.86 feet to a point on the northerly right-of-way line of Tooze Road and the easterly line of that certain tract of land described in said Document No. 2007-020527, said point being the **Point of Beginning**; thence, along said northerly right-of-way line, North 88°34'12" West, 376.67 feet to the westerly line of said Document No. 2007-020527; thence, along said westerly line, North 05°25'48" East, 12.53 feet; thence, leaving said westerly line, South 88°34'12" East, 376.67 feet to the easterly line of said Document No. 2007-020527; thence, along said last easterly line, South 05°25'48" West, 12.53 feet to the **Point of Beginning**.

Containing 4,708 square feet (0.11 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

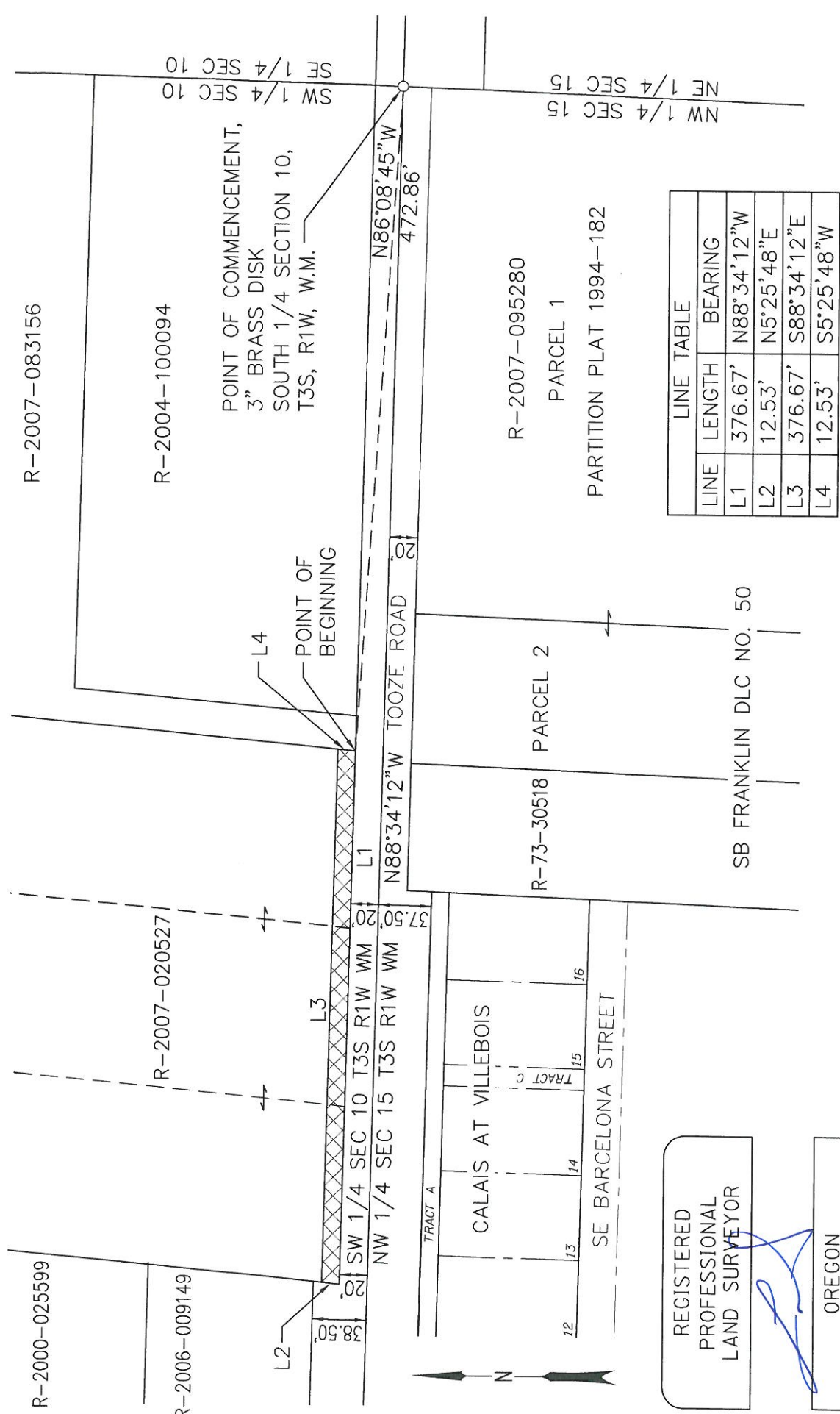
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR FEE
TOOZE ROAD PROJECT
CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON



LINE TABLE	
LINE	BEARING
L1	N88°34'12"W
L2	N5°25'48"E
L3	S88°34'12"E
L4	S5°25'48"W



FEE AREA = 4,708 SQ. FT ±



REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16



FILE NO. 17212504	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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www.obec.com

EXHIBIT "A"

17212LD05
 March 21, 2016
 L. Miles

LEGAL DESCRIPTION
FEE
TOOZE ROAD
CITY OF WILSONVILLE
31W10C 1900

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Tonie I. Tollen, trustee of the Tonie I. Tollen Trust, by Bargain and Sale Deed Document No. 2007-083156, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the quarter corner common to Sections 10 and 15, said township and range; thence North 86°08'45" West, 472.86 feet to a point on the northerly right-of-way line of Tooze Road and the westerly line of that certain tract of land described in said Document No. 2007-083156, said point being the **Point of Beginning**; thence, along said westerly line, North 05°25'48" East, 12.53 feet; thence, leaving said westerly line, South 88°34'12" East, 24.82 feet to the westerly line of that certain tract of land described in Document No. 2004-100094, Clackamas County Deed Records; thence, along last said westerly line, South 05°06'38" West, 12.53 feet to said northerly right-of-way line; thence, along said northerly right-of-way line, North 88°34'12" West, 24.89 feet to the **Point of Beginning**.

Containing 311 square feet (0.01 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

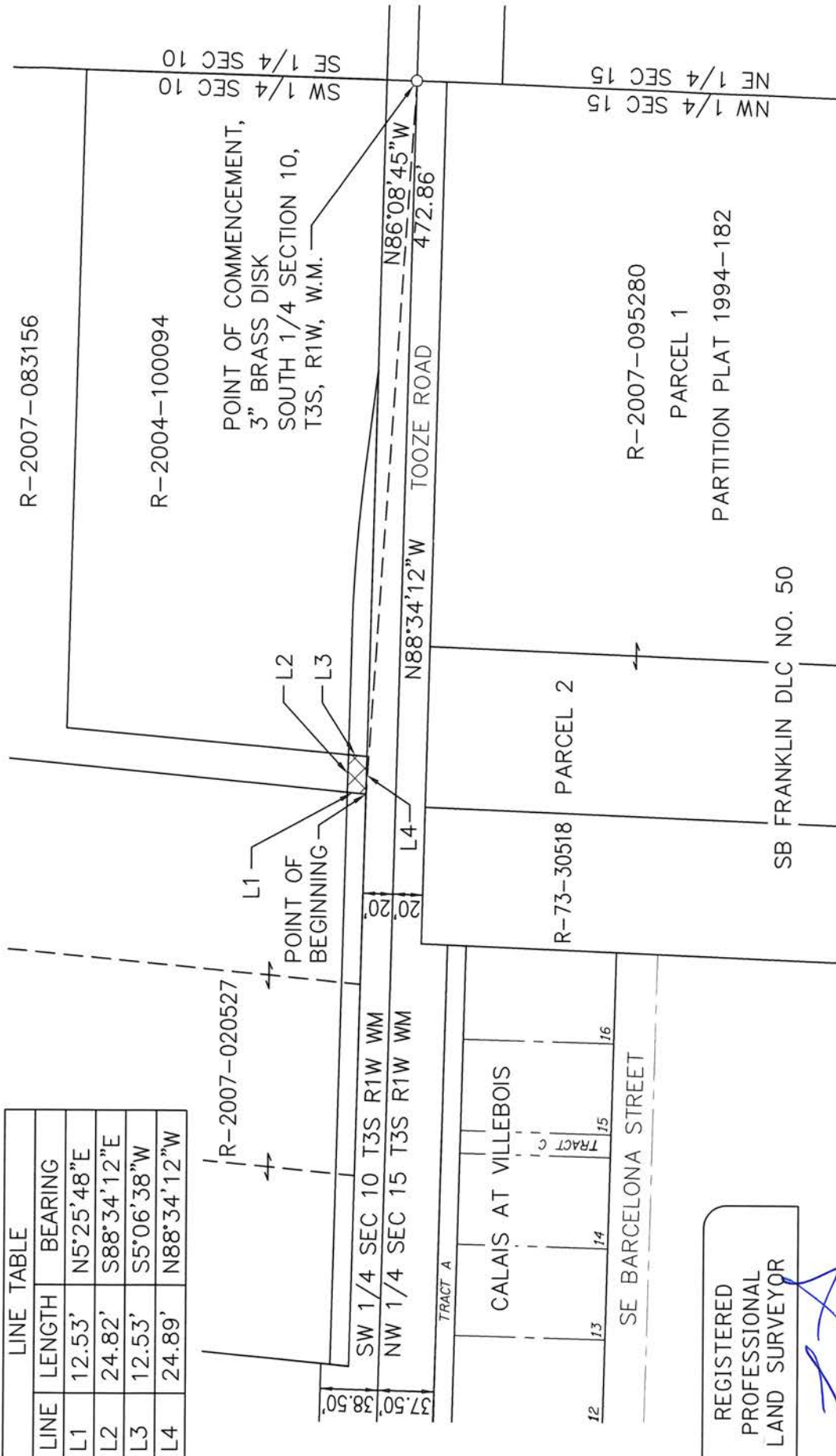
RENEWAL: DEC. 31, 2016

Signed: 4/11/16

EXHIBIT "B"

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR FEE
TOOZE ROAD PROJECT
CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	BEARING
L1	N5°25'48"E
L2	S88°34'12"E
L3	S5°06'38"W
L4	N88°34'12"W



SCALE 1" = 100'



FEE AREA = 311 SQ. FT ±

REGISTERED
PROFESSIONAL
LAND SURVEYOR

[Signature]

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16



FILE NO. 17212S05	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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www.obec.com

EXHIBIT "A"

17212LD06
March 21, 2016
L. Miles

LEGAL DESCRIPTION
FEE
TOOZE ROAD
CITY OF WILSONVILLE
31W10C 2000

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Wilfrido Chavez Dominguez, by Statutory Warranty Deed Document No. 2004-100094, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the quarter corner common to Sections 10 and 15, said township and range; thence North 86°00'40" West, 448.00 feet to a point on the northerly right-of-way line of Tooze Road and the westerly line of that certain tract of land described in said Document No. 2004-100094, said point being the **Point of Beginning**; thence, along said westerly line, North 05°06'38" East, 12.53 feet; thence, leaving said westerly line, South 88°34'12" East, 80.81 feet to a 1033.50 foot radius curve to the right; thence, along the arc of said curve 106.20 feet (the chord of which bears South 85°37'35" East, 106.15 feet); thence South 82°40'57" East, 68.72 feet to said northerly right-of-way line; thence, along said northerly right-of-way line, North 88°34'12" West, 255.98 feet to the **Point of Beginning**.

Containing 2,389 square feet (0.05 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

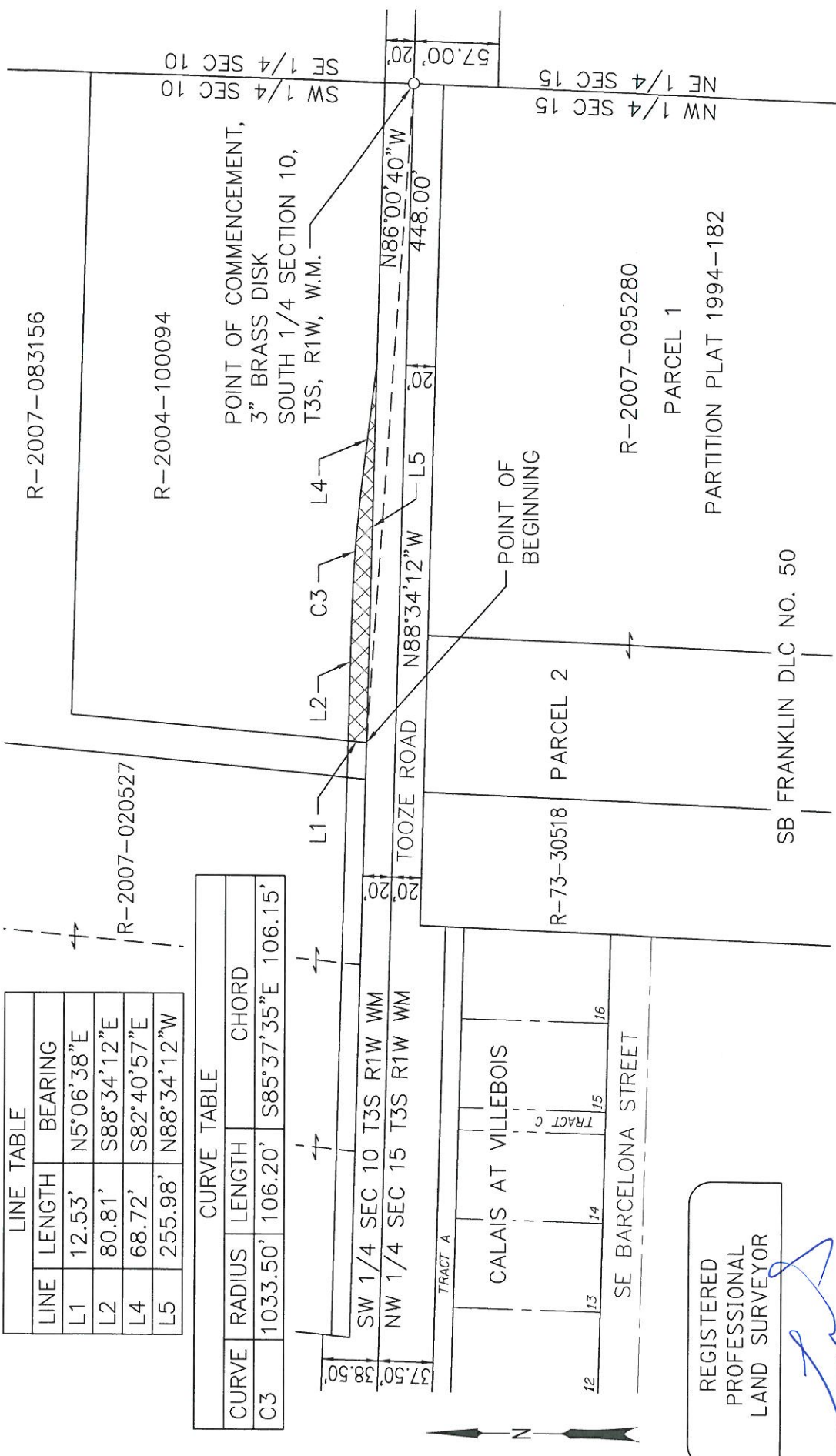
REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR FEE
TOOZE ROAD PROJECT
CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON



LINE TABLE	
LINE	BEARING
L1	N5°06'38"E
L2	S88°34'12"E
L4	S82°40'57"E
L5	N88°34'12"W

CURVE TABLE			
CURVE	RADIUS	LENGTH	CHORD
C3	1033.50'	106.20'	S85°37'35"E 106.15'

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 5/30/16



FEE AREA = 2,389 SQ. FT ±



FILE NO. 17212S06	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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www.obec.com

EXHIBIT "A"

17212LD07
March 21, 2016
L. Miles

LEGAL DESCRIPTION
FEE
TOOZE ROAD
CITY OF WILSONVILLE
31W15 1204

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Dan J. Long and Mary T. Long, by Special Warranty Deed Document No. 92-24164, Clackamas County Deed Records, lying the in the Samuel B. Franklin DLC No. 50, in Section 15, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 87°34'16" East, 1,147.44 feet to a point on the southerly right-of-way line of Tooze Road and the **Point of Beginning**; thence, leaving said southerly right-of-way line, South 85°45'49" East, 153.18 feet; thence South 88°34'12" East, 79.00 feet; thence South 33°46'43" East, 80.72 feet; thence South 21°00'46" West, 43.79 feet to the southerly line of that certain tract of land described in Document No. 92-24164; thence along last said southerly line South 85°57'38" East, 7.32 feet to the westerly right-of-way line of Grahams Ferry Road; thence, along said westerly right-of-way line, North 21°00'46" East, 122.11 feet to said southerly right-of-way line of Tooze Road; thence, along said southerly right-of-way line, North 88°34'12" West, 312.09 feet to the **Point of Beginning**.

Containing 4,863 square feet (0.11 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

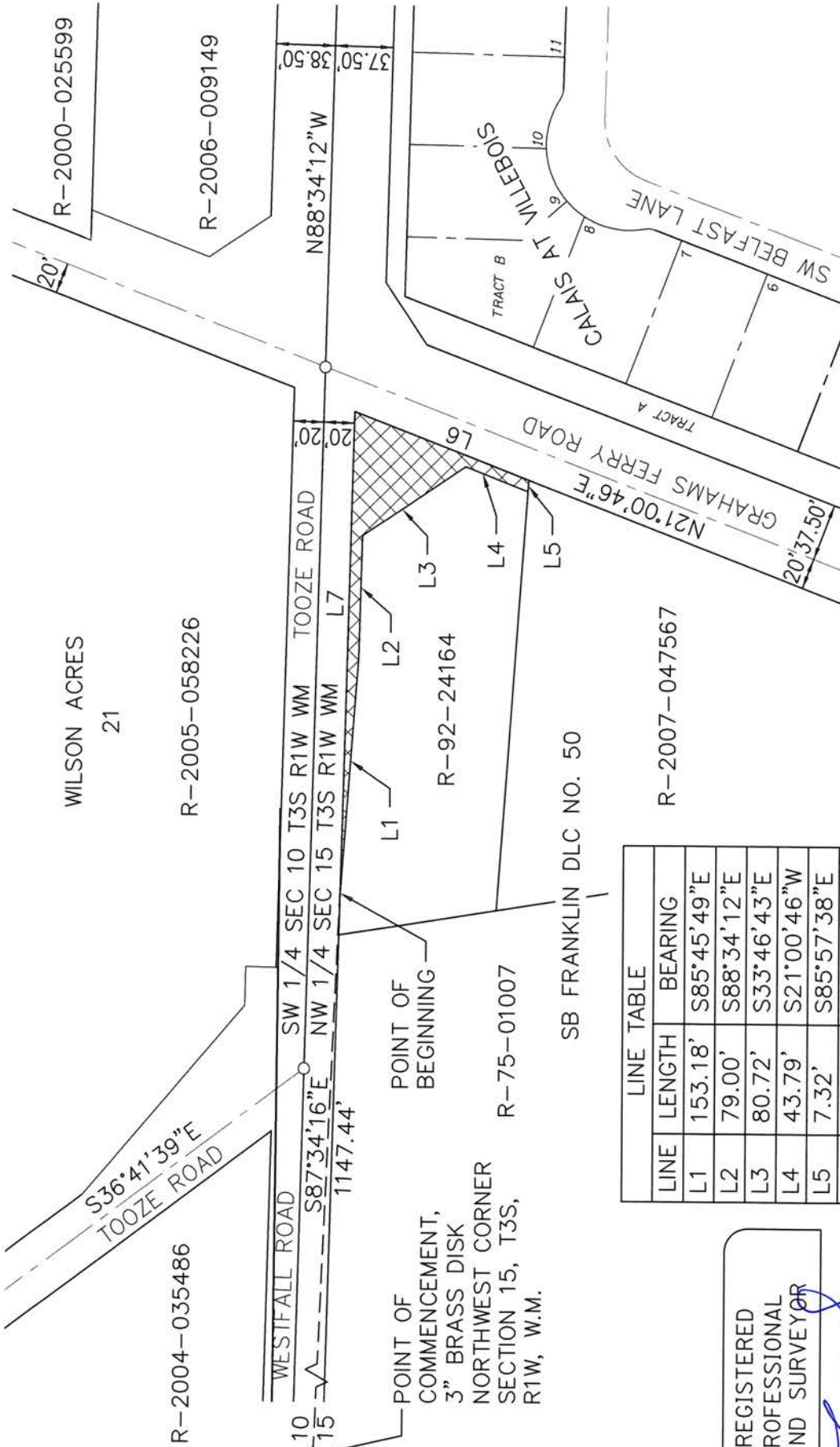
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 4/1/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR FEE
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

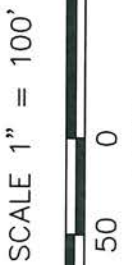


LINE	LENGTH	BEARING
L1	153.18'	S85°45'49"E
L2	79.00'	S88°34'12"E
L3	80.72'	S33°46'43"E
L4	43.79'	S21°00'46"W
L5	7.32'	S85°57'38"E
L6	122.11'	N21°00'46"E
L7	312.09'	N88°34'12"W

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 5/30/16



FEE AREA = 4,863 SQ. FT. ±

FILE NO. 17212S07	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"

17212LD08
March 21, 2016
L. Miles

LEGAL DESCRIPTION
PERMANENT SLOPE EASEMENT
TOOZE ROAD & GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 02800

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Cynthia Satterlund, by Statutory Warranty Deed Document No. 2005-058226, Clackamas County Deed Records, lying in Lot 21, Wilson Acres being in the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 89°32'04" East, 1,188.23 feet to the northerly right-of-way line of Tooze Road; thence North 88°37'25" East, 12.25 feet to the **Point of Beginning**; thence North 01°25'48" East, 6.01 feet; thence North 88°37'25" East, 99.94 feet; thence South 88°34'12" East, 111.36 feet; thence North 56°19'29" East, 90.23 feet; thence North 21°13'10" East, 131.42 feet; thence North 23°24'00" East, 119.99 feet to the northerly line of said Document No. 2005-058226 ; thence, along said northerly line, South 88°30'46" East, 5.41 feet; thence, leaving said northerly line, South 23°52'39" West, 121.95 feet; thence South 21°13'10" West, 132.59 feet; thence South 56°19'29" West, 96.23 feet; thence North 88°34'12" West, 109.64 feet; thence South 88°37'25" West, 100.08 feet to the **Point of Beginning**.

Containing 2,709 square feet (0.06 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

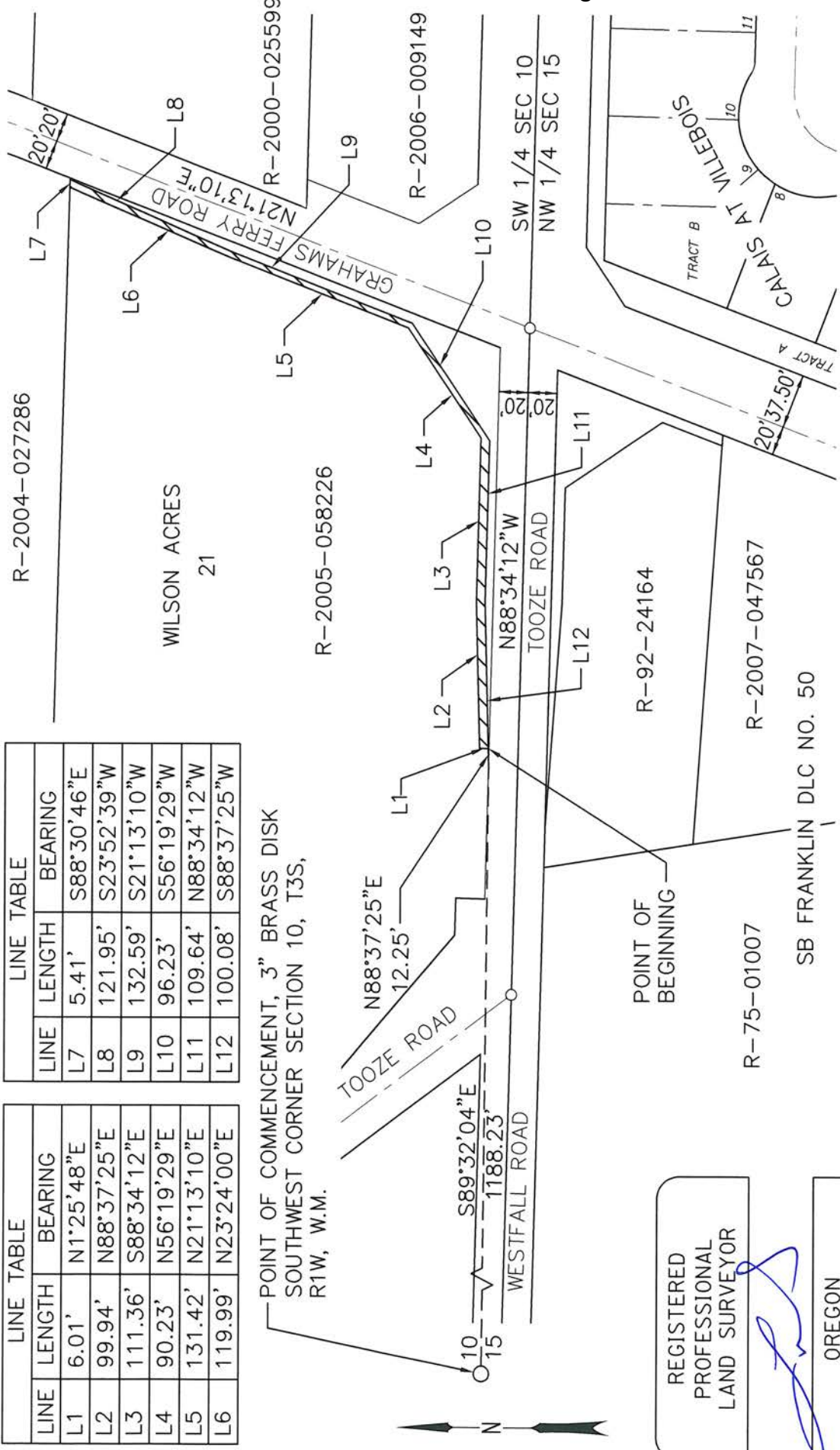
RENEWAL: DEC. 31, 2016
Signed: 3/30/16

EXHIBIT 'B'

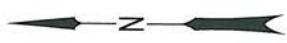
SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 PERMANENT SLOPE EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	BEARING
L1	N1°25'48"E
L2	N88°37'25"E
L3	S88°34'12"E
L4	N56°19'29"E
L5	N21°13'10"E
L6	N23°24'00"E

LINE TABLE	
LINE	BEARING
L7	S88°30'46"E
L8	S23°52'39"W
L9	S21°13'10"W
L10	S56°19'29"W
L11	N88°34'12"W
L12	S88°37'25"W



POINT OF COMMENCEMENT, 3" BRASS DISK
 SOUTHWEST CORNER SECTION 10, T3S,
 R1W, W.M.



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

[Signature]

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 4/1/16



PERMANENT SLOPE
 EASEMENT = 2,709 SQ. FT ±

FILE NO. 17212508	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD09
March 21, 2016
L. Miles

LEGAL DESCRIPTION
PERMANENT SLOPE EASEMENT
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 02700

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Robb C. Crocker and Dana A. Crocker, by Statutory Warranty Deed Document No. 2004-027286, Clackamas County Deed Records, lying in Lot 21, Wilson Acres being in the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 79°30'26" East, 1,622.05 feet to the westerly right-of-way line of Grahams Ferry Road and the **Point of Beginning**; thence, leaving said westerly right-of-way line, South 23°52'39" West, 18.13 feet to the southerly line of said Document No. 2004-027286; thence, along said southerly line, North 88°30'46" West, 5.41 feet; thence, leaving said southerly line, North 23°52'39" East, 20.07 feet; thence North 21°13'10" East, 50.23 feet; thence South 68°05'16" East, 5.00 feet to said westerly right-of-way line; thence, along said westerly right-of-way line, South 21°13'10" West, 50.28 feet to the **Point of Beginning**.

Containing 347 square feet (0.01 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

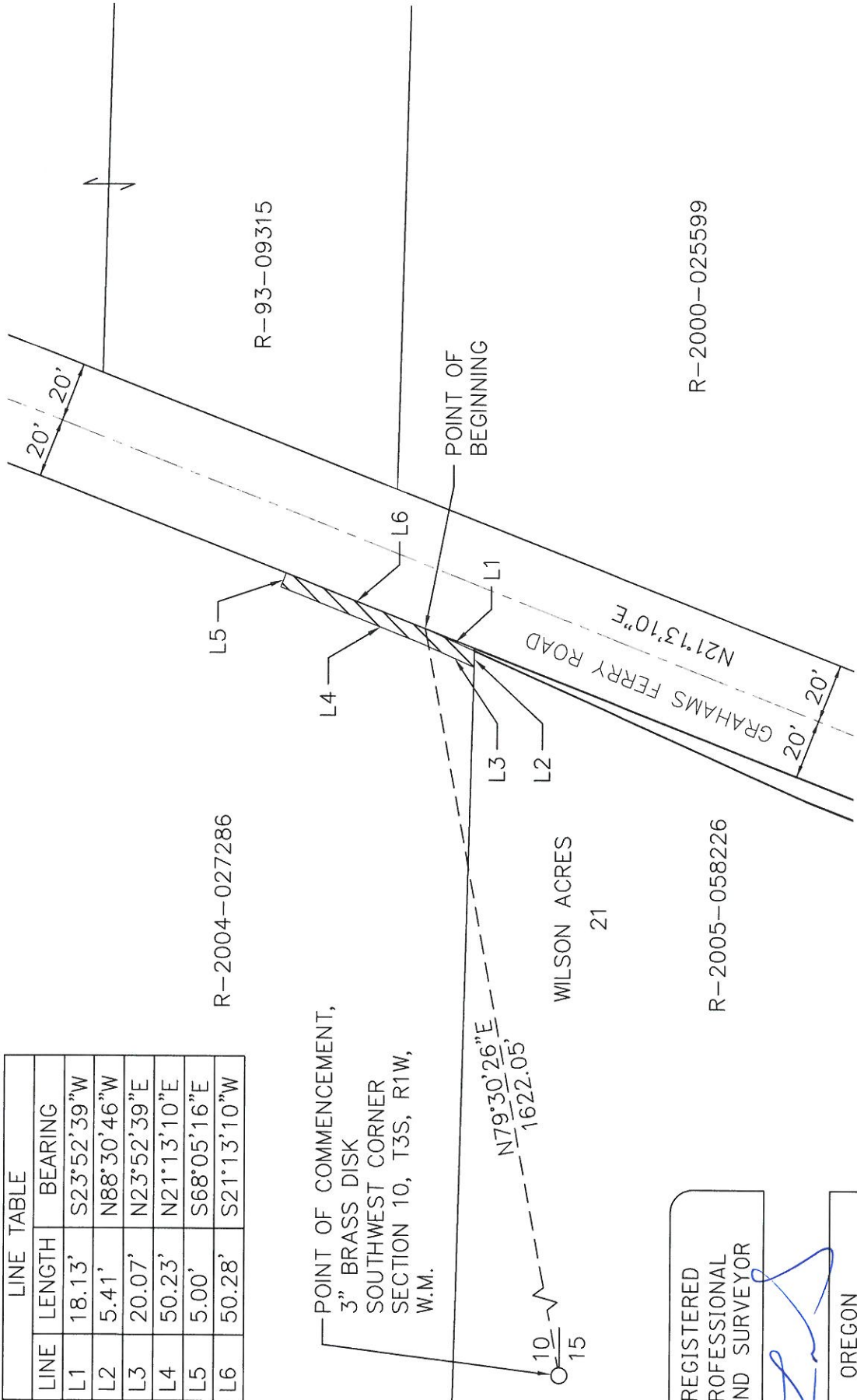
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT 'B'
 SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 PERMANENT SLOPE EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	BEARING
L1	S23°52'39"W
L2	N88°30'46"W
L3	N23°52'39"E
L4	N21°13'10"E
L5	S68°05'16"E
L6	S21°13'10"W



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 Signed: 3/30/16



PERMANENT SLOPE
 EASEMENT = 347 SQ. FT ±

FILE NO. 17212509	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD10
March 21, 2016
L. Miles

LEGAL DESCRIPTION
PERMANENT SLOPE EASEMENT
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 2100

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Donald William Steffek and Dorene Ann Steffek, by Statutory Warranty Deed Document No. 93-09315, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 79°28'27" East, 1,669.66 feet to the easterly right-of-way line of Grahams Ferry Road and the southerly line of that certain tract of land described in said Document No. 93-09315 and the **Point of Beginning**; thence, along said westerly right-of-way line, North 21°13'10" East, 73.94 feet; thence, leaving said westerly right-of-way line, South 68°02'18" East, 6.00 feet; thence South 21°13'10" West, 71.71 feet to said southerly line; thence along said southerly line North 88°34'12" West, 6.38 feet to the **Point of Beginning**.

Containing 437 square feet (0.01 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

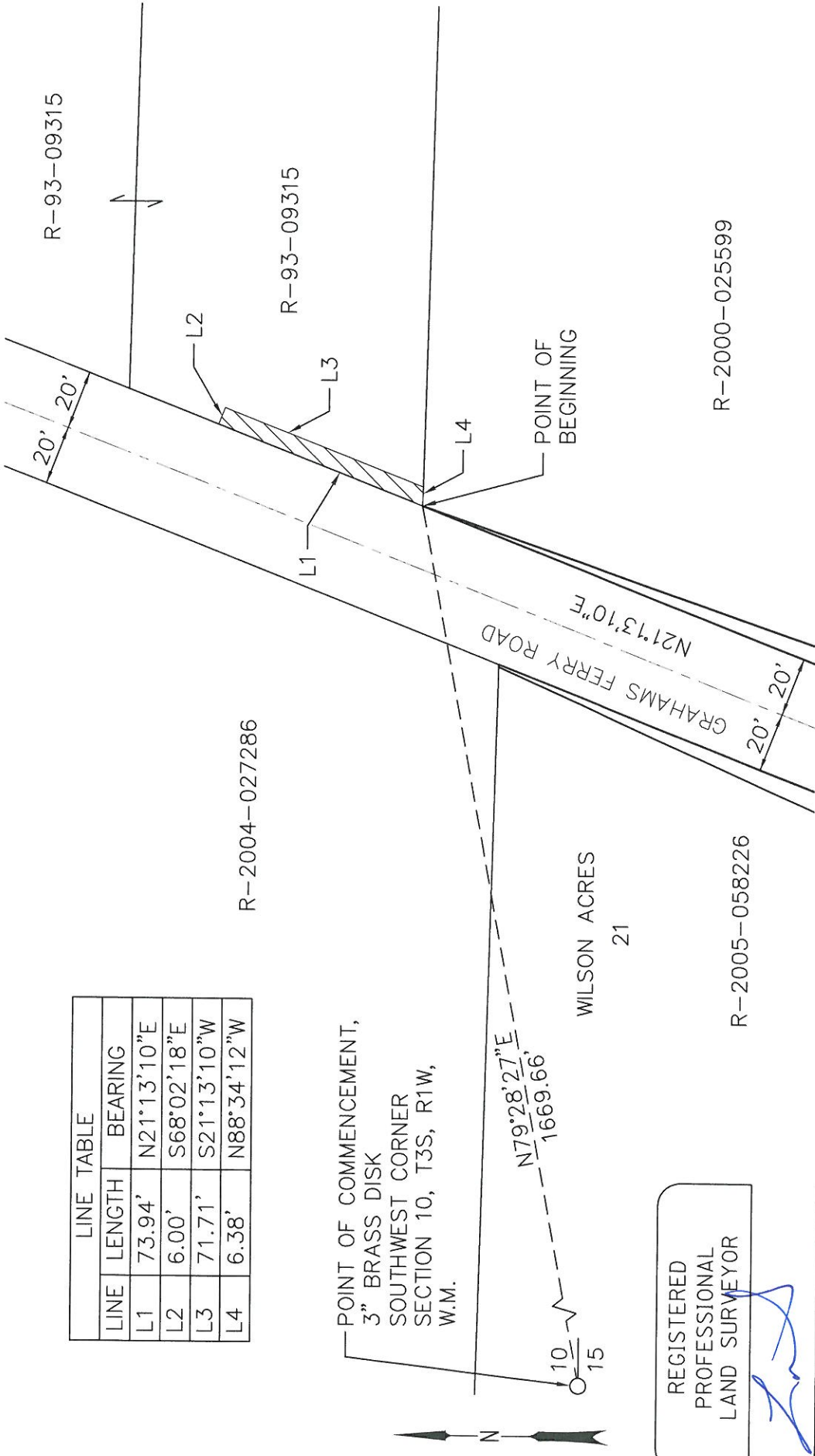
Logan Miles
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16

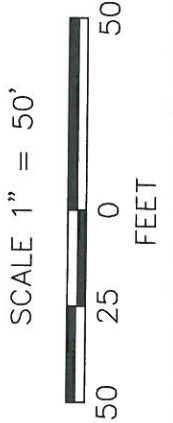
EXHIBIT "B"

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 PERMANENT SLOPE EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	BEARING
L1	N21°13'10"E
L2	S68°02'18"E
L3	S21°13'10"W
L4	N88°34'12"W



PERMANENT SLOPE
 EASEMENT = 437 SQ. FT ±



FILE NO. 17212S10	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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POINT OF COMMENCEMENT,
 3" BRASS DISK
 SOUTHWEST CORNER
 SECTION 10, T3S, R1W,
 W.M.

GRAHAMS FERRY ROAD
 N21°13'10"E

WILSON ACRES
 21

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

[Signature]

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 Signed: *3/30/16*



EXHIBIT "A"



www.obec.com

17212LD11
March 21, 2016
L. Miles

LEGAL DESCRIPTION
PERMANENT SLOPE EASEMENT
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 2102

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Michael R. Prigodich and Karen A. Prigodich, by Statutory Warranty Deed Document No. 2000-025599, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 79°28'27" East, 1,669.66 feet to the easterly right-of-way line of Grahams Ferry Road and the northerly line of that certain tract of land described in said Document No. 2000-025599 and the **Point of Beginning**; thence, along said northerly line, South 88°34'12" East, 6.38 feet; thence, leaving said northerly line, South 18°19'02" West, 167.95 feet; thence South 21°13'10" West, 31.12 feet to the south line of said tract; thence, along said south line, North 88°34'12" West, 8.50 feet; thence, leaving said south line North 21°13'10" East, 33.81 feet; thence North 18°58'22" East, 165.90 feet to the **Point of Beginning**.

Containing 1,436 square feet (0.03 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

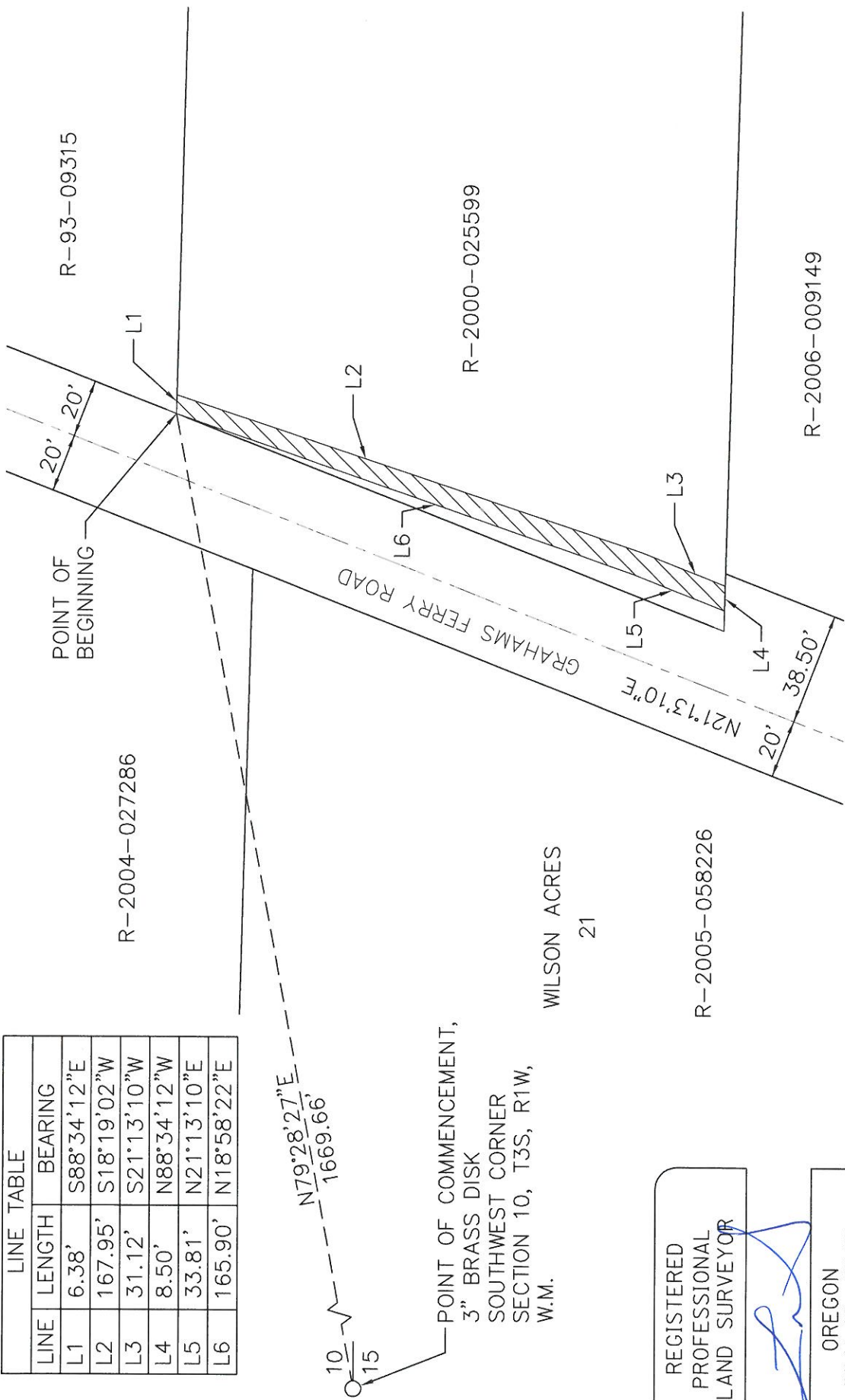
Logan Miles
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
signed: 3/30/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 PERMANENT SLOPE EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	BEARING
L1	S88°34'12"E
L2	S18°19'02"W
L3	S21°13'10"W
L4	N88°34'12"W
L5	N21°13'10"E
L6	N18°58'22"E



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16



PERMANENT SLOPE
 EASEMENT = 1,436 SQ. FT ±

FILE NO. 17212S11	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD12
March 21, 2016
L. Miles

LEGAL DESCRIPTION
PERMANENT SLOPE EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W15 1204

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Dan J. Long and Mary T. Long, by Special Warranty Deed Document No. 92-24164, Clackamas County Deed Records, lying the in the Samuel B. Franklin DLC No. 50, in Section 15, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 87°37'16" East, 1,147.44 feet to a point on the southerly right-of-way line of Tooze Road; thence, leaving said right-of-way line, South 85°45'49" East, 51.07 feet to the **Point of Beginning**; thence South 85°45'49" East, 102.12 feet; thence South 88°34'12" East, 79.00 feet; thence South 33°46'43" East, 7.34 feet; thence North 88°34'12" West, 83.38 feet; thence North 85°45'49" West, 101.98 feet; thence North 01°30'35" East, 6.01 feet to the **Point of Beginning**.

Containing 1,099 square feet (0.03 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

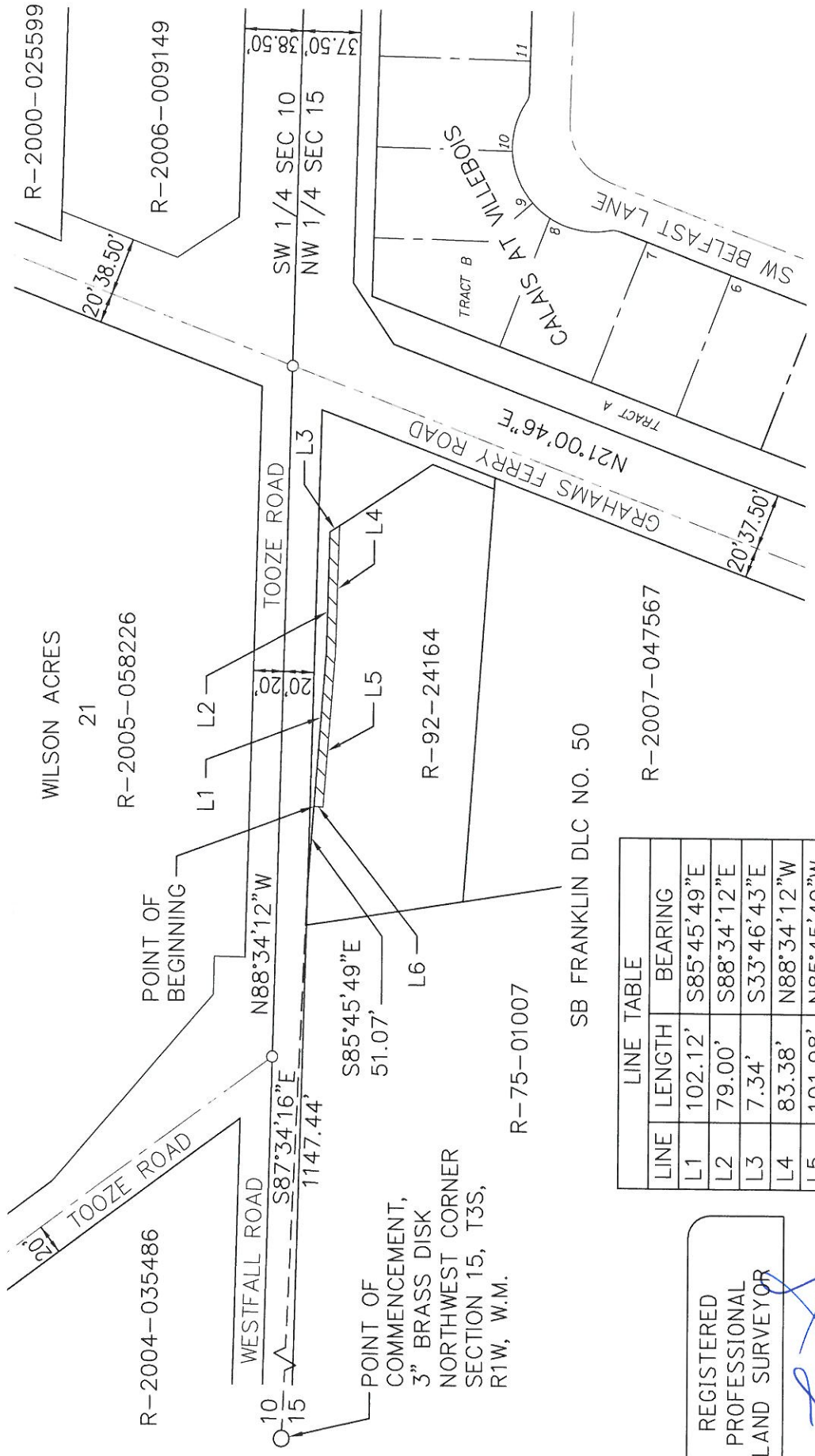
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT "B"

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 PERMANENT SLOPE EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

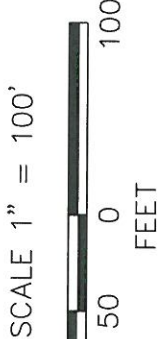


LINE	LENGTH	BEARING
L1	102.12'	S85°45'49"E
L2	79.00'	S88°34'12"E
L3	7.34'	S33°46'43"E
L4	83.38'	N88°34'12"W
L5	101.98'	N85°45'49"W
L6	6.01'	N1°30'35"E

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16



FILE NO. 17212512	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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www.obec.com

EXHIBIT "A"

17212LD13
March 21, 2016
L. Miles

LEGAL DESCRIPTION
PERMANENT DRAINAGE EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W15 1204

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Dan J. Long and Mary T. Long, by Special Warranty Deed Document No. 92-24164, Clackamas County Deed Records, lying the in the Samuel B. Franklin DLC No. 50, in Section 15, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 87°34'16" East, 1,147.44 feet to a point on the southerly right-of-way line of Tooze Road and the **Point of Beginning**; thence, leaving said right-of-way line, South 85°45'49" East, 51.07 feet; thence South 01°25'48" West, 10.01 feet; thence North 85°45'49" West, 76.43 feet to the westerly line of said Document No. 92-24164; thence, along said westerly line, North 08°58'00" West, 8.92 feet to said southerly right-of-way line; thence, along said right-of-way line, South 88°34'12" East, 26.94 feet to the **Point of Beginning**.

Containing 756 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

signed: 4/1/16

EXHIBIT 'B'

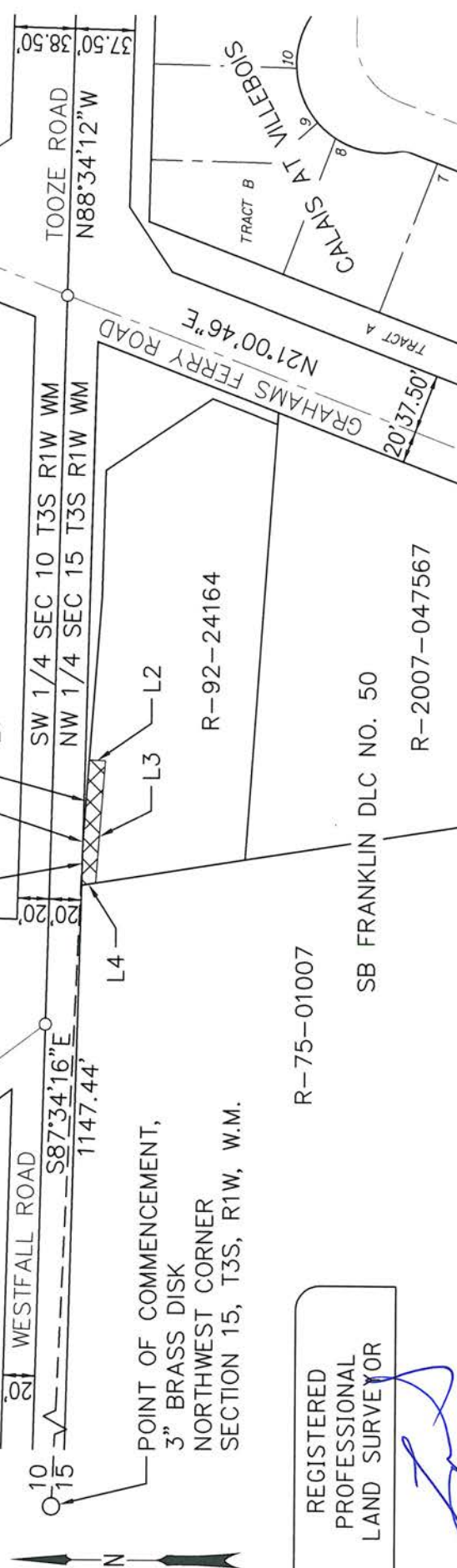
SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 PERMANENT DRAINAGE EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	BEARING
L1	S85°45'49"E
L2	S1°25'48"W
L3	N85°45'49"W
L4	N8°58'00"W
L5	S88°34'12"E

WILSON ACRES
21

R-2005-058226

R-2004-035486



SCALE 1" = 100'



PERMANENT DRAINAGE
 EASEMENT = 756 SQ. FT ±



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 signed: *S/30/16*

FILE NO. 17212S13	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD14
March 21, 2016
L. Miles

LEGAL DESCRIPTION
PERMANENT DRAINAGE EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W15 1300

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Gerald I. Branch and Sheryl L. Branch, by Statutory Warranty Deed Document No. 75-01007, Clackamas County Deed Records, lying the in the Samuel B. Franklin DLC No. 50, in Section 15, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 87°27'09" East, 1,025.58 feet to a point on the southerly right-of-way line of Tooze Road and the **Point of Beginning**; thence, along said right-of-way line, South 88°34'12" East, 94.91 feet to the easterly line of said Document No. 75-01007; thence, along said easterly line, South 08°58'00" East, 8.92 feet; thence, leaving said easterly line, North 85°45'49" West, 96.64 feet; thence North 01°25'48" East, 4.04 feet to the **Point of Beginning**.

Containing 611 square feet (0.01 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 PERMANENT DRAINAGE EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

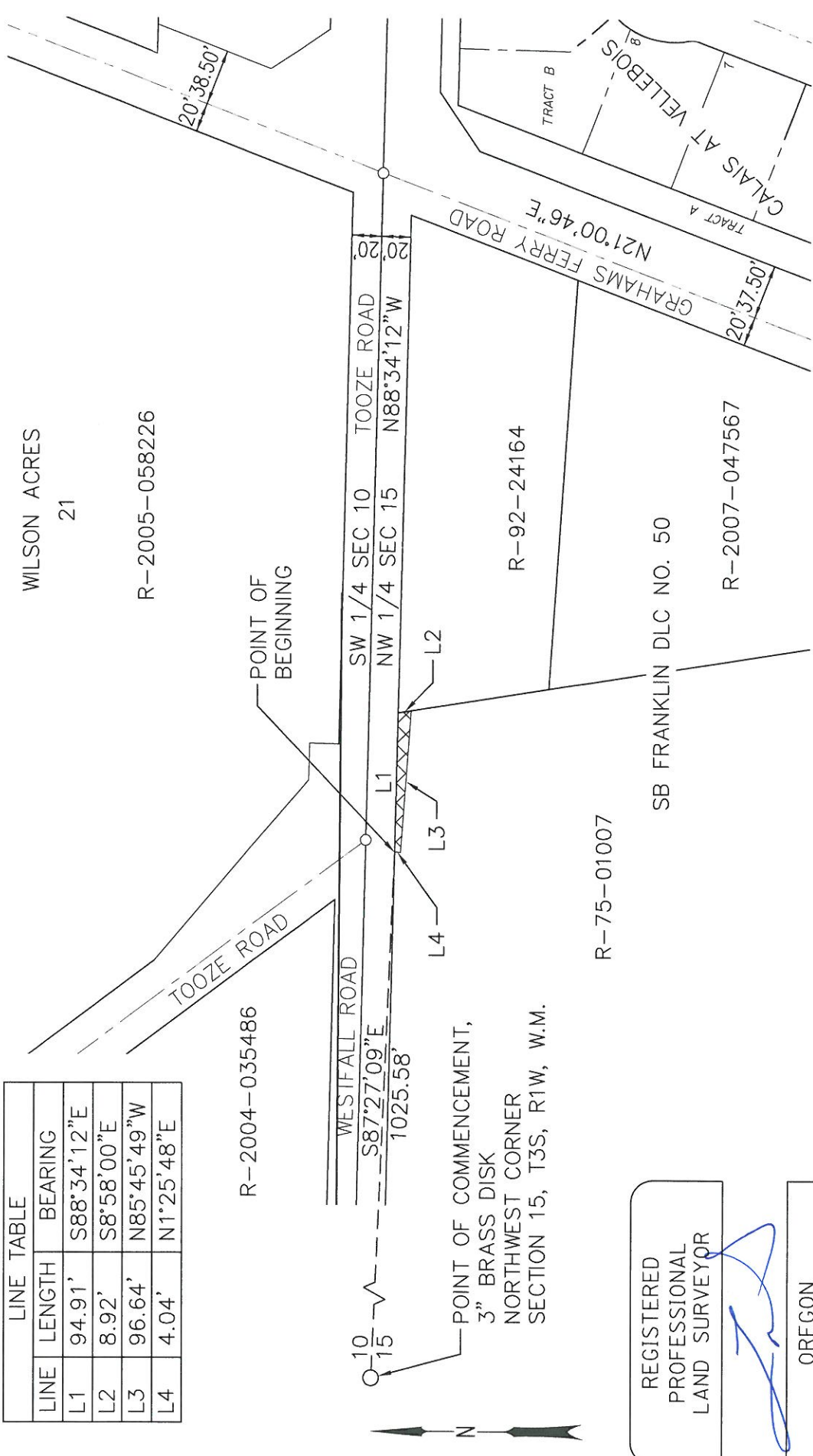
LINE TABLE	
LINE	BEARING
L1	S88°34'12"E
L2	S8°58'00"E
L3	N85°45'49"W
L4	N1°25'48"E

WILSON ACRES
21

R-2005-0582226

R-2004-035486

POINT OF COMMENCEMENT,
 3" BRASS DISK
 NORTHWEST CORNER
 SECTION 15, T3S, R1W, W.M.



PERMANENT DRAINAGE
 EASEMENT = 611 SQ. FT ±



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16



FILE NO. 17212514	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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www.obec.com

EXHIBIT "A"

17212LD15
March 21, 2016
L. Miles

LEGAL DESCRIPTION
PERMANENT DRAINAGE EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W10C 02800

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Cynthia Satterlund, by Statutory Warranty Deed Document No. 2005-058226, Clackamas County Deed Records, lying in Lot 21, Wilson Acres being in the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 89°32'04" East, 1,188.23 feet to the northerly right-of-way line of Tooze Road and the **Point of Beginning**; thence, along said northerly right-of-way line, North 88°34'12" West, 90.11 feet; thence, continuing along said right-of-way line, North 01°25'48" East, 5.59 feet; thence, leaving said right-of-way line North 88°37'25" East, 102.47 feet; thence South 01°25'48" West, 10.01 feet; thence South 88°37'25" West, 12.25 feet to the **Point of Beginning**.

Containing 826 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

signed: 3/30/16

EXHIBIT "B"

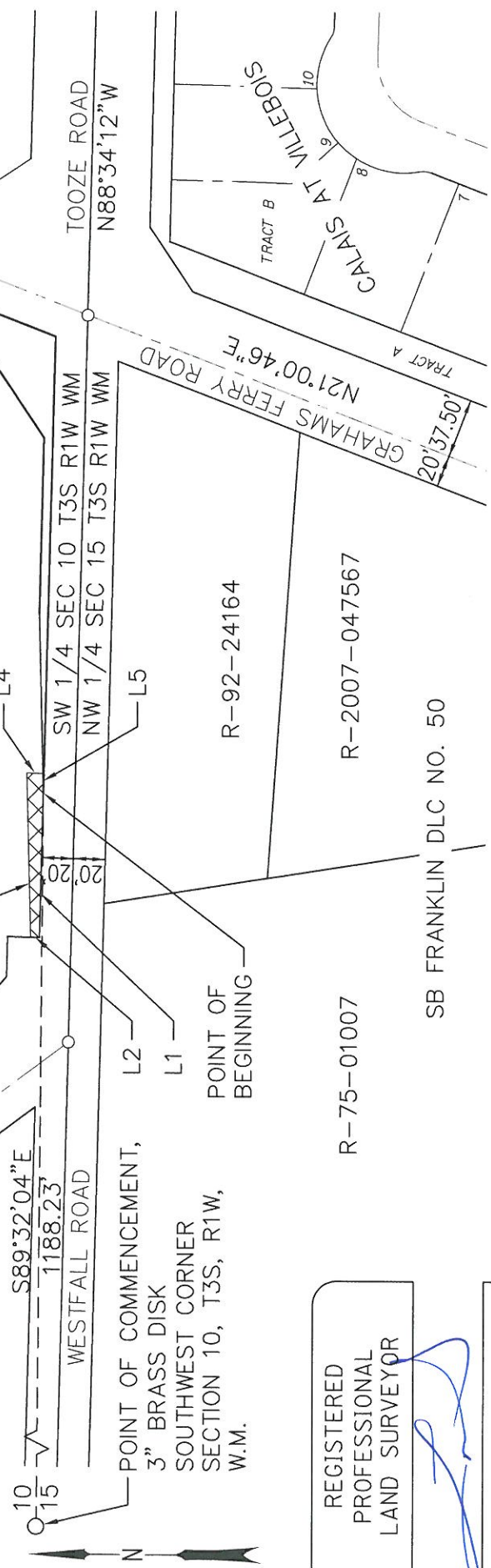
SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 PERMANENT DRAINAGE EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	BEARING
L1	N88°34'12"W
L2	N1°25'48"E
L3	N88°37'25"E
L4	S1°25'48"W
L5	S88°37'25"W

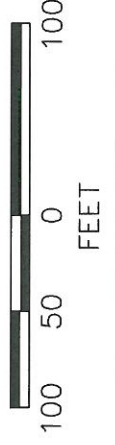
WILSON ACRES
21

R-2005-058226

R-2004-035486



SCALE 1" = 100'



PERMANENT DRAINAGE
EASEMENT = 826 SQ. FT ±

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 3/50/16



FILE NO. 17212S15	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD16
March 21, 2016
L. Miles

LEGAL DESCRIPTION
PERMANENT DRAINAGE EASEMENT
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 02700

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Robb C. Crocker and Dana A. Crocker, by Statutory Warranty Deed Document No. 2004-027286, Clackamas County Deed Records, lying in Lot 21, Wilson Acres being in the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 76°35'33" East, 1,676.89 feet to the westerly right-of-way line of Grahams Ferry Road and the **Point of Beginning**; thence, leaving said right-of-way North 68°19'50" West, 10.00 feet; thence North 21°13'10" East, 104.92 feet; thence South 68°46'50" East, 10.00 feet to said westerly right-of-way line; thence, along said westerly right-of-way line, South 21°13'10" West, 105.00 feet to the **Point of Beginning**.

Containing 1,050 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT "B"

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 PERMANENT DRAINAGE EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE		
LINE	LENGTH	BEARING
L1	10.00'	N68°19'50"W
L2	104.92'	N21°13'10"E
L3	10.00'	S68°46'50"E
L4	105.00'	S21°13'10"W

R-2004-027286

R-93-09315

R-93-09315

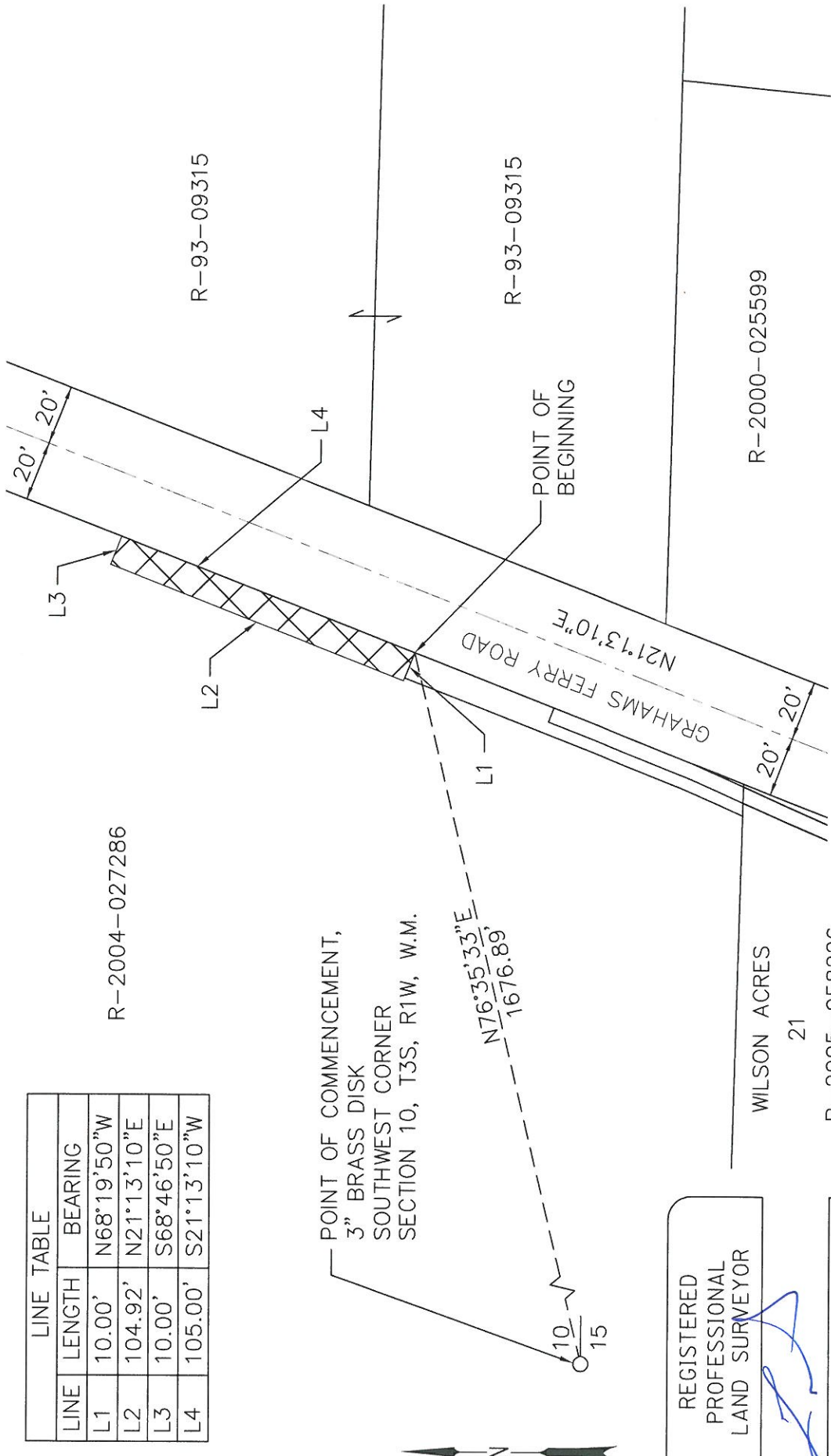
R-2000-025599

R-2005-058226

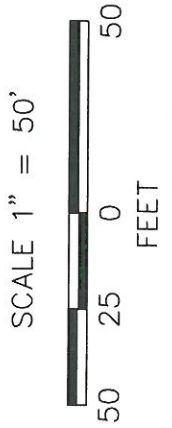
POINT OF COMMENCEMENT,
 3" BRASS DISK
 SOUTHWEST CORNER
 SECTION 10, T3S, R1W, W.M.

N76°35'33"E
 1676.89'

GRAHAMS FERRY ROAD
 N21°13'10"E



WILSON ACRES
 21



CONSULTING ENGINEERS
 www.obec.com

PERMANENT DRAINAGE
 EASEMENT = 1,050 SQ. FT ±

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 Signed: 3/30/16

FILE NO. 17212S16	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD17
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W10C 02800

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Cynthia Satterlund, by Statutory Warranty Deed Document No. 2005-058226, Clackamas County Deed Records, lying in Lot 21, Wilson Acres being in the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:


Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 89°50'47" East, 1,205.60 feet to the **Point of Beginning**; thence North 01°25'48" East, 29.03 feet; thence North 88°37'25" East, 30.04 feet; thence South 1°25'48" West, 29.03 feet; thence South 88°37'25" West, 30.04 feet to the **Point of Beginning**.

Containing 871 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR


OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 3/30/16

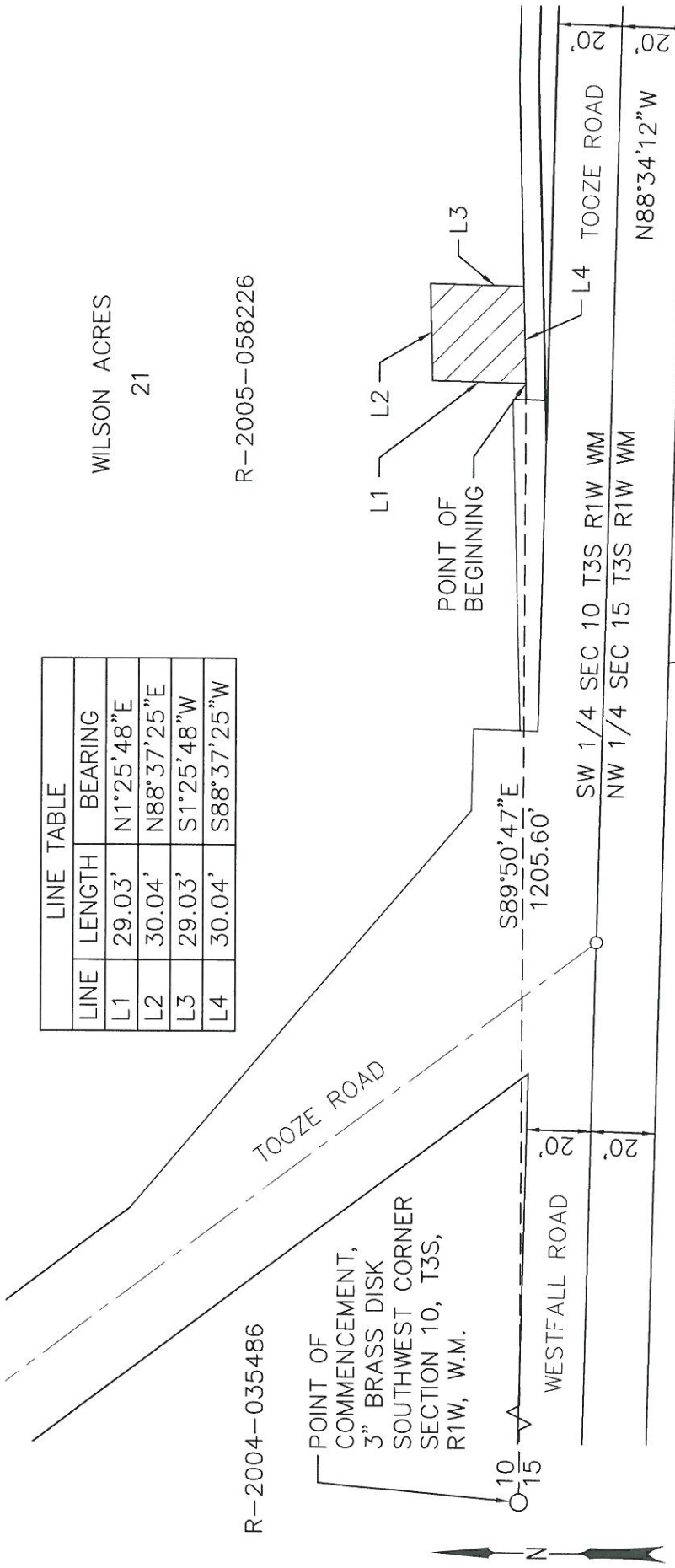
EXHIBIT "B"

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE	
LINE	BEARING
L1	N1°25'48"E
L2	N88°37'25"E
L3	S1°25'48"W
L4	S88°37'25"W

WILSON ACRES
21

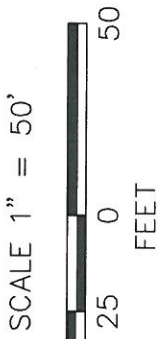
R-2005-058226



R-2004-035486

R-75-01007
 SB FRANKLIN DLC NO. 50
 R-92-24164

REGISTERED PROFESSIONAL LAND SURVEYOR
 OREGON
 JULY 12, 2005
 LOGAN MILES
 65452
 RENEWAL: DEC. 31, 2016
 Signed: 3/30/16



FILE NO. 17212S17	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD18
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 02800

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Cynthia Satterlund, by Statutory Warranty Deed Document No. 2005-058226, Clackamas County Deed Records, lying in Lot 21, Wilson Acres being in the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 85°13'39" East, 1,523.45 feet to the **Point of Beginning**; thence North 68°46'50" West, 46.00 feet; thence North 21°13'10" East, 40.00 feet, thence South 68°46'50" East, 46.00 feet; thence South 21°13'10" West, 40.00 feet to the **Point of Beginning**.

Containing 1,840 square feet (0.04 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT "B"

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

R-2004-027286

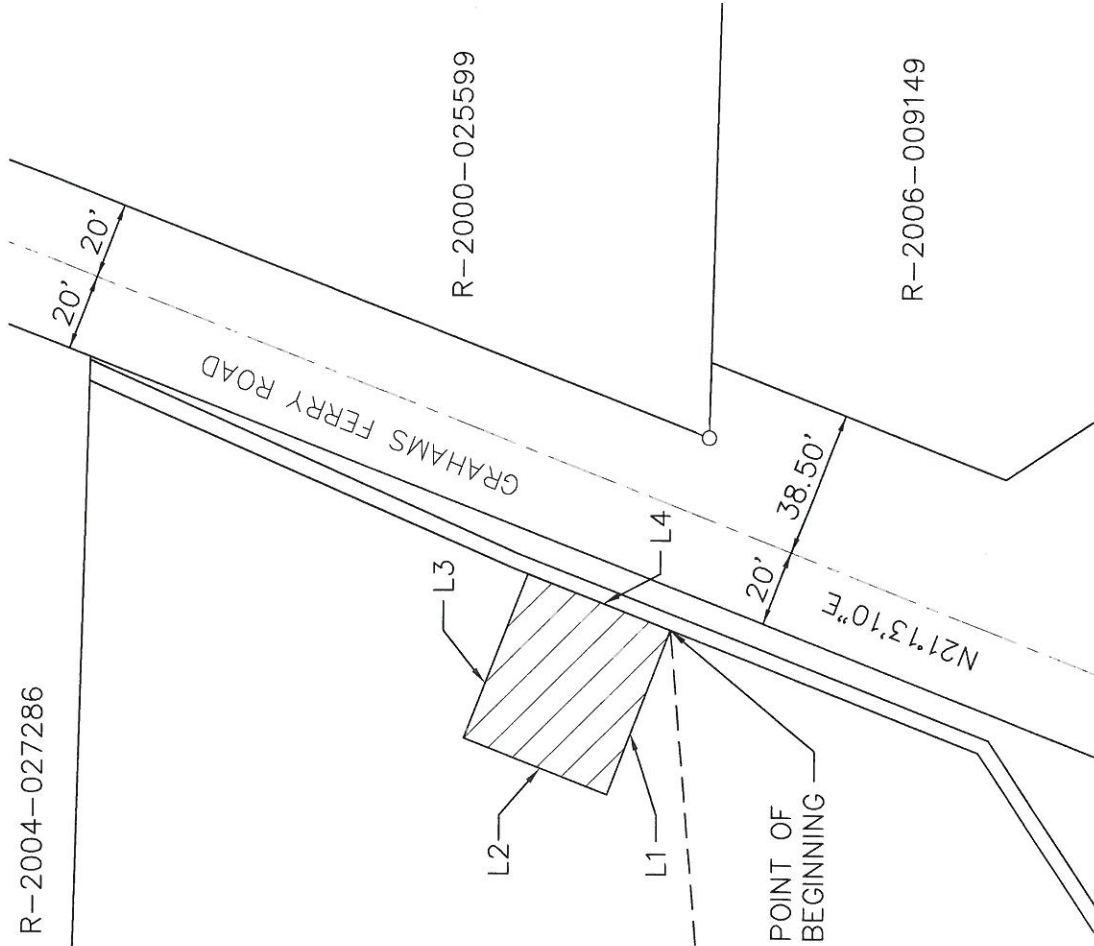
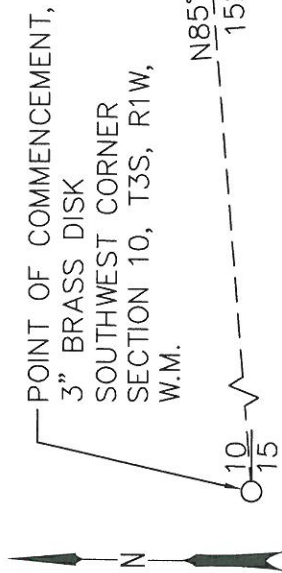
LINE TABLE	
LINE	BEARING
L1	N68°46'50"W
L2	N21°13'10"E
L3	S68°46'50"E
L4	S21°13'10"W

WILSON ACRES
21

R-2005-058226

R-2000-025599

R-2006-009149



SCALE 1" = 50'



TEMPORARY CONSTRUCTION
 EASEMENT = 1,840 SQ. FT ±

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

[Handwritten Signature]

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 Signed: *3/30/16*



FILE NO. 17212518	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD19
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 02700

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Robb C. Crocker and Dana A. Crocker, by Statutory Warranty Deed Document No. 2004-027286, Clackamas County Deed Records, lying in Lot 21, Wilson Acres being in the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 76°35'33" East, 1,676.89 feet to the westerly right-of-way line of Grahams Ferry Road and the **Point of Beginning**; thence, along said westerly right-of-way line, South 21°13'10" West, 49.93 feet; thence, leaving said westerly right-of-way line, North 68°05'16" West, 5.00 feet; thence South 21°13'10" West, 50.23 feet; thence South 23°52'39" West, 20.07 feet to the southerly line of said Document No.2004-027286; thence, along said southerly line, North 88°30'46" West, 4.33 feet; thence, leaving said southerly line, North 23°52'39" East, 21.63 feet; thence North 21°13'10" East, 100.09 feet; thence South 68°16'50" East, 9.00 feet to the **Point of Beginning**.

Containing 733 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

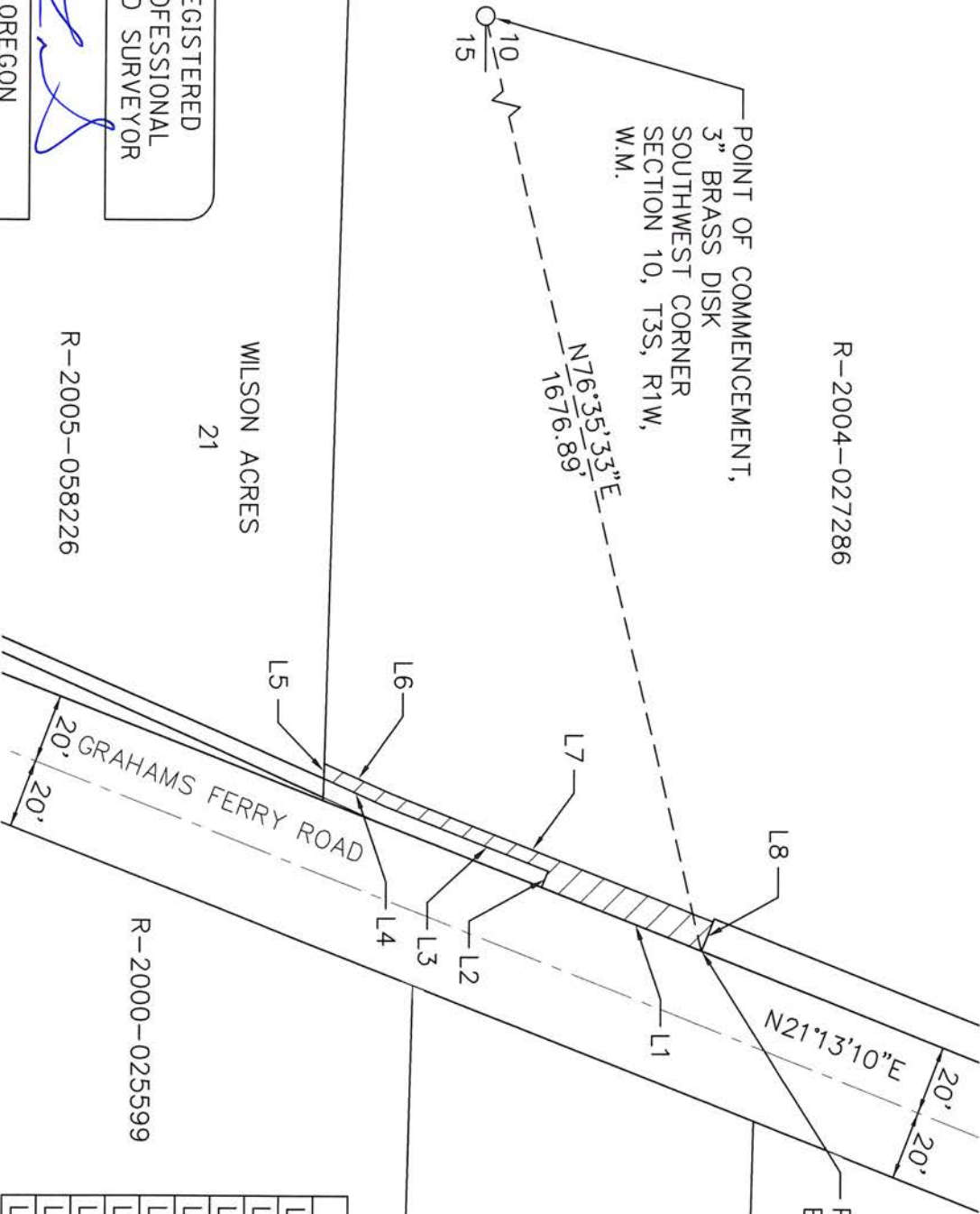
REGISTERED
PROFESSIONAL
LAND SURVEYOR


OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 4/1/16

EXHIBIT "B"
 SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON



LINE	LENGTH	BEARING
L1	49.93'	S21°13'10"W
L2	5.00'	N68°05'16"W
L3	50.23'	S21°13'10"W
L4	20.07'	S23°52'39"W
L5	4.33'	N88°30'46"W
L6	21.63'	N23°52'39"E
L7	100.09'	N21°13'10"E
L8	9.00'	S68°16'50"E

SCALE 1" = 50'



TEMPORARY CONSTRUCTION
 EASEMENT = 733 SQ. FT. ±

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 Signed: 3/30/16



FILE NO.
 17212S19

DRAWN BY
 YG

DESIGN BY
 LTM

DATE
 3/21/16

EXHIBIT "A"



www.obec.com

17212LD20
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 2200

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Donald William Steffek and Dorene Ann Steffek, by Statutory Warranty Deed Document No. 93-09315, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 75°59'49" East, 1,738.08 feet to the easterly right-of-way line of Grahams Ferry Road and the **Point of Beginning**; thence, along said easterly right-of-way line, North 21°13'10" East, 50.62 feet; thence, leaving said easterly right-of-way line, South 68°46'50" East, 6.00 feet; thence South 21°13'10" West, 50.70 feet; thence North 68°02'18" West, 6.00 feet to the **Point of Beginning**.

Containing 304 square feet (0.01 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

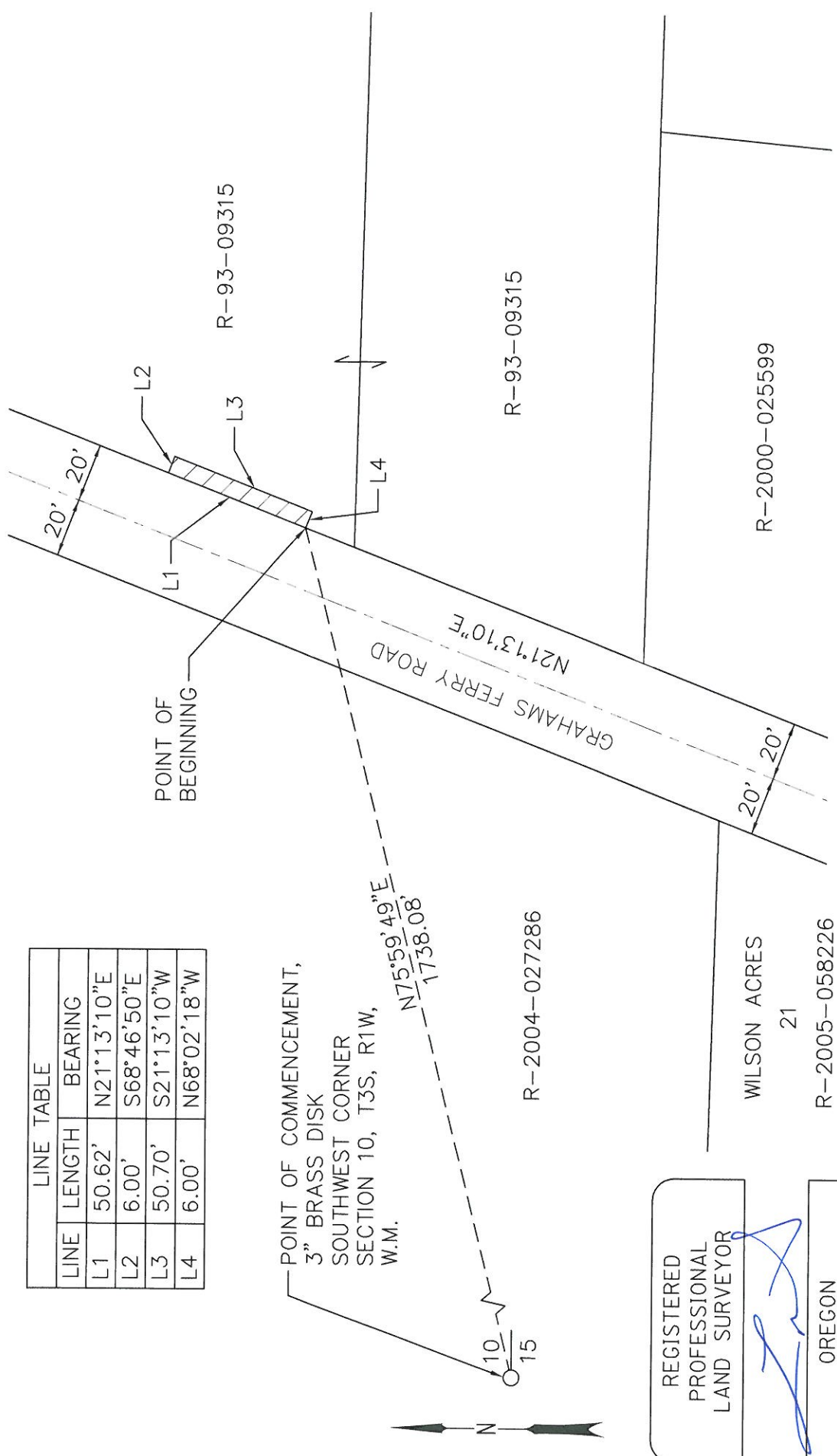
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT "B"

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON



LINE TABLE	
LINE	BEARING
L1	50.62' N21°13'10"E
L2	6.00' S68°46'50"E
L3	50.70' S21°13'10"W
L4	6.00' N68°02'18"W

TEMPORARY CONSTRUCTION
 EASEMENT = 304 SQ. FT ±



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 signed: 5/30/16



FILE NO. 17212S20	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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www.obec.com

EXHIBIT "A"

17212LD21
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
GRAHAMS FERRY ROAD
CITY OF WILSONVILLE
31W10C 2102

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Michael R. Prigodich and Karen A. Prigodich, by Statutory Warranty Deed Document No. 2000-025599, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence North 82°22'58" East, 1,633.10 feet to the **Point of Beginning**; thence South 68°46'50" East, 22.15 feet; thence South 18°24'47" West, 30.04 feet; thence North 68°46'50" West; 22.03 feet; thence North 18°10'28" East, 30.04 feet to the **Point of Beginning**.

Containing 663 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

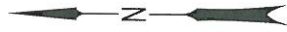
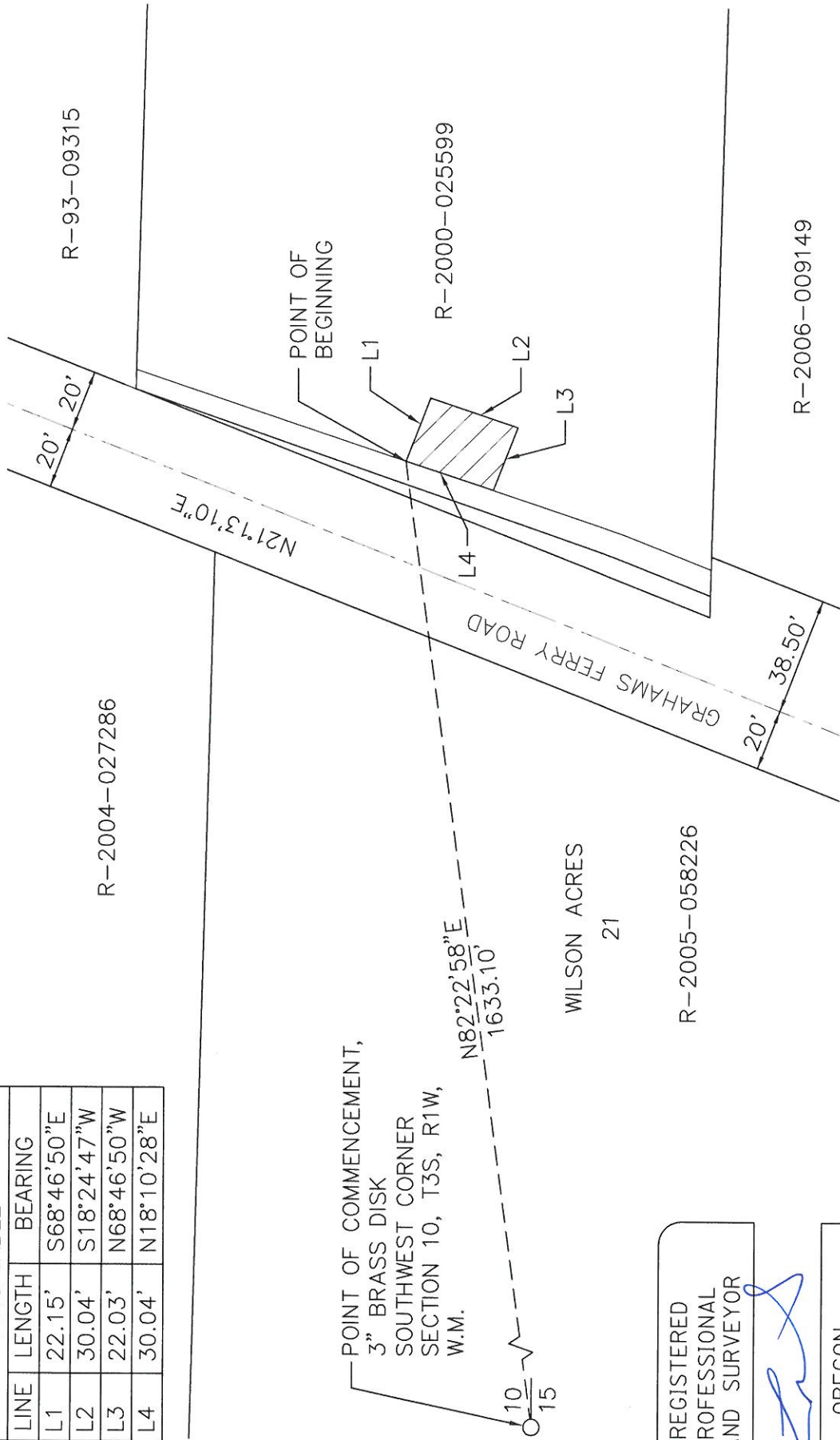
RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

LINE TABLE		
LINE	LENGTH	BEARING
L1	22.15'	S68°46'50"E
L2	30.04'	S18°24'47"W
L3	22.03'	N68°46'50"W
L4	30.04'	N18°10'28"E



POINT OF COMMENCEMENT,
 3" BRASS DISK
 SOUTHWEST CORNER
 SECTION 10, T3S, R1W,
 W.M.

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

[Signature]

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16



TEMPORARY CONSTRUCTION
 EASEMENT = 663 SQ. FT ±

FILE NO. 17212S21	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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www.obec.com

EXHIBIT "A"

17212LD22
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W10C 2103

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Sean G. McRea and Kathleen McRea, by Statutory Warranty Deed Document No. 2006-009149, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 89°49'49" East, 1,750.78 feet to a point on the northerly right-of-way line of Tooze Road and the **Point of Beginning**; thence leaving said northerly right-of-way, North 01°25'48" East, 20.00 feet; thence South 88°34'12" East, 35.00 feet; thence South 01°25'48" West, 20.00 feet to said northerly right-of-way line; thence, along said northerly right-of-way line, North 88°34'12" West, 35.00 feet to the **Point of Beginning**.

Containing 700 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

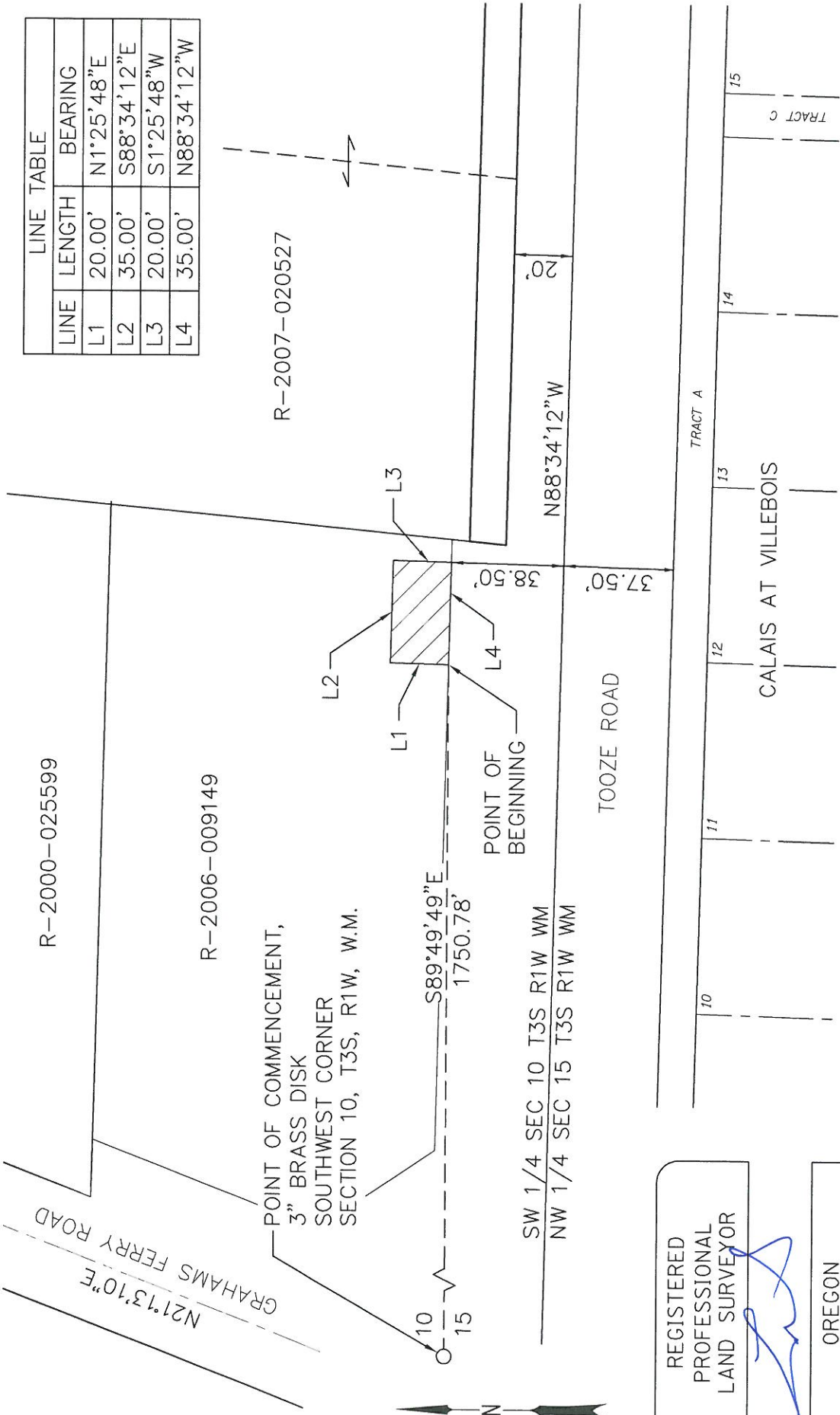
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 3/30/16

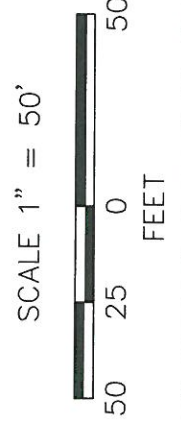
EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON



LINE TABLE		
LINE	LENGTH	BEARING
L1	20.00'	N1°25'48\"E
L2	35.00'	S88°34'12\"E
L3	20.00'	S1°25'48\"W
L4	35.00'	N88°34'12\"W

TEMPORARY CONSTRUCTION
 EASEMENT = 700 SQ. FT ±



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

[Signature]

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16



FILE NO. 17212522	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD23
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W10C 2101

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Dirk D. Anderson and Allison B. Anderson, by Statutory Warranty Deed Document No. 2007-020527, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the quarter corner common to Sections 10 and 15, said township and range; thence North 86°08'45" West, 472.86 feet to a point on the northerly right-of-way line of Tooze Road and the easterly line of that certain tract of land described in said Document No. 2007-020527; thence along said easterly line, North 05°25'48" East, 12.53 feet to the **Point of Beginning**; thence North 88°34'12" West, 376.67 feet to the westerly line of said Document No. 2007-020527; thence, along said westerly line, North 05°25'48" East, 8.02 feet; thence, leaving said westerly line, South 88°34'12" East, 19.59 feet, thence North 01°25'48" East, 18.00 feet; thence South 88°34'12" East, 25.00 feet; thence South 01°25'48" West, 18.00 feet; thence South 88°34'12" East, 47.50 feet; thence North 01°25'48" East, 18.00 feet; thence South 88°34'12" East, 25.00 feet; thence South 01°25'48" West, 18.00 feet; thence South 88°34'12" East, 259.58 feet to said easterly line; thence, along said easterly line, South 05°25'48" West, 8.02 feet to the **Point of Beginning**.

Containing 3,913 square feet (0.09 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

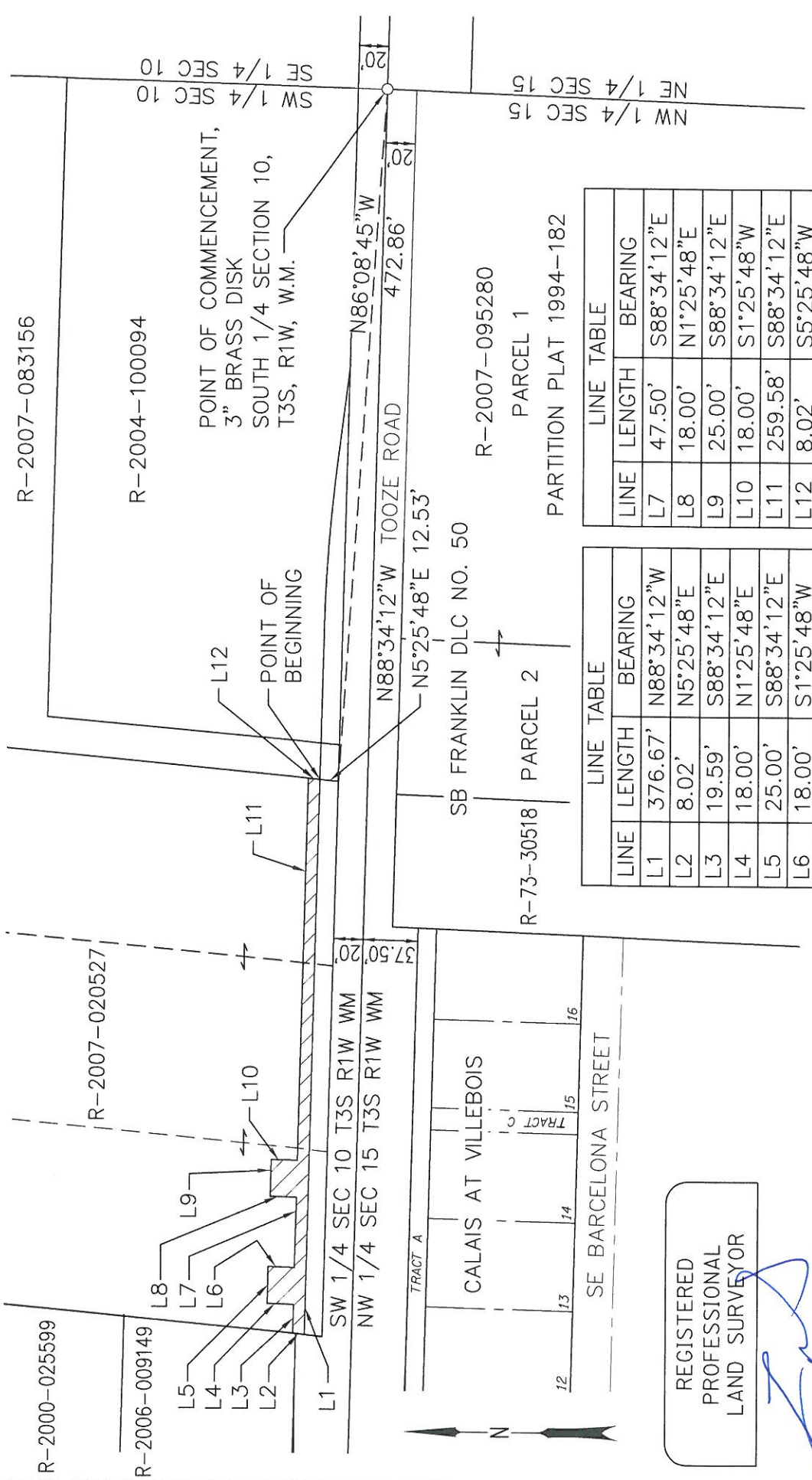
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

R-2007-020527



POINT OF COMMENCEMENT,
 3" BRASS DISK
 SOUTH 1/4 SECTION 10,
 T3S, R1W, W.M.

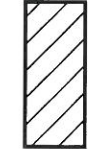
POINT OF
 BEGINNING

LINE TABLE

LINE	LENGTH	BEARING
L7	47.50'	S88°34'12"E
L8	18.00'	N1°25'48"E
L9	25.00'	S88°34'12"E
L10	18.00'	S1°25'48"W
L11	259.58'	S88°34'12"E
L12	8.02'	S5°25'48"W

LINE TABLE

LINE	LENGTH	BEARING
L1	376.67'	N88°34'12"W
L2	8.02'	N5°25'48"E
L3	19.59'	S88°34'12"E
L4	18.00'	N1°25'48"E
L5	25.00'	S88°34'12"E
L6	18.00'	S1°25'48"W



TEMPORARY CONSTRUCTION
 EASEMENT = 3,913 SQ. FT ±

SCALE 1" = 100'



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

[Signature]

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 Signed: 3/30/16



FILE NO. 17212S23	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD24
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W10C 1900

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Tonie I. Tollen, trustee of the Tonie I. Tollen Trust, by Bargain and Sale Deed Document No. 2007-083156, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the quarter corner common to Sections 10 and 15, said township and range; thence North 86°08'45" West, 472.86 feet to a point on the northerly right-of-way line of Tooze Road and the westerly line of that certain tract of land described in said Document No. 2007-083156; thence, along said westerly line, North 05°25'48" East, 12.53 feet to the **Point of Beginning**; thence, continuing along said westerly line, North 05°25'48" East, 41.10; thence, leaving said westerly line, South 88°34'12" East, 24.59 feet to the westerly line of that certain tract of land described in Document No. 2004-100094, Clackamas County Deed Records; thence, along last said westerly line, South 05°06'38" West, 41.08 feet; thence, leaving last said westerly line North 88°34'12" West, 24.81 feet to the **Point of Beginning**.

Containing 988 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

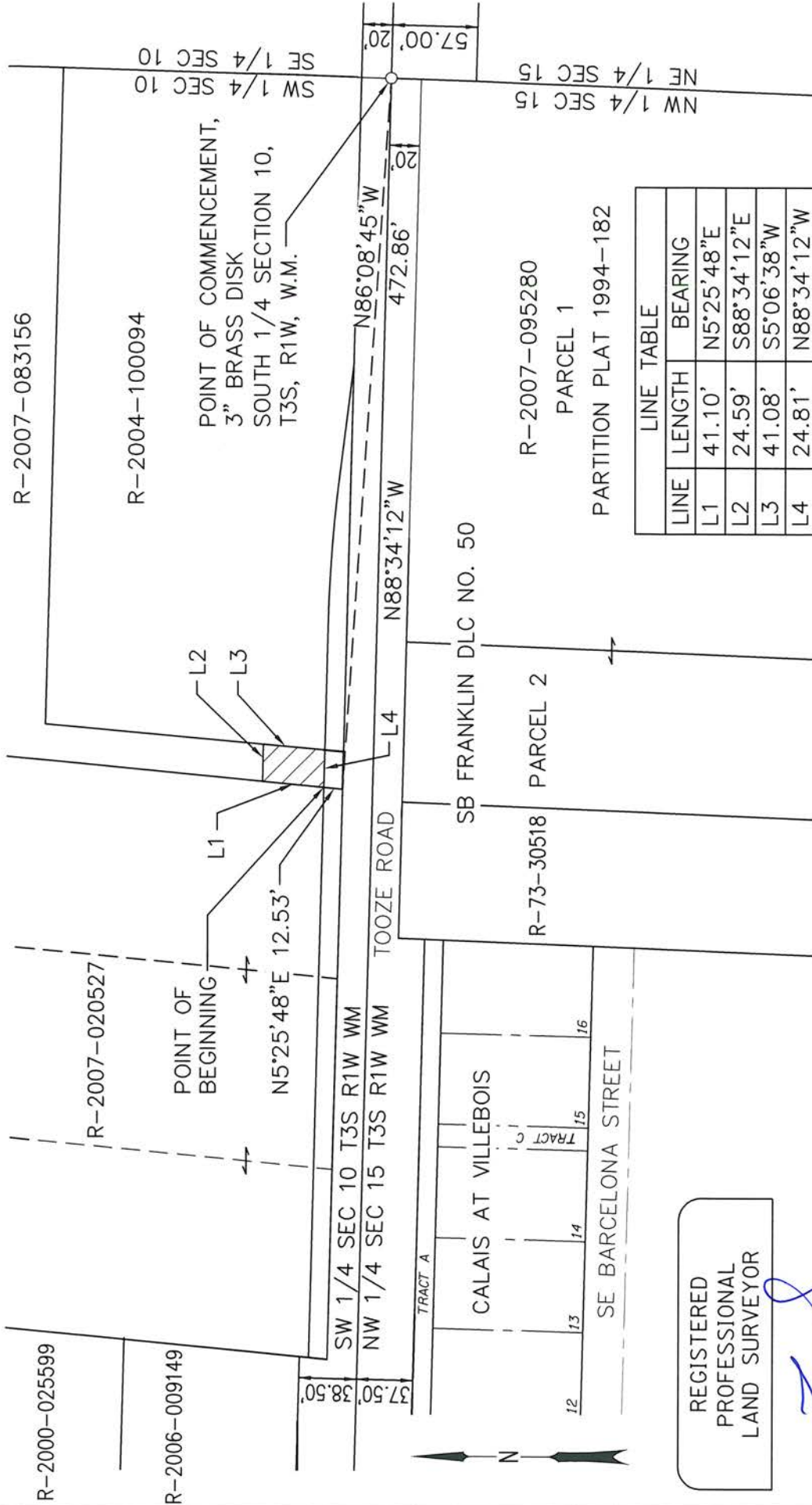
RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT "B"

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

R-2000-025599
 R-2006-009149
 R-2007-020527
 R-2007-083156
 R-2004-100094
 R-2007-095280
 R-73-30518



TEMPORARY CONSTRUCTION
 EASEMENT = 988 SQ. FT ±

FILE NO. 17212524	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 Signed: 4/1/16





www.obec.com

EXHIBIT "A"

17212LD25
March 21, 2016
L. Miles

LEGAL DESCRIPTION
FEE
TOOZE ROAD
CITY OF WILSONVILLE
31W10C 2000

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Wilfrido Chavez Dominguez, by Statutory Warranty Deed Document No. 2004-100094, Clackamas County Deed Records, lying the Southwest quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the quarter corner common to Sections 10 and 15, said township and range; thence North 86°00'40" West, 448.00 feet to a point on the northerly right-of-way line of Tooze Road and the westerly line of that certain tract of land described in said Document No. 2004-100094; thence, along said westerly line, North 05°06'38" East, 12.53 feet to the **Point of Beginning**; thence, along continue said westerly line, North 05°06'38" East, 8.02 feet; thence, leaving said westerly line, South 88°34'12" East a distance of 80.30 feet to a 1041.50 foot radius curve to the right; thence along the arc of said curve 45.46 feet (the chord of which bears South 87°19'11" East, 45.46 feet); thence North 03°55'51" East, 13.00 feet; thence South 84°52'55" East, 43.70 feet; thence South 07°19'03" West, 13.00 feet to the beginning of a non-tangent curve, concave southerly, having a radius of 1041.50 feet; thence along the arc of said curve 18.62 feet (the chord of which bears South 83°11'42" East, 18.62 feet); thence South 82°40'57" East, 68.72 feet; thence South 07°19'03" West, 8.00 feet; thence North 82°40'57" West, 68.72 feet to a 1033.50 foot radius curve to the left; thence along the arc of said curve 106.20 feet (the chord of which bears North 85°37'35" West, 106.15 feet; thence North 88°34'12" West, 80.81 feet to the **Point of Beginning**.

Containing 2,604 square feet (0.06 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001,
Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16

EXHIBIT "A"



www.obec.com

17212LD26
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W10 1501

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Donald E. Bischof, by Judgement of Dissolution Document No. 2005-050598, Clackamas County Deed Records, lying the Southeast quarter of Section 10, Township 3 South, Range 1 West of the Willamette Meridian, more particularly described as follows:

Commencing at a 3" brass disk marking the quarter corner common to Sections 10 and 15, said township and range; thence North 01°37'40" East, 32.68 feet to a point on the North-South centerline of said Section 10 and the **Point of Beginning**; thence, along said North-South centerline, North 01°37'40" East, 33.82 feet; thence, leaving said North-South centerline, South 88°29'39" East, 40.16 feet; thence South 01°22'47" West, 33.93 feet; thence North 88°19'50" West, 40.31 to the **Point of Beginning**.

Containing 1,363 square feet (0.03 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

Signed: 3/30/16

EXHIBIT 'B'
 SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

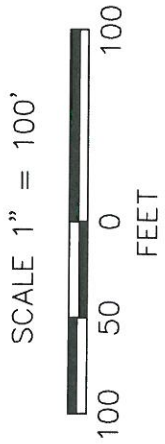
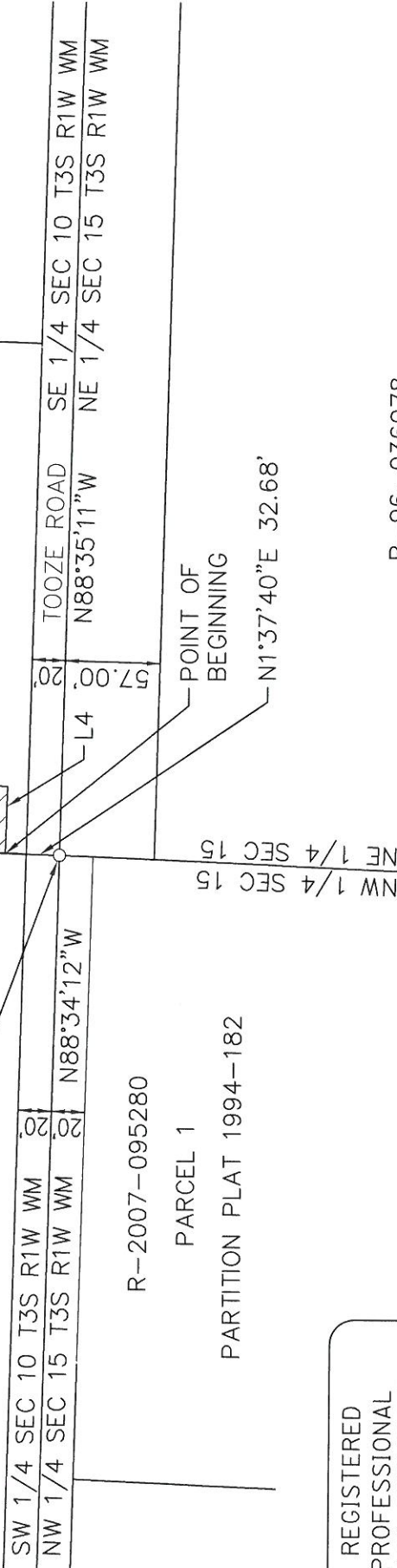
R-2007-083156

R-2004-100094

R-2005-050598

POINT OF
 COMMENCEMENT,
 3" BRASS DISK
 SOUTH 1/4 SECTION 10,
 T3S, R1W, W.M.

LINE TABLE		
LINE	LENGTH	BEARING
L1	33.82'	N1°37'40"E
L2	40.16'	S88°29'39"E
L3	33.93'	S1°22'47"W
L4	40.31'	N88°19'50"W



REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16

TEMPORARY CONSTRUCTION
 EASEMENT = 1,363 SQ. FT ±

FILE NO. 17212S26	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD27
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W15 1000

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Allen Y. Chang, by Warranty Deed Document No. 96-036978, Clackamas County Deed Records, lying the in the Samuel B. Franklin DLC No. 50, in Section 15, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon, more particularly described as follows:

Commencing at a 3" brass disk marking the quarter corner common to Sections 10 and 15, said township and range; thence South 02°09'42" West, 72.50 feet to a point on the westerly line of that certain tract of land described in said Document No. 96-036978 and the **Point of Beginning**; thence, leaving said westerly line, South 88°58'24" East, 50.01 feet; thence South 02°09'42" West, 146.36 feet; thence North 88°35'11" West, 50.00 feet to said westerly line; thence, along said westerly line, North 02°09'42" East, 146.02 feet to the **Point of Beginning**.

Containing 7,310 square feet (0.17 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

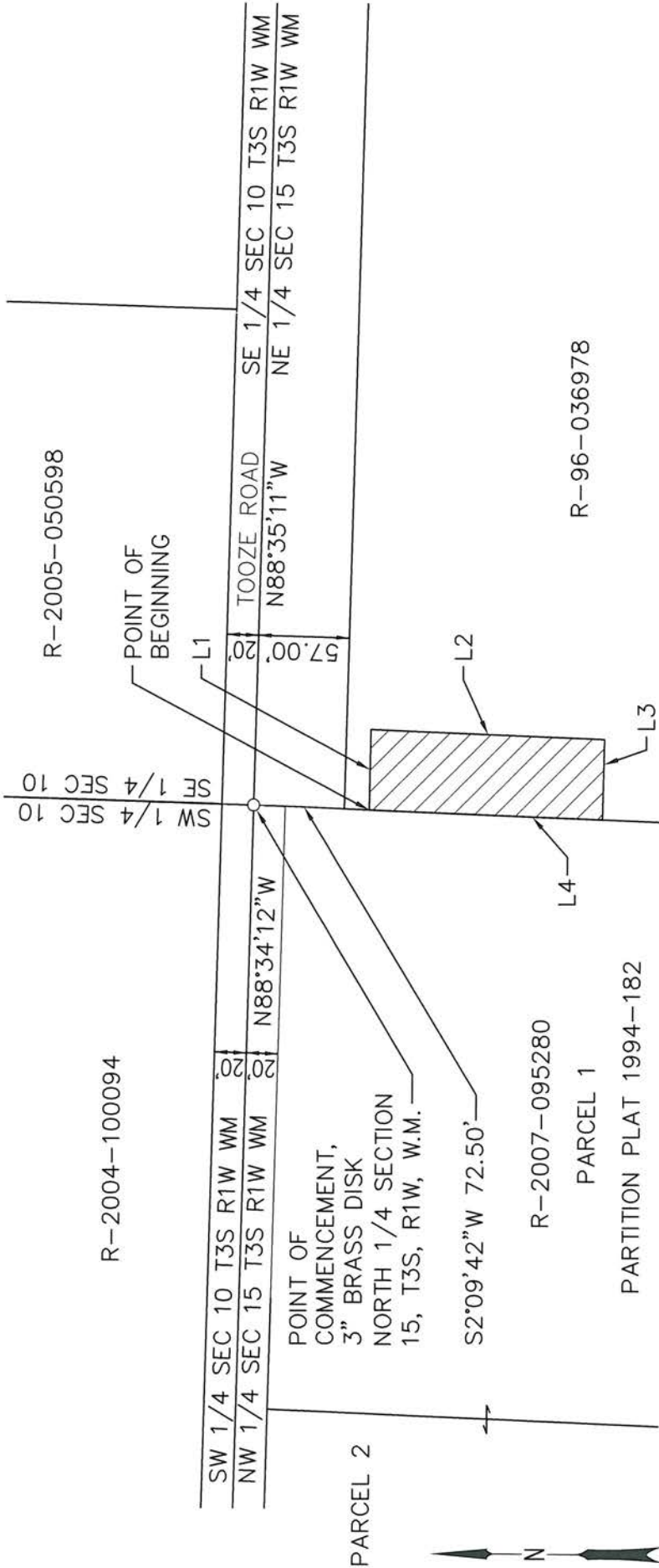
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016
Signed: 4/1/16

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
TEMPORARY CONSTRUCTION EASEMENT
TOOZE ROAD PROJECT

CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON



R-2004-100094

R-2005-050598

R-2007-095280

R-96-036978

PARTITION PLAT 1994-182

SB FRANKLIN DLC NO. 50

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
LOGAN MILES
65452

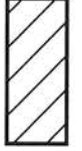
RENEWAL: DEC. 31, 2016
Signed: 3/30/16

LINE TABLE		
LINE	LENGTH	BEARING
L1	50.01'	S88°58'24"E
L2	146.36'	S2°09'42"W
L3	50.00'	N88°35'11"W
L4	146.02'	N2°09'42"E

SCALE 1" = 100'



TEMPORARY CONSTRUCTION
EASEMENT = 7,310 SQ. FT ±



**CONSULTING
ENGINEERS**
www.obec.com



FILE NO. 17212S27	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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www.obec.com

EXHIBIT "A"

17212LD28
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W15 1204

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Dan J. Long and Mary T. Long, by Special Warranty Deed Document No. 92-24164, Clackamas County Deed Records, lying the in the Samuel B. Franklin DLC No. 50, in Section 15, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 87°08'29" East, 1,255.70 feet to the **Point of Beginning**; thence South 85°45'49" East, 40.05 feet; thence South 01°25'48" West, 24.03 feet; thence North 85°45'49" West, 40.05 feet; thence North 01°25'48" East, 24.03 feet to the **Point of Beginning**.

Containing 961 square feet (0.02 acres), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

[Signature]
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

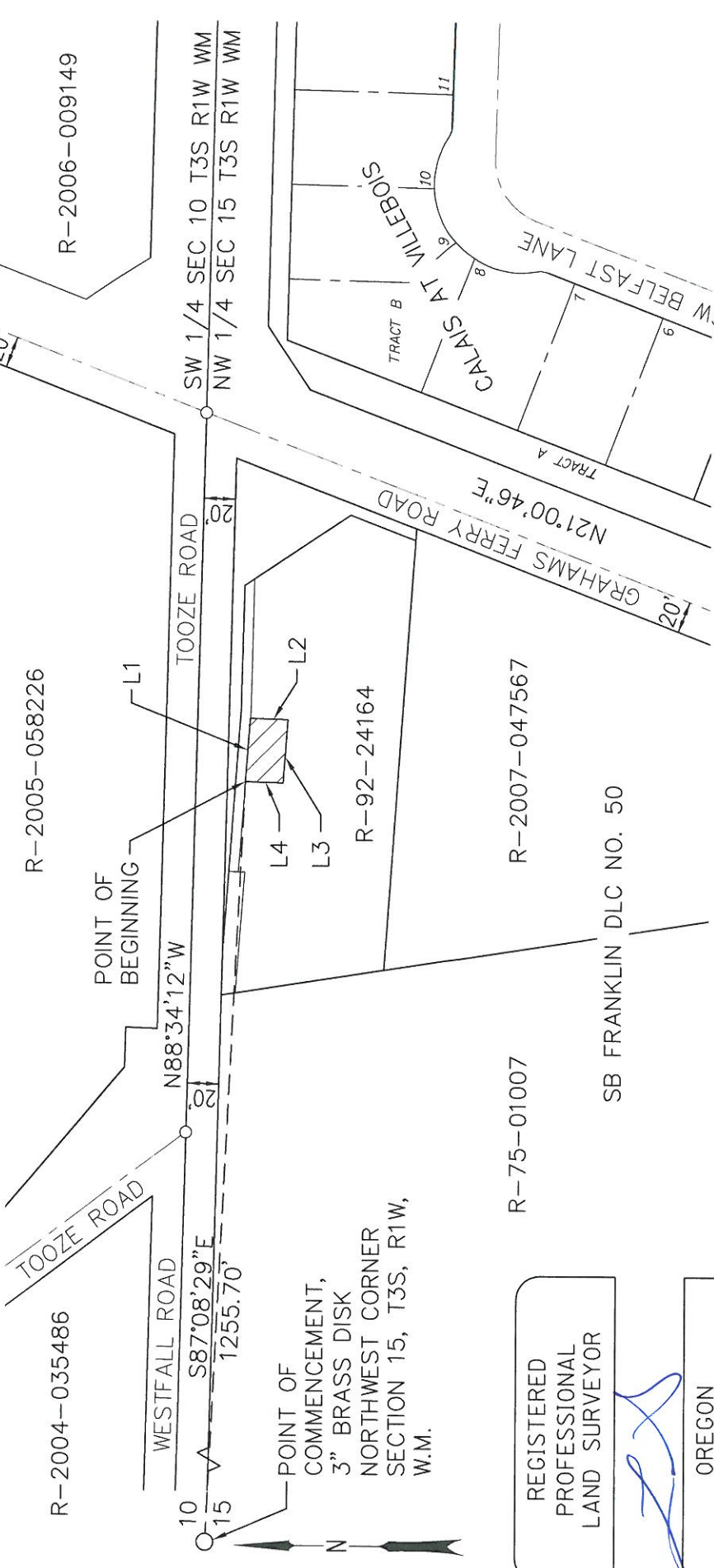
Signed: 3/30/16

EXHIBIT 'B'

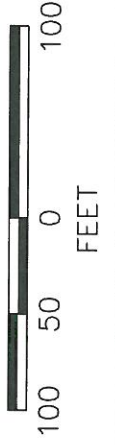
SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON

WILSON ACRES
 21

LINE TABLE	
LINE	BEARING
L1	S85°45'49"E
L2	S1°25'48"W
L3	N85°45'49"W
L4	N1°25'48"E



SCALE 1" = 100'



TEMPORARY CONSTRUCTION
 EASEMENT = 961 SQ. FT ±

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
 Signed: 3/30/16



FILE NO. 17212528	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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EXHIBIT "A"



www.obec.com

17212LD29
March 21, 2016
L. Miles

LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
TOOZE ROAD
CITY OF WILSONVILLE
31W15 1204

A tract of land over real property situated in the City of Wilsonville, Clackamas County, Oregon, being a portion of that property conveyed to Dan J. Long and Mary T. Long, by Special Warranty Deed Document No. 92-24164, Clackamas County Deed Records, lying the in the Samuel B. Franklin DLC No. 50, in Section 15, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon, more particularly described as follows:

Commencing at a 3" brass disk marking the southwest corner of Section 10, said township and range; thence South 87°09'49" East, 1,235.67 feet to the **Point of Beginning**; thence South 01°25'48" West, 24.03 feet; thence North 85°45'49" West, 50.06 feet; thence North 01°25'48" East, 20.02 feet; thence South 85°45'49" East, 12.99 feet; thence North 01°18'37" East, 4.01 feet; thence South 85°45'49" East, 37.08 feet to the **Point of Beginning**.

Containing 1,150 square feet (0.03 ares), more or less.

Subject to easements and restrictions of record.

Bearings based on Survey No. 2015-001, Clackamas County Surveyors Office.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

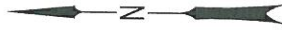
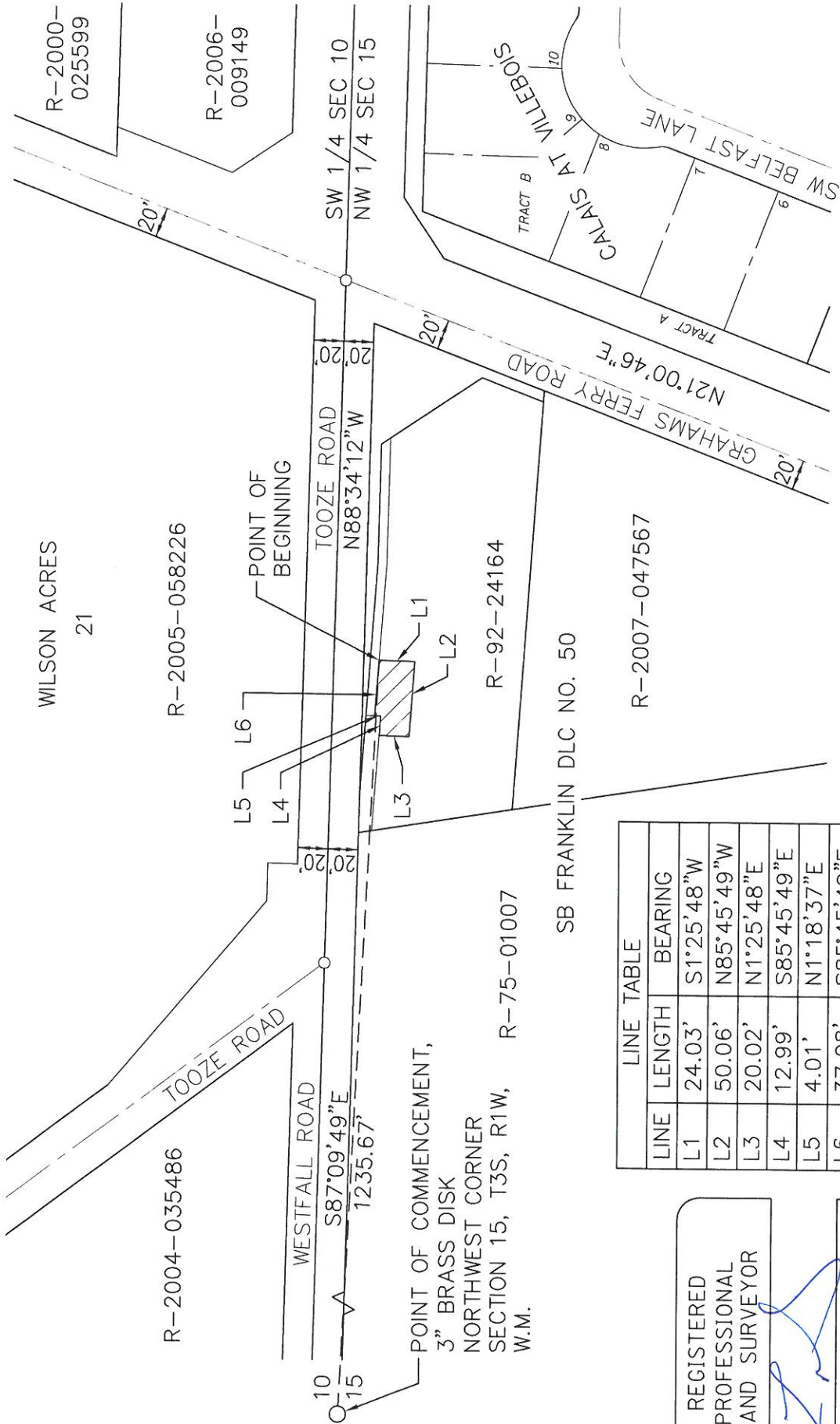
OREGON
JULY 12, 2005
LOGAN MILES
65452

RENEWAL: DEC. 31, 2016

signed: 3/30/14

EXHIBIT 'B'

SKETCH TO ACCOMPANY LEGAL DESCRIPTION FOR
 TEMPORARY CONSTRUCTION EASEMENT
 TOOZE ROAD PROJECT
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON



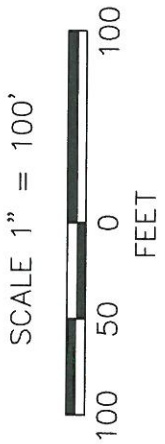
LINE TABLE	
LINE	BEARING
L1	S1°25'48\"W
L2	N85°45'49\"W
L3	N1°25'48\"E
L4	S85°45'49\"E
L5	N1°18'37\"E
L6	S85°45'49\"E

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

[Signature]

OREGON
 JULY 12, 2005
 LOGAN MILES
 65452

RENEWAL: DEC. 31, 2016
Signed: 3/30/16

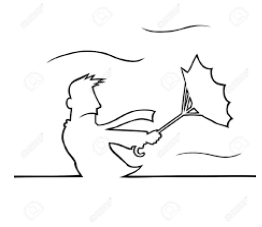


TEMPORARY CONSTRUCTION
 EASEMENT = 1,150 SQ. FT ±

FILE NO. 17212529	DRAWN BY YG	DESIGN BY LTM	DATE 3/21/16
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CITY OF WILSONVILLE

Monthly Report



COMMUNITY DEVELOPMENT DEPARTMENT

March 2016



FROM THE DIRECTOR'S OFFICE

A March milestone was reached in Villebois Village—construction is underway on the new amphitheater in Montague Park (aka Hilltop Park) - see photo below. The new amphitheater is oriented to provide a Mount Hood view and will be adjacent to a creative nature play area, picnic shelter, and pickle ball court.

The Bicycle Signage Plan presented to City Council in work session has now been completed by Britney, our engineering intern, before her March 29 departure and is in the hands of Public Works for sign installations around town.

Led by project manager, Zach Weigel, the Phase 1 Charbonneau High Priority Utility Repair is out to bid with construction scheduled to begin this summer. Thanks to Council for working through the new stormwater utility rate that allows for these utility improvements.

Much progress was made on the draft proposed Coffee Creek Urban Renewal Plan and Report on the Plan. We are preparing for the April 25 Open House (5:30-6:30 pm) and Task Force meeting (6:30-8pm) to be held at City Hall, Willamette River I and II.

I want to again thank Mark Ottenad for his Economic Development assistance while the position is vacant. He has provided very timely responses and coordination for an assortment of business inquiries. We conducted first-round interviews for the position on April 8.

We are in discussion with Washington County to include the Day Road improvements project in their MSTIP 3e project list. The Basalt Creek Parkway has been included in the 150% MSTIP 3e project list.

I had the opportunity to be invited to the Rotary lunch meeting on March 31 to talk about traffic in Wilsonville. I let them know that I-5 greatly impacts Wilsonville mobility when there is an incident on I-5 or when I-5 is congested.

My best advice was to avoid the area, if possible, when such conditions exist or expect delays. Unless a great deal of new money becomes available and is prioritized for I-5 in our area and the Boone Bridge, it is important to be realistic and knowledgeable that our local Wilsonville transportation system will continue to be impacted by I-5 limitations.

Thank you,

Nancy Kraushaar, PE



Engineering Division, Capital Projects



Bicycle Wayfinding Signage (CIP 4713): The Bike Wayfinding Signage Plan is complete, and has been turned over to Public Works for implementation.

Charbonneau High Priority Utility Repair

(1500/2500/7500): This project involves the replacement and repair of the most deficient sewer and storm pipes within Charbonneau in three (3) phases over the next three (3) years. Also, the project includes replacement of a recently failed 12" water line between Boones Bend Road and Mariner's Village. Design of Phase I is complete. Bids are being solicited from qualified contractors to construct the Phase I improvements this summer.

Charbonneau Walking Path Repair (4715):

This project includes repair of the pathway along French Prairie Drive in Charbonneau. Existing trip hazards, drainage issues and sidewalk ramp areas will be repaired to meet ADA standards. Final plans and specifications have been completed. Construction bid documents are being prepared for a June bid advertisement. Construction of this project is scheduled to begin in July 2016.



Coffee Creek Development Readiness (CIP 3002): Consultants and Staff have completed a draft of the Coffee Creek Urban Renewal Plan and accompanying report. It is being reviewed.

French Prairie Bridge (9137): This project will determine the final location, alignment, and design type and includes preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. Contract negotiations with the selected consultant team are complete and documents have been submitted to ODOT to finalize the contract. Final execution of the consulting engineer's contract with ODOT is anticipated to be complete in June 2016 with project work beginning shortly thereafter. It is anticipated that the project will be completed within two (2) years of the start date.

Kinsman Road Extension (4004): This project involves construction of a new section of Kinsman Road between Barber Street and Boeckman Road and includes the upsizing and relocation of the 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing (CIP 2079) and installation of a 66" water line for the Willamette Water Supply Program (CIP 1127). Final plans and specifications are complete and have been submitted to ODOT for final approval. Bid opening is scheduled for May 26th with construction anticipated to begin in July 2016.

Transportation Systems Plan (TSP) Amendment (CIP 4189): A public hearing will be conducted at the Planning Commission on April 18th. Council hearing(s) will follow.

Water Treatment Plant Master Plan (1122): The Willamette Water Supply Program partners are evaluating whether it is more cost effective to locate a treatment plant further north (Beaverton area) and transport raw water instead of treated water from the Wilsonville WTP site. Discussions continue. Completion of the Master Plan is expected by late summer 2016.

Willamette River Outfalls (7053): At Morey Court City staff is working with two (2) homeowners to install a temporary storm bypass pipe in the storm outfall channel. Undetained storm runoff over the last 20+ years is undermining a 40" cottonwood tree. The tree has been determined to be in good health and the owners have expressed a desire to keep the tree if it can be stabilized. Additional work to stabilize the tree has yet to be determined.

Willamette River Water Supply (1127): Coordination efforts between Wilsonville staff and WWSP (Willamette Water Supply Program) staff continue for the Kinsman Road Project. An ODOT required Cooperative Utility Agreement has been prepared which documents the cost sharing arrangements between the parties. Council briefings will occur in March.

WWTP Outfall Replacement (2095): Siting alternatives for the new outfall have been reviewed and evaluated. A decision was made to proceed with an alignment matching the current outfall location instead of moving the outfall further west onto the newly acquired Duckworth property.



Engineering Division, Capital Projects, cont'd

Wilsonville Road ADA & Signal Improvements

(4014/4118): As part of this project, the pedestrian signals and sidewalk ramps along Wilsonville Road at Montebello and Kinsman will be improved to meet current ADA standards in advance of the upcoming Wilsonville Road asphalt overlay work. KPFF Consulting Engineers is preparing a concept level design and cost estimating for improving truck turning movements at the Wilsonville Road and Kinsman Road intersection for Council consideration. Final design and construction of this project is anticipated to begin late summer 2016.



Engineering Division, Private Development

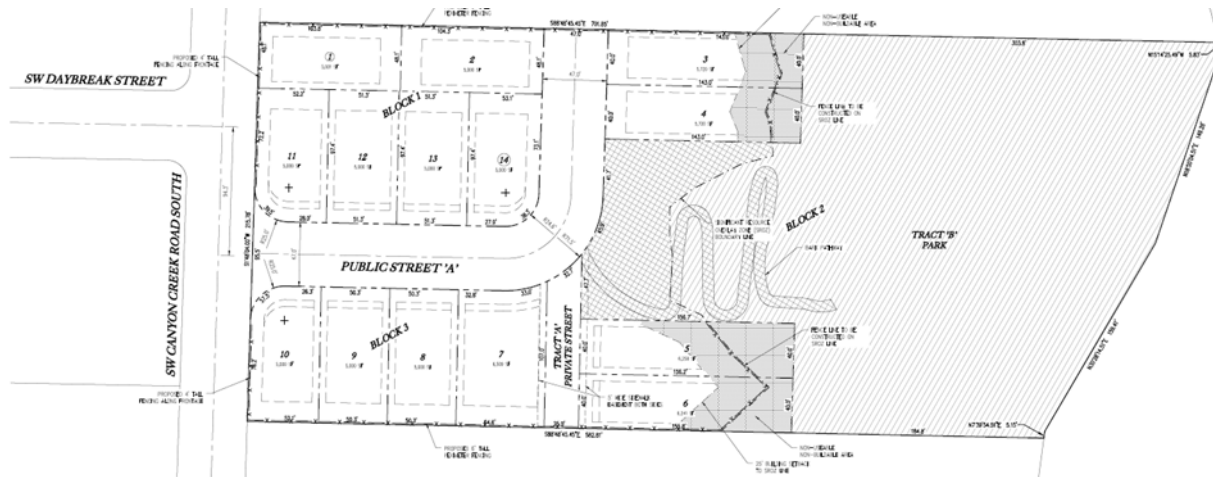
- A Public Works permit has been issued to Renaissance Homes for redevelopment of two (2) existing single family homes on Canyon Creek Road South (just south of Daybreak Street) that will be demolished and replaced with six new homes. Some utility work and street improvements will be done along the street frontage.
- Construction of Montague Park continues nicely, a pickle ball court has been installed, concrete for the amphitheater and seating area has been poured, and roadways on either side of the park were paved March 31st.



North side of Montague Park, adjacent to Costa Circle West

Planning Division, Current

On March 28th DRB Panel 'B' held a public hearing on a proposed 14-lot single-family subdivision on the east side of SW Canyon Creek Road South and just south of SW Daybreak Street. After hearing testimony from the applicant and a number of residents, the DRB continued the hearing to their next meeting April 25th.



Projects Being Prepared for DRB Hearings

- Expansion of Coca Cola plant
- Republic Services Annexation and SORT Bioenergy Biodigester

Administrative Decisions Issued

- Addition of a pump house on the Mentor Graphics campus
- Partition of the property at 9600 SW Boeckman Road
- New LED light band around The Human Bean kiosk
- Class II sign permit for Family Chiropractic at 29781 SW Town Center Lp W
- 3 Class I Sign Permits
- 13 Type A Tree Permits
- 1 Type B Tree Permit to remove a street tree

Planning Division, Long Range

Basalt Creek Concept Plan



The project team continues to prepare for a Public Open House scheduled for **Thursday, April 28, 2016 at 5:30 pm**. Using the preferred alternative agreed to at the December 16, 2015 joint council meeting, the project team is integrating parks and open spaces, trails, transit, and connectivity. The public is invited to provide input on these aspects of the concept plan at the Open House on **April 28th** at the Juanita Pohl Center located at 8513 SW Tualatin Rd. in Tualatin.

Frog Pond Area Plan



FROG POND MASTER PLAN
 Creating a great community

On March 9, 2016, the project team presented Opportunities and Constraints, initial design guidelines, and different approaches for regulatory implementation in Frog Pond for Planning Commission discussion. After receiving direction from the Planning Commission, the project team is refining and further developing the residential design guidelines and zoning concepts for Frog Pond West in preparation for a second work session with the Planning Commission, and Public Open House on May 11, 2016, 5:00 – 6:30 pm, at Wilsonville City Hall, Willamette Conference Rooms.

Wilsonville Town Center

In Fall 2015, the Metro Council approved a \$320,000 grant request to fund the majority of costs for the **City of Wilsonville’s Town Center Master Plan** proposal. The City is matching the Metro grant with \$100,000 to cover the long-range plan’s total anticipated cost of \$420,000. The Inter-Governmental Agreement with Metro was approved by City Council on March 21, 2016. Staff is working to post a Request for Proposals in April and have a contract awarded by June to obtain consultant services for the project.

Building Division

Single Family Dwelling Permits YTD: 40

Major Projects Under Review:

- Villebois Park 5 Swim Center, 29549 SW Villebois Dr. N
- Wilsonville Storage (A Storage Place) , 29100 SW Town Center Loop E
- Starbucks, 8656 SW Citizens Dr.
- Meridian Creek Middle School Grading

Temporary or Certificates of Occupancy Issued:

(None were issued this month)



Polygon Tonkin Meadows Swim Center

City of Wilsonville

February 2016



Clackamas County Sheriff's Office
2223 Kaen Rd
Oregon City, OR 97045

www.co.clackamas.or.us/sheriff

Monthly Summary

During February 2016, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time period the Sheriff's Office answered 508 calls for service, which was an average of 17.5 calls per day.

The monthly average for calls for service during the past three years has been 541.0. The 508 calls in the City during the month of February reflect a 6.1% decrease over the average during the last three years.

Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2011	5,539	461.6	15.2
2012	5,709	475.8	15.6
2013	6,230	519.2	17.1
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3

An overall look at the shift activity reflects the following percentages of calls taken, traffic stops made and reports written for February.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard:	19.9%	38.9%	18.1%
Day Shift:	45.5%	28.6%	43.6%
Swing Shift:	34.6%	32.4%	38.3%

During February 2016, 447 traffic stops were made in the City with the following breakdown for each shift.

	<u>Total</u>		<u>Graveyard</u>		<u>Days</u>		<u>Swing Shift</u>	
Stops Made:	447	=	174	38.9%	128	28.6%	145	32.4%
Citations Issued:	181	=	53	29.3%	71	39.2%	57	31.5%

Included in the above totals are 25 traffic stops (5.6%) and 29 citations (16.0%) issued by the Traffic Deputy.

Calls for Service

Number of Calls Per Shift	February 2016		Monthly Average 2015	
	508		557.4	
Graveyard (2100-0700)	101	19.9%	108.3	19.4%
Day Shift (0700-1700)	231	45.5%	253.8	45.5%
Swing Shift (1100-0300)	176	34.6%	195.3	35.0%
Average Number of Calls Per Day	17.5		18.3	

Other Officer Activity

Type of Activity	February 2016	2015 Monthly Average
Follow-Up Contact	50	77.5
Foot Patrol	10	12.3
Premise Check	35	40.1
Subject Stop	57	54.9
Suspect Contact	5	5.4
Suspicious Vehicle Stop	93	67.5
Warrant Service	13	7.8
Total:	263	265.5

The chart on the following page shows the types of calls for service received during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Types of Calls

Type of Calls	February 2016	2015 Monthly Average
Abandoned Vehicle		1.7
Accidents (All)	11	27.3
Alarms	52	55.6
Animal Complaint	11	11.7
Assault	4	3.9
Assist Outside Agency	16	12.8
Assist Public	30	30.5
Burglary	4	5.3
Criminal Mischief	9	12.3
Death Investigation	3	2.2
Disturbance	32	27.8
Extra Patrol Request		2.8
Fire Services	13	10.1
Fraud	12	20.2
Hazard	5	10.8
Juvenile Problem	20	15.4
Kidnap		0.2
Mental	7	5.7
Minor In Possession	3	0.8
Missing Person	3	1.9
Noise Complaints	7	8.3
Open Door / Window	3	1.9
Promiscuous Shooting	1	1.2
Property Found / Lost / Recovered	18	16.3
Provide Information	25	28.6
Prowler		1.0
Recovered Stolen Vehicle	2	1.8
Robbery		0.3
Runaway Juvenile	4	3.7
Sexual Crime (All)	2	2.9
Shooting		.0
Stolen Vehicle / UUMV	5	3.7
Suicide Attempt / Threat	8	10.1
Suspicious Circumstances	17	13.4
Suspicious Person	24	29.9
Suspicious Vehicle	11	14.9
Theft / Shoplift	24	34.0
Threat / Harassment / Menacing	19	17.9
Traffic Complaint	45	41.2
Unknown / Incomplete Call	19	11.8
Unwanted / Trespassing	7	13.8
Vice Complaints (Drugs)	3	5.9
Violation of Restraining Order		1.9
Welfare Check	18	23.2
Other Not Listed Above	11	11.3
Total:	508	557.4

Median Response Times to Dispatched Calls

All Dispatched Calls	All Calls	Priority 1 & 2 Calls
Input to dispatch: (Time call was on hold)	2:32 Minutes	2:03 Minutes
Dispatch to Arrival: (Time it took deputy to arrive after being dispatched)	5:36 Minutes	4:16 Minutes

During February, 149 reports were written. 18.1% were written by the graveyard shift, 43.6% by the dayshift units and 38.3% were written by the swing shift units.

Reports Written

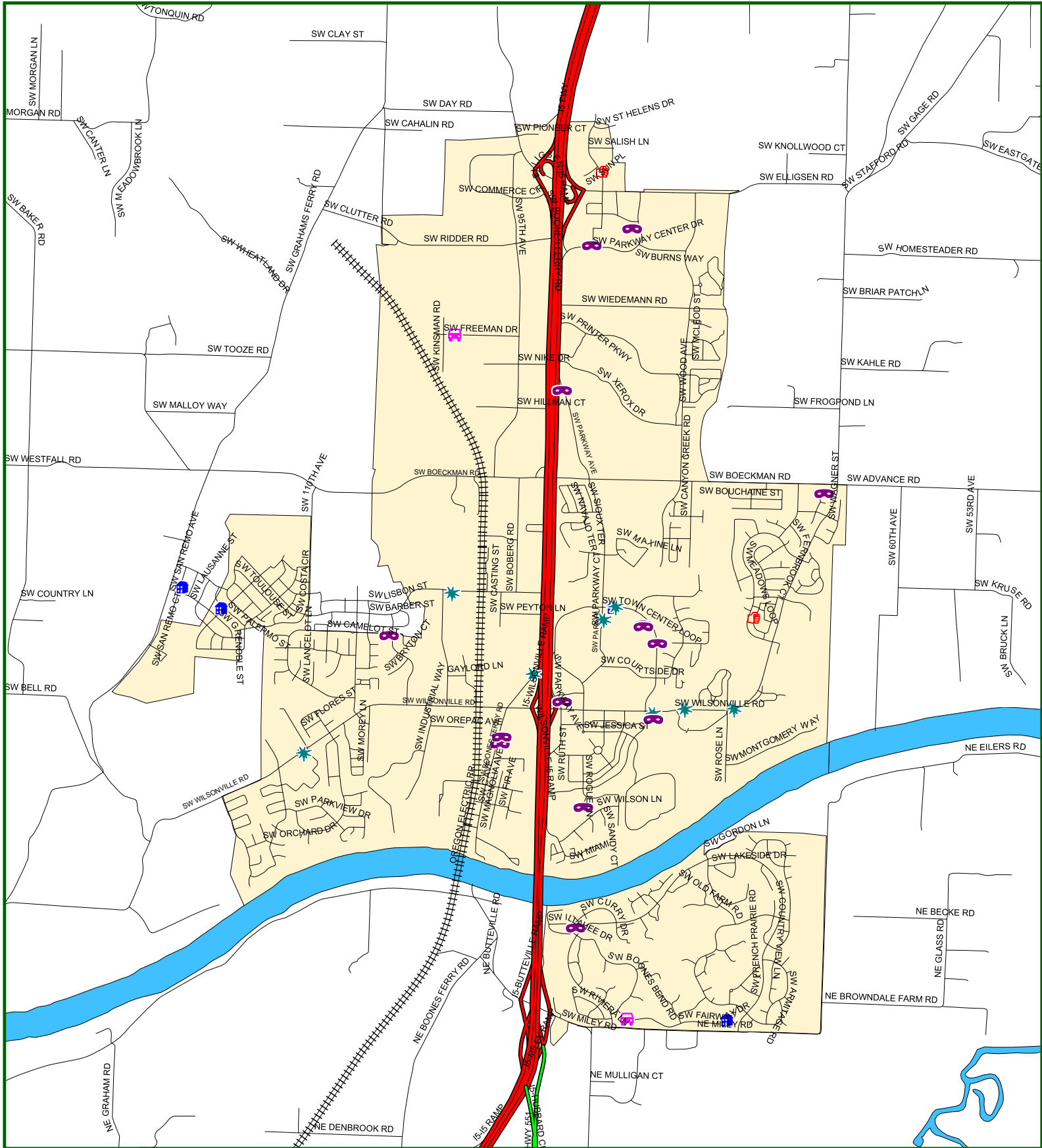
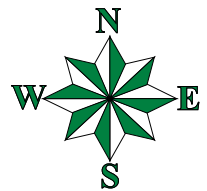
Type of Report	February 2016
Accident	5
Theft	14
Criminal Mischief	8
Burglary	4
Stolen Vehicle	2
Assault	4
Identity Theft	2
Drug Crimes	
Other / Misc. Reports	110
Total:	149

Shift Totals	November 2015	
Graveyard	27	18.1%
Day Shift	65	43.6%
Swing Shift	57	38.3%



Wilsonville February 2016

	Assault		Stolen Vehicle
	Burglary		Theft
	Criminal Mischief		



Program News



"Everyone is an Artist" elicited an enthusiastic response, maxing out with 15 participants. The class is offered on Mondays from 3/28 - 5/16.



The nutrition program served 54 diners and 32 home delivered meal recipients a delicious meal of corned beef, cabbage and Irish soda bread as part of the St. Patty's day lunch.



Approximately 3,000 individuals attended the annual community egg hunt in Memorial Park. Over 12,000 plastic eggs were provided by Wilsonville Albertsons



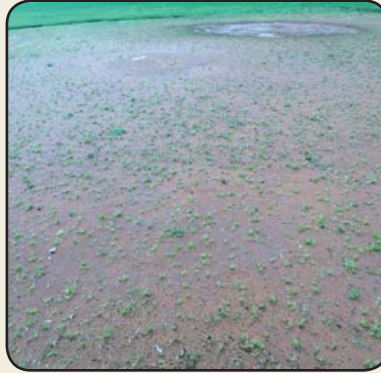
Mayor Tim Knapp proclaimed March as "March for Meals" month. The proclamation raised awareness about the long-standing meal program and the Home Delivered Meals program that has been administered by the City, with the help of community volunteers, since 1985.

In 2015 the program prepared a total of 12,175 meals of which 6,191 meals were served at the center and an additional 5,894 meals were delivered to local homebound seniors and individuals with disabilities in the community. There was a 30% increase in Home Delivered meals from 2014 to 2015.

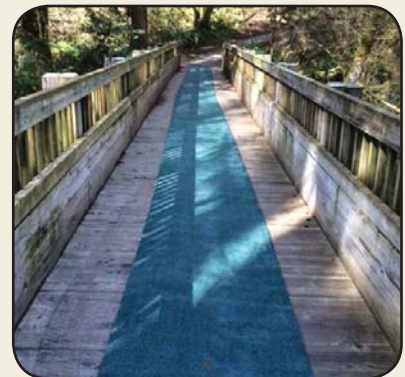
Parks Maintenance Update



Completed steps and installed handrail at Stein Boozier Barn



Removed vegetation from ballfields to prepare for play



Installed 75' of anti-slip surfacing on Boeckman Creek Bridge



Completed fence and irrigation install at Community Garden



Began Murase Plaza Regrade and Terracing

Upcoming Events and Programs

- * Spa Saturday at the Center
Saturday, April 16th. 10:00 am - 1:00 pm
Community Center. No Charge
- * Registration Open for Summer Programs
Monday, April 18th
- * WERK Day
Saturday, May 14th. 8:00 am - 1:00 pm
Meet at Community Center



Public Works

March 2016

STORM AND SEWER CLEANING

Utilities ~ Wastewater Collections

The wastewater crew continued cleaning on the west side of town in March. Vactor Operator Mark Folz (below) confers with Ron Kurka of Kurka Contracting on a suspected storm water problem near Park Place. Video inspection is an important first step when troubleshooting flow restrictions in the collections system. Viewing the obstruction beforehand allows the operators to formulate the best solution before sending tools into the pipe.



METER INSTALLATIONS AND ANNUAL MAINTENANCE

Utilities ~ Water Distribution

The Water Distribution crew continued installing water meters in Villebois and Charbonneau this month along with regular maintenance tasks, including leak repairs. Water Distribution Technician's Steve Gering and Jerry Anderson (below left) use a Ditch Witch[®] vacuum trailer to excavate a water leak on Arbor Lake Court.

Steve Gering and Chris Reece (below right) freeze service lines at the same location with liquid nitrogen. Temporarily freezing the service lines allows our technician's to make targeted repairs without shutting off the water supply to the rest of the homes on the street.





**Wilsonville Public Library
Monthly Report to Council
April 2016**

Headlines:

**Patrick Duke
Library Director**

**LIBRARY
BOARD**

**Reggie Gaines
Chair**

**Megan
Chuinard**

Caroline Berry

Rich Dougall

Alan Steiger

- **Wilsonville Public Library Foundation planning May donor lunch**
The Library Foundation is planning a lunch on May 24th in order to talk to donors about library initiatives, and to solicit support. State Librarian MaryKay Dahlgreen will speak about the impact of libraries on communities, and library staff will talk to donors about library initiatives that are being developed. This lunch is the first of a series of events and outreach activities that are designed to more deeply engage donors.
- **Food for Fines in celebration of National Library Week**
From April 10th through the 16th, all LINCC libraries will be accepting cans of food to pay for outstanding fines. April 10th begins National Library Week, a celebration of libraries throughout the country. The Library February Food for Fines resulted in over 1,900 pounds of food being donated to Wilsonville Community Sharing.
- **Beverly Cleary turns 100 years old on April 12th**
Libraries throughout Oregon are celebrating the 100th birthday of Beverly Cleary. Portland native and author of over 40 books, Beverly Cleary is a giant in Oregon children's literature. Her character Ramona Quimby has been delighting children for decades. A selection of her books is on display at the library through April.
- **April is National Poetry Month**
The Library is celebrating National Poetry Month with interactive poetry displays in the Library, including Spine Poetry where you arrange book titles to make poems, and Blackout Poetry where you identify words and phrases from a printed page to make poems. The Library will also be hosting a concert, Poetry Music, on April 30th at 1pm.
- **Library Board meeting. April 27th 6:30pm** at the Library

February/March Statistics

Statistics are still limited. Below are February statistics and a bit of March.

February Statistics

- **E-book and downloadable audiobook circulation: 1,825. Up 25% from 2/2015.**
- **Library print circulation : 38,415, up 3%**
- **Total items added: 993; items withdrawn: 719**
- **Volunteer hours donated to the library 1,046.**

March Statistics

- **Volunteer hours donated to the library: 1,158**
- **Library print circulation: 38,615**

Adult Services

Upcoming Programming:

- **History Pub April 26th.. Doors open at 5pm**
- **Game Night: Board Games, Cards and Chess. Wednesday April 27th. 6-8 pm**
- **Creating and Sticking to a Budget. April 28th, 6pm**
- **Concert: Poetry Music April 30th 1pm**
- **Theodore Roosevelt: Explorer, Reformer, Conservationist, May 5th, 1pm**
- **Spring Cleaning your Debt, May 9th, 6pm**
- **Great Books Discussion Group. This month *What is War?* by von Clausewitz. May 19th. 6pm.**

Youth Services

This year's weekly schedule:

Toddler Time
Tuesdays 10 am

Babytime
Tuesdays 11 am

Family Storytime
Tuesday 6:30 pm
Wednesday 10:30 am,
and 1:00 pm
Thursday 10:30 am

Library Playgroup
Mondays 10 – 11:30 am

Read to the Dogs
Call for appointment
503-570-1599

Upcoming Programming:

- **Mama Bear Moms Group. May 13th, 20th, 27th. 4pm**
- **Teen Event: Dis-Night. May 20th 6:30 to 8:30 pm**

See more events and services at www.wilsonvillelibrary.org



April 2016

Director's Report

WHAT WE ARE HEARING

SMART staff people and consultants working on the update to Wilsonville's Transit Master Plan (TMP) have been intensely involved in meeting with all kinds of people who have an interest in our public transit system. These have been some really informative conversations in which everyone involved has learned new things and gained some new insights.

I have only been involved in some of these conversations, so my experience may differ from that of some of my peers. A few examples of things I have heard include:

There is a need for evening bus service to schools, because some young people cannot currently take part in extra-curricular activities without a way to get home after school bus services stop;

Some people do not use SMART's Route 4 because it takes so many side trips on its way from one side of town to the other. There is a need for quicker cross-town service;

We need to do a better job of reaching out to the Spanish speakers in the community, many of whom do not currently ride SMART because of the language barrier;

SMART needs to do more to get the word out to employers to make sure their people know what services SMART offers. It is clear that there are many more potential transit riders in the community who are unaware that they could be using SMART for their daily commutes;

We also need to be asking employees what services they need from SMART that they are not currently getting. If we can better meet the needs of commuters by adjusting our schedules, we need to know how we can help.

The initial public outreach phase of the planning process will be winding down soon, and SMART's staff and consultants will analyze all of the information and create service scenarios that might better reflect the needs and wants of the growing and changing community.

The completion of the Transit Master Plan update will involve the public every step of the way. Those who choose to take part will have the opportunity to influence the future of Wilsonville's transit services for some years to come.

Stephan Lashbrook

March Operations Report

by Steve Allen

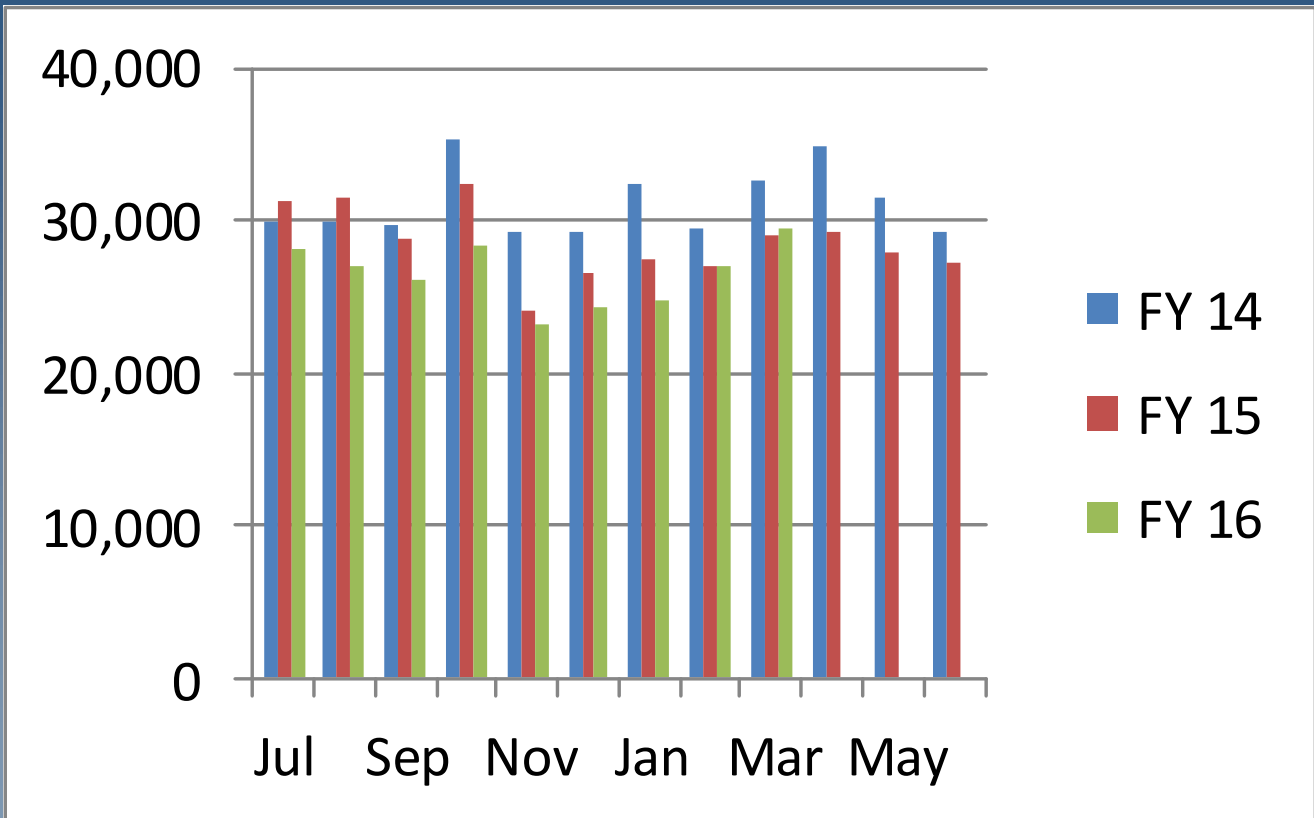
The Villebois shopper shuttle is proving to be quite successful. The average monthly counts for the in-town dial-a-ride for the first seven months was 481. In March, the first full month of service, the counts jumped to 3,270. This service helped propel the system wide counts to 29,483, the first time this fiscal year that ridership is higher than last year.

SMART carried 512 passengers for the Robotics tournament held at Wilsonville High school. Since parking at the high school is lacking, Mentor Graphics, a sponsor of the tournament, opens it parking lot for attendees. SMART provided a shuttle from 6:30am to 8:30pm.

Drivers were fitted for new uniforms. The color scheme for shirts will go from baby blue to a royal blue color. Expect to see the new colors around the beginning of May.

Two new 35-foot buses will begin production around Labor Day. We expect delivery late this year.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY 14	30,094	30,024	29,661	35,481	29,342	29,216	32,432	29,551	32,645	35,010	31,581	29,371	374,408
FY 15	31,421	31,650	28,971	32,568	24,192	26,510	27,535	27,122	29,155	29,348	27,956	27,365	343,793
FY 16	28,225	27,143	26,090	28,367	23,204	24,359	24,891	27,045	29,483				238,807



Transit Master Plan Task Force

The Transit Master Plan (TMP) Task Force serves as an advisory body for the TMP update.

Comprised of community members, the Task Force provides input on the public involvement process and reviews draft TMP materials. At the April meeting, the TMP Task Force will review preliminary findings from the March community outreach.

www.plansmartwilsonville.com



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