

# City of Wilsonville

City Council Meeting

October 21, 2019



**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
OCTOBER 21, 2019  
7:30 P.M.**

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

Mayor Tim Knapp

Council President Kristin Akervall  
Councilor Charlotte Lehan

Councilor Joann Linville  
Councilor Ben West

**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.

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**Executive Session is held in the Willamette River Room, City Hall, 2<sup>nd</sup> Floor**

- 5:00 P.M. EXECUTIVE SESSION [20 min.]**  
A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions  
ORS 192.660(2)(h) Legal Counsel / Litigation
- 5:20 P.M. REVIEW OF AGENDA AND ITEMS ON CONSENT [5 min.]**
- 5:25 P.M. COUNCILORS' CONCERNS [5 min.]**
- 5:30 P.M. PRE-COUNCIL WORK SESSION**
- A. Continued Discussion on the Water Rate Review (Rodocker) [30 min.]
  - B. Equitable Housing Strategic Plan (Rybold) [30 min.]
  - C. IGA Willamette Water Supply System Commission and Tualatin Valley Water District for Raw Water Facility Project (Nelson/Kerber) [20 min.]
  - D. Washington County FD-20 Zoning Related to Contractor's Establishments in the Coffee Creek and Basalt Creek Industrial Areas (Luxhoj) [20 min.]
  - E. Basalt Creek Parkway Extension (Bateschell/Renus Kelfken) [20 min.]
- 7:30 P.M. ADJOURN**
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**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, October 21, 2019 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on October 8, 2019. 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 there with except where a time limit for filing has been fixed.

**7:30 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.

**7:35 P.M. COMMUNICATIONS**

- A. Republic Services Presentation of 2019 Annual Report (Ottenad)

**7:50 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.

**8:00 P.M. MAYOR'S BUSINESS**

- A. Upcoming Meetings

**8:10 P.M. COUNCILOR COMMENTS**

- A. Council President Akervall
- B. Councilor Lehan
- C. Councilor West
- D. Councilor Linville

**8:20 P.M. CONSENT AGENDA**

- A. Resolution No. 2770

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement With Willamette Water Supply Program Commission And Tualatin Valley Water District For The Raw Water Facilities Project (RWF\_1.0).

**8:25 P.M. CITY MANAGER'S BUSINESS**

- A. A Toast to Imagination

**8:30 P.M. LEGAL BUSINESS**

**8:35 P.M. ADJOURN**

**INFORMATION ITEMS** – No Council Action Necessary.

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) 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 [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us).



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> October 21, 2019		<b>Subject:</b> Continued Discussion on the Water Rate Review	
		<b>Staff:</b> Cathy Rodocker, Finance Director	
		<b>Department:</b> Finance	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" 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 checked="" type="checkbox"/> Not Applicable	
		<b>Comments:</b> N/A	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE CITY COUNCIL:**

Provide City Council a briefing on updating the Water Rate and discussing optional Residential Rate Structure Change.

## **EXECUTIVE SUMMARY:**

Staff and the consultant team met with Council on July 15 and September 5 to begin the discussion on the cost of service water rate analysis prepared by FCS Group.

As noted by the American Water Works Association (AWWA), the purpose of a cost of service analysis is to generate a fair and equitable rate setting methodology that results in rate structure that generates revenues from each class of customer in proportion to the associated costs needed to service each class of customer. This was the method used in setting the last series of rate increases adopted by Council-the last of which into effect January 1, 2017.

We will be presenting the information requested by Council including a revised rate structure where the base fees are consistent between each class of customer and based on the meter size.

Several questions were brought up during the previous discussion:

### ***Why are rates so high for apartments?***

As noted above, the rate structure is designed to insure that revenue generated from each class of customer offset its fair share of the cost of service expenses. A reduction in one customer class rate structure would need to be offset by an increase in other classes to make up the difference. Should Council, for example, wish to reduce multi-family rates, the difference in rate revenue generated by the new multifamily rate would be less than anticipated. In order to maintain the annual revenue requirement, the burden of making up that revenue difference would become the burden of residential, commercial and industrial users. Another solution would be a reduction in anticipated rate revenue to be paid for by the General Fund. It is important to note that the City is not involved in the manner that an apartment complex allocates the utility costs to their tenants.

### ***Are condos considered multifamily accounts or residential accounts?***

A condo complex that has individual meters for each unit are set up as residential accounts and are charged accordingly. If a condo complex has one meter serving several units, the account is set up as a multifamily account.

### ***How are assisted living facilities billed?***

Originally, it was believed that these facilities were billed as commercial customers but it has since been discovered that they are actually billed as multifamily.

### ***What defines a commercial account versus industrial account?***

The determination is made by the Building department at the time the permits are issued and is based on facility use type, zoning of property, and other information collected during the planning phase.

### ***Why does the proposed rate structure have different base fees for the 1" Industrial and the 1" Commercial?***

The rate structure includes some of the costs associated with peak usage costs. A new rate structure will be presented with a consistent base fee rate across all user types based on the size of the meter.

***How many meters of each size does each group have?***

Below is a chart showing the total number of meters by size and customer class. This number changes with each new meter installation, at the time of this report a total of 6,760 meters were in the billing system. In total, 1.4% of all meters are 3" and larger. The one 10" meter is located at the Coffee Creek Correctional Facility.

# of Meters by Customer Class

Meter Size	Residential	MultiFamily	Commercial	Industrial	Public	Irrigation	Total Meters
5/8" x 3/4"	5,336	39	85	10	14	49	5,533
1"	158	33	89	22	13	55	370
1 1/2"	1	252	128	40	17	51	489
2"	-	156	90	44	18	12	320
3"	-	9	12	6	6	1	34
4"	-	4	3	-	3	-	10
6"	-	1	-	2	-	-	3
8"	-	-	-	-	-	-	-
10"	-	-	-	-	1	-	1
	5,495	494	407	124	72	168	6,760

***Has staff contacted the Regional Water Consortium for a recommended rate structure?***

Yes, staff has contacted the Regional Water Consortium but as of 10/8/19 we have not received a response from them. Assuming their response would be a rate structure that promotes water conservation, it should be noted that the irrigation rates proposed have increased. Currently, residential rates are set at Tier 1-\$3.44/unit and Tier 2-\$5.76. The proposed residential rates are Tier 1-\$3.95/unit and Tier 2-\$6.30.

**EXPECTED RESULTS:**

Staff is looking for direction from Council as to which residential rate structure staff should move forward with as well as the overall rate changes as presented.

**TIMELINE:**

Council adoption of new rates should be completed during the second meeting in November. Articles in the Boones Ferry Messenger and letters the top 50 customers will be published and/or mailed in December. New rates/rate structure would be effective date of February 1, 2020.

**CURRENT YEAR BUDGET IMPACTS:**

Current budget is adequate to complete the contract for the Water Rate Study.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 10/8/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 10/15/2019

**COMMUNITY INVOLVEMENT PROCESS:**

Prior to becoming effective, articles will be printed in the Boones Ferry Messenger, flyers included in the monthly utility bills and letters will be sent directly to customers that will be most affected by the adopted changes.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The rate changes will provide the funding necessary to continue with the current and future water operations.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

None.



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> October 21, 2019		<b>Subject:</b> Equitable Housing Strategic Plan	
		<b>Staff Member:</b> Kimberly Rybold, AICP, Senior Planner	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" 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 checked="" type="checkbox"/> Not Applicable	
		<b>Comments:</b> N/A	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Housing Affordability Study and Policy Development		<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

The project team will provide an update on the progress of the Equitable Housing Strategic Plan project, share revised policy objectives for the project, and present a list of potential strategies for City Council review and prioritization.



## **EXECUTIVE SUMMARY:**

In 2016, Wilsonville applied for and received a Metro Community Planning and Development Grant to develop an Equitable Housing Strategic Plan. The primary goal of this project is to identify gaps that are currently present in Wilsonville's housing market and develop a plan with prioritized strategies to fill these gaps, providing Wilsonville residents and employees housing opportunities for different household compositions, ages, and income ranges.

Since the last City Council work session in August 2019, the project team continued stakeholder engagement activities, including focus groups with local service providers, non-profit housing developers, and employers, as well as stakeholder interviews with industry experts to gain insight about housing needs and expanding housing choice within Wilsonville. The project was also featured on Let's Talk, Wilsonville! where a project survey provided citizens the opportunity to provide feedback on housing in Wilsonville. Upcoming outreach opportunities will augment these efforts to ensure that community members that have been underrepresented in outreach efforts thus far, particularly renters, have an opportunity to offer feedback on housing experiences.

At this work session, the City Council is asked to finalize the project's policy objectives and prioritize a list of strategies that will be the focus of the Equitable Housing Strategic Plan. A revised list of policy objectives (Attachment 1) features modifications based on feedback received throughout the project outreach. The first objective was modified to acknowledge that a diversity of housing types and price points is needed to serve the community, and the sixth objective was removed as the modifications to the first objective are inclusive of the employees that the sixth objective intended to address. Based on feedback received through project focus groups and the online survey, the project team proposes to add a new objective centered on equity and inclusion.

The primary focus of the work session is the review and prioritization of the list of potential implementation actions (Attachment 2). The list is split into two categories, Tools for Near-Term Implementation and Tools Requiring Further Exploration, which reflect the relative complexity of implementing the strategies. At the work session, the project team seeks input on the following questions to assist in the prioritization of these actions.

- Which are the top strategies the City Council wishes to pursue in the next few years?
- Are there any strategies on this list that should not be included within the draft Equitable Housing Strategic Plan?
- Are there any strategies that should be added to this list that the City Council wishes to implement?
- What additional information about these strategies does the City Council need when reviewing the draft Equitable Housing Strategic Plan?

Per the City's IGA with Metro, the Equitable Housing Strategic Plan must list at least six strategies to implement, including those that can be implemented in Town Center and Frog Pond.

The narrowed list of potential implementation actions is derived from a larger list of implementation actions identified by the project consultant team as possible options to achieve the project's policy objectives (Attachment 3). This list was shared with the Equitable Housing Strategic Plan Task Force at its second meeting on September 4, where the group participated in a feedback exercise to gather input on which strategies would be easiest to implement, most effective at achieving City goals, and those that should be removed from consideration. On September 11, the Planning Commission held a work session where the group engaged in a similar exercise centered on strategies related to housing construction. The following key takeaways emerged from these discussions:

- There is high interest in exploring transit-oriented affordable and/or workforce housing development at the City-owned property at the WES station.
- Reducing or waiving SDCs for affordable housing development is of high interest, but funding implications for infrastructure are important and would need to be addressed to implement this strategy.
- Tax abatements collectively drew interest, with the potential for different types of abatements to be applied in different development contexts.
- Strategies focused on anti-displacement and renter support are important, but the City may not be the best entity to take on these roles when other agencies and non-profits are already engaged in this work.
- While the Task Force did not express great interest in land banking or partnering with community land trusts, there was moderate interest from the Planning Commission in researching these strategies.
- Opinions are split on parking reductions for affordable or transit-oriented housing, with the need for potential reduction in housing construction cost reduction and community concern around provision of adequate parking to be carefully weighed. The Planning Commission in particular noted the complexity for this topic and the need for a broader dialogue to occur around this strategy.

Based on this feedback, along with additional ideas gathered from the stakeholder outreach activities, the project team narrowed the list of possible implementation actions for City Council's consideration.

### **EXPECTED RESULTS:**

The finalized list of policy objectives, along with the list of prioritized policy strategies, will be incorporated into the draft Equitable Housing Strategic Plan. Additional stakeholder engagement activities will occur prior to release of the draft plan.

### **TIMELINE:**

The prioritized list of policy strategies will be incorporated into the draft Equitable Housing Strategic Plan, which is expected for review by the City Council in early 2020. A final Equitable Housing Strategic Plan will be subsequently completed, with the City Council considering adoption in spring 2020.

**CURRENT YEAR BUDGET IMPACTS:**

The Professional Services Agreement has a budget of \$62,500 included within the CD Fund in the adopted budget, which is funded through a Metro Community Planning and Development grant with a \$10,000 City match. Staff estimates spending approximately \$50,000 of the remaining Professional Services Agreement contract amount during this fiscal year.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 10/8/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 10/15/2019

Our Transit Director has noted a potential unique opportunity for an affordable housing project on land near SMART that could be further explored through this process and project. Land for housing is at SMART Central (WES Station), not to be confused with SMART, which could be construed to be their offices.

**COMMUNITY INVOLVEMENT PROCESS:**

There are multiple opportunities for the community to participate in the project. Participation opportunities include an advisory task force, stakeholder interviews, focus groups, and online surveys, in addition to work sessions and public hearings before the Planning Commission and City Council. The project team seeks to provide meaningful stakeholder engagement and will work with stakeholders to make available fair and equitable opportunities to voice needs and opinions for the future of equitable housing development in Wilsonville.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

As a result of this project, the City will have a better understanding of the specific housing gaps that exist within Wilsonville, with a list of policy strategies for the City to pursue aimed at filling these gaps. Pursuit of these strategies will strive to make housing more affordable and attainable for City residents and employees, ensuring Wilsonville provides housing opportunity for different household compositions, ages, and income ranges.

**ALTERNATIVES:**

The City Council may recommend strategies to be removed from consideration or additional strategies to be included within the Equitable Housing Strategic Plan.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Policy Objectives – October 2019
2. Summary of Potential Actions for Wilsonville’s Equitable Housing Strategic Plan
3. Complete Strategy List with Task Force and Planning Commission Feedback



DATE: October 4, 2019  
TO: Wilsonville City Council  
FROM: ECONorthwest Team  
SUBJECT: Wilsonville Equitable Housing Strategy - Policy Objectives

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The draft policy objectives as of June 2019 were:

1. Greater availability of a diversity of housing types.
2. Increased partnerships with nonprofit and for-profit housing developers.
3. New and expanded affordable homeownership opportunities, especially for first-time homebuyers.
4. Reduced risk of housing displacement.
5. Targeted housing opportunities in areas with access to services and public transit.
6. Increased opportunities for Wilsonville employees to live in the city.
7. Maintenance and expansion of quality subsidized affordable housing stock.

Updated objectives:

1. Greater availability of a diversity of housing types for a full range of price points to serve the community.
2. Increased partnerships with nonprofit and for-profit housing developers.
3. New and expanded affordable homeownership opportunities, especially for first-time homebuyers.
4. Reduced risk of housing displacement.
5. Targeted housing opportunities in areas with access to services and public transit.
6. Maintenance and expansion of quality subsidized affordable housing stock.
7. Implementation of all housing policies through a lens of social equity and inclusion.



DATE: October 1, 2019  
 TO: Kim Rybold, City of Wilsonville  
 FROM: Lorelei Juntunen and Emily Picha  
**SUBJECT: SUMMARY OF POTENTIAL ACTIONS FOR WILSONVILLE'S EQUITABLE HOUSING STRATEGIC PLAN**

Based on stakeholder outreach to date, this document provides an initial draft compilation of potential tools and programs for inclusion in the Equitable Housing Strategic Plan for City Council to consider. In conversations with stakeholders, the Task Force, and the Planning Commission, these are the tools that received a wide range of interest and had the most nexus with identified housing challenges in Wilsonville. The purpose of this list is to support ongoing conversations and decision-making. This list is likely to change before the final strategy is completed.

We have categorized the tools into two categories:

- **Tools for Near-Term Implementation:** Within two years of adopting the Equitable Housing Strategic Plan, the City can take specific steps toward implementation of these tools and policies.
- **Tools Requiring Further Exploration:** These are tools that either require substantial funding from the City or additional stakeholder outreach.

This document outlines preliminary next steps for each implementation action that the City will carry out after the adoption of the Strategic Plan. Prior to the adoption of the plan, the project team will need to do more work to determine funding implications of potential implementation actions, including potential funding sources and the range of potential funding needed. Along with these implementation actions, the final strategy may include other potential tools that require partnerships with other organizations. *Please note: The numbers to the left of the program names in the tables are for reference and readability purposes only and do not reflect implementation priority.*

<p><b>1. Tools for Near-Term Implementation</b></p> <p>1A: Transit-Oriented Development (TOD) at City-owned WES Property</p> <p>1B: Metro Affordable Housing Bond Projects and Funding</p> <p>1C: Inclusion of Equitable Housing Needs in Middle Housing Planning (Oregon House Bill 2001 – 2019 Session)</p> <p>1D: Creation of Equitable Housing Approaches in New Urban Growth Areas</p> <p>1E: Housing Tax Abatement Programs</p> <p>1F: Connections to Housing Resources – Online One Stop Shop and Point Person</p>	<p><b>2. Tools Requiring Further Exploration</b></p> <p>2A: City-led Land Acquisition Strategy and Land Banking</p> <p>2B: Reduced Parking Requirements for Affordable Housing or TOD</p> <p>2C: Reduced or Waived Permit Fees or Systems Development Charges (SDCs) for Affordable Housing</p>
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## 1. Tools for Near-Term Implementation

<b>Key:</b>	<b>Potential Impact</b>	<b>Administrative Requirements</b>
	●●● High	●●● Relatively low administrative requirements, mostly policy setup
	●● Medium	●● Moderate administrative effort
	● Low	● Substantial staff time and program setup required

### 1A: Transit-Oriented Development (TOD) at City-owned WES Property

<b>Summary</b>	The City-owned property near Wilsonville's WES transit station is the City's main opportunity to promote TOD with affordable and/or workforce housing. Potential support could include development/permitting incentives or a public-private partnership that would provide development or infrastructure subsidies in exchange for fulfillment of community goals.
<b>Policy Objectives</b>	1, 2, 5, 6
<b>Summary of Stakeholder Feedback</b>	Near-term opportunity with potential high-impact. Affordable housing developers are interested in exploring this opportunity. Planning Commission and Task Force supported this tool.
<b>Potential Impact</b>	●●● Control of land is one of the key sources of local government leverage for housing development. The WES property presents an opportunity for transit-oriented affordable housing.
<b>Administrative Effort</b>	●● Requires development of partnership agreement with developer
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>● Could the City leverage the Metro bond for more ambitious affordable housing goals?</li> <li>● What are the City's goals for the site?</li> <li>● What other partners need to be included in these conversations?</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>● Determine City goals for affordable housing with development.</li> <li>● Determine funding resources or incentives that could be applied.</li> </ul>

### 1B: Metro Affordable Housing Bond Projects and Funding

<b>Summary</b>	Increased coordination and communication with Clackamas County on the Metro Affordable Housing Bond.
<b>Policy Objectives</b>	5, 6
<b>Summary of Stakeholder Feedback</b>	The Metro housing bond is the most immediate funding tool available to advance equitable housing in the City. City staff should seek to improve coordination with County implementers.
<b>Potential Impact</b>	●●● Bond funding is the City's best near-term opportunity for equitable housing funding.
<b>Administrative Effort</b>	● Requires staff time and ongoing outreach.
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>● How much funding could the City expect to be allocated to Wilsonville projects?</li> <li>● What criteria is the County using to evaluate and select projects?</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>● Develop a strategy for how the City should coordinate with Clackamas County.</li> <li>● Begin staff outreach with Clackamas County to understand process of bond money allocation.</li> <li>● Identify potential projects and partners.</li> </ul>

## 1C: Inclusion of Equitable Housing Needs in Middle Housing Planning (Oregon House Bill 2001 – 2019 Session)

<b>Summary</b>	Oregon House Bill 2001 requires that local jurisdictions adopt zoning code regulations or comprehensive plan amendments to permit middle housing types (e.g., duplexes, triplexes, etc.) in all areas that are zoned for residential use and allow for detached single-family dwellings. These changes will allow for a diversity of unit types throughout Wilsonville, but the City will need to assess its own plans for future planning areas for Frog Pond as well as the restrictions in each of its existing neighborhoods that have HOAs. The City could explore implementation actions beyond HB2001's requirements, such as code changes to encourage accessibility, design options to promote affordability, etc.
<b>Policy Objectives</b>	1
<b>Summary of Stakeholder Feedback</b>	Opportunities for middle housing in existing neighborhoods are limited in Wilsonville given coverage of HOAs within the community.
<b>Potential Impact</b>	●● Changes are likely to happen incrementally over time. Some neighborhoods will likely see more of a diversity of development proposals than other neighborhoods, depending on location and other factors. When combined with financial incentives, these changes could have a greater impact.
<b>Administrative Effort</b>	●● The City will explore potential amendments to the Development Code through a public process, adopt any Development Code changes that emerge from that process, and then review proposals through the existing development review process.
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• What opportunities exist within implementation of this law to ensure a continued construction of a variety of housing types?</li> <li>• Would design standards help to ensure compatibility of missing middle housing with single-family homes?</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Understand state rulemaking around HB 2001 and implications for current master plans.</li> <li>• Identify regulatory barriers to duplex and middle housing development and needed updates for regulatory compliance.</li> <li>• Discuss possible financial, design, or other regulatory incentives for missing middle housing, and whether to target to specific geographies.</li> </ul>

## 1D: Creation of Equitable Housing Approaches in New Urban Growth Areas

<b>Summary</b>	As part of the master planning requirements for Frog Pond East and South, the City will establish goals or targets for the following parameters: accessibility to services/amenities, unit types, and unit affordability levels that can be applied in future urban growth areas.
<b>Policy Objectives</b>	1, 3, 5
<b>Summary of Stakeholder Feedback</b>	The City has already developed broad goals for housing types in these areas, and developing additional policies for affordability will likely not require significant effort.
<b>Potential Impact</b>	●● By establishing targets ahead of master planning efforts, the City can work with developers to achieve those targets.
<b>Administrative Effort</b>	● Requires staff time and stakeholder engagement to establish goals/targets.
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• What should be the City's targets for affordability levels and number of units that meet those affordability levels?</li> <li>• How can the master planning efforts in Frog Pond South and East best advance these conversations beyond initial goal setting?</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Determine if approaches should be considered in advance or a part of the master planning process.</li> </ul>

## 1E: Housing Tax Abatement Programs

<b>Summary</b>	Tools that support housing production and encourage development or redevelopment by providing a partial property tax exemption on increased property value for qualified developments. The City already provides an abatement to non-profit affordable housing developers. There are several additional abatement programs authorized at the state level that could be added. Each targets a slightly different type or market rate and/or affordable housing unit.
<b>Policy Objectives</b>	1, 3, 5
<b>Summary of Stakeholder Feedback</b>	Developers consider this tool most impactful. Requires more research about which abatements to explore.
<b>Potential Impact</b>	●● Or ●●● An abatement can be an important incentive to enable new development; more research into the abatements that work best for Wilsonville is needed.
<b>Administrative Effort</b>	● Market and policy analysis plus stakeholder outreach (including outreach to overlapping taxing districts) required to evaluate and adopt options.
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• How much revenue would the City be willing to forgo on an annual basis?</li> <li>• How would the City evaluate and select projects that would receive the abatement?</li> <li>• Would the City be interested in leading an effort to abating its own taxes plus working with other taxing jurisdictions to seek abatement of their taxes as well, to encourage deeper levels of affordability?</li> <li>• How would the City accommodate reporting requirements?</li> <li>• How does the City weigh the temporary (up to 10 years) loss of tax revenue against the potential attraction of new investment to targeted areas?</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Develop road map of potential tax abatement programs and funding implications.</li> <li>• Identify specific geographies where specific abatements would be most effective.</li> </ul>

## 1F: Connections to Housing Resources – Online One Stop Shop and Point Person

<b>Summary</b>	The City would designate a point person to serve as a resource for community members and interested housing stakeholders for housing in the city. That staff person would conduct ongoing outreach with the County, development community, and service providers and compile and maintain a directory of housing-related resources on the City's website for community members, key stakeholders, and interested developers. (See City of Milwaukie's One Stop Shop for an example: <a href="https://www.milwaukieoregon.gov/housingaffordability">https://www.milwaukieoregon.gov/housingaffordability</a> ).
<b>Policy Objectives</b>	2, 3, 4
<b>Summary of Stakeholder Feedback</b>	The City could play a better role in providing resource referrals, but it is not necessarily the City's role to provide the resources themselves (i.e. renter support, landlord counseling). The City does not currently have a resource for interested housing developers.
<b>Potential Impact</b>	● to ●● Depends on targeted engagement with developers and opportunities that arise from that engagement.
<b>Administrative Effort</b>	● to ●● Requires staff time and initial upfront research time to compile a list of housing resources and a plan for ongoing outreach.
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• Does the City have the staffing resources for this effort?</li> <li>• Determine who should be included on the list and for ongoing outreach to ensure the list remains current.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Determine type of content to include, City roles/point person, and timeline for creation of content.</li> </ul>



## 2. Tools Requiring Further Exploration

### 2A: City-led Land Acquisition Strategy and Land Banking

<b>Summary</b>	City-led program to buy and hold land for future development opportunities. This supports affordable housing by reducing or eliminating land cost from development
<b>Policy Objectives</b>	2, 5, 6
<b>Summary of Stakeholder Feedback:</b>	Overall favorable opinion, especially among potential developers who were concerned about lack of available land for infill development. Requires more research about potential funding sources, strategy execution, and target properties.
<b>Potential Impact</b>	●●● Control of land is one of the key sources of local government leverage for housing development.
<b>Administrative Effort</b>	●● Requires development of a land banking or acquisition strategy that includes a funding source.
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• What sources of funding does the City have to deploy?</li> <li>• Vacant land in high-opportunity areas is scarce in Wilsonville. What geographies would the City want to target?</li> <li>• How could the City leverage its funds with additional private investment in affordable housing?</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Explore feasibility of a City-led strategy to work with partners, including regional land banks, to optimize the use of City-owned land.</li> <li>• Consider role of Metro housing bond.</li> <li>• Inventory City or publicly-owned property.</li> </ul>

### 2B: Reduced Parking Requirements for Affordable Housing or TOD

<b>Summary</b>	Development standards that reduce the required number of parking spaces for affordable housing and/or housing near high-capacity or rapid transit. Potential to limit to subsidized units.
<b>Policy Objectives</b>	2, 5, 6
<b>Summary of Stakeholder Feedback</b>	Split agreement – some stakeholders in favor, others oppose. Requires more research and discussion for potential applications.
<b>Potential Impact</b>	●● For some projects, especially affordable housing projects, a reduction in parking requirements can mean greater feasibility.
<b>Administrative Effort</b>	● Requires staff time to develop standards.
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• How much of a parking reduction would be appropriate for affordable housing units?</li> <li>• Would affordable developments only be eligible if they met certain criteria?</li> <li>• How would the City mitigate any concern from surrounding neighborhoods?</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Conduct further outreach and discussion with City policymakers.</li> </ul>

## 2C: Reduced or Waived Permit Fees or Systems Development Charges (SDCs) for Affordable Housing

<b>Summary</b>	An array of programs that offer reductions or waivers on a project's system development charges or permit fees, which reduces the cost to build those types of housing. Many programs have specific requirements that eligible projects must include a share of affordable units. This reduces the cost to build affordable housing and can allow affordable housing developers to produce units more cost-effectively. However, the City must balance affordable housing goals with its ability to pay for infrastructure to support new housing.
<b>Policy Objectives</b>	2
<b>Summary of Stakeholder Feedback</b>	Effective tool to bridge feasibility gap; Developers consider this tool most impactful.
<b>Potential Impact</b>	●●● Developers working in Wilsonville have stated that SDCs a big impact on project costs, even though Wilsonville's SDCs are comparable to the regional average. This make waivers a valuable incentive; however, the City cannot waive SDCs collected by the County or special districts without prior approval.
<b>Administrative Effort</b>	● to ●● Depends on program criteria and ongoing monitoring required.
<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• Would the City want to offer exemptions or fee reductions to projects that are not already subject to monitoring and compliance regulations, or limit it to projects with state or federal funding and projects to be owned/operated by non-profits?</li> <li>• How long an affordability restriction would the City want to impose?</li> <li>• If the City were to subsidize SDCs or permit fees from another source, how much would the City need to allocate towards such a program in order to fund a meaningful number of units and projects?</li> <li>• If the City were to exempt affordable housing from SDCs or permit fees and not subsidize from another source, how big a reduction to permit and/or SDC revenue can the City sustain?</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Coordinate among City staff and policymakers to identify desired project eligibility.</li> <li>• Determine funding implications and what revenue sources are needed to subsidize foregone revenues from reducing or waiving SDCs.</li> </ul>



DATE: August 29, 2019  
TO: Kim Rybold, City of Wilsonville  
FROM: Lorelei Juntunen, Emily Picha, Deb Meihoff (Communitas) and Andree Tremoulet  
(Commonworks Consulting)  
SUBJECT: Wilsonville Equitable Housing Strategic Plan - List of Potential Strategies

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To address the community's housing needs now and in the future, the City of Wilsonville has identified the need to establish a roadmap toward a more equitable housing system. This memorandum provides a menu of potential actions that the City can take to advance its Equitable Housing Strategy.

These are the draft policy objectives as of Summer 2019:

- Greater availability of a diversity of housing types.
- Increased partnerships with nonprofit and for-profit housing developers.
- New and expanded affordable homeownership opportunities, especially for first-time homebuyers.
- Reduced risk of housing displacement.
- Targeted housing opportunities in areas with access to services and public transit.
- Increased opportunities for Wilsonville employees to live in the city.
- Maintenance and expansion of quality subsidized affordable housing stock.

The tools outlined in this document fall under the following categories:

- A. Programs to Fund or Reduce Costs for Housing Development or Preservation
- B. Development/Permitting Incentives and Regulatory Reform
- C. Outreach and Coordination
- D. Property Tax Abatement Programs
- E. Affordability Requirements
- F. Homeownership Programs
- G. Anti-Displacement and Renter Support Tools
- H. Ownership or Sale Requirements

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## A. Programs to Fund or Reduce Costs for Housing Development or Preservation

**Grants/Loans for New Development and Preservation.** Investments intended to help regulated and unregulated properties with development costs, pre-development assistance, loan recapitalization, and/or pay for necessary capital repairs so that land-owners can avoid selling to the private market for capital. Would need to determine funding sources – possible sources include urban renewal, CDBG, Section 108 (up to 80% of MFI).

**Reduced or Waive Permit Fees or Systems Development Charges (SDCs) for Affordable Housing.** An array of programs that offer reductions or waivers on a project's permit fees or system development charges in order to reduce the cost to build housing. The City already waives SDCs for Accessory Dwelling Units. One option would be to develop a separate fee schedule for the portion of rent-restricted affordable units within a project.

**Financed Building Permit and Planning Fees or SDCs.** Program to finance permit fees and/or System Development Charges for affordable housing developments.

**Expedited and Fast-Tracked Planning and Building Permit Review for Affordable Housing or Specific Housing Types.** Allows for faster development review for affordable housing, or for pre-approved housing development types, thereby reducing time and cost of new development to allow for lower rents to be charged.

**Partnerships with Community Land Trusts.** There are several community land trust models throughout the country. The model used in the Portland area involves a non-profit, municipal, or other organization that owns land and provides long-term ground leases to low-income households to purchase the homes on the land, agreeing to purchase prices, resale prices, equity capture, and other terms. The City could pursue discussions with Proud Ground, determine the sites it could offer for a CLT, and explore options agreements for voluntary inclusionary zoning in partnership CLT's as part of single family neighborhood development.

**SMART/WES Property Development.** The two- to three-acre City-owned property near Wilsonville's WES transit station is the City's main opportunity to promote Transit-Oriented Development for affordable and/or workforce housing. Potential support could include development/permitting incentives or a public-private partnership that would provide development or infrastructure subsidies in exchange for fulfillment of community goals.

**City-led Land Acquisition Strategy and Land Banking.** City-led program to buy and hold land for future development opportunities. This supports affordable housing by reducing or eliminating land cost from development.

**City-supported Employer-assisted Housing.** Employer-assisted housing programs help employees meet their housing needs, which in turn helps employers to achieve their business goals. The City's role could be to provide subsidies, convene employers with other players in the housing sphere, or partner in development.

## **B. Development/Permitting Incentives and Regulatory Reform**

**Development of Requirements and Policies for Master Planning Efforts in Frog Pond East and South.** Frog Pond East, West, and South are the main areas where the City expects new housing development. Frog Pond West has a master plan, but Frog Pond East and South do not. Those areas will likely be developed through a series of Planned Unit Developments. As part of its planning, the City should determine what kinds of affordability and unit type requirements to consider as a part of the master planning requirements for Frog Pond East and South.

**Implementation of Oregon House Bill 2001 (Middle Housing).** Oregon House Bill 2001 requires that local jurisdictions adopt zoning code regulations or comprehensive plan amendments to permit middle housing types (e.g., duplexes, triplexes, etc.) in all areas that are zoned for residential use and allow for detached single-family dwellings. These changes will allow for a diversity of unit types throughout Wilsonville, but the City will need to assess its own plans for future planning areas for Frog Pond as well as the restrictions in each of its existing neighborhoods that have HOAs.

**Accessible Design Standards Incentives.** Incentives for visitability, adaptability, and accessibility. This could include incentives encouraging universal design.

**Incentives for Space-Efficient Housing.** Provides development standards that allow certain types of housing such as cottage clusters, internal division of larger homes, duplexes, and accessory dwelling units. This could include increased density and/or height for regulated affordable housing and/or for housing types that tend to be lower cost (e.g. cottage homes, duplexes/triplexes, etc.) Consider including as part of new development agreements. Follow up actions include fact-finding with existing Homeowners' Associations about whether ADUs are allowed within CC&Rs.

**Reduced Parking Requirements for Affordable Housing or Housing near High-Capacity Transit.** Development standards that reduce the required number of parking spaces for affordable housing and/or housing near high-capacity or rapid transit. Potential to limit to subsidized units.

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## C. Outreach and Coordination

**Track Market Conditions.** To support successful program implementation, the City can enhance its tracking of the residential real estate market, such as RMLS, Zillow, Multifamily NW, and Co-Star. This will help the City to understand where change is occurring and help the City to better target its resources.

**Outreach with Non-profit Affordable Housing Developers.** Proactively seek out connections to regional developers looking for infill and other development opportunities. Potential organizations include: REACH CDC, Habitat, Northwest Housing Alternatives.

**Outreach with Market-rate Developers.** Proactively seek out connections to regional developers looking for infill and other development opportunities. This could include a public relations strategy about possible opportunity sites available, developer tours, and increased participation in housing-related real estate events so that the City can better understand development activity within the region.

**Better connections to Clackamas County's Housing Bond Implementation.** Increase coordination and communication on the Metro Affordable Housing Bond.

## D. Property Tax Abatement Programs

**Multiple-Unit Limited Tax Exemption Program.** Incentivizes high-quality, mixed-use, and diverse housing options by selecting a development to award a property tax exemption.

**Vertical Housing Tax Abatement.** Subsidizes mixed-use development by providing a partial property tax exemption on increased property value for qualified developments.

**Tax Abatement for New and Rehabilitated Multifamily Rental Housing.** Offers a full property tax abatement for up to 10 years for multifamily rental housing affordable at up to 120% of Area Median Income. City sets length of exemption based on percent of units meeting affordability criteria.

**Nonprofit Affordable Housing Property Tax Abatement.** The Oregon legislature authorizes a property tax exemption for low-income housing (60% MFI and below) held by charitable, nonprofit organizations only.

**Low Income Rental Housing Property Tax Abatement.** The Oregon legislature authorizes a property tax exemption for new rental housing exclusively for low-income households (60% MFI and below). Housing need not be owned or operated by a nonprofit entity.

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## E. Affordability Requirements

**Inclusionary Zoning.** Incentivizes or requires developers to set aside a certain share of new housing at a price affordable to people of low or middle income.

## F. Homeownership Programs

**Education on Home Ownership Preparation.** Help first-time homebuyers learn the basics about the home buying process in classes taught by experienced professionals who specialize in helping first-time homebuyers. Special topics on HOAs can be included. The City could coordinate with existing organizations such as the Portland Housing Center to facilitate this training or develop its own program.

**Alternative Funding Sources for Down Payment and Mortgage Assistance.** Expand financing options to low-income and middle-income households who plan to purchase a home.

## G. Anti-Displacement and Renter Support Tools

**Create Better Linkages to County Support Services for Renters.** Create formal structures with County to better provide resources and technical assistance for tenants: (1) Provide connections to the County mediation process in which people work with a neutral professional to facilitate a mutually beneficial, binding resolution, (2) work with County on trainings, counseling services, resource fair, website resources to help residents to gain familiarity with landlord-tenant law and information needed to know their rights, (3) provide information on existing local rent assistance programs.

**Monitor Implementation of State Rules on Rent Control and Evictions.** City staff can monitor and understand how Senate Bill 608 is being implemented within the City. This landmark law fundamentally changes landlord-tenant laws by regulating how and when Oregon landlords can increase rents, sets limitations on when landlords can use evictions, and requires landlords to pay relocation payments to tenants in certain circumstances.

**Mediation that Supports Residents to Remain in Their Homes.** The City could provide its own mediation services for homeowners facing foreclosure to resolve the issue with the mortgage by mutual agreement before a default judgment or foreclosure sale is reached.

**City-Led Landlord Counseling.** Support landlords towards successful property management by providing education services that inform landlords of their rights and responsibilities, coach them on best practices, and assist in solving disputes. This could also incorporate better connections to County resources.

**Landlord Accountability and Support.** Explore options to partner with – and hold accountable – landlords whose properties generate disproportionate complaints from tenants. Examples include strong code enforcement and a rental housing inspection program.

**City Database of Rental Buildings.** The City could create a database of rental buildings to provide data for programs to (1) support renters and (2) watch for opportunities to preserve housing that may be sold or may see rents increase.

**Short-term Assistance for Upfront Rental Costs.** Create a Wilsonville-specific program for upfront rental costs.

**Platforms to More Easily Find a Place to Live.** Create a single place in which to find housing and submit a rental application, such as OneAppOregon.com.

**Designate “Front Door” Staff at City Hall.** Designate staff that are available for referrals, community housing training, etc. A possible role could be connecting employees to housing opportunities.

## **H. Ownership or Sale Requirements**

**Policies Requiring or Incenting Purchase Rights to Nonprofits or City (First Right of Refusal Policies).** Policy that would require landlords to notify cities and/or nonprofits of the intent to sell so that the cities/nonprofits have the ability to purchase land/properties before they turn to market rate (important for low-cost market-rate housing).

**Policies Requiring Notification of Expiring Contracts.** Policy requiring that rent-regulated properties coming upon their regulatory expirations notify cities or nonprofits (again to enable cities/nonprofits to purchase the properties before they turn to market rate).



# TF Feedback Exercise Results

## High-interest policies

(most frequently identified as easiest to implement or most effective at achieving City goals)

- Reduced or Waived Permit Fees or Systems Development Charges (SDCs) for Affordable Housing
- SMART/WES Property Redevelopment
- **Reduced Parking Requirements for Affordable Housing or Housing near High-Capacity Transit**
- Incentives for Space-Efficient Housing
- Outreach with Nonprofit Affordable Housing Developers
- Expedited and Fast-Tracked Planning and Building Permit Review for Affordable Housing or Specific Housing Types
- Implementation of Oregon House Bill 2001 (Middle Housing)
- Nonprofit Affordable Housing Property Tax Abatement
- Better Connections to Clackamas County's Housing Bond Implementation

## Less-desired policies

(most frequently identified as policies to remove from consideration)

- **Reduced Parking Requirements for Affordable Housing or Housing near High-Capacity Transit**
- City-Led Landlord Counseling
- City-led Land Acquisition Strategy and Land Banking
- Policies Requiring Notification of Expiring Contracts
- Inclusionary Zoning
- Financed Building Permit and Planning Fees or SDCs
- Policies Requiring/Incenting Purchase Rights to Nonprofits or City (First Right of Refusal)
- City Database of Rental Buildings
- Landlord Accountability and Support
- Designate "Front Door" Staff at City Hall

## PC Exercise Feedback - Policies Focused on Housing Construction

- High Interest
  - Reduced or Waived Permit Fees or Systems Development Charges (SDCs) for Affordable Housing
  - SMART/WES Property Redevelopment
  - Property Tax Abatement Programs
- Moderate Interest
  - Partnerships with Community Land Trusts
  - City-led Acquisition Strategy and Land Banking
- Mixed Interest
  - Reduced Parking Requirements for Affordable Housing or Housing near High-Capacity Transit



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> October 21, 2019		<b>Subject:</b> Washington County FD-20 Zoning Related to Contractor's Establishments in the Coffee Creek and Basalt Creek Industrial Areas.	
		<b>Staff Member:</b> Cindy Luxhoj AICP, Associate Planner	
		<b>Department:</b> Community Development Department	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation:</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" 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 checked="" type="checkbox"/> Not Applicable	
		<b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends City Council consider the information presented and provide direction on preferred next steps.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Economic Development	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

Consider the information presented regarding Washington County's Future Development 20-Acre (FD-20) District zoning and contractor's establishments, and provide direction on preferred next steps to encourage industrial development more consistent with adopted plans and the City's vision for the Coffee Creek and Basalt Creek Industrial Areas.

## **EXECUTIVE SUMMARY:**

Washington County applied FD-20 District zoning to land in the Coffee Creek and Basalt Creek Industrial Areas when they were brought into the Urban Growth Boundary. This zoning is intended to protect and retain the lands on an interim basis until planning is completed and there is a clear path for transition to an urban level of development. However, while planning in these future urban areas is complete, as long as the land remains in the County and does not annex into the City, the County's FD-20 District zoning applies.

One of the uses allowed in Washington County's FD-20 District zoning is contractor's establishments. Contractor's establishments permitted by the County in these planned, future urban industrial areas, utilize wells for water and septic for sewer, tend to have low improvement value, occupy large areas of land, do not contribute significantly to the tax base, and are difficult to convert to an urban level of development. Operation of contractor's establishments in the Coffee Creek and Basalt Creek Industrial Areas of Wilsonville poses a challenge for future urban industrial development.

Due to recent approval and construction of several contractor's establishments in these planning areas, addressing issues related to FD-20 District zoning in the Basalt Creek Industrial Area became an element of the 2019-2021 City Council Goals under Strategic Economic Development and Community Prosperity. Action Item 1 calls for preparation of a memo or white paper to Council in Q3 2019 and working with Washington County as needed to encourage urban, industrial development in the Basalt Creek industrial area.

A memorandum assessing FD-20 District zoning and contractor's establishments, prepared by Planning Division staff (Attachment A), provides additional background information on the issue as well as analysis of existing policies and is intended to start the conversation with the Council.

There are several possible policy options to address the concern with contractor's establishments and encourage industrial development in the Coffee Creek and Basalt Creek Industrial Areas that is more consistent with the City's vision for these areas. Policy options are presented generally in order of decreasing feasibility and effectiveness and increasing effort.

### Washington County Policy Amendment Options:

City staff would coordinate with Washington County staff to propose to the Board of County Commissioners a work program item for 2020 that would address the issues related to contractor's establishments in future City urban areas with FD-20 District zoning. Policy alternatives to consider and discuss with the County include:

- More stringent enforcement of provisions of the Washington County – Wilsonville Urban Planning Area Agreement to require development proposals for contractor's establishments to provide an enforceable plan for future redevelopment to urban densities.
- Amending the FD-20 District standards to remove "Contractor's Establishment" as an allowed use.
- Amending the FD-20 District to specifically require applicants to provide an enforceable plan for redevelopment as part of the development application with the County, for when properties are annexed to the City, in order to address the intent of contractor's establishments as an interim use.

- Amending the Washington County – Wilsonville Urban Planning Area Agreement to define a City Coordination Area to ensure applicants for contractor’s establishments are required to coordinate with the City on service provision and annexation options well in advance of submitting their development application materials to the County.

City-led Policy Options:

There are additional policy options the City could pursue. With direction from Council, City staff could explore one or more ideas in further detail and report back at a future Council meeting date. City-led efforts to address contractor’s establishments in the Coffee Creek and Basalt Creek Industrial Areas could include the following ideas or additional policy options identified by Council.

- Annexing land zoned FD-20 District in the Coffee Creek and Basalt Creek Industrial Areas and applying the City’s holding zone designation until land develops consistent with the City’s adopted plans.
- Commenting on Washington County Type III development applications for contractor’s establishments in the Coffee Creek and Basalt Creek Industrial Areas to require the applicant to provide findings that the proposed development serves the public interest (a development criteria outlined in the County’s code).
- Purchasing key properties in the Coffee Creek and Basalt Creek Industrial Areas to ensure they are not developed with contractor’s establishments.

Discussion Questions:

At the work session, staff seeks direction from Council on the following questions:

1. Is the issue of contractor’s establishments in the Coffee Creek and Basalt Creek Industrial Areas significant enough that Council would like staff to pursue policy options to reduce their allowance and impact in these areas?
2. Does Council want staff to work with Washington County staff and Board to elevate this issue onto their work program and pursue policy actions to address this issue?
3. Is Council interested in one or more City-led policy options? If so, what would Council like staff to research further and bring back for additional discussion?

**EXPECTED RESULTS:**

Direction from Council on next steps regarding additional research and/or coordination with Washington County on policy actions related to contractor’s establishments. If directed to pursue one or more policy options on this issue, the ultimate goal is implementation of action items identified to address contractor’s establishments in the Coffee Creek and Basalt Creek Industrial Areas to encourage an urban level of industrial development in the future.

**TIMELINE:**

- Fall 2019: Present policy options to Council.
- Winter and Spring 2020: Initiate implementation of preferred measures and coordination with Washington County, with timeline dependent on priority measures chosen for action.

**CURRENT YEAR BUDGET IMPACTS:**

There are no impacts on the current year budget.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 10/14/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 10/15/2019

This is a complex issue that will impact the City’s future ability to develop Basalt Creek and Coffee Creek. The City recently strongly disagreed with Washington County conditions of approval for a Contractor’s Establishment on Garden Acres Road that resulted in the City being compelled to file a LUBA appeal. Although it now appears we have resolved the primary point of contention related to their approval and hope to dismiss the LUBA appeal, this incident certainly highlighted the need for City and County staff to communicate and work cooperatively with respect to these establishments if these new industrial areas are to be successfully developed.

**COMMUNITY INVOLVEMENT PROCESS:**

The community involvement process will depend on the preferred policy options and implementation measures.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

Contractor’s establishments tend to have low improvement value and do not contribute significantly to the tax base, acting as a deterrent to higher value urban industrial development. It is beneficial to the community to encourage development of a thriving business district in the Coffee Creek and Basalt Creek Industrial Areas with good job opportunities, higher tax value, and a higher level of development. Actual impacts or benefits to the community will depend on the preferred policy options and implementation measures.

**ALTERNATIVES:**

Several policy alternatives have been presented for Council consideration, however, Council may provide additional policy options for consideration, or direct staff not to pursue any action items at this time.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENT:**

1. Memorandum: Assessment of Washington County FD-20 District Zoning Related to Contractor’s Establishments and Impacts on Industrial Development in Wilsonville (dated: October 4, 2019)



## Planning Division Memorandum

**From:** Cindy Luxhoj AICP, Associate Planner

**To:** Chris Neamtzu, Community Development Director  
Miranda Bateschell, Planning Director

**Date** October 4, 2019

**RE:** Assessment of Washington County FD-20 District Zoning Related to Contractor's Establishments and Impacts on Industrial Development in Wilsonville

### Introduction

The purpose of this memorandum is to provide an assessment of Washington County Future Development 20 Acre (FD-20) District zoning related to operation of contractor's establishments in unincorporated lands in the Coffee Creek and Basalt Creek Industrial Areas of Wilsonville and the impact of this use on future urban development in these areas.

FD-20 District zoning is applied by Washington County to unincorporated properties when they are brought into the Urban Growth Boundary (UGB) and is intended to protect and retain these lands for future urban development. Land within the Coffee Creek and Basalt Creek Industrial Areas was designated FD-20 District when it was brought into the UGB in 2002 and 2004, respectively, and will continue to be zoned FD-20 until annexed to the City at some time in the future.

The FD-20 District allows contractor's establishments through a Type III procedure as a Special Use. Type III procedures are those that may have significant impacts on surrounding properties and require a decision to be made by an impartial third party or Hearings Officer because they often involve significant amounts of discretion.

Examples of contractor's establishments include branch offices of a construction contractor or builder; the shop of a special trade contractor specializing in plumbing, painting, carpentry, or landscaping; or a subsidiary of a manufacturing or other company that undertakes construction or contracting for the parent company. These uses utilize wells for water and septic for sewer and generally tend to have low improvement value, minimal landscaping or screening, occupy large areas of land, do not contribute significantly to the City's or County's tax base, are difficult to



convert to an urban level of development, and are not consistent with adopted plans and policies for significant industrial investment, job creation, and other areas in Wilsonville's UGB.

Strategies are proposed in this memorandum to address the concern with FD-20 District zoning and contractor's establishments as a permitted use, and to encourage industrial development in the Coffee Creek and Basalt Creek Industrial Areas that is more consistent with adopted plans and the City's vision for these areas.

## Assessment

### **Coffee Creek Industrial Area**

The 225-acre Coffee Creek Industrial Area is generally bounded by railroad on the west, SW Cahalin and Day Roads on the north, SW Kinsman Road on the east and SW Ridder Road on the south. It was added to the Urban Growth Boundary (UGB) in 2002, zoned FD-20 District by Washington County, and designated Regionally Significant Industrial Area (RSIA) exclusively for employment uses by Metro. The Coffee Creek Master Plan was completed in 2007. In 2015, Wilsonville voters approved establishment of an Urban Renewal District to help fund economic development efforts and the Coffee Creek Urban Renewal Plan was adopted in 2016.

One method used to gauge the economic condition of real estate investments is "Improvement to Land Value Ratio" (I:L). As described in the Coffee Creek Urban Renewal Plan, the I:L is the relationship of a property's improvement value (the value of buildings and other improvements to the property) to its land value and is generally an accurate indicator of the condition of real estate investments. In urban renewal areas, the I:L is often used to measure the intensity of development or the extent to which an area has achieved its short- and long-term development objectives.

The I:L analysis in the Coffee Creek Urban Renewal Plan demonstrates that the majority of land zoned FD-20 District in the Coffee Creek area has an I:L ratio less than 1.0 (in FY2015/16). This means the improvements on the properties are worth less than the land they sit on, and the land is underdeveloped and generally are not contributing significantly to the tax base in Wilsonville or Washington County.

### **Basalt Creek Industrial Area**

The 847-acre Basalt Creek Planning Area is located between the Cities of Tualatin and Wilsonville. It is divided roughly in half by the recently-completed and future alignment of Basalt Creek Parkway, with lands south of the Parkway falling within the jurisdiction of Wilsonville. The Basalt Creek Industrial Area of Wilsonville generally includes the area bounded by the Parkway on the north, Interstate-5 on the east, SW Clay Street and SW Day Road on the south, and railroad on the west. It is zoned FD-20 District by Washington County and designated Industrial Area by Metro. Primary land uses in this area include rural agriculture, industrial, and rural residential.





### **Washington County Comprehensive Framework Plan Policies 18 and 41**

The Washington County Comprehensive Framework Plan for the Urban Area (the Framework Plan) guides future growth and development of the County. It contains standards designed to regulate growth and development of unincorporated properties inside the Urban Growth Boundary (UGB) and is intended to reflect the present and future needs of the urban unincorporated properties in Washington County.

Policy 18 of the Framework Plan states, *“It is the policy of Washington County to prepare community plans and development regulations in accordance with land use categories and locational criteria contained in the Comprehensive Framework Plan.”* The summary findings and conclusions related to this policy include a characterization of the Future Development 20-Acre District (FD-20) as follows:

*“The FD-20 District is intended to protect and retain for future urban density development lands which are predominantly in limited agricultural, forest or residential use. ... These properties shall remain FD-20 until any appeals regarding the Metro UGB amendment have been finalized and the planning requirements of Title 11 of Metro’s UGMFP have been completed and adopted by ordinance.”*

Metro’s Urban Growth Management Functional Plan (UGMBP) provides tools to meet the goals of the 2040 Growth Concept, which is Metro’s long-range growth management plan for the Portland metropolitan area. Title 11 guides planning of areas brought into the Urban Growth Boundary (UGB) for conversion of lands from rural to urban use. It also provides interim protection for areas added to the UGB until city or county amendments to land use regulations to allow urbanization become applicable to the areas.

Policy 41 of the Framework Plan states, *“It is the policy of Washington County to ensure an efficient and effective transition of rural land to urban development when an Urban Growth Boundary (UGB) is expanded.”* Consistent with Policy 18 and in accordance with Policy 41, the FD-20 District designation is applied to property added to the UGB provided the expansion has been acknowledged by the Land Conservation and Development Commission and the designation is shown on the Future Development Areas Map.

The Coffee Creek Industrial Area was added to the UGB in 2002 and the Coffee Creek Master Plan was adopted in 2007. The Basalt Creek Industrial Area was added to the UGB in 2004 and the Basalt Creek Concept Plan was adopted in 2018. Therefore, both Industrial Areas have met the planning requirements of Title 11 of Metro’s UGMFP in compliance with Policy 18 of the Framework Plan.

Policy 41 also applies Areas of Special Concern (ASC) to the Future Development Areas Map. The Coffee Creek Industrial Area is not identified as an Area of Special Concern, however, the Basalt Creek Industrial Area is identified as ASC 5. This designation includes criteria for Title 11 planning and specifies that development applications in the FD-20 District within ASC 5 are



subject to Washington County Community Development Code Section 308 related to allowed uses, except that daycare facilities, cemeteries, religious institutions and schools are prohibited due to the area's designation as an Industrial Area.

**Assessment, Framework Policies 18 and 41:** The majority of acreage in the Coffee Creek and Basalt Creek Industrial Areas is zoned FD-20 District. Per Policy 18, these lands should be protected and retained for future urban density development. Further, per Policy 41, there should be an efficient and effective path for transition of these lands from predominantly rural to an urban level of development once they are included in the UGB and Title 11 planning is complete, which occurred for the Coffee Creek and Basalt Creek Industrial Areas in 2007 and 2018, respectively. Allowing contractor's establishments and other similar uses to become established or to continue operating on lands in these areas is not consistent with the intent of the policies and does not present a clear path for transition of the lands to as urban level of development.

#### **Washington County Community Development Code, Sections 308 and 430**

Section 308 of the Washington County Community Development Code (CDC) contains the standards for the FD-20 District, the intent and purpose of which is defined as follows:

*"The FD-20 District recognizes the desirability of encouraging and retaining limited interim uses until the urban comprehensive planning for future urban development of these areas is complete. The provisions of this District are also intended to implement the requirements of Metro's Urban Growth Management Functional Plan."*

Section 308-4 of the CDC identifies uses that may be permitted through a Type III procedure unless specified otherwise by the applicable Community Plan or Policy 41 of the Framework Plan. Section 308-4.5 lists "*Contractor's Establishment*" as a permitted use. Section 308-7, Additional Standards, requires, at Section 308-7.1, "*All new permitted uses shall be constructed in a manner which does not interfere with future conversion of the land to planned urban densities and/or uses.*"

Section 430-34, Contractor's Establishment, at Sections 430-34.1 through 430-34.4, includes standards related to number of establishments per lot, square footage of buildings and outside storage, and gross sales and materials use for rural areas in the AF-10, AF-5, R-COM, R-IND, and MAE Districts, but does not include standards specific to contractor's establishments in the FD-20 District. Section 430-34 does not define a "*Contractor's Establishment*"; nor does Section 106, Definitions.

Section 430-34.4 addresses expansion of contractor's establishments approved before the effective date of Section 430-34 (November 27, 2003) and requires conformance with the development limitations of Sections 430-34.1 through 430-34.3; however, these sections address development in other Districts, not FD-20. It should be noted that some parcels in the Coffee Creek and Basalt



Creek Industrial Areas may have been zoned Land Extensive Industrial (MAE) District before being brought into the Urban Growth Boundary (UGB) and being rezoned to FD-20 District.

**Assessment, CDC Sections 308 and 430:** As discussed previously, the majority of acreage in the Coffee Creek and Basalt Creek Industrial Areas is zoned FD-20 District. The FD-20 District allows a contractor's establishment as a permitted Special Use. This type of use typically occupies large areas of land, has a low Improvement to Land Value Ratio (I:L) and does not contribute significantly to the tax base. Allowing contractor's establishments in the FD-20 District is inconsistent with the District's intent of limited interim use until planning for future urban development is complete, as well as with Section 308-7.1 of the Washington County CDC by allowing new uses that interfere with future conversion of the land to planned urban densities and/or uses.

Further, the lack of a definition of "*Contractor's Establishment*" in the Washington County CDC and of standards specific to contractor's establishments in the FD-20 District in CDC Sections 308 and 430 make regulating these uses challenging. It is difficult to regulate a use that is not defined, in a District such as FD-20 that is not specifically addressed in applicable Special Use standards.

### **Washington County Community Development Code, Section 403-3**

Section 403-3 of the Washington County Community Development Code (CDC) includes standards for Master Plan and Site Analysis applications inside the Urban Growth Boundary (UGB). Specifically Section 403-3.1 contains standards for denial of Type III development applications as shown below. A development application for a contractor's establishment in the FD-20 District would be processed through a Type III procedure as a Special Use; therefore, these criteria would apply to review.

Section 403-3.1 A., "*The proposed development will have significant adverse impacts on property values in the area;*"

Section 403-3.1 B., "*The proposed development will unduly conflict with the character of an area not otherwise in transition;*"

Section 403-3.1 C., "*The public interest is not served by permitting the proposed development to occur on the proposed site at the proposed time. Development proposed to serve significant portions of the county may be evaluated for its impacts on the entire area to be served.*"

**Assessment, CDC Section 403-3:** The FD-20 District allows a "*Contractor's Establishment*" as a permitted Special Use. It is questionable whether the public interest is served by permitting contractor's establishment to operate in the Coffee Creek and Basalt Creek Industrial Areas at this time. Further, it could be argued that these uses result in



adverse impacts on property values as evidenced by the underdeveloped state and low contribution to the tax base of properties zoned FD-20 in the Coffee Creek Industrial Area. Both adverse impacts on property value and failure to serve the public interest are grounds for denial of Type III development applications.

### **Washington County – Wilsonville Urban Planning Area Agreement**

The Washington County – Wilsonville Urban Planning Area (UPA) includes the unincorporated areas in the Coffee Creek and Basalt Creek Industrial Areas. The most recent amendment to the Urban Planning Area Agreement (UPAA) was adopted by the Washington County Board of County Commissioners in April 2019 (Ordinance No. 850) and became effective in May.

For development actions requiring individual notice to property owners, the Urban Planning Area Agreement (at Section II.B.2.), states, *“The County will provide the City with the opportunity to review and comment on proposed development actions requiring notice within the designated Urban Planning Area and/or Urban Reserve Planning Area.”* At Section II.B.3.d., comments must be given consideration as part of the public record on the proposed action and the City may seek appeal of the action through the appropriate appeals body and procedures if the County acts contrary to the position of the responding agency, in this case the City. Additional similar provisions at Section II.C.1. require coordination of *“proposed actions with the potential to impact the other’s land use or transportation system, but are not subject to the notification and participation requirements contained in Sections A and B above.”* These actions are subject to similar review and appeal procedures.

In addition to the above review provisions, the UPAA contains, at Section IV.E. and F., requirements related to County approval of land divisions and development proposals in the Urban Planning Area, which includes the unincorporated lands in the Coffee Creek and Basalt Creek Industrial Areas, as follows:

Section IV.E., *“The County shall not approve land divisions within the unincorporated Urban Planning Area that are inconsistent with the provisions of the Future Development 20 Acre District (FD-20).”*

Section IV.F., *“The County shall not approve a development proposal in the Urban Planning Area if the proposal would not provide for, nor be conditioned to provide for, an enforceable plan for redevelopment to urban densities consistent with the City’s Comprehensive Plan in the future upon annexation to the City as indicated by the City Comprehensive Plan.”*

**Assessment, Washington County – Wilsonville UPAA:** The Washington County – Wilsonville Urban Planning Area Agreement (UPAA) affords the City the opportunity to comment on applications made to Washington County for development of properties zoned FD-20 District. However, while Washington County must consider the City’s



comments, it is not bound by them and retains approval authority over development proposals.

As discussed, the UPAA contains provisions that prohibit Washington County from approving land divisions that are inconsistent with the provisions of the FD-20 District. It further prohibits the County from approving a development proposal that does not provide, or is not conditioned to provide, upon annexation an enforceable plan for redevelopment to urban densities consistent with the City's Comprehensive Plan.

There is a clear contradiction in these requirements. A contractor's establishment is a permitted Special Use in the FD-20 District but this type of use is not consistent with the intent of adopted plans for the Coffee Creek and Basalt Creek Industrial Areas, the City's Comprehensive Plan, or the UPAA. In addition, the provisions of the Urban Planning Area Agreement are not adhered to unless development approvals for contractor's establishments in the FD-20 District include an enforceable plan for redevelopment to urban densities when these lands are annexed to the City.

## Policy Options

Assessment of applicable plans, policies and regulations may be summarized as follows:

- **Washington County Framework Policies 18 and 41**: The majority of acreage in the Coffee Creek and Basalt Creek Industrial Areas is zoned FD-20 District. Allowing contractor's establishments and other similar uses to become established or to continue operating on these lands is not consistent with the intent of Policies 18 and 41, which is to protect and retain them for, or present a clear path for transition to, future urban density development.
- **Washington County CDC Sections 308 and 430**: Allowing contractor's establishments or similar uses in the Coffee Creek and Basalt Creek Industrial Areas is inconsistent with the intent of the FD-20 District of limited interim use until planning for future urban development is complete. It also is inconsistent with Section 308-7.1 of the Washington County CDC by allowing new uses that interfere with future conversion of the land to planned urban densities and/or uses. Further, a lack of definition for contractor's establishments and standards specific to the FD-20 District make it challenging to regulate this use.
- **Washington County CDC Section 403-3**: It is questionable whether the public interest is served by permitting contractor's establishment to operate in the Coffee Creek and Basalt Creek Industrial Areas at this time. Further, it could be argued that these uses result in adverse impacts on property values. Both are grounds for denial of Type III development applications.



- **Washington County – Wilsonville UPAA:** Per the Urban Planning Area Agreement, Washington County is prohibited from approving land divisions that are inconsistent with the FD-20 District standards and development proposals that do not provide, or are not conditioned to provide, upon annexation an enforceable plan for redevelopment to urban densities consistent with the City’s Comprehensive Plan. This presents a clear contradiction in that a contractor’s establishment, while permitted in the FD-20 District, is not consistent with the intent of adopted plans for the Coffee Creek and Basalt Creek Industrial Areas, the City’s Comprehensive Plan, or the Urban Planning Area Agreement.

There are several possible policy options to address the concern with contractor’s establishments in the Coffee Creek and Basalt Creek Industrial Areas, and to encourage industrial development more consistent with adopted plans and the City’s vision for these areas. Policy options are presented generally in order of decreasing feasibility and effectiveness and increasing effort.

#### **Washington County Policy Amendment Options:**

City staff would coordinate with Washington County staff to propose to the Board of County Commissioners a work program item for 2020 that would address the issues related to contractor’s establishments in future City urban areas with FD-20 District zoning. Policy alternatives to consider and discuss with the County include:

- More stringent enforcement of provisions of the Washington County – Wilsonville Urban Planning Area Agreement (UPAA) to require development proposals for contractor’s establishments to provide an enforceable plan for redevelopment to urban densities.
- Amending the FD-20 District standards to remove “Contractor’s Establishment” as an allowed use.
- Amending the FD-20 District to specifically require applicants to provide an enforceable plan for redevelopment as part of the development application with the County for when properties are annexed to the City in order to address the intent of contractor’s establishments as an interim use.
- Amending the Washington County – Wilsonville Urban Planning Area Agreement to define a City Coordination Area (CCA) to ensure applicants for contractor’s establishments are required to coordinate with the City on service provision and annexation procedures well in advance of submitting their development application materials to the County.

#### **City-led Policy Options:**

There are additional policy options the City could pursue. With direction from Council, City staff could explore one or more ideas in further detail and report back at a future Council meeting date. City-led efforts to address contractor’s establishments in the Coffee Creek and Basalt Creek



Industrial Areas could include the following ideas or additional policy options identified by Council.

- Annexing land zoned FD-20 District in the Coffee Creek and Basalt Creek Industrial Areas and applying the City's holding zone designation until land develops consistent with the City's adopted plans.
- Commenting on Washington County Type III development applications for contractor's establishments in the Coffee Creek and Basalt Creek Industrial Areas to require the applicant to provide findings that the proposed development serves the public interest on the proposed site at the proposed time (a development criteria outlined in the County's code).
- Purchasing key properties in the Coffee Creek and Basalt Creek Industrial Areas outright to ensure they are not developed with contractor's establishments.



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> October 21, 2019		<b>Subject:</b> Basalt Creek Parkway Extension	
		<b>Staff Member:</b> Miranda Bateschell, Planning Director and Renus Kelfkens P.E., Washington County Project Manager	
		<b>Department:</b> Community Development Department	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" 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 checked="" type="checkbox"/> Not Applicable	
		<b>Comments:</b> N/A	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Strategic Economic Development and Community Prosperity	<input checked="" type="checkbox"/> Adopted Master Plan(s): Basalt Creek Concept Plan	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

Washington County staff will present an update on the alignment selection process for the Basalt Creek Parkway Extension from SW Grahams Ferry Road to SW Boones Ferry Road.



## **EXECUTIVE SUMMARY:**

In 2004, Metro added the Basalt Creek Planning Area to the region's Urban Growth Boundary (UGB) in order to accommodate growth in industrial employment. The area consists of approximately 847 acres, located west of I-5 between the cities of Tualatin and Wilsonville, known as the Basalt Creek and West Railroad Areas and generally referred to as the "Basalt Creek Planning Area." In 2013, the Basalt Creek Transportation Refinement Plan, was finalized and adopted, which established the Basalt Creek Parkway as a critical freight arterial to serve growth from this and surrounding areas. In 2018, both Cities adopted the Basalt Creek Concept Plan reflecting the Basalt Creek Parkway as the future jurisdictional boundary between the two Cities.

The first portion of the Basalt Creek Parkway was constructed as part of the SW 124<sup>th</sup> Avenue Extension project, which was completed in late 2018 and extended the Parkway to SW Grahams Ferry Road. The current project is intended for design of the Basalt Creek Parkway extension between Grahams Ferry and Boones Ferry roads. Basalt Creek Parkway will be a five lane arterial with bicycle and pedestrian facilities, drainage and street lighting. The project includes a bridge across the canyon and a new signalized intersection at Boones Ferry Road. The project is funded for design and right-of-way acquisition through the Federal Highway Administration and Washington County's Major Streets and Transportation Improvement Program (MSTIP 3e). Additional federal funds are being pursued and will be needed to complete the project.

The Basalt Creek Parkway Extension project, led by Washington County, is currently in the process of finalizing design studies and an alternatives analysis. The Design Verification Package (Attachment 1) summarizes the analysis completed at this stage of the project. It also outlines the selection of Alignment B as the preferred alignment for the Parkway extension (see Attachment 2), which is consistent with the alignment of the Parkway as depicted in the Basalt Creek Concept Plan. Alignment B is the preferred alignment because it impacts the least number of businesses and has the lowest estimated construction costs. The analysis of the alternatives found all three options had similar impacts in regards to the rest of the assessed criteria.

Washington County staff will brief the Council on the project's progress and field any questions the Council may have.

## **EXPECTED RESULTS:**

The Parkway extension alignment will impact land in the Basalt Creek industrial area as well as the future alignment of SW Greenhill Lane affecting the land east of SW Boones Ferry Road. Once an alignment is selected and approved by the Board of County Commissioners, the project can move forward with design and eventual construction, which is a critical freight arterial serving the Basalt Creek industrial area and other industrial areas in southern Washington County.

## **TIMELINE:**

A public open house is scheduled for October 23 at the TVFR Training Center on SW Tonquin Road to share information regarding the preferred alignment. The intent is to move into preliminary design this fall and winter (see Attachment 3). Advance design, permits and right-of-way acquisition would occur next year. Washington County anticipates that if federal grant funds are received, construction would begin in 2021 to be completed in 2023.

**CURRENT YEAR BUDGET IMPACTS:**

None.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR      Date: 10/8/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ      Date: 10/15/2019

I understand that staff has worked closely with Washington County Planning staff and now supports the County's alignment recommendation. A related issue to be noted and discussed is the removal or moving of a historic schoolhouse (Carlton) near the path of the road and whether there might be a viable location for it in Wilsonville.

**COMMUNITY INVOLVEMENT PROCESS:**

Washington County is leading the project as well as the public engagement activities. The project includes public open houses and a project website to inform the public about the project.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The Basalt Creek area is important for the long-term growth of Tualatin, Wilsonville, and the Metro region. A critical component of the Basalt Creek Transportation Refinement Plan is the Basalt Creek Parkway. Constructing the Parkway extension will provide a critical piece of infrastructure needed to serve traffic in the area and to achieve the strong business district envisioned in the Basalt Creek Concept Plan.

**ALTERNATIVES:**

The City Council may provide feedback and recommendations to Washington County on the Basalt Creek Parkway Extension project.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Basalt Creek Parkway Extension draft Design Verification Package
2. Basalt Creek Parkway Extension Alignment Alternatives
3. Basalt Creek Parkway Extension Project Schedule

# **DRAFT DESIGN VERIFICATION PACKAGE**

## **K19538** **Basalt Creek Ext: Grahams Ferry Rd – Boones Ferry Rd** **Washington County, Oregon**

*October 2019*



OBEC Consulting Engineers, a DOWL LLC Company

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## Project Overview

The purpose of the Basalt Creek Extension: Grahams Ferry Road to Boones Ferry Road Project (Project) is to extend Basalt Creek Parkway eastward from Grahams Ferry Road to a newly constructed intersection with Boones Ferry Road, based on the outcome of planning efforts including the South County Industrial Area Study findings and recommendations. This area is identified for future development by the cities of Wilsonville and Tualatin. The recently completed section of Basalt Creek Parkway to the west currently terminates at Grahams Ferry Road approximately 650 feet south of SW Tonquin Road and 1,800 feet north of Day Road. The Project will construct approximately 2,500 feet of new arterial roadway, including four travel lanes, a center median and turn lane, bicycle and pedestrian facilities, traffic signals, illumination, stormwater facilities, and a new bridge crossing Tapman Creek. The approximate project location is shown in Figure 1 below:

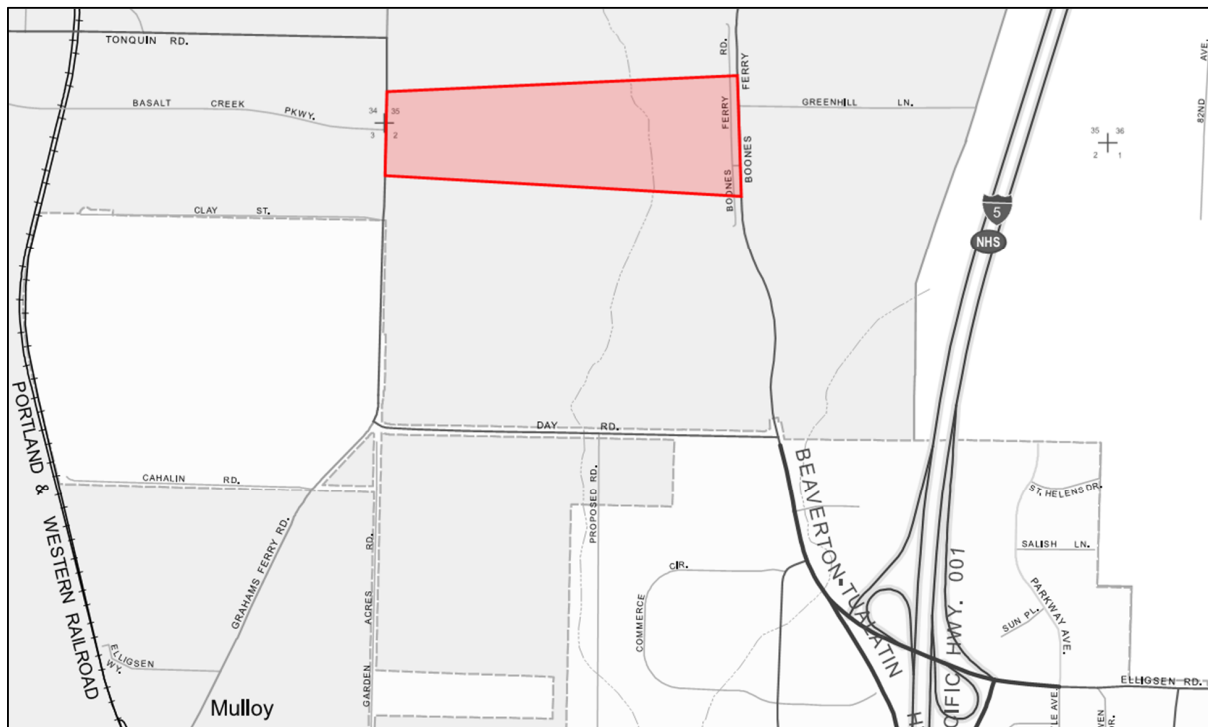


Figure 1 Project Location

Traffic studies have determined that SW Grahams Ferry Road and SW Day Road do not have sufficient capacity to accommodate the projected future regional traffic volumes. The section of Grahams Ferry Road south of the Basalt Creek Extension to Day Road would operate significantly over capacity in both directions during the afternoon peak hour. In addition, Day Road eastbound, just east of SW Grahams Ferry Road, would operate over capacity in the afternoon peak hour. The Project will help meet the projected regional traffic demand.

Freight traffic currently travels through the area in a zig-zag pattern. Trucks are required to make turning movements through intersection controls from Basalt Creek Parkway eastbound to Grahams Ferry Road, Grahams Ferry Road southbound to Day Road, and then Day Road eastbound to Boones Ferry Road. The Project will eliminate the need for two of those turning movements, allowing freight access to Boones Ferry Road directly from the Basalt Creek

Extension, which improves safety, decreases idle time and the associated air pollution, and improves fuel efficiency.

The Basalt Creek Extension will include bicycle and pedestrian facilities. These facilities will link to Metro's future Ice Age Tonquin Trail, which will connect the communities of Wilsonville, Tualatin, and Sherwood. The extension provides safe and direct multi-modal access between Grahams Ferry Road and Boones Ferry Road within the Project area. The pedestrian and bicycle facilities are being evaluated according to the Washington County Bicycle Facility Toolkit and Oregon Department of Transportation (ODOT) standards. Recommended pedestrian and bicycle facilities have been presented in an Active Transportation Memorandum, which was submitted under a separate cover.

The first task for the Project team will be to select a preferred horizontal alignment for the extension. The Project team prepared three horizontal alignments to be evaluated based on a set of evaluation criteria, which are described in detail in the next section of this narrative. Figure 1 shows the three horizontal alignment alternatives for extending Basalt Creek Parkway.



Figure 2 Aerial with Alternative Alignments

The Project goals and objectives include:

- Construct transportation infrastructure improvements to increase traffic capacity
- Improve safety, freight mobility, and bicycle and pedestrian connectivity
- Support future development by the cities of Wilsonville and Tualatin by being compatible with their respective Basalt Creek Concept Plans

The proposed typical sections are shown in Figure 2 below; pedestrian and bicycle facilities shown are conceptual in nature, as specific alternative multi-modal facilities are still under evaluation. The center median for the Basalt Creek Parkway Extension will be a raised median along most of the roadway. At the intersections the center median will transition into a turn lane for left turn movements. The width and layout of the median will be discussed with both ODOT and the County. There may be the potential to reduce the median width across the bridge in order to decrease the bridge width and decrease the bridge cost.



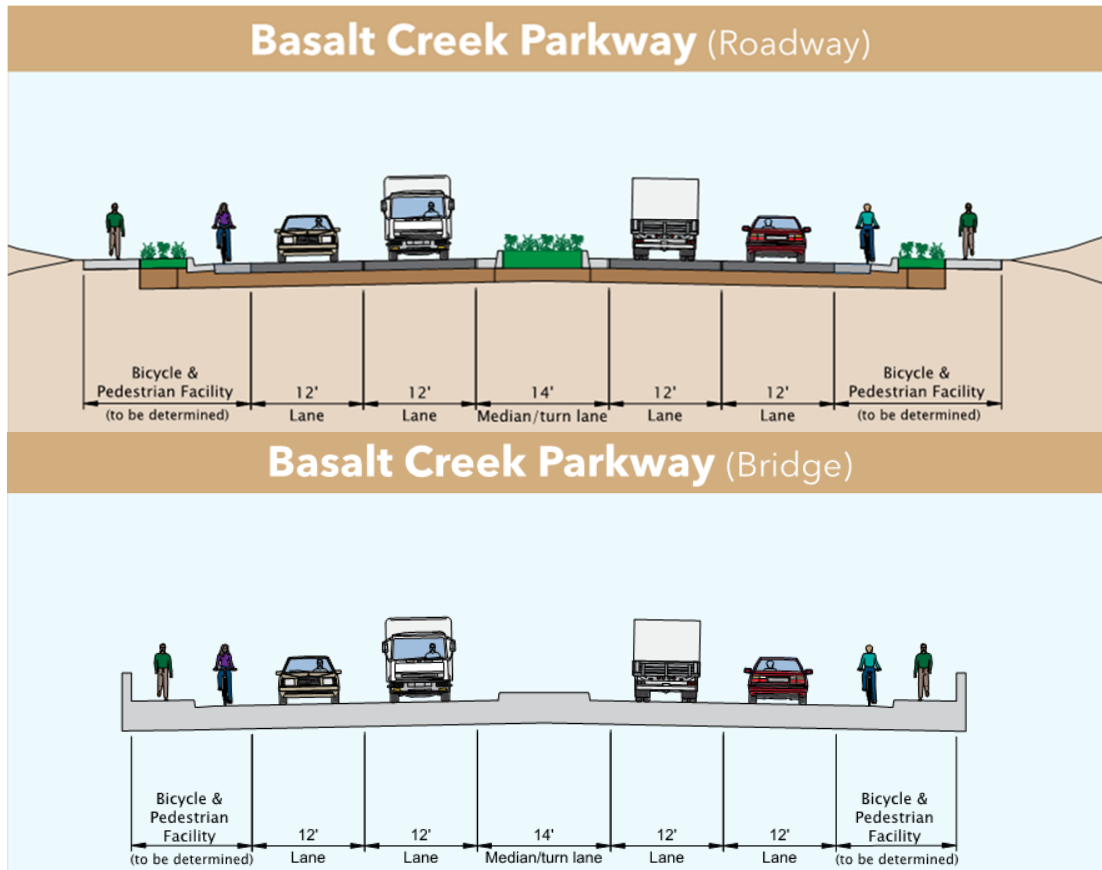


Figure 3 Basalt Creek Parkway Typical Sections

## Evaluation Process

In May of 2019, the Project team developed a list of Project components that need to be considered. Some of these factors were considered more relevant when selecting a horizontal alignment whereas others were identified as items that would be considered after the horizontal alignment was selected. Additionally, the project team reviewed the factors to identify ones which would best achieve the project goals. A memorandum (memo), which was previously submitted under separate cover, identified the recommended alignment selection criteria and the other Project considerations to be addressed after alignment selection.

### Alignment Selection Criteria

Summarizing from the May 2019 memo submitted to Washington County, the project team used the following selection criteria to evaluate the horizontal alignments relative to impacts, opportunities, and project goals:

#### A. Right of Way

- a. Tax lots impacted
- b. Residential relocations
- c. Business relocations

**B. Resource Impacts**

- a. Carlon School (historic resource) and its contributing structures
- b. Archaeology
- c. Waters, wetlands, and Endangered Species Act (ESA)-listed species and habitat

**C. Connection Points**

- a. Boones Ferry Road intersection (Greenhill Lane and frontage road proximity)

**D. Compatibility with Project Goals**

- a. Regional growth
  - i. Consistency with the Basalt Creek Concept Plan and Transportation Plan
  - ii. Freight route and accommodations
- b. Bicycle and pedestrian accommodations

**E. Project Cost**

- a. Roadway
- b. Bridge
- c. Retaining walls
- d. Property acquisition and relocation

**Other Project Considerations**

The Project team understands that there are many other existing conditions and design decisions that will impact the final design of the Basalt Creek Parkway extension. Although not part of the horizontal alignment evaluation, the following considerations will be thoroughly investigated and addressed as the Project progresses towards a final design.

**Utilities**

All three alignments pass underneath aerial transmission electric lines owned by Portland General Electric (PGE). The electric lines are located approximately 1,500 feet east of Grahams Ferry Road near the west end of the proposed bridge. Preliminary powerline elevations, the LiDAR topographic survey, and design profile data used to develop the design verification package indicate Alignment A has slightly more clearance to the lines. However, it is anticipated that the powerlines will need to be adjusted or relocated with any of the alignments. During preliminary and final design, the Project team will meet the Oregon Occupational Safety and Health Administration (OSHA) and PGE requirements for high voltage electric lines.

The Grahams Ferry Road and Boones Ferry Road intersections both contain existing utilities including, but not limited to, NW Natural gas lines, Willamette Water Supply Program transmission waterline, and stormwater pipe. A topographic survey will be completed once an alignment is selected. The survey will identify all utilities at the intersections, which will allow these utilities to be incorporated into the final design.

**Stormwater**

There are existing stormwater systems along both Grahams Ferry Road and Boones Ferry Road. The impacts to these stormwater systems will be considered in the final project design. The stormwater design along the roadway will be dependent on the profile and the resulting low points in the roadway elevations. There are multiple open properties that are potential sites for stormwater detention and treatment. The details of the stormwater facilities will be considered after a horizontal alignment is selected. Stormwater will be designed in compliance with Clean Water Services (CWS) and National Marine Fisheries Service (NMFS) requirements.

**Geotechnical**

There are multiple geotechnical challenges that will be addressed during final design. These include seismic hazards, soft ground conditions, and steep slopes. Field work will be performed to determine the geotechnical conditions in the area.

**Hazmat**

A hazardous materials assessment will be required. The agricultural fields in the area will likely present some contaminated soils that, if not reused on-site, will need to be disposed of as contaminated media. There are shop buildings west of Tapman Creek and beneath the powerlines that may present some potential for hazardous materials. Overall, the more residences or outbuildings within the roadway alignment, the more lead paint and asbestos assessment, and likely abatement costs, will be incurred.

**Alternative Alignment Corridor**

Before starting the alignment selection process, the Project team confirmed the alignment corridor. The Basalt Creek Transportation Refinement Plan identified the Basalt Creek Parkway as the freight corridor serving the South County Industrial Areas. The Basalt Creek Concept Plan (BCCP) reflects this alignment location and developed a full Concept Plan around it. The recently constructed Basalt Creek Parkway, from Tualatin-Sherwood Road to Grahams Ferry Road, has a fixed intersection point with Grahams Ferry Road.

The alternatives in the analysis focused on avoiding the Carlon Schoolhouse, minimizing impacts to its historic setting, and only displacing and relocating one residence at the east end connection with Boones Ferry Road. These constraints were used as a starting point for the alternative alignments.

**Northern Corridor Boundary**

Alignments much further north of the alternative alignments discussed below would potentially avoid conflict with the PGE transmission electric lines. However, the alignment would be much longer, impact more properties, and require long reversing curves throughout. Due to the number of disadvantages, an alignment that connects to Boones Ferry Road north of Greenhill Lane will not be considered.

**Southern Corridor Boundary**

Alignments much further south of the alignments discussed below could pass south of the Carlon School and connect to Boones Ferry Road in a variety of locations. A southern alignment would introduce a significant skew at the intersection with Grahams Ferry Road, have greater impacts to the Carlon School, and be longer than the considered alignments. Due to the large number of disadvantages, an alignment south of the Carlon School will not be considered.

**Alternative Alignment A**

Alternative Alignment A (Alignment A) is the northernmost alignment. It includes two horizontal reversing curves that shift the road north as it travels east. An overview of Alignment A can be found in Figure 3 below.



Figure 4 Alignment A

### **Right of Way**

Alignment A impacts four tax lots. The impacts range from minor right of way (ROW) acquisition to complete acquisitions. Tax lot 2S135CC00700 and tax lot 3S102B000104 both contain residences; therefore, this alignment would result in two relocations. This alignment impacts two businesses: Chick-A-Dee Nursery and Shamburg Heating, LLC. The nursery would be minimally impacted, whereas Shamburg Heating would require relocation.

### **Resource Impacts**

Alignment A will minimize impacts to the Carlon School and does not require it, or its contributing structures, to be removed. Impacts to the Carlon School are limited to indirect visual impacts and minor property loss within the resource boundary. These impacts will be mitigated by recessing Basalt Creek Parkway below the school sight line and constructing a retaining wall in front of the school property. Alignment A is offset from the Carlon School the same distance as both Alternative B and Alternative C. The alignment is constrained by the intersection with Grahams Ferry. All three alignments have identical reversing curves which lead the roadway away from the school property as quickly as design standards allow. As explained in the Finding of Effect, all alignments result in an Adverse Effect to the historic Carlon School. Therefore, all alignment alternatives are considered to have an equal impact to the Carlon School.

Archaeology and ethnobotany surveys are necessary to determine any resource boundaries, and to identify appropriate avoidance, minimization, and mitigation measures. Based on initial coordination with ODOT and the team's cultural resources consultant, the findings of the surveys are not expected to differentiate between alignments. Therefore, these surveys will be completed once an alignment is selected. Any findings will be addressed during the Design Acceptance Package (DAP) phase.

Natural resources will also be impacted with Alignment A. The east end of Alignment A crosses over Tapman Creek. Tapman Creek is a non-mitigatable Scablands natural resource. Therefore, avoiding or minimizing impacts is preferred. Construction of a bridge at this location will have some impact to natural resources. Alignment A also has the potential to impact wetlands, Endangered Species Act (ESA)-listed species, ESA habitats, and Scablands. These impacts would be further assessed when the design is more refined.

### **Connection Points**

Of the three alignments, Alignment A has the northernmost intersection with Boones Ferry Road. The connection point is approximately 100 feet south of Greenhill Lane. In order to satisfy the intersection spacing requirement, it is likely that Greenhill Lane would need to be realigned so that it meets Boones Ferry Road at the intersection aligned with the Basalt Creek Parkway extension, making it the fourth leg of the intersection. This would allow traffic leaving and entering Greenhill Lane to perform turning movements under a signalized condition, which would increase safety for the public and comply with County access spacing requirements.

Alignment A intersects Boones Ferry Road approximately 350 feet north of the current access point for the Boones Ferry frontage road. In order to satisfy the intersection spacing requirement, it will likely require reconstructing the frontage access at a location 600 feet south of Basalt Creek Parkway. The frontage road currently only has a single access. Since Alignment A bisects the frontage road, the Project will require construction of a second access 600 feet north of the intersection of Boones Ferry Road and Basalt Creek Parkway. There is an existing emergency vehicle access north of the intersection that could be reconstructed to serve as the northern access to the frontage road.

### **Compatibility with Project Goals**

Basalt Creek Parkway will be a Washington County road. The road centerline will become the new city limits for the cities of Tualatin and Wilsonville once the surrounding properties are annexed. The City of Tualatin will be north of the roadway centerline and the City of Wilsonville will be south of the roadway centerline.

Alignment A is the northernmost alignment and results in the City of Tualatin having approximately 4.2 less acres of additional area compared with the BCCP. The City of Wilsonville will have approximately 4.2 more acres of additional area compared with the BCCP. This total acreage does not take development constraints into account.

Alignment A is close enough in length to Alignment B and Alignment C that the length of the alignment will not have an effect on freight. The majority of Alignment A is in a tangent section, which is easier to navigate for freight. However, due to the large radii used on the curves the benefits of having a long tangent section of roadway are very minor. Regardless of the alignment selected, the Project will improve the freight route in the area by reducing the number of turning movements required. The design elements that will most impact freight will be the maximum road grade and the length of the climbing section at which the road is at that grade. These design criteria will be influenced by the profile of the roadway and not the horizontal alignment. Another consideration for freight will be turning movements for trucks at both intersections along the Project. The two intersections within the project limits will be designed to accommodate trucks.

Bicycle and pedestrian traffic will be accommodated on the Basalt Creek Parkway. The current proposed facilities will include sidewalk and a bike lane, or similar multi-modal accommodations. Alignment A is the shortest of the alignments, which results in the easiest path for pedestrians and bicyclists to travel across the Parkway. The pedestrian and bicycle facilities will also be consistent with the Ice Age Tonquin Trail master plan. The Parkway design will accommodate the future north-south Basalt Creek Canyon Trail, as identified in the BCCP.

### **Project Cost**

Alignment A is approximately 2,610 feet in length. It has 1,780 feet of roadway and an 830-foot bridge. This alignment has the shortest roadway length, but the longest bridge. Of all the alignments, Alignment A would require the least amount of retaining walls. The qualitative cost comparison between alignments is based on the respective total length of roadway, bridge, and retaining wall. Bridge is much more expensive to construct than roadway, therefore Alignment A would be the most expensive alignment because it has a significantly longer bridge. Additionally, this alignment is the only one to result in a business relocation, which will also increase project costs.

## Alternative Alignment B

Alternative Alignment B (Alignment B) generally heads due east. There are three horizontal reversing curves that bring the alignment north of the Carlon School and then south to connect with Boones Ferry Road 300 feet south of Greenhill Lane.



Figure 5 Alignment B

### Right of Way

Alignment B impacts four tax lots. The impacts range from minor ROW acquisition to complete acquisitions. Tax lots 2S135CC00700 and 3S102B000105 both contain residences, which would result in two relocations. Alignment B would impact two businesses: Chick-A-Dee Nursery and Shamburg Heating, LLC. The impact to both businesses would be minor. The nursery would lose a few rows of blueberry bushes, and the heating company may only be impacted during construction.

### Resource Impacts

Alignment B will have impacts to the Carlon School that are identical to Alignment A.

Archaeology and ethnobotany surveys will be completed as explained for Alignment A.

Natural resources will also be impacted with Alignment B. The impacts will be further assessed in final design as explained for Alignment A.

### Connection Points

Alignment B intersects Boones Ferry Road approximately 300 feet south of the Greenhill Lane connection point. In order to satisfy the intersection spacing requirement, it is likely that Greenhill Lane would need to be significantly realigned, 300 feet north or south, so that it either connects with Boones Ferry Road at the intersection with Basalt Creek Parkway or connects with Boones Ferry Road 600 feet north of Basalt Creek Parkway.

Alignment B intersects Boones Ferry Road approximately 150 feet north of the current access point for the Boones Ferry frontage road. In order to satisfy the intersection spacing requirement, it will likely require reconstructing the existing frontage access at a location 600 feet south of the intersection with Basalt Creek Parkway. There is an existing frontage road access 650 feet south of the proposed intersection that could be reconstructed to allow public traffic to access the frontage road. The frontage road currently only has a single existing access, located south of the future alignment. Alignment B bisects the frontage road, which would require that a second access to the frontage road be constructed at least 600 feet north of the intersection of Boones Ferry Road and Basalt Creek Parkway. There is an existing emergency vehicle access 850 feet north of the intersection that could be reconstructed to allow public traffic to use it as an access to the frontage road.

### **Compatibility with Project Goals**

Alignment B is the middle alignment and results in the City of Tualatin having approximately 2.2 more acres of additional area compared with the BCCP. The City of Wilsonville will have approximately 2.2 less acres of additional area compared with the BCCP. This total acreage does not take development constraints into account.

Alignment B will have very similar impacts to freight as Alignment A. The two intersections within the project limits will be designed to accommodate trucks.

Bicycle and pedestrian traffic will be accommodated on the Basalt Creek Parkway. The current proposed facilities will include sidewalk and a bike lane, or similar multi-modal accommodations. Alignment B is slightly longer than Alignment A and shorter than Alignment C. This will result in a shorter path for pedestrians and bicyclists making the connection from Grahams Ferry Road to Boones Ferry Road. The pedestrian and bicycle facilities will also be consistent with the Ice Age Tonquin Trail Master Plan. The Parkway design will accommodate the future north-south Basalt Creek Canyon Trail, as identified in the BCCP.

### **Project Cost**

Alignment B is approximately 2,620 feet in length. It has 1,900 feet of roadway and a 720-foot bridge. The alignment has the longest roadway and the shortest bridge. Alignment B requires the second least amount of retaining walls. The qualitative cost comparison between alignments is based on the respective total length of roadway, bridge, and retaining wall. Bridge is much more expensive to construct than roadway, therefore Alignment B would be the least expensive because it would require the shortest bridge and less retaining walls than Alignment C.

### **Alternative Alignment C**

Alternative Alignment C (Alignment C) begins by passing between the Carlon School and the residence on tax lot 00700. The alignment then moves southeast through two long reversing curves.



Figure 6 Alignment C

### **Right of Way**

Alignment C impacts five tax lots. The impacts range from minor ROW acquisition to complete acquisitions. Tax lots 2S135CC00700 and 3S102B000102 both contain residences that would result in two relocations. One business, Chick-A-Dee Nursery, will be impacted by Alignment C. The nursery will lose a moderate number of rows of blueberries on both the west and east side of the property.

### **Resource Impacts**

Alignment C will have impacts to Carlon School that are identical to Alignment A.

Archaeology and ethnobotany surveys will be completed as explained for Alignment A.

Natural resources will also be impacted with Alignment C. The impacts will be further assessed in final design as explained for Alignment A.

### **Connection Points**

Alignment C intersects Boones Ferry Road approximately 450 feet south of the Greenhill Lane connection point. In order to satisfy the intersection spacing requirements, it is likely that Greenhill Lane would need to be moderately realigned 150 feet north so that it connects with Boones Ferry Road 600 feet from the future intersection.

Alignment C intersects Boones Ferry Road directly at the current access point for the Boones Ferry frontage road. The County standard for access spacing is 600 feet from an arterial intersection. There is an existing frontage road emergency access 500 feet south of the proposed intersection, which could be reconstructed to allow public traffic to access the frontage road. This access would be substandard by 100 feet. The frontage road currently only has a single existing access, which is within the connection to the future alignment. Alignment C bisects the frontage road, which would require that a second access to the frontage road be constructed at least 600 feet north of the intersection of Boones Ferry Road and Basalt Creek Parkway. There is an existing emergency vehicle access 1,000 feet north of the intersection, which could be reconstructed to allow public traffic to use it as an access to the frontage road.

### **Compatibility with Project Goals**

Alignment C is a slightly more southern alignment and results in the City of Tualatin having approximately 6.8 more acres of additional area compared with the BCCP. The City of Wilsonville will have approximately 6.8 less acres of additional area compared with the BCCP. This total acreage does not take development constraints into account.

Alignment C will have very similar impacts to freight as Alignment A. The two intersections within the project limits will be designed to accommodate trucks.

Bicycle and pedestrian traffic will be accommodated on the Basalt Creek Parkway. The current proposed facilities will include sidewalk and a bike lane, or similar multi-modal accommodations. Alignment C is the second longest alignment and will result in a slightly longer travel distance for pedestrians and bicyclists. The pedestrian and bicycle facilities will also be consistent with the Ice Age Tonquin Trail Master Plan. The Parkway design will accommodate the future north-south Basalt Creek Canyon Trail, as identified in the BCCP.

### **Project Cost**

Alignment C is approximately 2,670 feet in length. It has 1,890 feet of roadway and a 780-foot bridge. The alignment has the second shortest roadway and bridge. Alignment C requires the most retaining walls. The qualitative cost comparison between alignments is based on the respective total length of roadway, bridge, and retaining wall. Bridge is much more expensive to construct than roadway, therefore Alignment C would be the second most expensive because it has a moderately long bridge and it would require the most retaining walls.

### **Public Involvement**

The County conducted an open house on June 11, 2019, at Ibach Park near the Project site to present alignment alternative information to the public and to receive input and feedback on those alternatives. The County and Project team presented the three alignments discussed in this



report, the process for evaluating the alignments, and the overall Project schedule. The open house was well-attended and there was a lot of interest from the public. The main concern for the property owners adjacent to the Project was the timeline for the selection of a preferred alignment and the resulting determination of which residences would require relocation. The main concerns for other interested citizens were the protection of the wildlife around Tapman Creek and the truck and roadway noise that would result from the road extension. The project team will consider these concerns as the project design progresses.

There will be another open house after an alignment is selected and prior to completing the DAP phase to maintain transparency and open communication as the Project design progresses. Newsletters, media releases, and fact sheets are other tools that will be used to keep the public aware of the Project design features and schedule. During the DAP phase the County will solicit feedback from the Cities regarding the bike and pedestrian facilities planned for the Parkway.

### Alignment Comparison

The Project team compared the alignments alternatives against the selection criteria to facilitate selection of a horizontal alignment. The resource impacts, the freight accommodations, and the bicycle and pedestrian accommodations were deemed to be nearly identical for all three alignments. While these criteria will be carefully considered in the design, they do not differentiate between alignments.

The criteria that differentiate between alignments are summarized in Table 1.

Table 1 Summary of Selection Criteria Differentiators

		Alignment A	Alignment B	Alignment C
<b>Quantitative Criteria</b>	Tax Lots Impacted (acres)	6	6	6
	Residences Adjacent to Parkway	2	2	2
	Residences Displaced	2	2	2
	Businesses Impacted	2	1	1
	Businesses Displaced	1	0	0
	Distance to Greenhill Lane <sup>1</sup>	100	300	450
	Alignment Length (feet)	2,610	2,620	2,670
	Roadway Length (feet)	1,780	1,900	1,890
	Bridge Length (feet)	830	720	780
	Retaining Wall Length (feet)	225	250	300

<sup>1</sup> - Design standards require 600-feet between intersections. Alignment A may require Greenhill Lane to be a right in; right out only configuration because of the very close spacing to the Parkway.

### Alignment Selection

Since the draft submittal in June 2019, the County, ODOT, and the cities of Wilsonville, Tualatin, and Sherwood reviewed and commented on this report. OBEC updated the report based on those comments. The preferred horizontal alignment, summarized below, is recommended by the project

team based on federal requirements, project team findings, input from the cities, and feedback from the June 2019 open house.

Alignment B is the preferred horizontal alignment for the following reasons:

- **Cost:** Bridge length and displacements are the most significant cost drivers. With the fewest impacted businesses, no business displacements, the second shortest length of retaining wall and the shortest bridge length, Alignment B is the lowest cost alignment by approximately 10 to 15-percent compared with Alignment A and 5 to 10-percent compared with Alignment C.
- **BCCP Compatibility:** Alignment B most closely matches the alignment used in the BCCP to establish the city boundaries.
- **Right-of-way:** With the least total area and fewest residential and businesses impacts and displacements, Alignment B results in the least overall right-of-way impact.

Alignment B requires the most realignment of Greenhill Lane to meet intersection spacing requirements and the second most retaining wall length. Even considering these slight disadvantages, Alignment B remains least cost and lowest impact preferred horizontal alignment.

Once a horizontal alignment is confirmed, the Project Team will proceed with preliminary design leading to establishing the project footprint, impacts, and cost. Using this information, we will complete the National Environmental Protection Agency (NEPA) process.

# East Roadway Extension Washington County, OR

## Attachment 2

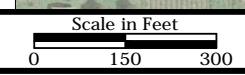
### Alignment A

### Alignment B

### Alignment C

Red lines indicate Basalt Creek Parkway as shown in adopted concept plan

Yellow lines indicate three alignment alternatives being evaluated in the



09/06/2019



# City of Wilsonville 2019 Annual Report



**REPUBLIC**  
SERVICES

We'll handle it from here.®

## Municipal Letter

### A. Overview

- Historical Statement of Income and Expenses

- Customer Counts

- Cost / Service Breakdown

- Disposal Volumes

- Recycling Activities

### B. Operational Efficiency and Customer Service

- Efficiencies Graph

- CNG Fleet Conversion

- Customer Service Complaints and Action Taken

- Actions Taken to Prevent 'Commonly Reported Complaints'

### C. Outreach

- Education and Community Engagement

- Table of Activities



We'll handle it from here.®

Dear Mayor Knapp,

Please accept our Annual Report for 2018-2019. Our team has met several times with the City's hired consultant, Chris Bell, and our numbers align. We would like to highlight the difference between the new franchise agreement and the previous franchise agreement. Under the current agreement, the City no longer allows us to account for state and federal income taxes prior to calculating profitability. We want to ensure that you are aware of this prior to comparing Mr. Bell's numbers to any previous report we have submitted. Our operations, accounting and service levels remain the same but interpretation of what constitutes profitability has changed. This report is based upon the structure provided to us. If you would like further clarification please feel free to contact us.

Most sincerely,

KJ Lewis  
Municipal Contract Manager  
10295 SW Ridder Road #2  
Wilsonville, OR 97070

CC  
Council President Akervall  
Councilor Lehan  
Councilor West  
Bryan Cosgrove, City Manager  
Mark Ottenad, Public/Government Affairs Director  
Amanda Guile-Hinman, Assistant City Attorney

Jason Jordan, General Manager  
John Olivares, Operations Manager  
Will Mathias, Finance Manager  
Travis Comfort, Municipal Contact Administrator

# Overview



We'll handle it from here.™



**Republic Services of Clackamas and Washington Counties  
City of Wilsonville  
Statement of Income  
2018 Actuals**

	<b>2018</b>
Collection Revenue	6,870,679
Recycling Revenue	179,013
<b>Total Revenue</b>	<b>7,049,692</b>
SW and Yard Debris Disposal	2,763,746
Recycle Processing	355,826
Labor, Health Ins, & Taxes	1,014,559
Truck, Fuel, and Repairs	712,789
Equipment and Containers	99,597
Franchise Fees	203,643
Other Expense / Food Waste	183,532
Management & Administration	661,650
Annual Income Taxes (Federal and State)	305,075
Less: Unallowable Expenses	
Annual Income Taxes	(305,075)
Contributions	(12,348)
<b>Total Expenses</b>	<b>5,982,994</b>
<b>Income</b>	<b>1,066,698</b>
<i>Margin (Income / Total Revenue) **</i>	<i>15.1%</i>

*\*\* Margin calculation changed from prior year from a post-tax to a pre-tax view. 2018's margin inclusive of these costs -- which were allowed in the prior year -- is 10.8%.*

**Republic Services of Clackamas and Washington Counties  
City of Wilsonville  
Schedule of Direct Expenses  
2018 Actuals**

	Total \$'s	% to Total
SW and Yard Debris Disposal	2,763,746	46.2%
Recycle Processing	355,826	5.9%
Labor, Health Ins, & Taxes	1,014,559	17.0%
Truck, Fuel, and Repairs	712,789	11.9%
Equipment and Containers	99,597	1.7%
Franchise Fees	203,643	3.4%
Other Expense / Food Waste	183,532	3.1%
Management & Administration	649,302	10.9%
<b>Total Expenses</b>	<b>5,982,994</b>	<b>100.0%</b>



Republic Services has 22 clean-burning compressed natural gas (CNG) trucks servicing the area and all future truck replacements will be new CNG models.

## Overview: Statement of Income and Expenses

2019 Annual Report

Republic Services of Clackamas and Washington Counties  
City of Wilsonville  
Statement of Income  
2011 through 2018 Actuals

	2011	2012	2013	2014	2015	2016	2017	2018
Revenue	4,655,237	4,902,229	5,141,169	5,167,317	5,353,653	6,358,566	6,415,145	7,049,692
Cost of Operations	3,239,916	3,669,471	3,633,455	3,737,049	3,834,113	4,430,603	5,202,127	5,321,345
Gross Profit	1,415,321	1,232,758	1,507,714	1,430,268	1,519,540	1,927,963	1,213,018	1,728,347
Salaries, General, and Administrative	561,135	594,000	590,674	595,263	756,845	732,002	615,295	661,651
Gross Income	854,186	638,758	917,040	835,005	762,695	1,195,961	597,723	1,066,696
Gross Income as a % of Revenue **	18.3%	13.0%	17.8%	16.2%	14.2%	18.8%	9.3%	15.1%
Provision for Income Taxes	341,674	255,503	366,816	334,002	305,078	478,384	209,203	305,075
Net Income	512,512	383,255	550,224	501,003	457,617	717,577	388,520	761,621
Net Income as a % of Revenue **	11.0%	7.8%	10.7%	9.7%	8.5%	11.3%	6.1%	10.8%

\*\* Margin calculation changed from prior year from a post-tax to a pre-tax view. 2018's margin inclusive of these costs -- which were allowed in the prior year -- is 10.8%.



**Republic Services of Clackamas and Washington Counties  
City of Wilsonville  
Schedule of Direct Expenses  
2018 Actuals**

	Total \$'s	% to Total
SW and Yard Debris Disposal	2,763,746	46.2%
Recycle Processing	355,826	5.9%
Labor, Health Ins, & Taxes	1,014,559	17.0%
Truck, Fuel, and Repairs	712,789	11.9%
Equipment and Containers	99,597	1.7%
Franchise Fees	203,643	3.4%
Other Expense / Food Waste	183,532	3.1%
Management & Administration	649,302	10.9%
<b>Total Expenses</b>	<b>5,982,994</b>	<b>100.0%</b>

**What does \$1 of garbage service pay for?**

**\$1 paid toward your monthly service    \$    1.00**

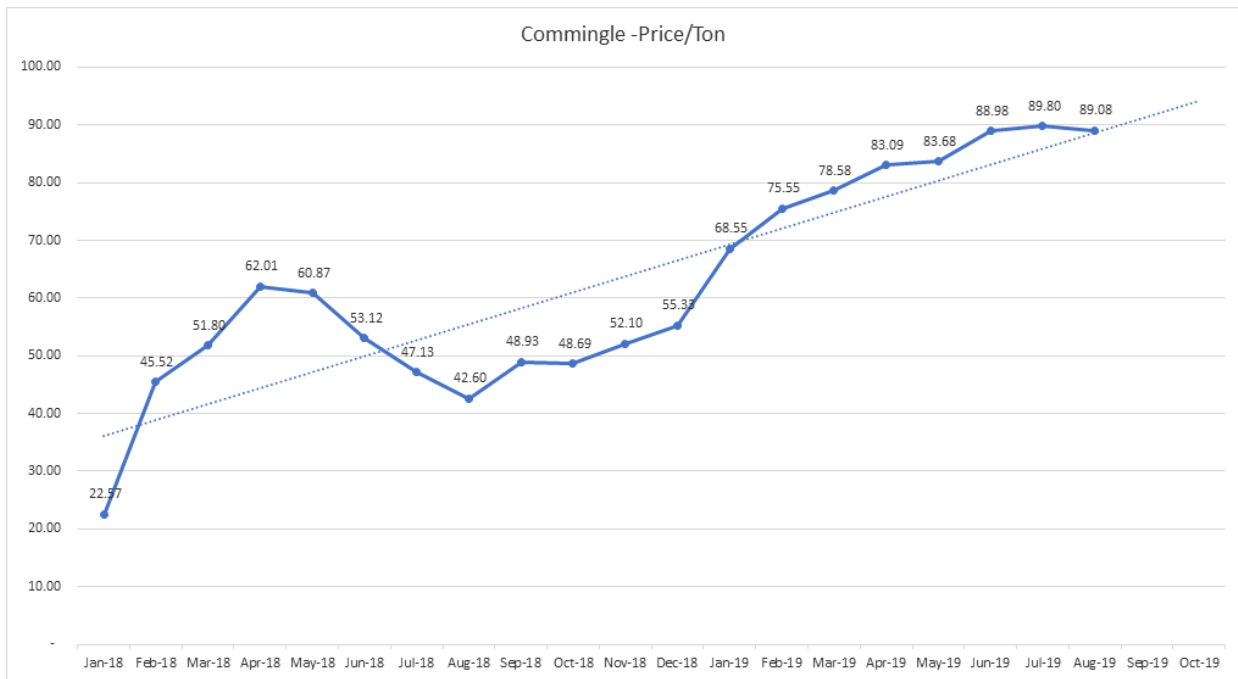
<i>Disposal</i>	44.1 ¢
<i>Labor</i>	14.4 ¢
<i>Depreciation</i>	4.8 ¢
<i>State and Federal Income Taxes</i>	4.3 ¢
<i>Repairs &amp; Maintenance</i>	3.6 ¢
<i>Franchise Fees</i>	2.4 ¢
<i>Fuel</i>	1.4 ¢
<i>Insurance</i>	1.3 ¢
<i>Other Operating Costs</i>	1.0 ¢
<i>Facilities</i>	0.6 ¢
<i>Donated Services</i>	0.3 ¢
<i>Administrative Services</i>	9.4 ¢
<i>Vehicle Operating Costs (excl. Fuel)</i>	1.6 ¢
<b>Net Profit</b>	<b>10.8 ¢</b>



**Republic Services of Clackamas and Washington Counties  
City of Wilsonville  
Recycle Surcharge Performance  
2018 Actuals**

	Total \$'s
Recycle Surcharge Received **	100,344
Recycle Processing Expense	(355,826)
<b>Net Recycling Cost</b>	<b>(255,482)</b>

*\*\* Does not include additional commercial surcharge adopted in resolution 2718, which went into effect 1/1/19.*



**RESIDENTIAL CUSTOMER COUNT**

20 Gallon Cart	796
35 Gallon Cart	2,875
65 Gallon Cart	1,463
90 Gallon Cart	9
On Call	14
<b>TOTAL RESIDENTIAL</b>	<b>5,157</b>

**COMMERCIAL CUSTOMER COUNT (includes Multi-Family)**

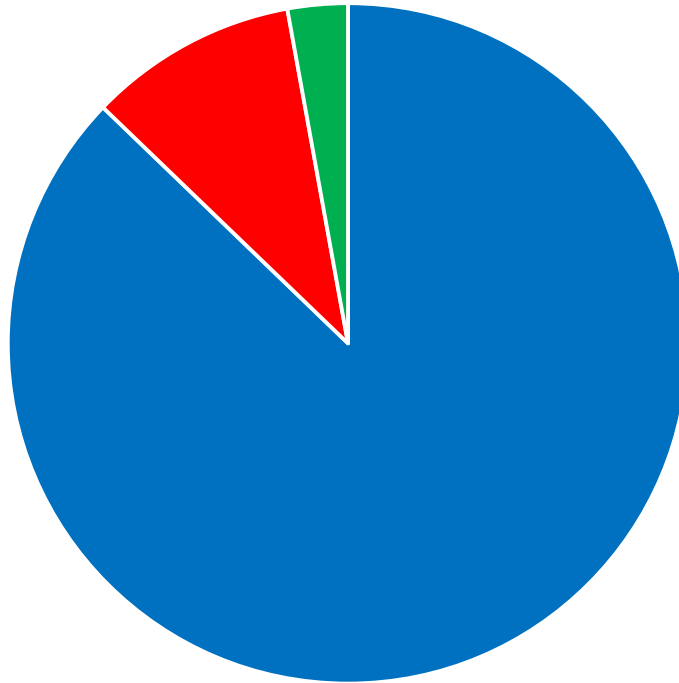
35 Gallon Cart	14
65 Gallon Cart	29
90 Gallon Cart	77
1 Yard, 1 Time Per Week	36
1.5 Yard, 1 Time Per Week	20
2 Yard, 1 Time Per Week	61
2 Yard, 2 Times Per Week	20
2 yard, 3 Times Per Week	1
3 Yard, 1 Time Per Week	73
3 Yard, 2 Times Per Week	31
3 Yard, 3 Times Per Week	4
3 Yard, 5 Times Per Week	2
4 Yard, 1 Time Per Week	71
4 Yard, 2 Times Per Week	15
4 Yard, 3 Times Per Week	7
4 Yard, 5 Times Per Week	-
5 Yard, 1 Time Per Week	8
5 Yard, 2 Times Per Week	1
6 Yard, 1 Time Per Week	48
6 Yard, 2 Times Per Week	20
6 Yard, 3 Times Per Week	10
8 Yard, 1 Time Per Week	24
8 Yard, 2 Times Per Week	9
8 Yard, 3 Times Per Week	7
<b>TOTAL COMMERCIAL</b>	<b>588</b>

**INDUSTRIAL Customer Count**

10 Yard	15
10 Yard Compactor	5
15 Yard Compactor	3
20 Yard	51
20 Yard Compactor	10
30 Yard	33
30 Yard Compactor	16
40 Yard	23
40 Yard Compactor	11
48 Yard	2
<b>TOTAL INDUSTRIAL</b>	<b>169</b>

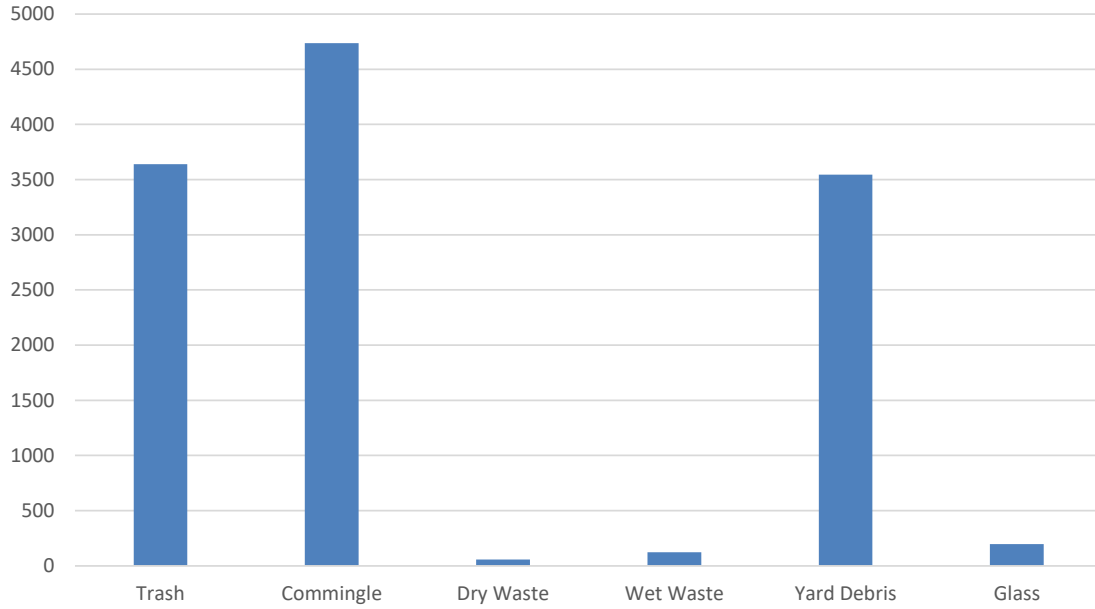
Customer Count only - not quantity of containers

# Customer Counts

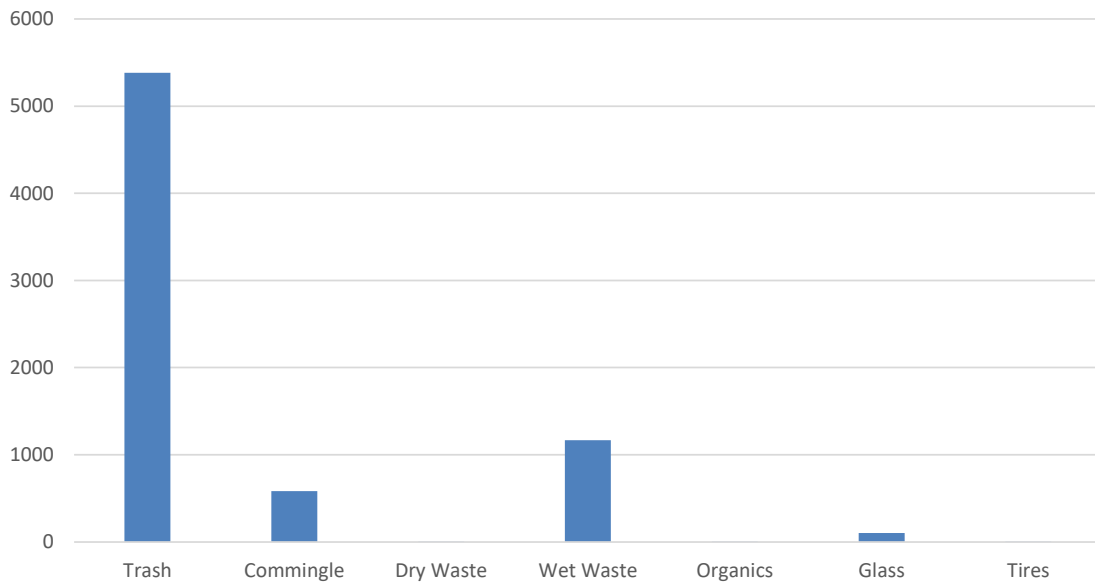


■ Residential Customers: 5157   ■ Commercial Customers: 588   ■ Industrial: 169

### Residential Tons



### Commercial Tons

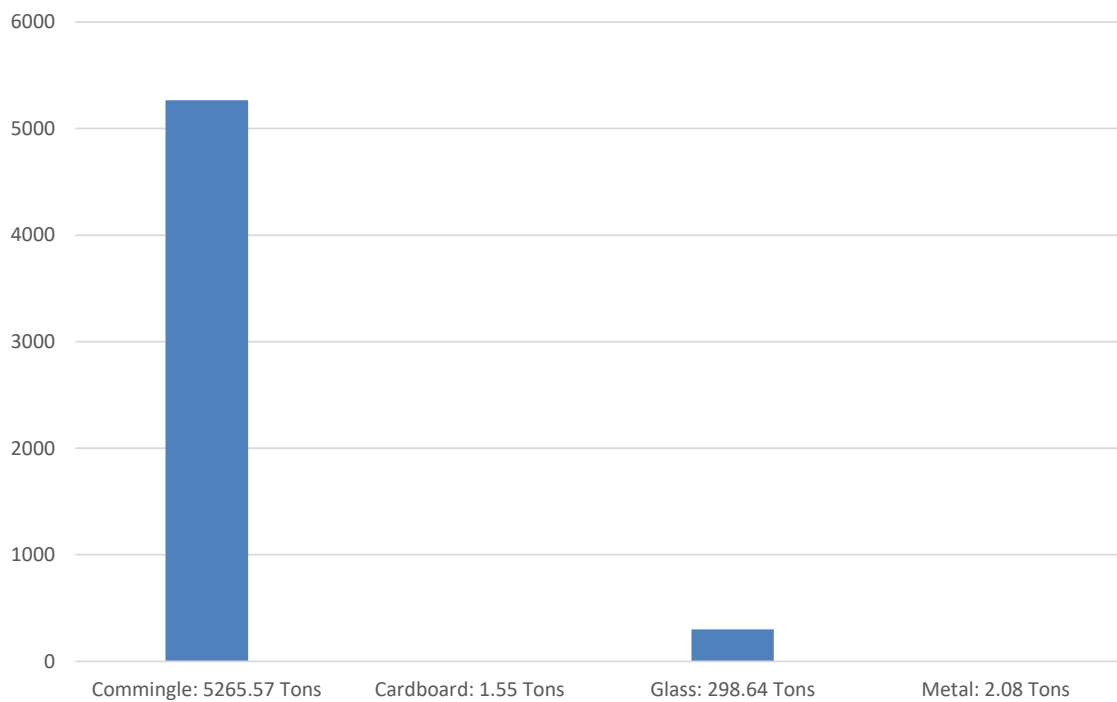




### Recycling Market

- China’s recent policies limiting contamination to .5% for recycling materials created a systemic impact in the market.
- Over the past six months, the cost for haulers to drop off residential commingled recycling for processing has increased about fourfold to record levels.
- DEQ is allowing processors to landfill recyclable materials if no markets can be easily found. The good news here is that we have been able, so far, to find processors to take our materials, but the future of these markets are uncertain.

Wilsonville’s Recyclable Materials

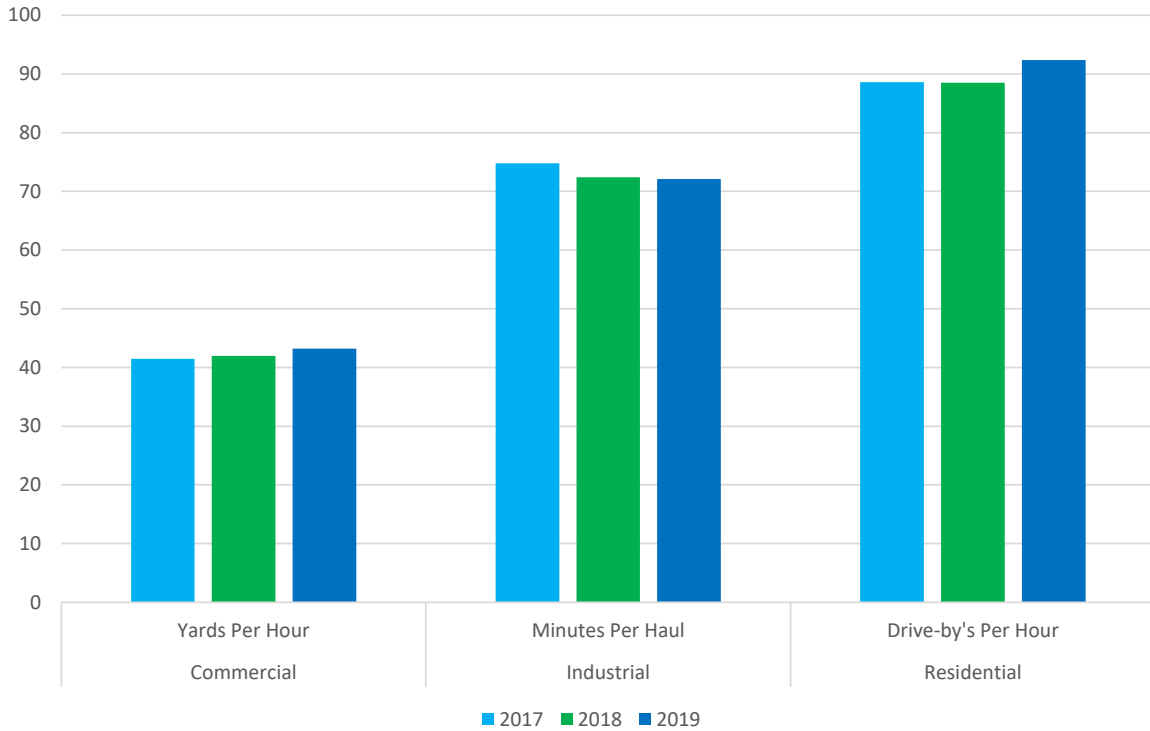


# Operational Efficiency and Customer Service



We'll handle it from here.™

Efficiency Tracker



**Legend:**

Yards Per Hour – Commercial yards serviced per truck route hour  
 Minutes Per Haul – Average route minutes per Industrial haul  
 Drive-bys Per Hour – Residential locations serviced per truck route hour

**Explanation:**

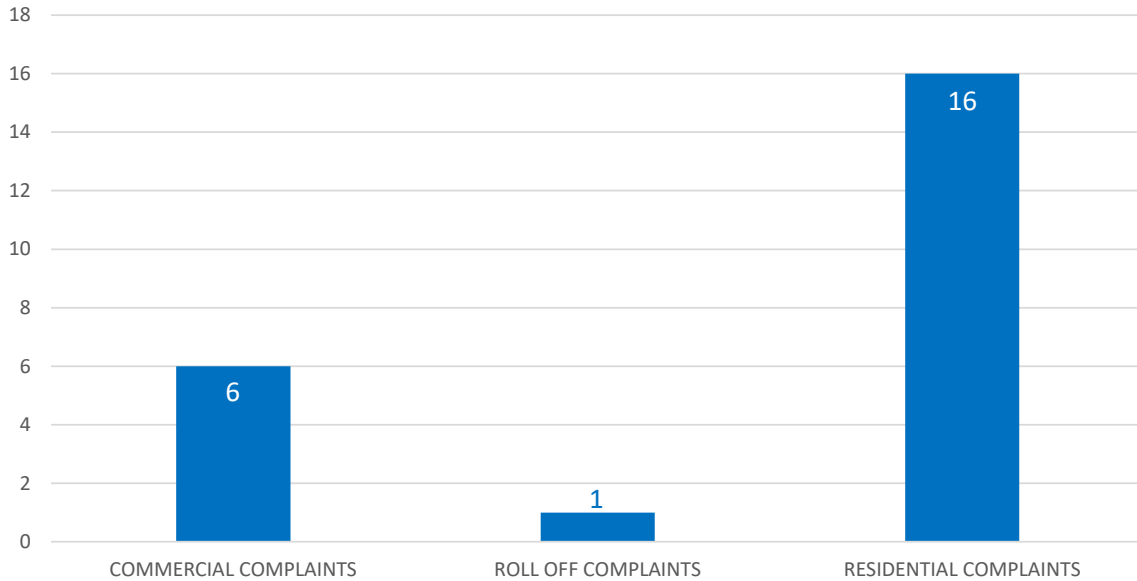
This chart illustrates labor productivity. An increase in “yards per hour” and “drive-bys per hour” indicates we are able to service our Commercial and Residential customers more efficiently. A decrease in “minutes per haul” indicates we are servicing our Industrial customers more efficiently

## As a company, we have over 2500 CNG vehicles in service

- According to the EPA, each new CNG collection truck deployed is the equivalent of planting over 600 mature trees annually.
- With 22 new CNG vehicles servicing the community from our Wilsonville campus, this is equivalent to 9,600 mature trees planted this year.
- CNG trucks are estimated to decrease noise production by 80 – 90 % .

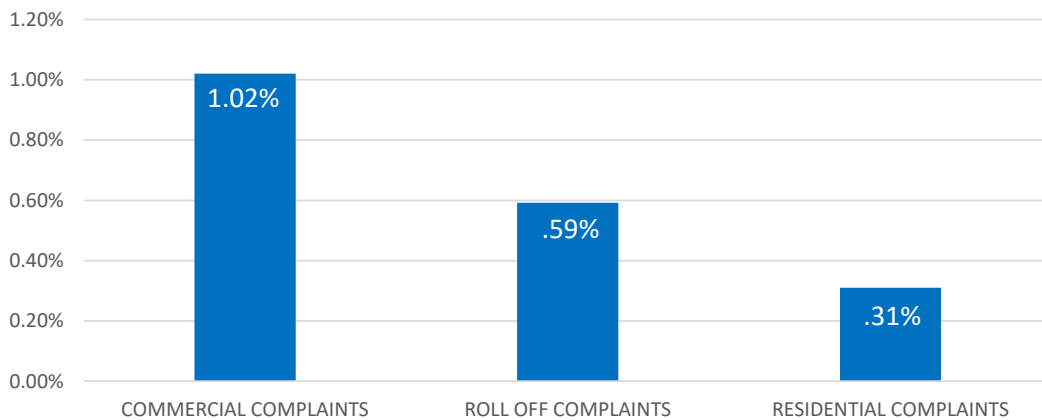


### Number of Customer Service Complaints



While we always strive to deliver the best customer service experience, each and every time, moving our Call Center back to Oregon has generated improved customer feedback and given us greater control over the process. We tackle each complaint as soon as it arises and proud to report the Percentage of Complains by Customer Group Below

### Percentage of Customer Service Complaints



## **Actions taken to prevent commonly reported complaints**

The most common complaint has been service route disruptions, primarily due to blockages caused by construction or other local vendors, leaving some customers with less predictable service schedules.

## **Additional steps to improve the customer experience**

- We have relocated our call center back to Woodburn, Oregon and are developing localized training opportunities to continually improve the quality of services provided.
- Our operations team also gives out their office number directly to customers directly to facilitate a quick and local response.
- Setting up a process for checking the City's engineering project calendar to avoid unnecessary service interruptions.
- We are working with local vendors to assure route access.

Republic Services enjoys interacting with the community by tabling at and sponsoring events. We educate and communicate with customers through local events, newsletters, local newspapers, bi-lingual recycling brochures, service calendars, and our website. We have sent flyers out through the Boone's Ferry Messenger, starting in March 2018, Sherwood Zip Code Route 97140-R041 and Tualatin Route 97062-R001 were added to the existing blanket distribution of all of Wilsonville Zip Code 97070, for a total of 14,461 addresses, including residential, business and PO boxes.

Annual Community Engagement, Education and Giving Back Events within the City of Wilsonville  
(Most recent dates listed)

Leaf Drop-Off Day	This year: November 9 <sup>th</sup> , 2019
Bulky Waste Days	Next Opportunity: October 26 <sup>th</sup> , 2019
Fun in the Park	This Year: August 3 <sup>rd</sup> , 2019
Wilsonville Rotary Summer Concerts	July 18 <sup>th</sup> , July 25 <sup>th</sup> , August 1 <sup>st</sup> , and August 8 <sup>th</sup> , 2019
Wilsonville Brewfest	August 10 <sup>th</sup> , 2019
Wilsonville Relay for Life	August 16 <sup>th</sup> , 2019
Wilsonville Festival of the Arts	June 1 <sup>st</sup> and 2 <sup>nd</sup> , 2019
Wilsonville Community Sharing (Food Bank)	



We'll handle it from here.™

**OPERATIONS FOOTPRINT**

500 Employees // 35 Locations Served // 20 Facilities // 260K Customers

Economic impact of Republic Services operations in the state of Oregon, 2016  
Seidman Research Institute W. P. Carey School of Business | Arizona State University







We'll handle it from here.™

Republic Services of Clackamas and  
Washington Counties  
10295 SW Ridder Rd  
Wilsonville, OR 97070  
503.682.3900 • [republicservices.com](http://republicservices.com)

## **CITY COUNCIL ROLLING SCHEDULE**

### **Board and Commission Meetings 2019**

**Items known as of 10/16/19**

#### **October**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
10/28	Monday	6:30 p.m.	DRB Panel B	Council Chambers
10/23	Wednesday	6:30 p.m.	Library Board	Library

#### **November**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
11/4	Monday	7:00 p.m.	City Council Meeting	Council Chambers
11/13	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
11/14	Monday	6:30 p.m.	DRB Panel A - <b>Tentative</b>	Council Chambers
11/18	Monday	7:00 p.m.	City Council Meeting	Council Chambers
11/27	Wednesday	6:30 p.m.	Library Board	Library

#### **Community Events:**

- 10/26** Fall Frolic 5k & Kids Dash Costume Run at Stein Boozier Barn 8:00 a.m.
- 10/26** Fall Harvest Festival at Stein Boozier Barn 9:30 a.m. -12:00 p.m.
- 10/26** Bulky Waste Day at Republic Services (10295 SW Ridder Road) 9:00 a.m. – 1:00 p.m.
- 10/29** History Pub at McMenamin’s Old Church, 6:30 p.m. – 8:00 p.m.
- 11/9** Leaf Drop-Off Day at Wilsonville City Hall Parking Lot, 9:00 a.m. – 2:00 p.m.
- 11/9** International Games Day at Wilsonville Library, 12:00 p.m. – 4:00 p.m.
- 11/9** “A Toast to Imagination” Wine Tasting at Wilsonville Library, 7:00 p.m. – 9:30 p.m.
- 11/11** City Offices closed in observance of Veteran’s Day.
- 11/11** Korean War Veterans Association Observance at Town Center Park, 10:30 am-noon
- 11/14** Medicaid Open Enrollment Workshop at the Community Center, 10 am-1 pm
- 11/21** A Will Is Not Enough in Oregon 6:00 p.m. to 7:30 p.m.
- 11/26** History Pub at McMenamin’s Old Church, 6:30 p.m. – 8:00 p.m.
- 11/28-11/29** City Offices closed in observance of Thanksgiving.
- 12/4** Holiday Tree Lighting at Town Center Park, 5:30 pm
- 12/24** Library closes at 2:00 p.m. in observance of Christmas Eve.
- 12/25** City Offices closed in observance of Christmas.
- 1/1** City Offices closed in observance of New Year’s Day.

All dates and times are tentative; check the City’s online calendar for schedule changes at [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us).



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> October 21, 2019</p>	<p><b>Subject: Resolution No. 2770</b> Intergovernmental Agreement Willamette Water Supply System Commission and Tualatin Valley Water District for Raw Water Facility Project.</p> <p><b>Staff Member:</b> Delora Kerber, Public Works Director and Patty Nelson, City Engineer</p> <p><b>Department:</b> Public Works and Engineering</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:</p> <p><input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input checked="" type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b> N/A</p>	
<p><b>Staff Recommendation:</b> Staff recommends that Council adopt the Consent Agenda.</p>		
<p><b>Recommended Language for Motion:</b> I move to approve the Consent Agenda.</p>		
<p><b>Project / Issue Relates To:</b></p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities: Educate, inform, and monitor the big pipe project</p>	<p><input type="checkbox"/> Adopted Master Plan(s):</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:**

Intergovernmental Agreement (IGA) between the City, Willamette Water Supply System (WWSS) Commission and Tualatin Valley Water District (TVWD) for the Raw Water Facility Project (RWF\_1.0)

## **EXECUTIVE SUMMARY:**

In May 2017, City Council approved Resolution 2628, which included three different agreements: (1) First Amendment to Agreement Regarding Water Treatment Plant Design, Construction, Operations and Property Ownership, (2) WWSS Intake Facility Agreement with TVWD and (3) Ground Lease for Raw Water Pipeline with TVWD and the City of Hillsboro.

These agreements allowed for an easement area for the pipeline and electrical duct bank to run from the Water Intake Facility westerly along the Willamette River and then northerly through Arrowhead Creek Park (AKA Water Treatment Plant Park), the construction of buildings and equipment for the Water Intake Facility (WIF) within the Willamette River Water Treatment Plant (WRWTP) site and on the “upper site” of the WRWTP property and the construction of the WWSS 66 inch diameter raw water pipeline. Exhibits included in the agreements show an anticipated and approved general location and layout of the RWF and raw water pipeline work. The Agreement provided that any change in layout would require City approval.

Considerations be made or paid to the City for these agreements included: over \$17 million rent payment; seven different infrastructure improvements to City streets; seismic upgrades to existing intake facility and river embankment; provision to make Wilsonville the Managing Owner of the WRWTP in perpetuity; dedication of right of way for the Kinsman Road Extension project; an additional five million gallons per day of WRWTP existing raw water pipeline capacity; guarantee the City’s financial share of upgrades to the WIF will not to exceed \$125,000 (a small amount compared to the contribution required from other WIF members).

Subsequent to the execution of these agreements the design of the both the RWF and the Pipeline have evolved. In order to memorialize those changes and the additional considerations to be given to the City based on those changes, the parties have agreed to enter into the attached IGA. The changes are summarized as follows:

Due to the reconstruction of the water line headers within the Raw Water Pump Station for the RWF\_1.0 project, two existing WRWTP raw water pumps will need to be relocated. In consideration of this displacement, Willamette Water Supply Program (WWSP) who is managing the RWF\_1.0 project will inspect and refurbish the City’s pumps prior to reinstallation and will fully warrant them for two years. Additionally, seismic and resiliency improvements will be made to the pumps and the associated pipes along with payment of \$50,000 to cover the cost of future pump inlet baskets.

The WWSS pipeline and duct-bank alignment, which previously ran along the western edge of the park, as shown in the previous Agreements, has been moved to preserve trees and designated bee habitat along the west side of the park pedestrian pathway as well as to provide for better seismic stability of the pipeline. This realignment moves the pipeline further east into the park, thereby limiting futures land use of that area. In consideration, WWSS has agreed to install, at no cost to the City, both a fiber conduit along-side the duct-bank and a new H2O vehicle rated 12-foot wide paved pedestrian path that can accommodate large vehicles. These amenities will provide the City with another segment of the fiber network and better access within the park for maintenance tasks.

Additional considerations provided by the WWSS Commission include: installation of pedestrian trail lighting on Jobsey Lane along the “upper” site area; reconstruction of the stormwater outfall into Arrowhead Creek including downstream energy dissipation; planting of landscape on the outside of the project area fence on the “upper” site; installation of an 8-inch domestic waterline connecting Brockway Drive and the future 5<sup>th</sup> to Kinsman Road waterline; and installation of new key card kiosk at the WRWTP entry gate.

Furthermore, the existing river overlook ramp in the park will need to be removed to complete the RWF\_1.0 project. In exchanged a new “upper” overlook area along with a “west” overlook and “lower” overlook with associated trails will be constructed. The overlooks will incorporate the design of the existing treatment plant screening walls and water features as well as link the design to the new conveyance system.

Another revision to the RWF\_1.0 project has been the relocation of an electrical building, surge tanks, transformer, and HVAC area from the WRWTP site to the “upper site”, thereby freeing up space within the plant that can be used for better mobility of operations and future plant expansion projects.

The IGA for RWF\_1.0 recognizes the City has two capital improvement projects that may occur during the same period of construction as RWF\_1.0 between June 2020 and December 2024. The 5<sup>th</sup> to Kinsman Project will need to reconstruct portions of Arrowhead Creek Lane and Industrial Way which might eliminate those roads as construction access for the RWF\_1.0. During those overlapping times, WWSP will be required to obtain and construct an alternative construction access. Another coinciding City project is the WTP 20 MGD Expansion project. The IGA for the RWF\_1.0 states the parties will coordinate to minimize conflicts between the projects and agree the operation of the WRWTP will take precedence over any and all RWF\_1.0 construction work.

**EXPECTED RESULTS:**

With the approval of the IGA for the RWF\_1.0 project, the land use application for the RWF1\_1.0 can proceed.

**TIMELINE:**

The RWF\_1.0 project will be constructed in two phases: Phase 1: June 2020 to February 2022 and Phase 2: September 2022 to December 2024.

**CURRENT YEAR BUDGET IMPACTS:**

The IGA for RWF\_1.0 has no financial impact to the City.

**FINANCIAL REVIEW / COMMENT:**

Reviewed by: CAR Date: 10/14/2019

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ Date: 10/11/2019

The issue of moving the pipe further into the park was discussed at length with City Council during the summer of 2018. It was recommended by the then Community Development Director/City engineer that the proposed relocation be allowed. The potential loss of future opportunity was discussed at length and Council determined that the property would most likely always going to remain a park and therefore approved moving forward to look at options that allowed the pipe to go through the park, rather than skirt the edge. Subsequent to that meeting, staff did push the pipe back further from the center of the park so it will now primarily run under the existing gravel path. In consideration, the path will be reconstructed, widened, paved and improved as a part of the consideration for the movement.

**COMMUNITY INVOLVEMENT PROCESS:**

N/A

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

Benefits to the community through the considerations from both the previous agreements and the IGA for the RWF\_1.0 include compensation for the pipeline lease area, no cost road project work; no cost seismic improvements; additional treatment plant infrastructure capacity, City obtaining full control of the WRWTP, fiber network expansion, and additional park amenities.

Residents may be negatively impacted by the intermittent closure of Arrowhead Creek Park during the construction of the RWF\_1.0 project. City staff is working with WWSP staff to minimize the impacts.

**ALTERNATIVES:**

Reject the IGA agreement as proposed and re-open negotiations.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 2770
  - A. Intergovernmental Agreement between the City of Wilsonville and the Willamette Water Supply Commission, Raw Water Facilities (RWF\_1.0)

**RESOLUTION NO. 2770**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH WILLAMETTE WATER SUPPLY PROGRAM COMMISSION AND TUALATIN VALLEY WATER DISTRICT FOR THE RAW WATER FACILITIES PROJECT (RWF\_1.0).**

WHEREAS, TVWD, Hillsboro, Beaverton, and the Cities of Wilsonville, Sherwood, and Tigard have entered into the Willamette Intake Facilities Intergovernmental Agreement, dated April 18, 2018 (“WIF Agreement”), creating an ORS Chapter 190 intergovernmental entity for the ownership, management, and operation of the Willamette Intake Facilities (as those facilities are defined in the WIF Agreement) and to provide for design and construction to upgrade and expand the Willamette Intake Facilities; and

WHEREAS, TVWD, Hillsboro, and Wilsonville entered into a Ground Lease for the Raw Water Pipeline, dated March 21, 2018 (“Ground Lease”), and a Pipeline Easement, signed March 26, 2018 but not recorded (“Pipeline Easement”), that will allow the Willamette Intake Facilities to connect via pipeline over the real property owned by TVWD and Wilsonville to the WWSS raw water pipeline located in and along Wilsonville right-of-way. The Pipeline Easement will be recorded in the future with the as-built conditions; and

WHEREAS, Wilsonville and TVWD entered into a Willamette Water Supply System Intake Facility Agreement and the First Amendment to Agreement Regarding Water Treatment Plant Design, Construction, Operation, and Property Ownership, both documents dated March 21, 2018, which provide, among other things, placement of the raw water pipeline, electric duct bank, and appurtenant structures; and

WHEREAS, the WWSS Commission desires to construct improvements to the raw water intake and pump station and construct a large diameter water supply transmission line and related improvements known as the Raw Water Facilities Project (RWF\_1.0). Said project will occupy portions of the Willamette River Water Treatment Plant (“WRWTP”) and adjacent Wilsonville public park property (“Park”), which property is currently owned by Wilsonville and TVWD (collectively “WRWTP/ Park Property”); and

WHEREAS, it is the mutual desire of the WIF Commission, WWSS Commission and the City to enter into this Agreement to allow the RWF\_1.0 Project work on Wilsonville Property, in exchange for the consideration set forth in the Intergovernmental agreement.

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

Section 1. Wilsonville is agreeable to allow the RWF\_1.0 Project work to commence on WRWTP/Park Property, in the manner described and in exchange for the

considerations set forth in the Intergovernmental Agreement for the Raw Water Facilities Project (RWF\_1.0).

Section 2. The City Manager is authorized to sign the Intergovernmental Agreement for the Raw Water Facilities Project (RWF\_1.0) in substantially the form as presented with latitude to make minor revisions to reflect construction variances and clarifications.

Section 3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 21<sup>st</sup> day of October 2019, and filed with the Wilsonville City Recorder this date.

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TIM KNAPP, MAYOR

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

- A. Intergovernmental Agreement between the City of Wilsonville and the Willamette Water Supply Commission, Raw Water Facilities (RWF\_1.0)



**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN**  
**THE CITY OF WILSONVILLE AND**  
**THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION**  
**RAW WATER FACILITIES PROJECT (RWF\_1.0)**

THIS INTERGOVERNMENTAL AGREEMENT (this "Agreement") is made and entered into between the **City of Wilsonville**, a political subdivision of the State of Oregon, acting by and through its City Council ("Wilsonville"), and the **Willamette Water Supply System Commission**, an Oregon intergovernmental entity organized under ORS Chapter 190 (the "WWSS Commission"). Wilsonville and the WWSS Commission are referred to herein individually as a "Party" and jointly as the "Parties." **Tualatin Valley Water District**, a domestic water supply district organized under ORS Chapter 264, acting by and through its Board of Commissioners ("TVWD"), is a co-owner of the "WRWTP/Park Property," as defined below, and is therefore also a necessary party to this Agreement.

**RECITALS**

- A. WHEREAS, ORS Chapter 190 authorizes units of local government to enter into intergovernmental agreements for the performance of any or all activities and functions that a party to such an agreement has the authority to perform; and
- B. WHEREAS, TVWD, the City of Hillsboro ("Hillsboro"), and the City of Beaverton ("Beaverton") entered into an intergovernmental agreement creating the WWSS Commission to set forth the terms for the joint ownership, financing, design, permitting, construction, operation, maintenance, repair, and replacement of the Willamette Water Supply System ("WWSS") in a prudent, economic, and efficient manner to provide high quality water to their respective municipal water supply systems; and
- C. WHEREAS, TVWD, Hillsboro, Beaverton, and the Cities of Wilsonville, Sherwood, and Tigard have entered into the Willamette Intake Facilities Intergovernmental Agreement, dated April 18, 2018 ("WIF Agreement"), creating an ORS Chapter 190 intergovernmental entity for the ownership, management, and operation of the Willamette Intake Facilities, as those facilities are defined in the WIF Agreement ("WIF"), and to provide for design and construction to upgrade and expand the Willamette Intake Facilities; and
- D. WHEREAS, TVWD, Hillsboro, and Wilsonville entered into a Ground Lease for the Raw Water Pipeline, dated March 21, 2018 ("Ground Lease"), and a Pipeline Easement, signed March 26, 2018 but not recorded ("Pipeline Easement"), that will allow the Willamette Intake Facilities to connect via pipeline over the real property owned by TVWD and Wilsonville to the WWSS raw water pipeline located in and along Wilsonville right-of-way. The Pipeline Easement will be recorded in the future with the as-built conditions; and
- E. WHEREAS, Wilsonville and TVWD entered into a Willamette Water Supply System Intake Facility Agreement and the First Amendment to Agreement Regarding Water Treatment Plant Design, Construction, Operation, and Property Ownership, both documents dated March 21, 2018, which provide, among other things, placement of the raw water pipeline, electric duct bank, and appurtenant structures; and

- F. WHEREAS, the WWSS Commission oversees the Willamette Water Supply Program (“WWSP”) and has designated the WWSP to exercise the responsibilities and obligations for the planning and design of WWSS projects; and
- G. WHEREAS, the WWSS Commission desires to construct improvements to a raw water intake and pump station and construct a large diameter water supply transmission line and related improvements (“Project Work”) and the Project Work will occupy portions of the Willamette River Water Treatment Plant (“WRWTP”) and adjacent Wilsonville public park property (“Park”), which property is currently owned by Wilsonville and TVWD (collectively, “WRWTP/Park Property”); and
- H. WHEREAS, as co-owners of the WRWTP/Park Property, Wilsonville and TVWD must agree to the use of the WRWTP/Park Property, as described herein; and
- I. WHEREAS, TVWD is also the managing agency of the WWSS Commission and has advocated to Wilsonville to allow for this use of the WRWTP/Park Property by the WWSS Commission; and
- J. WHEREAS, WWSP has entered into a contract with a construction contractor that includes the Project Work (“RWF\_1.0 Contract”) with a layout plan and scope of work that must be approved, in writing, by Wilsonville, due to its location on WRWTP/Park Property; and
- K. WHEREAS, in conjunction with the construction of the Project Work, the WWSS Commission wishes to move two of Wilsonville’s existing WRWTP raw water pumps, which Wilsonville is willing to allow as long as the WWSS Commission provides an inspection of the pumps and restores them back in place in good and efficient operating condition, as more particularly described below; and
- L. WHEREAS, it is the mutual desire of the Parties to enter into this Agreement to allow the Project Work on WRWTP/Park Property, in exchange for the consideration set forth below, including relocation of the existing WRWTP pumps described below, on behalf of Wilsonville;

## **AGREEMENT**

NOW, THEREFORE, in consideration of the terms, conditions, and covenants set forth below and the recitals set forth above, which are incorporated into this Agreement as if fully set forth herein, the Parties agree as follows:

### **ARTICLE I - PROJECT GOALS**

- 1.1 The Parties are coordinating the design and construction of the Project Work on the WRWTP/Park Property.
- 1.2 The Project Work is intended to achieve the following overall goals (“Project Goals”):
- 1.2.1 Wilsonville: To review and approve the Project Work to ensure it does not unreasonably disturb the WRWTP/Park Property, operation of the WRWTP, or other Wilsonville work in those areas.
- 1.2.2 WWSS Commission: Through the WWSP, to design and construct portions of the water transmission facilities and pipeline constructed to further the objectives of the WWSS Commission in increasing water

supply, reliability, redundancy, and resiliency to its member service areas. The Project Work under this Agreement is part of that effort. For purposes of this Agreement, all rights and responsibilities of WWSP identified herein shall be deemed to be the rights and responsibilities of the WWSS Commission.

- 1.3 The Parties acknowledge that the Project Work cannot interfere in any way with the ability of the WRWTP to produce safe, reliable, and uninterrupted drinking water.

## **ARTICLE II - PROJECT DESCRIPTION**

- 2.1 The Project Work primarily consists of design and construction of raw water facilities and a large-diameter water transmission line and appurtenances according to design, plans, and technical specifications, as depicted in **Exhibit 1**, RWF Project Overall Site Plan and Other Ancillary Improvements.
- 2.2 Because two of the existing raw water pumps at WRWTP are being relocated as part of the Project Work, WWSP will provide an inspection of the existing pumps and refurbish as needed to fully restore pumps to good operational condition, at no cost to Wilsonville. WWSP will work with its consultant, pump suppliers, and others, as needed, to determine the feasibility of adding resiliency improvements for the existing pumps, such as a seismic clip for the pump column and anchorage for the pump and motor. It is assumed these improvements will be designed by the pump supplier. WWSP will design and construct new discharge butterfly valves and dismantling joints on the discharge of the two relocated existing WRWTP pumps for resiliency. WWSP will also compensate Wilsonville \$50,000 for two new pump inlet baskets (payment to be made within ninety (90) days of the date of this Agreement). Repairs and reinstallation will be fully warranted for two (2) years. The foregoing is collectively referred to hereinafter as the "Relocation Work."
- 2.3 One set of contract documents will be used for the Project Work, including the Relocation Work.
- 2.4 The use of Water Infrastructure Finance and Innovation Act ("WIFIA") funding is anticipated for the Project Work. WIFIA funding requires compliance with certain conditions, including, but not limited to, Davis-Bacon and related acts, American Iron and Steel Act, Disadvantaged Business Enterprises Program, regulations governing debarment and suspension, Equal Employment Opportunity Executive Order, civil rights laws, Drug-Free Workplace Act, and restrictions on lobbying. Project Work will be constructed under a single construction contract complying with the requirements of WIFIA funding. WWSP will be solely responsible for compliance with all of the foregoing. Because the Relocation Work is part of the Project Work, some WIFIA requirements may be coincidentally applied but compliance and costs associated therewith will be the sole responsibility of WWSP.

## **ARTICLE III - PROJECT CONSIDERATION**

- 3.1 In consideration for allowing the Project Work to include relocation of two existing WRWTP pumps, WWSP will make all of the above-described Relocation Work at no charge to Wilsonville.
- 3.2 Additional consideration provided by the WWSS Commission for this Agreement includes:

- Construction of a new H20 rated 12-foot wide paved pedestrian path in the Park;
- Construction of a path to the river and river view path;
- Construction of a new river overlook area;
- Installation of pedestrian trail lighting on Morey Lane along the upper site area;
- Installation of 4-inch fiber conduit, per Public Works standards, the length of the WRWTP/Park Property, with pull boxes parallel to the Project Work duct bank;
- Reconstruction of the Arrowhead Creek stormwater outfall from point of connection to the outfall, including downstream energy dissipation;
- Planting of landscape outside of the WWSS Commission fence on the upper site;
- Installation of an 8-inch domestic waterline that connects at Brockway Drive and the future 5<sup>th</sup> and Kinsman Road waterline; and
- Design and installation of a new key card kiosk at the WRWTP entry gate on the east side of the drive area that will provide access for both the WWSS Commission and Wilsonville.

3.3 As additional consideration for allowing WWSP to construct on WRWTP/Park Property, WWSP must also meet all of the Wilsonville Development Review Board (DRB) conditions of approval, as agreed to and set forth in the DRB conditions of approval.

#### **ARTICLE IV - WWSP OBLIGATIONS FOR DESIGN**

- 4.1 WWSP has designated Jenn Minton, P.E., as WWSP Project Manager for the Project Work and the WWSP representative responsible for coordination of the Project Work with Wilsonville pursuant to this Agreement. Mike Britch, P.E., will be the WWSP Principal Engineer for the Project Work.
- 4.2 WWSP will perform or cause to be performed all tasks needed to design and construct the Project Work, including preparation of plans/drawings, standard details, technical specifications, contractor's estimate, and other documents required for completion of the contract documents and design milestones described in **Exhibit 2**. WWSP will provide Wilsonville ten (10) business days to complete a design review of the Project Work at the following significant milestone: 90 percent design documents. WWSP will consider and incorporate Wilsonville review comments that do not significantly impact Project Work costs or schedule. If WWSP disagrees with the Wilsonville comments and Wilsonville still desires to have the comments addressed or included, the Parties will utilize the mediation process set forth in the Ground Lease.
- 4.3 WWSP will coordinate and will cause its consultants to coordinate with Wilsonville and its consultants, including attendance at all design team meetings, permit team

meetings, real estate meetings, public information/outreach meetings, and other scheduled meetings. The Wilsonville Project Representative and WWSP Project Manager will mutually determine the type, frequency, and timing of meetings to meet the needs of a well-coordinated project.

- 4.4 WWSP will share and coordinate updates on the Project Work schedule with the Wilsonville Project Representative.
- 4.5 WWSP will provide necessary design coordination to advance the design and construction of the Project Work to achieve the key milestones described in **Exhibit 2**.
- 4.6 WWSP will prepare the bid package for the Project Work, inclusive of the 'front-end' documents, including bidding information, bid forms, contract forms, standard general conditions, special provisions, technical specifications, design plans, and others as required for successful bidding and construction of the Project Work (collectively, "Contract Documents"). The Relocation Work will be included in the Project Work bid package.
- 4.7 WWSP will provide and pay for key card access at the new south personnel gate from the WRWTP Park and into the raw water pump station that will provide access for both the WWSS Commission and Wilsonville. The access point will have a hard key as a manual override as part of the design.
- 4.8 WWSP will prepare the draft Contract Documents and provide them to Wilsonville for review and comment. WWSP will incorporate or otherwise respond to Wilsonville's review comments in a manner acceptable to both Parties' Project Managers.
- 4.9 WWSP will administer the Project Work bidding and solicit bids in compliance with all public contracting laws and in compliance with the agreement for the RWF\_1.0 Contract.
- 4.10 WWSP will perform the design and design coordination for all Project Work.
- 4.11 WWSP will design, construct, and pay for all of the items listed in Article III - Project Consideration.
- 4.12 As required in Section 5 of the Pipeline Easement, WWSP will design the raw water pipeline and an ancillary pipe/duct to have a minimum of eight feet of cover. Notwithstanding the foregoing, Wilsonville agrees that if WWSP replaces certain existing Wilsonville pipelines with new pipe, encased in a steel casing extended a minimum one foot beyond the edge of trench, then in that specific area, as shown on **Exhibit 1**, the raw water pipeline may cross over the top of the newly encased Wilsonville pipeline(s) at a depth of less than eight feet but not less than five feet. Additionally, when WWSP completes its proposed design for related duct banks, it may request that it be allowed to place the duct banks at a lesser depth, and Wilsonville will consider that request upon review of the final plans.

## **ARTICLE V - WILSONVILLE OBLIGATIONS**

- 5.1 Wilsonville hereby designates Delora Kerber, P.E., as Wilsonville Project Representative responsible for coordination of the Project Work with WWSP and WRWTP pursuant to this Agreement. Patty Nelson is Wilsonville's Principal

- Engineer, responsible for Design Documents and construction oversight of the Relocation Work.
- 5.2 Wilsonville will review and approve the design, drawings, and specifications WWSP provides for the Relocation Work.
  - 5.3 By executing this Agreement, Wilsonville grants to WWSP and any WWSS Commission consultants and contractors a right-to-rely on the information provided by Wilsonville under this Agreement.
  - 5.4 Wilsonville is planning an independent expansion of the existing WRWTP. The Wilsonville WRWTP Expansion Work is not part of the Project Work. See Section 9.9.

#### **ARTICLE VI - JOINT OBLIGATIONS FOR DESIGN**

- 6.1 To minimize Project delays or cost increases, the Parties agree to work together diligently to identify and jointly resolve any design or constructability issues with the Project Work at the earliest possible stage of the design process. When such issues arise, the Parties agree to work together to find mutually acceptable solutions in furtherance of the stated Project Goals.
- 6.2 The location of any pipeline, pipeline appurtenances, and other facilities related to the Project Work shall be mutually agreed to by both Parties during the design of the Project and before any construction can occur.
- 6.3 The Parties will provide each other reasonable amounts of information not otherwise required by this Agreement, and will coordinate and attend regular design coordination meetings, regular permit team meetings, public information and outreach team meetings, and other meetings as required for successful coordination and completion of the Project. The Parties' Project Managers will determine the anticipated frequency and timing of meetings depending on the needs of the Project.
- 6.4 The Parties will jointly perform a constructability review of the Contract Documents at 90 percent design completion of the Project Work and incorporate comments into final Contract Documents.
- 6.5 The Parties will work collaboratively in developing Project Work schedules, milestones, reviews, health and safety plans, Project performance metrics, and other activities as required for the successful coordination and completion of the Project Work.

#### **ARTICLE VII - WWSP OBLIGATIONS FOR CONSTRUCTION**

- 7.1 WWSP has designated Rod Warner as WWSP Construction Manager. The WWSP Construction Manager shall be the designated point of contact with the Wilsonville Project Representative and the Wilsonville Principal Engineer. Mike Britch, P.E., will be the WWSP Principal Engineer and the WWSP representative to handle dispute resolution for this Project.
- 7.2 WWSP will be responsible for the overall management and administration of the construction contract for the Project Work.

- 7.3 WWSP will be responsible for inspection, construction management, and administration for the Project Work.
- 7.4 WWSP will be responsible for the Relocation Work, to be included in the Project Work, at no cost to Wilsonville, as described in Section 2.2.
- 7.5 WWSP will include the Wilsonville Project Representative and Wilsonville Principal Engineer in regular construction coordination meetings, public information and outreach meetings, and other meetings as required for successful coordination and completion of the Project.
- 7.6 WWSP will review shop drawings, contractor and subcontractor submittals, requests for information (RFI), and other requested clarifications related to construction of the Project Work.
- 7.7 WWSP is solely responsible for managing the Project Work construction schedule, including established milestones. WWSP will provide its construction contractor's baseline schedule and monthly schedule updates for Wilsonville review and comments. WWSP will consider and incorporate Wilsonville review comments that do not significantly impact Project Work costs or schedule. WWSP will closely coordinate with Wilsonville on Project Work that may impact the operation of the WRWTP.
- 7.8 WWSP will receive, catalog, and route to Wilsonville RFIs, requests for substitutions, submittals, and any other documents pertaining to the Relocation Work for review and comment within five (5) business days, using e-Builder as administered by WWSP for the Parties. WWSP will defer to Wilsonville for the disposition and/or response for all RFIs, substitutions, and submittals related solely to the Relocation Work. Access to all Project Work documents, including, but not limited to, submittals, RFIs, contract correspondence, quality control and assurance requirements, daily reports, and photos, will be available to the Parties through e-Builder.
- 7.9 WWSP will cause the construction contractor to name and endorse WWSP, the WWSS Commission, Wilsonville, and their elected or appointed officials, staff, employees, consultants, and agents, as additional insureds on all policies provided by the construction contractor under the contract. The endorsements to policies shall provide for not less than thirty (30) days' written notice of cancellation. WWSP will provide Wilsonville a copy of the certificates for its records. WWSP will cause the construction contractor to extend indemnity and hold harmless provisions given to WWSP to Wilsonville, its members, officers, boards, employees, consultants, and agents.
- 7.10 WWSP will have overall responsibility for Project administration and inspection of the Project Work and at all times be responsible to monitor and manage the construction contractor's work as provided in the construction Contract Documents. WWSP will regularly communicate with and direct the contractor performing the Relocation Work to be consistent with the decisions of the Wilsonville Principal Engineer. WWSP will have sole and total decision-making authority on Project Work, except for Project Work that impacts the operation of the WRWTP, including the operation of the existing pumps, in which case WWSP will coordinate with Wilsonville.

- 7.11 If Wilsonville's Project Representative, or her designated onsite inspector, or the Wilsonville Principal Engineer, observes a situation reasonably believed to involve safety issues that threaten life, bodily harm, environmental harm, or damage to the WRWTP, Wilsonville will notify the WWSP Construction Manager of the need to stop the Project Work based on those observations. The WWSP Construction Manager will immediately stop the Project Work at the request of Wilsonville. WWSP's Construction Manager has the authority to issue a stop work order at any time and will notify Wilsonville's Project Representative, Principal Engineer, or the designated onsite supervisor as soon thereafter as reasonably possible.
- 7.12 WWSP will be responsible to ensure that the Relocation Work is installed in accordance with the Contract Documents and will handle any disagreements, disputes, delays, or claims with the construction contractor related to or as a result of the Relocation Work, as provided by Section 12.6. Wilsonville agrees to cooperate with WWSP in handling any claims related to the Relocation Work. WWSP will fully warrant the installation and good working condition of the pumps for two (2) years from the date of a full installation inspection and written approval by the City.
- 7.13 WWSP will not authorize or consent to construction contractor's changes to key milestones, as shown in **Exhibit 2**, without written approval by Wilsonville, except in the case of a force majeure as defined in the Contract Documents.
- 7.14 After the Relocation Work has been accepted by Wilsonville and the relocated pumps have been fully operational for two (2) years, WWSP will assign any remaining rights under performance and payment bonds or warranties with respect to the two existing pumps to Wilsonville.
- 7.15 Upon the completion of the construction and completion of record drawings, WWSP will deliver one set of redline as-built drawings for the Project Work to Wilsonville. WWSP will be responsible for producing record drawings for the Project Work.
- 7.16 WWSP, its consultants, and its construction contractor shall coordinate with Wilsonville and its consultants, including jointly attending regular construction coordination meetings, regular permitting and environmental meetings, real estate meetings, public information and outreach meetings, and other meetings as required for successful coordination and completion of the Project Work. The WWSP Construction Manager and Wilsonville Project Representative shall mutually determine the anticipated frequency and timing of meetings depending on the needs of the Project.
- 7.17 WWSP's contractor will be responsible for providing controlled access to the WRWTP during construction. WWSP's contractor will limit access to the Park by the public for public safety reasons during the construction as needed. Time frames for limited access will be defined in the final approved version of the land use application or as otherwise modified.
- 7.18 WWSP will be responsible for maintenance of Park areas that are closed to the public during construction during the closure period. This requirement applies to lands that are not directly affected by the construction activities that will be replaced at the completion of construction. Maintenance requirements will be generally consistent with Wilsonville's Parks & Recreation Department historical practices.



- 7.19 WWSP will plan and execute outages as needed for the Project Work. Provisions will be made for operation of the plant, utilizing bypass pumping or other methods, if the duration of a planned outage exceeds the agreed upon timeframe established in a collaborative manner and documented in the Contract Documents.
- 7.20 WWSP will provide materials testing, independent of construction contractor testing requirements of the Contract Documents, and construction inspection for Project Work.
- 7.21 WWSP understands that Wilsonville's 5<sup>th</sup> to Kinsman Project may be occurring at the same time as some of the Project Work. A portion of the 5<sup>th</sup> and Kinsman Project will reconstruct portions of Arrowhead Creek Way and Industrial Way (collectively, "Arrowhead Way"), during which time the existing roadways will not be available for construction access for the Project Work. During those overlapping times, WWSP will be required to obtain and construct an alternative construction access for the Project Work. The City Engineer will provide WWSP with at least ninety (90) days' prior notice of the dates when the Arrowhead Way access will not be available for WWSP use.

#### **ARTICLE VIII - WILSONVILLE OBLIGATIONS FOR CONSTRUCTION PHASE**

- 8.1 Wilsonville hereby designates Delora Kerber, P.E., as the Wilsonville Representative responsible for coordination of the Project Work with WWSP and WRWTP pursuant to this Agreement and the Wilsonville Representative to handle dispute resolution for this Project. Patty Nelson is Wilsonville's Principal Engineer responsible for the coordination of the Relocation Work. In addition to the Representative and Principal Engineer, Wilsonville may have a full time construction oversight inspector on site (On-Site Inspector) and, if Wilsonville elects to do so, Wilsonville will supply the WWSP Construction Manager with contact information for the On-Site Inspector.
- 8.2 Wilsonville will cause its contract operator for the WRWTP to coordinate and cooperate with WWSP and its representatives and contractor to achieve timely and efficient delivery, commissioning, and startup of the Project Work as long as the construction work does not hinder the ability of the WRWTP to produce safe and reliable drinking water.
- 8.3 Wilsonville will coordinate with WWSP on any disagreements, disputes, delays, or claims with the construction contractor related to or as a result of the Relocation Work, as provided by Section 12.6.
- 8.4 Wilsonville will provide a raw water source for use by WWSP during construction for testing of the Project Work. Raw water for pump testing and other related system commissioning and startup activities for Project Work will be returned to the caisson or to the stormwater outfall to Arrowhead Creek. Any discharge to Arrowhead Creek must be in compliance with City of Wilsonville stormwater discharge requirements.
- 8.5 Wilsonville shall participate in WWSP monthly health and safety meetings.
- 8.6 Wilsonville will provide review of RFIs and other requested clarifications related to the Relocation Work. Wilsonville shall provide a response to WWSP as set forth in Section 7.8.

- 8.7 Wilsonville may require additional or corrective work to be completed for the Relocation Work if, in the sole judgment of Wilsonville, the work is not complete in accordance with the Contract Documents. If Wilsonville determines the Relocation Work is not in compliance with the Contract Documents, the Wilsonville Principal Manager shall inform WWSP at the earliest opportunity following discovery, and WWSP will require its construction contractor to perform corrective actions as necessary. The method of enforcement will be agreed upon and the cost of enforcement will be paid by WWSP.
- 8.8 Wilsonville will determine, in its reasonable discretion, when the Relocation Work has achieved substantial completion and final completion, as defined in the Contract Documents. The Wilsonville Project Representative and Principal Engineer shall jointly provide a construction punch list for the Relocation Work to WWSP upon substantial completion of the Relocation Work and participate with the WWSP Project Manager for inspection and final completion of the Relocation Work.
- 8.9 WWSP is responsible to properly install the relocated pumps, in accordance with the Contract Documents, and for the pumps to be in good working order and operational condition. Wilsonville must review and approve any change orders or work change directives relating to the Relocation Work prior to issuance to the construction contractor. Within five (5) business days of receiving the proposed change order or work change directive, Wilsonville will notify WWSP in writing of any concerns or disputes with a proposed change order or work change directive. WWSP may proceed to direct its construction contractor to perform work only if it deems an emergency or other circumstance requires immediate action to prevent adverse health and safety conditions. In such a case, Wilsonville reserves all rights to make a claim against WWSP for any damages suffered as a result thereof. WWSP may be liable to Wilsonville for any contract delays as a result thereof or for any other damages or claims by Wilsonville. Wilsonville will be entitled to seek relief directly from WWSP, and WWSP will be required to seek relief from the contractor if the damage was caused by the contractor's work.
- 8.10 Wilsonville will coordinate and meet with WWSP to resolve any disagreements, disputes, delays, or claims related to, or as a result of, the Relocation Work, as provided by Section 12.6.
- 8.11 Wilsonville and its consultants shall coordinate with WWSP, its construction contractor, and its consultants, including jointly attending regular construction coordination meetings, regular permitting and environmental meetings, real estate meetings, public information and outreach meetings, and other meetings as required for successful coordination and completion of the Project Work. Wilsonville and the WWSP Construction Manager shall mutually determine the anticipated frequency and timing of meetings depending on the needs of the Project Work.
- 8.12 Wilsonville will support a request to WIF to allow a WWSP contractor to install a water quality panel in the raw water pump station and associated instruments to monitor raw water quality. The type and size of the panel will be agreed upon by WWSP and Wilsonville.
- 8.13 Wilsonville will support a request to WIF to allow WWSP to tie into the existing electrical system to make provisions for added resiliency. The tie in will allow the WWSS to provide backup power to the WIF infrastructure, including air burst system, raw water pump station building lighting and heating, and raw water pump station

security, in case of WRWTP power loss. Backup power will not be provided to WRWTP infrastructure downstream of the system separation point, as defined in the WIF agreement. Backup power will be provided by using a transfer switch. In the event of an emergency, the WWSS Commission will notify Wilsonville that the transfer switch is being used to provide backup power as soon as practicable.

- 8.14 Wilsonville will allow a WWSP contractor, and support a request to WIF where applicable, to install security cameras and key card access readers for security purposes in locations including, but not limited to, the interior and exterior of the raw water pump station building, the bike path, and the upper site. WWSP will provide Wilsonville with card keys for the readers and access to the data/video from the security cameras.

## **ARTICLE IX - JOINT OBLIGATIONS FOR CONSTRUCTION**

- 9.1 The Parties shall mutually determine the anticipated frequency and timing of meetings depending on the needs of the Project Work.
- 9.2 The Parties will coordinate and work collaboratively in developing Project Work milestones, constraints, work sequences, construction administration requirements, quality control and assurance requirements, and other activities as required for successful coordination and completion of the Project Work.
- 9.3 To minimize potential Project Work schedule delays, construction contractor cost increases, or other Project Work issues, the Parties agree to work together diligently to identify and jointly resolve any construction issues at the earliest possible stage, including those issues that involve the construction contractor. When such issues arise, the Parties agree to work together to find mutually acceptable solutions in furtherance of the Project Goals. WWSP will lead the resolution with the construction contractor as mutually agreed by the Parties.
- 9.4 The Parties agree the operation of the WRWTP will take precedence over any and all Project Work construction activities.
- 9.5 The Parties agree to include health and safety requirements in the Contract Documents that meet the objectives of both Parties.
- 9.6 The construction contractor is required to develop and maintain a Project Work baseline schedule on which the WWSP Construction Manager and Wilsonville Project Representative shall collaboratively review and comment. Each Party shall allow the other Party to comment on schedule revisions.
- 9.7 WWSP will generally take the lead on managing complaints, including, but not limited to, general public complaints and complaints related to environmental and/or land use permitting. Notwithstanding the foregoing, Wilsonville reserves the right to report environmental, land use, or permit violations. If WWSP is violating land use or permitting requirements by Wilsonville, Wilsonville reserves the right to issue a stop work order.
- 9.8 The Parties agree to the following guidelines for handling public/media interactions:
- 9.8.1 Social media includes all means of communicating or posting information or content of any sort on the Internet, including to one's own or someone

else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, chat room, whether or not associated or affiliated with WWSP or Wilsonville, or any other form of electronic communication to the public.

- 9.8.2 Wilsonville and WWSP each agree to allow the other to review its social media content related to Project Work before posting it.
- 9.9 The Parties acknowledge Wilsonville's WRWTP Plant Expansion Project will be occurring at the same time as the Project Work and agree to coordinate their construction schedules to avoid disruption or delay of either Party's work. The Parties also acknowledge that the WRWTP Plant Expansion Project must take priority. Therefore, in the event of any critical construction conflict or delay that Wilsonville determines, in good faith, cannot be reasonably resolved to avoid such conflict or delay, the WWSP Project Work will be required to stand down as necessary to allow the WRWTP Project to timely proceed or to produce safe, reliable, and uninterrupted drinking water at all times.
- 9.10 The Parties agree to coordinate on outreach efforts such as signage, groundbreaking, and ribbon cutting.

#### **ARTICLE X - COMPENSATION FOR CONSTRUCTION**

- 10.1 All costs related to Wilsonville's inspection, oversight, and supervision of Project Work shall be paid for by WWSP at actual cost plus eight percent (8%), consistent with the Ground Lease, and will be paid by WWSP within thirty (30) days after receipt of an invoice for the same from Wilsonville.

#### **ARTICLE XI - JOINT FUTURE OBLIGATIONS AFTER CONSTRUCTION**

- 11.1 Following final completion of the Project Work, it shall be the WWSS Commission's responsibility to maintain stormwater facilities from WWSP's point of connection to, and including, the outfall at Arrowhead Creek. WWSP will also maintain key card access readers at the raw water pump station gate and south WRWTP personnel gate. The WWSS Commission will discharge raw water through the outfall to support ongoing maintenance activities. Actual discharge will be in compliance with the City of Wilsonville's discharge requirements.
- 11.2 The WWSS Commission will obtain an irrigation meter from Wilsonville to pay for water usage and will maintain the new irrigation system inside the fence at the upper site and continue to use the connections to Wilsonville's potable water supply following construction for longer-term operation of the irrigation system. Temporary irrigation, of limited duration of two years, as required for plant mitigation outside of the fence at the upper site, will also be metered, paid for, and maintained by WWSP.
- 11.3 The WWSS Commission will maintain all landscaping it installs (or that is replaced by either the WWSS Commission or Wilsonville) outside of the WWSS Commission fence, as shown on the Project Work plans.
- 11.4 Following final completion, it shall be Wilsonville's responsibility to maintain the Park pedestrian path, path to the river, river view path, river overlook area, pedestrian trail lights, entry gate key card kiosk, 8-inch redundant domestic water line, and the 4-inch fiber conduit.

## ARTICLE XII - GENERAL PROVISIONS

- 12.1 *Laws of Oregon.* The Parties agree to abide by all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be governed by the laws of the State of Oregon. Jurisdiction will be in Clackamas County Circuit Court. The construction contract shall contain all required public contract provisions of ORS Chapter 279A and 279C.
- 12.2 *Default.* Either Party will be deemed to be in default if it fails to comply with any term, condition, or covenant in this Agreement. The Parties agree time is of the essence in the performance of this Agreement. The non-defaulting Party will provide the defaulting Party with written notice of default and allow thirty (30) days within which to cure or diligently commence to cure the defect within a reasonable time. If a defaulting Party fails to cure or fails to diligently commence to cure the default, the non-defaulting Party may elect to terminate this Agreement. In the event this Agreement is terminated, the Parties will pay for costs incurred for satisfactorily completed and authorized work up to the time of termination. Each Party will be liable for all costs and damages arising from its individual default. If a default causes a delay to the non-defaulting Party's construction schedule that results in actual additional costs, including but not limited to delay damages, the defaulting Party will be responsible for all cost increases and related damages, plus the non-defaulting Party's construction schedule will take priority for the purposes of avoiding or minimizing additional delay and allowing the non-defaulting Party to retain the original schedule, and the defaulting Party's construction may need to be delayed.
- 12.3 *Indemnification.* This Agreement is for the benefit of the Parties only and there are no third-party beneficiaries. Subject to the limitations related to government agencies under the Oregon Constitution, each Party agrees to indemnify and hold the other harmless, including their respective officers, employees, agents, and representatives, from and against all claims, demands, causes of action, and suits of any kind or nature for personal injury, death, or damage to persons or property on account of any acts or omissions arising out of this Agreement. Indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300). In addition, each Party shall be solely responsible for any contract claims, delay damages, permit compliance, permit violations, or similar items arising from or caused by the action or inaction of the Party.
- 12.4 *Documents Are Public Records.* All records, reports, data, documents, systems, and concepts, whether in the form of writings, figures, graphs, or models, that are prepared or developed in connection with the Project Work shall be subject to the applicable provisions of the Oregon public records law.
- 12.5 *Modification of Agreement.* No waiver, consent, modification, or change of terms of this Agreement shall bind either Party unless in writing, signed by both Parties. Such waiver, consent, modification, or change, if made, shall be effective only in specific instances and for the specific purpose given.
- 12.6 *Dispute Resolution.*
- 12.6.1 Mediation. Should any dispute arise between the Parties, the Parties agree to meet informally to negotiate the problem, upon notice from one Party to the other specifying the dispute that needs to be resolved. If such informal negotiation fails, the Parties will mediate the dispute using a

professional mediator, and the Parties will split the cost of the mediator. A Party desiring mediation shall provide the other Party with a written notice (the "Request to Mediate"), which shall set forth the nature of the dispute. The Parties will cooperate in good faith to select the mediator within seven (7) days of either Party requesting mediation, and may adopt any procedural format that seems appropriate for the particular dispute. Mediation should be scheduled within fourteen (14) days of selection of the mediator, or as soon as possible, based on availability.

In the event the Parties cannot agree on a mediator, the Parties will ask any circuit court judge to appoint a mediator. The mediator will then set the ground rules for the mediation. In the event a written settlement agreement cannot be reached by the Parties within thirty (30) days from the date of the Request to Mediate, or such longer time frame as may be agreed upon, in writing, by the Parties, then the Parties may either agree to binding arbitration or, if the Parties do not agree, then either Party may seek legal relief through the circuit court in Clackamas County.

- 12.6.2 Arbitration. If the Parties agree to arbitration, selection of the arbitrator, time frame for arbitration, and ground rules for arbitration will be agreed upon at that time. Any arbitrator or arbitrators selected must have a minimum of ten (10) years' of municipal law experience, unless the Parties mutually agree, in writing, otherwise.
- 12.6.3 Injunctive Relief and Specific Performance. Notwithstanding Subsection 12.6.1 or 12.6.2, even if the Parties agree to mediation or arbitration, either Party may still request immediate equitable remedies of either specific performance or injunctive relief to occur while mediation or arbitration is pending or ongoing. The Parties will otherwise agree to abate the court case pending resolution.
- 12.7 *Remedies*. Subject to the provisions of Article X - Compensation for Construction, and the dispute resolution process set forth in Section 12.6, any Party may institute legal action to cure, correct, or remedy any default, to enforce any covenant or agreement, or to enjoin any threatened or attempted violation of this Agreement. All legal actions shall be initiated in Clackamas County Circuit Court. The Parties, by signature of their authorized representative below, consent to the personal jurisdiction of those courts.
- 12.8 *Severability*. If any term(s) or provision(s) of this Agreement or the application thereof to any person or circumstance shall, to any extent, be determined by a court to be invalid or unenforceable, the remainder of this Agreement and the application of those terms and provisions shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.
- 12.9 *Nondiscrimination*. No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status. Any violation of this provision shall be considered a material defect and shall be grounds for cancellation, termination, or suspension, in whole or in part, by Wilsonville or WWSP.

- 12.10 *Excused Performance.* In addition to the specific provisions of this Agreement, no default shall be deemed to have occurred where delays or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities other than the Parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation, or similar bases for excused performance that are not within the reasonable control of the Party to be excused.
- 12.11 *Integration.* This Agreement contains the entire agreement between the Parties with respect to the subject matter herein. Notwithstanding the foregoing, this Agreement is not intended to supersede any provision of the WIF Agreement, the Ground Lease, or the Pipeline Easement.
- 12.12 *Assignment/Additional Parties.* This Agreement may be assigned by either Party subject to the consent of the non-assigning Party, which consent shall not be unreasonably withheld.
- 12.13 *Access to Books, Records, and Accounting.* WWSP will maintain books, records, and reports of the Project Work showing all income, receipts, expenses, and costs. These records shall be maintained for a period of three (3) years following Final Completion. All such books, records, and reports may be examined and copies made by Wilsonville at reasonable times upon reasonable notice.

**ARTICLE XIII - TERM OF AGREEMENT**

- 13.1 The term of this Agreement shall be from the date of execution through the end of the Project Work warranty period, two (2) years following final acceptance of the Project Work, unless mutually agreed to by both Parties, in writing. Notwithstanding the above, the ongoing maintenance responsibilities described in Article XI – Joint Future Obligations After Construction remain enforceable obligations under this Agreement (including the default, remedy, venue, and attorneys’ fees provisions) after the term expires.
- 13.2 This Agreement may be amended or extended for periods of up to one (1) year at a time by mutual written consent of the Parties, subject to the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands as of the day and year hereinafter written. This Agreement is effective upon the date of the final signature.

**CITY OF WILSONVILLE, OREGON**

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
 Bryan Cosgrove  
 As Its: City Manager  
 Dated: \_\_\_\_\_

\_\_\_\_\_  
 Barbara A. Jacobson, City Attorney

**TUALATIN VALLEY WATER DISTRICT**

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Clark Balfour, Legal Counsel TVWD

As Its: Chief Executive Officer

Dated: \_\_\_\_\_

**WILLAMETTE WATER SUPPLY SYSTEM  
COMMISSION, OREGON**

**APPROVED AS TO FORM:**

By: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Clark Balfour, Legal Counsel WWSS

As Its: \_\_\_\_\_

Dated: \_\_\_\_\_

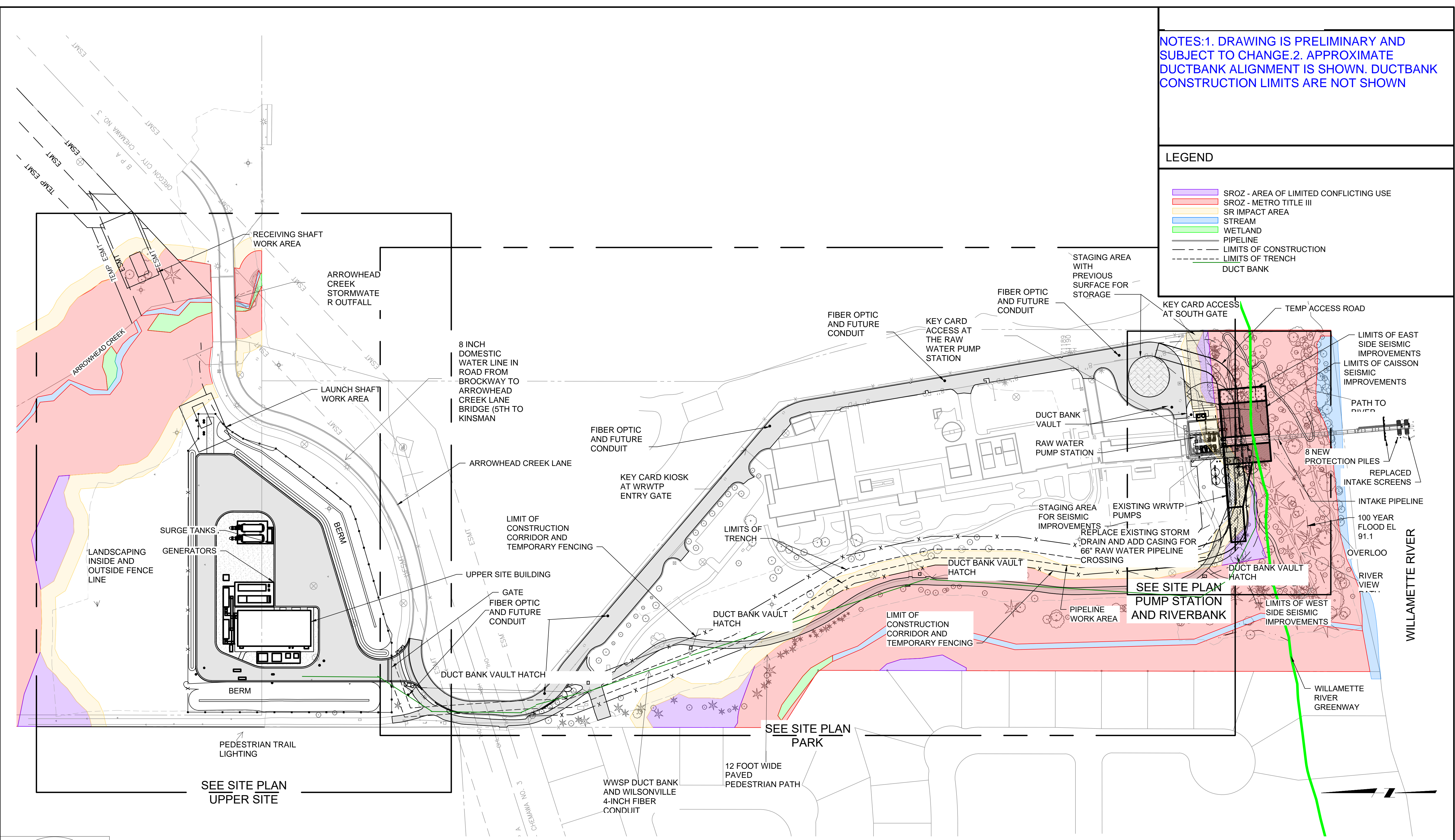


NOTES: 1. DRAWING IS PRELIMINARY AND SUBJECT TO CHANGE 2. APPROXIMATE DUCTBANK ALIGNMENT IS SHOWN. DUCTBANK CONSTRUCTION LIMITS ARE NOT SHOWN

LEGEND

- SROZ - AREA OF LIMITED CONFLICTING USE
- SROZ - METRO TITLE III
- SR IMPACT AREA
- STREAM
- WETLAND
- PIPELINE
- LIMITS OF CONSTRUCTION
- LIMITS OF TRENCH
- DUCT BANK

DWG FILE: C:\pwworking\bwv\_america\wwsp\sheet\sets\general (GE)\RWF\_1.0 GEG-03.dwg  
 PLOT DATE: Thursday, July 11, 2019 1:10:15 PM  
 BY: COGLIANESE, CHRISTOPHER J.



DSGN	M. CARLSON					
DR	C.J. COGLIANESE					
CHK	R. BROWN					
APVD	J. MCMULLEN	NO.	DATE	REVISION	BY	APVD

VERIFY SCALE  
 BAR IS ONE INCH ON ORIGINAL DRAWING.  
 0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



**Willamette Water Supply**  
*Our Reliable Water*  
 WILLAMETTE WATER SUPPLY PROGRAM  
 RWF\_1.0

PRELIMINARY, SUBJECT TO CHANGE  
 (NOT FOR CONSTRUCTION)

**EXHIBIT 1 - RWF PROJECT**  
**OVERALL SITE PLAN AND OTHER ANCILLARY IMPROVEMENTS**

ATTACHMENT 1

## Exhibit 2: Schedule Design and Construction Milestones

Date Updated: September 20, 2019

Project		100% Draft Final Design	100% Final Design	Construction Start	Construction End
<b>RWF Work</b>					
Phase 1		11/27/2019	2/5/2020	6/5/2020	2/24/2022
Phase 2 <sup>(1)</sup>		11/27/2019	2/5/2020	9/16/2022	12/3/2024

**(1) Construction end represents achievement of final completion**



# SEPTEMBER 2019 MONTHLY REPORT

## From The Director's Office

Greetings!

As the Council is aware, citizen involvement is at the center of everything we do in the Community Development Department. The reason citizen involvement is the number one statewide planning goal is because the best plans are crafted with meaningful and robust community conversations around ideas for the future. It is vitally important that city staff engage members of the community, with a focus on voices that are often under represented, regarding plans and initiatives to find the best solutions for the community. A recent example of exemplary citizen engagement is the recently adopted Town Center Plan, whose outreach and engagement efforts were recognized by the Oregon Chapter of the American Planning Association for outstanding public participation and engagement.

An exciting new tool has been added to the City's citizen engagement portfolio, the new *Let's Talk, Wilsonville!* platform. Effective public engagement plays an important role in making local government more responsive to the community it serves. We hope *Let's Talk, Wilsonville!* makes it easier for people to share opinions and ideas—at their convenience—to raise important issues, inform decision-making, and shape City projects. Think of this site as a virtual City Hall, open 24 hours a day.

Most pages require registration to participate. We believe that this extra step increases transparency, helps us understand who is represented, and provides us with an opportunity to better inform people in the future with information about the projects that interest them. Once registered, visit once a month—or more!—to see where public input is needed. Current projects are posted front-and-center on the [www.LetsTalkWilsonville.com](http://www.LetsTalkWilsonville.com) home page for your convenience.

In the first month or so, over 200 subscribers have signed on to ask questions, provide comment or complete surveys on Equitable Housing and/or Emergency Preparedness that will help shape the City's future planning.

We hope this platform makes it easier for residents and other community stakeholders to understand what initiatives the City is working on and to join the conversation for an even better Wilsonville.

Respectfully submitted,

Chris Neamtzu, AICP  
Community Development Director



## LET'S TALK, WILSONVILLE!

## Building Division

### Whatcha Looking At?

In most wood structures, when combustible construction reaches a height of 40 feet, a fire standpipe must be installed in the building.

So, what is a standpipe?

Well, a standpipe is basically a metal pipe that extends from the outside of the building to strategic locations within the building. Usually standpipes are 4 or 6 inches in diameter and installed in each stairway for ease of firefighter access. The exterior and interior ends of the standpipe have fire department hose connections so the fire department can quickly connect and charge the standpipe with water. Once the standpipe is charged with water, either from an adjacent fire hydrant or a fire truck, the water in the standpipe is ready for firefighter use at each floor level inside the building.



In the adjacent photo to the right, the standpipe is marked with the red sign that says FDC (which is short for Fire Department Connection), and is located immediately behind the yellow fire hydrant. In the other photo, on the left, the standpipe rises through the concrete floor on the interior.

The code requires that as construction progresses beyond 40 feet in height from the lowest level of fire department access, that a standpipe be installed at each floor level in each stairway. As construction progresses beyond 40 feet in height, the standpipe must continue to extend to the floor below the highest level of work.

Building department inspection staff make sure the standpipe size, location, and installation meets code. And that's what we're looking at.



## Economic Development

### Business Retention & Expansion

- As part of a Business Retention/Expansion effort, the Economic Development division has conducted a pilot period over the summer to gather input from Wilsonville-based businesses about current challenges, interest in expansion, satisfaction with City services and appetite for workforce assistance resources. The pilot prioritized a list of 60 large manufacturers or high-growth potential businesses for participation in an online survey and face-to-face interviews. Highlights include:
  - 37 Wilsonville businesses responded to an electronic survey (62% response rate)
  - 16 face-to-face interviews were conducted with traded-sector firms (27% response rate)
  - 20 business assists were provided by Economic Development Division, including:
    - 8 Workforce training/hiring
    - 4 Site Selection
    - 2 SMART Transit Services
    - 3 Grant Assistance (for export assistance, end-of-trip facilities, etc.)
    - 2 City Assistance
    - 1 Sustainability Resources
  - 10 Current or potential expansions
    - 58% of survey participants and 63% of traded-sector interview participants indicated plans to expand operations or employment in Wilsonville, which would increase investment and jobs in the community
  - Survey participants ranked the following as the top three issues or barriers facing their business today:
    - Availability of employees (50% of respondents)
    - Transportation access/improvements on I-5 (41% of respondents)
    - Skill level/preparation of employees (35% of respondents)
  - 63% of survey respondents gave the City between a 7-10 (on a scale of 1-10) for their satisfaction level with the service they received; 33% gave the City a 10 out of 10
  - Survey participants ranked the following as the top three resources that would be most helpful to their business:
    - Employee hiring/training (44% of respondents)
    - Workforce transit (30% of respondents)
    - Expansion/relocation (19% of respondents)
  - Face-to-face interview themes
    - Largest employers mostly unresponsive; high-growth and mid-sized employers were more receptive to City assistance
    - Hiring and training remains the number one need
    - I-5 is viewed as a top advantage and top disadvantage to doing business in Wilsonville
    - Due to tight labor market, firms are promoting internally & seeking out leadership training programs to equip staff with management skills
    - Salem workforce attracted to higher Wilsonville wages
    - Five employers (representing 801 employees) voiced the need for expanded transit service to accommodate graveyard and early shifts
    - Workforce desires higher quality, non-franchise lunch options in town
    - Wilsonville seen as a desirable location but one where it is difficult to find land to accommodate expansion

## Economic Development

### Regional Collaboration

- Regional partners including Greater Portland Inc. and Metro will be collaborating to refresh the 5 year regional Comprehensive Economic Development Strategy (CEDS). The planning process will discuss how we use our land, labor and infrastructure to support our future economy. The strategy will also help define regional responses to U.S. federal government economic development grant opportunities through the EDA.

### Recruitment

- Wavcel, a manufacturer of high quality bike helmet inserts that are aimed at reducing the risk of concussions, has relocated from Milwaukie to a 46,000 square foot facility in Wilsonville. WaveCel helmets retail for up to \$300 and report to be 48 times more effective at preventing concussions when compared to standard helmets. The relocation/expansion will bring a team of surgeons, scientists, engineers and researchers to Wilsonville. See OregonLive write-up on the expansion at <https://www.oregonlive.com/commuting/2019/09/wavcel-bursts-onto-the-bike-scene-expands-into-wilsonville-facility.html>.

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## Engineering Division, Capital Projects

### 5th Street/Kinsman Road Extension (1139/2099/4201)

The project involves the design and construction of the extension of 5th Street and Kinsman Road between Boones Ferry Road and Wilsonville Road, including water, sewer, storm, franchise utility extension, and installation of a portion of the Ice Age Tonquin Trail. The project budget has been reviewed, and the next steps include final plan review and land acquisition. Construction is planned to begin in the spring or summer of 2020.

### Elligsen Well Upgrade and Maintenance (1128)

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Capacity analysis of the stormwater system downstream of the well house which carries pump-to-waste flows was completed in June 2019. The second half of calendar year 2019 will include well column and casing inspections, water chemistry analysis, and recommendations for improvements to address any discovered deficiencies. The first half of calendar year 2020 will include redevelopment of well capacity and implementation of improvements identified previously in the fiscal year.

### 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. City staff coordinated with Clackamas County to schedule a resolution supporting the Task Force recommendation of the suspension bridge as the preferred bridge before the Clackamas Board of County Commissioners.

## **Engineering Division, Capital Projects**

### **Garden Acres Road (4201)**

This project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan and includes Willamette Water Supply Program segment PLM\_1.2 of the 66" water transmission pipe. Construction has begun with both the clearing and tree removal operations and the installation of the joint franchise utility trench completed. The coordination with utilities continues. Construction completion is anticipated for December 2020.

### **Gesellschaft Well Facility and Upgrade (1083)**

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. The construction contract was awarded at the August 19 City Council meeting. Material and equipment submittal review is underway and construction is scheduled to begin in early November 2019 and continue through January 2020.

### **I-5 Pedestrian Bridge (4202)**

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. A proposal for professional services was received on August 27. The negotiation of scope and fee is currently underway. Project design work is expected to begin in December.

### **Memorial Drive Splitter Manhole Replacement (2085)**

This project involves the replacement of an existing sanitary sewer manhole at the intersection of Parkway Avenue and Memorial Drive with a new flow diversion manhole. The purpose of the project is to maintain equalized flows between two parallel sewer lines under I-5 and to avoid potential overflows. Three competitive quotes were received in late March. Construction started in early September 2019 and will complete by the end of the calendar year.

### **Memorial Park Pump Station (2065)**

The land use application has been completed and is ready for submittal.

### **Street Maintenance Project—Wilsonville Road & Boones Ferry Road (4014/4118/4725)**

Construction on Boones Ferry Road is complete and awaiting final striping. This project required night time work, which minimized traffic impacts and citizen complaints. ADA ramp construction has also started on Wilsonville Road. The patching of the roadway is being completed, and grind and overlay work is scheduled in the upcoming month. Project completion is scheduled for November 2019.

## Engineering Division, Capital Projects

### Willamette River Storm Outfalls (7053)

Construction started for the project on July 15. The outfall areas at Belnap Court and Morey Court have been completed except for landscaping. The contractor is currently working on the Morey Court channel, which includes a pipe that will convey stormwater runoff to the outfall area.

### WTP Surge Tank (1111)

The underground construction and restoration project is complete. The delivery and installation of the surge tank has been delayed until October.

### WWSP Coordination (1127)

Ongoing coordination efforts continue with the Willamette Water Supply Program. Here are the updates on their major elements within Wilsonville.

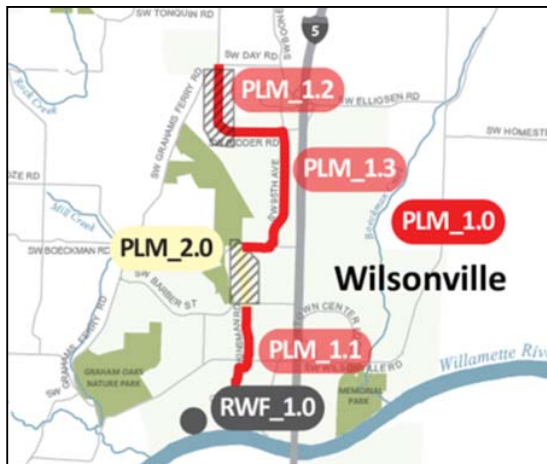
- **RWF 1.0** Raw Water Facility Project will construct improvements at the Water Treatment Plant intake facility including seismic improvements. Updated Land-Use Application received. The 90% design review is complete and is being reviewed. The IGA negotiations are on going and are anticipated to go to Council in October. Design services for two new raw pumps are no longer being pursued.
- **PLM 1.1** WWSP is preparing to submit final construction drawings for PLM\_1.1, a 66" raw water pipeline between Arrowhead Creek Lane and Wilsonville Road, for construction this summer. A pre-construction conference was held on July 30. Construction is planned to start at the end of September.
- **PLM 1.2** Construction of PLM\_1.2 is underway as part of the Garden Acres Road project. The site preparation is complete and construction of the underground communication lines is underway.
- **PLM 1.3** Potholing for existing utilities is currently happening to inform design. Pipeline construction is anticipated to begin in 2020.



*Completed Belnap Court Outfall.*



*Morey Court Channel Construction.*





## **Engineering Division, Private Development**

### **Canyon Creek 2 (Aspen Meadows 2)**

The Public Works permit has been issued and the LIDA swale facilities are under construction for this five lot subdivision off of Canyon Creek Road South.

### **Commerce Circle**

This project is complete for a driveway replacement and connection to public utilities.

### **Fir Commons**

Nine home condominium development near Fir Avenue and 4th Street in Old Town. Public Works permit was issued. Staff are working to resolve conflicts with the storm and sanitary sewer lines.

### **Frog Pond Meadows—Phase 2**

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The Development Agreement is complete. The Public Works permit has been issued and the sanitary sewer and road base are being installed.

### **Frog Pond—Morgan Farm Phase 2**

42-lot subdivision located north of Morgan Farm Phase 1. The Public Works permit has been issued and work continues on the LIDA stormwater facilities.

### **Grace Chapel**

Project involves the remodel and expansion of the south building of the former Pioneer Pacific College. Staff are working with the applicant to resolve outstanding issue on the plan review.

### **Hilton Garden Inn**

Utilities have been installed for this four-story hotel at Memorial Drive and Parkway Avenue. The remaining work for the Public Works permit includes pavement restoration and planting of the stormwater facilities.

### **Northstar Contractor Establishment—Clay Street**

The pre-construction meeting is complete for this frontage improvement project.

### **Villebois Regional Park 7&8**

The Public Works permit has been issued and grading work has begun.

## Engineering Division, Natural Resources

### If You Build It, They Will Come!

Not all roads are the same. Especially, when it comes to accommodating wildlife. Most roads create barriers to wildlife, which fragment their habitat and may lead to injury or death. But there are ways to keep people and vehicles moving while still providing a safe environment for wildlife, and the Boeckman Road and Kinsman Road extensions represent two successful examples.

Starting with the Boeckman Road extension and continuing with the Kinsman Road extension ten years later, passageways were provided to allow wildlife a safe and convenient way to cross beneath the roads. Due to their location within and adjacent to the Coffee Lake wetlands, the passages are essential for maintaining habitat connectivity and wildlife corridors. Because wildlife have different requirements, several different types of passages under the roads needed to be constructed. The passageways range in size from small culverts to the bridge on Boeckman Road. In addition, the Barber Street extension includes a bridge that spans the wetlands and accommodates wildlife movement.

In cooperation with Portland State University and a wildlife consultant, the City has been able to document through monitoring the extensive use and effectiveness of the wildlife crossings. To date, more than 20 different species have used the passageways, including deer, coyote, rabbit, raccoon, opossum, beaver, rodents, frogs, and snakes.

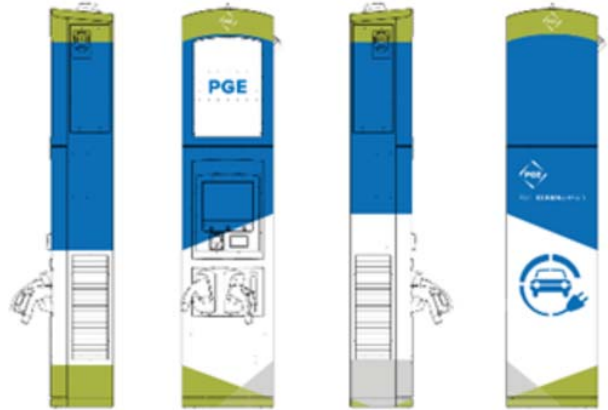


*Coyote exiting from the Kinsman Road wildlife passage.*

## Planning Division, Current

### Administrative Land Use Decisions Issued

- PGE Electric Avenue at Wilsonville Public Library
- 2 Miscellaneous Class I Administrative Reviews
- 1 Class I Sign Permit
- 8 Type A Tree Permits
- 1 Type B Tree Permit
- New Single-family and row house building permits



### Development Inspections and Project Management

In September, Planning staff actively worked with developers and contractors to ensure construction of the following projects consistent with Development Review Board and City Council approvals:

- Hilton Garden Inn
- Fir Avenue Commons residential development in Old Town
- Regional Park 7&8 in Villebois
- Residential subdivisions in Frog Pond West
- Aspen Meadows and Aspen Meadows II subdivisions on Canyon Creek Road South

### Development Review Board (DRB)

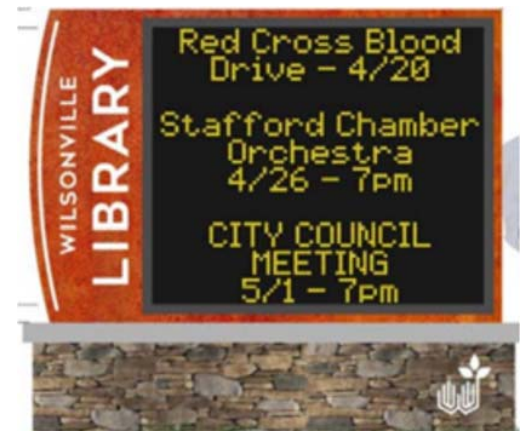
During their September 9 meeting, DRB Panel A unanimously approved a digital monument sign along Wilsonville Road for the Wilsonville Public Library. During the meeting the panel also acknowledged a hearing on the Industrial Focus project continued from previous meetings had been cancelled due to the withdrawal of the application. Staff understands the property owner is looking at alternative plans for the property which is located between Boones Ferry and Boberg Road just south of Boeckman Road.

DRB Panel B did not meet in September.

### DRB Projects Under Review

During September, Planning staff actively worked on the following major projects in preparation for potential public hearings before the Development Review Board:

- Natural resource impacts as well as site and building design for improvements at the Willamette River Treatment Plant and park related to the Willamette Water Supply Project.
- Coffee drive-thru at Town Center Loop West and Park Place.
- Office building on Pioneer Court at I-5 in North Wilsonville.
- Conversion of northern building of old Pioneer Pacific College campus on Parkway Avenue into offices for I&E Construction.
- Revised Master Sign Plan for Wilsonville Business Center along 95th Avenue
- Revised Master Sign Plan for Stafford Woods office building



## Planning Division, Long Range

### Equitable Housing Strategic Plan

Throughout September, the project team continued to conduct stakeholder engagement activities and began to gather input on potential policy strategies. On September 4, the project task force held its second meeting, where staff and the project consultant presented feedback received throughout the summer from stakeholder interviews and focus groups. The project team also presented an initial list of policy strategies for consideration, and engaged the task force in an exercise to begin prioritizing these strategies.



Staff and the project consultant presented feedback from this task force meeting, along with market research and stakeholder interview findings, to the Planning Commission at a work session held on September 11. The project team engaged the Planning Commission in a similar exercise to gather feedback on strategies focused on housing construction. Information gathered from this work session, as well as the September 4 task force meeting, will be shared with the City Council at an upcoming work session this fall, where the Council will prioritize policy strategies for inclusion within the Equitable Housing Strategic Plan.



Other stakeholder outreach continued throughout September through the City's *Let's Talk, Wilsonville!* website. A survey on perceptions of housing costs and challenges was open through September 15, and several people shared the story of why they chose Wilsonville as their home. Additional feedback opportunities will be provided through the website as the

Equitable Housing Strategic Plan is developed.

General project information is available on the project website: [www.ci.wilsonville.or.us/housing](http://www.ci.wilsonville.or.us/housing).

### Planning Commission

During their September 11 meeting, the Planning Commission staff presented the Equitable Housing Strategic Plan project. The primary goal of the project is to identify gaps that are currently present in Wilsonville's housing market, develop a plan, and strategize to fill those gaps. The project team engaged the Planning Commission in a discussion to gather feedback on policy strategies focused on housing construction. Additionally, staff shared the Clackamas County Regional Housing Needs Analysis for discussion. Please refer to the specific project information enclosed in the Planning Commission Packet here <https://www.ci.wilsonville.or.us/bc-pc/page/planning-commission-16>. The next Planning Commission meeting, to be held on October 9, will focus on setbacks and lot coverage as part of the Residential Code Modernization Project.

### Wilsonville Town Center Plan

During September, staff continued to scope timelines for implementation activities related to the adopted Town Center Plan. Outreach continued with property owners, developers, and investors on key sites in Town Center. Staff further scoped the marketing plan and infrastructure finance plan as key deliverables in achieving public-private development partnerships for Town Center. Work on these and other implementation activities is expected to begin later this fall.

For additional information about the Town Center Plan project, visit the project website [www.wilsonvilletowncenter.com](http://www.wilsonvilletowncenter.com).





# SEPTEMBER MONTHLY REPORT

## From the Director:

Greetings from the Finance Team!

Hard to believe that Fall is upon us! And, with the change in weather comes a change in focus for the Finance Department.

Our auditors will be at City Hall for their annual review of our Comprehensive Annual Financial Report (CAFR) and our overall accounting practices the week of October 22. The CAFR is nearly completed and will be ready for them before they are scheduled to arrive.

At our first meeting with the Munis team to begin the Finance Phase of the implementation, we were told that our existing chart of accounts would not fit within the Munis structure. While panic immediately set in, we have since come to realize that it will not entail an entire reconstruction of our account structure but will only require adding a number or two to our existing account strings to meet the requirements. We are scheduled to have two full days with the Munis implementation team next week to get our first extensive look at several of the financial modules.

The recent volatility seen in the stock market is beginning to trickle down to the City's investment portfolio. LGIP recently lowered their interest down to 2.45%, however, it is getting harder and harder to find governmental bonds or corporate paper with a return of 2.0% or more. Staff continues to monitor the investment portfolio closely, which now has a value over \$140 million .

Enjoy the crisp weather!

*-Cathy Rodocker*

## By the Numbers:

Finance Statistics for the period of July 1, 2019-September 30, 2019

<u>Utility Billing:</u>		<u>Accounts Payable:</u>		<u>Municipal Court:</u>	
Total Monthly Bills	13,375	Invoices Processed	1,467	Total Citations Issued	574
New Customers	223	Payments Processed	1,035	Total Suspensions Issued	27
New Service Locations	23			Ticket Revenue	\$67,819

Please Note: Utility Billing is reported with a one month lag-the numbers reported reflect the first month of the new fiscal year.

## **FY20 Financial Update:**

The first quarter financial report will be provided to the Budget Committee by the end of October. This report contains a more detailed analysis of each operating fund.

But, here is a quick update:

As we often note for the General Fund, current property taxes are not received until mid-November. Between mid-November and the end of December, we will typically receive 90% of the amount of taxes that are anticipated. Between July and mid-November, we only receive minimal property taxes as collected on delinquent accounts. As a result in this delay of revenue, the General Fund relies on reserves to meet the day-to-day operating expenses until the property taxes are received.

Through the first quarter, the operating expenses exceeded the operating revenues collected for three operating funds; Building, CD and Transit. The Building and CD funds are expected to use existing Fund Balance this fiscal year to meet the gap between revenues and expenses. A meeting is scheduled this week to begin looking at the current Building Permit Fee structure.

Grant revenue for the Transit Fund is typically received only after the funds have been spent. Large purchases, such as buses, are typically made late in the fiscal year and the reimbursement will only be received after the purchase has been made. It is also important to note that the Statewide Transportation Improvement Funds (STIF) for the first quarter of FY20 will not be received until October. Once the operating grant revenue that is used to help cover its portion of the day-to-day operations is received, the fund will be on track to meet its operating budget goals.

All other operating funds have received operating revenues in excess of their operating expenditures.

## **Did you know?**

The month of September saw the largest number of parking sites written in a single month since we began tracking in 2012. Last month a total of 160 parking sites were issued which is approximately 37% of all the parking violations issued last calendar year. Currently, our electronic ticket system only handles citations for violations of State code. Being as parking sites are based on City code, each citation has to be manually written by the officer and manually entered into the court software system by our staff. Currently, the City's parking citation fine is \$25.

	Budget	Activity	% Used
<b>Fund 110 General Fund:</b>			
Taxes	11,655,250	134,059	1%
Intergovernmental	2,265,804	122,360	5%
Licenses and Permits	177,750	110,855	62%
Charges for Services	747,100	39,491	5%
Fines	320,000	70,347	22%
Investment Revenue	300,900	156,716	52%
Other Revenues	9,569,070	9,004,609	94%
Transfers	3,599,940	764,868	21%
<b>Total Revenue</b>	<b>28,635,814</b>	<b>10,403,305</b>	<b>36%</b>
Personal Services	9,289,445	2,051,540	22%
Materials and Services	18,835,865	10,080,105	54%
Capital Outlay	291,604	0	-%
Transfers	4,003,336	77,504	2%
<b>Total Expense</b>	<b>32,420,250</b>	<b>12,209,149</b>	<b>38%</b>
<b>Fund 210 Fleet Fund:</b>			
Charges for Services	1,373,975	343,494	25%
Investment Revenue	23,069	8,656	38%
<b>Total Revenue</b>	<b>1,397,044</b>	<b>352,150</b>	<b>25%</b>
Personal Services	781,630	159,058	20%
Materials and Services	674,521	108,655	16%
Capital Outlay	149,000	(9,300)	-6%
Transfers	2,400	600	25%
<b>Total Expense</b>	<b>1,607,551</b>	<b>259,013</b>	<b>16%</b>
<b>Fund 230 Building Fund:</b>			
Licenses and Permits	548,000	167,395	31%
Licenses and Permits-Villebois	254,000	65,488	26%
Charges for Services	9,000	0	-%
Investment Revenue	70,210	11,976	17%
Transfers	38,173	9,543	25%
<b>Total Revenue</b>	<b>919,383</b>	<b>254,402</b>	<b>28%</b>
Personal Services	1,056,480	213,210	20%
Materials and Services	173,553	26,636	15%
Transfers	650,393	74,564	11%
<b>Total Expense</b>	<b>1,880,426</b>	<b>314,410</b>	<b>17%</b>
<b>Fund 235 Community Development Fund:</b>			
Licenses and Permits	352,440	282,461	80%
Licenses and Permits-Villebois	203,305	14,788	7%
Charges for Services	904,335	15,179	2%
Investment Revenue	55,165	13,773	25%
Other Revenues	400	192	48%
Transfers	2,882,543	238,322	8%
<b>Total Revenue</b>	<b>4,398,188</b>	<b>564,714</b>	<b>13%</b>
Personal Services	3,273,480	524,125	16%
Materials and Services	629,877	112,753	18%
Capital Outlay	0	2,015	-%
Transfers	577,223	144,306	25%
<b>Total Expense</b>	<b>4,480,580</b>	<b>783,199</b>	<b>17%</b>
<b>Fund 240 Road Operating Fund:</b>			
Intergovernmental	1,800,100	307,577	17%
Investment Revenue	25,075	9,708	39%
Other Revenues	2,000	53,193	2,660%
<b>Total Revenue</b>	<b>1,827,175</b>	<b>370,477</b>	<b>20%</b>
Personal Services	373,970	80,468	22%
Materials and Services	524,865	62,118	12%
Debt Service	82,000	0	-%
Transfers	1,279,014	64,767	5%
<b>Total Expense</b>	<b>2,259,849</b>	<b>207,352</b>	<b>9%</b>
<b>Fund 245 Road Maintenance Fund:</b>			
Charges for Services	1,899,000	476,278	25%
Investment Revenue	60,180	20,791	35%
<b>Total Revenue</b>	<b>1,959,180</b>	<b>497,069</b>	<b>25%</b>
Transfers	1,797,040	39,451	2%
<b>Total Expense</b>	<b>1,797,040</b>	<b>39,451</b>	<b>2%</b>

## CITY OF WILSONVILLE - Fund Summaries - through September, 2019

Budget Year Elapsed →

25%

	Budget	Activity	% Used
<b>Fund 260 Transit Fund:</b>			
Taxes	5,151,000	1,118,368	22%
Intergovernmental	4,217,893	13,519	-%
Charges for Services	185,000	23,236	13%
Investment Revenue	55,150	23,777	43%
Other Revenues	14,000	0	-%
<b>Total Revenue</b>	<b>9,623,043</b>	<b>1,178,899</b>	<b>12%</b>
Personal Services	4,146,860	815,160	20%
Materials and Services	2,284,406	410,038	18%
Capital Outlay	2,451,655	12,571	1%
Transfers	637,912	141,827	22%
<b>Total Expense</b>	<b>9,520,833</b>	<b>1,379,596</b>	<b>14%</b>
<b>Fund 310 Water Operating Fund:</b>			
Charges for Services	9,217,000	3,778,717	41%
Fines	19,000	4,634	24%
Investment Revenue	270,810	53,867	20%
Other Revenues	195,550	2,000	1%
<b>Total Revenue</b>	<b>9,702,360</b>	<b>3,839,217</b>	<b>40%</b>
Personal Services	629,168	107,244	17%
Materials and Services	4,180,454	556,613	13%
Capital Outlay	534,000	0	-%
Debt Service	1,870,000	0	-%
Transfers	4,321,744	199,025	5%
<b>Total Expense</b>	<b>11,535,366</b>	<b>862,882</b>	<b>7%</b>
<b>Fund 320 Sewer Operating Fund:</b>			
Charges for Services	8,239,145	2,000,332	24%
Fines	0	45,754	-%
Investment Revenue	270,810	108,102	40%
Other Revenues	18,000	2,662	15%
Transfers	600,000	0	-%
<b>Total Revenue</b>	<b>9,127,955</b>	<b>2,156,850</b>	<b>24%</b>
Personal Services	402,546	69,944	17%
Materials and Services	3,484,878	478,698	14%
Capital Outlay	24,000	0	-%
Debt Service	3,000,000	0	-%
Transfers	4,022,036	135,990	3%
<b>Total Expense</b>	<b>10,933,460</b>	<b>684,632</b>	<b>6%</b>
<b>Fund 350 Street Lighting Fund:</b>			
Charges for Services	545,500	130,926	24%
Investment Revenue	25,075	7,150	29%
<b>Total Revenue</b>	<b>570,575</b>	<b>138,076</b>	<b>24%</b>
Materials and Services	373,843	56,242	15%
Transfers	430,103	0	-%
<b>Total Expense</b>	<b>803,946</b>	<b>56,242</b>	<b>7%</b>
<b>Fund 370 Storm Water Operating Fund:</b>			
Charges for Services	3,175,000	772,390	24%
Investment Revenue	50,150	10,201	20%
<b>Total Revenue</b>	<b>3,225,150</b>	<b>782,591</b>	<b>24%</b>
Personal Services	274,796	43,161	16%
Materials and Services	527,543	37,517	7%
Debt Service	508,000	0	-%
Transfers	3,553,189	229,548	6%
<b>Total Expense</b>	<b>4,863,528</b>	<b>310,225</b>	<b>6%</b>





# SEPTEMBER 2019 MONTHLY REPORT

## From the IT Director:

The IT department is fortunate to work with many different departments on a variety of projects throughout the year, and recently played a role in launching a website specific to engaging the community — [LetsTalkWilsonville.com](http://LetsTalkWilsonville.com).

The need was addressed in the most recent IT Strategic Plan update, with focus on making the website a centralized place for public input and to eliminate the need for various separate project websites. The project kicked off in the fall of last year, with demonstrations of software solutions that provided the necessary tools needed to facilitate successful community engagement. Leading the project was Bill Evans, Communications and Marketing Manager, Miranda Bateschell, Planning Director, and Beth Wolf, Senior Systems Analyst. In addition, other city staff participated in these evaluations in order to provide necessary input on how their departments would benefit and utilize the website. Many factors contributed to the selection, including ease of use, consistency, available tools, analysis, and reporting features. It was found that the Engagement HQ platform from Bang the Table fit the needs of Wilsonville best.



From left: Beth Wolf, Miranda Bateschell, and Bill Evans



[LetsTalkWilsonville.com](http://LetsTalkWilsonville.com) soft-launched at the City's annual Block Party in August, featuring a quick poll about the Library Summer Reading Program, a survey about the Block Party, a place to share your walking story, post your idea about what to feature on the website, and a survey about the Equitable Housing Strategic Plan. In just over two months 250 participants have registered on the site!

We're excited to see how this new website will enhance future projects and better shape the City of Wilsonville by allowing easier and more effective public engagement. Join the conversation at [LetsTalkWilsonville.com](http://LetsTalkWilsonville.com)!

Until next time,

*Andy Stone*

IT Director





# SEPTEMBER 2019 MONTHLY REPORT



*Proud girls with their creation at the Early Release Day  
"Science Zone" on September 25.*

## Manager's Report

With school back in session, programs returned to their regular schedule. Storytime, Toddler Time, Baby Time, and Play Group resumed, as did the Early Release Day activities for kids and teens, and the monthly Teen event. Popular with adults were the "Banned in America" literature class, a history talk about the Columbus Day Storm, and a cabaret-variety show.

The August Statistical Report showed an increase in Adult Non-Fiction circulation at 5%. The meeting rooms continue to see increased use, with a 26% increase over last year.

Library of Things kicked off with a "Test Lab" on September 14. Library visitors were able to try their hand at a variety of Library of Things items, including a metal detector, knitting kit, and retro video games. Patrons can now check out Library of Things items as of September 16.

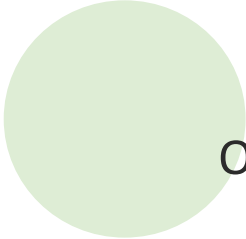
Attached is the September edition of the library's newsletter, "Check Out," which lists programs and events at the library in September.

*-Pat Duke, Library Director*



# CHECK OUT!

Wilsonville Public Library news & events



October 2019

8200 SW Wilsonville Road  
Wilsonville, OR 97070

Phone: 503-682-2744

Fax: 503-682-8685

E-mail:

info@wilsonvillelibrary.org

### Hours & Days of Operation

Mon.- Thurs.: 10am–8pm

Fri. - Sat.: 10am–6pm

Sun.: 1pm–6pm

### Library closed

**Monday, Oct. 14**

for Staff In-Service

Find us online at:

[www.WilsonvilleLibrary.org](http://www.WilsonvilleLibrary.org)

**Facebook** (WilsonvilleLibrary)

**Twitter** (@wvlibrary)

## “Electric Avenue” coming to the library

Construction is underway for an “Electric Avenue” at the Wilsonville Public Library.

Electric-utility provider Portland General Electric (PGE) is installing an “Electric Avenue” five-vehicle electric-charging hub at the library.

The site, near the intersection of Wilsonville Road and Memorial Drive, will provide electric car owners with a



safe, visible charging station that is accessible around the clock and conveniently located near restaurants, shops, Memorial Park and

the Library.

The hub, with one 6.7 kW Level 2 dispenser and four 50 kW DC Fast Charge stations, is being constructed, operated, inspected, repaired and maintained by PGE. The City is responsible for the care and maintenance of the parking area.

For more information, call the City at 503-682-1011 or visit the City’s website:

[Ci.wilsonville.or.us](http://Ci.wilsonville.or.us)

## New LINCC library app now available

The new mobile app is called **LINCC Mobile** and is located in app stores.

LINCC Mobile makes it quick and easy to access LINCC Libraries on the go. Search LINCC’s catalog, download items, and manage your account instantly with your device.

New features include:

- Save your library card barcode and use the app

as a library card (including on self-checkout stations)

- Access eBooks and eAudiobooks directly from the app
- Manage your account (or several accounts) on one page
- Scan a barcode on any item and search for available library copies



Search for “LINCC Mobile” in an app store today.



Library Artists of the Month:

*Local handweavers*

Check Out!

# Youth Programs

## Birth to Age 5

### Baby Time

**For ages 0-12 months**  
Rhymes, songs, and special bonding time with your baby.

**NEW DAY & TIME!**  
Friday Mornings  
10:30 am–11:15 am  
(including playtime)  
Oak Room



### Toddler Time

**For ages 1 & 2**  
Stories, songs, and puppets with your toddler.

Tuesday mornings  
**TWO SESSIONS!**  
10:00 am–10:30 am  
11:00 am–11:30 am  
Oak Room

### Family Storytime

**For ages 3 and up**  
Bring the whole family for fun with books, including creative storytelling with songs, puppets, and props.

Tues. evenings: 6:30–7:00 pm  
Wed. mornings: 10:30–11:00 am  
Thurs. mornings: 10:30–11:00 am

### Play Group

**For ages 0–6**  
Drop in anytime and let the kiddos play with a variety of toys, as well as socialize with the under-6 crowd.

Monday mornings  
10:00 am–11:30 am  
Oak Room  
*No Play Group Oct. 14*

## Grades K–5

### K-2 Book Adventures

Classic stories, books, and authors with interactive story-telling, puppetry, and other fun activities.

**Thursday, Oct. 10**  
3:30 pm–4:15 pm  
Oak Room



### Science Zone

**For grades 3–5**  
Looking for something to do on Early Release Days? How about some science fun! Get hands-on with exciting science experiments.

**Wednesday, Oct. 23**  
1:30 pm–2:30 pm  
Oak Room  
Free



### Coming in November:

### International Games Day!

Celebrate International Games Day with a day of gaming at the library! Choose from a variety of board and card games, including new games just for this event, or bring your own.

*For all ages. Children welcome with parent or caregiver.*

**Saturday, Nov. 9**  
12:00 pm–4:00 pm  
Oak Room  
Free



**Did you know?**  
Youth Services staff visit Coffee Creek Correctional Facility monthly to provide a family circle time as well as a literacy discussion group for incarcerated mothers.



# Teen Programs

October 2019

## Grades 6–12

Join us for FREE movies, games, food, and more with monthly events just for 6<sup>th</sup>–12<sup>th</sup> graders.



### MURDER MYSTERY NIGHT (after hours!)

**Friday, October 11**  
6:30 pm–8:30 pm

Do you have what it takes to solve the mystery? Collect the clues, solve the crime! Come in costume for spooktacular fun!  
*For students in grades 6–12*

### TAB wants you!

The Teen Advisory Board (TAB) is made up of 6<sup>th</sup> through 12<sup>th</sup> graders like you who meet to:

- Hang out, eat, & have fun
- Help choose books, music, and movies for the library
- Plan events

If you're interested, send us an e-mail or call Brad at 503-570-1592, or just show up at our next meeting.

### Teen E-mail List

Want to come to an event, but need a little reminder? Enter your email address at

[www.WilsonvilleLibrary.org/subscribe](http://www.WilsonvilleLibrary.org/subscribe)

to get added to our eNotify list.

Or become a Facebook friend of "Wilsonville Library" to get event updates!

# Adult Programs

## Classes & Lectures



### "Spanish Beginning 2" class

A continuation of Beginning Spanish. Participants will start to produce short sentences verbally about their daily life.

**Mon. & Wed., Oct. 28-Nov. 20**  
6:30 pm–7:30 pm  
Rose Room  
No Charge—sign up online

"Card Making for Adults" class  
Make cards that will wow! We will make a variety of cards appropriate for all ages, learning a variety of techniques along the way.

**Tuesdays, Oct. 29-Nov. 19**  
1:00 pm–2:30 pm  
Rose Room  
No Charge—sign up online

**History Pub**  
Monthly programs focusing on Oregon's rich history.

**Tuesday, Oct. 29**  
6:30 pm–8:00 pm  
Wilsonville McMenamins  
*Doors open at 5 pm*  
No Charge

## Clubs & Groups

**Book Club**  
New members welcome!

**Thursday, Oct. 24**  
6:00 pm–8:00 pm  
Rose Room  
No charge

**English Conversation Group**  
Informal practice for non-native English speakers.

**Monday evenings**  
6:00 pm–7:30 pm  
No charge

**Genealogy Club**  
Open to seasoned and beginner genealogists.

**Monday, Oct. 21**  
1:00 pm–2:30 pm  
Oak Room  
No charge

**Great Books Discussion Group**  
Discussion of the great Western classic books.

**Tuesday, Oct. 8**  
6:00 pm–8:00 pm  
Phila Simmons Room  
No charge

## Entertainment



**First Friday Film**  
Watch the latest releases, free on our big screen.

A look at the final days in the life of renowned

playwright William Shakespeare.

**Friday, Oct. 4**  
6:00 pm–8:00 pm  
Oak Room  
No charge



**Book Notes Concert**  
Monthly live music in the library stacks on the 2nd Saturday of the month.

**John Nilsen**  
Piano music inspired by the Pacific Northwest fuses new age, jazz, and folk.

**Saturday, Oct. 12**  
2:00 pm–3:00 pm  
Magazine reading area  
No Charge

## Are you ready for NATIONAL NOVEL WRITING MONTH?




Always wanted to write a novel, but didn't know where to start?

November is "National Novel Writing Month" and the perfect time to try your hand.

Learn tips and tricks to write a 50,000 word novel in a month.

**Thursday, Oct. 24**  
6:30 pm–7:30 pm  
Oak Room  
No Charge

Find out more at [www.WilsonvilleLibrary.org/classes](http://www.WilsonvilleLibrary.org/classes)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p>1</p> <ul style="list-style-type: none"> <li>Toddler Time 10-10:30 am 11-11:30 am</li> <li>Family Storytime 6:30-7 pm</li> </ul>	<p>2</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> </ul>	<p>3</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> </ul>	<p>4</p> <ul style="list-style-type: none"> <li>Baby Time 10:30-11:15 am</li> <li>First Friday Films All is True (PG-13) 2019 6-8 pm</li> </ul>	<p>5</p> <ul style="list-style-type: none"> <li>Mexican Folk Dance Class 10:30-11:30 am</li> </ul>
	<p>6</p> <ul style="list-style-type: none"> <li>Playgroup 10-11:30 am</li> <li>English Conversation Group 6-7 pm</li> </ul>	<p>7</p> <ul style="list-style-type: none"> <li>Toddler Time 10-10:30 am 11-11:30 am</li> <li>Great Books Discussion Group <i>Apology &amp; Crito</i> by Plato 6-8 pm</li> <li>Family Storytime 6:30-7 pm</li> </ul>	<p>8</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> </ul>	<p>9</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> </ul>	<p>10</p> <ul style="list-style-type: none"> <li>Baby Time 10:30-11:15 am</li> <li>Teen Murder Mystery Night 6:30-8:30 pm</li> </ul>	<p>11</p> <ul style="list-style-type: none"> <li>Booknotes Concert Series John Nilsen Piano music fuses new age, jazz, and folk 2-3 pm</li> </ul>
	<p>12</p> <p>Library Closed Staff Training Day</p>	<p>13</p> <ul style="list-style-type: none"> <li>Toddler Time 10-10:30 am 11-11:30 am</li> <li>Family Storytime 6:30-7 pm</li> </ul>	<p>14</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> </ul>	<p>15</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> </ul>	<p>16</p> <ul style="list-style-type: none"> <li>Baby Time 10:30-11:15 am</li> </ul>	<p>17</p> <ul style="list-style-type: none"> <li>Mexican Folk Dance Class 10:30-11:30 am</li> <li>Space Talk: Saturn V Rocket Presented by docents from Evergreen Aviation and Space Museum 1-2 pm</li> </ul>
	<p>18</p> <ul style="list-style-type: none"> <li>Playgroup 10-11:30 am</li> <li>Genealogy Club 1-2:30 pm</li> <li>English Conversation Group 6-7 pm</li> </ul>	<p>19</p> <ul style="list-style-type: none"> <li>Toddler Time 10-10:30 am 11-11:30 am</li> <li>Family Storytime 6:30-7 pm</li> </ul>	<p>20</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> <li>Science Zone 1:30-2:30 pm</li> </ul>	<p>21</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> <li>Book Club <i>I'll Be Gone in the Dark</i> by Michelle McNamara 6-8 pm</li> <li>How to Write a Novel in 30 Days 6:30-7:30 pm</li> </ul>	<p>22</p> <ul style="list-style-type: none"> <li>Baby Time 10:30-11:15 am</li> </ul>	<p>23</p> <ul style="list-style-type: none"> <li>Mexican Folk Dance Class 10:30-11:30 am</li> </ul>
	<p>24</p> <ul style="list-style-type: none"> <li>Playgroup 10-11:30 am</li> <li>English Conversation Group 6-7 pm</li> <li>Spanish Beginning 2 Class 6:30-7:30 pm</li> </ul>	<p>25</p> <ul style="list-style-type: none"> <li>Toddler Time 10-10:30 am 11-11:30 am</li> <li>Blood Drive 12-5 pm</li> <li>Card Making Class 1-2:30 pm</li> <li>Family Storytime 6:30-7 pm</li> <li>History Pub 6:30 pm Doors open at 5 pm</li> </ul>	<p>26</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> <li>Spanish Beginning 2 Class 6:30-7:30 pm</li> </ul>	<p>27</p> <ul style="list-style-type: none"> <li>Family Storytime 10:30-11 am</li> </ul>	<p>28</p> <p>PROGRAM TYPE</p> <ul style="list-style-type: none"> <li>Children</li> <li>Teen</li> <li>Adult</li> </ul>	

# OCTOBER

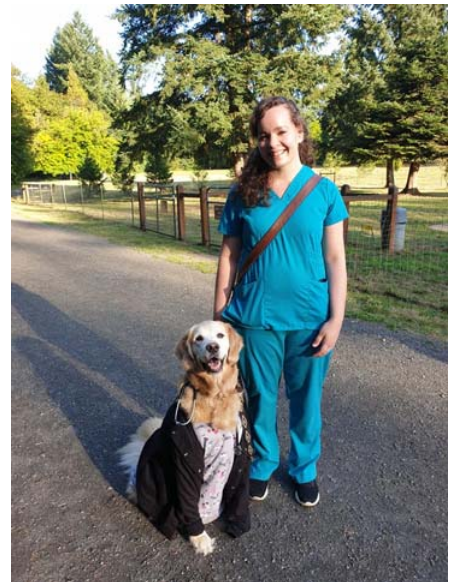


# September 2019 Monthly Report



## Recreation Updates

September saw the first annual “Howl-A-Ween” Event at the Memorial Park Dog Park. Reynolds Dog Resort, Cambry Lain Pet Photography , and Abundance of Love Pet Services came out to sponsor the event. Gift baskets from Nature’s Pet Wilsonville were also given out to prize winners. The turnout was great for the first year, and there were plenty of creative costumes! The winner for most creative was “The Portland Tail Blazers” (see below). The prize for best couples costume went to a themed Oktoberfest family where the Great Dane pretended to drink out of a beer glass! Finally, the most well behaved award went to “Papa Jack” the doctor. This event will definitely see a return next year in the new dog park by the community garden!





### Wilsonville Sister City Association

Recreation Coordinator, Erica Behler has been acting as the City Liaison for the Wilsonville Sister City Association (WSCA) for the last year. On September 16, Erica presented to City Council about the possibility of the Association becoming an official City Board. On the first of October, Erica, along with five WSCA members traveled to Kitakata, Japan to visit. A story about her visit, and additional pictures will be presented in the October report. Stay tuned!

### Harvest Festival and Fall Frolic 5k Planning

The annual Fall Harvest Festival and Fall Frolic 5k will take place on the same day this year, on October 26 at the Stein-Boozier Barn. September was a big planning month for these events. This year the event will include pumpkin decorating, cider and cookies, horse and carriage rides, face painting, story time with the library, a 5k through Memorial Park, and a costume parade! The event will be held from 9am to Noon.

### Upcoming Events:

Mini Hoopers Basketball Begins: Oct. 21, Boones Ferry Elementary—5pm

Harvest Festival & Fall Frolic 5k: Oct. 26, Murase Plaza 8:30am—12pm

Welcome Dinner for Kitakata Student Delegation: Oct. 26, Stein-Boozier Barn—6pm



July 2019

## Board Updates:

**Parks & Rec. Board:** The Board met on September 26 to discuss park bond and task force information and procedures. The Board will meet again on October 10 to distribute the Community Opportunity Grant. The Board has also expressed interest in doing research about the possibility of hosting City run summer programs.

**Wilsonville Community Seniors Inc.:** The WCSI Fashion Show was postponed until spring due to low registration numbers. The Board is partnering with Community Center staff to offer a free Emergency Preparedness Program on Saturday, January 18 at 1:30pm at the Community Center.

## Parks Maintenance Updates:

- Met with dog park users to walk new dog park site and hear feedback
- Installed new park rules signage at all parks
- Fixed balance beam structure
- Posted illegal campsite under I5
- Planted new native plantings at Murase Garden Bed
- Laid new soil at Murase Garden Beds
- Repaired vandalism and graffiti
- Hosted volunteer work event for Lyon
- Repaired broken spinner at Sofia Park
- Demoed new equipment at Memorial Park Fields
- Spread grass seed at new dog park site
- Steaked fencing at new dog park site
- Seeded dirt pile at existing Memorial Park Dog Park



## Parks Maintenance Updates:



## Parks Maintenance Updates:



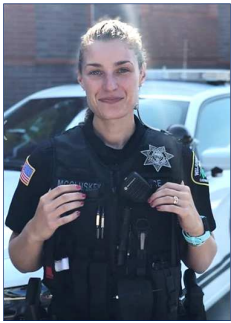
## Parks Maintenance Updates:



MONTHLY NEWS

# City of Wilsonville Police

VOLUME 2 | ISSUE 9 | PUBLISHED OCTOBER 10, 2019 | **September 2019**



The 2018/2019 school year is officially underway. Please welcome School Resource Officer (SRO), Deputy Stephanie McCluskey.

Her office is located inside Wilsonville High School; however, she will be working throughout Wilsonville's school district.

The City's Police Department teamed up with Public Works

and competed with Parks & Recreation in a snack collection, September 18 through October 9. The City held a healthy competition between paired departments and provided donated snacks to one of its local schools. As of this news, we're waiting for a final tally. Did we win? Stayed tuned!



On August 13, 2019, an officer's keen eye kept an inmate from getting too far as she attempted to "take a walk." An observant citizen noticed a female wearing orange walking not far from an inmate work crew, sporting the same colors. Deputy John Wildhaber was dispatched. Despite her best efforts to hide in shrubbery, he quickly located and apprehended her, earning a commendation for his actions.



Sara McClurg, a Community Service Officer from the Sheriff's Public Information Unit, met with a local HOA the morning of September 21. She listened to safety concerns and provided information about developing a Neighborhood Watch.



*owers which I may not touch, but whose fragrance makes*

**Thank you for thinking of us!**  
We appreciate hearing from you.

**THANK YOU**

Aug. 24, 2019  
This evening I was at Fred Meyers about 8 pm. Just want to say Thank you to the two officers who were doing their jobs keeping the rest of us safe. I have no idea about what was going on but I want the whole town to know that

Wilsonville High School held its homecoming parade on Friday, September 20. We were honored to be involved.

*Pictured: Deputy Hattan, SRO Stephanie McCluskey, and Lt. Rob Wurpes.*



**Drakos**



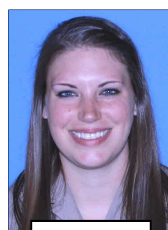
**Simpkins**



**Tucker**



**Colbert**



**Walker**

As we settle into fall and winter, you'll see new faces and miss others. Please welcome Officers Andrew Drakos, Tyler Simpkins, and Stephen Tucker, and welcome back Officers Terry Colbert and Ashley Walker. These deputies replace Luke Johnson, Beth Mayer, Christopher Thomas, and Jake Jensen who rotated out, and temporarily fill a fifth spot.

# Wilsonville September 2019



## City of Wilsonville Police Department

30000 SW Town Center Loop E  
Wilsonville, OR 97070

In Partnership with

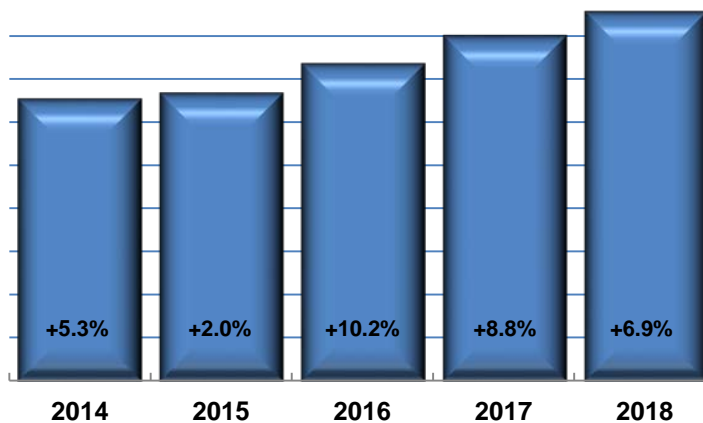


## Monthly Summary

During September 2019, 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 deputies assigned to Wilsonville responded to 716 calls for service, which was an average of 23.9 calls a day.

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>
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3
2016	7,369	614.1	20.2
2017	8,021	668.4	22.0
2018	8,571	714.3	23.5



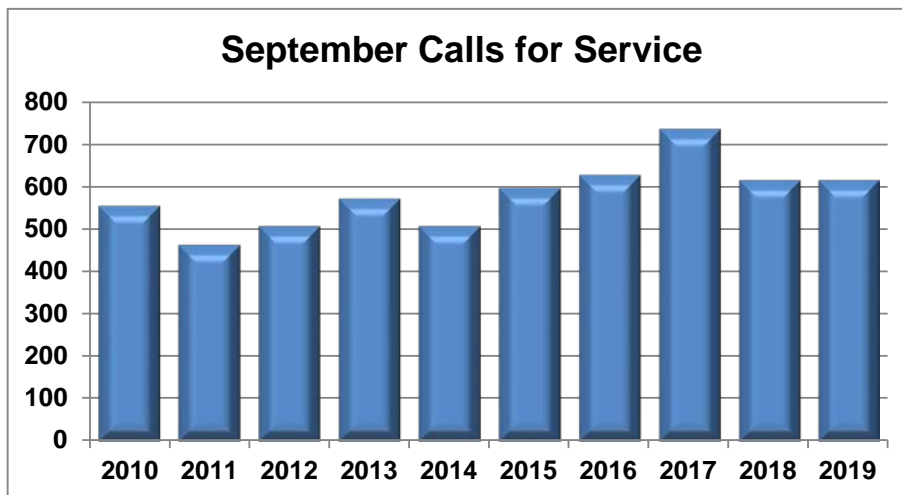
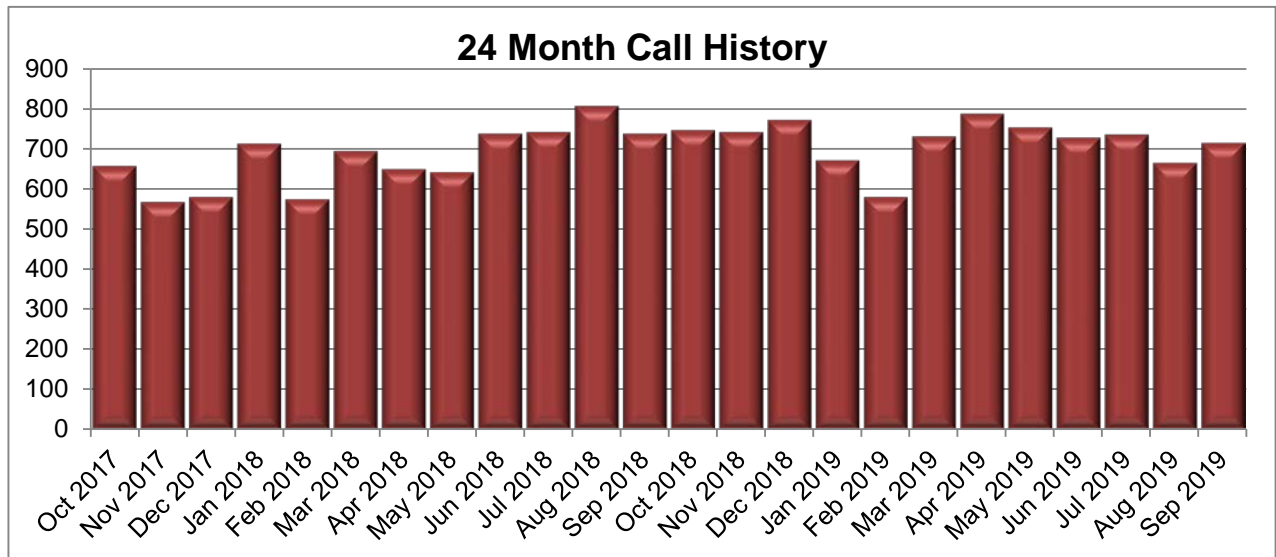
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for September.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	18.6%	19.2%	17.9%
Day Shift	43.3%	44.6%	54.7%
Swing Shift	38.1%	36.2%	27.4%



### Calls for Service

Number of Calls Per Shift	September 2019	September 2018	Monthly Average 2018
<b>Graveyard (2100-0700)</b>	133	157	139.6
<b>Day Shift (0700-1700)</b>	310	346	336.3
<b>Swing Shift (1100-0300)</b>	273	236	238.4
<b>Monthly Total</b>	<b>716</b>	<b>739</b>	<b>714.3</b>
<b>Daily Average</b>	23.9	24.6	23.5





## Types of Calls

This chart shows the types of calls for service 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.

Type of Call	September 2019	September 2018	2018 Monthly Avg.
Alarm	59	64	67.4
Assist Public	56	47	48.7
Parking Complaint	46	34	49.8
Welfare Check	41	41	32.8
Property Investigation	33	17	17.8
Suspicious Person	33	47	34.7
Traffic Complaint	33	38	34.3
Fraud	32	20	17.7
Suspicious Circumstances	27	13	16.1
Traffic Crash	27	39	32.8
Assist Agency	26	30	34.3
Domestic Disturbance	24	30	27.0
Theft	23	44	53.3
Unwanted / Trespass	23	29	19.8
Juvenile Problem	21	16	17.9
Threat / Harassment	20	27	25.8
Suicide Attempt / Threat	16	9	10.4
Fire Services	15	12	10.8
Hazard	15	14	9.5
Behavioral Health Incident	14	11	9.8
Criminal Mischief	10	10	9.8
Vice Complaint	13	8	5.3
Suspicious Vehicle	12	29	20.8
Animal Complaint	11	12	10.5
Missing Person	8	3	3.3
Unknown / Incomplete	7	5	8.1
Assault	6	5	4.6
Noise Complaint	6	8	8.9
Stolen Vehicle	6	5	6.3
Disturbance	5	9	8.1
Sex Crimes	5	2	2.2
Burglary	4	8	5.3
Open Door / Window	4	4	3.6
Runaway	4	2	2.8
Viol. Restraining Order	4		2.6
Extra Patrol Request	3	1	2.3
Minor in Possession	3		0.9
Recovered Stolen Vehicle	2	2	1.7
Abandoned Vehicle	1	4	4.5
Death Investigation	1	6	1.7
Promiscuous Shooting	1		1.1
Provide Information	1		3.8
Prowler			0.6
Robbery		2	1.2
Shooting		1	0.3
Other	15	31	24.0
<b>Total Calls:</b>	<b>716</b>	<b>739</b>	<b>714.3</b>

## Median Response Times to Dispatched Calls

	All Calls	Priority 1 & 2 Calls
<b>Input to Dispatch</b> (Time call was on hold)	1:20 Minutes	1:01 Minutes
<b>Dispatch to Arrival</b> (Time it took the deputy to arrive after being dispatched)	9:57 Minutes	7:45 Minutes

## Other / Self-Initiated Activity

Type of Call	September 2019	September 2018	2018 Monthly Avg.
<b>Traffic Stop</b>	307	373	387.2
<b>Follow-Up Contact</b>	104	70	95.5
<b>Suspicious Veh. Stop</b>	73	66	70.3
<b>Premise Check</b>	32	17	20.7
<b>Subject Stop</b>	24	51	30.5
<b>Detail</b>	23	23	14.8
<b>Traffic Detail**</b>	6		N/A
<b>Suspect Contact</b>	5	7	3.8
<b>Community Contact**</b>	4		N/A
<b>Warrant Service</b>	4	8	9.3
<b>Court</b>			0.9
<b>Foot Patrol</b>			0.5
<b>Meeting</b>			1.2
<b>Training</b>			3.3
<b>Total Calls:</b>	<b>582</b>	<b>615</b>	<b>637.9</b>

\*CCOM switched to a new dispatch CAD system on 03/13/18. The new system does not capture these call types.

\*\* New call type

## Reports Written

During September, 190 reports were written. 17.9% were written by the graveyard shift, 54.7% by the dayshift units and 27.4% were written by the swing shift units.

Type of Report	September 2019	September 2018	2018 Monthly Avg.
Theft	25	39	40.8
Traffic Crash	10	19	12.6
Criminal Mischief	9	6	8.1
Stolen Vehicle	5	5	4.2
Burglary	3	7	5.6
Identity Theft	3	5	3.3
Drug Crimes	3	4	4.3
Assault	2	5	3.0
Other Reports	130	81	90.6
<b>Total Calls:</b>	<b>190</b>	<b>171</b>	<b>172.5</b>

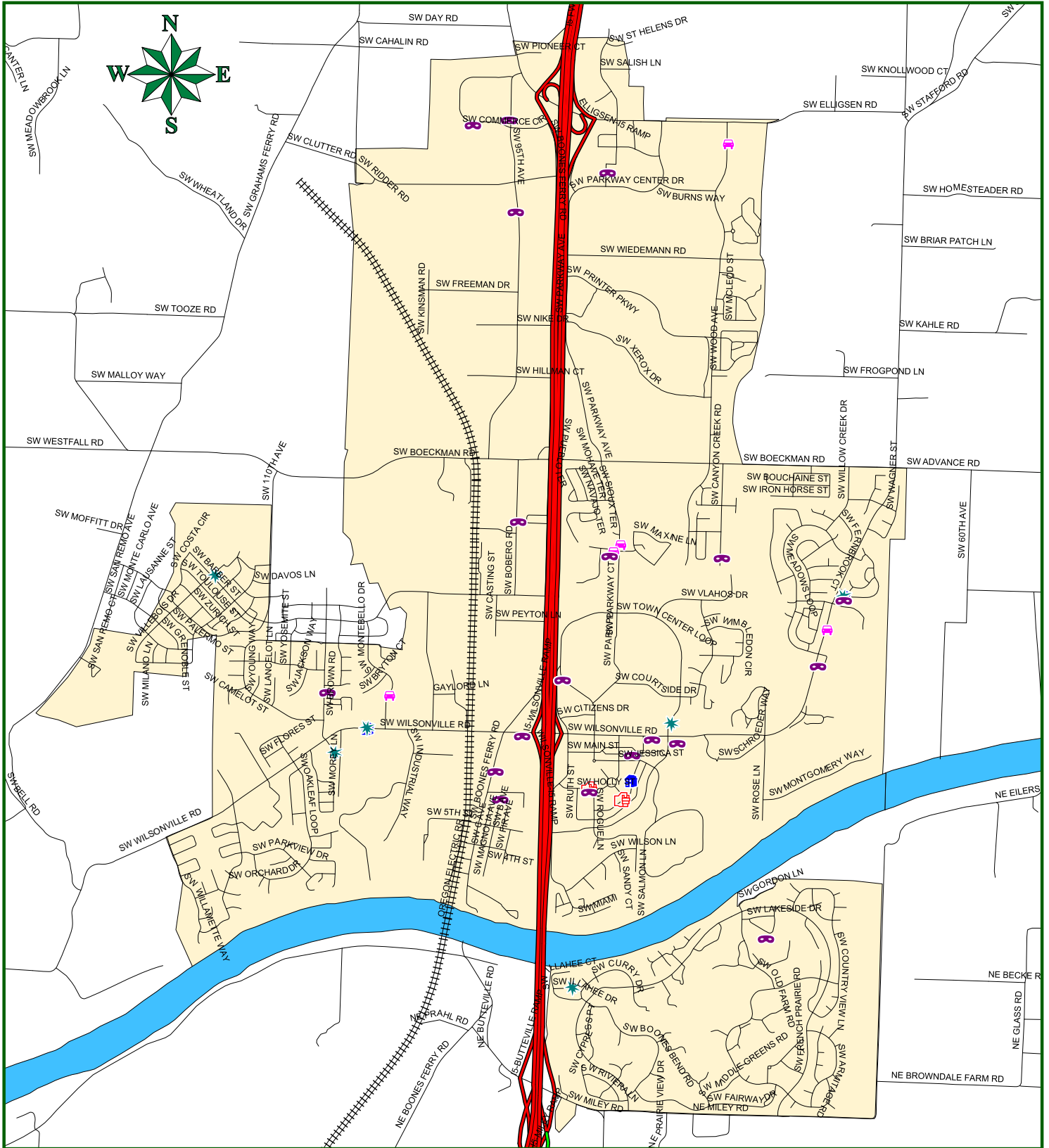
Shift Totals	September 2019	September 2018	2018 Monthly Avg.
Graveyard	34	26	25.1
Day Shift	104	88	89.5
Swing Shift	52	57	57.9



# Wilsonville September 2019



- Assault
- Burglary
- Criminal Mischief
- Stolen Vehicle
- Theft

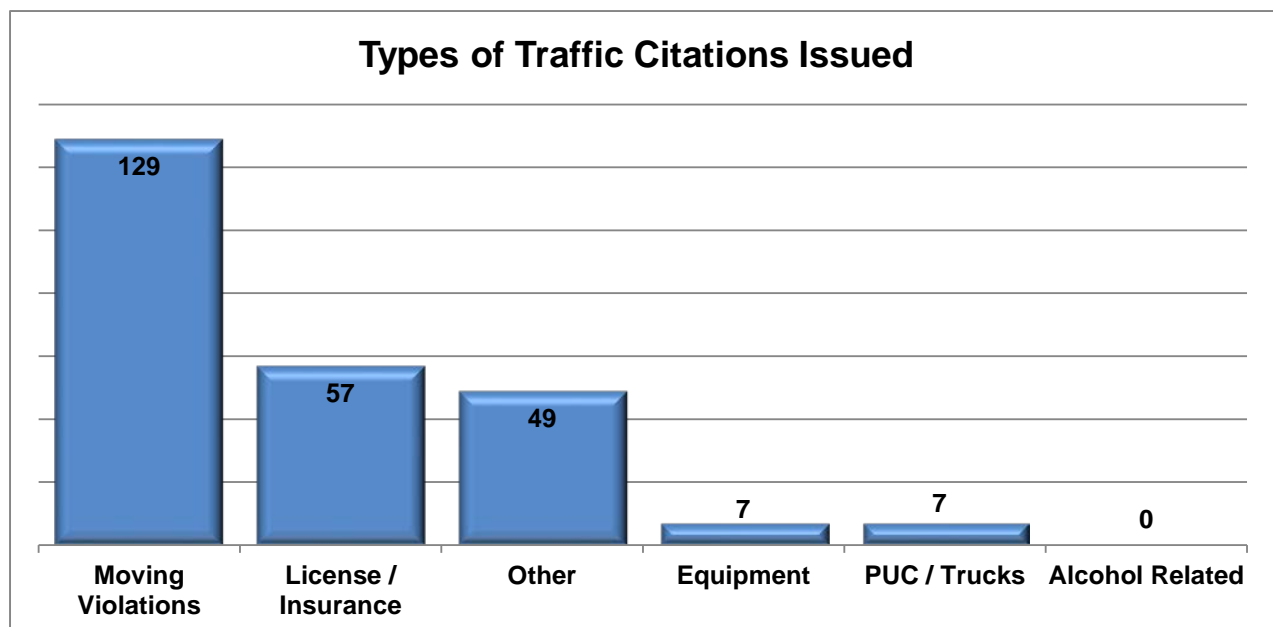
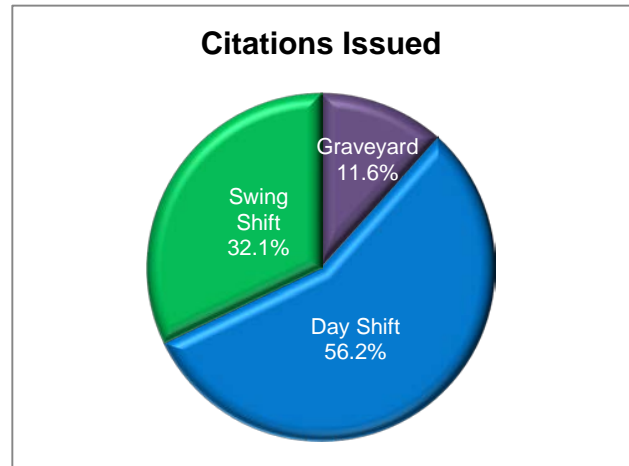
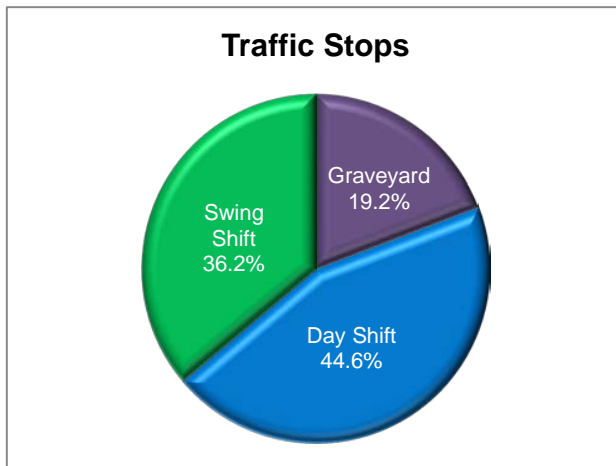


## Traffic

During September 2019, 307 traffic stops were made in the City and 249 traffic citations were issued. Included in these totals are 182 traffic stops (59.3%) and 209 (83.9%) citations issued by the traffic deputies.

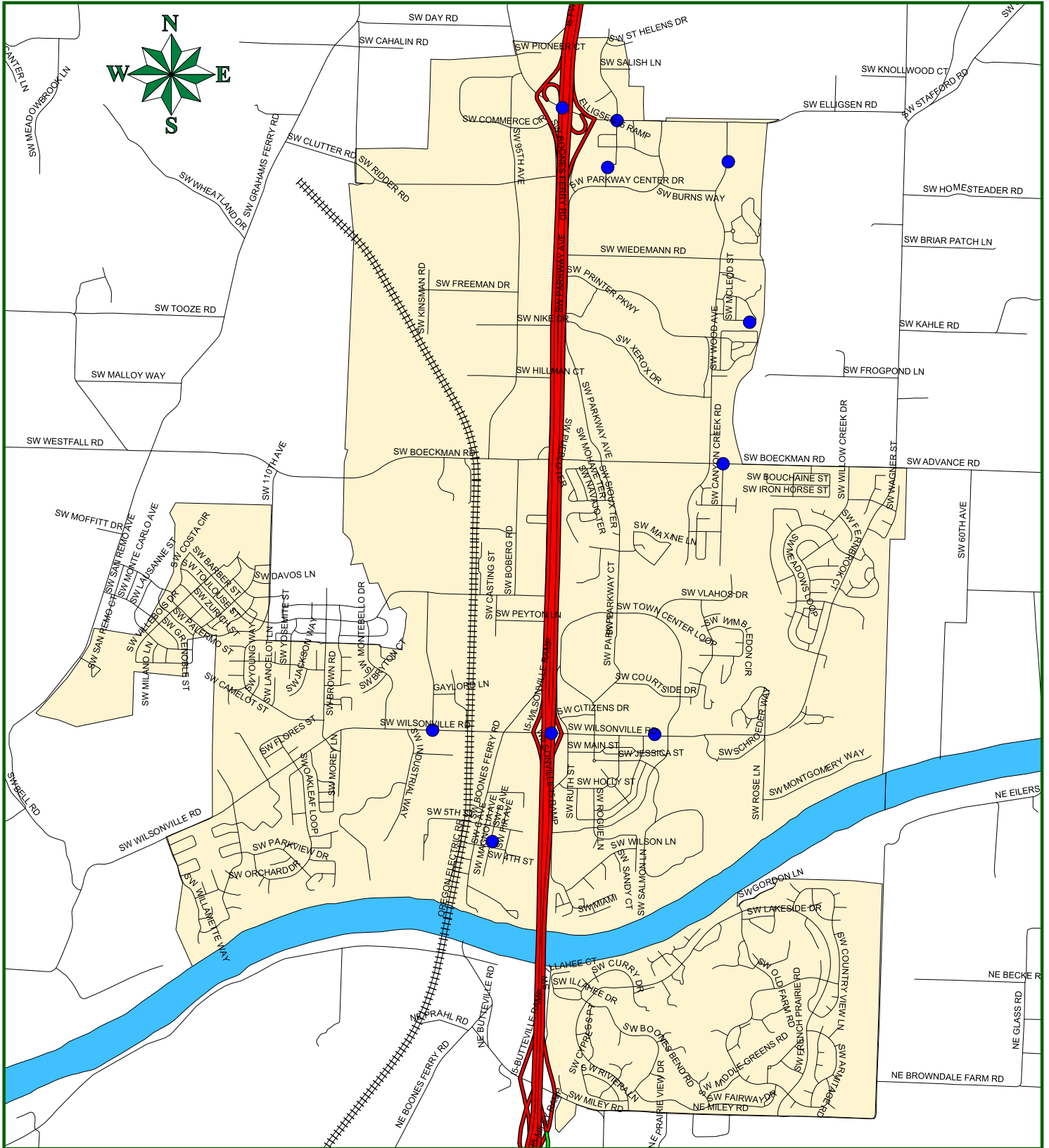
There were 3 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
<b>Graveyard</b>	59	29
<b>Day Shift</b>	137	140
<b>Swing Shift</b>	111	80
<b>Total:</b>	<b>307</b>	<b>249</b>





# Wilsonville Traffic Crashes September 2019





# SEPTEMBER 2019 MONTHLY REPORT

## From The Director's Office:

### Smart Cities Pilot Project

The City is partnering with Portland General Electric on a Smart Cities initiative to use automatic controllers for both streetlights and water meters. The Streetlight/Water Meter Pilot Project will use data and technology to monitor, operate and record information from city infrastructure.

For the streetlight portion of the Pilot Project, 42 high pressure sodium streetlights along Town Center Loop were replaced with LED streetlight with controller nodes. Using Sensus software, the streetlight controllers can determine if a light is malfunctioning, to trim or dim the lights or even flash the lights.

The 20 Pilot Project water meters will have radios that can transmit hourly water usage. The data will be sent to an office computer thereby eliminating the need for personnel to perform water meter readings in the field. Also, a few of the meters will have the ability to be shut off remotely, again eliminating the need for staff to go to the meter location and physically turn it off.

Once the infrastructure and software is fully implemented, the Pilot Project will operate for six months and the results of the Project will help us to determine if or how we might want to deploy this Smart Cities technology elsewhere in the City as streetlights and water meters are replaced.



## Facilities Division

### Annual Roof and Gutter Cleaning

Facility Technicians Ivan Crumrine and Javid Yamin have been performing the annual cleaning of roof and gutter systems on facilities throughout the City. There is over 100,000 square feet of various types of building roofs including: asphalt shingles, Thermoplastic Polyolefin (TPO), and corrugated metal. Each roof comes with its own list of maintenance challenges, which means some roof types require more maintenance than others. Pictured to the right is a before and after photo of the roof on the Forest Shelter at Memorial Park.

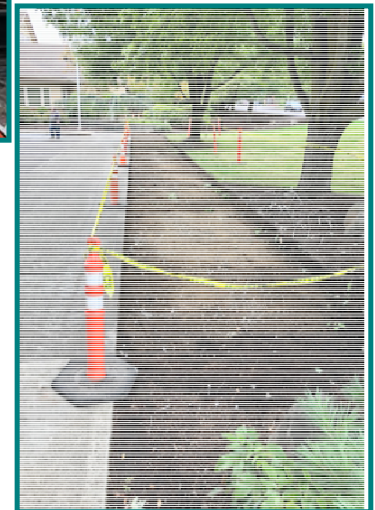


### Vehicle Charging Stations Prep Work

The Wilsonville Public Library is receiving an exterior addition in the form of charging stations for electric vehicles. The City is working in conjunction with EV4 LLC, CTS Engineers, and Portland General Electric to install six charging stations (two “Level 2 chargers” and four quick chargers) along the northern perimeter of the parking lot.

Next to the project site there are two root bound maple trees. To provide extra growing space and water drainage for the trees, it was determined that one lane of the sidewalk should be removed.

After installation of the charging stations and associated sidewalk ramps, the area around the base of the trees will be backfilled with soil. Below are photos showing the before and after condition of the area.

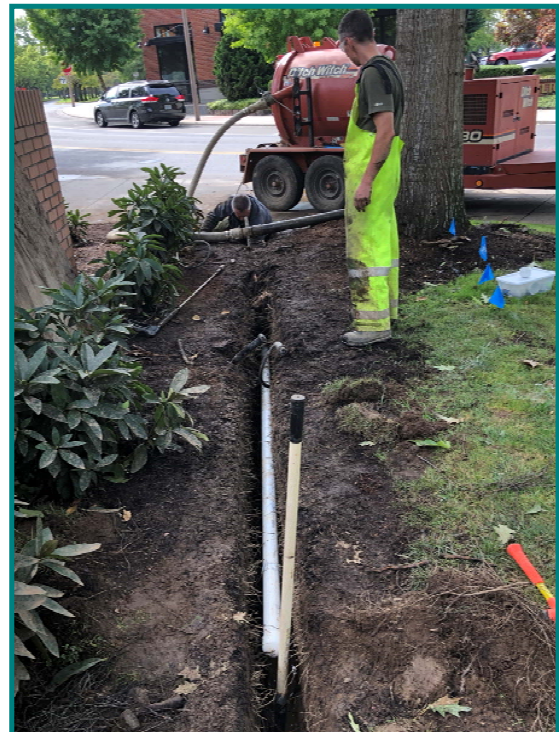
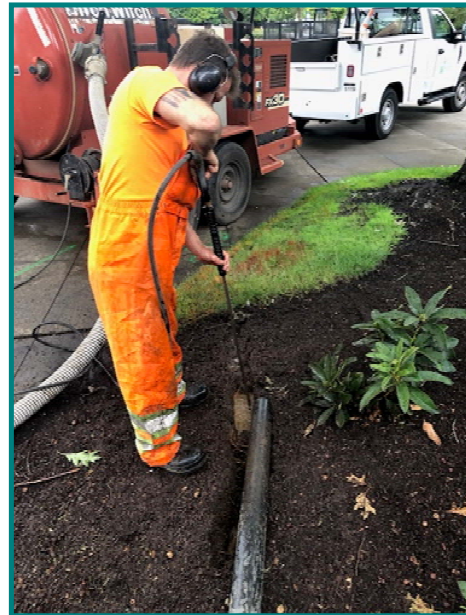




## Facilities Division

### Waterline Break at the Parks and Recreation Building

Earlier in the month, Park Maintenance staff noticed water pooling around the oak tree near the northwest corner of the Parks and Recreation Building. It was realized there was a mainline break seemingly right underneath the oak tree. In order to not disturb the root zone to the point where it could be detrimental for the tree, it was decided to bypass the broken segment of pipe by trenching in a new line to reconnect at a point away from the tree roots. Building Maintenance Specialist Ivan Crumrine and Park Maintenance Specialist Tim Skipper did the majority of the trench work carefully so not to disturb the integrity of the tree's lateral root structure. Below are photos of the staff in action and web of tree roots that needed to be avoided.



## Roads & Storm Water Division

### Bus Shelter Replacements

Roads staff teamed up with Fleet staff to remove and install six bus shelters in two days. These larger bus shelters upgrades were much needed as the old shelters were too small and had aged quite badly.



### Montebello Flooding

Unanticipated flooding occurred on Montebello Road due to an outfall that was installed in the 1970's that was buried in three feet of sediment. Once the cause of the flooding was determined, Storm and Roads staff cleared the outfall, reconstructed the ditch line and installed all the necessary Best Management

Practices (BMP) structures within two days. We are happy to report no flooding occurred after the next rain event.



## Utilities Division

### Chad Whiting, Utilities Maintenance Specialist

Due to retirements and shifting of responsibilities, the sanitary sewer group has been short staffed, but has recently filled the Utility Maintenance Specialist position with a focus on Sewer. The Utilities Division is happy to welcome Chad Whiting to the team. Chad has a strong background in heavy equipment operation and over 14 years of experience working with water utilities for the Springfield Utility Board. Chad's primary duties will be operating the combination cleaning truck to clean sanitary sewer lines and manholes as well as making repairs to collections system structures. We are excited to utilize Chad's experience with water utilities and heavy equipment operation to assist with projects along with the Public Works divisions.



### Large Water Meter Calibration

This month large meters for the various turnouts in the distribution system were calibrated by Buell Calibration & Controls. Buell uses ultrasonic flow meter verification to include ultrasonic flow rate comparison, analog output calibration and coil resistance testing. All of the meters that were tested passed with no errors and are operating accurately. The turnout meter calibration is performed on annual schedule to ensure that the meters are operating within specifications.

### Painting and Replacing Fire Hydrants

The water distribution team has been taking advantage of the last dry days of summer to work on tasks that would be difficult to perform during the wet months. One of these tasks includes replacing meters that require driving on grass or dirt to access or are located in low spots where the meter may be submerged in water. Another dry weather task is painting fire hydrants. A few members of the water crew have been experimenting with different methods to paint hydrants in order to determine the most efficient process, whether it be with a paint sprayer, brush, or spray can.





September 2019 Report

## A Cool Change

Heraclitus, a Greek philosopher, was first to coin the phrase, “Change is the only constant in life.” Well, as we all anxiously look towards fall in the Willamette Valley, I cannot help but reflect on all the change that has recently found its way to our doorstep; change that, well, will forever change SMART/Fleet.

September 2019, SMART/Fleet ushered in the single biggest service change in its 30-year history. With one eye on the Transit Master Plan and the other firmly focused on our mission, we improved efficiencies on nearly all of our out of town service, added additional trips on two in-town routes, and eliminated fares on the Route 2X. All of these service enhancements come to our customers courtesy of the Statewide Transportation Improvement Fund (STIF), also known as HB 2017. Passed by the Oregon Legislature in 2017, the STIF provides SMART/Fleet with a new sustainable revenue stream that will fund enhancements long into the future. The STIF is not only a change...it is a cool change that offers an irrepressible future bursting with exciting possibilities.



Dwight Brashear  
Transit Director



### Events and Marketing - Michelle Marston Program Coordinator

SMART began marketing for the GetThere Challenge (<https://getthereoregon.org/join-the-challenge/>) promoted through ODOT. The 2019 Get There Challenge takes place October 7-21. Participants win prizes for getting around without driving alone. Materials were supplied to all major employers in Wilsonville.

Maps and other materials were updated to ensure that the new route schedules are correct. Schedule booklets will be in place in October. Website information went live on September 22.

SMART hosted a couple of new Travel Training classes. A new spin /rebrand was developed in an effort to attract more participants. It did the trick! We had 17 participants in each of the two classes. Classes offered were *How to use a Hop Card* and *Let's Travel Together to Washington Square*. A third class, a trip to *Coffee at the Symposium*, will be offered in October. SMART seeks to better inform the public about travel training with a new ad that began in September. The ad will run for an entire year in the Wilsonville Spokesman.

An information table was hosted at Vision Plastics, helping several employees learn about bus routes that fit their needs. Vision Plastic has expressed interest in starting a vanpool program to help employees get to and from work. SMART continues to recruit employers to get the program off and running.

### SRTS Update - Sheilagh Griffin TDM Technician

"Thank You" notes were left on bikes and scooters at primary and middle schools in Wilsonville, expressing SMART's appreciation for their use of active transportation. The following week, a student was spotted zipping along on her bike, the thank you note still attached and flapping proudly in the wind!

Students at each primary school also received Walk+Roll stickers, thanking students for walking to school. Kids love stickers! It's a nice prelude to upcoming National Walk+Roll School Day on October 2. SMART is working with the school district, the schools and the PTAs to plan and organize October Walk+Roll activities.

### Grants - Elli Work Grants and Programs Manager

The first STIF (State Transportation Improvement Fund) formula funding report went out this month. SMART's Qualified Entity (QE) is TriMet. The QE accepts quarterly STIF reports from seven sub-recipients and then submits a roll up report to ODOT. This first round of funds went mostly to federal match requirements.

SMART worked with ODOT this month to finalize the STIF Discretionary Grant Agreements. Competitive grants were received for Intelligent Transportation Services (ITS) and a fixed deviated-route medical shuttle.

RTO Grant Funding Agreements are being finalized. This grant provides \$300,000 over three years for SMART's Transportation Options (TO) Program. The grant will kick off with a program evaluation and TO community assessment. Data collected from these activities will identify opportunities to expand and diversify programming, partnerships, and coordination. SMART seeks to increase program participation; remove barriers to access by marginalized populations; and provide bicycle education and safety to local youth.

Finally, SMART says goodbye to Summer Interns Vanessa Quan and Marcco Higham. They worked hard, tabling events and conducting outreach. They helped support programs like SMART's Walk Wednesdays and Metro's Annual Trail Counts. They made us proud and we wish them well in all their future endeavors!

# SMART

SOUTH METRO AREA REGIONAL TRANSIT

## RIDE WISE


### FREE!

Travel Training  
for older adults &  
people with disabilities

~ Adventure is waiting, let transit take you there ~  
Learn the basics of public transportation  
while gaining confidence and skills to ride on your own.

Contact John Garland to schedule your training.

Direct: 503-682-7790 x1488 / [jgarland@rideconnection.org](mailto:jgarland@rideconnection.org)

Made possible with support from Metro and the Federal Transit Administration 



**Operations - Eric Loomis Operations Manager**

Overall ridership is **down 3.93%** compared to last August and **up .93%** compared to last month (July 2019). The 3X service has been seeing a healthy increase since mid-day service began in July 2018. Dispatch redirected 45 DAR rides to the Charbonneau shuttle in August. 2X Saturday service saw a large increase and hit its highest ridership since July 2016.

	1X Salem	2X Barbur	2X Sat Barbur	3X Canby	4 Wilsonville Rd	4 Sat Wilsonville Rd	5 95th Commerce	6 Arglye Square	C Charb Shuttle	7 Villebois	Villebois Shuttle	Total
August 2019	3,264	6,513	303	1,139	7,858	455	1,082	1,620	217	234	1,572	24,257
August 2018	3,543	6,536	179	953	8,232	413	1,274	1,930	116	263	1,913	25,250
% Change	-7.87%	-0.35%	+69.27%	+19.52%	-4.54%	+10.17%	-15.07%	-16.06%	+87.07%	-11.03%	-17.83%	-3.93%

**Fleet Services - Scott Simonton Fleet Services Manager**

With school back in session, we have restarted our partnership with the WLWV school district, and their adult transition program. Throughout the school year, students in this program are given the opportunity to gain job skills and experience through volunteer work with local employers.

This will mark the third year we have participated in the program. Students complete an application process, and choose their preferred volunteer opportunities. Program coordinators report to us that volunteering at SMART continues to be one of the preferred opportunities for their students. This partnership continues to be a positive experience for all parties involved.



*Image of fleet on a Saturday*