

City of Wilsonville

City Council Meeting

January 23, 2020



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
JANUARY 23, 2020
7:00 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.

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

- 5:00 P.M. EXECUTIVE SESSION** [25 min.]
A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Legal Counsel / Litigation
- 5:25 P.M. REVIEW OF AGENDA AND ITEMS ON CONSENT** [5 min.]
- 5:30 P.M. COUNCILORS' CONCERNS** [5 min.]
- 5:35 P.M. PRE-COUNCIL WORK SESSION**
- A. Annual Urban Renewal Report, FY2018-19 (Katko) [15 min.]
B. Building Permit Fee Increase (Carlson) [15 min.]
C. Monument Sign Designs (Neamtzu) [15 min.]
- 6:20 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, Thursday, January 23, 2020 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on January 7, 2020. 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.

7:00 P.M. CALL TO ORDER

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

7:05 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

7:10 P.M. MAYOR'S BUSINESS

- A. Upcoming Meetings

7:20 P.M. COUNCILOR COMMENTS

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

7:30 P.M. CITY MANAGER'S BUSINESS

7:35 P.M. LEGAL BUSINESS

7:40 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.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 23, 2020		Subject: Annual Urban Renewal Report, FY2018-19	
		Staff Member: Keith Katko, Assistant, Finance Director	
		Department: Finance	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The acceptance of the Annual Urban Renewal Report, FY2018-19.

EXECUTIVE SUMMARY:

Each year the City’s Urban Renewal Agency is required by statute (ORS 457.460) to publish an annual statement about the uses and the effects of tax increment financing in the City’s urban renewal districts. In addition to basic financial data published in the newspaper as required by statute, staff also prepares a separate report to provide the user with additional information about urban renewal basics, how tax increment financing works, and the activities of the Urban Renewal Agency. The additional information provided is helpful to explain the urban renewal process and the impact it has on the community.

The report must be completed by January 31 and published once a week for not less than two weeks.

EXPECTED RESULTS:

The Urban Renewal Report for FY2018-19 will meet and exceed the requirements of ORS 457.460.

TIMELINE:

The public notice for the Urban Renewal Report has been published as required in the Wilsonville Spokesman. Published January 22 and January 29. The report is also available on the City’s website.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 1/14/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 1/15/2020

COMMUNITY INVOLVEMENT PROCESS:

As required by ORS 457.460, the report as been published in the Wilsonville Spokesman. The notice has also been published on the City’s website.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The Annual Urban Renewal Report for FY2018-19 provides detailed information to the reader about each of the Urban Renewal Districts and Tax Increment Financing (TIF) Zones.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Annual Urban Renewal Report, FY2018-19

Urban Renewal Agency

of the City of Wilsonville, Oregon



Annual Urban Renewal Report
For Fiscal Year Ending
June 30, 2019

Introduction

The Urban Renewal Agency of the City of Wilsonville is a separate municipal corporation responsible for governing the City's three urban renewal areas. The three areas include the Year 2000, West Side, and Coffee Creek plan areas. A map of the City detailing the urban renewal area borders is displayed on the final page of this report.

Each year all urban renewal agencies must prepare a notice for the governing body and the general public in accordance with ORS 457.460. The notice is to include a financial recap of the preceding year and the budget for the current fiscal year. Additionally, it is to include an analysis of the impact of carrying out the urban renewal plan on the tax rate for each of the overlapping governmental units within the urban renewal district.

The following report satisfies the requirements of the statute and expands upon those minimum requirements by providing the reader more detailed information about Wilsonville's Urban Renewal Agency and its activities. The required notice for each urban renewal area is incorporated at the end of each respective section.

The Urban Renewal Concept

Tax increment financing is used in areas where private development has stagnated or is not feasible without public sector investment and partnership. Public investment through urban renewal is one way to change those conditions. The types of urban renewal activities undertaken generally include land assembly and development of infrastructure and public amenities (i.e. streets, utility lines, lighting, public open spaces, parks).

As the result of the publicly funded efforts, investment becomes feasible for private developers. Developments consistent with the City's urban renewal plan are then allowed to go forward.

How Tax Increment Financing Works

Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for urban renewal projects intended to encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like roadways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of a bond is obtained to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal bonds.

Urban Renewal Value and Area Caps

Oregon state law allows Wilsonville to create urban renewal districts with up to 25% of the city’s total land area. As of June 30, 2019, the total land area for the city was approximately 5,046 acres and 22.2% (1,118 acres) of the total was within one of the City’s existing urban renewal districts.

The law also limits the total assessed value within all urban renewal districts to 25% of the city’s total assessed value. The assessed values are measured at the time a district is created or subsequently adjusted. The table below presents the Urban Renewal value and area cap tests.

District	Area Cap Test		Assessed Value Test	
	Acreage	% of City	Amount	% of City
Year 2000 Plan	449	8.9%	\$ 45,326,441	1.2%
West Side Plan	411	8.1%	18,017,272	0.5%
Coffee Creek	258	5.1%	99,003,704	2.6%
Combined	1,118	22.2%	162,347,417	4.3%
Total City	5,046		\$ 3,789,225,581	

Tax Increment Calculations

Tax increment is used for the payment of debt for urban renewal activities described in the urban renewal plans adopted by the City of Wilsonville.

To determine the amount of the tax increment allocation, the total assessed value within each urban renewal area is segregated by the County Assessor into two parts: (a) the total taxable assessed value in the district at the time the Urban Renewal Plan was adopted (Frozen Base Value) adjusted by under-levying, by the urban renewal area, and by properties added or removed from the area, and (b) the difference between the Frozen Base Value and the current total assessed value (Incremental Value).

With the passage of measure 50, urban renewal property taxes are generated by two processes. First is a process called “division of tax,” referring to taxes levied by each overlapping government or special district on the Incremental Value. Second is a Special Levy on property within Wilsonville. This special tax rate protects bondholders and permits the Urban Renewal Agency to recover increment “lost” due to roll back of assessed values and tax rates. The Special Levy can only be assessed on a limited amount of indebtedness – explained in the Financing the Urban Renewal Projects section. The City has not assessed the Special Levy since 2002-03 and was precluded from doing so when it approved a substantial plan amendment in June 2007. The table below displays the tax increment available for three districts: Year 2000 Plan, West Side Plan and Coffee Creek as well as the effect of under-levying for fiscal year 18-19.

Tax Increment Available for Fiscal Year Ended June 30, 2019

	<u>Year 2000 Plan¹</u>	<u>West Side Plan²</u>	<u>Coffee Creek Plan</u>
Total Assessed Value	\$499,772,685	\$676,932,760	\$126,234,559
Less: Frozen Base Value	<u>(45,326,441)</u>	<u>(18,017,272)</u>	<u>(99,003,704)</u>
Incremental Value	\$454,446,244	\$658,915,488	\$27,230,855
Tax Increment			
Taxes Available 18-19 (est.)	\$6,135,024	\$8,565,901	\$255,803
Taxes Levied 18-19	<u>4,000,000</u>	<u>5,000,000</u>	<u>255,803</u>
Taxes available to overlapping districts	\$2,135,024	\$3,565,901	\$0

1 Year 2000 Plan division of taxes limited to \$4.2 million per Urban Renewal Board commitment

2 West Side Plan increment limited to \$5.0 million, per legislation

Property Tax Limitation and Tax Increment

(Measure 5)

In November 1990, Oregon voters passed a property tax limitation measure (Measure 5) that established a \$10 limit per thousand of real market value for property tax collection for local governments. It is important to note that the \$10 limit is based on real market value rather than assessed value of a property. The impact of this measure on urban renewal is that repayment of urban renewal debt (past, present, or future) must now come within the \$10 limit for local governments.

In a 2002 Oregon Supreme Court ruling, the limitations of Measure 5 were clarified so that urban renewal tax dollars related to the division of taxes from education are to be included in the general government category when determining the \$10 limit. Similarly, Measure 5 established a \$5 limit per thousand of real market value for education. The effect of this ruling accelerates the likelihood of the general government category taxes hitting the \$10 ceiling but decreases the likelihood of the education category reaching the \$5 ceiling. In 2018-2019, the cumulative tax rate for all local governments within Wilsonville City limits ranged between \$6.7654 and \$9.3289 per thousand depending upon which tax code area the property resides.

Effect of Urban Renewal on Tax Collections (Measure 50)

Carrying out the urban renewal plans has an effect on various taxing entities sharing (over-lapping) the property within the Wilsonville Urban Renewal districts. Measure 50 required a change from a levy-based system to a rate based system, resulting in a modification of the way the County Assessor computes the allocation of taxes from the overlapping districts.

The division of taxes process means that taxes associated with the incremental value is received by the Urban Renewal Agency instead of the various taxing districts (e.g. Clackamas County, City of Wilsonville, West Linn Wilsonville School District, Tualatin Valley Fire & Rescue, among others).

The following table shows the taxing districts that levy taxes within the city’s Urban Renewal Agency, the total amount of taxes levied, and the percent of those taxes that were received by the Wilsonville Urban Renewal Agency.

District	Taxes Levied ¹	Allocation to Year 2000 ²	Year 2000 UR as %	Allocation to West Side ²	West Side UR as %	Allocation to Coffee Creek	Coffee Creek UR as %
Clackamas County	\$135,510,805	\$774,085	0.6%	\$964,326	0.7%	\$0	0.0%
Washington County	\$148,630,666	\$0	0.0%	\$0	0.0%	\$37,659	0.0%
City of Wilsonville	\$9,551,122	\$781,641	8.2%	\$974,037	10.2%	\$86,227	0.9%
Clackamas Extension & 4-H	\$2,541,221	\$15,882	0.6%	\$20,026	0.8%	\$0	0.0%
Clackamas Library District	\$20,197,622	\$127,748	0.6%	\$159,171	0.8%	\$0	0.0%
Clackamas Soil Conservation Distr.	\$2,541,880	\$15,882	0.6%	\$20,026	0.8%	\$0	0.0%
Tualatin Soil Conservation Distr.	\$4,486,517	\$0	0.0%	\$0	0.0%	\$1,152	0.0%
Tualatin Valley Fire & Rescue	\$88,313,853	\$473,148	0.5%	\$589,255	0.7%	\$59,020	0.1%
West Linn/Wilsonville Schools	\$40,422,697	\$1,613,917	4.0%	\$2,011,209	5.0%	\$0	0.0%
Sherwood School District	\$32,278,795	\$0	0.0%	\$0	0.0%	\$80,656	0.2%
Clackamas ESD	\$17,982,920	\$121,511	0.7%	\$151,346	0.8%	\$0	0.0%
ESD Northwest Regional	\$9,886,089	\$0	0.0%	\$0	0.0%	\$2,561	0.0%
Clackamas Community College	\$28,138,283	\$224,422	0.8%	\$280,017	1.0%	\$0	0.0%
Portland Community College	\$44,661,363	\$0	0.0%	\$0	0.0%	\$4,729	0.0%
Vector Control	\$330,444	\$2,072	0.6%	\$2,417	0.7%	\$0	0.0%
Port of Portland	\$8,117,908	\$21,540	0.3%	\$27,016	0.3%	\$2,434	0.0%
Metro Service District	\$37,046,243	\$29,937	0.1%	\$37,239	0.1%	\$3,037	0.0%

¹ Combined Clackamas/Washington Counties (values from property tax schedules 4a)

² Values from Clackamas/Washington County Table 4E
 Amounts rounded to the nearest whole percent.

TIF Zone Urban Renewal District Sites

On March 12, 2013, the citizens of Wilsonville voted in favor of creating up to six single-property Urban Renewal Districts to incentivize capital investment and job creation by manufacturers. By 2014, three of the TIF Zones had been leased or purchased by businesses who would not benefit from the TIF Zone program within the program’s time frame. Consequently, the City Council eliminated these three TIF Zones in the fall of 2014. The three remaining TIF Zones also remained unused and the program completely expired November 2019.

Financial Reports

The tables on the following pages contain financial information on the three funds used to account for the activities of the Urban Renewal Agency. The reports were prepared by the Finance Department of the City of Wilsonville using a modified accrual basis of accounting pursuant to ORS 457.460. The fiscal year is the period running July through June of the respective years indicated. Financial Reports can be found at the end of each section: the Year 2000 Plan, West Side Plan and Coffee Creek Plan.

Year 2000 Plan

Plan Adopted

The Year 2000 Plan was adopted August 29, 1990. Plan Mission Statement: To eliminate blight in areas within the Agency’s jurisdiction, and in the process, attract aesthetically pleasing, job producing private investments that will improve and stabilize property values and protect the area’s residential livability and its environmental values.

Financing the Urban Renewal Projects

To pay for urban renewal projects, the Agency must issue debt. Maximum Indebted became a requirement in 1998 and the limit of \$53,851,923 was adopted on June 15, 1998. A substantial plan amendment passed in June, 2007, that increased the maximum debt limit to \$92,687,423. An additional substantial plan amendment was passed in May 2018, and increased the maximum debt limit to \$107,196,524. The table below summarizes the debt activity for the Year 2000 Plan.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted August 19990	\$ 53,851,923	
Increased June 2007	38,835,500	
Increased May 2018	<u>14,509,101</u>	
Total Maximum Indebtedness	<u>107,196,524</u>	
<u>Debt Issued</u>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School improvements
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
April 2013	3,500,000	Sewer Plant Upgrade, Canyon Creek So Road
June 2014	2,000,000	Canyon Creek So to Town Center Loop East
May 2015	2,000,000	Canyon Creek So to Town Center Loop East
April 2016	2,000,000	East-West Connector; Town Ctr Concept Plan
June 2018	<u>3,000,000</u>	5th St Extension
Total debt issued through June 2018	<u>84,385,000</u>	
Balance Available, June 30, 2019	<u>\$ 22,811,524</u>	Maximum Indebtedness less Total Debt Issued
Outstanding Debt as of June 30, 2019	<u>\$ 5,155,000</u>	

Year 2000 Plan
Statement of Resources and Expenditures
CAPITAL PROJECTS FUND

	2018-19 Actual Budgetary Basis	2019-20 Budget Budgetary Basis
	<u> </u>	<u> </u>
REVENUES		
Investment revenue	\$ 76,360	\$ 55,165
Other	-	-
Total Revenues	<u>76,360</u>	<u>55,165</u>
EXPENDITURES		
5th Street Extension	64,152	6,343,000
Boekman Dip Bridge	31,348	850,000
Town Center Stage Cover	-	15,000
Planning, Financing, and Administration	626,878	798,531
Contingency	-	<u>1,160,891</u>
Total Expenditures	<u>722,378</u>	<u>9,167,422</u>
Excess (deficiency) of revenues over (under) expenditures	(646,018)	(9,112,257)
OTHER FINANCING SOURCES (Uses)		
Issuance of debt	-	<u>9,000,000</u>
Net change in fund balances	(646,018)	(112,257)
Fund balances - beginning	<u>3,187,661</u>	<u>112,257</u>
Fund balances - ending	<u>\$ 2,541,643</u>	<u>\$ -</u>

Year 2000 Plan
Statement of Resources and Expenditures
Debt Service Fund

	2018-19 Actual Budgetary Basis	2019-20 Budget Budgetary Basis
REVENUES		
Tax Increment	\$ 4,204,610	\$ 4,075,000
Interest Income	277,548	135,405
Total Revenues	4,482,158	4,210,405
EXPENDITURES		
Payment of Bond Principal	360,000	380,000
Short Term Debt	-	9,000,000
Interest Expense	234,388	900,000
Total Expenditures	594,388	10,280,000
Net change in fund balances	3,887,770	(6,069,595)
Fund balances - beginning	9,331,877	10,366,877
Fund balances - ending	\$ 13,219,647	\$ 4,297,282

Year 2000 Plan
Statement of Resources and Expenditures
Program Income Fund

	2018-19 Actual Budgetary Basis	2019-20 Budget Budgetary Basis
REVENUES		
Interest Income	\$ 48,297	\$ 10,000
Other Income	149,452	\$ 135,000
Total Revenues	197,749	145,000
EXPENDITURES		
Materials & Services	20,037	50,000
Capital Project - Art Tech Siding Replacement	79,749	-
Capital Project - I5 Pedestrian Bridge	1,512,000	-
Total Expenditures	1,611,786	50,000
Net change in fund balance	(1,414,037)	95,000
Fund balances - beginning	2,128,303	666,554
Fund balances - ending	\$ 714,266	\$ 761,554

West Side Plan

Plan Adopted

The West Side Urban Renewal Plan was adopted November 3, 2003 (Ordinance #560).

Its mission is to eliminate blight in areas within the Agency’s jurisdiction, and in the process, attract aesthetically pleasing, job producing private investments that will improve and stabilize property values and protect the area’s residential livability and its environmental values.

At creation, the district encompassed 394 acres and had a frozen tax base of \$3,605,856 (restated for Measure 50 impact). A substantial plan amendment in September, 2008 (URA Resolution 174) added 62 acres and \$12,920,432 to the frozen base. In 2016, 45 acres were removed to make way for the formation of the Coffee Creek Urban Renewal District.

Financing the Urban Renewal Projects

To pay the cost of urban renewal projects, the Agency must issue debt. At plan adoption, a debt limit of \$40,000,000 was created. A substantial plan amendment was adopted in February 2016 (URA Resolution 253) which increased the maximum indebtedness to \$49,400,000. The table below summarizes the debt activity for the West Side Plan.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted November 2003	\$ 40,000,000	
Increased February 2016	<u>9,400,000</u>	
	49,400,000	
<u>Debt Issued</u>		
June 2005	15,000,000	Boeckman Rd Extension, School property
September 2005	10,000,000	Boeckman Rd, Barber St
June 2008	5,000,000	Boeckman Rd, Barber St, park improvements
April 2013	2,000,000	Villebois parks and fire sprinklers
June 2014	2,000,000	Barber Street extension, Villebois Parks
May 2015	1,000,000	Barber Street extension, Villebois parks
July 2015	5,000,000	Barber Street extension, Villebois parks,
January 2019	<u>3,000,000</u>	Tooze Road
Total debt issued through June 2019	43,000,000	
Balance Available, June 30, 2019		
(Maximum Indebtedness less Total Debt Issued)		
	<u>\$ 6,400,000</u>	
Outstanding Debt as of June 30, 2019	<u>\$ 23,498,713</u>	

**West Side Plan
 Statement of Resources and Expenditures
 Capital Projects Fund**

	2018-19 Actual Budgetary Basis	2019-20 Budget Budgetary Basis
	<u> </u>	<u> </u>
REVENUES		
Investment revenue	\$ 25,156	\$ 25,000
Total Revenues	<u>25,156</u>	<u>25,000</u>
EXPENDITURES		
Tooze Rd. Construction Project	750,000	-
Planning, Financing, and Administration	376,623	277,670
Water System Development Charges	500,000	700,000
Contingency	-	1,073,738
Total Expenditures	<u>1,626,623</u>	<u>2,051,408</u>
Excess (deficiency) of revenues over (under) expenditures	(1,601,467)	(2,026,408)
OTHER FINANCING SOURCES		
Issuance of debt	<u>3,000,000</u>	-
Net change in fund balances	1,398,533	(2,026,408)
Fund balances - beginning	649,098	2,026,408
Fund balances - ending	<u>\$ 2,047,631</u>	<u>\$ -</u>
 Adjustment from budgetary basis to generally accepted accounting basis:		
Development charge payable	<u>(1,263,395)</u>	
Fund balances - generally accepted accounting principles basis	<u>\$ 784,236</u>	

**West Side Plan
 Statement of Resources and Expenditures
 Debt Service Fund**

	2018-19 Actual Budgetary Basis	2019-20 Budget Budgetary Basis
REVENUES		
Tax Increment	\$ 5,192,879	\$ 4,980,000
Interest Income	328,027	165,000
Total Revenues	<u>5,520,906</u>	<u>5,145,000</u>
EXPENDITURES		
Payment of Bond Principal	4,899,985	1,925,000
Interest Expense	959,176	975,000
Total Expenditures	<u>5,859,161</u>	<u>2,900,000</u>
Net change in fund balance	(338,255)	2,245,000
Fund balances - beginning	11,835,393	11,213,232
Fund balances - ending	<u>\$ 11,497,138</u>	<u>\$ 13,458,232</u>

**West Side Plan
 Statement of Resources and Expenditures
 Program Income Fund**

	2018-19 Actual Budgetary Basis	2019-20 Budget Budgetary Basis
REVENUES		
Interest Income	\$ 41,417	\$ 80
Total Revenues	<u>41,417</u>	<u>80</u>
EXPENDITURES		
Planning, Financing, and Administration	78,007	-
Capital Project - Tooze Road	1,894,914	-
Total Expenditures	<u>1,972,921</u>	<u>-</u>
Net change in fund balance	(1,931,504)	80
Fund balances - beginning	2,120,351	5,351
Fund balances - ending	<u>\$ 188,847</u>	<u>\$ 5,431</u>

Coffee Creek Plan

Plan Adopted

The Coffee Creek Urban Renewal Plan was adopted on October 17, 2016 (Ordinance No. 796).

The Coffee Creek Urban Renewal area seeks to develop a new employment area in Northwest Wilsonville that will attract general industrial, warehouse, flex, and research and development related business. The Coffee Creek Urban Renewal area is composed of approximately 258.35 total acres and is entirely within Washington County. Key projects identified for improvement are infrastructure enhancements to existing roadways, utility development, and property acquisition and disposition. The first increment was received in FY 17-18 and capital expenditures are not expected until FY 19-20 or later.

Financing the Urban Renewal Projects

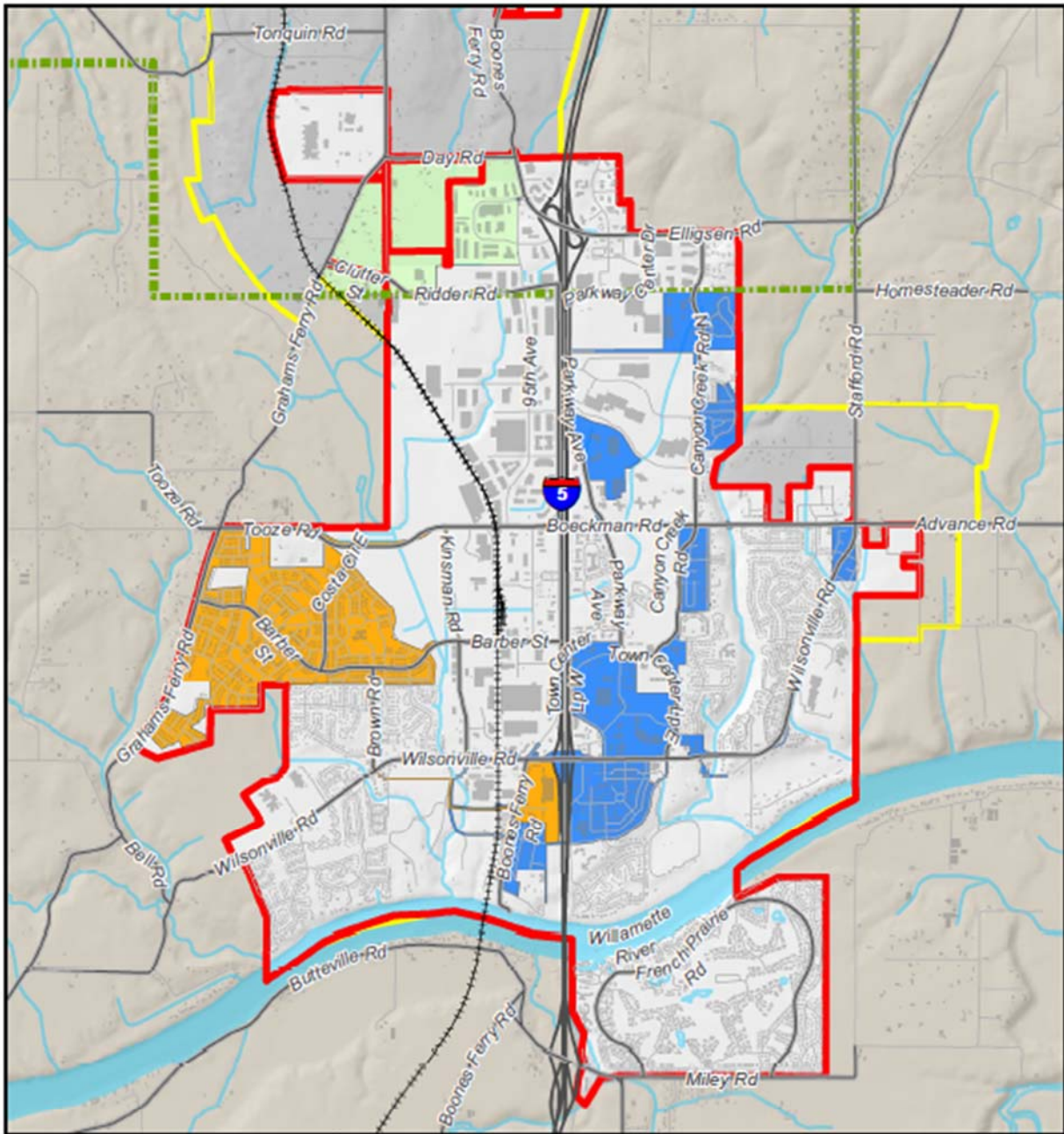
To pay the cost of urban renewal projects, the Agency must issue debt. At plan adoption, a debt limit of \$67,000,000 was created. In April 2019, the City issued Urban Renewal revenue bonds with an interest rate of 3.19% in the total amount of \$3,800,000. The final maturity will be in June 2029. The principal balance outstanding on the bonds at June 30, 2019 is \$3,800,000.

Coffee Creek Plan Statement of Resources and Expenditures Capital Projects Fund

	2018-19 Actual Budgetary Basis	2019-20 Budget Budgetary Basis
REVENUES		
Investment revenue	\$ 2,033	\$ 25,000
Total Revenues	2,033	25,000
EXPENDITURES		
Planning, Financing, and Administration	23,913	224,040
Capital Project - Garden Acres Rd		1,745,238
Contingency	-	1,843,722
Total Expenditures	23,913	3,813,000
Excess (deficiency) of revenues over (under) expenditures	(21,880)	(3,788,000)
OTHER FINANCING SOURCES		
Issuance of debt	3,800,000	
Net change in fund balances	3,778,120	(3,788,000)
Fund balances - beginning	-	3,788,000
Fund balances - ending	\$ 3,778,120	\$ -

**Coffee Creek Plan
 Statement of Resources and Expenditures
 Debt Service Fund**

	2018-19 Actual Budgetary Basis	2019-20 Budget Budgetary Basis
REVENUES		
Tax Increment	\$ 247,708	\$ 291,000
Interest Income	4,530	265
Total Revenues	<u>252,238</u>	<u>291,265</u>
EXPENDITURES		
Payment of Bond Principal	-	280,000
Interest Expense	-	140,000
Total Expenditures	<u>-</u>	<u>420,000</u>
Net change in fund balance	252,238	(128,735)
Fund balances - beginning	<u>207,604</u>	<u>490,369</u>
Fund balances - ending	<u>\$ 459,842</u>	<u>\$ 361,634</u>



The City of Wilsonville, Oregon
 Clackamas and Washington Counties

Urban Renewal Areas

- Coffee Creek URA
- Year 2000 URA
- West Side URA
- City Limits
- County Boundary
- UGB



1/5/2020
 0 Miles 0.5



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 23, 2020		Subject: Building Permit Fee Increase	
		Staff Member: Dan Carlson, Building Official	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input 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 Comments: Staff is seeking direction on a proposed building permit fee increase.	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Staff is seeking Council feedback on a proposed building permit fee increase.

EXECUTIVE SUMMARY:

Building Department services are supported primarily by building permit and plan review fees. These fees were last increased 14 years ago in 2006. Expenditures have risen since the last fee increase and revenues no longer positively support operations. This observation was noted in last year's Budget Commission meetings and staff pledged to bring back a proposal for Council consideration.

Because of the long duration of not raising fees, getting to a break-even point of providing enough revenue to support expenses will likely result in an initial fee adjustment of approximately 30%. In future years, smaller annual adjustments are needed to increase or reduce fees based on inflationary factors. Staff proposes to tie annual adjustments to an index such as the Western CPI-U index.

Wilsonville has fallen well below the majority of its comparators which includes Tualatin, West Linn, Tigard, Sherwood, Oregon City, Milwaukie, Lake Oswego, and Forest Grove. In fact, even with a 30% fee increase Wilsonville will remain below average in single family residential, and slightly above average for commercial. This data is shown in Exhibit A, Building Permit Fee Comparison.

This is an initial review for staff to seek guidance and perspective from Council, and to discuss the process for moving forward which will include stakeholder outreach and compliance with Oregon Administrative Rules.

EXPECTED RESULTS:

Staff anticipate a discussion with Council and moving forward with completion of a fee analysis and fee adjustment based on Council feedback.

TIMELINE:

- Initial Council feedback: January
- Fee proposal for Council review and public hearing: March
- Effective date: TBD (potentially July 1, 2020)

CURRENT YEAR BUDGET IMPACTS:

There are no budget impacts to the current fiscal year except the fund will continue to experience a revenue gap until the fee adjustment is effective.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 1/16/2020

Even with an increase in rates, continuous monitoring of fund will be required.

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 1/16/2020

COMMUNITY INVOLVEMENT PROCESS:

The Building Division will conduct outreach to stakeholders. In addition, as part of the notice to the State Building Codes Division, they also provide notice statewide to parties on their electronic mail service.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The community benefits from having a Building Department that is adequately funded to provide the expertise and level of service needed to ensure safe, accessible, and energy efficient structures.

ALTERNATIVES:

The only alternatives available are to significantly alter services and reduce staffing to makeup the revenue gap, or to seek other revenue sources.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Building Permit Fee Comparison, January 2020.

BUILDING PERMIT FEE COMPARISON: January 2020																		
New Single-Family Dwelling	Forest Grove	Lake Oswego	Milwaukie	Oregon City	Sherwood	Tigard	West Linn	Tualatin	Wilsonville	Average	High	Low	Wilsonville		Average	High	Low	
													8.50% PR Fee is = 1.085	30%1.3				
\$260,800 Value 2,000 sq. ft. house w/ 500 sq. ft. garage																		
Building Permit	1,790.35	1,176.90	1,938.70	1,748.29	1,421.54	1,579.16	2,516.00	1,070.00	1,318.99	1,617.77	2,516.00	1,070.00	1,431.10	1,714.69	1,318.99	1,617.77	2,516.00	1,070.00
Plan Review	1,163.73	764.99	1,454.02	1,136.39	1,208.31	1,026.45	1,635.40	695.50	857.34	1,104.68	1,635.40	695.50	1,431.10	1,114.54	857.34	1,104.68	1,635.40	695.50
State Surcharge	214.84	141.23	232.64	209.79	170.58	189.50	301.92	128.40	158.28	194.13	301.92	128.40	171.73	205.76	158.28	194.13	301.92	128.40
Plumbing (3 bath)	386.25	402.50	760.48	1,044.00	438.88	500.32	855.00	375.00	348.80	567.91	1,044.00	348.80	453.44	453.44	348.80	567.91	1,044.00	348.80
State Surcharge	46.35	48.30	91.26	125.28	52.79	60.04	102.60	45.00	41.86	68.16	125.28	41.86	54.41	54.42	41.86	68.16	125.28	41.86
Mechanical*	87.20	127.00	138.00	117.00	93.42	197.64	194.00	105.00	75.05	126.03	197.64	75.05	97.57	97.57	75.05	126.03	197.64	75.05
State Surcharge	10.46	15.24	16.56	14.04	11.21	23.72	23.28	12.60	9.01	15.12	23.72	9.01	11.71	11.71	9.01	15.12	23.72	9.01
Total	3,699.18	2,676.15	4,631.66	4,394.79	3,396.73	3,576.83	5,628.20	2,431.50	2,809.33	3,693.82	5,628.20	2,431.50	3,651.07	3,652.13	2,809.33	3,693.82	5,628.20	2,431.50
									3,652.13 842.80	30% diff					3,652.13 842.80	30% diff		
Single-Family Addition \$50,000 Value																		
Building Permit	598.80	461.75	661.90	651.99	488.34	729.45	923.00	366.00	456.99	593.14	923.00	366.00	495.83	594.09	456.99	593.14	923.00	366.00
Plan Review	389.22	300.14	496.43	423.79	415.09	474.14	599.95	237.90	297.04	403.74	599.95	237.90	495.83	386.15	297.04	403.74	599.95	237.90
State Surcharge	71.86	55.41	79.43	78.24	58.60	87.53	110.76	43.92	54.84	71.18	110.76	43.92	59.50	71.29	54.84	71.18	110.76	43.92
Total	1,059.88	817.30	1,237.76	1,154.02	962.03	1,291.13	1,633.71	647.82	808.87	1,068.06	1,633.71	647.82	1,051.17	1,051.53	808.87	1,068.06	1,633.71	647.82
									1,051.53 242.66	30% diff					1,051.53 242.66	30% diff		
New Multi-Family \$868,880 Value (10-units, 8,000 Sq. Ft.)																		
Building Permit	4,748.05	4,439.85	5,465.10	4,685.41	4,105.52	4,123.04	6,771.16	2,894.00	4,024.31	4,584.05	6,771.16	2,894.00	4,366.38	5,231.60	4,024.31	4,584.05	6,771.16	2,894.00
Struct Plan Review	3,086.23	2,885.90	4,098.83	3,045.52	3,489.69	2,679.98	2,679.98	1,881.10	2,615.80	2,940.34	4,098.83	1,881.10	4,366.38	3,400.54	2,615.80	2,940.34	4,098.83	1,881.10
FLS Plan Review	1,899.22	1,775.94	2,732.55	3,045.52	1,649.22	1,649.22	3,047.02	1,302.30	1,609.72	2,078.19	3,047.02	1,302.30	2,092.64	2,092.64	1,609.72	2,078.19	3,047.02	1,302.30
State Surcharge	569.77	532.78	655.81	562.25	492.00	494.76	812.54	347.28	482.92	550.01	812.54	347.28	523.97	627.80	482.92	550.01	812.54	347.28
Plumbing (1 bath)	1,417.90	2,106.00	3,075.00	3,425.00	1,715.93	2,351.72	2,346.00	1,545.00	1,526.60	2,167.68	3,425.00	1,417.90	1,984.58	1,984.58	2,167.68	3,425.00	1,417.90	
State Surcharge	170.15	254.16	369.00	411.00	205.91	282.21	281.52	185.40	183.19	260.28	411.00	170.15	238.15	238.15	183.19	260.28	411.00	170.15
Mechanical*	112.60	377.50	505.00	390.75	517.52	728.71	194.00	769.00	174.65	418.86	769.00	112.60	227.05	227.05	174.65	418.86	769.00	112.60
State Surcharge	13.51	45.30	60.60	46.89	62.10	87.45	23.28	92.28	20.96	50.26	92.28	13.51	27.25	27.25	20.96	50.26	92.28	13.51
Total	12,017.43	12,417.43	16,961.89	15,612.34	12,230.88	12,397.08	16,155.50	9,016.36	10,638.15	13,049.67	16,961.89	9,016.36	13,826.37	13,829.60	10,638.15	13,049.67	16,961.89	9,016.36
									13,829.60 3,191.45	30% diff					13,829.60 3,191.45	30% diff		
New Commercial Office \$3,639,600 Value (30,000 Sq. Ft. Office)																		
Building Permit	18,116.70	9,012.00	21,536.90	26,205.73	16,354.59	16,704.02	26,177.00	11,207.00	15,773.35	17,898.59	26,205.73	9,012.00	17,114.08	20,505.36	15,773.35	17,898.59	26,205.73	9,012.00
Struct Plan Review	11,775.86	5,857.80	16,152.67	17,033.72	13,051.40	10,857.61	17,015.05	7,284.55	10,252.68	12,142.37	17,033.72	5,857.80	17,114.08	13,328.48	10,252.68	12,142.37	17,033.72	5,857.80
FLS Plan Review	7,246.68	3,604.80	10,768.45	17,033.72	6,141.84	6,681.61	11,779.65	5,043.15	6,309.34	8,289.92	17,033.72	3,604.80	8,202.14	8,202.14	6,309.34	8,289.92	17,033.72	3,604.80
State Surcharge	2,174.00	1,081.44	2,584.43	3,144.63	1,842.55	2,004.48	3,141.24	1,344.84	1,892.80	2,134.50	3,144.63	1,081.44	2,053.69	2,460.64	1,892.80	2,134.50	3,144.63	1,081.44
Plumbing (3 bath)	542.20	906.00	1,303.95	2,273.00	589.53	750.50	2,037.00	585.00	587.90	1,063.90	2,273.00	542.20	764.27	764.27	587.90	1,063.90	2,273.00	542.20
State Surcharge	65.07	108.72	156.47	272.78	70.74	90.06	244.44	70.20	70.55	127.67	272.78	65.07	91.72	91.72	70.55	127.67	272.78	65.07
Mechanical*	222.60	792.50	1,355.00	1,073.25	987.02	1,986.21	1,267.23	1,633.00	346.65	1,073.72	1,986.21	222.60	450.65	450.65	346.65	1,073.72	1,986.21	222.60
State Surcharge	26.71	95.10	182.60	128.79	118.44	238.35	152.07	189.96	41.80	128.85	238.35	26.71	54.08	54.08	41.80	128.85	238.35	26.71
Total	40,169.82	21,458.36	54,020.47	67,165.66	39,156.11	39,312.84	61,813.68	27,363.70	35,274.87	42,859.50	67,165.66	21,458.36	45,844.71	45,857.33	35,274.87	42,859.50	67,165.66	21,458.36
									45,857.33 10,582.46	30% diff					45,857.33 10,582.46	30% diff		
Commercial Alteration \$75,000 Value																		
Building Permit	753.60	579.50	833.40	805.74	658.44	917.70	1,082.01	475.00	636.75	749.13	1,082.01	475.00	690.87	827.78	636.75	749.13	1,082.01	475.00
Struct Plan Review	489.84	376.68	625.05	523.73	559.67	596.51	703.31	308.00	413.89	510.74	703.31	308.00	690.87	538.06	413.89	510.74	703.31	308.00
FLS Plan Review	301.44	231.80	416.70	523.73	263.38	367.08	486.90	213.75	254.70	339.94	523.73	213.75	331.11	331.11	254.70	339.94	523.73	213.75
State Surcharge	90.43	69.54	100.01	96.69	79.01	110.12	129.84	57.00	76.41	89.90	129.84	57.00	82.90	99.33	76.41	89.90	129.84	57.00
Total	1,635.31	1,257.52	1,975.16	1,949.89	1,560.50	1,991.41	2,402.06	1,053.75	1,381.75	1,689.71	2,402.06	1,053.75	1,795.76	1,796.28	1,381.75	1,689.71	2,402.06	1,053.75
									1,796.28 414.53	30% diff					1,796.28 414.53	30% diff		

OPTION.1



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

OPTION.2



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

2424 SE Holgate Boulevard
Portland, Oregon 97202
503-232-4172

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Quality Since 1925

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OR CCB# 122809
WA SECURS1020CF

ISA INTERNATIONAL SIGN ASSOCIATION
WSA WASHINGTON SIGN ASSOCIATION
NORTHWEST SIGN COUNCIL

Account Manager: Ed Mercer

Project Name

 29799 Town Center, Loop E, Wilsonville, OR 97070

Client Approval: _____

Landlord Approval: _____

COLORS + MATERIALS

CITY CODE ALLOWANCE

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This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

Date: 01.03.2020	Drawing: 19-jw147r9	Sheet: 1 of 6
---------------------	------------------------	------------------

OPTION.3



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

OPTION.4



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

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Account Manager: Ed Mercer

Project Name
CITY OF Wilsonville
29799 Town Center, Loop E, Wilsonville, OR 97070

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Date: 01.03.2020
Drawing: 19-jw147r9
Sheet: 2 of 6

Client Approval: _____
Landlord Approval: _____

OPTION.5



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

OPTION.6



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

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Date: 01.03.2020
Drawing: 19-jw147r9
Sheet: 3 of 6

Client Approval: _____
Landlord Approval: _____

OPTION.7



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

OPTION.8



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

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Account Manager: Ed Mercer

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Date: 01.03.2020
Drawing: 19-jw147r9
Sheet: 4 of 6

Client Approval: _____
Landlord Approval: _____

OPTION.9



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

OPTION.10



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

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Account Manager: Ed Mercer

Project Name
CITY OF Wilsonville
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Date: 01.03.2020
Drawing: 19-jw147r9
Sheet: 5 of 6

Client Approval: _____
Landlord Approval: _____

OPTION.11



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

OPTION.12



PROPOSED

A | OLD TOWN MONUMENT EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"

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Date: 01.03.2020
Drawing: 19-jw147r9
Sheet: 6 of 6

Client Approval: _____
Landlord Approval: _____

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2020

Items known as of 01/16/20

January

DATE	DAY	TIME	EVENT	LOCATION
1/27	Monday	6:30 p.m.	DRB Panel B – Cancelled	Council Chambers
1/28	Tuesday	6:00 p.m.	Parks Bond Task Force Meeting	City Hall
1/29	Wednesday	4:30 p.m.	Equitable Housing Task Force Meeting	City Hall

February

DATE	DAY	TIME	EVENT	LOCATION
2/3	Monday	7:00 p.m.	City Council Meeting	Council Chambers
2/10	Monday	6:30 p.m.	DRB Panel A	Council Chambers
2/12	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
2/20	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
2/24	Monday	6:30 p.m.	DRB Panel B	Council Chambers
2/26	Wednesday	6:30 p.m.	Library Board	Library

March

DATE	DAY	TIME	EVENT	LOCATION
3/2	Monday	7:00 p.m.	City Council Meeting	Council Chambers
3/9	Monday	6:30 p.m.	DRB Panel A	Council Chambers
3/11	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
3/16	Monday	7:00 p.m.	City Council Meeting	Council Chambers
3/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
3/25	Wednesday	6:30 p.m.	Library Board	Library

Community Events:

- 1/28** History Pub at McMenemy's Old Church, 6:30 p.m. – 8:00 p.m.
- 2/7** First Friday Films at the Library, 6:00 pm – 8:00 p.m.
- 2/17** City Offices closed in observance of Presidents' Day.
- 2/25** History Pub at McMenemy's Old Church, 6:30 p.m. – 8:00 p.m.

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

From The Director's Office

Greetings and Happy New Year!

The end of the year often means that many of our professional staff need training to maintain their various certifications. In the Community Development Department, that often means attending conferences and participating in webinars.

The City's Engineering Division have five professional engineers on staff—Zach Weigel, Khoi Le, Dominique Huffman, Mike Nacrelli, and Matt Palmer. Every year they need a certain amount of continuing education to maintain their civil engineering stamp/license. The Engineering Inspectors have certifications in ODOT inspection protocols and erosion control. Additionally, Michael Carr is a Land Surveyor in Training (LSIT). Together, these individuals provide a full suite of professional, design, project management, and inspection services for the City and development community.

The Department also has four planners who are members of the American Institute of Certified Planners (AICP)—Chris Neamtzu, Daniel Pauly, Kim Rybold, and Cindy Luxhoj. Certified planners are required to adhere to the standards of the Code of Ethics and Professional Conduct. The principles of the Code are organized around three main topics: the planner's responsibility to serve the public interest that is formulated through continuous and open debate; the responsibility to the employer owing diligent, creative, and competent performance of work in pursuit of employer's interests; and the responsibility to the profession and to colleagues contributing to the development of the profession by improving knowledge and techniques, making work relevant to solutions of community problems.

This December, three department staff represented the City in the Oregon American Planning Association's (APA) annual Legal Issues Conference by teaching over 100 of the state's certified planners about balancing natural resource preservation with needed housing, highlighting work across the community, as well as participation in a panel on ethical issues which focused on true stories from the trenches. Kerry Rappold, Daniel Pauly, and I are all quite proud to represent Wilsonville on the regional stage by sharing the great work that is done in the community.

Respectfully submitted,

Chris Neamtzu, AICP



Building Division

Whatcha Looking At?

Can a clothes dryer vent have a screen over it? The short answer is no. Building codes have prohibited the installation of screens on the end of clothes dryer exhaust vents for years.

Why? According to the National Fire Protection Association (NFPA), clothes dryers are a leading cause of nearly 16,000 home fires every year. The main ignition sources are the clothes and lint buildup from not cleaning the lint screen in the dryer.

During the rough-in mechanical inspection of new construction, clothes dryer exhaust ducts are inspected for a variety of potential issues including duct size, excessive length, too many elbows, not using screws to join ducts together, duct support, and screens at the duct termination.

Inspectors observe a variety of issues associated with dryer exhaust ducts. Some installations are particularly difficult to access and inspect such as steeply sloped roof terminations. During a recent final inspection, Building Safety Inspector Brian Pascoe requested the contractor provide the screen that was removed from the roof dryer vent termination. The attached photo shows the lint buildup on the screen that was removed from the vent after a short time of use by the homeowner. Had the screen not been removed as required by code, the dryer would have likely failed to operate correctly and potentially caused a house fire.

The code and the dryer manufacturers installation instructions provide guidance that inspectors use in conducting their inspections.

Once a home receives final occupancy, it is especially important for homeowners to read and follow these instructions, and pay attention to the cleaning schedule for their dryer. In most cases, the dryer lint screen should be cleaned before each use. In addition, the exhaust vent termination should be checked to ensure it is functional and not occupied by birds or bees.

According to NFPA, 31% of clothes dryer fires were due to a failure to keep the dryer clean. And that's what we're looking at.



Economic Development Division

Regional Collaboration

- Comprehensive Economic Development Strategy (CEDS): Tualatin, Wilsonville, and Sherwood kicked-off a conversation on sub-region focus in the southern Portland Metro area to collectively promote economic opportunity in the Coffee Creek, Basalt Creek, and Tonquin Employment Lands. This conversation will be part of a broader conversation with Metro to refresh the five year regional Comprehensive Economic Development Strategy (CEDS). The strategy will also help define regional responses to U.S. federal government economic development grant opportunities through the EDA.
- Clackamas County Business Appreciation Event: SWIRE Coca Cola was featured at a Clackamas County Business Appreciation event on December 18 in Oregon City for their positive economic impact in Wilsonville and the county at large. After SWIRE's 2018 expansion, the company added 70 new jobs, totaling 550 employees in Wilsonville, making it the City's third largest employer. The reception was sponsored by Clackamas County Economic Development Commission, Clackamas Workforce Partnership, and the Clackamas County Business Alliance.
- Greater Portland Inc. (GPI) Ambassador Program: Wilsonville Economic Development Manager Jordan Vance was recognized as a 2019 GPI Ambassador at a December 4 reception in downtown Portland. The Ambassador Program cultivates a network of regional champions who raise awareness of key regional economic development issues by communicating with, educating, and informing stakeholders, policy makers, citizens and the media. These emerging leaders from GPI partner companies and organizations learn about regional assets, collective and individual strengths of companies and institutions, successes and challenges in growing the economy, as well as build an overall understanding of how public and private entities work together to strengthen our region.



Left: The Economic Development Department nominated SWIRE Coca Cola for a Clackamas County Business Recognition award. The award was presented by Zoe Monahan, Assistant to the City Manager, to Jeff Deitrick, Vice President Oregon Division of SWIRE Coca Cola.

Right: The 2019 GPI Ambassadors receive certifications at a December 4 reception in downtown Portland.



Economic Development Division

Town Center Plan Implementation

- Staff continue outreach efforts to property owners, developers, and investors on key sites in Town Center. Work is in progress on implementation activities related to the adopted Town Center Plan, including a marketing plan with a Development Opportunity Site analysis, Main Street 3D renderings, streetscape plan, infrastructure finance plan, and Transportation System Plan amendments.
- Main Street 3D Rendering Sneak Peak—Intersection at Park Place Extension and Wilsonville Road:



Urban Renewal

- Coffee Creek
 - Development: Site aggregation efforts are underway to consolidate land for high-value industrial development. Wilsonville is set to receive \$10,000 in pro bono consulting to test site aggregation solutions as part of the Metro Site Readiness Toolkit regional grant program with the Port of Portland and Metro.
 - Infrastructure: Garden Acres Road under construction with an estimated completion date of November 2020.
- TIF Zone Program
 - Council has given staff direction to pursue modifications to TIF Zone program to allow for added flexibility of site location and program criteria, ideally adaptable to both recession and growth economies. Staff are working with consultant to update program criteria and share with Urban Renewal Task Force sometime in the first quarter of 2020.

Engineering Division, Capital Projects

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

This 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. Land acquisition is underway. Construction is planned to start in the first quarter of 2021.

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 included 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 are coordinating 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.

French Prairie Road Phase II (2500/4500/7500)

This project will include paving, storm sewer, and sanitary sewer improvements to French Prairie Road in the Charbonneau development. Design is complete and anticipated to be advertised for construction bids in early January 2020.

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. PGE, Verizon, and Comcast are onsite to underground the overhead utilities. Construction of the upsized storm pipe to serve the future Coffee Creek Industrial area is nearly complete on Peters Road and was transitioned onto Ridder Road the last week of December. Construction of the sanitary sewer pipe extension to serve the future Basalt Creek Area is nearly complete. Construction completion is anticipated for December 2020.

Gesellschaft Well Facility Rehab 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 City's Contractor, Stettler Supply & Construction, mobilized to the well site in late September. Work in the month of December consisted of the installation of the generator set, backfilling of the conduit trench, and the beginning of interior improvements to the well house. Work will continue on this project through February 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 professional services agreement with OBEC Consulting Engineers for design of the project went before City Council on December 2. Project design work is expected to begin in January.

Engineering Division, Capital Projects

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 project kickoff meeting was held on December 9 with the consultant team, OBEC. Surveying and geotechnical fieldwork is planned for January. The consultant team is drafting a public engagement plan and a [Let's Talk Wilsonville!](#) project page has been created. A project open house and public survey are tentatively planned for February.



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. Engineering is currently in coordination with private utilities for relocation of conduits with the City's proposed manhole. At this time, a completion date for this project is unknown, but the project is to be completed this current fiscal year.



Memorial Park Pump Station (2065)

This project involves replacing and relocating the wastewater pump station in Memorial Park (shown right). The land use application will be included on the Development Review Board (DRB) agenda in January 2020. Design is 90% complete and will be finalized in January 2020, pending comments from the DRB and Oregon Department of Environmental Quality (DEQ). A Request for Qualifications was issued in December to determine a list of qualified contactors from whom to solicit construction bids, upon receipt of approval from the DRB and DEQ.

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

This project involves the design and construction of the City's annual street maintenance program involving rehabilitation of the roadway surface to extend the effective service life, reduce maintenance costs, and continue a safe, functioning street network. The program also includes update of sidewalk curb ramps and traffic signals to comply with current ADA requirements and to ensure the City's public infrastructure is accessible by all ages and abilities.

- **Wilsonville Road & Boones Ferry Road** Work is nearly complete with minor project punch list work remaining. Final completion is expected by early February 2020.
- **2020 Street Maintenance** Planned work includes Day Road, Town Center Loop, Parkway Avenue, Elligsen Road, and Burns Way. A kickoff meeting with the design consultant, Wallis Engineering, was held on December 13. Construction is planned for Summer 2020.

Willamette River Storm Outfalls (7053)

All construction activities have been completed except for repaving areas affected by the project. Paving will be completed by January.

Engineering Division, Capital Projects

WTP Expansion to 20 MGD (1144)

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements, including Life Safety Upgrades (1137), Seismic Retrofits (1145), and Repair and Replacement (1146) projects. Alternative delivery methods such as progressive design-build are being considered. A Request for Qualifications or Request for Proposals will be issued in early 2020.

WTP Surge Tank (1111)

The underground construction and restoration project is complete. The surge tank was delivered and installed in November. Final project completion is anticipated in January.

WWSP Coordination (1127)

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

- **PLM 1.1** Construction permits have been issued by the City for PLM_1.1, a WWSP 66" raw water pipeline between Arrowhead Creek Lane and Wilsonville Road. Construction permits have been issued by the City. Construction of the pipeline is underway. Completion of this segment of pipeline is expected in Fall 2020.
- **PLM 1.2** This is the WWSP 66" raw water pipeline that is included as part of the Garden Acres Road (4201) project. Construction of the WWSP pipeline is anticipated to start in April 2020.
- **PLM 1.3** This is the remainder of the WWSP 66" raw water pipeline through Wilsonville, including Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road. WWSP is progressing toward 60% design plans. Construction is scheduled to begin in Fall 2020.

WWTP Master Plan (2104)

This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. A Request for Proposals was issued in December 2019.

Engineering Division, Private Development

Aspen Meadows Phase 2

This is a five lot subdivision (shown left) on the east side of Canyon Creek Road South. The contractor is nearing completion, with final punchlist items being addressed.



Engineering Division, Private Development

Fir Commons

Ten home condominium development near Fir Avenue and 4th Street in Old Town. The public utilities are in place and the primary stormwater rain garden is installed and functioning, allowing for the release of the initial building permits. The four street-side stormwater planters have been poured and are waiting to be completed.

Frog Pond Meadows

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The contractor (NEI) is currently working on the roadway and utility testing.

Frog Pond—Morgan Farm Phase 2

42-lot subdivision (shown right) located north of Morgan Farm Phase 1. The contractor (NEI) is currently working on stormwater LIDA facilities and pre-check of final items.

Grace Chapel

Project involves the remodel and expansion of the south building of the former Pioneer Pacific College. The pre-construction meeting took place on October 17, with the project to begin in the near future.

Hilton Garden Inn

Construction continues on this four-story hotel at Memorial Drive and Parkway Avenue. The concrete sidewalk repairs, LIDA facilities, and road repair are some of the final items needed for completion.

Northstar Contractor Establishment—Clay Street

No new action since the pre-construction meeting took place for this frontage improvement project.

Shredding Systems

The project involves adding an additional building and expanding the sanitary, water, and storm systems. The permit is currently under initial plan review.



Fir Commons



Frog Pond Meadows



Morgan Farm Phase 2



Hilton Garden Inn

Engineering Division, Natural Resources

Boones Ferry Primary Stormwater Project

In partnership with the school district, City staff are working with fifth grade students at Boones Ferry Primary School to create a new landscaping plan for an existing stormwater facility. The landscape plan will emphasize the use of native, low-maintenance plants, and provide a benefit to wildlife. Boones Ferry Primary students will learn about stormwater management through their involvement in designing and interpreting the enhanced stormwater facility.

On December 4, a design charrette was held at the school. The charrette involved over 100 fifth grade students. They broke out into groups and spent time reviewing plant species and then developing a landscape plan. Each student group presented their design at the end of the charrette. The project's landscape design firm will develop a final plan based on the students input.

Future activities include students developing art work and narrative for an interpretive panel, a planting event in March, and a dedication ceremony at the end of the school year.



Students giving a presentation about their landscape design.

Planning Division, Current

Administrative Land Use Decisions Issued

- 2 Class I Administrative Approvals
- 1 Class I Sign Permit
- 4 Type A Tree Permits
- 3 Type B Tree Permits
- 1 Type C Tree Permit
- New Single-family building permits

Construction Permit Review, Development Inspections, and Project Management

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

- Additional Building at SSI Shredding Systems
- 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
- Siena Condos in Villebois

Planning Division, Current

Development Review Board (DRB)

During their December 9 meeting, Development Review Board A unanimously approved a revised Master Sign Plan for the Stafford Woods building on Parkway Avenue in north Wilsonville. Shawn O'Neil from Panel B substituted on the board to ensure there was a quorum.



DRB Panel B did not meet in December.

DRB Projects Under Review

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

- Coffee drive-thru at Town Center Loop West and Park Place.
- Conversion of northern building of old Pioneer Pacific College campus on Parkway Avenue into offices for I&E Construction.
- Review of the design and placement of a new sewer pump station in Memorial Park.
- Revised Master Sign Plan for Stafford Business Center in North Wilsonville.
- 11-lot subdivision at the end of Canyon Creek Road South.



Planning Division, Long Range

Equitable Housing Strategic Plan

The City has worked with Metro to secure funding for further outreach to fill gaps in previous outreach efforts to ensure that the perspective of underrepresented groups inform the project. During December, the project team distributed a survey on housing experiences to renters in the City's affordable housing units. Additionally, an informational kiosk was installed at the Wilsonville Public Library, providing visitors an opportunity to provide feedback on housing types that are needed in Wilsonville. Quick polls on potential project strategies, available in English and Spanish, were posted on [Let's Talk, Wilsonville!](#) The project team will gather this additional input, along with the previously prioritized list of strategies, to formulate the draft Equitable Housing Strategic Plan, which will be presented to the project task force in late January 2020.

General project information is available on the project website: www.ci.wilsonville.or.us/housing.



Planning Division, Long Range

House Bill 2001 Implementation (Middle Housing/Wilsonville Housing Variety Implementation Plan)

This project will build upon and help implement the Equitable Housing Strategic Plan while ensuring the City complies with House Bill 2001 regarding the broad allowance for middle housing, including duplexes, triplexes, quadplexes, row houses, and cottage cluster housing. The project will also help lay the foundation for the upcoming master planning work for Frog Pond East and South. Many of Metro's Urban Growth Boundary Conditions of Approval for Frog Pond East and South are similar to the new state requirements under House Bill 2001.

In October, staff submitted a grant application to the Oregon Department of Land Conservation and Development (DLCD) for the project. City Council passed Resolution No. 2771 November 4 supporting the application. In December, DLCD staff informed City staff of a partial award of \$50,000. While not fully funding the project, the award provides the funds for the first steps of outreach and code audits planned to begin during the first quarter of 2020. Staff are working on updating the scope and schedule of the project based on funds available and the schedule for state rulemaking. Additional funds, likely from the City's budget or regional grant resources, will be needed to complete the project.

House Bill 2003 Implementation (Housing Needs Analysis/Housing Production Strategies)

Planning staff continue to stay in close contact with DLCD staff on the implementation of House Bill 2003 concerning new Housing Needs Analysis (HNA) timelines and the new requirement to produce a periodic Housing Production Strategy. For the Housing Needs Analysis, DLCD informed City staff that the next Wilsonville HNA will be due to DLCD by the end of 2023. The submittal deadline will then be on an every-six-year cycle.

As Housing Production Strategies are a new requirement, to be completed by a City within a year of completing a HNA, a substantial amount of state administrative rulemaking needs to occur to define them. City staff are staying engaged in the rulemaking. DLCD appointed Planning Director Miranda Bateschell to the state's Technical Advisory Committee on Housing Production Strategies. Bateschell will be able to share what the City learned from the Equitable Housing Strategic Plan as well as other Wilsonville perspectives to inform the rulemaking.



Aerial photo of Villebois .

Planning Division, Long Range

Planning Commission

During their December 11 meeting, the Planning Commission recognized two long standing members. Both Commissioner Peter Hurley and Commissioner Eric Postma have served for over a decade, first on the Development Review Board and then on Planning Commission. Their long-term service will have a lasting impact on the community.

The Planning Commission also heard staff presentations on and discussed two matters in informational sessions. First, Natural Resources Manager Kerry Rappold presented on the City's Significant Resource Overlay Zone (SROZ). The presentation included the history of the regulations and how the City implements them. The Planning Commission will find the increased understanding of the SROZ helpful as they review new policies, including residential code updates pertaining to open space, which interrelate with the SROZ regulations. Second, Planning Manager Daniel Pauly presented on housing related bills passed by the legislature, House Bills 2001 and 2003. The presentation covered the content of the bills, the current rulemaking process, and the next steps Wilsonville is taking by both engaging in the rulemaking process and moving forward with identifying and making necessary code changes to comply with the bills. The information on these bills will be helpful to the Commission as they will kick off City efforts to comply with House Bill 2001 in early 2020.



Community Development Director Chris Neamtzu, outgoing Planning Commissioner Peter Hurley, outgoing Planning Commissioner Eric Postma, and Planning Director Miranda Bateschell.

Residential Code Modernization Project

The Wilsonville Residential Zoning Modernization Project seeks to update City residential zoning standards in the Planned Development Residential (PDR) zones. The updates seek to address issues raised over the years of applying the standards to the building of neighborhoods. The updates aim to make the standards more understandable and certain, to ensure the ability to meet standards in most circumstances, and to be workable for both smaller neighborhoods in addition to larger subdivision projects. The proposed updated standards focus on clarifying (not changing) how many housing units can be built on a given amount of land, clarifying the size of individual properties or lots and related standards, and clarifying the calculations for parks, natural areas, and similar open spaces in neighborhoods. The proposed updated standards are most applicable to about 63 acres of unbuilt and underbuilt land within the City limits and currently within one of the seven Planned Development Residential (PDR) zones or likely to be in one of these zones in the future. The proposed updates will not apply to the Frog Pond residential area (Residential Neighborhood Zone) or Villebois residential areas (Village Zone). The proposed updates also do not apply to existing neighborhoods planned and built under existing standards, including those within PDR zones.

The project had a survey on [Let's Talk Wilsonville!](#) during December to gather feedback from stakeholders, including homebuilders and residents. Staff will share that feedback with the Planning Commission during a January work session. The Planning Commission is scheduled to hold a public hearing in March, at which time they are anticipated to make a recommendation to City Council.

Washington County Coffee Creek/Basalt Creek Development Coordination

Following City Council's direction to pursue various options to ensure contractors' establishments do not preclude future industrial development in these planning areas, staff continued work on the topic. During December, staff worked with Washington County staff to submit a formal request to add this topic to the County's long range work program for 2020. Staff also continue to look into options for annexation if the County does not change their zoning standards.

Planning Division, Long Range

Wilsonville Town Center Plan

Work to implement the Town Center Plan continues in earnest. During December, staff continued work on the development opportunity site analysis component of the upcoming marketing plan, and worked with Clackamas County's CC3D program to refine 3D renderings of the main street to include within the marketing plan.



WILSONVILLE TOWN CENTER PLAN

Staff also began work on the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center and the Wilsonville Transit Center and neighborhoods west of I-5. The project consultant team, led by OBEC with assistance from MIG, met



WILSONVILLE TOWN CENTER
I-5 PEDESTRIAN BRIDGE

with staff to discuss the project timeline and outreach efforts the team will undertake to gather input on the look and function of the bridge and plaza. Outreach opportunities are expected to begin in early 2020, and

will feature a project kickoff meeting, stakeholder interviews, and surveys on [Let's Talk, Wilsonville!](#)

These activities further the project goal of achieving public-private development partnerships and providing well-connected community gathering spaces throughout Town Center. For additional information about the Town Center Plan project, visit the project website

www.wilsonvilletowncenter.com.

Planning Division, Other Efforts

Development Review Process Updates

The Planning Division continues to work with staff from Building and Engineering to evaluate the development review processes. In particular, Planning staff worked with Building and Engineering staff during December to address potential issues with new requirements around House Bill 2306. The Bill defines which City requirements can hold up the issuance of residential building permits. Staff reviewed the process to ensure the City complies with the bill and provides quality customer service, as well as makes sure the appropriate assurances are in place to ensure developers complete all City requirements.

Tree City USA

Associate Planner Cindy Luxhoj assumed the duties this year to lead the preparation of the City's application for Tree City USA designation. Wilsonville takes great pride in the long-standing association with the Tree City USA program as it reflects the City's efforts to have a healthy urban forest. Luxhoj coordinated with staff from Community Development, Parks, and Public Works to document all the efforts and resources spent during 2019 to preserve and enhance the urban forest. Staff anticipate presenting this year's Tree City USA award in April as part of the Arbor Week celebration.





DECEMBER

MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

December is our “Budget Kick-Off” month and directors and managers are busy preparing their budgets for FY20-21. All requests are due mid-January and the budget process will be in full swing!

The Accounting Team has completed the next phase in the Munis Implementation cycle and the actual configuration of various modules will be completed during the next couple of weeks. Staff is looking forward to having our information uploaded and available for us to start ‘playing’ with! We begin our hands-on training later this month.

The Comprehensive Annual Financial Report for FY2018-19 has been completed and filed with various agencies as required. A copy has been sent to various banks, credit rating companies, and to the State Treasurer.

With the public hearing for the Water Rate Increases scheduled for February 20, staff did hold off on sending the letters to the top users until January 3. As many of our customers have multiple addresses on file, in total we sent over 100 letters to ensure that the appropriate people were notified of the upcoming public hearing. We have also included a message on the monthly utility bills for all customers and plan to have two public notices published in the Wilsonville Spokesman prior to the meeting date.

Happy New Year!!

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2019-December 31, 2019

Utility Billing:

Total Monthly Bills	33,573
New Customers	455
New Service Locations	61

Accounts Payable:

Invoices Processed	3,698
Payments Processed	2,194

Municipal Court:

Total Citations Issued	1,296
Total Suspensions Issued	68
Ticket Revenue	\$147,029

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:

Hard to believe we are halfway through the fiscal year! It is important to note that we have charged each fund their share of the PERS payment that will be paid in June. As you will note, this is recorded in the Material and Services line item for each fund. Here are the highlights for the operating funds:

General Fund: As expected, over 90% of the budgeted property tax revenue has been received. In total, over \$7 million dollars was recorded through the month of December. The remaining estimated funds will be received throughout the remaining six months of the fiscal year. Overall, the General Fund is on track to meet its budget expectations.

Fleet Fund: The Fleet Fund collects revenues from each program with equipment and vehicles that are maintained by the program. In essence, the revenues collected are only efficient to cover the anticipated expenses of the program and to contribute to the Replacement Reserves for future purchases.

Building Fund and Community Development Fund: Both funds have experienced a slight decline in anticipated revenues. While each fund anticipates using their fund balance to meet their expenses this year, Finance is closely monitoring the ongoing revenues and expenses for each program.

Transit Fund: Transit Tax revenues are on track as the 2nd quarter returns will be received during the month of January.

Water, Sewer, Storm, Street lighting, Road Operating & Road Maintenance Funds: All of our utility related operating funds are on track to meet their budgeted expectations.

Did you know?

The Finance Department prepares an Excel workbook for each program for their annual budget requests? This workbook provides detail information on every expense line item showing both the total of the adopted budgets and the actual expenses for the last three years. Any additional requests that will increase the level of service from the prior year to the next requires an 'add package' which is a separate request for additional funding. Each add package is reviewed by Bryan Cosgrove to determine which items become a part of the proposed budget presented to the Budget Committee.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,655,250	7,844,274	67%
Intergovernmental	2,265,804	402,942	18%
Licenses and Permits	177,750	121,643	68%
Charges for Services	747,100	347,095	46%
Fines	320,000	147,029	46%
Investment Revenue	300,900	262,756	87%
Other Revenues	9,569,070	9,079,330	95%
Transfers	3,767,812	1,631,731	43%
Total Revenue	28,803,686	19,836,800	69%
Personal Services	9,289,445	4,380,330	47%
Materials and Services	20,508,072	13,074,984	64%
Capital Outlay	291,604	15,000	5%
Transfers	4,896,602	923,162	19%
Total Expense	34,985,723	18,393,476	53%
Fund 210 Fleet Fund:			
Charges for Services	1,373,975	686,988	50%
Investment Revenue	23,069	13,435	58%
Total Revenue	1,397,044	700,422	50%
Personal Services	781,630	363,960	47%
Materials and Services	800,055	486,534	61%
Capital Outlay	149,000	23,863	16%
Transfers	2,400	1,200	50%
Total Expense	1,733,085	875,557	51%
Fund 230 Building Fund:			
Licenses and Permits	548,000	357,785	65%
Licenses and Permits-Villebois	254,000	77,057	30%
Charges for Services	9,000	4,500	50%
Investment Revenue	70,210	46,088	66%
Transfers	41,986	19,086	45%
Total Revenue	923,196	504,516	55%
Personal Services	1,056,480	480,593	45%
Materials and Services	362,469	275,574	76%
Transfers	936,604	337,659	36%
Total Expense	2,355,553	1,093,825	46%
Fund 235 Community Development Fund:			
Intergovernmental	0	19,500	-%
Licenses and Permits	352,440	371,641	105%
Licenses and Permits-Villebois	203,305	18,398	9%
Charges for Services	1,076,328	220,674	21%
Investment Revenue	55,165	40,010	73%
Other Revenues	400	320	80%
Transfers	3,201,704	748,753	23%
Total Revenue	4,889,342	1,419,295	29%
Personal Services	3,273,480	1,279,125	39%
Materials and Services	1,183,618	766,391	65%
Capital Outlay	0	2,015	-%
Transfers	581,628	288,611	50%
Total Expense	5,038,726	2,336,143	46%
Fund 240 Road Operating Fund:			
Intergovernmental	1,800,100	637,298	35%
Investment Revenue	25,075	24,795	99%
Other Revenues	2,000	53,278	2,664%
Total Revenue	1,827,175	715,371	39%
Personal Services	373,970	188,301	50%
Materials and Services	586,851	245,652	42%
Debt Service	82,000	0	-%
Transfers	1,452,030	244,194	17%
Total Expense	2,494,851	678,148	27%
Fund 245 Road Maintenance Fund:			
Charges for Services	1,899,000	953,739	50%
Investment Revenue	60,180	49,014	81%
Total Revenue	1,959,180	1,002,753	51%
Transfers	1,797,040	1,522,538	85%
Total Expense	1,797,040	1,522,538	85%

	Budget	Activity	% Used
Fund 260 Transit Fund:			
Taxes	5,151,000	2,277,944	44%
Intergovernmental	4,217,893	572,861	14%
Charges for Services	185,000	75,061	41%
Investment Revenue	55,150	63,051	114%
Other Revenues	14,000	1,228	9%
Total Revenue	9,623,043	2,990,144	31%
Personal Services	4,146,860	1,803,246	43%
Materials and Services	2,902,150	1,493,827	51%
Capital Outlay	2,451,655	40,385	2%
Transfers	637,912	286,626	45%
Total Expense	10,138,577	3,624,083	36%
Fund 310 Water Operating Fund:			
Intergovernmental	0	50,000	-%
Charges for Services	9,217,000	5,732,414	62%
Fines	19,000	8,942	47%
Investment Revenue	270,810	196,731	73%
Other Revenues	195,550	19,113	10%
Total Revenue	9,702,360	6,007,200	62%
Personal Services	629,168	249,312	40%
Materials and Services	4,283,104	1,597,070	37%
Capital Outlay	679,000	(1,500)	-%
Debt Service	1,870,000	764,045	41%
Transfers	4,344,613	506,029	12%
Total Expense	11,805,885	3,114,956	26%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,239,145	4,074,424	49%
Fines	0	27,738	-%
Investment Revenue	270,810	190,111	70%
Other Revenues	18,000	15,147	84%
Transfers	600,000	600,000	100%
Total Revenue	9,127,955	4,907,419	54%
Personal Services	402,546	142,967	36%
Materials and Services	3,563,439	1,368,364	38%
Capital Outlay	24,000	828	3%
Debt Service	3,000,000	509,131	17%
Transfers	4,162,436	327,785	8%
Total Expense	11,152,421	2,349,075	21%
Fund 350 Street Lighting Fund:			
Charges for Services	545,500	262,417	48%
Investment Revenue	25,075	17,040	68%
Total Revenue	570,575	279,457	49%
Materials and Services	373,843	143,030	38%
Transfers	430,103	0	-%
Total Expense	803,946	143,030	18%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,175,000	1,546,254	49%
Investment Revenue	50,150	31,193	62%
Total Revenue	3,225,150	1,577,448	49%
Personal Services	274,796	107,673	39%
Materials and Services	552,537	174,886	32%
Debt Service	508,000	0	-%
Transfers	4,040,765	1,107,515	27%
Total Expense	5,376,098	1,390,074	26%



Holiday decorations in the Children's room.

Manager's Report

To outward appearances, December was a quiet month with the winding down of library programs. However, behind the scenes, we were busy preparing for Youth Program Librarian Terri Wortman's retirement, interviewing for an administrative assistant and youth reference librarian positions. The library was also processing the large amount of year-end book and media donations.

The November Statistical Report showed a 9% increase in circulation of digital books, and 33% in videogames and software. The meeting rooms continue to see significant use, with a 26% increase over last year.

A consultant was chosen to lead the library's upcoming strategic planning process, possibly beginning in January.

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

-Pat Duke, Library Director

December 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

Tuesday, Dec. 24 at 2pm

Wednesday, Dec. 25

Wednesday, Jan. 1

Find us online at:

www.WilsonvilleLibrary.org

Facebook (WilsonvilleLibrary)

Twitter (@wvlibrary)

Holiday events at the Library

Get into the holiday spirit with these events at the library.

Santa!

*Youth programs
Week of Dec. 2–6*

Santa will make a special appearance at children's programs this week.

Wilsonville Garden Club Swag Sale

*Saturday, Dec. 7
9 am–2 pm*

An annual holiday swag and centerpiece sale to raise money for horticulture scholarships



for Clackamas Community College students.

Book Notes Concert:

Bernie Sims
*Saturday, Dec. 7
2 pm–3 pm*

Singer-songwriter Bernie Sims performs holiday songs with influences by Kenny Loggins, Stephen Stills, and Paul McCartney.

PROFILES: Santa Claus the Biography

*Sunday, Dec. 8
1:30 pm–3 pm*

Looks at the humble origins of real life Saint Nicholas over 1700 years ago, and traces the development of his legend across time and space. *For High School through Adult*

Upcoming Library closures



The library will be observe the following schedule for the holidays:

Tuesday, Dec. 24
(early closure at 2 pm)

Wednesday, Dec. 25
(Christmas)

Wednesday, Jan. 1
(New Year's Day)

To renew items, visit the library website and click on "My Account", or call our automated phone service at 503-659-8634.

www.WilsonvilleLibrary.org



Library Artist of
the Month:

Alisha Whitman

Check Out!

Youth Programs

Birth to Age 5

Baby Time

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

Friday Mornings
10:30 am–11:15 am
(including playtime)
Oak Room
Through Dec. 6

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
Through Dec. 4

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
Through Dec. 5

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
Through Dec. 2



Grades K–5

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, Dec. 4
1:30 pm–2:30 pm
Oak Room
Free



LEGO Night

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, Dec. 18
1:30 pm–2:30 pm
Oak Room
Free



Mexican Folk Dancing Class performance

Come see what our young students have been learning since September!

For all ages.

Monday, Dec. 2
6:30 pm–7:30pm
Oak Room
Free



Did you know?
The Friends of the Wilsonville Library operate the “Twice Sold Tales” bookstore inside the library building.

The bookstore has a large selection of quality used books available to purchase at great prices.

All proceeds benefit library programs.



Teen Programs

December 2019

Grades 6–12

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



TEEN AFTER-SCHOOL ACTIVITIES

**Wednesday, Dec. 4
4 pm–6 pm**

Try your virtual hand at with one of our VR games, kick back with a screening of a totally appropriate movie (lightsabers, anyone?), and more!

For students in grades 6–12

TAB wants you!

The Teen Advisory Board (TAB) is made up of 6th through 12th 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

to get added to our eNotify list.

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

Adult Programs

Classes & Lectures

Clubs & Groups

Entertainment



PROFILES:

Santa Claus
Looks at the humble origins of real life Saint Nicholas over 1700 years ago, and traces the

development of his legend across time and space. Find out with Dr. Bill Thierfelder.

Sunday, Dec. 8
1:30 pm–3:00 pm

Oak Room
No Charge

For High School through Adult

***No History Pub
in December***

Book Club

New members welcome!
Code Name: Verity by
Elizabeth Wein

Thursday, Dec. 12
6:00 pm–8:00 pm
No charge



English class

Learn English for free at the library. All levels welcome.

Thursday mornings
11:00 am–12:30 pm
No charge

English Conversation Group

Practice your English! This group is free and everyone is welcome.

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



Genealogy Club

Open to seasoned and beginner genealogists.

Monday, Dec. 16
1:00 pm–2:30 pm
No charge



Great Books Discussion Group

Discussion of the great Western classic books.
Aristotle: Nicomachean Ethics, Book I

Tuesday, Dec. 10
6:00 pm–8:00 pm
No charge

Book Notes Concert

Monthly live music in the library stacks on the 2nd Saturday of the month.



Bernie Sims

Singer-songwriter performs holiday songs with influences by Kenny Loggins, Stephen Stills, and Paul McCartney.

Saturday, Dec. 8
2:00 pm–3:00 pm
No Charge

***No First Friday Film
in December***

Adult Winter Reading Program starts January 6

Read (or listen to) books and enter to win an Amazon Kindle or a “Dinner and a Movie”.

The fun starts Monday, January 6.

www.WilsonvilleLibrary.org/AWRP

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <ul style="list-style-type: none"> ● Playgroup 10-11:30 am ● English Conversation Group 6-7:30 pm ● Mexican Folk Dance Class Performance 6:30-7:30pm 	3 <ul style="list-style-type: none"> ● Special Toddler Time 10-10:30 am 11-11:30 am ● Special Family Storytime 6:30-7 pm 	4 <ul style="list-style-type: none"> ● Special Family Storytime 10:30-11 am ● Science Zone 1:30-2:30 pm ● Teen After School Activity 4-6 pm 	5 <ul style="list-style-type: none"> ● Special Family Storytime 10:30-11 am ● Free ESL English Class 11-12:30 pm 	6 <ul style="list-style-type: none"> ● Baby Time 10:30-11:15 am 	7
8	9	10 	11	12 <ul style="list-style-type: none"> ● Free ESL English Class 11-12:30 pm ● Book Club Code Name Verity by Elizabeth Wein 6-8 pm 	13	14 <ul style="list-style-type: none"> ● Booknotes Concert Series Bernie Sims Singer-songwriter performs holiday songs with influences by Kenny Loggins, Stephen Stills, and Paul McCartney. 2-3 pm
15 <ul style="list-style-type: none"> ● Profiles lecture: Santa Claus the biography 1:30-3 pm 	16 <ul style="list-style-type: none"> ● Genealogy Club 1-2:30 pm ● English Conversation Group 6-7:30 pm 	17	18 <ul style="list-style-type: none"> ● Lego Night 6:30-7:30 pm 	19 <ul style="list-style-type: none"> ● Free ESL English Class 11-12:30 pm 	20	21
22	23 <ul style="list-style-type: none"> ● English Conversation Group 6-7:30 pm 	24 <p>Library Closes Early at 2pm</p>	25 <p>Christmas Day Library Closed</p>	26 <ul style="list-style-type: none"> ● Free ESL English Class 11-12:30 pm 	27 <ul style="list-style-type: none"> ● Blood Drive 12-5 pm 	28
29	30 <ul style="list-style-type: none"> ● English Conversation Group 6-7:30 pm 	31	<p>PROGRAM TYPE</p> <ul style="list-style-type: none"> ● Children ● Teen ● Adult ● Special Toddler Time or Special Storytime 			

DECEMBER



December 2019 Monthly Report

From the Directors Desk:

WELCOME TO A NEW YEAR AND NEW DECADE: 2020 is here!!! Start your New Year and decade off right with a new commitment to your personal fitness and leisure.

Scroll through the Parks and Recreation Activity Guide to find a new class or program to participate in, take a walk in a park, read a book (rain or shine—we have shelters), enjoy the Trocadero Skate Park, or take your pup to Memorial Park Dog Park. We provide many options to help meet your fitness and leisure needs. One of our goals is to provide the community with fitness and leisure options to help our citizens enjoy the benefits of a healthy lifestyle.

Looking back at 2019 the Parks and Recreation Department had some amazing accomplishments including providing new playground equipment for Hathaway and Willow Creek/Landover Parks. The Parks Crew took over the maintenance of these parks (to help provide a better experience for the residents that utilize these areas) and became responsible for Piccadilly Park in Villebois. The neighborhood block party was a huge success with thousands of citizens attending and thanks to the entire Parks and Recreation Department the Holiday Tree Lighting was better than ever.

With the Park Crew working rain or shine, the City's new Dog Park is slated to open this spring. This new arena will have a permanent restroom, new parking lot, new trails, and a washing station to help keep your pup (and car) clean.

Staff at the Community Center continue to offer health and fitness classes, support groups, and a "Life 101" seminar series. The nutrition staff served an over 8,000 nutritious Home Delivered Meals and over 6,000 equally nutritious congregate meals. Staff has no doubt these numbers will grow in 2020.

If you are new to the area please stop by the Parks and Recreation Office Building or the Community Center and speak with one of our incredible staff members to learn about programs, events, or park areas that you might enjoy. In closing, we look forward to seeing you at one of our many special events, activities or just enjoying our safe well maintained park areas. This New Year brings 366 new trips around the sun, 366 new opportunities, and a 366 page blank book to be written---so write a great one. Thank you the citizens of Wilsonville for having us as your Parks and Recreation Team.

-Mike McCarty



2019 Distinguished Service Award Recipients



Ahsamon Ante-Marandi



Courtney Burdick

In 2019, the Employee Recognition Committee (comprised of nine members from both represented and management staff) developed an Employee Recognition Program with the intent to increase employee engagement through a common purpose plus individual sense of belongingness.

The Employee Recognition Program is linked to the City's Vision, Mission, Culture and/or Organizational Values (4C's—customer service, competence, commitment and collaboration). The program framework encompasses three levels of recognition—Peer to Peer (C4 related) , Departmental, and Organizational (which is also known as the Distinguished Service Award (DSA))

Criteria for the Distinguished Service Award is:

- 1) Exceptional performance or recognition for creation or change in process for something new, innovative, and valuable which supports Vision: *"Excellence and Innovation in service to the Community"*
- 2) Consistent and reliable excellence in advancing the priorities of their department motivated by the City's Mission which supports Mission: *"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"*
- 3) Consistent and reliable actions reflective of organizational values, customer service, commitment, competence and collaboration which supports Culture: *"Community focused, highly engaged, talented individuals operating as an inclusive team"*

Candidates for this award were proposed by managers and the Employee Recognition Committee pared down the number of nominees to a short-list which was presented to the Executive Management Team for final selection. Four staff members were presented the award for this inaugural year of 2019.

I am proud to announce two of this year's recipients are from the Parks & Recreation Department.

2019 Distinguished Service Award Recipient—Ahsamon Ante-Marandi

Exceptional Performance:

Ahsamon is second to none regarding daily customer service whether it's assisting unhappy citizens, people who just want to talk, processing registrations and reservations, or interacting with out of town guests. She treats everyone with respect, listens well and always remains calm and composed. Her commitment to the wellness of this community stretches beyond her 8-5 work duties as she helps the department with the Wellness Fair, Movies in the Park, and hosting tables at events. She also teaches meditation and yoga to residents. This past year, Ahsamon created a Field Dimension Sheet which makes field reservations easier for our customers and reduces confusion internally. She is an expert at using our registration software, ACTIVE Net, and has taken it upon herself to train our new Administrative Assistant.



Customer Service:

Ahsamon sets an example of perfect customer service daily. Ahsamon could provide training to others on how to excel at remarkable customer service. When representing the Parks and Recreation Department at outside events, Ahsamon always presents the department and the entire City with enthusiasm and professionalism. She is truly the face of this department.

Commitment:

Ahsamon has demonstrated a true commitment to the entire community. Her daily work ethic is amazing and certain instances go beyond the office customer service and commitment. She continues to attend numerous weekend and night activities to promote Parks and Recreation in Wilsonville. Ahsamon is competent in every area of her job description. She continues to grow and do more for the community. Recently, she obtained her prenatal yoga certificate on her own time and dollar. She is attending numerous classes in Portland to complete the program. She collaborates with other departments on city wide projects including; Laser Fische Champions Team, the WWW Team helping edit the City's Website, helps SMART by providing classes and the Wellness Fair, and she also sits on the steering committee for the Website Design.

Ahsamon is kind, positive, calm, and always welcomes citizens with a smile. Other descriptive words that describe Ahsamon are energetic, adaptable, "can do attitude", and diplomatic. For the department it's very reassuring that every single day, citizens will be treated with respect and courtesy. The Parks and Recreation Department is lucky to have her!

2019 Distinguished Service Award Recipient—Courtney Burdick

Commitment:

Courtney is incredibly humble. Never seeking the limelight or wanting accolades. Instead, she sees herself as a member of the City team, working together to make Wilsonville a special place. This commitment to teamwork was evident the night of the Villebois Fire. Courtney was the first City employee on scene very soon after the fire started. TVF&R requested City assistance in securing the perimeter of the fire with barricades. It was a large three alarm fire and the scene was quite intense.

Courtney navigated this stressful emergency with a sense of purpose and offered help anywhere it was needed. TVF&R expressed their gratitude for the quick response and the work Courtney did to assist them, allowing fire personnel to focus on eliminating the fire.



Advancing Priorities:

The Parks and Recreation Department is focused on providing high quality parks, programs, and services to the community. This summer Courtney also assumed the responsibility for maintaining the City's two water features, which is no small task. These features have complicated operating systems and until this year had been managed by the City's Facilities division.

Organizational Values:

Courtney is passionate about the Wilsonville community and frequently attends local events, festivals, and activities even when she isn't working to help out. She is a true team player. Whether creating an enjoyable park experience, helping a coworker with a project, or assisting Police and Fire during an incident, Courtney wants to make a difference.

Courtney's work is often done behind the scenes— she is quiet, humble, dedicated, non-assuming and exemplifies every aspect of this award. She brings a positive attitude to work every day, performs at a high level, provides excellent customer service, and is respected by her peers as a team member. Courtney makes a difference in her community, whether big or small. She embodies the true definition of a public servant, and we are lucky to have her!

Community Center Updates

A total of 72 individuals enjoyed a holiday meal at the Community Center and 43 home delivered meals were also sent out for a total of 115 meals prepared by Community Center Nutrition staff on Friday, Dec 20. Additionally, the Wilsonville Community Seniors Inc. prepared gifts and presented a white elephant game for those in attendance.



Community Toy Drive

A total of 600 toys were collected for the annual Parks and Recreation Toy Drive. Local businesses, Oregon Community Credit Union, and Wilsonville Orthodontics participated as drop off locations. All toys were given to Toy & Joy / Clackamas County Compassion in Action. This non-profit organization then distributes the toys to families in need throughout the Holiday Season.



Holiday Tree Lighting Event

The annual Holiday Tree Lighting event took place in Town Center Park on the evening of Wednesday, December 4. A record crowd came out to watch local school choirs, take a picture with Santa, and eat some delicious donuts from Pip's. Sponsors this year included Oregon Community Credit Union and Therapeutic Associates of Wilsonville.

Wilsonville Sister City Association Updates

Draft bylaws and sample budget for a potential Wilsonville Sister City Advisory Board were proposed to City Council at the Dec. 16 work session. Feedback was given by the Mayor and several council members. Recreation staff are working on the edits and updates and will return to another work session in late January to continue discussion.

Upcoming Events:

Daddy Daughter Dance – Friday, February 28, 7—9 pm, Wilsonville Community Center

Community Garden Sign Up Day – Thursday, April 2, 8 am, Parks and Rec. Admin Building

Community Egg Hunt – Saturday, April 11, 10 am, Wilsonville Memorial Park

WERK Day – Saturday, April 25, 9 – 11:30 am, Wilsonville Community Center

2019 Parks & Facility Reservation Numbers

River Shelter

SHOULDER SEASON (April, May, October)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
2	1	0	0	1	1	1	2	4

HIGH SEASON (June through September)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
10	2	3	3	8	7	15	16	32

Forest Shelter

SHOULDER SEASON (April, May, October)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
0	0	1	0	0	0	0	1	0

HIGH SEASON (June through September)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
6	1	3	1	1	4	14	6	24

Grove Shelter

SHOULDER SEASON (April, May, October)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
2	1	0	0	0	0	4	1	6

HIGH SEASON (June through September)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
16	1	2	2	2	2	17	7	35

Splash Shelter

SHOULDER SEASON (April, May, October)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
0	0	0	0	0	0	1	0	1

HIGH SEASON (June through September)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
15	1	0	0	1	1	19	2	35

Stein-Boozier Barn

SHOULDER SEASON (April, May, October)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
1	0	1	0	2	0	5	3	6

HIGH SEASON (June through September)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
2	2	17	2	9	0	13	30	15

Tauchman House

SHOULDER SEASON (Jan - May, Oct - Dec)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
1	1	0	3	2	1	5	6	7

HIGH SEASON (June through September)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
2	0	0	0	0	0	2	0	4

Parks & Recreation Admin Building								
SHOULDER SEASON (Jan - May, Oct - Dec)								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
0	0	34	7	2	0	0	43	0
HIGH SEASON (June through September)								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Weekday	Total Weekend
0	0	17	1	0	0	0	18	0

Note: Numbers do not include City-Sponsored events and programs, only paid rentals. Special Events and Tournaments, which get the Forest Shelter with their fees, are included in the totals. Weekend barn rentals are counted once and are marked on the actual day of the event.

Board & Task Force Updates:

Parks & Rec. Board: The Parks and Recreation board did not meet in December. The upcoming January 6 meeting will include a year in review report from staff as well as the welcoming of new board members.

Bond Task Force Update: A task force was created in December to aid in the creation of a Parks and Recreation bond. The group consists of community members, park users, stake holders, etc... upcoming meetings will be held at City Hall on Tuesday, January 14 and Tuesday, January 28 at 6pm. The public is welcome to attend.

Wilsonville Community Seniors Inc.: The Board and Community Center staff met with a representative from the Wilsonville Rotary about the possibility of a "Tech Night". The Rotary would connect high school aged students with a local senior to help them learn about smart phones and apps on their phones such as FaceTime or Instagram.

Parks Maintenance Updates:

- Worked with Recreation staff to prepare for and host the annual Community Tree Lighting
- Decorated Town Center park with holiday decorations
- Installed new swings at Town Center Park
- Replaced portion of climbing net in Memorial Park playground
- Repaired slide at Memorial Park playground
- Repaired curb at Boones Ferry Park
- Cleaned up litter camp at Boones Ferry Park
- Repaired water line at the Forest Shelter
- Removed beaver habitat at Memorial Park

Parks Maintenance Updates:



Parks Maintenance Updates:



City of Wilsonville Police

VOLUME 2 | ISSUE 11 | PUBLISHED DECEMBER 10, 2019 | **November 2019**

A life was saved on Sunday, November 24 when officers responded to a 9-1-1 call regarding a citizen who had overdosed on heroin. Deputies Ben Wiley and Josh Eagle arrived in under one minute, located the unconscious person, and after quickly assessing what had happened, administered NARCAN, a nasal spray used in cases of opioid overdose.

The patient was transported immediately to an area-hospital and expected to make a full recovery.

All Clackamas County deputies and officers carry doses of nasal NARCAN.



Deputy Van Wormer, the Traffic Car officer for Wilsonville Police, along with members from local agencies and ODOT, executed an operation on November 13 that targeted unlicensed moving companies. During the past year, we've taken reports from several residents who had property damaged or stolen by unlicensed companies, or extra money demanded of them before their possessions were handed over. Citations issued as a result of this enforcement included failure to obtain a commercial transportation certificate, driving uninsured, expired registrations, and drug possession.



On November 15, Wilsonville Police responded to a homicide on SW Boberg Rd, at Heritage Specialty Foods. The suspect, Camilo Santiago Santiago, was quickly identified and tracked to a neighboring community, where he was arrested and taken into custody. He was charged with Murder and Felon in Possession of a Firearm.

We appreciate the many area-agencies that helped where needed on scene, interviewing witnesses, or gathering information. Our thoughts are with the victim's, Carl Helinger, family, friends, and coworkers. Our lead on this case is Detective Corey Alexander.

Wilsonville November 2019



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

In Partnership with



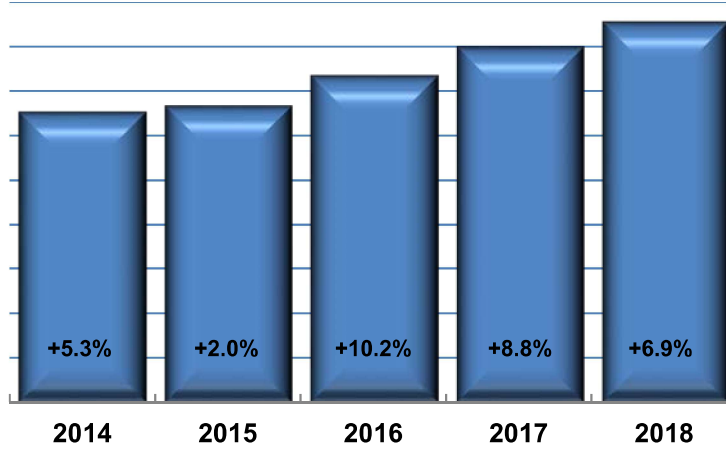
**Clackamas County
Sheriff's Office**

Monthly Summary

During November 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 579 calls for service, which was an average of 19.3 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



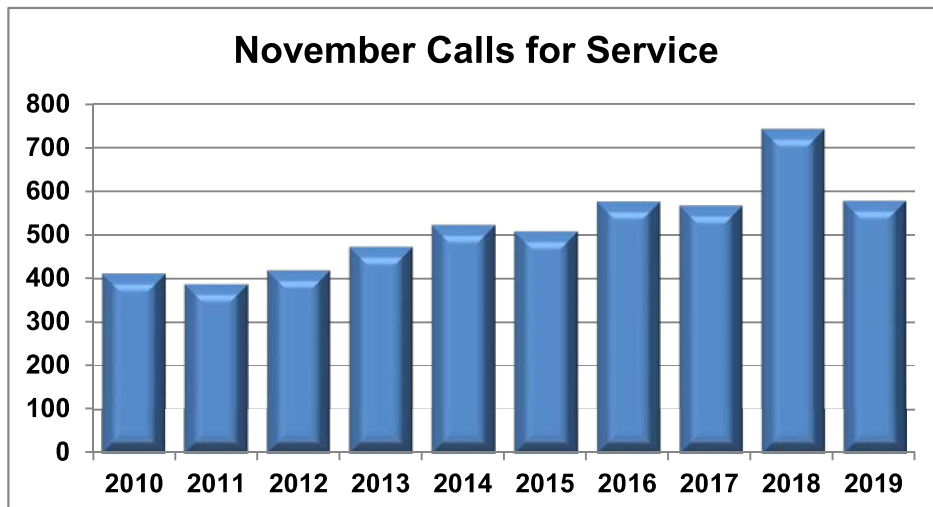
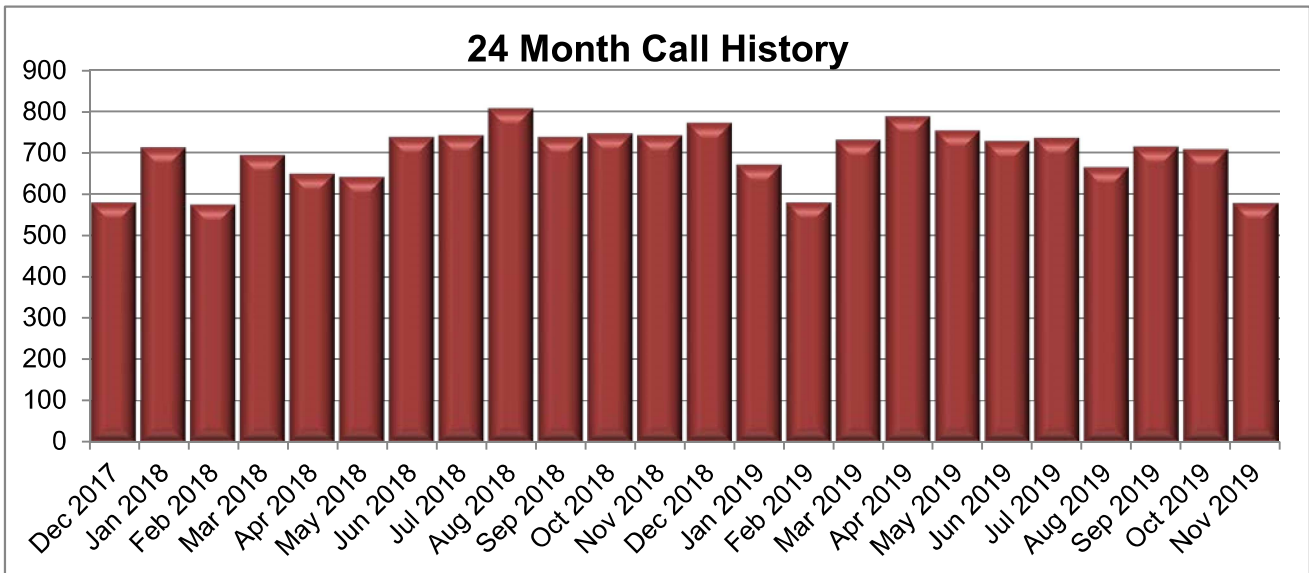
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for November.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	21.2%	39.8%	19.9%
Day Shift	42.8%	29.4%	49.3%
Swing Shift	35.9%	30.8%	30.8%



Calls for Service

Number of Calls Per Shift	November 2019	November 2018	Monthly Average 2018
Graveyard (2100-0700)	123	173	139.6
Day Shift (0700-1700)	248	342	336.3
Swing Shift (1100-0300)	208	228	238.4
Monthly Total	579	743	714.3
Daily Average	19.3	24.8	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	November 2019	November 2018	2018 Monthly Avg.
Alarm	65	61	67.4
Assist Public	31	43	48.7
Suspicious Person	31	26	34.7
Traffic Crash	31	35	32.8
Parking Complaint	28	37	49.8
Theft	28	101	53.3
Welfare Check	23	33	32.8
Domestic Disturbance	22	32	27.0
Suspicious Circumstances	22	28	16.1
Threat / Harassment	22	29	25.8
Assist Agency	21	31	34.3
Suspicious Vehicle	21	14	20.8
Fraud	20	15	17.7
Unwanted / Trespass	20	20	19.8
Behavioral Health Incident	19	6	9.8
Criminal Mischief	16	14	9.8
Traffic Complaint	16	32	34.3
Property Investigation	13	12	17.8
Juvenile Problem	11	8	17.9
Runaway	11	4	2.8
Animal Complaint	9	11	10.5
Fire Services	9	9	10.8
Hazard	9	8	9.5
Burglary	6	4	5.3
Disturbance	6	8	8.1
Suicide Attempt / Threat	6	15	10.4
Assault	5	6	4.6
Noise Complaint	5	10	8.9
Stolen Vehicle	5	9	6.3
Viol. Restraining Order	5	3	2.6
Provide Information	4		3.8
Unknown / Incomplete	4	7	8.1
Abandoned Vehicle	3	1	4.5
Missing Person	3	5	3.3
Sex Crimes	3	4	2.2
Vice Complaint	3	5	5.3
Open Door / Window	2	4	3.6
Promiscuous Shooting	2		1.1
Recovered Stolen Vehicle	2		1.7
Death Investigation	1	1	1.7
Prowler	1		0.6
Robbery	1	1	1.2
Shooting	1	1	0.3
Extra Patrol Request		3	2.3
Minor in Possession		1	0.9
Other	13	46	24.0
Total Calls:	579	743	714.3

Median Response Times to Dispatched Calls

	All Calls	Priority 1 & 2 Calls
Input to Dispatch (Time call was on hold)	Minutes	Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	Minutes	Minutes

Other / Self-Initiated Activity

Type of Call	November 2019	November 2018	2018 Monthly Avg.
Traffic Stop	364	322	387.2
Follow-Up Contact	95	87	95.5
Suspicious Veh. Stop	57	71	70.3
Premise Check	52	17	20.7
Subject Stop	37	51	30.5
Detail	13	19	14.8
Warrant Service	11	9	9.3
Community Contact**	7		N/A
Suspect Contact	4	5	3.8
Traffic Detail**	2		N/A
Court			0.9
Foot Patrol			0.5
Meeting			1.2
Training			3.3
Total Calls:	642	581	637.9

*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 November, 211 reports were written. 19.9% were written by the graveyard shift, 49.3% by the dayshift units and 30.8% were written by the swing shift units.

Type of Report	November 2019	November 2018	2018 Monthly Avg.
Theft	18	70	40.8
Criminal Mischief	14	8	8.1
Traffic Crash	12	18	12.6
Stolen Vehicle	6	5	4.2
Burglary	5	5	5.6
Assault	4	5	3.0
Drug Crimes	3	7	4.3
Identity Theft	1	2	3.3
Other Reports	148	86	90.6
Total Calls:	211	206	172.5

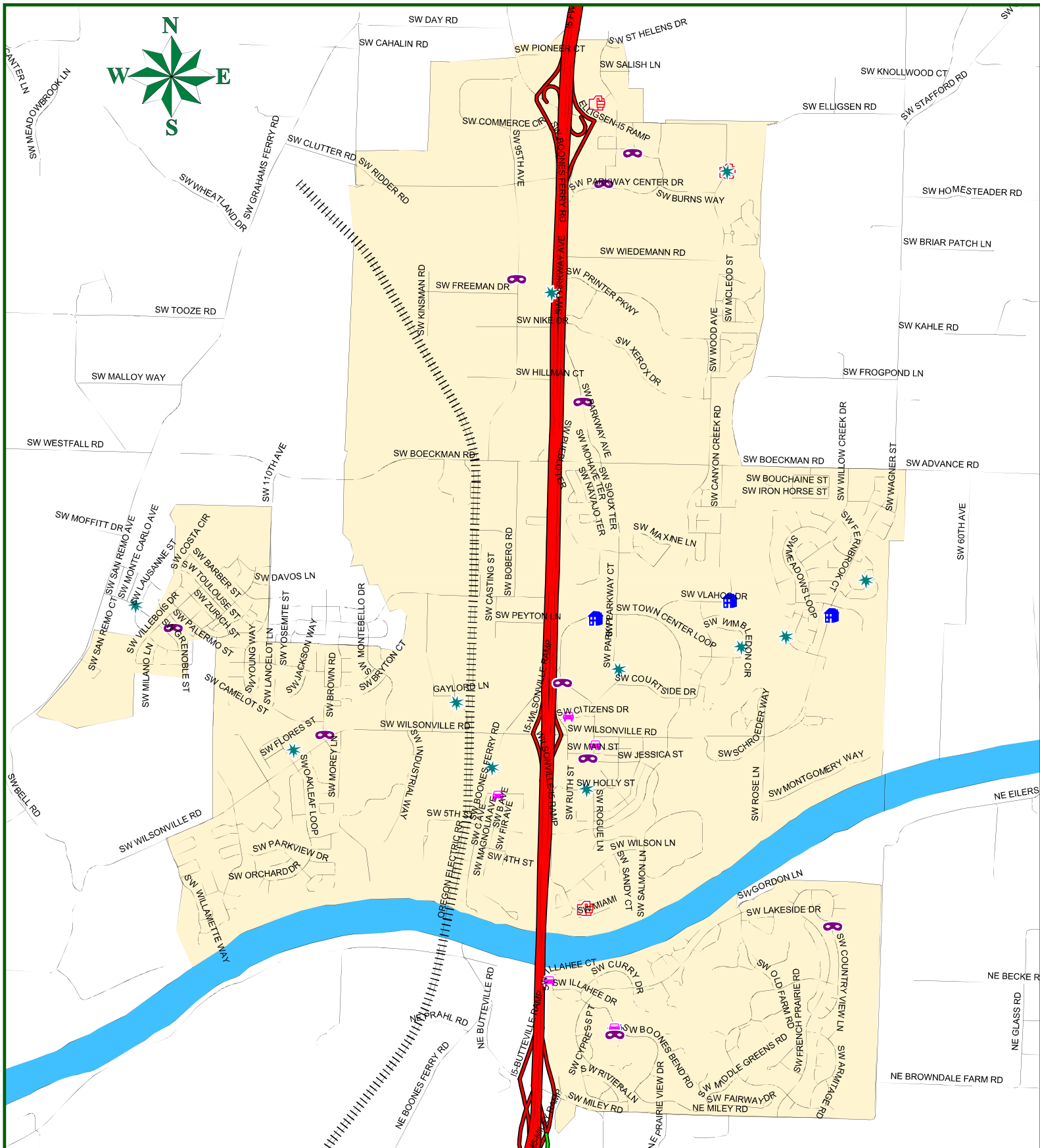
Shift Totals	November 2019	November 2018	2018 Monthly Avg.
Graveyard	42	30	25.1
Day Shift	104	108	89.5
Swing Shift	65	68	57.9



Wilsonville November 2019



- 🔪 Assault 🏠 Burglary ⚡ Criminal Mischief 🚗 Stolen Vehicle 📻 Theft

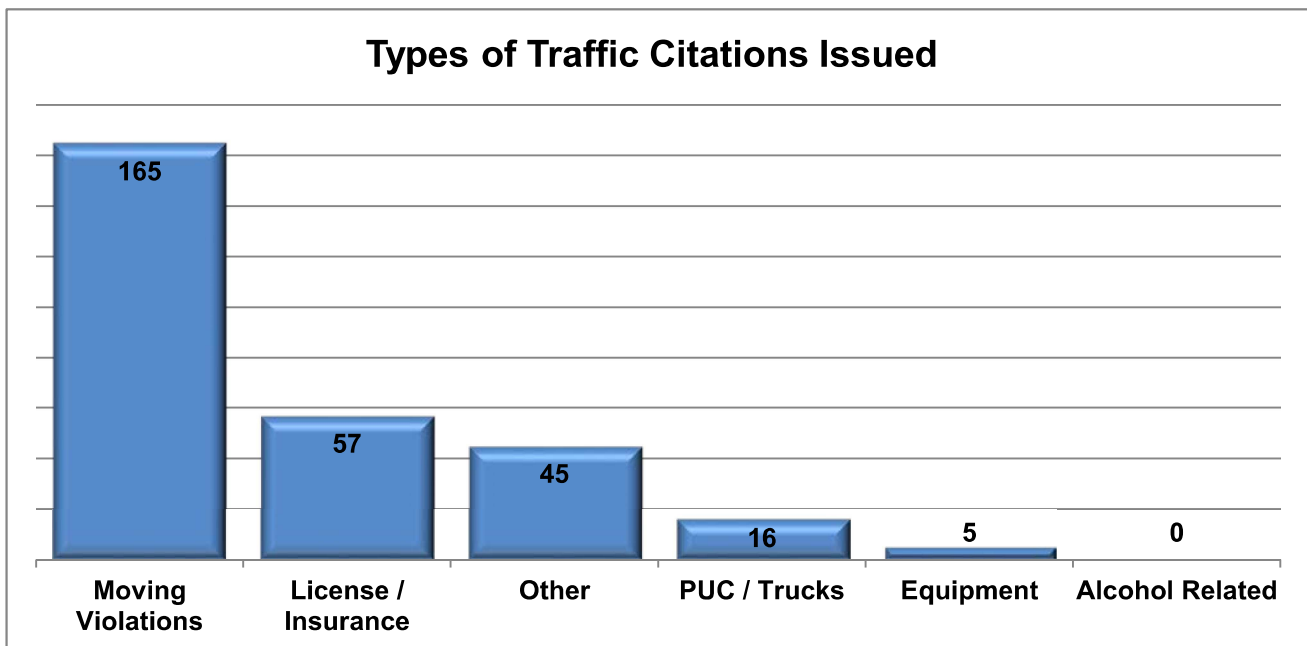
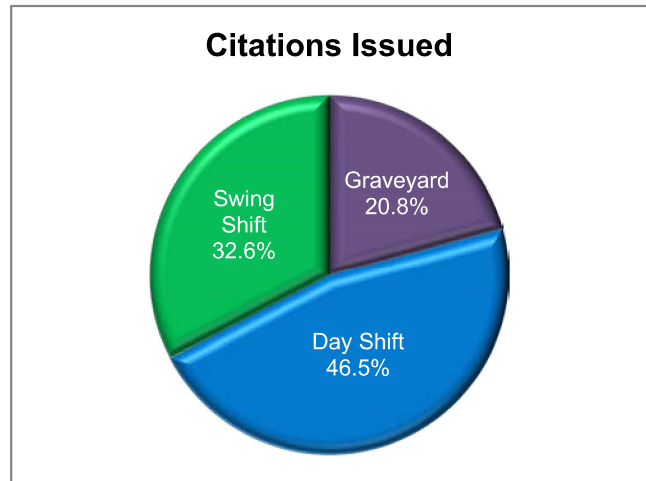


Traffic

During November 2019, 364 traffic stops were made in the City and 288 traffic citations were issued. Included in these totals are 142 traffic stops (39.0%) and 195 (67.7%) citations issued by the traffic deputies.

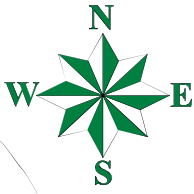
There were 3 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	145	60
Day Shift	107	134
Swing Shift	112	94
Total:	364	288





Wilsonville Traffic Crashes November 2019



MONTHLY NEWS

City of Wilsonville Police

VOLUME 2 | ISSUE 12 | PUBLISHED JANUARY 10, 2020 | **December 2019**



Right: We enjoy meeting the public. Here, this little lady was excited to make friends with Deputies Benjamin Toops and Joey Barros. (Pictured is Deputy Toops.)



Left: Wilsonville Police and TVF&R responded to a medical emergency on December 16, 2019. Police and fire often play critical roles in the chain of survival. Wilsonville deputies are equipped with AED units and regularly receive CPR and Basic First Aid training. In many cases, police often arrive on calls requiring CPR prior to EMS services.



While parking complaints are frequent, we made a temporary change during the week of December 22 and left warnings in place of tickets. This time of year is known for its giving and kindness.



Thanks to some very generous "Secret Santa" donors, we were able to spread some holiday cheer by giving out \$100 bills.



We had several people think of us this season and drop off goodies, including this group of young visitors. Thank you!



Gratuitous tree shots taken during 2019's holiday season. Moments like these are nice.

Wilsonville

December 2019



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

In Partnership with



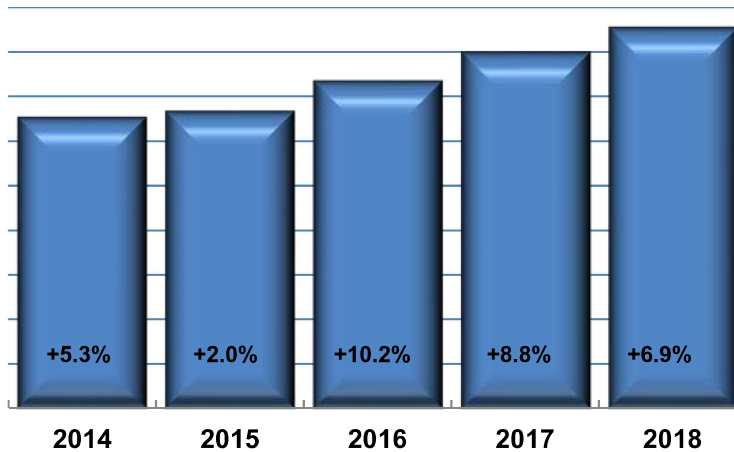
**Clackamas County
Sheriff's Office**

Monthly Summary

During December 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 560 calls for service, which was an average of 18.1 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 December 2019.

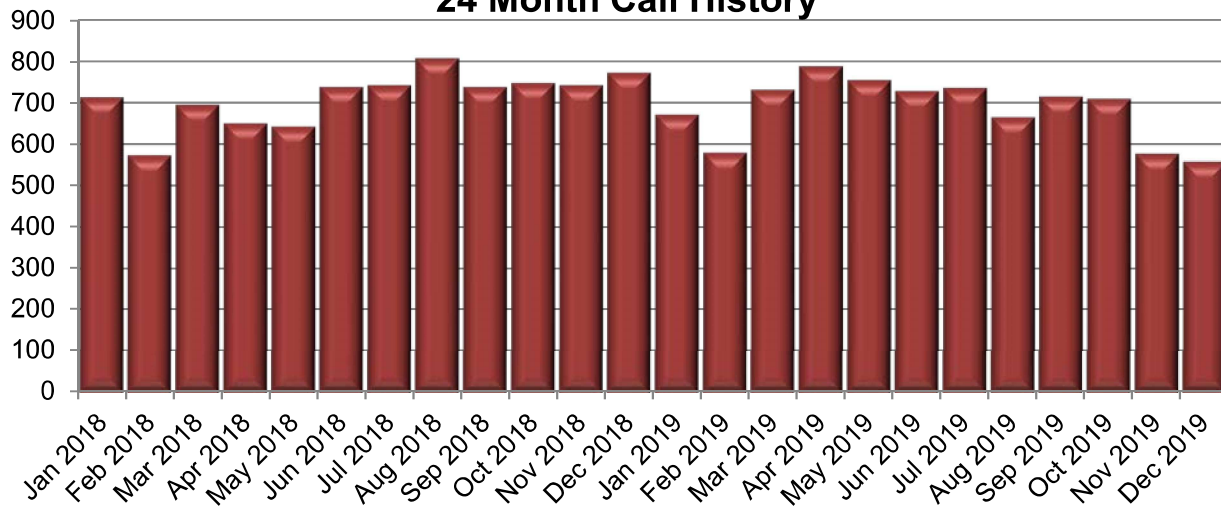
	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	28.2%	38.2%	33.6%
Day Shift	38.2%	35.6%	45.6%
Swing Shift	33.6%	26.2%	20.7%



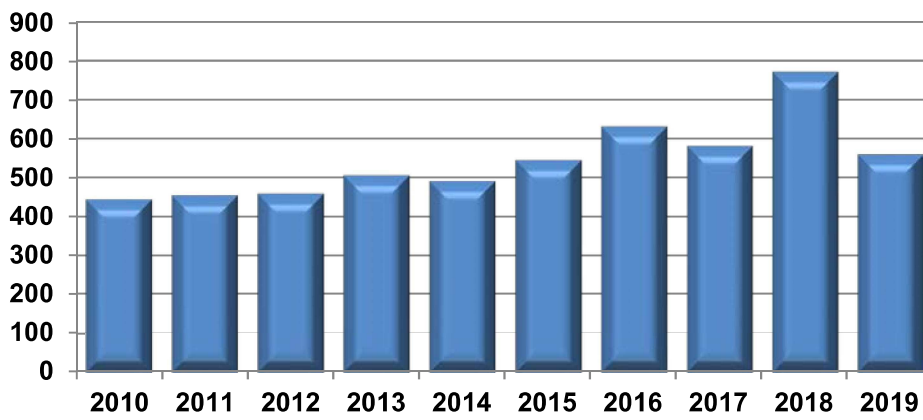
Calls for Service

Number of Calls Per Shift	December 2019	December 2018	Monthly Average 2018
Graveyard (2100-0700)	158	182	139.6
Day Shift (0700-1700)	214	354	336.3
Swing Shift (1100-0300)	188	236	238.4
Monthly Total	560	772	714.3
Daily Average	18.1	24.9	23.5

24 Month Call History



December Calls for Service



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	December 2019	December 2018	2018 Monthly Avg.
Abandoned Vehicle	1	1	4.5
Alarm	62	79	67.4
Animal Complaint	9	3	10.5
Assault	1	3	4.6
Assist Agency	15	28	34.3
Assist Public	28	52	48.7
Behavioral Health Incident	5	5	9.8
Burglary	4	5	5.3
Criminal Mischief	8	1	9.8
Death Investigation	3	32	1.7
Disturbance	4	4	8.1
Domestic Disturbance	34	12	27.0
Extra Patrol Request	1	25	2.3
Fire Services	5	4	10.8
Fraud	12	24	17.7
Hazard	10	9	9.5
Juvenile Problem	11	4	17.9
Minor in Possession	0	4	0.9
Missing Person	4	14	3.3
Noise Complaint	12	19	8.9
Open Door / Window	5	48	3.6
Other	67	44	24.0
Parking Complaint	23	2	49.8
Promiscuous Shooting	0	9	1.1
Property Investigation	14		17.8
Provide Information	1	1	3.8
Prowler	0	5	0.6
Recovered Stolen Vehicle	2	1	1.7
Robbery	0	0	1.2
Runaway	7	1	2.8
Sex Crimes	2	0	2.2
Shooting	0	8	0.3
Stolen Vehicle	4	13	6.3
Suicide Attempt / Threat	10	20	10.4
Suspicious Circumstances	16	36	16.1
Suspicious Person	27	26	34.7
Suspicious Vehicle	19	95	20.8
Theft	32	26	53.3
Threat / Harassment	16	32	25.8
Traffic Complaint	9	22	34.3
Traffic Crash	22	10	32.8
Unknown / Incomplete	0	10	8.1
Unwanted / Trespass	21	5	19.8
Vice Complaint	5	2	5.3
Viol. Restraining Order	0	28	2.6
Welfare Check	29		32.8
Total Calls:	560	772	714.3

Median Response Times to Dispatched Calls

	All Calls	Priority 1 & 2 Calls
Input to Dispatch (Time call was on hold)	:47 Minutes	:45 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	6:03 Minutes	5:45 Minutes

Other / Self-Initiated Activity

Type of Call	December 2019	December 2018	2018 Monthly Avg.
Traffic Stop	351	388	387.2
Follow-Up Contact	90	121	95.5
Suspicious Veh. Stop	77	111	70.3
Premise Check	72	37	20.7
Subject Stop	34	31	30.5
Detail	7	18	14.8
Warrant Service	9	11	9.3
Community Contact**	3		N/A
Suspect Contact	0	2	3.8
Traffic Detail**	1		N/A
Court	0		0.9
Foot Patrol	0		0.5
Meeting	0		1.2
Training	0		3.3
Total Calls:	644	719	637.9

*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 December 2019, 241 reports were written. 33.6% were written by the graveyard shift, 45.6% by the dayshift units and 20.7% were written by the swing shift units.

Type of Report	December 2019
Theft	32
Criminal Mischief	11
Traffic Crash	7
Stolen Vehicle	4
Burglary	3
Assault	2
Drug Crimes	3
Identity Theft	0
Other Reports	179
Total Calls:	241

December 2018	2018 Monthly Avg.
54	40.8
7	8.1
9	12.6
6	4.2
9	5.6
1	3.0
6	4.3
3	3.3
90	90.6
185	172.5

Shift Totals	December 2019
Graveyard	81
Day Shift	110
Swing Shift	50

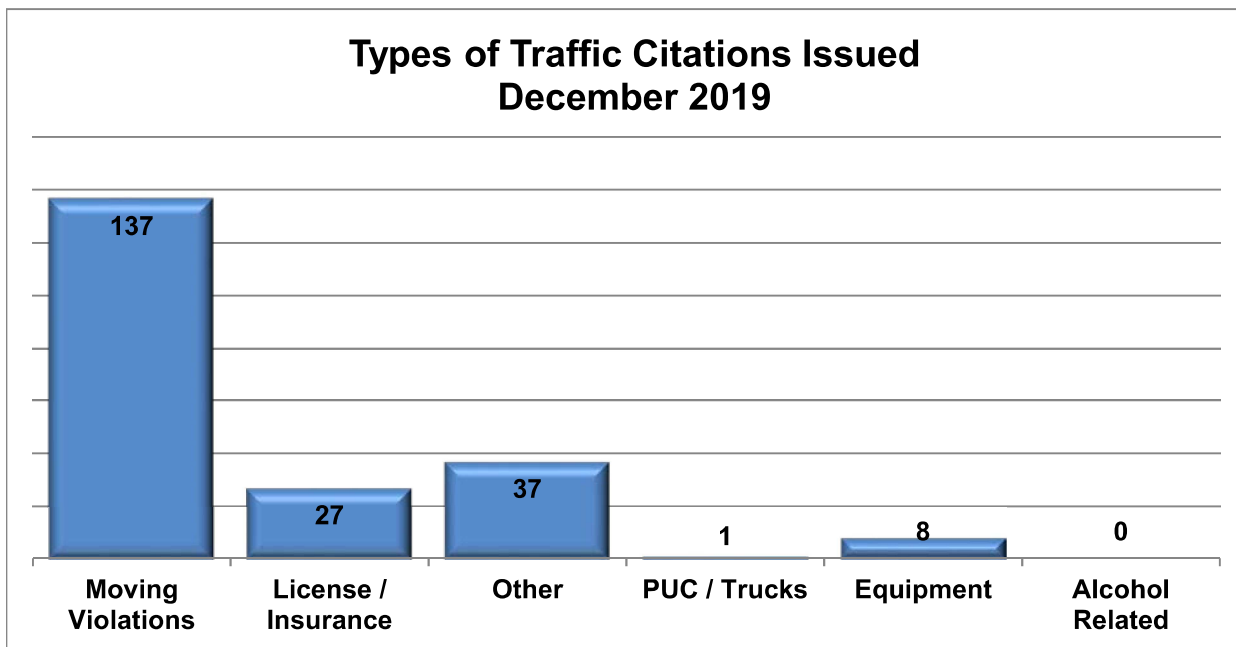
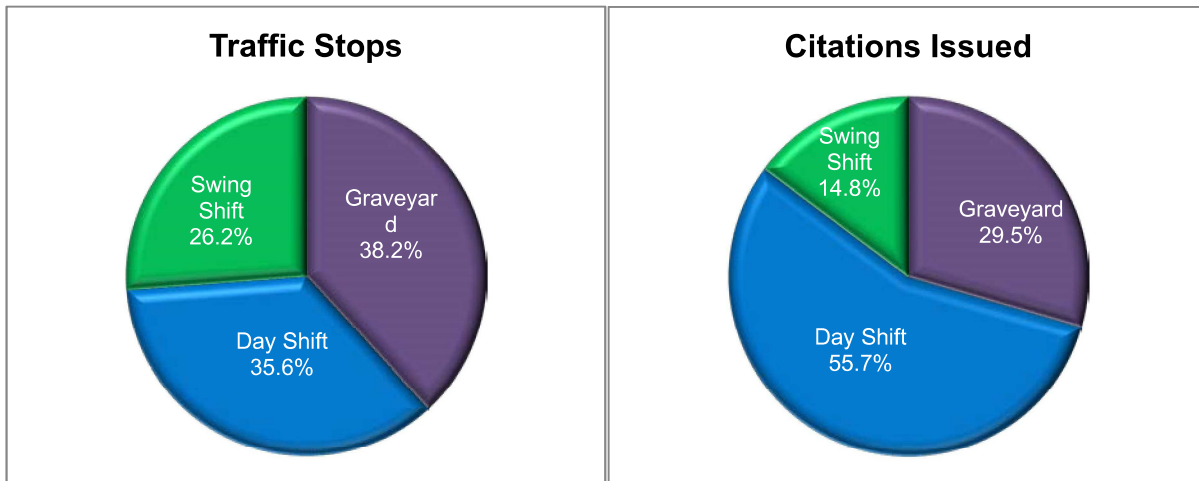
December 2018	2018 Monthly Avg.
37	25.1
96	89.5
52	57.9

Traffic

During December 2019, 351 traffic stops were made in the City and 210 traffic citations were issued. Included in these totals are 92 traffic stops (26.2%) and 100 (47.6%) citations issued by the traffic deputies.

There were 2 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	134	62
Day Shift	125	117
Swing Shift	92	31
Total:	351	210



From The Director's Office:

2019 Distinguished Service Award Recipients



Robert Todd, Facilities Maintenance Specialist



Matt Baker, Facilities Supervisor

In 2019, the Employee Recognition Committee (comprised of nine members from both represented and management staff) developed an Employee Recognition Program with the intent to increase employee engagement through a common purpose plus individual sense of belongingness.

The Employee Recognition Program is linked to the City's Vision, Mission, Culture and/or Organizational Values (4C's—customer service, competence, commitment and collaboration). The program framework encompasses three levels of recognition—Peer to Peer (C4 related) , Departmental, and Organizational (which is also known as the Distinguished Service Award (DSA))

Criteria for the Distinguished Service Award is:

- 1) Exceptional performance or recognition for creation or change in process for something new, innovative, and valuable which supports Vision: *"Excellence and Innovation in service to the Community"*
- 2) Consistent and reliable excellence in advancing the priorities of their department motivated by the City's Mission which supports Mission: *"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"*
- 3) Consistent and reliable actions reflective of organizational values, customer service, commitment, competence and collaboration which supports Culture: *"Community focused, highly engaged, talented individuals operating as an inclusive team"*

From The Director's Office, continued

Candidates for this award were proposed by managers and the Employee Recognition Committee pared down the number of nominees to a short-list which was presented to the Executive Management Team for final selection. Four staff members were presented the award for this inaugural year of 2019.

I am proud to announce two of this year's recipients are from the Public Works Department.

~ Respectfully, Delora Kerber

Here is a summary of the rationale of why these two individuals received the award.

Matt Baker

Matt exemplifies the City's vision, mission and culture in many ways.

Vision: When Matt sees a need, he takes action. To solve a problem he looks beyond the status quo to find new and innovative solutions that will best address the concern for all involved. Two such creative solutions he led were the creation of the Facilities Project Team and bringing janitorial services in-house.

Mission: By creating the Facilities Project Team which consists of members from facilities, legal, finance, building and information services Matt provided a venue for key stakeholders to have early involvement in any building improvements projects. This coordination and collaboration helps to ensure a better end product for the city.

By bring the janitorial services in-house he is able to vastly improve service. His oversight and direction provides better quality control, focus on the most important areas and is more economical for the City.

Culture: Matt goes the extra mile to provide outstanding customer service. In his 18 plus years of service to the city, he has maintained a high level of commitment to quality. He is multi-talented and brings many diverse skills to his projects. He strongly believes in team work and actively looks for ways to collaborate with others in order to improve project outcomes.

Matt is the perfect blend of creativity, competence, and initiative.



From The Director's Office, continued

Robert Todd

Robert consistently provides quality, timely, friendly, and inventive services to his customers.

He takes challenges head-on no matter how big or little. Whether it is developing a Life and Safety Program, crafting a seasonal job duty list, or implementing the Facilities Division asset management program. Time and again this recipient goes above and beyond his regular duties.

Robert understands all the little things that need to be accomplished during operations and takes care of business quickly and efficiently.

Asset management is one of the Public Works Departments main priorities.

Robert not only is quick to accept the use of the software, he aggressively dove in to become one of the department's most proficient users. His peers, his supervisor, and managers seek his opinions and feedback on the various asset management work flow processes.

Recently, Robert was tasked with collecting, verifying, recording and confirming facilities stormwater assets. His adeptness, preciseness, and intuitive questions ensured the data would be the most beneficial to the users.

Robert reflects the City's organizational values in many ways. He excels in customer service though his mantra of always being there to help, no matter what else is happening.

His commitment to the City is 'pure' as he is not motivated by recognition. His dedication to his job shines through the great pride he has in his work and the City. His competence shows through his knowledge of what to do and does it well.

He is an excellent collaborator who works well with his team and other departments. He was nominated for this award by a few different departments.

A re-confirmation this recipient is deserving of a Distinguished Service Award is when the Wilsonville Garden Club presented him with a hand-made wreath and note as a thank you. As he went about his daily work of trimming vegetation, he took upon himself to provide these left over clippings to the Garden Club who in turned could use for the creation of holiday wreaths as part of their fundraising activities.

Robert is a role model to all who work with him.



Roads & Storm Water Division

Day Road Full Depth Repairs

The overall condition of Day Road has been an issue for several years. The Capital Program has the road slated for rehabilitation during the summer of 2020 but the current state warranted targeted full depth repairs to bridge the time span. The Roads crew prepared a scope and obtained quotes for conducting



repairs for the worst portions of the road including the intersections at Graham's Ferry Road and Boone's Ferry Road. The contractor was able to complete the majority of the work during the dry weather this winter with a few remaining areas to be addressed as weather allows. Overall, the work consisted of almost 5,000 tons of new asphalt being placed over the course of 5 days.

This required coordinated traffic control throughout the construction area including permits from Washington County to provide advance traffic notification.



Based on the extent of damage to the original road section, the contractor was required to conduct full depth removal and subsequent repair. This included removing the underlying rock road base and laying a new six inches of asphalt.

The final product will provide a long term road section that can last till the subsequent CIP is delivered.

Roads & Storm Water Division

No Clogged Catch Basins Here!

When heavy rains are projected, the Roads and Stormwater staff has a defined Priority Grate Inspection Protocol for inspecting known problem areas and assuring the systems are clear of debris and freely flowing. To date the list consists of twenty seven identified locations. Many of the issues that cause residential roadway flooding are based on private and public maintenance practices that are sporadic and can not be addressed by dedicated projects.



Known problem with localized road flooding due to leaves accumulating over the stormwater grate



Same location after staff cleared the debris.

Utilities Division—Sewer

Changing the Channel

When the Sewer crew is conducting the routine line cleaning program, one of the tasks performed is an inspection of each manhole in the section of city that is being cleaned. When a deficiency is identified, it is noted and repaired at a later date. The crew recently discovered a manhole where the channel was holding material due to a rough surface and the channel was too wide. The solution to this problem was to perform a confined space entry into the manhole and reconstruct the channel. The channel was regouted in order to narrow it up and smooth it out. The modified channel allows the energy from the upstream flow to push material through, rather than letting the energy dissipate in a wide, rough channel.



Chad Whiting — Venting Manhole for Clean Air



Kyle Bean—Entering Manhole (Confined Space)



Kyle Bean — Inside the Manhole



Repaired Manhole Channel

Utilities Division—Water

Twisting and Turning

The Water Distribution crew has been engaged in performing the Water Valve Exercise Program. However, the valves are not the only ones getting exercise, as turning valves can be a very repetitive and physically demanding task.

Regrettably, equipment used for this work can be quite heavy and requires much loading and unloading between valve clusters.

Fortunately, the crew has a hydraulically operated valve actuator and a couple of gas powered actuators to assist with the turning process.

The purpose of exercising valves is to assure reliable operation and to maintain water quality. Each valve is operated through a full cycle and returned to its normal position.



Sam Kinnaman — Valve Turning



Chad Whiting & Paul Walker —
Work Zone Flagging

Facilities Division

Here a Battery—There a Battery—Everywhere a Battery

Throughout the City, hidden in various closets and cubby holes, are countless numbers of security, fire alarm, and access control cabinets. Housed inside many of these cabinets are twelve-volt batteries that temporarily keep these systems up and running during a power outage. At last count the Facilities Division identified 81 of these batteries throughout the City facilities. Maintenance Specialist Robert Todd developed a spreadsheet that captures the location, model number, install date, and other pertinent information pertaining to the batteries. It was determined that 43 of 81 batteries were due for replacement. Once they were replaced the tracking spreadsheet was updated.



Collection of Batteries Around the City Facilities

The next order of business was to update the tracking spreadsheet with data about all the various other batteries that hide in an array of devices throughout the City. Watch batteries, nine-volts, and other specialty batteries can be found in gate transmitters, alarmed exit door hardware and controller mother boards. Once the tracking spreadsheet was completed, the data was entered into the City's asset management system and a scheduled replacement program will be initiated for annual inspections.



Robert Todd Checking Batteries

Facilities Division

A Clear Story About a Clerestory

The Parks and Recreation Clerestory recently received a major overhaul. What's a "Clerestory" you ask?

Clerestory - an outside wall of a room or building that rises above an adjoining **roof** and contains windows.

A clerestory can be a great way to add natural lighting to the interior of a building and an architectural element to the interior and exterior of a structure. However, if not constructed properly, they can become very problematic. Hence, the long history of the Parks and Recreation Building.

The Building was constructed in 1999 as a Visitor Center operated by the Chamber of Commerce and remodeled in 2014 when it became the Parks and Recreation Building. Shortly after the construction of the building, wind driven leaks would randomly show up in different areas of the Clerestory. Over the years, maintenance crews exhausted every attempt to stop these leaks by applying cases of caulking, adding flashings, and even contracting repairs out to commercial roofing companies. Many times the leaks would stop for one to two years and then reappear. This past Fall, Facility Maintenance decided to manage a project that would remove all of the Clerestory windows, the end walls on the North and South side, upper gutters, and a small portion of the roof membrane. The contractor then had custom window drip pans constructed and placed them over a water proof flashing system. New energy efficient windows, gutters, improved flashings and a small portion of the roof membrane were installed and the rest of the waterproofing was finalized.



Before Repairs



After replacement



SMART

SOUTH METRO AREA  REGIONAL TRANSIT

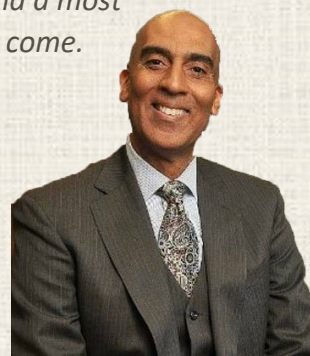
A Note from the Director

As I was sitting and anxiously awaiting the virtual dinner bell to make that old familiar sound signaling one of my favorite indulgences, the *SMART/Fleet Holiday Potluck*, I could not help but draw a comparison between the holiday season and the delectable offerings of our potluck.

Merriam – Webster defines potluck as “a communal meal to which people bring food to share.” The holiday season is a series of special days starting with Thanksgiving and ending with New Year’s Day. The holiday season, like our potluck, brings us together for a common cause. They both summon us with their sights, tastes and smells. In tandem, they endeavor to make us, if only for a defined period, forget life’s challenges. They create an atmosphere where hope for a better future, love for one another, and caring without borders abounds. Whether the smell of an oven-roasted turkey, the warm feelings conjured up by the sight of mistletoe strategically hung with care, or the taste of a dish prepared with love for the annual SMART/Fleet Potluck, there are few things in life with the immediate and profound impact of the holiday/potluck season.

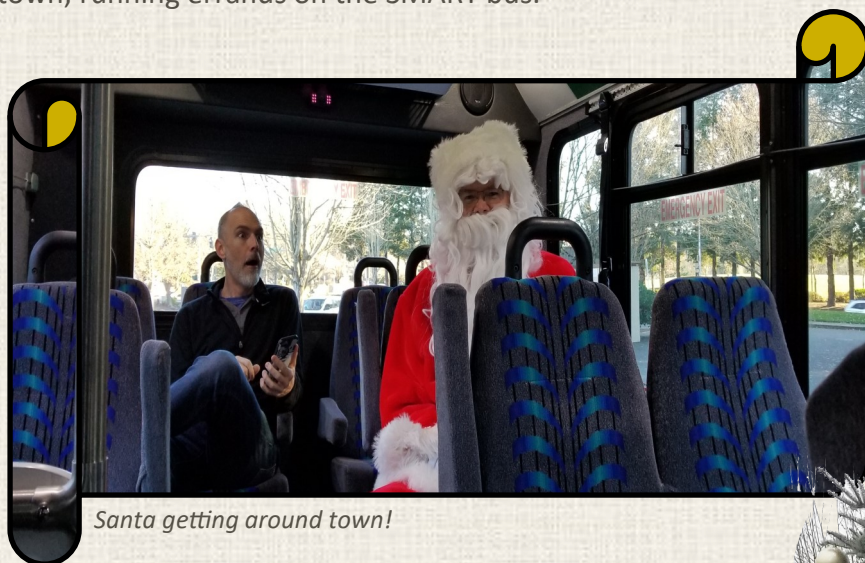
From all of us here at SMART/Fleet, we wish you an extraordinary holiday season and a most prosperous and productive year to come.

Dwight Brashear
Transit Director



Transportation Options - Michelle Marston Program Coordinator

SMART spread holiday cheer to major employers with a personal visit and holiday card with our traditional mini calendars. Walk Smart planning is underway, as well as other programming for the upcoming year. Santa was spotted at several locations around town, running errands on the SMART bus.



Santa getting around town!

Safe Routes to School - Sheilagh Griffin TDM Technician

During December, SMART worked with Boones Ferry Primary School and WashCo Bikes to donate bikes to ten students that would not otherwise be able to own a one. The counselor at Boones Ferry identified the students in need. The bikes were delivered Wednesday, December 18. SMART facilitated the delivery and fitted the bikes for each student.

A new *Safe Routes to School* webpage was added to the SMART site with activity information and links.

SMART is reviewing school actions plans from 2012 and will coordinate with city departments and schools to update the plans for 2020.

SMART is also coordinating with two schools to incorporate bike safety education programs in their PE/Health classes for the upcoming 20-21 school year.



Operations - Eric Loomis
Operations Manager

Fleet Services - Scott Simon
Fleet Services Manager

	Total		
	21,742	23,231	6.85%
Dial-a-Ride	1,416	1,363	3.74%
C Charbonneau Shuttle	193	97	49.74%
V Sat Vil- lebois Shuttle	82	-	-
V Villebois Shuttle	1,324	1,540	-16.31%
7 Vil- lebois	326	145	55.52%
6 Argyle Square	1,023	1,169	14.27%
5 95th/ Commerce	862	1,169	-35.61%
4 Sat Wilson- ville	433	532	-22.86%
4 Wilson- ville	7,525	7,782	-3.42%
3X Canby	781	1,009	29.19%
2X Sat Tual- atin	232	250	7.76%
2X Tual- atin	4,537	5,280	16.38%
1X Salem	3,008	2,895	3.76%
Month	Dec. 2019	Dec. 2018	% Change

Ridership numbers for December 2019

Vehicle Replacements

Four transit vehicle replacements are currently out to bid. These proposed vehicles (including two cutaways, one supervisor van, and a new trolley), will be coming before Council for purchase approval soon. These vehicle replacements are funded through an ODOT grant, requiring a 20% local match.

These purchases will allow SMART to retire three Diesel vehicles which have far exceeded their useful life, and replace them with natural gas powered vehicles.



Grants and Programs - Elli Work
Grants and Programs Manager

Triennial Review

Dwight, Scott, Eric, and Elli attended the Federal Transit Administration (FTA) Triennial Review Workshop on December 17 and 18. The workshop gave an overview of the audit requirements the FTA will be reviewing in the areas of maintenance, procurement, financial management, legal, and operations.

The Triennial Review is one of FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, the Triennial Review occurs once every three years. It examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements. The Triennial Review will take place this spring at SMART.