

City Council Meeting

June 1, 2020



Executive Session 5:00pm

Work Session 5:30pm

Council Meeting 7:00pm

**URA Meeting Following Council Meeting
(All held in Council Chambers)**

This meeting is taking place with social distancing precautions in place:

- Councilors are participating virtually, via Zoom videoconferencing.

To Provide Public Comment

- 1) Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070).
- 2) Digital comments (email) may be submitted to cityrecorder@ci.wilsonville.or.us.
- 3) Individuals may participate online through the Zoom videoconferencing platform. Contact City Recorder at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 to register.

You can watch the City Council Meeting here:

You Tube: [youtube.com/c/CityofWilsonvilleOR](https://www.youtube.com/c/CityofWilsonvilleOR)

City of Wilsonville

City Council Meeting

June 1, 2020



**AMENDED
AGENDA**

**WILSONVILLE CITY COUNCIL MEETING
JUNE 1, 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** [30 min.]
 - A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Legal Counsel / Litigation
ORS 192.660(2)(d) Labor Negotiator Consultations
- 5:30 P.M. REVIEW OF AGENDA AND ITEMS ON CONSENT** [5 min.]
- 5:35 P.M. COUNCILORS’ CONCERNS** [5 min.]
- 5:40 P.M. PRE-COUNCIL WORK SESSION**
 - A. Public Transportation Agency Safety Plan Approval (Brashear/Loomis) [15 min.]
 - B. Integrated Pest Management Plan - 2019 Activity Report (Rappold/McCarty/Kerber) [20 min.]
 - C. Biobot Analytics Wastewater Testing for COVID-19 (Kerber) [10 min.]
 - D. Community Enhancement Program - IGA Addendum (Monahan) [15 min.]
 - E. **Restaurant Outdoor Seating Program (Vance)** [10 min.]
- 6:50 P.M. ADJOURN**

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, June 1, 2020 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on May 19, 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. MAYOR'S BUSINESS

- A. High School Senior Class of 2020 Proclamation
- B. Placeholder for Appointments/Reappointments
- C. Upcoming Meetings

7:15 P.M. COMMUNICATIONS

- A. Police Department Annual Report (Wurpes)
- B. COVID 19 Facility Re-Entry and Control Plan (Montalvo)

7:45 P.M. CITIZEN INPUT AND 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.

7:50 P.M. COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

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

8:00 P.M. CONSENT AGENDA

- A. **Resolution No. 2813**
A Resolution Of The Wilsonville City Council Adopting An Addendum To The Intergovernmental Agreement Between Metro And The City Of Wilsonville To Continue The Wilsonville-Metro Community Enhancement Program. (Monahan)

8:05 P.M. NEW BUSINESS

- A. **Resolution No. 2818**
A Resolution And Order Amending Resolution No. 2807 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803. (Jacobson)

8:10 P.M. CONTINUING BUSINESS

- A. None.

8:10 P.M. PUBLIC HEARING

- A. **Resolution No. 2816** (*Legislative Hearing*)
A Resolution Declaring The City's Eligibility To Receive State Shared Revenues. (Rodocker)

- B. **Resolution No. 2817** (*Legislative Hearing*)
A Resolution Declaring The City's Election To Receive State Shared Revenues. (Rodocker)

C. Resolution No. 2815 (*Legislative Hearing*)

A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2020-21. (Rodocker)

8:20 P.M. CITY MANAGER'S BUSINESS

8:25 P.M. LEGAL BUSINESS

A. Kinder Morgan Valve Installation

8:30 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary.

**AN URBAN RENEWAL AGENCY MEETING
WILL IMMEDIATELY FOLLOW THE CITY COUNCIL MEETING**

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: June 1, 2020		Subject: Public Transportation Agency Safety Plan (PTASP) Approval	
		Staff Member: Dwight Brashear, Transit Director and Eric Loomis, Transit Operations Manager	
		Department: Transit	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input 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: N/A	
Staff Recommendation: Staff recommends that Council approve the PTASP resolution at the June 15, 2020 City Council Meeting.			
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:

South Metro Area Regional Transit (SMART) is required by Federal Transit Administration (FTA) to have a Public Transportation Agency Safety Plan (PTASP) certified by December 31, 2020 to meet guidelines and continue to receive federal funding.

EXECUTIVE SUMMARY:

The Federal Transit Administration (FTA) is requiring all transit agencies to submit a certified Public Transportation Agency Safety Plan (PTASP) by December 31, 2020. South Metro Area Regional Transit (SMART) has partnered with Oregon Department of Transportation (ODOT) to complete a PTASP to fulfill FTA requirements.

EXPECTED RESULTS:

The approval of the PTASP will provide SMART with a guiding document to enhance safety processes and procedures. Once approved, SMART will seek certification of the document with ODOT to comply with FTA guidelines.

TIMELINE:

June 2020	City Council Approval
June/July 2020	Certification of Compliance (ODOT)
December 31, 2020	FTA Final Acceptance Date

CURRENT YEAR BUDGET IMPACTS:

The PTASP does not have any budget impacts to SMART. The creation of the guiding document was paid for by ODOT.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 5/20/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 5/27/2020

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Employees and customers are SMART's most precious assets, and their safety and security are among SMART's greatest responsibilities. While the elimination of unsafe conditions and the prevention of accidents in SMART's transportation system and facilities are the responsibility of each employee, they are first and foremost the responsibility of SMART's leadership team.

SMART personnel, associated contractors, and vendors are responsible for promoting and ensuring the safety and security of all customers, employees, property, and the public through specific Safety Management Systems as outlined in this Public Transportation Agency Safety Plan.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. SMART Public Transportation Agency Safety Plan
2. SMART Public Transportation Agency Safety Plan Presentation



MAY 2020

EXECUTIVE SUMMARY STATEMENT

South Metro Area Regional Transit (SMART) was organized with the mission of providing safe, reliable, and cost-effective transportation services to our customers. Safety and security are paramount to SMART, its employees, its vendors, its contractors, and to the customers it serves. Therefore, all SMART personnel, associated contractors, and vendors are responsible for promoting and ensuring the safety and security of all customers, employees, property, and the public through specific Safety Management Systems as outlined in this Public Transportation Agency Safety Plan.

All employees, vendors, and contractors of SMART are expected to accomplish their tasks safely, with the goal of always preventing, controlling, and minimizing undesired events, such as customer or employee injury, equipment or property damage, or degradation to system safety and security in any of the SMART transportation systems. Employees and our customers are SMART's most precious assets, and their safety and security are among SMART's greatest responsibilities. While the elimination of unsafe conditions and the prevention of accidents in SMART's transportation system and facilities are the responsibility of each employee, they are first and foremost the responsibility of SMART's leadership team. SMART's leadership team is responsible for developing programs to promote the safety and security of all employees and customers. SMART is fully committed to providing a safe and secure work environment, vehicles, systems, and facilities. The SMART leadership team will promote safety and security throughout the organization. The Transit Director, along with the management team, will be continually and directly involved in formulating, reviewing and revising safety and security policies, goals, and objectives. SMART's leadership team will provide the authority, support, and resources to establish and maintain high safety and security standards throughout the organization. To this end, the Transit Director approves the development, distribution, implementation, and administration of a comprehensive and integrated Public Transportation Agency Safety Plan.

Each SMART employee, vendor, and contractor is governed by the requirements and terms of these plans, and must conscientiously learn and follow prescribed safety and security rules and procedures. Each employee must operate safely, use equipment, tools and materials properly, and be trained in the work rules and procedures for his/her area of responsibility, including contingency plans for abnormal and emergency conditions. Each employee shall take an active part in the hazard identification and reporting process, as well as identifying and reporting suspicious packages, behavior, and other security threats. Management shall actively participate in a hazard/threat assessment and resolution process and shall receive the full cooperation and support of the Transit Director to prioritize safety and security.

The Public Transportation Agency Safety Plan is the governing document encompassing all of SMART's modes of transportation including: fixed-route, demand response, and non-revenue operations. The document identifies tasks and requirements to be applied at all levels of SMART's organization using specific Safety Management System practices.

Dwight Brashear, Director/Accountable Executive

Date

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PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

1. SYSTEM DESCRIPTION/ORGANIZATIONAL STRUCTURE

1.1 Agency Information

South Metro Area Regional Transit (SMART) is owned and operated by the City of Wilsonville and is governed by Wilsonville City Council. The department is supported by a Wilsonville payroll tax and by State and Federal grant funding, including Federal Transit Administration (FTA) Section 5307, 5310, and 5339 funding.

1.2 Accountable Executive and Chief Safety Officer

Accountable Executive: Dwight Brashear, Director

Chief Safety Officer: Eric Loomis, Operations Manager

1.3 SMART and Fleet Services Facilities

Administrative Office and Fleet Services
28879 Boberg Road
Wilsonville, OR 97070

These facilities serve as dispatching points for bus service, management offices, and vehicle maintenance.

City of Wilsonville's Fleet Services maintains all SMART vehicles, equipment, and facilities and performs routine maintenance in accordance with manufacturers' manuals, codes, standards, and established procedures. The overall philosophy is to maintain a level of readiness that will ensure safe, efficient, and reliable public transit for the City of Wilsonville.

1.3.1 Scope of Service

The current revenue service characteristics are as follows:

Monday through Friday	5:00 a.m. to 11:30 p.m.
Saturday	8:30 a.m. to 6:00 p.m.

1.3.2 Fleet

SMART operates 33 active buses as of December 2019. The number of buses in SMART's fleet is determined by the projected annual bus schedule requirements with additional spares, to account for buses in maintenance and inspection, or awaiting repair. The average age of the active bus fleet was seven (7) years as of December 2019. SMART buses are 100% accessible for the elderly and persons with disabilities.

1.3.3 SMART Safety Capabilities

- On-board video recorders and cameras
- Fire extinguishers
- Window emergency exit latches

- Fire suppression/CNG warning system
- Brake/door interlock system
- Emergency entrance and exit door releases
- Parking lots and transit center facilities with security lighting

2. PLAN DEVELOPMENT, APPROVAL, AND UPDATES

2.1 Purpose for Public Transportation Agency Safety Plan (PTASP)

The purpose of the PTASP is to set forth the requirements for identifying, evaluating, and minimizing safety risks throughout all elements of SMART including the relationships and responsibilities with city departments and other organizations and agencies which affect transit system safety. The PTASP is the blueprint for SMART’s efforts in strengthening its overall safety management and its goal of continuous improvement in safety performance using Safety Management Systems (SMS) methods.

Name of Entity That Drafted This Plan	Oregon Department of Transportation (RLS & Associates) in cooperation with SMART	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	_____ Dwight Brashear, Transit Director	
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Wilsonville City Council	
	Relevant Documentation (title and location)	
	_____ Tim Knapp, Mayor	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Relevant Documentation (title and location)	

2.2 Annual Review

The PTASP is reviewed annually to:

- Evaluate all safety tasks for appropriateness as SMART improves and expands;
- Refine and improve the current task descriptions and activities;
- Identify new tasks which may be required as SMART expands; and
- Identify the organization(s) responsible for accomplishing the newly-added safety-related tasks.

2.3 Control and Update Procedures

The PTASP analysis, review, revision, and publication process is the responsibility of the Chief Safety Officer (CSO). The Transit Director is responsible for the control and update of the PTASP. Input for these annual reviews is solicited from all SMART managers, the Assistant City Manager, City Manager, and other regulatory agencies. SMART will evaluate the Plan in October of each year.

2.4 Implementation

The Transit Director has specific responsibilities for the management, oversight, and delegation of: system safety, hazard management, occupational safety and health, accident and incident investigation, oversight of construction safety, safety and security certification, environmental management, safety training, and for monitoring the effectiveness (internal safety review) of the implementation of the PTASP.

The Transit Director has delegated CSO with the day-to-day operational leadership of the department and responsibility for establishing and implementing policies, procedures, and programs to ensure that SMART is effectively implementing its responsibilities under the PTASP. The Transit Director has delegated the CSO to collaboratively implement employee safety, industrial safety, and occupational safety training aspects of the PTASP. The Transit Director has delegated to the CSO the responsibility of overseeing all related aspects of the PTASP including the bus operations, bus maintenance, and safety programs for pedestrians and bicyclists.

3. SAFETY PERFORMANCE TARGETS

Annual Safety Performance Targets

*Based on the safety performance measures established under the National Public Transportation Safety Plan.
Based on FY 2018 NTD Report Period*

Mode of Service	Fatalities (total)	Fatalities (per 100k VRM)	Injuries (total)	Injuries (per 100k VRM)	Safety Events (total)	Safety Events (per 100k VRM)	System Reliability (failures/VRM)
Fixed Route/Deviated Fixed Route	0	0	0	0	0	0	21,324
Demand Response/ ADA Paratransit	0	0	0	0	0	0	14,206

Safety Performance Target Coordination		
Coordination with the State and Metropolitan Planning Organization (MPO) in the selection of State and MPO safety performance targets.		
SMART coordinates with Oregon Department of Transportation (ODOT) and Metro, Portland's MPO, to establish and maintain safety performance targets.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	ODOT	
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Metro	

4. SAFETY MANAGEMENT POLICY STATEMENT

South Metro Area Regional Transit (SMART) is committed to providing safe, secure, clean, reliable, and efficient transportation services to its patrons. This policy statement serves to express management's commitment to and involvement in providing and maintaining a safe and secure transit system using Safety Management Systems (SMS) as its foundation. In the interest of safety and security, SMART has developed and adopted this Public Transit Agency Safety Plan (PTASP and also referred to as 'the Plan'). The Plan is intended to document all policies, functions, responsibilities, etc., of the agency necessary to achieve a high degree of system safety and applies to all areas of the transportation system, including procurement, administration, operations, maintenance, etc.

SMART management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. Management has responsibility for maintaining and implementing the Plan and complying with the policies, procedures, and standards included in this document. All departments, personnel, and contract service operators are charged with the responsibility of adhering to this Plan. Any violation of safety and security practices is subject to appropriate administrative action. Management is ultimately responsible for enforcing the Plan, ensuring resources are available to sustain the Plan and maintaining a safe and secure system.

The goals of the Plan are to ensure the safety and security of SMART customers, employees, first responders to incidents, the public, equipment, and infrastructure throughout the life of the system.

Plan objectives are to define safety-related activities, management controls, and to plan and establish a process for monitoring and ensuring safety in accordance with SMART's Mission Statement and values.

The purpose of these goals and objectives is to minimize the exposure of the public, personnel, and SMART property to hazards and unsafe conditions; and to ensure that no single point of failure of a system or equipment results in an unsafe condition. These goals and objectives are reflected in the planning, design, construction, operation, and maintenance of the system. The goals and objectives are accomplished through the performance of the following functions:

- Safety, fire protection, and emergency management considerations are incorporated into all design and specification development and design reviews for the system;
- Hazards associated with SMART's system are identified, assessed, and then eliminated or minimized to attain an acceptable level of risk;
- A safety culture is instilled throughout SMART that emphasizes preventive measures over corrective measures to eliminate unsafe conditions;
- All managers, supervisors, and employees comply with Federal and State OSHA Standards, local codes, and environmental regulations.

Dwight Brashear, Accountable Executive

Date

4.1 Policy Communication

4.1.1 Safety Policy Communication

This PTASP is updated on an annual basis, but modifications may happen at any time during the year. If a change is made to the Plan, SMART notifies all staff through daily communication methods, posted memos, and daily posted notifications. Depending on the significance of the change, immediate training may take place or incorporated into the annual training curriculum.

4.1.2 State and MPO Communication

SMART annually shares safety performance targets with the local Metropolitan Planning Organization, Portland Metro Council, and Oregon Department of Transportation to assist with their planning activities. SMART makes every effort to coordinate with these two agencies to the extent possible.

Safety and Security of the Oregon Public Transportation Plan (OPTP) aligns with the key components of the Federal Transit Administration's Safety Management System (SMS) principles in the Public Transportation Safety Action Plans. Goal 6 of the OPTP and SMS principles extend safety and security beyond vehicles and stations and include transit personnel, riders and the surrounding community. Safety is a basic expectation of all public transportation users and providers. Both the OPTP Goal 6 policies and strategies and the SMS principles encourage greater safety of the public transportation system through a range of strategies that proactively address design factors, personnel training, use of safety

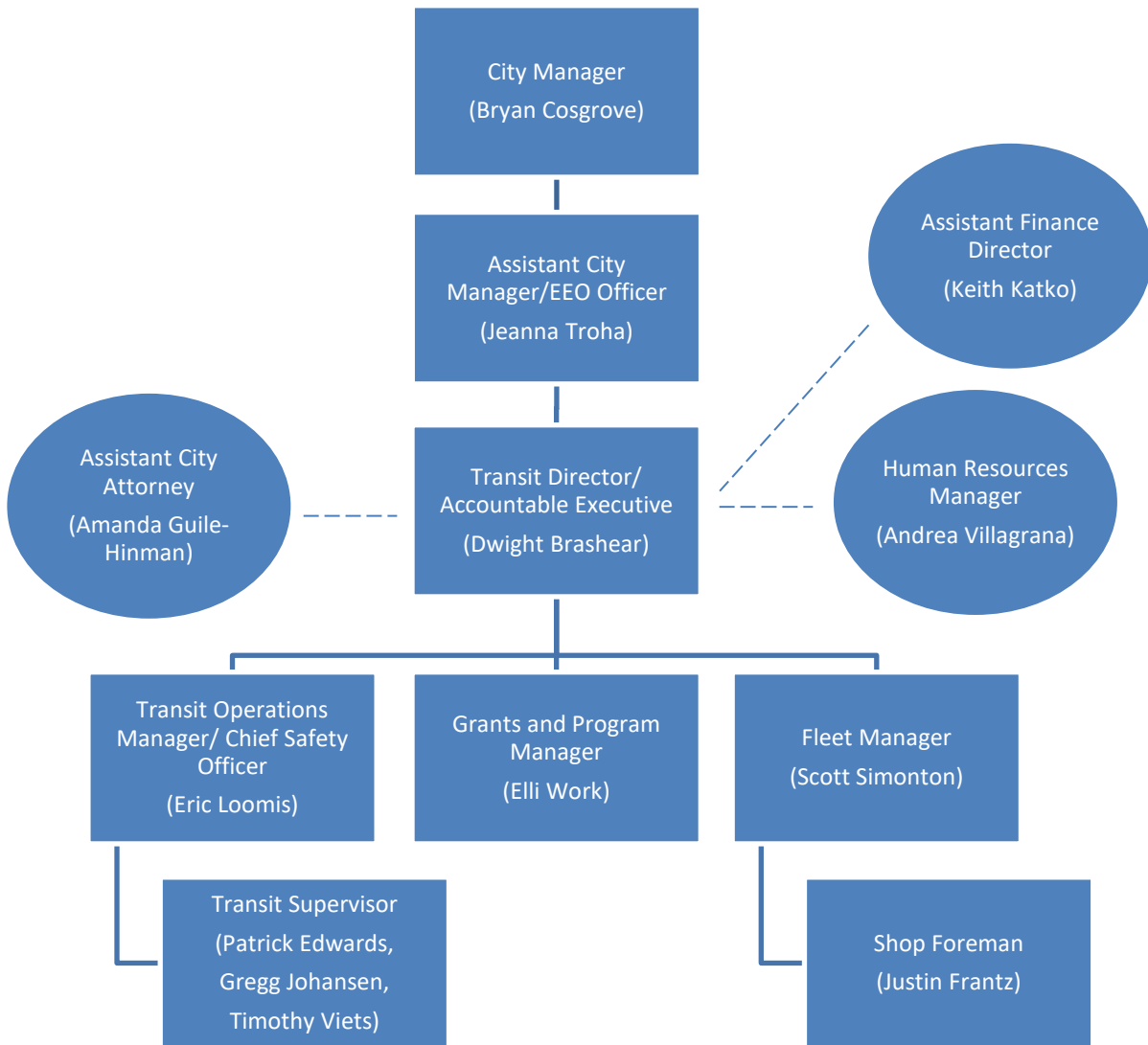
technologies, accident investigation and emergency management planning. The OPTP Goal 6 policies and strategies and SMS principles are scalable and effective across a broad range of organizations and applications. The goal of the OPTP and SMS is to ensure the agency has an inclusive and effective process to direct resources to optimally manage safety.

4.1.3 Employee Safety Reporting Program

As written throughout this Plan, SMART requires all employees to notify their supervisor of any hazard or safety condition they observe and deem to be a threat to staff, customers, or the general public. Each observation is considered credible unless through assessment and investigation it is found not to be a risk. Employees are encouraged to report unsafe conditions to their immediate supervisor but also may report directly to the CSO.

SMART ensures all employees protection from retaliation by superiors as a result of a safety observation or hazard identification.

4.1.4 Organizational Chart



4.2 Staffing

4.2.1 Transit Director/Accountable Executive

Dwight Brashear

The Transit Director plans, coordinates, directs, and supervises public transportation system operations and fleet maintenance. Responsibilities include long-range planning and goal-setting within the department; implementation of department strategies and Transit Master Plan; and recommending and implementing SMART policies. The Transit Director manages the budgetary aspects of the Transit department.

4.2.2 Transit Operations Manager/Chief Safety Officer (CSO)

Eric Loomis

The Transit Operations Manager leads daily operations of bus services. The Transit Operations Manager is designated as the CSO and ensures SMS oversight. All transit drivers, dispatchers, and supervisors report to this position. The Operations Manager is responsible for developing and implementing an ongoing training program. Other responsibilities include the development and implementation of new routes and services, maintaining departmental records, and administering approved projects.

4.2.3 Grants and Programs Manager

Elli Work

The Grants and Programs Manager is responsible for the daily activities associated with SMART's active transportation programs. The Grants and Programs Manager is responsible for ensuring the Transportation Demand Management (TDM) program is administered efficiently and effectively. Other responsibilities include developing and administering measurable programs to diverse target audiences, implementing public information campaigns, and submitting grants and statistical reporting. Grant administration includes oversight of Federal and State formula and discretionary funding.

4.2.4 Fleet Services Manager

Scott Simonton

The Fleet Services Manager leads and supervises the operation of the Fleet Services Division. The Fleet Services Division is responsible for the maintenance and repair of the city's inventory of vehicles and equipment, fuel management, and the acquisition and disposal of vehicles/equipment. The Fleet Services Manager schedules and coordinates the city's preventive maintenance program, maintains records and reports on equipment, and develops strategies related to the operation of the division's goals, personnel allocation, budget, and operations.

5. HAZARD IDENTIFICATION/RESOLUTION PROCESS

The Hazard Identification/Resolution Process is perhaps the heart of the PTASP.

5.1 Hazard Identification

The management of identified hazards is a vital component of the SMART PTASP. Accidents and incidents are prevented by proactively identifying hazards, assessing the associated risk, developing appropriate mitigating measures, and tracking implementation of the corrective action to closure. SMART identifies hazards via several different internal and external sources and categorizes each identified hazard accordingly to the severity and likelihood of the hazard.

The PTASP applies to all SMART employees and obligates everyone to be constantly vigilant for identifying hazards. It covers all aspects of SMART's facilities, systems,

equipment, vehicles, right-of-way, and work environments. SMART defines a hazard as a condition or set of conditions, internal or external to the system or system operation, which, when activated could cause injury or death or damage to or loss of equipment or property. An unacceptable hazard is a condition that may endanger human life or property or result in major system loss. This condition must be mitigated.

5.2 Hazard Management Process

The Hazard Management Process:

- Defines SMART's approach to hazard management and the implementation of an integrated system-wide hazard resolution process;
- Specifies the sources of and the mechanisms to support the ongoing identification of hazards;
- Defines the process by which identified hazards will be evaluated and prioritized for elimination or control; and
- Identifies the mechanism used to track and resolve the identified hazard(s).

5.3 Hazard Identification

Identification of hazards is the responsibility of all departments and individual employees; continuous management of hazards is the key to an effective PTASP. Hazards that are identified are analyzed by the CSO in collaboration with the Transit Director, Fleet Services Manager, and other city departments that the hazard might be relevant to for severity, frequency, and cost feasibility of remedial action required to eliminate, reduce, or control the hazard.

Hazards can be identified through a number of sources:

- System inspections, reviews, regulatory inspections, and observations
- Accidents and incidents investigations
- System reliability and failure reports
- City safety inspections
- Ride checks and proficiency checks
- Customer complaints
- Employee safety concerns or issues reported to management

5.4 Hazard Analysis

SMART uses two methods for orderly identification of hazards: inductive and deductive analysis.

The inductive hazard identification process consists of an analysis of system components to identify their respective failure modes and the effects they will have on the total system. This process assumes the failure of single elements or events and, through analysis, determines the potential consequential effects on the system or subsystem.

The deductive hazard identification process (post-accident/incident) involves defining an undesired effect (e.g., collision, fire) and then deducing the possible conditions or system component faults that are necessary to cause the undesired effect.

5.5 Hazard Categorization

Hazard severity is a subjective determination of the worst case that could be anticipated to result from human error, design inadequacies, component failure, or malfunction. The categories of hazards based on the MIL-STD-882-C are as follows:

Category 1, Catastrophic – operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation.

Category 2, Critical – operating conditions are such that human error, subsystem or component failure or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate corrective action.

Category 3, Marginal – operating conditions are such that they may result in minor injury, occupational illness, or system damage and are such that human error, subsystem, or component failures can be counteracted or controlled.

Category 4, Negligible – operating conditions are such that human error, subsystem or component failure, or procedural deficiencies will result in less than minor injury, occupational illness, or system damage. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety.

5.6 Hazard Probability

Hazard Probability is defined as the probability that a specific hazard will occur during the planned life expectancy of the system element, subsystem, or component. It can be described subjectively in potential occurrences per unit of time, events, population, items, or activity, ranked as follows:

A (Frequent)	Likely to occur frequently (individual); continuously experienced (fleet/inventory)
B (Probable)	Will occur several times in life of an item; will occur frequently in fleet/inventory
C (Occasional)	Likely to occur sometime in the life of an item; will occur several times in fleet/inventory
D (Remote)	Unlikely but possible to occur in life of an item; unlikely but can be expected to occur in fleet/inventory

E (Improbable)

So unlikely, it can be assumed occurrence may not be experienced; unlikely to occur, but possible in fleet

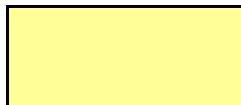
Frequency of Occurrence	Hazard Categories			
	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A - Frequent	1A	2A	3A	4A
B - Probable	1B	2B	3B	4B
C - Occasional	1C	2C	3C	4C
D - Remote	1D	2D	3D	4D
E- Improbable	1E	2E	3E	4E

1A, 1B, 1C, 2A, 2B
3A



Unacceptable

1D, 2C, 2D, 3B, 3C



Undesirable with management decision required

1E, 2E, 3D, 3E, 4A,
4B



Acceptable with review by management

4C, 4D, 4E



Acceptable without review

Unacceptable: The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.

Undesirable with management decision required: A hazard at this level of risk must be mitigated by the Transit Director.

Acceptable with review by management: The CSO must determine if the hazard is adequately controlled or mitigated as is and report his/her assessment to the Transit Director.

Acceptable without review: The hazard will be reviewed by the CSO but does not require further mitigation or control.

The Risk Assessment Process is used to prioritize hazardous conditions and focus available resources on the most serious hazards requiring resolution.

5.7 Hazard Resolution

Resolution of hazards will utilize the results of the risk assessment process. The objectives of the hazard resolution process are to:

1. Identify areas where hazard resolution requires a change in the system design, installation of safety devices, or development of special procedures;
2. Verify that hazards involving interfaces between two or more systems have been resolved; and
3. Verify that the resolution of a hazard in one system does not create a new hazard in another system.

SMART will use the following methodologies to assure that PTASP objectives are implemented throughout design, construction, and procurement; and operations and hazards are eliminated or controlled:

1. Design out or design to minimize hazard severity. To the extent permitted by cost and practicality, identified hazards will be eliminated or controlled by the design of equipment, systems, and facilities.
2. Hazards that cannot reasonably be eliminated or controlled through design will be controlled to the extent practicable to an acceptable level through the use of fixed, automatic, or other protective safety design features or devices. Provision will be made for periodic functional checks of safety devices and training for employees to ensure that PTASP objectives are met.
3. When design and safety devices cannot reasonably nor effectively eliminate or control an identified hazard, safety warning devices will be used (to the extent practicable) to alert persons to the hazard.
4. Where it is impossible to reasonably eliminate or adequately control a hazard through design or the use of safety and warning devices, procedures and training will be used to control the hazard. Precautionary notation will be standardized and safety-critical issues will require training and certification of personnel.

5.8 Hazard Resolution Management and Tracking

Resolution of identified hazards will be monitored and managed by the CSO, in collaboration with the responsible department, and approved by the Transit Director. The Operational Hazard Reporting Form and Hazard Tracking Matrix will be used for tracking identified hazards and the hazard resolution process. See Appendix A and B. This process allows the CSO to follow-up on mitigation strategies to determine if an alternative strategy would be more effective.

6. SAFETY ASSURANCE: ACCIDENT/INCIDENT REPORTING & INVESTIGATION

SMART has a training program to promote safety and, to the extent possible, avoid accidents and incidents. In the event of an accident or incident, SMART has policies and procedures in place to handle any situation effectively and efficiently.

6.1 Procedures

Immediately following an accident/incident the situation is to be reported to the appropriate immediate supervisor. All accidents and incidents are investigated. The degree of formality during the process of accident/incident investigation is directly dependent upon its severity in accordance with the Operations Policies and Procedures Manual. Supervisors investigate all bus accidents and will conduct and record them according to the procedures.

Basic information about the reportable accident/incident must be transmitted verbally and/or via email to the Transit Operations Manager. If necessary, everyone involved in the incident/accident will complete the proper post-accident/incident forms to be submitted to the Accident Review Board and other entities. If required, the Accident Review Board will receive all pertinent information from the accident and determine type of accident (preventable/non-preventable), conduct a root cause analysis and recommend retraining exercises.

7. FACILITIES INSPECTIONS (Includes Systems Equipment & Rolling Stock)

Safety Inspections of SMART facilities occur quarterly by the City's Safety Committee using a safety checklist to detect and correct unsafe conditions and deteriorating equipment conditions to ensure the safety for employees, public safety, and to ensure compliance with regulations.

Buses are inspected on a daily basis by operators to identify defective safety equipment. Bus operators perform pre-trip and post-trip inspections and submit forms to report defective safety equipment at the conclusion of their shifts and buses are not returned to service until such items are repaired.

Transit facilities are inspected regularly by City Public Works Department in compliance with FTA guidelines.

Bus stops are inspected regularly by Fleet Services to ensure equipment condition, accessibility for pedestrians, and cleanliness.

8. MAINTENANCE REVIEWS/INSPECTIONS (All Systems & Facilities)

Section 1 describes the major equipment and facilities of the system along with the department responsible for performing facility and equipment maintenance. Each responsible department maintains its maintenance and inspection manuals for each facility and all equipment. Preventive Maintenance Inspections (PMs) for vehicles are performed in accordance with manufacturer requirements by Fleet Services. Checklists are used to perform the PMs to ensure thorough and consistent inspections.

8.1 Resolution of Review/Inspection Findings

Serious hazardous conditions that are identified during the above inspections are immediately corrected and the conditions are documented in accordance with the SMARTs' procedures and practices. In the event a hazard cannot be immediately corrected, it shall be reported to the CSO and is managed and resolved in accordance with Section 5.2, Hazard Management Process. The CSO then tracks the resolution to closure including evaluating effectiveness of mitigation strategy.

9. RULES/PROCEDURES REVIEW

Standard operating procedures and safety rules, which are incorporated into the SMART Operations Employee Manual and Operations Policies and Procedures Manual, provide for safe operations of SMART vehicles off and on SMART property. SMART's policies and procedures establish processes for development, revision, maintenance, management, and enforcement of SMART's operations. The Transit Supervisors review this process to ensure consistency and the integrity of the policies and procedures modification process. These revisions are made on an as-needed basis and reviewed annually. The Operations Manager is charged with ensuring policies and procedures are developed, written, communicated, and consistently followed. SMART's Operations Policies and Procedures Manual is reviewed annually and revised as necessary. Procedures can be implemented with review of the Transit Operations Manager and/or the Transit Director.

9.1 Process for Ensuring Rules Compliance

Operators are tested on their knowledge of the Operations Employee Manual and Operations Policies and Procedures Manual during initial training and annual trainings.

- Policy/Procedure Prioritization – evaluate which activities pose greatest risk of injury, service disruption, or customer dissatisfaction.
- Roles and Responsibilities – identify who shall be responsible for each specific situation.

Safety training is completed by new employees and annually for all employees. All employee training includes classroom and field certification.

Supervisors are required to ensure that employees perform their assigned duties in compliance with all policies and procedures. Tailored training is assigned to employees who

are not in compliance with policies and procedures. Disciplinary procedures consistent with union contracts may be used to enforce compliance with established rules and procedures.

Documentation is required from management to maintain accurate compliance records. Records shall be kept both on observations and on action taken to correct observed deficiencies.

10. SAFETY PROMOTION: TRAINING AND CERTIFICATION REVIEW

Instruction in safe methods of operation and safety procedures is included in manuals, handbooks, and other documentation developed for the training and certification of operations and maintenance personnel. Training systems have been developed by each department, which include in-house classroom training, on-the-job training, and testing. Each department is responsible for establishing safety training requirements specific to personnel job descriptions and tasks. The City maintains central records of safety training for all employees. Management reviews training records annually to ensure that the required trainings and certifications are being completed by employees and are up-to-date.

10.1 New Employee Orientation

All new employees and all employees who receive a promotion must attend mandatory safety training (depending on job assignment) including: City Handbook, Operations Employee Manual, Operations Policies and Procedures Manual, Bloodborne Pathogens training, and other department-specific hazard and safety trainings. All employees receive PTASP training, which includes hazard management and basic hazard communication.

10.2 Hazardous Materials/Hazard Communication Training

All maintenance and support personnel who are required to use chemicals and hazardous or toxic substances are trained in the safe use of such substances. Employees who move to new positions are provided training in the use of any new chemicals that they may be assigned to use by the Fleet Manager.

10.4 Safety Related Operations and Maintenance Training

All new bus operators are provided training, which includes traffic regulations, rules, procedures, and field training. Bus operators must obtain a commercial driver license (CDL). Supervisors perform ride-checks to assess knowledge of bus operations, regulations, procedures, and pre-trip inspections. Operations employees attend a quarterly safety meeting to review and train on focused safety topics.

Fleet employees are required to attend a monthly safety training to review industry best practices. This interactive training uses video and other training materials to test an employee's knowledge of that month's safety topic.

10.5 Safety Rules and Procedures Training

Employees are trained to perform in accordance with the safety rules and procedures applicable to their department. The rules and procedures for each department are established by the appropriate manager and coordinated with the CSO. Violations of rules, regulations, and/or procedures may result in disciplinary action (coaching, retraining, reprimands, suspensions, or dismissal) in accordance with the rule books, policies, and the union contract.

10.6 Emergency Preparedness Training

Employees are provided training in: System Security, SOPs regarding hazardous materials, bomb threats and unknown substance response incidents, and emergency preparedness for employees as part of New Employee Orientation, technical training, and ongoing training programs.

11. EMERGENCY MANAGEMENT

11.1 Responsibilities for Emergency Management

SMART focuses on the preparedness, response, recovery, and mitigation of incidents and safety events that impact SMART transit operations. Effective emergency management minimizes impacts to transit operations.

Emergency preparedness comes in many forms: providing transit fire/life safety and emergency management training to SMART employees, revising emergency plans, ensuring policies and procedures work in concert with emergency management practices, frequent public outreach, presentations to SMART employees, equipment testing and maintenance, and community involvement.

11.2 Emergency Plans and Procedures

City management is responsible for the development and management of emergency plans that are included in policies and procedures and given out during new employee training.

Bus emergencies, which endanger life, health, property, or revenue service, require response in accordance with SMART policy. Modifications to existing policies and procedures, or new policies and procedures can be developed, distributed for review, requesting concurrence and approval from all parties involved. The new or modified policy or procedure is incorporated into the SMART Operations Policies and Procedures Manual or Employee Handbook and given to all employees.

12. SYSTEM MODIFICATION REVIEW/APPROVAL PROCESS

Safety assurance of new systems, equipment, and vehicles begins with the basic design and in the development of specifications to ensure that safety requirements and standards are incorporated. Consideration is given to such items as system interfaces, human factors,

environmental conditions, isolation of energy sources, materials compatibility, use and long-term storage of critical materials, emergency response capability, including emergency egress and rescue paths, fire sources and measures for protection, equipment layout, lighting requirements, and maintenance requirements. The individual(s) responsible for reviewing the system modification depends on the type of new system or equipment being implemented and could consist of, but is not limited to: Transit Operations Manager, Fleet Services Manager, Transit Director, Community Development Department, and contractors. The Transit Director will be a part of the final approval process with those involved in the system modification.

13. SAFETY DATA ACQUISITION/ANALYSIS

The following are sources of data that SMART utilizes to collect data and identify hazards for entry into the Hazard Management Process:

- Reports and observations from operators and other field personnel
- Information, experiences, and ideas from operators, maintenance, and management
- Observations of facilities and operations hazards by administrative personnel
- Results from emergency response to accidents and incidents
- Formal hazard analyses using the inductive process
- Inspections of facilities and equipment to identify and document safety, environmental, and industrial hygiene hazards on a proactive basis
- The Fleet Services Manager oversees preventive maintenance and performs periodic inspections and reviews in accordance with established procedures described in Section 8
- Safety-related comments received by dispatchers and supervisors from the customers and the general public are forwarded to the CSO for evaluation and follow-up action
- The CSO generally develops the required reports to provide safety management information to the rest of the department

13.1 Access to Data - Reports Prepared by CSO or City Safety Committee

The City and/or SMART produces and distributes the following reports to communicate safety information to all levels of the organization:

Internally-Distributed Reports

- Bus Accidents
- Reports of employee injuries
- Safety Performance Reports
- Hazard Management Log

14. INTERDEPARTMENTAL/INTERAGENCY COORDINATION

All safety-sensitive issues that pertain to operators are reported to transit supervisors. Transit supervisors will assess the severity of each issue and determine what actions to

follow. When appropriate, transit supervisors will communicate with the Transit Operations Manager/CSO, Transit Director, Human Resources Manager, and other departments and agencies associated with the situation.

All safety-sensitive issues that pertain to maintenance are reported to the Fleet Services Manager, who will communicate with the appropriate departments and agencies as needed.

SMART will keep an ongoing close relationship with City of Wilsonville Police Department and Clackamas County Sheriff's Department understanding that safety is a priority at SMART and that coordination of the departments creates a safer community with quicker response time. SMART periodically involves the Police Department and Fire District at All Staff meetings to train employees in safety and security awareness.

15. HAZARDOUS MATERIALS PROGRAMS

SMART is responsible for developing procedures that ensure compliance with the standards by all SMART employees. The chemical, hazardous material, and Safety Data Sheet (SDS) review process is incorporated into the SMART's training manuals for relevant employees. Access to the approved SDS is available in Fleet Services.

16. DRUG AND ALCOHOL ABUSE PROGRAMS

The SMART Human Resources department is responsible for administering a Substance Abuse Testing Program in accordance with 49 CFR Part 40 and 49 CFR Part 655. The Human Resources department monitors the program and ensures that employees in safety-sensitive positions who are returning to work from the Employee Assistance Program (EAP) have been medically certified to do so. The major goal of the Substance Abuse Policy is to ensure a safe operating environment for the public and employees. A major purpose of the EAP is to refer employees to the appropriate medical and/or rehabilitation treatment and counseling. The objective is to help them resolve their substance abuse problems and return to their full productive job capacity.

17. CONTRACTOR SAFETY COORDINATION

All contractors who perform work on, or interface with the operating systems are required by contract to ensure that supervisors and assigned employees attend safety training.

Each contract also requires compliance with applicable Federal and State OSHA regulations. Contractors must submit to the City of Wilsonville and/or SMART required safety training certifications and documentation of course completion that are pertinent to the work to be performed under the contract. The City of Wilsonville reviews the certifications and documentation for validity and to ensure currency of the training.

18. ALTERNATIVE FUELS & SAFETY

SMART's fleet operates on diesel, gasoline, compressed natural gas (CNG), and electricity. The fleet is composed of the following fuel types: Diesel, 21.25%; compressed natural gas (CNG) 21.25%; Clean Diesel 12.5%; Diesel Hybrid, 6%; Battery Electric 6%; and gasoline 33%.

SMART will maintain and conduct safety training for relevant employees in regards to the use and maintenance of all vehicles and facilities for the different fuel types.

19. OPERATING ENVIRONMENT AND PASSENGER FACILITY MANAGEMENT

SMART strives to provide convenient, safe, and reliable transportation services to its customers. Operators only let passenger alight at dedicated stop locations in normal driving situations.

Fleet Services and Public Works are in charge of maintaining bus stops and passenger facilities owned by SMART.

19.1 Current Bus Stops

Each stop is assessed for needed amenities and accessibility. Stops that lack street lighting will be prioritized for receiving lighting. Stops that do not meet ADA requirements, such as proper curb cuts, will be prioritized to become compliant. At high passenger volume stops, shelters and benches are considered if they are currently lacking and are prioritized based on need.

19.2 Future Bus Stops

Elements that are considered prior to locating future bus stops include:

- On-street vs. dedicated stop locations
- Transferability between other bus routes and other modes of transportation
- Passenger security
- Type of amenities (seating, design, lighting, etc.)
- Information kiosks, poles, signs, etc.
- Standards for improvements and upgrades at stops
- ADA related items (curb cuts, access)
- Routine maintenance (graffiti removal, cleaning)
- Curbing (trash removal, storm water drainage)
- Area lighting
- Traffic engineering/ergonomics for bus stop placement
- On-site security provisions

20. SECURITY

SMART has incorporated security into the design of its facilities. Cameras are used for surveillance in some areas. Fleet Services and the SMART management offices are attached to the yard where buses are parked and maintained. The yard is enclosed with chain link fence and is only entered using a key FOB or through the SMART offices.

Employees are trained to understand their role in security, which is outlined in the Transit Operator Handbook. All employees are trained on how to identify hazards and what steps to take for a given situation. Training sessions are continually conducted to help refresh employees on system security and how to minimize threats and vulnerabilities.

21. INTERNAL SAFETY REVIEW PROCESS

The CSO, in collaboration with the management team, is responsible for monitoring the effectiveness of the implementation of the PTASP.

21.1 Scope of Activities

All SMART safety activities and programs are subject to planned, periodic, and regularly scheduled safety review throughout the life of each system. The safety and security review procedures and checklists evaluate the effectiveness of the implementation of requirements of the PTASP.

SMART will perform comprehensive and continuous internal safety review of its operations at least once every three years. Over a three-year period, all requirements of the PTASP must be reviewed at least once. The three-year schedule shall be reviewed and updated as necessary annually by the first of October. A copy of the schedule shall be given to each department for review.

Safety reviews will be scheduled by the CSO and conducted by the department manager.

Each internal safety review will be conducted in accordance with a set of safety review checklists prepared by the department manager before the safety review is begun. The checklists will also be developed in accordance with the PTASP and this procedure.

21.2 Safety Review Reporting

The department managers will provide the safety review checklists and any additional reports to the CSO and the Transit Director.

The internal safety review process is intended to be complete and comprehensive. The CSO is responsible for ensuring that all requirements of the PTASP are reviewed in each three-year cycle and each element is comprehensively evaluated.

In addition to SMART's approved PTASP, the department managers shall use Standard Operating Procedures (SOPs), other pertinent documents, and the principles of system safety and security as a basis for preparing a set of safety checklists before beginning the on-site review. Some typical examples of these procedures and other pertinent documents reviewed during the safety reviews include:

- System operating rule book (SMART Operations Employee Manual and Operations Policies and Procedures Manual);
- Training curricula and materials;
- System design criteria and project engineering procedures for extensions and modifications;
- Records and documentation of safety related events, tasks, processes, procedures, activities and policies;
- Previous internal and external safety and security review reports;
- Corrective action plans; and
- All other documentation needed to verify safety-related activities, programs and policies.

Appendix A

Operational Hazard Analysis (OHA)

OPERATING HAZARD ANALYSIS						
System:		Prepared by:			Date:	
Subsystem:		Reviewed by:			Date:	
OHA No:		Approved by:			Date:	
General Description		Hazard Cause/Effect		Hazard Assessment Matrix	Corrective Action	
Task Description	Hazard Description	Potential Cause	Effect on Personnel/Subsystem/System		Possible Controlling Measures and Remarks	Resolution

Appendix B Hazard Tracking Matrix

Hazard Tracking Matrix							
No.	Description	Date Identified	Source (Origin of Hazard)	Assessment Results	Recommendations (Proposed Resolution)	Status (Resolution verification)	Date Closed



Public Transportation Agency Safety Plan

June 1, 2020



Overview

- ▶ PTASP history & development
- ▶ PTASP requirements
- ▶ PTASP components



**Federal Transit
Administration**



**Oregon
Department
of Transportation**



PTASP history & development

- ▶ Purpose of PTASP
- ▶ Plan formation and guidelines
- ▶ Our investment in safety



PTASP Requirements

- ▶ Annual review and update
- ▶ Director and Council approval
- ▶ Certification of compliance



PTASP Components

- ▶ Performance targets
- ▶ Safety performance monitoring and measurement
- ▶ Risk assessment and mitigation development
- ▶ Safety Promotion



“Are our safety activities (safety investment) achieving our safety objectives (desired safety performance)?”



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: June 1, 2020		Subject: Integrated Pest Management Plan – 2019 Activity Report	
		Staff Member: Kerry Rappold, Natural Resources Manager; Mike McCarty, Parks and Recreation Director and Delora Kerber, Public Works Director	
		Department: Community Development, Parks & Recreation, and Public Works	
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: There is no recommendation; the item is informational only.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Stewardship of the Environment and Natural Resources	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The City of Wilsonville's Integrated Pest Management (IPM) Plan 2019 Activity Report.

EXECUTIVE SUMMARY:

The City's Bee Stewards program and Bee City USA affiliation both identified the need for a citywide Integrated Pest Management Plan. IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices.

Staff from Community Development, Parks and Recreation, and Public Works worked together to create the citywide IPM plan that provides guidance for managing pests within City facilities, parks, natural areas and public infrastructure. In developing the plan, staff received assistance from the Northwest Center for Alternatives to Pesticides and EnviroLogic Resources, Inc.

The IPM plan describes detailed and specific practices of land and facility maintenance. It serves as an operational reference directing management practices. The management practices take into account public safety, environmental health, and available resources, including funding. Identified in the plan are management areas and key pests of concern and corresponding management approaches that consider pest biology while minimizing the risk associated with pest management.

A 2019-21 City Council Goal - Stewardship of the Environment and Natural Resources: reduce, monitor, and report on the use of toxins - was the basis for creating the IPM Activity Report. Over the last few months, staff developed the report for the 2019 calendar year, which includes the following items:

1. An introduction to IPM
2. Program goals
3. IPM flow chart
4. Methods of pest management, such as steam weeding
5. Common pests
6. A comparison of chemical and cultural/mechanical controls
7. Contact information

The report will be posted on the City's website and promoted in the Boones Ferry Messenger.

EXPECTED RESULTS:

The report presents a synopsis of program goals and pest management actions employed by City staff during 2019, which will provide the community with an overview of IPM and document the City's efforts to reduce the use of toxins.

TIMELINE:

Reports will be published annually and highlight the City's ongoing efforts to implement the IPM plan and apply the most environmentally sound solutions to potential pest problems.

CURRENT YEAR BUDGET IMPACTS:

There are no anticipated budget impacts to the current budget.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 5/20/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 5/27/2020

COMMUNITY INVOLVEMENT PROCESS:

There was not a specific public involvement process associated with developing the IPM plan, but education and outreach for the Bee Stewards/Bee City USA program and Parks and Recreation Master Plan have included references to the IPM. As noted, the report will be posted on the City's website and promoted in the Boones Ferry Messenger.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The IPM plan emphasizes public safety and environmental health, which provide a significant benefit to the community and the City's natural resources. Undesirable plants or pests posing a public health-risk are less tolerated where human activity is more concentrated and where expectations for safety, functionality, and aesthetics are higher. Conversely, in natural areas, tolerance will often be higher (except for invasive species of limited extent).

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. Integrated Pest Management Plan – 2019 Activity Report

Early Detection & Rapid Response

Not all pests are invasive but those that are can quickly become a difficult issue for crews to manage. If left unchecked, invasives can rapidly expand their range resulting in control efforts that are expensive, ineffective, or both.

The City employs the principle of Early Detection and Rapid Response (EDRR) to stay ahead of the invasives by ensuring any new invasive establishments are rapidly identified and appropriate early control measures are implemented.



For More Information

The development of the City's Integrated Pest Management program is a collaboration among Public Works, Natural Resources and Parks Maintenance staff.

This report, and additional information about the City's Integrated Pest Management, is available at ci.wilsonville.or.us/naturalresources

To receive a copy of this report by mail, call 503-682-4960.



Directory

City of Wilsonville Customer Service	503-682-1011
Natural Resources	503-570-1570
Parks & Recreation	503-783-7529
Public Works	503-682-4092
City of Wilsonville website	ci.wilsonville.or.us

CITY OF WILSONVILLE

Integrated Pest Management 2019 Activity Report





What is Integrated Pest Management (IPM)

The City of Wilsonville recognizes the importance of sound environmental stewardship and is committed to optimizing management practices to protect the people and the environment within and surrounding facilities, parks, and infrastructure maintained by City staff.

Pests can be a troublesome and persistent problem. Choosing the appropriate response requires careful planning and implementation to ensure a successful result. Whether the targeted pest is a plant, insect, or animal, the City's response takes into account public safety, environmental health and available resources.

Integrated Pest Management (IPM) offers a broad-based approach that relies on a combination of common-sense practices. An IPM Plan identifies management areas and key pests of concern and outlines approaches mindful of pest biology and the resources of the responsible organization while minimizing the risk associated with pest management.

What's in this report?

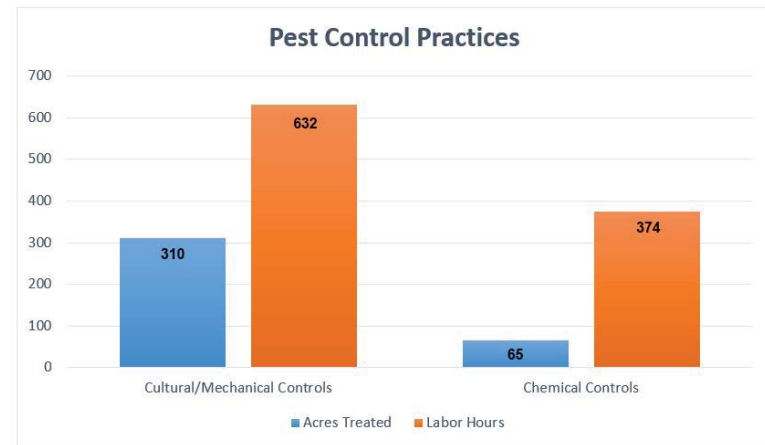
The City of Wilsonville adopted the Integrated Pest Management (IPM) plan in 2018. This report identifies common pests and presents a synopsis of program goals and pest management actions employed by City staff during 2019.

Chemical Controls: When Other Methods Fail

Reducing the use of chemical controls is an important goal of the IPM plan. Chemical controls are only used if other practices are not fully effective or too costly.

Any chemicals used are applied in a selective manner that reduces the risk to humans and the environment.

The City of Wilsonville uses the Low Impact Pesticide List provided by Oregon State University for use in the Oregon School IPM program, which includes synthetic and organic options. The list is updated annually and is vetted based on USEPA cancer data and only allows low or very low toxicity products with the signal word of CAUTION.



The City monitors which practices are used to control pests, including the area treated and labor hours required. The 2019 report illustrates the City's reliance of cultural or mechanical controls in favor of chemical practices.



Methods of Pest Management

There are four practices used by the City of Wilsonville to control pests. Cultural, mechanical and biological practices are prioritized over the use of chemical treatments.

Cultural practices are sound agronomic and horticultural practices that optimize plant health and suppress insects, disease, and weed growth. These practices can decrease pest establishment, reproduction, dispersal, and survival.

Carefully regulating irrigation, for example, reduces the likelihood of root disease and weeds while increasing the vigor of a plant.

Mechanical practices use a variety of tools and equipment to eliminate pests, suppress their reproductive capacity, or block them out. Examples include:

- Trapping rodents
- Mowing dandelions prior to seed formation
- Pressure washing pathways
- Hand-pulling, string-trimming, steaming, or flame-weeding undesirable plants
- Topdressing, overseeding and aerating turf grass

Biological practices may use biological control agents to act as predators or parasites of pest species or utilize other beneficial organisms that improve plant health by enhancing soil quality.

Chemical Use: A Last Resort

Chemicals are the last option, if cultural, mechanical and biological options are not effective. The use of chemicals is limited to “low impact” products that provide the greatest level of protection for people and the environment.



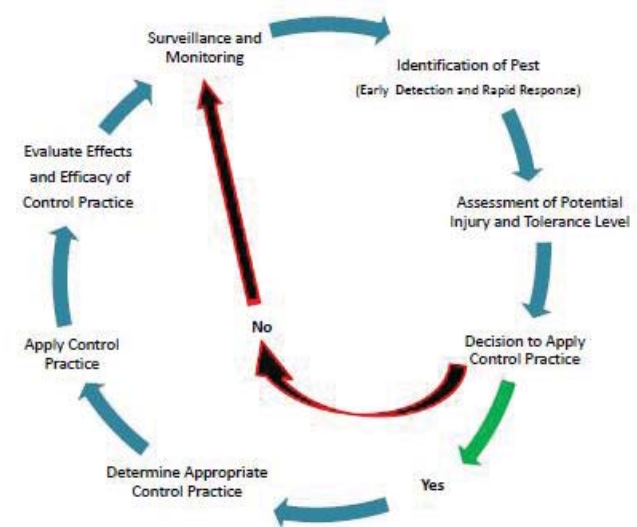
IPM Program Goals

The goals for selecting treatment principles and developing pest management strategies include:

- Preservation of the natural system, including pollinator habitat
- Emphasize practices to minimize risk to human health
- Reduce and eliminate, where possible, chemical pest control treatments
- Ensure cost-effectiveness in the short and long term
- Evaluate the efficacy of the integrated pest management



Flow Chart: How IPM Plan is Implemented



Common Pests

Many of the most common pests are familiar to most people. They include gophers, rats, yellow jackets, cockroaches, and plants, such as poison oak and Himalayan blackberry. Protecting people from human health pests is imperative, particularly in areas where human activity is high.

The IPM Plan relies on the following steps in addressing pests of concern:

- Define areas requiring management
- Maintain vigorous plant health through maintenance practices to optimize pest tolerance
- Identify pests likely to be encountered
- Determine the pest's life cycle and know which life stage to target
- Establish action threshold levels for each pest
- Scout and monitor for the presence of pests
- Implement sequential corrective action when pest populations have been observed
- Document scouting and monitoring observations, treatments, and treatment results
- Determine if corrective actions reduced or prevented pest populations



Integrated Pest Management (IPM) 2019 Activity Report

June 1, 2020

Kerry Rappold
Natural Resources Manager

Delora Kerber
Public Works Director

Mike McCarty
Parks & Recreation Director



What is IPM?

- Integrated Pest Management (IPM) is a management system which utilizes systematic, disciplined, and documented cultural and mechanical practices as a first line of defense for pest control.
- Cultural and mechanical practices, including proper fertility and irrigation, contribute to plant health.
- Biological control options are considered and utilized whenever feasible.

If action thresholds are exceeded...

- Use of chemical control products to manage pest damage may be necessary when other practices are not fully effective at controlling pests.



IPM Goals

Select optimal integrated pest management strategies that balance social, environmental, and economic factors. The goals for selecting treatment principles and developing pest management strategies include:



- *Preservation of the natural system, including pollinator health*
- *Emphasize practices to minimize risk to human health*
- *Reduce and eliminate, where possible, chemical pest control treatments*
- *Ensure cost-effectiveness in the short and long term*
- *Evaluate the efficacy of the integrated pest management*

IPM Practices

Cultural, Mechanical, and Biological

- Pest Monitoring and EDRR
- Goats
- Bark dust landscape beds, tree rings, medians, etc.
- Weed burner (propane)
- Predatory insects and microbial products



IPM Practices

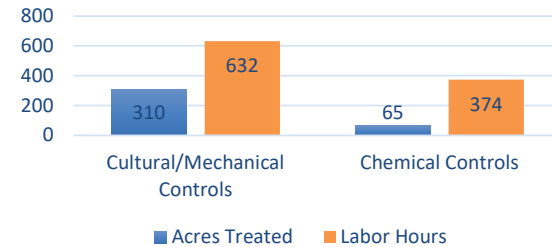
- Mechanical removal (internal/external crews and equipment)
- Irrigation Management (weather, plant, and soil moisture based)
- Mowing and aeration
- Plant nutrition
- Tree Management



2019 Activity Report

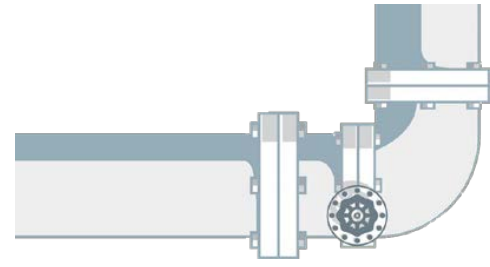


Pest Control Practices



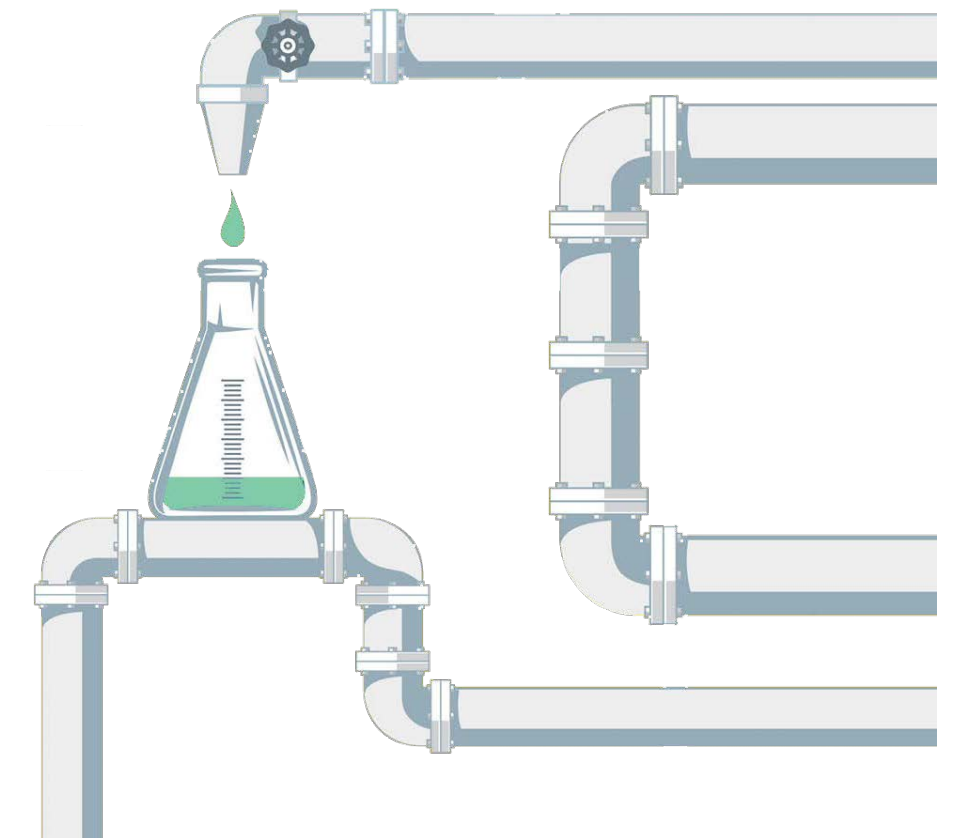
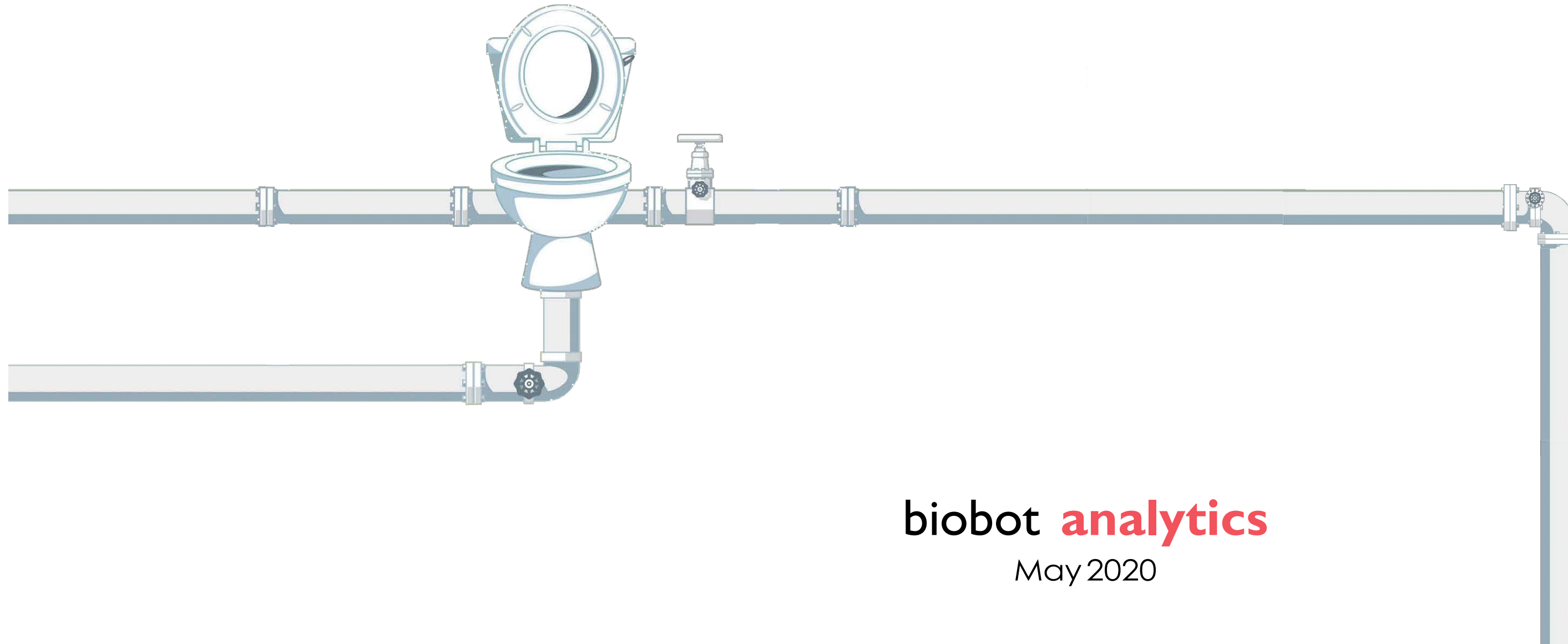
Questions





**B I O
B O T**

**Population health analytics
powered by wastewater.**

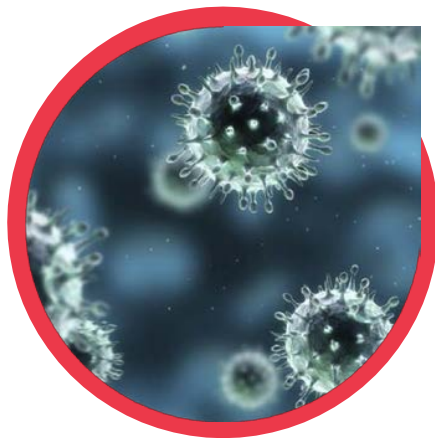


biobot analytics

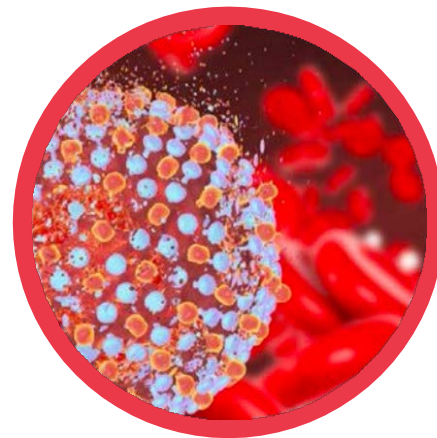
May 2020

Sewage is an important source of public health information.

SARS-CoV-2, zika, & other outbreaks



Hepatitis C, poliovirus, & other asymptomatic diseases



Pharmaceuticals and drugs



Antibiotic resistant bacteria & healthy microbiome



Diet and nutrition



Nicotine, alcohol, & environmental contaminants

Founding team are experts in wastewater-based epidemiology.



Mariana Matus, PhD
Cofounder & CEO



Newsha Ghaeli
Cofounder & President



Eric Alm, PhD
Scientific Cofounder



COVID-19 testing in city sewage

Patient testing is limited, we need more ways to track COVID-19.

In collaboration with researchers at MIT, Harvard, and Brigham and Women's Hospital we've launched a *pro bono* program to map COVID-19 across the U.S.

Call to action

We are soliciting sewage samples from wastewater treatment facilities across the US to test for SARS-CoV-2. This data will be a critical addition to existing patient testing data to measure the scope of the outbreak and guide a community's response.

If interested please fill out this form.

NAME *

TITLE

ORGANIZATION •

CITY OR COUNTY *

STATE •

EMAIL •

PHONE

ET

BIOBOT ANALYTICS

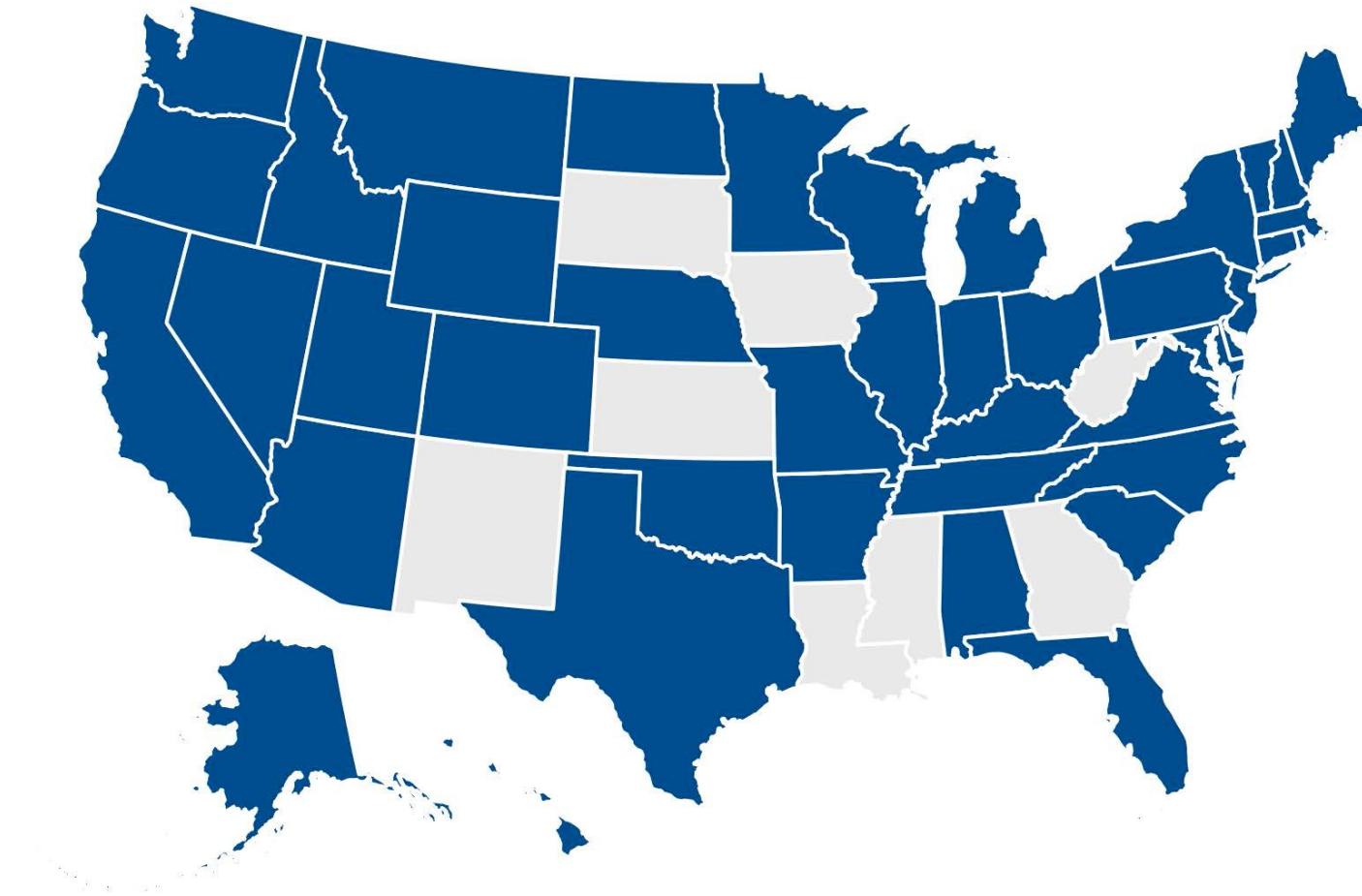
Biobot campaign

400 WWTPs participating

42 states

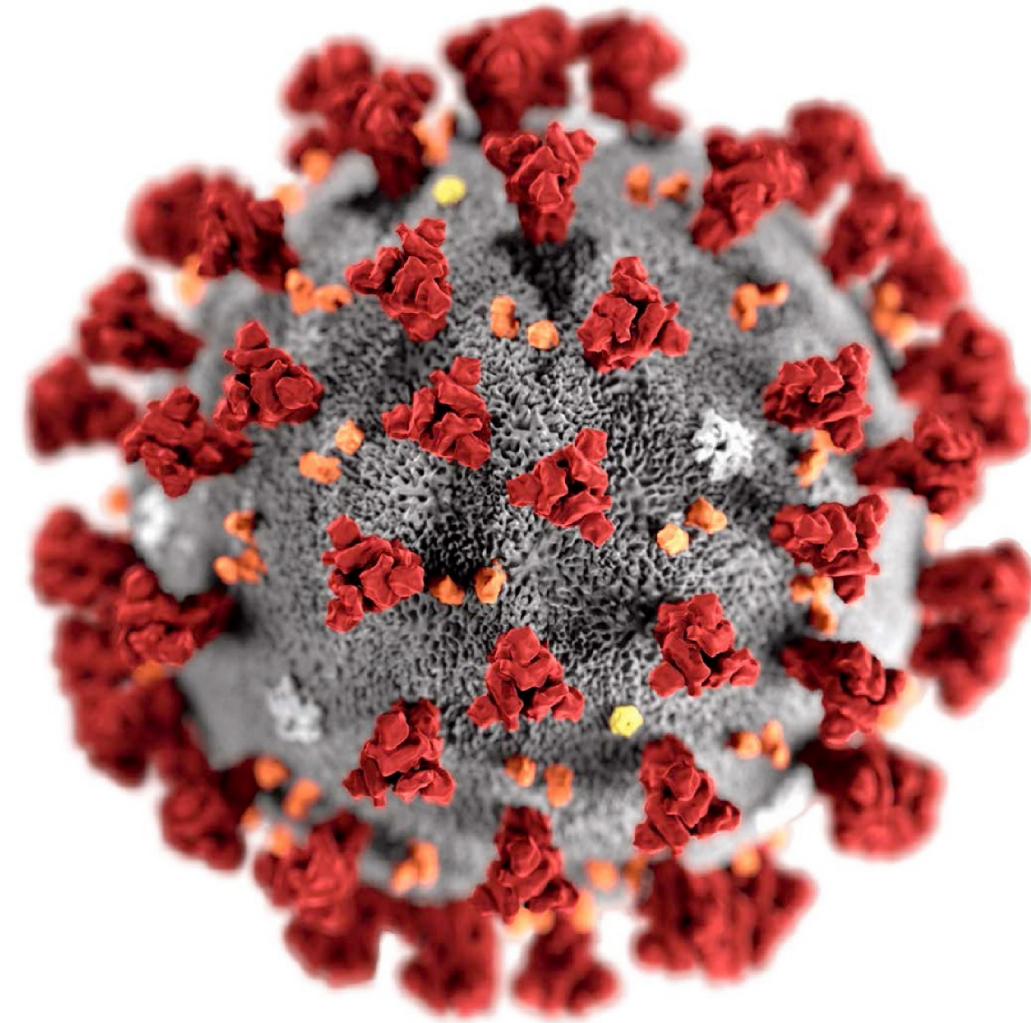
~10% of the US population

Weekly testing



BIOBOT ANALYTICS

SARS-CoV-2 is the virus that causes Covid-19



Enveloped virus.

RNA genetic material.

Seems to have originated in bats.

BIOBOT ANALYTICS

Why test for SARS-CoV-2 in sewage?



The virus RNA can be detected in stool.

The virus RNA can be detected in sewage.

Data can be used to estimate COVID-19 prevalence.

Method validation has been submitted for publication

Title: SARS-CoV-2 titers in wastewater are higher than expected from clinically confirmed cases

Authors: Wu FQ(1); Xiao A(1); Zhang JB(1); Gu XQ(2); Lee WL(2); Kauffman K (3); Hanage WP(4); Matus M (5); Ghaeli N(5); Endo N(5); Duvallet C(5); Moniz K(1); Erickson TB(6); Chai PR (6); Thompson J(7); Alm EJ(1,2,5)

1: Center for Microbiome Informatics and Therapeutics, Departments of Biological Engineering and Civil & Environmental Engineering, Massachusetts Institute of Technology

2: Singapore-MIT Alliance for Research and Technology, National University of Singapore

3: University at Buffalo, The State University of New York

4: Center for Communicable Disease Dynamics, Department of Epidemiology, Harvard T. H. Chan School of Public Health, Boston

5: Biobot Analytics, Cambridge MA

6: Division of Medical Toxicology, Department of Emergency Medicine, Brigham and Women's Hospital

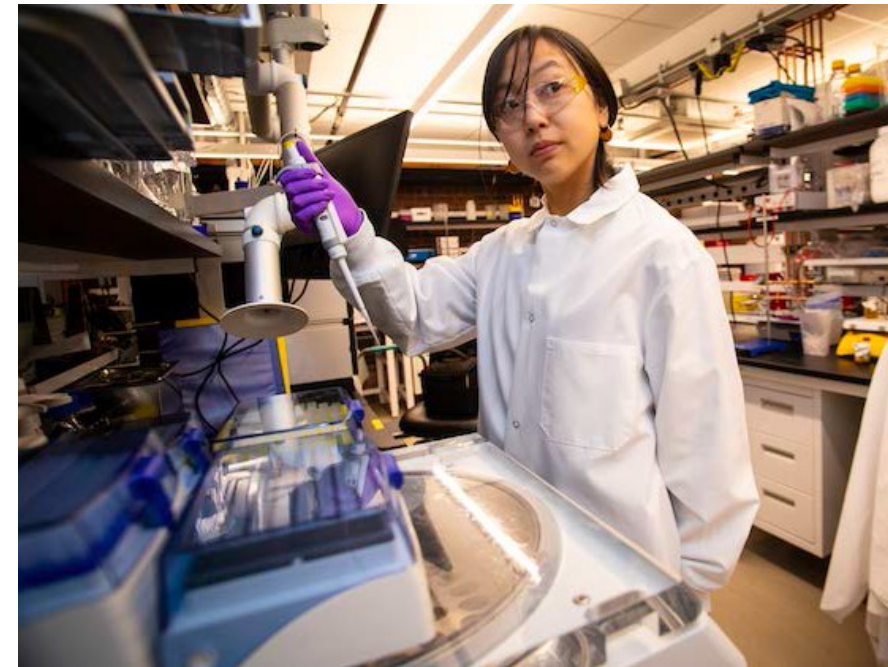
7: Singapore Center for Environmental Life Sciences Engineering, Asian School of the Environment, Nanyang Technological University, Singapore

BIOBOT ANALYTICS

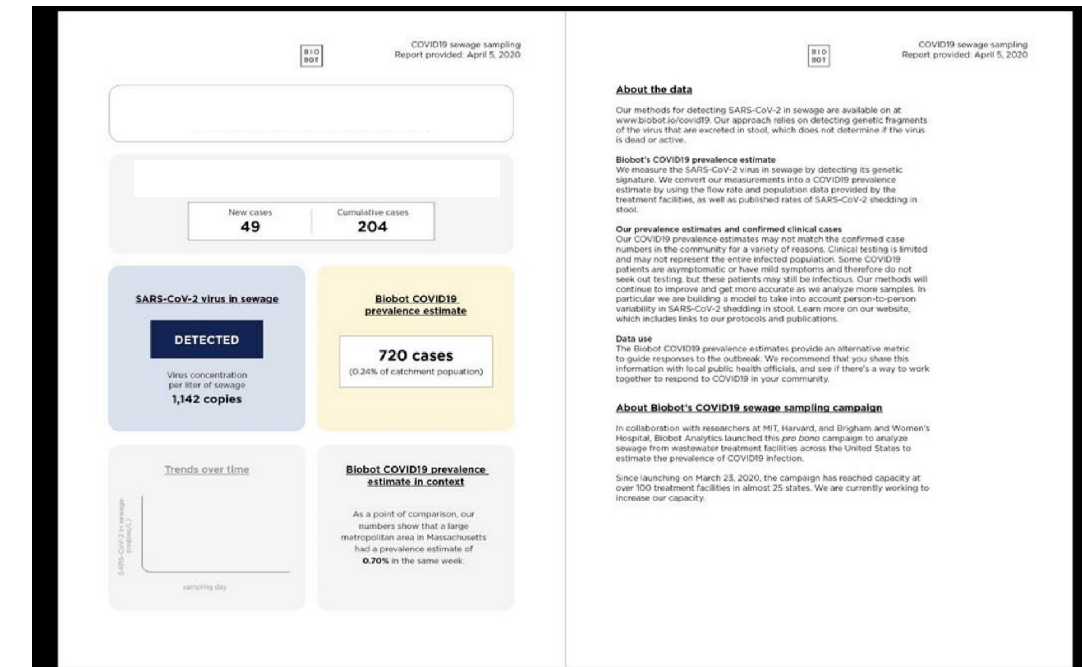
Methods



Sewage sampling kit



Lab analysis



Customer report



We detect the genetic signature (RNA) of SARS-CoV-2 through qPCR

We use the same primers that the CDC developed.

It doesn't give information on viral infectivity.

Result is viral concentration (copies per liter)



Wastewater Treatment Plant

Sample collection date: April 26, 2020

SARS-CoV-2 virus in sewage

DETECTED	Virus concentration per liter of sewage 44,380 copies
-----------------	---

Reported COVID19 cases in County, State

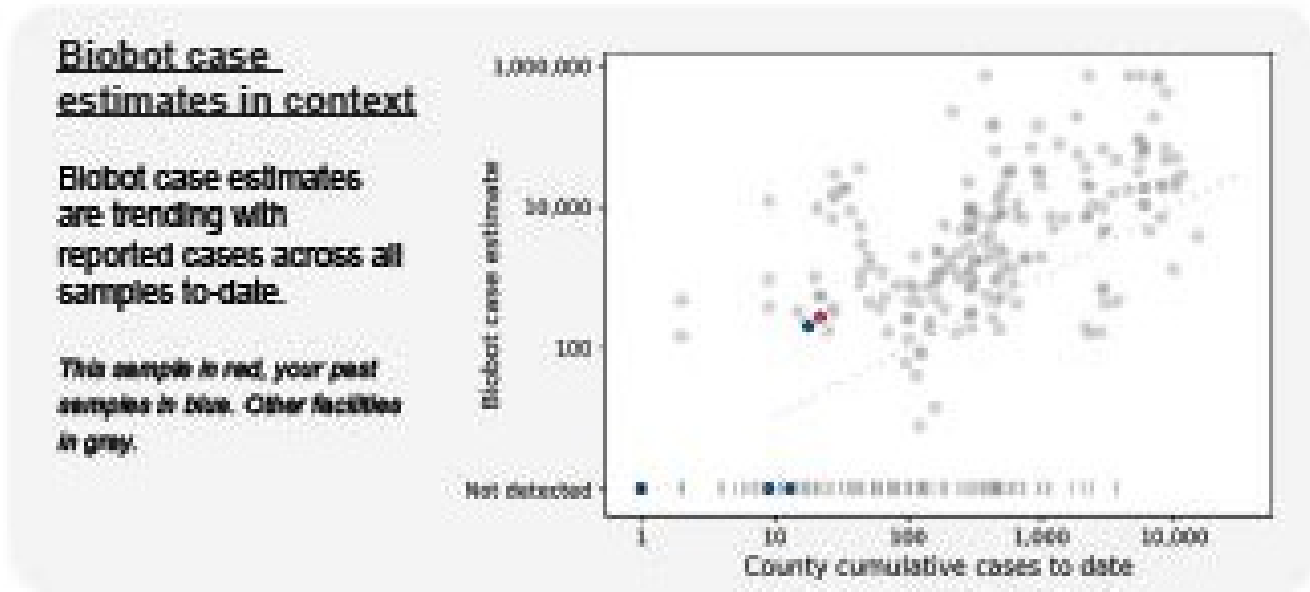
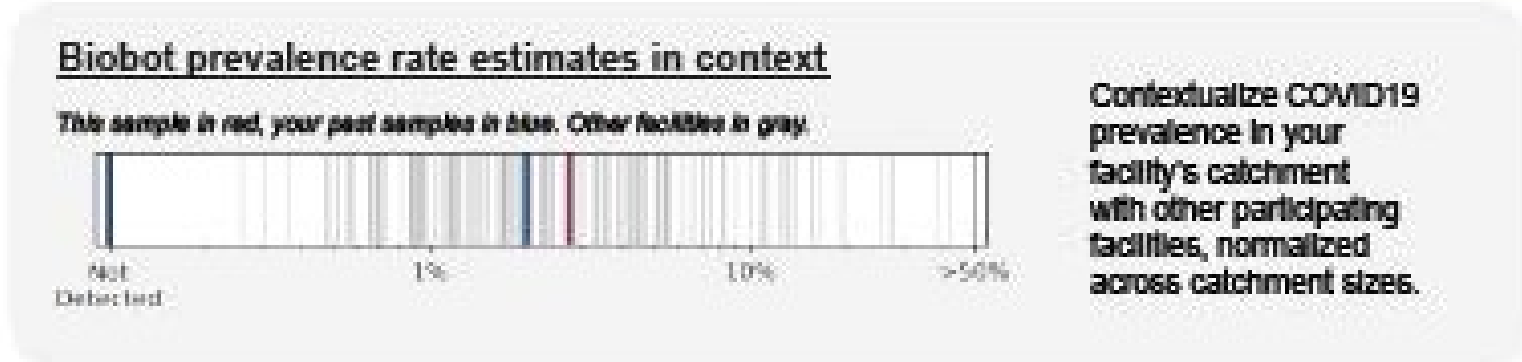
New cases	Cumulative cases
0	20

On April 26, 2020, as reported by USAfacts.org

Biobot COVID19 case estimate

270 cases (2.7% prevalence rate)
--

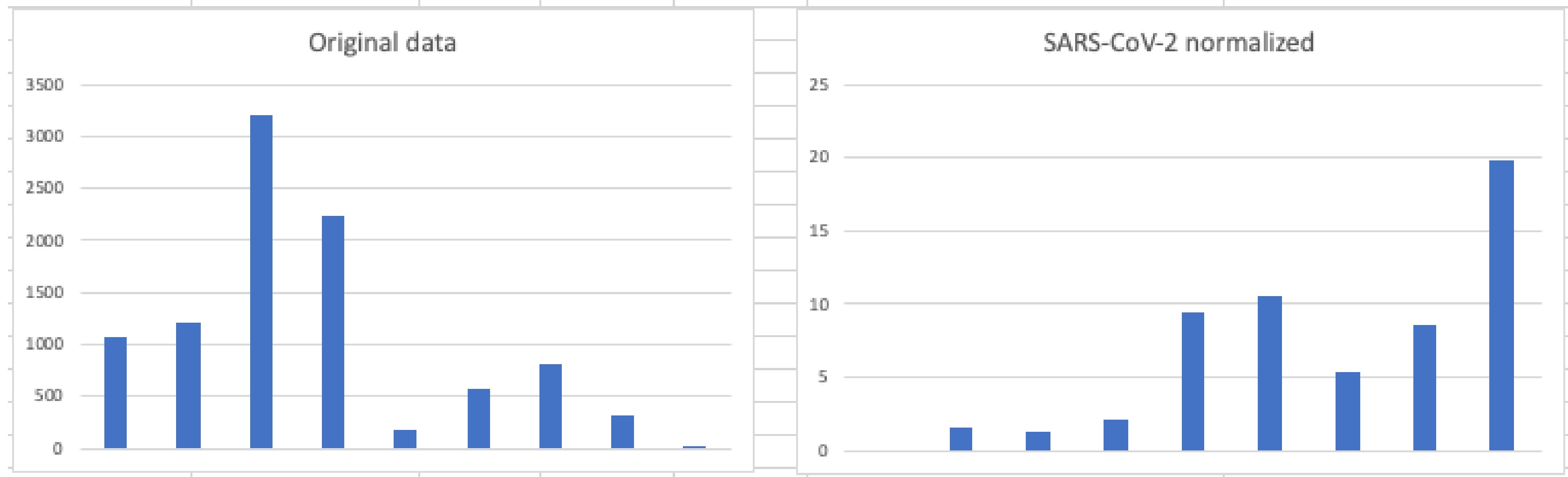
Using a reported flow rate of 1.2 MGD



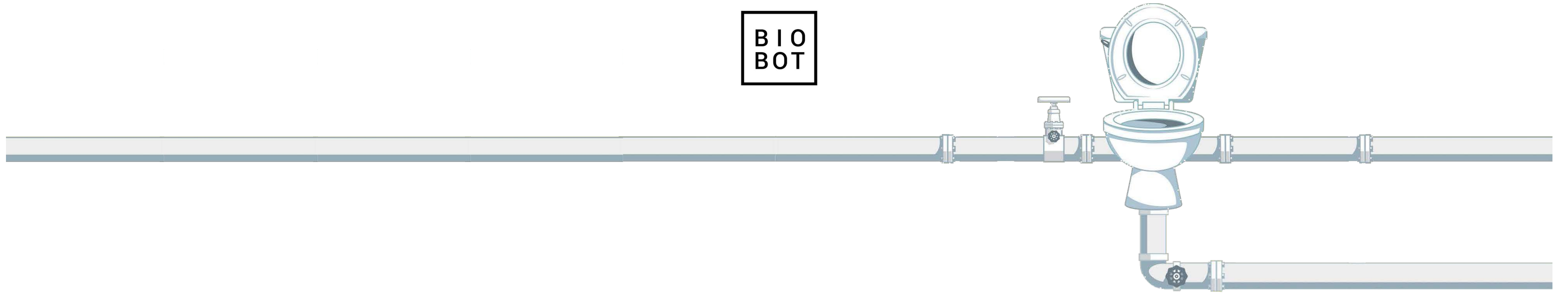
Kit ID: X,X,A
 Protocol version: v1
 Analysis version: v1.1

$$\text{number of infected people} = \frac{\overset{\text{lab}}{\text{virus concentration}} \times \overset{\text{WWTP}}{\text{flow per day}}}{\text{virus copies per infected stool} \times \text{stool per person per day}}$$

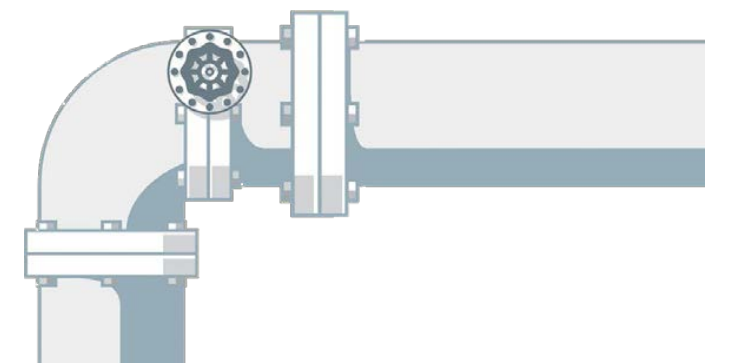
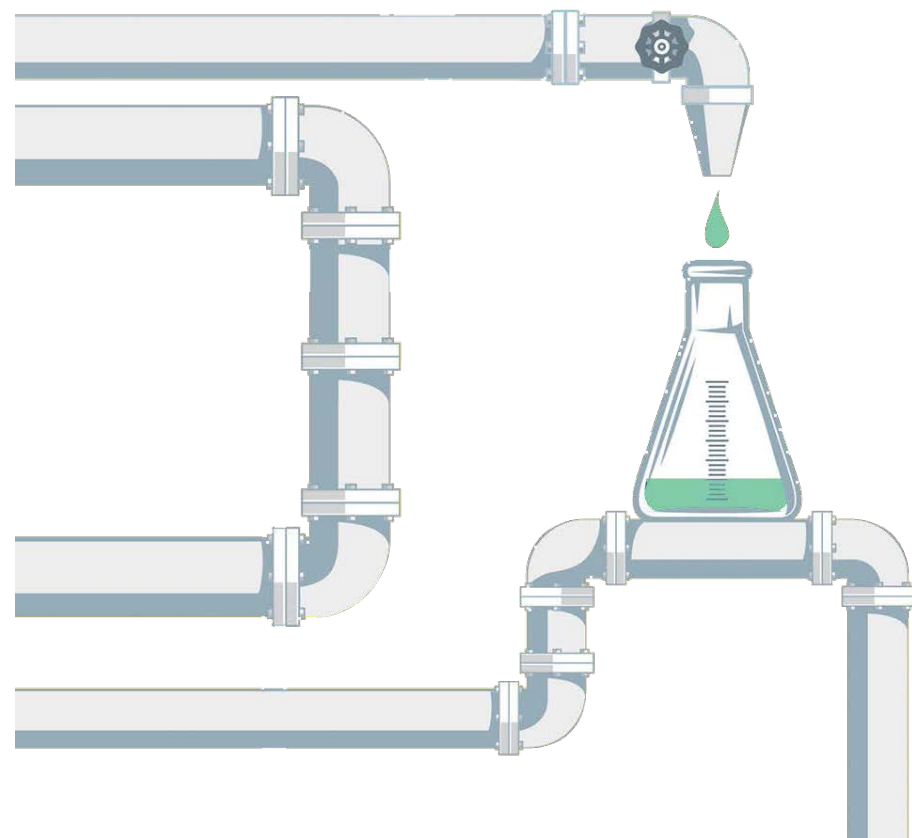
Parameter constant



BIO
BOT



Population health analytics powered by wastewater.





Eat Out Wilsonville

- Program facilitated to encourage the safe re-entry of food and drink establishments to conducting business
- All permit fees waived
- Application requires owners signature
- Permit issued in 1-2 days
- ADA maintained, no interference with public uses, safety, access, circulation
- Requests must adhere to OHA and applicable County standards



Eat Out Wilsonville





Eat Out Wilsonville



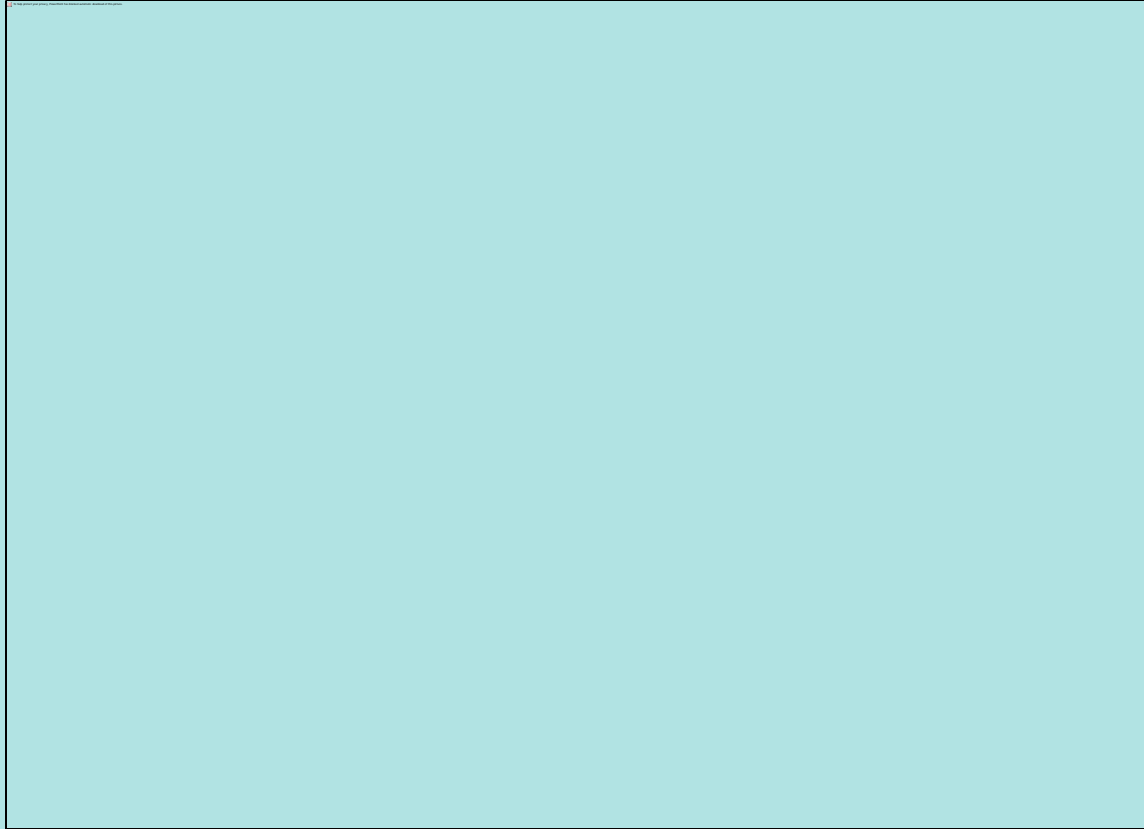


Eat Out Wilsonville





Eat Out Wilsonville





**Proclamation Declaring the Week of June 1-5, 2020, as
“Honoring the High School Senior Class of 2020 Week”**

WHEREAS, the circumstances of the COVID-19 pandemic resulted in an abrupt closure of school buildings, enforced social distancing and the launch of distance learning; and

WHEREAS, the Class of 2020 this spring has experienced the cancelation of important in-person celebrations, traditions and activities such as award ceremonies, robotics competitions, musical performances, theatre productions, athletic events and activities, artistic showcases, Prom, May Day, Spring Fest; and

WHEREAS, the members of the Class of 2020 are experiencing their high school graduation ceremony through social distancing guidelines; and

WHEREAS, the Class of 2020 has been patient, understanding, creative, inspiring and resilient through each of these changes and layers of loss; and

WHEREAS, the Wilsonville City Council congratulates and honors the school work and completion of credits by the High School Senior Class of 2020,

NOW THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville, encourage all citizens to join with our neighbors, the West Linn-Wilsonville School District Board of Directors, the Canby School District Board of Directors and the communities of West Linn, Wilsonville and Canby by declaring the week of June 1-5, 2020, as “Honoring the High School Senior Class of 2020 Week.”

Dated the 1st day of June 2020



Tim Knapp, Mayor

Appointment List for June 1, 2020 Council Meeting

Library Board– Reappointment

Reappointment of Miriam Violet Pinoli to the Library Board for a term beginning 7/1/2020 to 6/30/2024.

Motion: I moved to ratify the reappointment of Miriam Violet Pinoli to the Library Board for a term beginning 7/1/2020 to 6/30/2024.

Wilsonville Metro Community Enhancement Committee – Reappointment

Reappointment of David Davis to the Wilsonville Metro Community Enhancement Committee, Position 1 for a term beginning 7/1/2020 to 6/30/2023.

Motion: I moved to ratify the reappointment of David Davis to the Wilsonville Metro Community Enhancement Committee, Position 1 for a term beginning 7/1/2020 to 6/30/2023.

Wilsonville Metro Community Enhancement Committee – Reappointment

Reappointment of Amanda Johnson to the Wilsonville Metro Community Enhancement Committee, Position 2 for a term beginning 7/1/2020 to 6/30/2023.

Motion: I moved to ratify the reappointment of Amanda Johnson to the Wilsonville Metro Community Enhancement Committee, Position 2 for a term beginning 7/1/2020 to 6/30/2023.

Tourism Promotion Committee – Reappointment

Reappointment of Albert Levit to the Tourism Promotion Committee, Position 4 for a term beginning 7/1/2020 to 6/30/2023.

Motion: I moved to ratify the reappointment of Albert Levit to the Tourism Promotion Committee, Position 4 for a term beginning 7/1/2020 to 6/30/2023.

CITY COUNCIL ROLLING SCHEDULE Board and Commission Meetings 2020

Items known as of 05/19/20

June

DATE	DAY	TIME	EVENT	LOCATION
6/8	Monday	6:30 p.m.	DRB Panel A - CANCELLED	Council Chambers
6/10	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
6/15	Monday	7:00 p.m.	City Council Meeting	Council Chambers
6/22	Monday	6:30 p.m.	DRB Panel B	Council Chambers
6/24	Wednesday	6:30 p.m.	Library Board	Library

July

DATE	DAY	TIME	EVENT	LOCATION
7/6	Monday	7:00 p.m.	City Council	Council Chambers
7/8	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
7/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
7/20	Monday	7:00 p.m.	City Council Meeting	Council Chambers
7/22	Wednesday	6:30 p.m.	Library Board	Library
7/27	Monday	6:30 p.m.	DRB Panel A	Council Chambers

Community Events:

- 6/2** Toddler Time; 10:30 a.m. to 11:00 a.m. online at:
<https://www.facebook.com/WilsonvilleLibrary/>
- 6/3** Guided Meditation Meetup; 5:30 p.m. to 6:00 p.m. online at:
<https://www.facebook.com/WilsonvilleParksandRec/>
- 6/4** Stories to Go!; 10:30 a.m. to 11:00 a.m. online at:
<https://www.facebook.com/WilsonvilleLibrary/>
- 6/5** Baby Rhyme Time; 10:30 a.m. to 11:00 a.m. online at:
<https://www.facebook.com/WilsonvilleLibrary/>
- 6/9** Toddler Time; 10:30 a.m. to 11:00 a.m. online at:
<https://www.facebook.com/WilsonvilleLibrary/>
- 6/10** Guided Meditation Meetup; 5:30 p.m. to 6:00 p.m. online at:
<https://www.facebook.com/WilsonvilleParksandRec/>
- 6/11** Stories to Go!; 10:30 a.m. to 11:00 a.m. online at:
<https://www.facebook.com/WilsonvilleLibrary/>
- 6/12** Baby Rhyme Time; 10:30 a.m. to 11:00 a.m. online at:
<https://www.facebook.com/WilsonvilleLibrary/>
- 7/3** City offices & SMART closed in observance of Independence Day, Library open
- 7/4** Library closed in observance of Independence Day

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



2019 Annual Review



Depth of Service

Accident Reconstruction (CRAFT)

Behavioral Health

Bomb Squad

Crisis Negotiation

Detective Division

Dive, Marine, and Air units

Family Justice Center

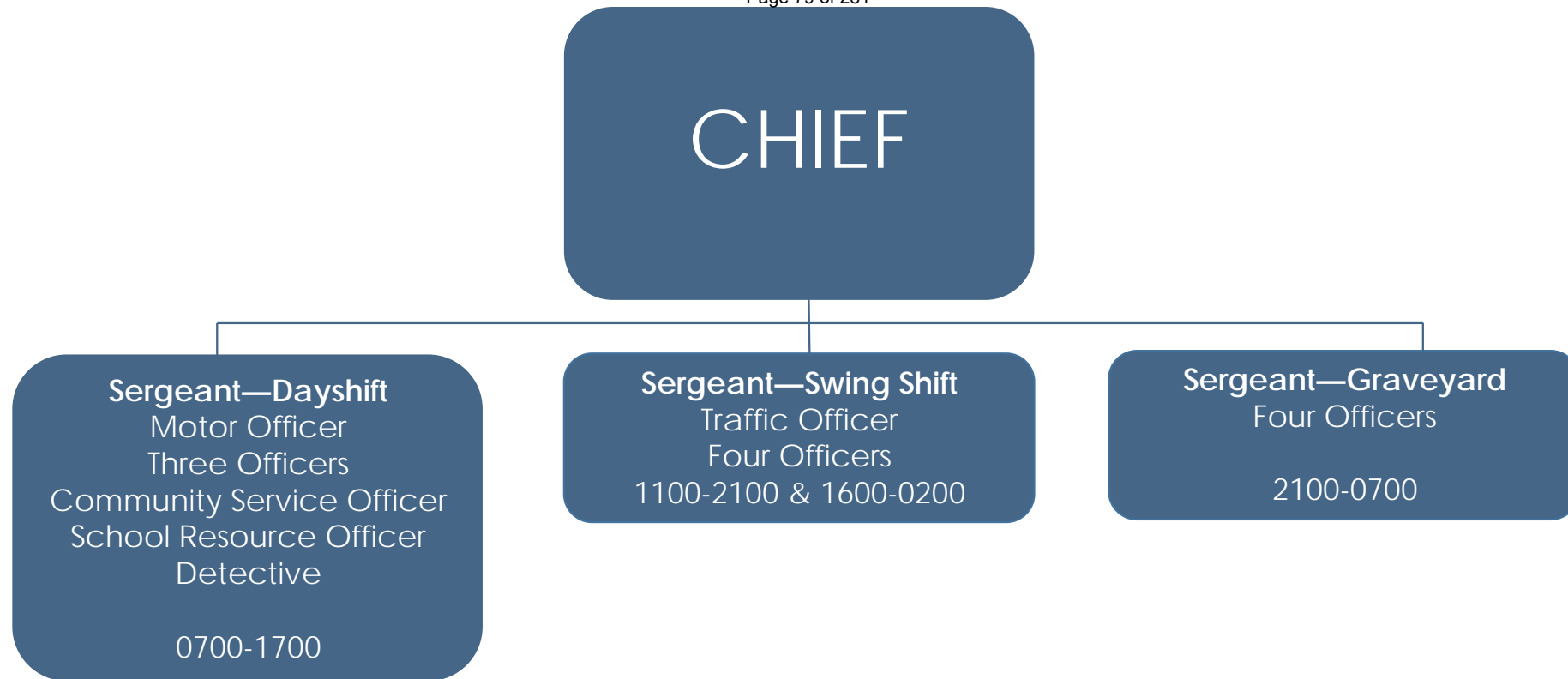
Forensic Sketch Artist

K9

Search & Rescue

S.W.A.T.

Trauma Intervention Program & Chaplain



Organizational Chart ▶ Total Staff is 20

Annual Summary

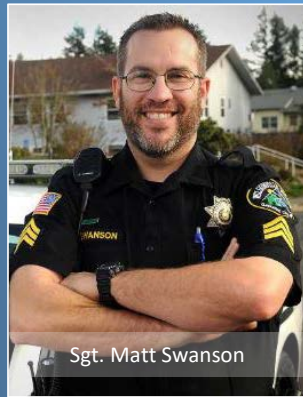
- 24 Hours a Day
- 8,271 Calls for Service in 2019
- Average of 689 Calls Each Month
- 28 Calls Each Day
- 2,428 Reports Written



Sgt. Ali Ajir



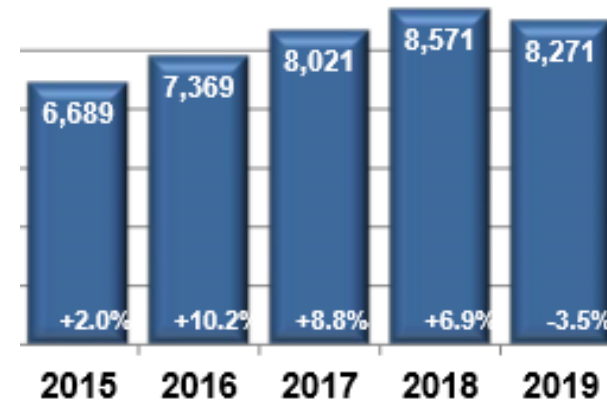
Sgt. Brian Pearson



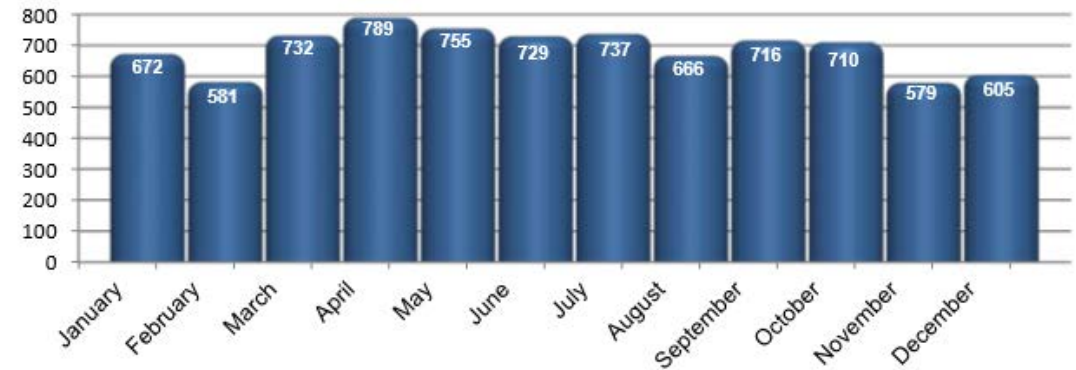
Sgt. Matt Swanson

Yearly Calls for Service

with percentage of change from previous year



2019 Calls for Service by Month



Types of Calls

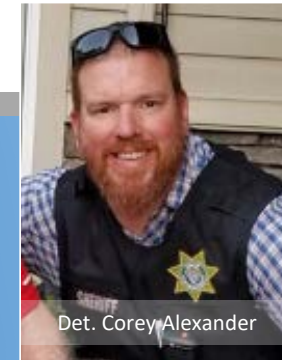
Call	2019	2019	Previous 5yr Average
Alarm	760	809	744.4
Assist Public	565	584	462.4
Theft	529	639	491.2
Parking Complaint	454	598	461.8
Welfare Check	403	394	313.8
Traffic Crash	366	393	342.2
Suspicious Person	339	416	360.8
Domestic Disturbance	317	324	319.0
Traffic Complaint	309	411	304.4
Assist Agency	286	411	252.6
Threat/Harassment	245	309	240.4
Suspicious Circumstances	241	193	167.4
Behavioural Health	240	117	80.6
Fraud	234	212	215.6
Unwanted/Trespass	228	237	195.8
Other	2755	2524	2590.0
Total Calls:	10290	10590	7542.4

Significant increase:

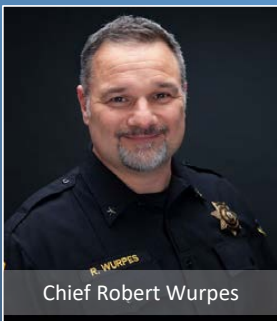
- Theft
- Parking complaints
- Welfare checks
- Suspicious persons
- Traffic complaints
- Assist Other Agency

Significant decrease:

- Suspicious circumstances
- Behavioral health calls (mental health)
- Fraud



Calls Resulting in Reports



Chief Robert Wurpes



Officer Zach Kelsey



Officer Justin Smith



Officer Kate Wilson

Part I Crimes

	Type	2019	2018
Theft (all)	Prop	409	490
Stolen Vehicles	Prop	57	50
Burglary	Prop	50	67
Rape	Pers	15	8
Assault, Aggravated	Pers	12	4
Robbery	Pers	5	10
Arson	Prop	2	
Murder	Pers	1	
Attempted Murder	Pers		1
Part I Totals:		551	630

Part II Crimes/Other Crimes

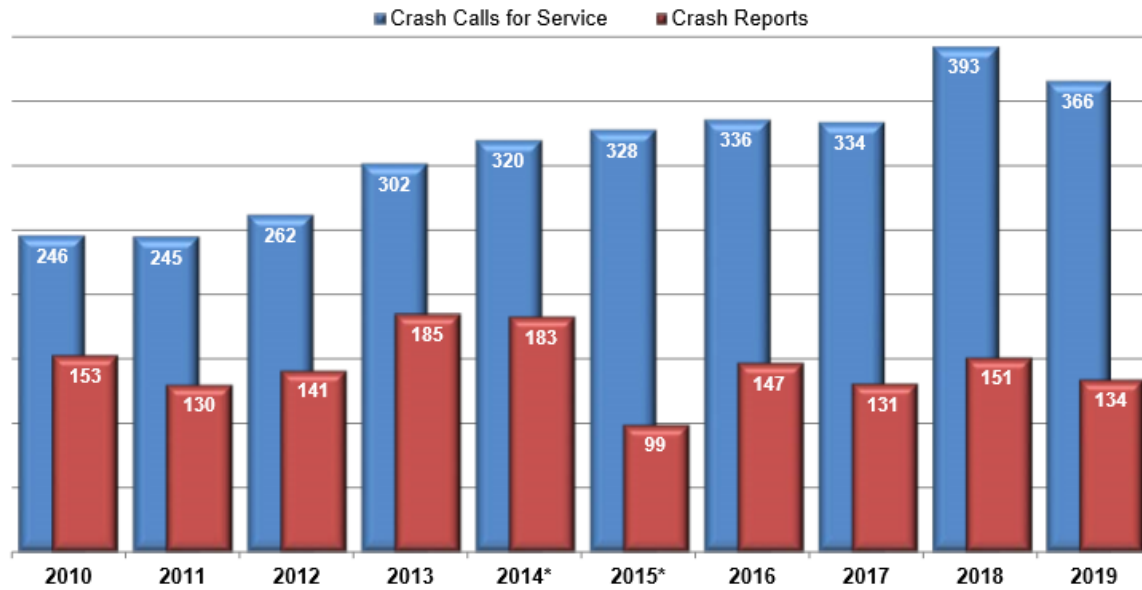
	Type	2019	2018
Criminal Mischief	Prop	132	97
Unlawful Entry to Vehicle	Prop	86	78
Identity Theft	Prop	49	40
Drug Charges (all)	Behav	40	52
Runaway Juveniles	Behav	40	24
DUII	Behav	37	65
Harassment	Pers	33	29
Assault, Simple	Pers	27	32
Forgery/Counterfeiting	Prop	25	18
Fraudulent Use of Credit Card	Prop	24	20
Criminal Trespass	Behav	21	19
Disorderly Conduct	Behav	17	12
Violation of Restraining Order	Behav	14	12
Weapons Violations	Behav	12	13
Sexual Crimes (all)	Pers	18	7
Other	Behav	65	98
Other	Pers	27	30
Other	Prop	0	0
Part II Totals:		667	646

ALL REPORTED CRIMES

	2019	2018
Total Reported Crimes	1218	1276

	2019	2018
Property Crimes	839	870
Behavioral Crimes	246	295
Person Crimes	133	110

Traffic Crashes in Wilsonville by Year



*Due to a change in the Records Management System, there may be missing data for traffic crash reports in 2015

Top 5 Intersections for Traffic Crashes

Intersection	Crashes	
	2019	2018
<i>Based on calls for service</i>		
SW Wilsonville Rd/I-5 FWY NB	14	11
SW Wilsonville Rd/SW Boones Ferry Rd	7	10
SW 95th Ave/SW Ridder Rd	6	5
SW Boones Ferry Rd/SW 95th Ave	5	5
SW Wilsonville Rd/SW Town Center Loop E	5	5

Traffic



Officer Isaiah Duckworth

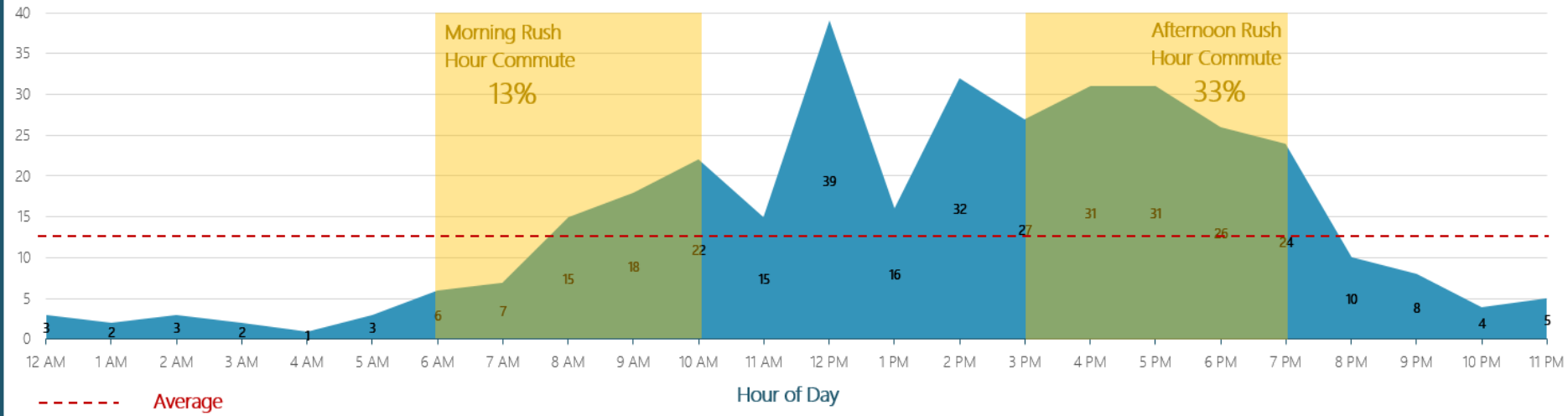


Officer John Wildhaber

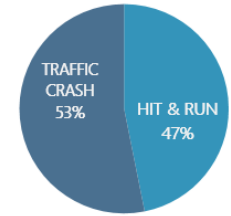


Officer Ben Toops

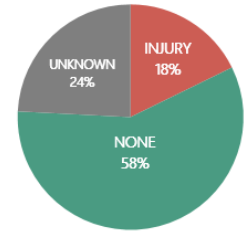
Wilsonville Traffic Crashes & Hit & Run Calls Combined Broken Down by Hour Jan - Dec 2019



Wilsonville Traffic Call Type Jan - Dec 2019



Wilsonville Traffic Crash Injuries Jan - Dec 2019



Traffic



Officer Ashley Walker

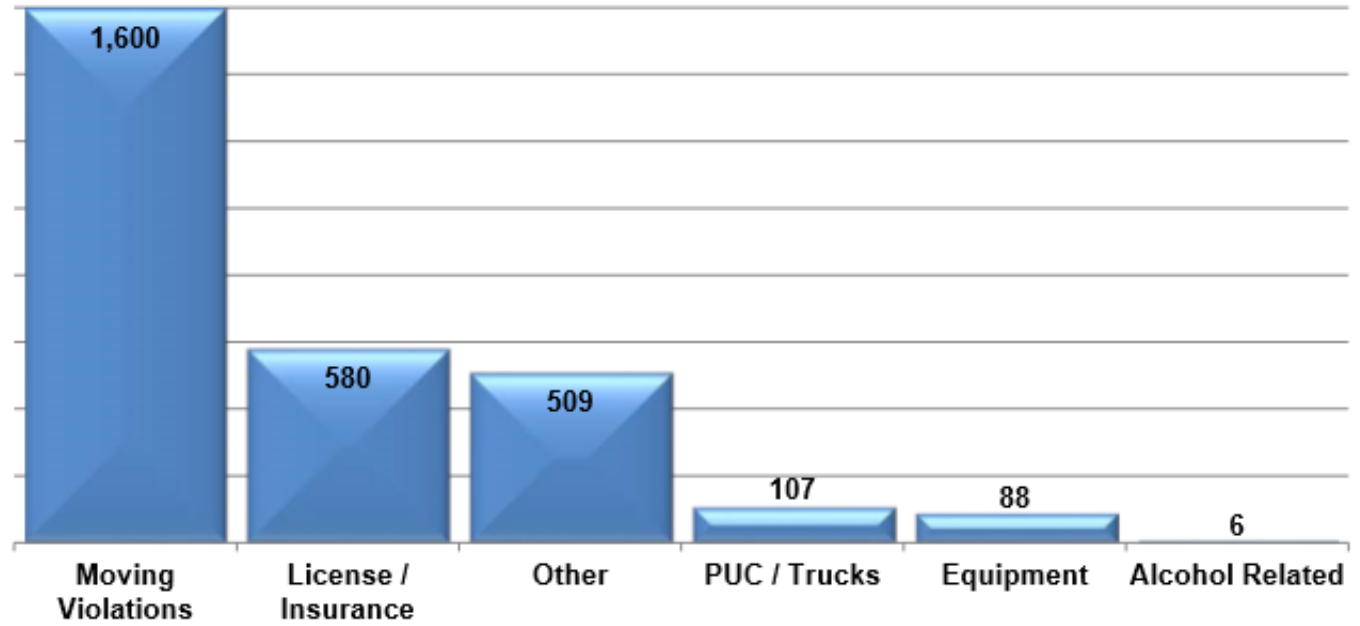


Officer Tyler Van Wormer



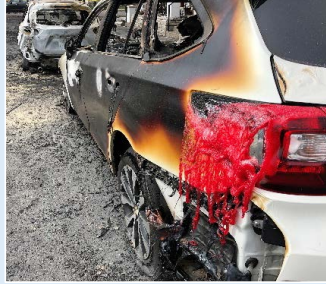
Officer Andrew Drakos

Types of Traffic Citations Issued in 2019



Traffic



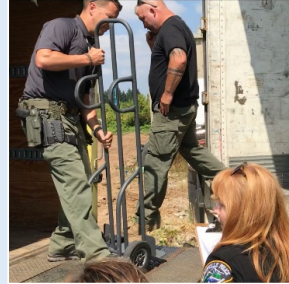


Villebois community fire
March 2019
Remains unsolved
19-007264



Assault I—stabbing in Memorial Park
May 2019
Suspect taken into custody
19-012674

Case Highlights



Recovery of property from a stolen 40' cargo container
Victim was Icy Hot Hydration
June 2019
19-014406



Shooting death of Carl Hellinger at Heritage Specialty Foods
Camilo Santiago-Santiago in custody
November 2019
19-027117

Case Highlights



Thank you for your service.

Thank you for keeping me and my family safe.

Great work WPD.

Thank you for your brave service.



Community

Facebook • [Wilsonville Police Department@WilsonvillePoliceDepartment](#)
Twitter • [Wilsonville Police@WilsonvillePD](#)

COVID 19 Facility Re-Entry and Control Plan



WILSONVILLE
OREGON

City's Operational Objectives

- Ensure the Health and Safety of Staff through thoughtfully planned actions.
 - Implementation of physical distancing measures
 - “Stay Home, Save Lives” executive order
 - Preventing and mitigating complacency.
- Ensure City essential services are provided
 - Develop strategies to resume municipal services that have been temporarily suspended
 - Consideration for the safety of customers and staff
- Facilitate a responsive and effective Economic Recovery.
- Initiate efforts to recover City cost through state/federal disaster assistance programs.
- Communicate openly and empathetically with our customers and staff regarding City efforts and actions.

Transitioning from Stay Home, Save Lives

SHSL

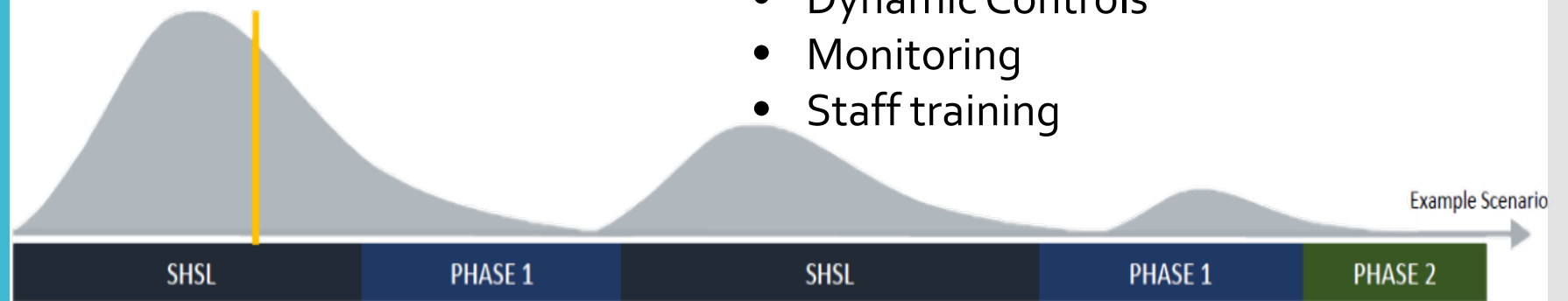
- County (ies) Phase 1 Approval
- Develop Plans for Services

Phase 1

- Phased Transition
- Essential Services
- Not all Facilities will open at the same time
- Program modifications
- Social Distancing Requirements

Resiliency

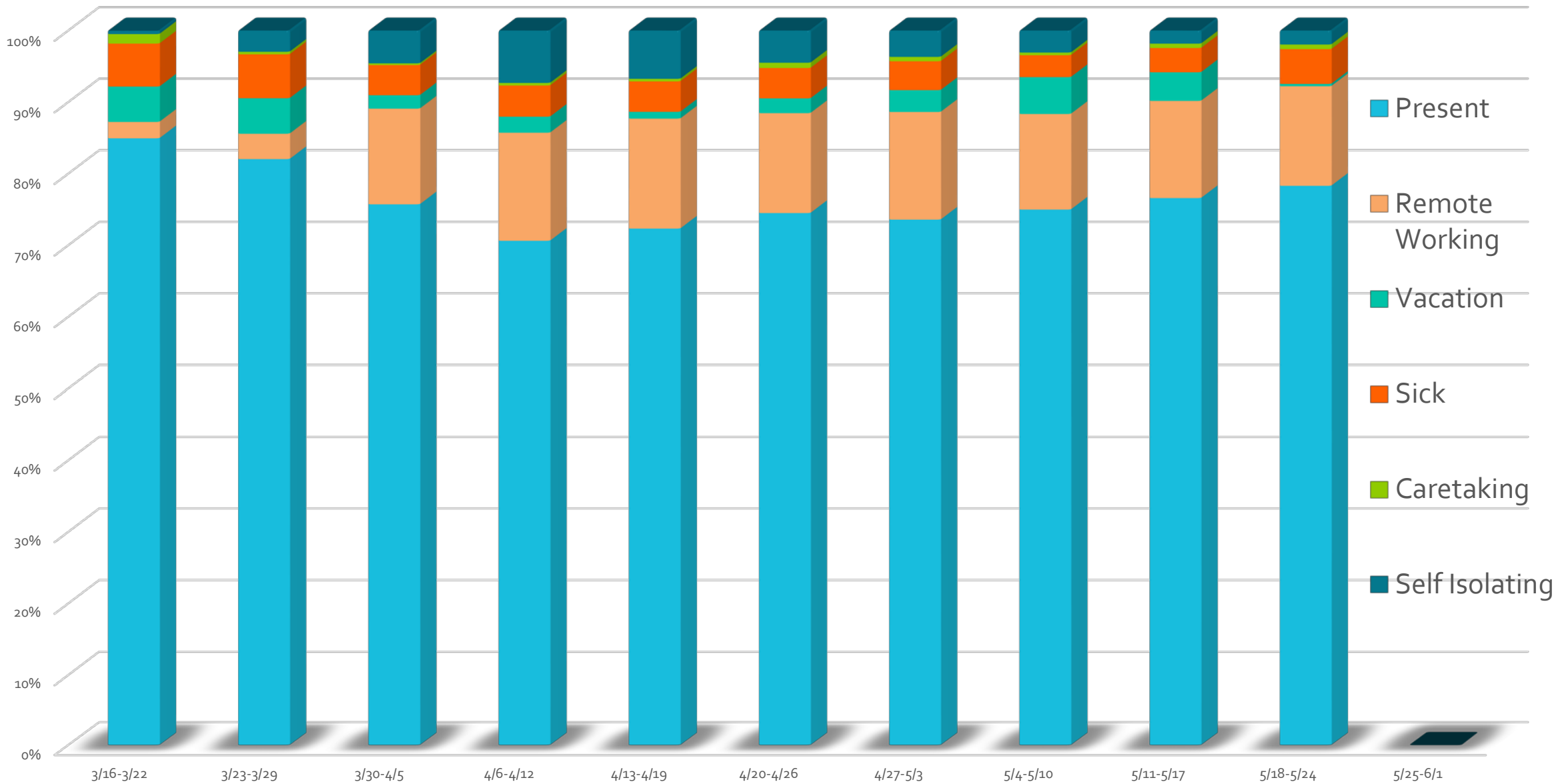
- Dynamic Controls
- Monitoring
- Staff training



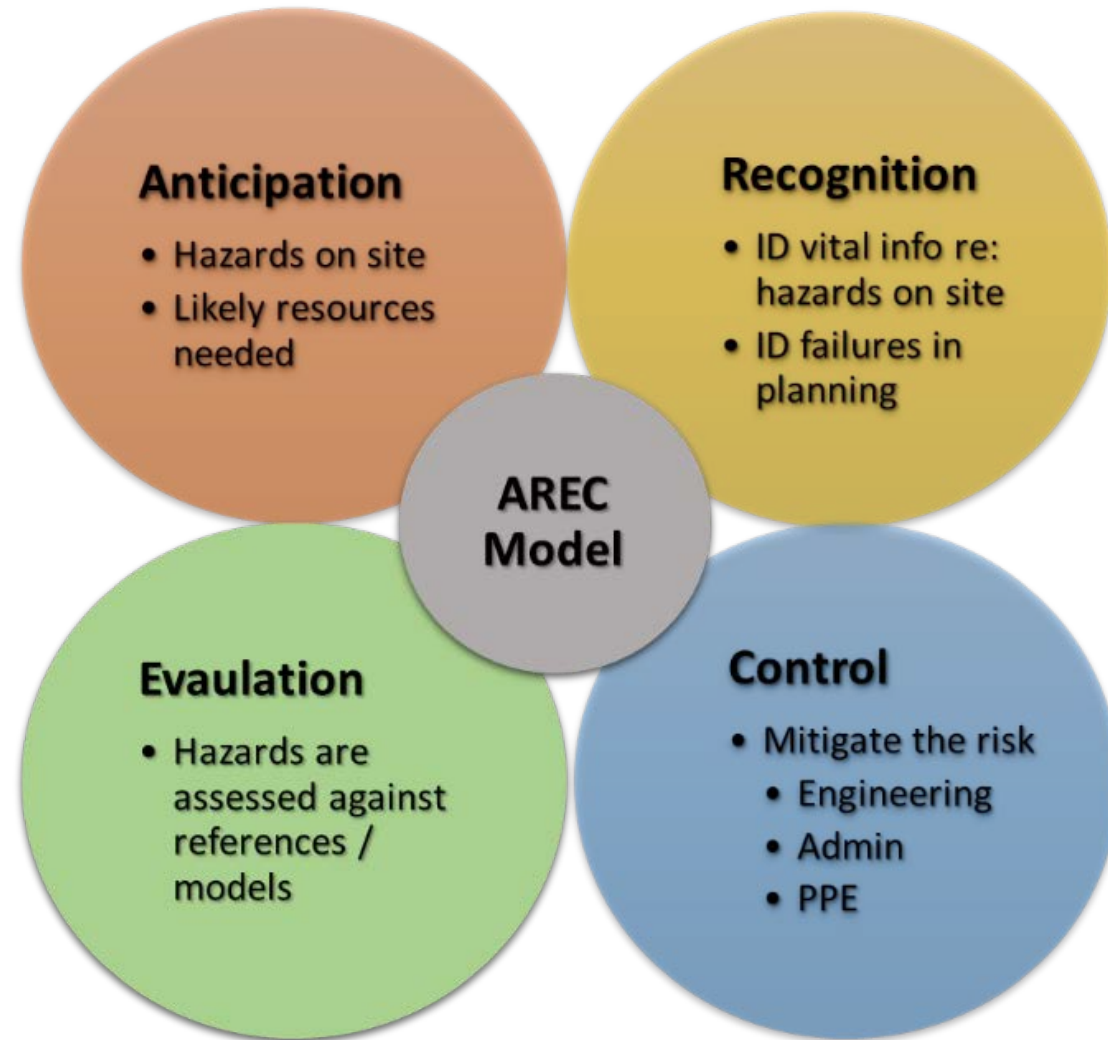
Why Re-Entry Not Re-Opening

- City has never “Closed”
- Initiated Continuity of Operations Plans early
- Guidance provided on continuing essential services while social distancing
 - Some programs modified
 - Some suspended
- Strong disinfection / janitorial program
- From the onset of this event, City Staff have been engaged and productive
 - Average 90.4% staff attendance

Weekly COVID Staffing Levels



Process



Controls

- **Administrative Controls**
 - Written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazards.
- **Engineering Controls**
 - Reduce exposure to hazard through the use or substitution of engineered machinery or equipment.
- **Personal Protective Equipment (PPE)**
 - Equipment worn to minimize exposure to hazards

Implementation of Controls



Organization Level Controls

Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	All Facilities	Direct Contact	Continue aggressive cleaning protocols for staff on their private work areas and break areas. Need to assure program staff are cleaning areas after public usage. Follow Use of Disinfection Guidance distributed on March 12, 2020.	Cost captured in existing Facilities program cost	Accountability; increased cost for cleaning supplies and materials
Admin	All Facilities	Direct Contact, Indirect, Inhalation Hazard	Social Distancing of staff by continuing Telework Option. IT is developing additional options for the BYOD users. Investing in additional connectivity options for staff that participating via the BYOD option. Follow guidance issued on March 24, 2020.	\$ 500.00	Accountability / Productivity Implications
Admin	All Facilities	Direct Contact, Indirect, Inhalation Hazard	Continue to participate in meetings remotely where possible. Follow the guidance issued by CM COVID 19 Employee Guidance Update #2 on March 12, 2020.	\$ -	
Admin	All Facilities	Occupancy Limits	Staggered work schedules to increase social distancing where possible.	\$ -	
Engineering	All Facilities	Direct Contact	Install touchless water fixtures to all restrooms. 30 locations. Will focus on the public restrooms initially.	\$ 10,500.00	\$350 per location assuming the existing sink does not need to be modified.
Engineering	All Facilities	Direct Contact	Alternative door pulls for doors that do not have a latch or lock.	\$ 1,581.25	\$400 per location assuming the existing door does not need to be modified.
Engineering	All Facilities	Direct Contact	Alternative door pulls for doors that do not have a latch or lock.	\$ 8,181.25	\$400 per location assuming the existing door does not need to be modified.

Facility Level Controls

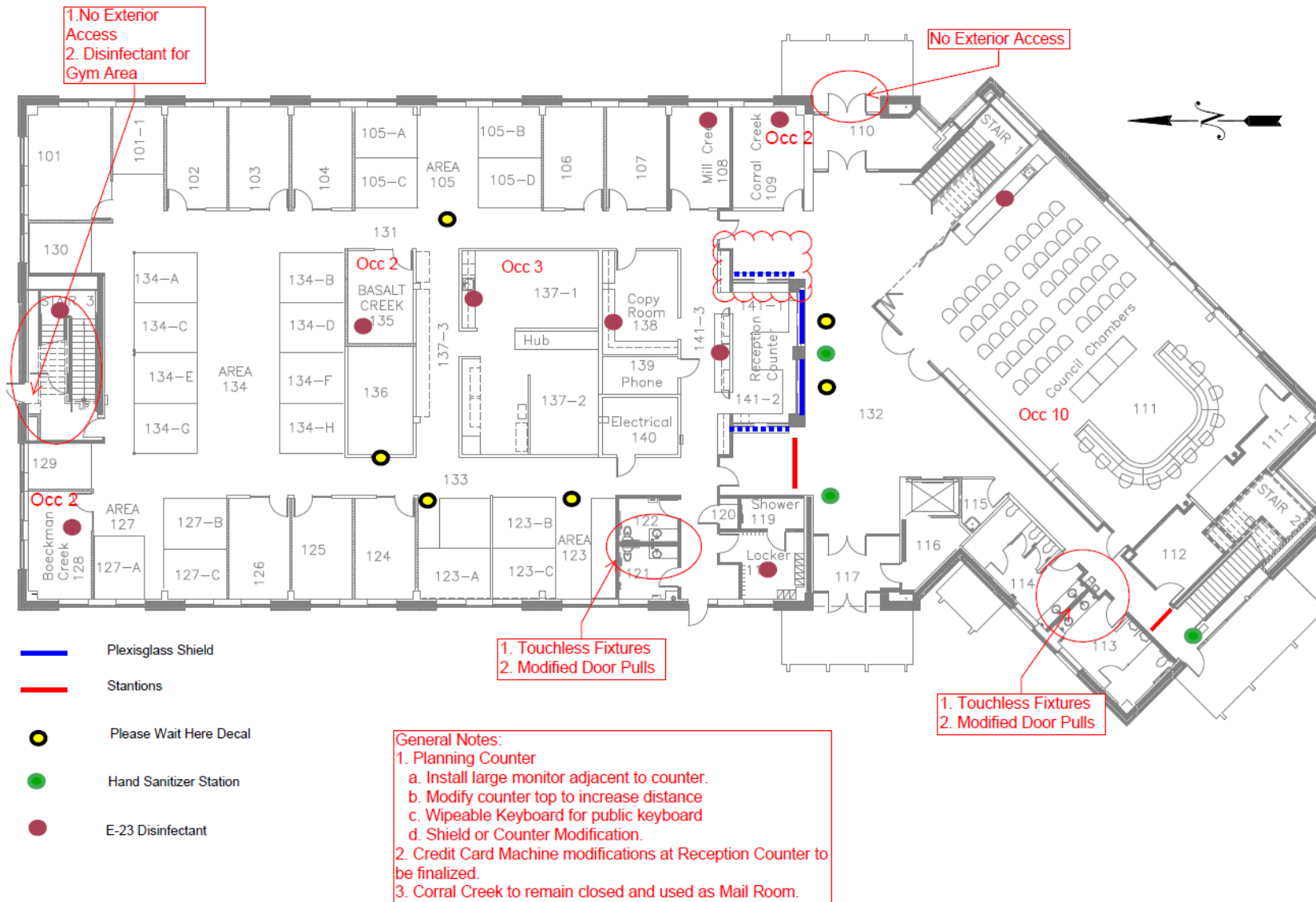
Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	1st Floor Planning Counter	Direct Contact; Inhalation Hazard	Notary Services: clean pens/dirty pens cups; potential shield for the notary signature book? talk to notaries about the process	\$ -	Response: City suspending. Seeking guidance from alternative locations for services.
Admin	1st Floor Planning Quad Counter	Direct Contact; Inhalation Hazard	"Stand Here" floor sticker to indicate customers stand at end of counter and don't move into cube area; Admin controls for staff, only one person at counter at any time, if discussing issues, staff need to maintain distance standing in doorway of cubicles	\$ -	Response: Agree
Admin, PPE	1st Floor City Council Chambers	Direct Contact; Inhalation Hazard	Planning Commission Meetings: follow City Council protocol, board remote, encourage remote / email public participation, safety staff member present for public at City Hall to navigate and instruct public (limit # in Chambers, using hand sanitizer, standing podium for testimony w/cleaning wipes, purely by laptop)	\$ -	Response: CD to prepare modified floor plan.
Engineering	1st Floor Customer Service Counter	Direct Contact; Inhalation Hazard	Shield	\$ 2,270.00	Agree; Items ordered \$1135 each
Engineering	1st Floor Planning Counter (Alt #1)	Direct Contact; Inhalation Hazard	Install larger monitor adjacent to customer counter in order to create distance from staff; add counter depth or shield to create 6-foot distancing	\$ 1,200.00	Monitor size; electrical connections; multi-purposed to include schedules and messages

Program Level Controls

Library Phase One Programming

- Limited hours and services
 - Holds pickup and computer use
- Patron building access will be confined to the central area
- Capacity of 25 persons
- Library programs provided online
- Some services not available (notary, faxing, on-site programs, browsing collections, etc.)
- Additional staffing needs to address
 - Building capacity
 - cleaning monitors
 - replacing volunteers
 - significant increase in holds and returns
 - continued increased online programming.

Facility Safety Plans



The New Normal

- Deliberate and planned efforts to facilitate the “New Normal”
- Updated and dynamic policies
 - Telework options
 - Remote meetings
 - Reduced travel
- New protocols for essential services
 - Disinfection
 - Personal hygiene

COVID 19 FACILITY RE-ENTRY AND CONTROL PLAN

City of Wilsonville





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Purpose and Process

On March 17, 2020, the Wilsonville City Council elected officials officially declared a local state of emergency in response to the COVID 19 Pandemic. With that declaration, they authorized the City Manager (CM) and his designees to assume emergency powers to effectively respond to and address the issues associated with this event. In accordance with the CoW Emergency Operations plan, the City Manager initiated the Incident Command System and assigned roles and duties to members of the staff to activate the City's Emergency Operations Center (EOC). The EOC staff adopted the following operational objectives to guide their response efforts:

Operational Objectives

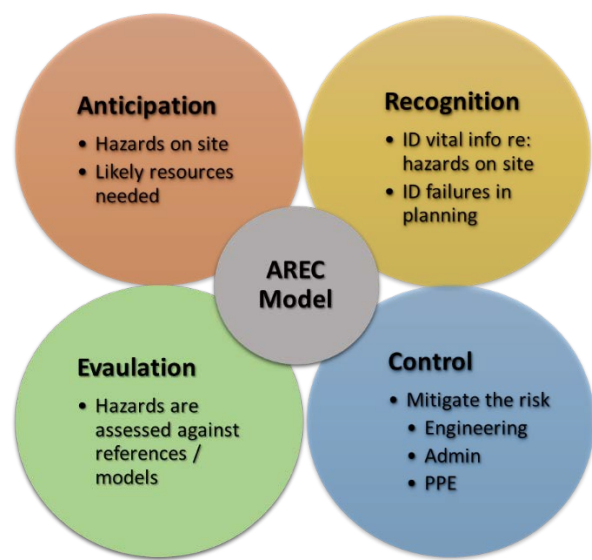
1. Ensure the Health and Safety of Staff through thoughtfully planned actions. Coordinate the thorough implementation of physical distancing measures and enforcement of the Governor's "Stay Home, Save Lives" executive order while preventing and mitigating complacency.
2. Ensure that all City essential services are provided in a timely and efficient manner. Develop strategies to resume municipal services that have been temporarily suspended at the appropriate time with particular consideration for the safety of customers and staff
3. Facilitate a responsive and effective Economic Recovery.
4. Initiate efforts to recover City cost through state/federal disaster assistance programs.
5. Communicate openly and empathetically with our customers and staff regarding City efforts and actions.

On March 13, 2020, the City Manager made the difficult decision to close all City facilities to the public and to curtail city programs and activities. This was done in order to lessen the probability of further community transmission and to assure the safety and health of the community, facility patrons and CoW staff. The following report will outline how the CoW will reestablish municipal services within our community while assuring the health and safety of our staff and community members.

The chief goal of an occupational health and safety program in a facility is to prevent occupational injury and illness by anticipating, recognizing, evaluating, and controlling occupational health and safety hazards.

Anticipating and Recognizing Hazards

The first step to anticipating and recognizing hazards is to conduct a work site analysis. This will help to determine what activities and areas are susceptible to hazard. You will need to measure and identify exposures and risks, which includes inspecting, researching, and analyzing hazards that put your work site or workers' health in jeopardy. It is important to regularly monitor the workplace environment to identify current and potential risks proactively—you do not want a reactive strategy.



COVID 19 Facility Re-Entry and Control Plan

Evaluating and Controlling Environment

According to the Occupational Safety and Health Administration (OSHA), an effective industrial hygiene management program relies on recognizing that engineering, work practice, and administrative controls are the primary means of reducing employee exposure to occupational hazards.

The CoW utilized the OSHA Hazard Assessment Process outlined within 29 CFR 1910 for Personal Protective Equipment (PPE) to determine the most appropriate Controls (Administrative, Engineering or PPE) to mitigate the hazards presented by COVID 19. This process requires that the unique hazards of a task poses to a person and then attempts to develop controls to eliminate or minimize said hazard. The three primary control categories consist of:

- Administrative Controls are changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.
- Engineering Controls eliminate or reduce exposure to a chemical or physical hazard through the use or substitution of engineered machinery or equipment.
- Personal Protective Equipment (PPE) is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

The development of the Controls were considered on three primary levels:

- Organizational – controls designed to be implemented across the board for the entire organization
- Facility Specific – controls designed for the unique logistical or physical issues associated with each facility
- Programmatically – control designed for the unique services or programs that each department offers within or outside of existing city facilities

Each Department Director in conjunction with their program manifest and staff were tasked with developing the unique controls for their respective facilities and programs. The proposed controls were then submitted, reviewed and vetted by an EOC working group (Public Works Facilities, Human Resources and Information Services) for consistency, cost implications and implementation.



Phased Opening Timeline

The final timeline for re-entry to the city facilities will have to be considered on a case-case basis. There are organizational, departmental and program level benchmarks that must be met prior to any facility allowing re-entry. These various benchmarks are listed below

- Organizational
 - Clackamas / Washington County have received approval to enter Phase One
 - All identified Admin and Engineering Controls have been implemented
 - Sufficient of consumable supplies, such as PPE and disinfectant products, are on hand



COVID 19 Facility Re-Entry and Control Plan

- Departmental
 - Staff have been briefed on any pertinent policy changes as well as controls in place
 - Review and justification for continued telework options and staggered shift changes
 - Development of any unique departmental guidance needed to assure compliance with the operational objectives (i.e. instructions to instructors for programs)
- Programmatic
 - Staff have been briefed on any pertinent policy changes as well as controls in place
 - Development of any unique departmental guidance needed to assure compliance with the operational objectives (i.e. instructions to instructors for programs)

In general, the City anticipates the following timeline for re-entry:

- Phase 1:
 - City Hall allowing
 - Public access to the facility
 - Public Meetings to occur in virtual and/or physical format
 - Municipal Court to resume in physical format
 - Parks and Recreation Admin
 - Public access to the Admin facility
 - Recreation Programs to restart based on guidelines from the state.
 - Public Parks open with some components reopened to the public
 - Community Center programs continuing with delivered meals program
 - Library
 - Drive-Thru library service for holds initially
 - Limited access to Library facility with set occupancy limits, time restrictions and additional controls in place
- Phase 2
 - Community Center
 - Additional programs commencing with occupancy limits and controls in place
 - All programs will be modified in some form to comply with requirements
 - Some programs will be suspended till subsequent phases
 - Library
 - Opening additional space within the library for public access in conjunction with the control set in place during previous phase



COVID 19 Facility Re-Entry and Control Plan

Assumptions

These assumptions will remain throughout all phases of re-entry:

- The virus is will remain with us as a community. We will have to adhere to physical distancing until there is a vaccine.
- Some employees will need to continue to work remotely according to their approved remote work agreement and can do so in alignment with operational needs.
- Managers will work with employees to explore staggering of schedules to lessen the number of employees in workspaces.
- All employees should maintain strict physical distancing (at least six feet) at all times while at work.
- Every employee is expected to follow and practice the CDC recommended COVID-19 health, wellness, and safety guidelines, as well as continue to practice good hygiene.
- Ill or symptomatic employees must stay home and follow the return to work protocol before coming back to work.
- Facilities sanitization must continue. Employees will need to play a role in cleaning their own workspace and cleaning shared spaces after use.

Guidelines and Policies

Appendix A of the report contains all the interim guidance and policies that have been released during the course of the City's COVID 19 Response. All policies are to be considered to be in place until the City Manager's Office formally rescinds or modifies them.

General Policies moving forward:

Employee Illness

Employees who are ill or who are a caregiver for a family member who is ill

- Please stay home and follow call-in procedures.
- Get medical guidance on whether you should remain away from work for any period of time.
- If you are ill, don't come to work until at least 72 hours after your symptoms have subsided. Coordinate with your supervisor prior to returning to work.
- Supervisors will encourage employees who exhibit flu- like symptoms to stay home or return home on sick leave. If an employee is unwilling to voluntarily stay or return home, a manager or supervisor can direct them to return home.
- At the guidance of public health authorities, the City is temporarily relaxing requirements for doctor's notes in some incidents to decrease the strain on healthcare systems. Human Resources will assist in advising supervisors on a case-by-case basis when a doctor's note may be needed.

Face Coverings

- Face coverings have been provided to all employees. At this time, the City is only requiring staff to wear face coverings when physical distancing cannot be achieved. The wearing of face coverings at all other times is optional.
- Based on State requirements the following programs are required to wear face coverings when conducting certain programs
 - Community Center and Parks staff when conducting any fitness programs
 - Library staff and patrons when occupying the publicly accessible areas
 - Transit Bus drivers and riders when riding buses



COVID 19 Facility Re-Entry and Control Plan

- Anyone speaking into a common microphone during the course of a meeting

Building Sanitation

- Continue with the sanitation program that was initiated at the onset of the event. Please refer to Appendix A for sanitation procedure instructions
- Staff are to clean their own respective workspace at the end of each workday.
- Staff that host a physical meeting are to sanitize the area before and after the meeting.
- Janitorial staff will focus on common areas, high traffic areas and touch points in the course of the daily cleanings.

Public Access

- Please adhere to physical distancing standards until further notice.
- Please adhere to the revised occupancy numbers that have been established for all conference rooms and common areas.
- Based on State of Oregon guidance. Individual facilities may have to establish overall occupancy limits as we allow re-entry. Be aware of your facility overall limits when administering your departmental programs.
- Physical meetings are still to be discouraged. Staff should plan to continue with teleconferencing options as much as possible. Please see the virtual meeting guidance in Appendix A.
- If physical meetings are required, you must properly disinfect the space after your meeting. The disinfection procedures can take some time – allot sufficient time in your schedule and in between meetings.

Meetings, Events, & Organized Activities

- Alternatives to physical meetings should be utilized to the maximum extent practical.
- If you are considering sponsoring an in-person meeting, function or event, you must discuss the event with your department head. In some instances, modifications to an event and how it is structured can provide sufficient protection to allow it to continue. Meeting organizers must outline the following:
 - The business need for the in person meeting, function or event.
 - Where the meeting , function or event will occur and that the location allows for sufficient capacity
 - The additional controls that will be in place to assure the safety of the public and staff that will be attending
 - Alternatives for participants that cannot attend physically
- Department heads are then to consult with the Assistant City Manager for final approval of the meeting, function or event.
- All City events and organized activities that cannot be held virtually or sufficiently socially distanced or comply with specific guidance from the State, will be either cancelled or postponed. Ensure that cancellation and postponement of events are announced in a timely manner.

Travel

- Only one person allowed per City vehicle.
- Limit non-essential travel to other City facilities. Please utilize remote meeting options as much as possible.



COVID 19 Facility Re-Entry and Control Plan

- Travel with the Portland Metro for work related meetings should be limited to the maximum extent possible.
- Travel to conferences and trainings is prohibited, except for training required for essential personnel in order to maintain certifications.

Cost

For planning purposes, cost estimates for the approved controls were created for each of the programs. The Finance Department has identified a Capital Improvement Project for funding and the City will seek Federal Public Assistance Funding where applicable. Total estimated cost for all the approved controls are represented in Table 1. The long term impacts to programs based long term mitigation efforts is still be determined.

Table 1: Overall Controls Estimated Cost.

Facility	Cost
Organizational Cost	\$ 36,436.60
City Hall 1 st Floor Cost	\$ 4,970.00
City Hall 2nd Floor Cost	\$ 6,080.00
Library Cost	\$ 3,350.00
Parks and Rec Cost	\$ 4,900.00
SMART Cost	\$ 41,365.00
PW-PD Cost	\$ 2,000.00
Total Cost	\$ 99,101.60

Facility Safety Plans

Where appropriate, each of the approved controls have been represented within a revised facility plan that will essentially serve as the Site Safety Plan. Each of the Site Safety Plans can be found in Appendix B.

Where appropriate specific site safety plans have been created for unique City services or programs. Examples of these unique programs consist of City Council meetings, Municipals Court, Development Review Board meetings, Planning Commission meetings.

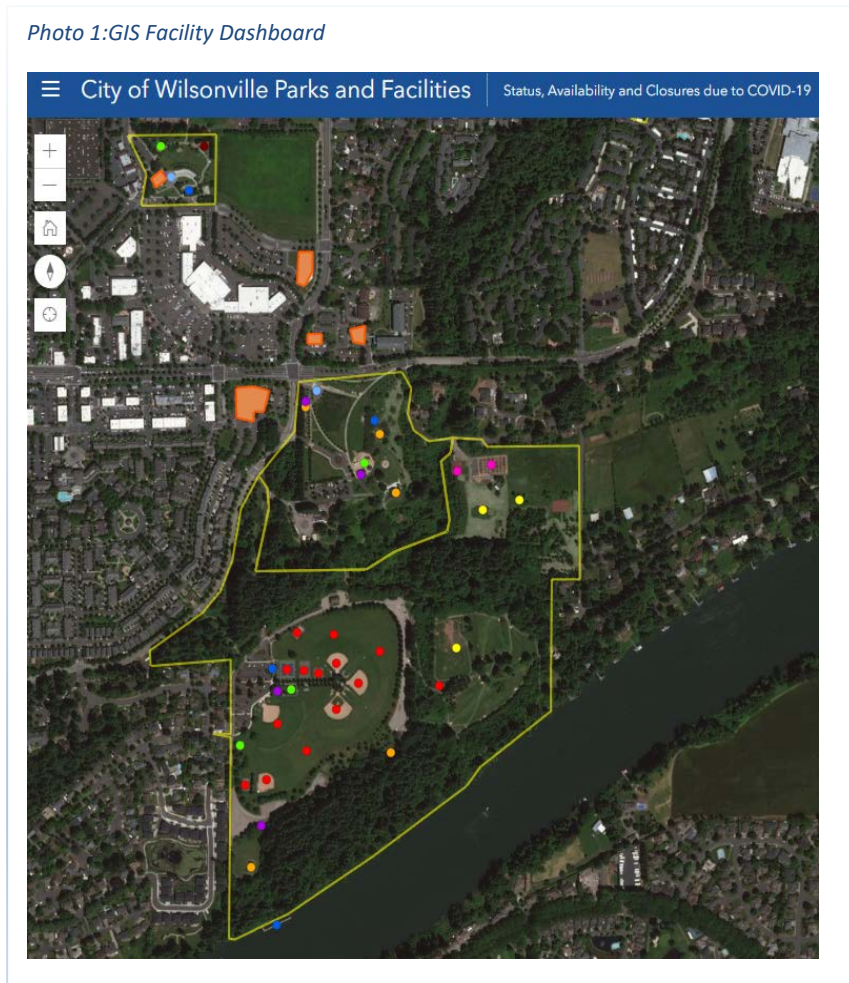
Facility Dashboard and Status Updates

The City has created a map based facility dashboard on its webpage to provide the most current and up to date information regarding each of the various facilities. This site is interactive with facility specific information that can be updated as the city progresses through the various Phases of Re-Entry. The City has also created a corresponding dashboard for the local business community to update their respective statuses. The facility dashboard site can be found at:

COVID 19 Facility Re-Entry and Control Plan

<https://wilsonville.maps.arcgis.com/apps/Styler/index.html?appid=438035881c284e8cb9aa0d406976b6c1>

Photo 1:GIS Facility Dashboard





COVID 19 Facility Re-Entry and Control Plan

Organizational Controls

Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	All Facilities	Direct Contact	Continue aggressive cleaning protocols for staff on their private work areas and break areas. Need to assure program staff are cleaning areas after public usage. Follow Use of Disinfection Guidance distributed on March 12, 2020.	Cost captured in existing Facilities program cost	Accountability; increased cost for cleaning supplies and materials
Admin	All Facilities	Direct Contact, Indirect, Inhalation Hazard	Social Distancing of staff by continuing Telework Option. IT is developing additional options for the BYOD users. Investing in additional connectivity options for staff that participating via the BYOD option. Follow guidance issued on March 24, 2020.	\$ 500.00	Accountability / Productivity Implications
Admin	All Facilities	Direct Contact, Indirect, Inhalation Hazard	Continue to participate in meetings remotely where possible. Follow the guidance issued by CM COVID 19 Employee Guidance Update #2 on March 12, 2020.	\$ -	
Admin	All Facilities	Occupancy Limits	Staggered work schedules to increase social distancing where possible.	\$ -	
Engineering	All Facilities	Direct Contact	Install touchless water fixtures to all restrooms. 30 locations. Will focus on the public restrooms initially.	\$ 10,500.00	\$350 per location assuming the existing sink does not need to be modified.
Engineering	All Facilities	Direct Contact	Alternative door pulls for doors that do not have a latch or lock.	\$ 1,581.25	\$400 per location assuming the existing door does not need to be modified.
Engineering	All Facilities	Direct Contact	Alternative door pulls for doors that do not have a latch or lock.	\$ 8,181.25	\$400 per location assuming the existing door does not need to be modified.



COVID 19 Facility Re-Entry and Control Plan

Engineering	All Facilities	Direct Contact	The use of floor decals to denote customer service locations and social distancing standards	\$ 3,674.10	Order placed (Ritz Safety)
Engineering, Admin	All Facilities	Direct Contact	Increased investment in technology to facilitate virtual meetings for those that are NOT teleworking.	\$ 6,000.00	One time cost (Cameras, Mic, laptops, zoom consoles); Long term cost ~10% of one-time cost
PPE	All Facilities	Inhalation Hazard	Face Mask (Non N95)	\$ 6,000.00	Annual Cost (5 Mask for 207 Staff); These have already been issued to all staff.

Photos

Photo 2: Proposed floor decals





COVID 19 Facility Re-Entry and Control Plan

Program Modifications:

- The continued use of the telework program will have implications on overall accountability and productivity. Will have to clear and consistent on the applicability of telework for long-term usage with staff and departments.
- The continued utilization of remote meetings and telework will have long-term implications. The City will need to review and revise the guidelines that were issued on March 24, 2020.
- The City has had to make investments in the overall internet bandwidth in order to support the increase need to support video conferencing, remote meetings and VPN access.
- All Staff have been issued face coverings with the instruction that they can be used at their discretion when social distancing guidelines can be maintained. In instances where social distancing guidelines cannot be maintained the face coverings are to be required.

Significant Issues / Concerns:

- The overall Facilities Janitorial program will experience cost overruns associated with the increased usage of disinfectant supplies and associated overtime cost for some staff activities.
- Long-term impacts to facilities furniture replacement program as we replace cloth furnishings.



COVID 19 Facility Re-Entry and Control Plan

City Hall 1st Floor Controls

Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	1st Floor Breakroom	Direct Contact; Inhalation Hazard	Occupancy limit of 2 (only 1 person at the counter at a time); in addition, 1 person on the plotter side; move the garbage can to a more central location	\$ -	Response: Agree in part. Need to set to max 3. Remove excess chairs. Stagger lunch periods as needed.
Admin	1st Floor Building Inspectors "Cave"	Direct Contact	Alternative work station location when both inspectors on-site; can be accommodated within City Hall	\$ -	Response: Agree. Coordinate with IT for IT needs.
Admin	1st Floor Customer Service and Planning Counter	Direct Contact	No touch payments (apple pay, online payment, no-touch credit card payment, or accept checks with staff wearing gloves). Coordinate with 2nd Floor's approach	\$730 each	Response: Finance is ordering attachment for CC terminal in order to all allow for PIN entry. Need a total terminal count.
Admin	1st Floor East Entry Doorway	Public Access	Close Public Access from East Side Main Entry; force access to pass by sanitation stations	\$ -	Install signage
Admin	1st Floor Planning Counter	Direct Contact; Inhalation Hazard	Notary Services: clean pens/dirty pens cups; potential shield for the notary signature book? talk to notaries about the process	\$ -	Response: City suspending. Seeking guidance from alternative locations for services.
Admin	1st Floor Planning Quad Counter	Direct Contact; Inhalation Hazard	"Stand Here" floor sticker to indicate customers stand at end of counter and don't move into cube area; Admin controls for staff, only one person at counter at any time, if discussing issues, staff need to maintain distance standing in doorway of cubicles	\$ -	Response: Agree



COVID 19 Facility Re-Entry and Control Plan

Admin, PPE	1st Floor City Council Chambers	Direct Contact; Inhalation Hazard	Planning Commission Meetings: follow City Council protocol, board remote, encourage remote / email public participation, safety staff member present for public at City Hall to navigate and instruct public (limit # in Chambers, using hand sanitizer, standing podium for testimony w/cleaning wipes, purely by laptop)	\$ -	Response: CD to prepare modified floor plan.
Admin, PPE	1st Floor City Council Chambers	Direct Contact; Inhalation Hazard	DRB Meetings: follow City Council protocol, plus board remote, encourage remote / email public participation, safety staff member present for public at City Hall to navigate and instruct public (limit # in Chambers, using hand sanitizer, standing podium for testimony w/cleaning wipes, purely by laptop)	\$ -	Response: CD to prepare modified floor plan.
Admin, PPE	1st Floor Copy Room	Direct Contact; Inhalation Hazard	Occupancy = 1 preferred, 2 if can keep 6-foot distance; if touch machine need to disinfect before / after use or use gloves / tissues; need to put disinfect in there; coordinate with Citywide protocols	\$ -	Response: Agree; Set OCC at 2 and install disinfection station.
Admin, PPE	1st Floor Locker Room	Direct Contact; Inhalation Hazard	Max Occupancy = 1; need to disinfect before and after use; need to put disinfect in there	\$ -	Response: Agree, installing restroom lock.
Admin, PPE	1st Floor North Stairwell, Workout Station	Direct Contact	Max Occupancy = 1; need to disinfect before and after use; need to put disinfect in there	\$ -	Response: Gym to be closed TFN.
Engineering, Admin,	1st Floor Customer Service Counter	Direct Contact; Inhalation Hazard	Install floor decals denoting locations for customers to wait for service. Stanchions for directing away from areas.	\$ -	# Decals. # stanchions.



COVID 19 Facility Re-Entry and Control Plan

Engineering, Admin, PPE	1st Floor Customer Service and Planning Counter	Direct Contact	In-person permit applications: 2nd keyboard so customers can fill out applications on the larger monitor, iPad w/cleanable shield, or paper copies exchanged with staff wearing gloves and clean pens / dirty pens cups.	\$ 200.00	Response: Agree in part. Need some form of cover for the keyboard to be cleaned. Need to confirm with IT if we can have 2 keyboards attached to one computer.
Engineering, Admin, PPE	1st Floor Customer Service Counter	Direct Contact; Inhalation Hazard	Shield	\$ 2,270.00	Agree; Items ordered \$1135 each
Engineering, Admin, PPE	1st Floor Planning Counter (Alt #1)	Direct Contact; Inhalation Hazard	Install larger monitor adjacent to customer counter in order to create distance from staff; add counter depth or shield to create 6-foot distancing	\$ 1,200.00	Monitor size; electrical connections; multi-purposed to include schedules and messages
Engineering, Admin, PPE	1st Floor Planning Counter (Alt #2)	Direct Contact; Inhalation Hazard	Remote meeting for customer walk up	\$ 1,200.00	Monitor size; electrical connections
Engineering, Admin	1st Floor Customer Service Counter / Council Chambers	Direct Contact; Inhalation Hazard	Bid Openings: Staff w/gloves receive / stamp documents; run through UV machine; project manager to open bid (before City Hall open to public, use Zoom to broadcast live)	\$ -	Response: Alternative. CD working on electronic alternative. To confer with Legal.
Engineering, Admin	1st Floor Hallways	Direct Contact; Inhalation Hazard	Create one-way circulation with floor arrows to maintain 6-foot distancing; desire to be consistent with other floor / City standards	\$ 100.00	Response: CD to provide floor plan.

COVID 19 Facility Re-Entry and Control Plan

Photos



Photo 3: Cloth Furnishing in Public Areas



Photo 4: Community Development Service Counter



Photo 5: Planning Customer Service Counter



Photo 6: Planning Customer Service Counter



COVID 19 Facility Re-Entry and Control Plan

Program Modifications:

During the State's Phase One Re-Entry, the Community Development Department (CDD) will be open during the normal business hours of 8AM – 5PM. Customer service will continue to be provided during the lunch hour of 12-1. Lobby occupancy shall not exceed 10 people. Patron access will be confined to the main lobby area. Stanchions will control pedestrian flow to appropriate contact points at the front counter and will limit access to south stairwell that will be for employees only. The main east doors will continue to remain locked during this time allowing visitors to pass sanitation stations at the west doors as they enter the building. Customer service may be in person, or may be provided remotely from a computer at the staff member's desk. Physical Lexan shields, disinfectant, keyboard covers, separation stickers on the floor, disposable pens, and UV light will be used by front counter staff to control contact with virus. Signage will be installed in English and Spanish explaining new protocols to the public.

Pre-application and project coordination meetings will continue to be held remotely. Applications for land use, building permits and public works permits will be encouraged to be submitted digitally. When submitted in paper, the 3-day quarantine will continue to be used. Plan reviews and payments will move to touchless systems to the best of our ability. Inspections will be conducted remotely when possible. Notary services will not be available, but alternate locations identified and shared with customers.

Development Review Board and Planning Commission meetings will continue to be held remotely. City Council, Development Review Board and Planning Commission meetings all require a unique and separate operations plan for their respective activities. The site plan for DRB and PC has been included in Appendix A.

Significant Issues / Concerns:

1. Staff safety concerns about potential exposure at service desks
2. Maintaining physical distancing while staff begin to return to work
3. Long-term impacts of chemical disinfectant sprays
4. Removing patrons who exhibit COVID-19 symptoms
5. Enforcing physical separation and the wearing of masks
6. Materials Handling Procedures (quarantining items)



COVID 19 Facility Re-Entry and Control Plan

City Hall 2nd Floor Controls

Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	2nd Floor Customer Service Counter	Indirect Contact	Determine process for limiting contact with documents handled by 3rd parties	\$ 1,350.00	Options: Quarantine documents for 3-4 days; Scan all documents and only retain the electronic versions; require all documents to be submitted electronically.
Admin	2nd Floor Customer Service Counter	Indirect Contact	Solicitor Permits	\$ -	Suspend TFN.
Admin	2nd Floor Customer Service Counter	Indirect Contact	Notary Services	\$ -	Suspend TFN.
Admin	2nd Floor Customer Service Counter	Indirect Contact	OLCC Licenses	\$ -	TBD
Admin	2nd Floor Customer Service Counter	Indirect Contact	Bus Fare Processing	\$ -	Suspending fare collection TFN.
Admin	Human Resources	Direct Contact	Implement virtual interview process for vacancies	\$ -	Equity concerns for those that have connectivity issues.
Admin	Municipal Court	Indirect Contact	Implement the Site Safety Plan with the Controls that have been developed. Would need to provide proper disposal at the exit point.	\$ -	Increase staff cost due to prolonged time to process.



COVID 19 Facility Re-Entry and Control Plan

Admin	Municipal Court	Indirect Contact	Set guidelines for attendance to court. Follow CDC guidance for symptoms and require the use of mask. Would need to provide mask. Advance notification in writing and signage posted at the facility.	\$ 1,200.00	Cost for multiple A Frame signs. Production chain issued.
Admin	Municipal Court	Indirect Contact	Scan of Court Documents: require attendees to complete the documents. Docs are then scanned into system and customer is emailed or printed final versions.	\$ -	Time intensive; may require new equipment. Consider the "You Like Apples" phone scan option.
Admin	Municipal Court	Indirect Contact	Remove / Absorb the \$1.50 transaction fee for online payments.	\$ -	Consult with IT.
Admin	Municipal Court	Direct and Indirect Contact	Explore options for utilizing Zoom or Tyler Virtual Court options	TBD	Equity concerns for those that have connectivity issues.
Admin, PPE	Municipal Court	Indirect Contact	Require Court attendees to wear mask. We would need to be able to provide.	\$ 1,000.00	Recurring cost. Ideological issues with certain members of the community.
Engineering	2nd Floor Customer Service Counter	Direct Contact; Indirect Contact	Credit Card machine:	\$ 730.00	Determine process for bypassing PIN entry. Could use secondary detached keyboard; Install independent reader that customer doesn't touch; 3rd terminal
Engineering	North Side Staircase	Public access	Post Sanitizer stations at top and bottom of staircases	\$ 200.00	Supply chain issues currently
Engineering	South Side Staircase (Alt #1)	Public access	Signage restricting staircase to staff only; focusing Public Access routes to pass in front of one of the sanitation points	\$ 200.00	Need signage and stanchions. See Alternative
Engineering	2nd Floor Customer Service Counter	Direct Contact; Inhalation Hazard	Shield	\$ 1,000.00	Shield size. Verify with UB and Muni Ct how this would impact their services



COVID 19 Facility Re-Entry and Control Plan

Engineering, Admin	Municipal Court	Indirect Contact	Provide one-use pens for customers to use. Options clip boards or writing surfaces that can be cleaned easily. Need to provide disposal option.	\$ 200.00	
Engineering, Admin,	2nd Floor Customer Service Counter	Direct Contact; Inhalation Hazard	Install floor decals denoted locations for customers to wait for service. Stanchions for directing away from areas.	\$ 200.00	# Decals? 8 stanchions?

Photos



Photo 7: Utility Billing Customer Service Counters



COVID 19 Facility Re-Entry and Control Plan

Program Modifications:

Municipal Court

The Municipal Court has developed a separate operations plan for how it intends to operate. The plan is graphically represented in the Appendix A. Municipal Court. The Operations Plan calls for the following general measures:

- Provide opportunities for attendees to address their court related issues online prior to their court date.
- Advance notification to attendees on the revised requirements to physically attending court.
- Control overall facility occupancy and with limited opportunities for contact with facility assets and staff.
- Enforce strict hygiene practices and social distancing with the use of signage and stanchions to control flow within the facility.
- Due the fact that the attendees will be required to address the court through a microphone, it was determined, that Court shall require attendees to wear a mask while in the facility.
- Creation of controls to minimize physical contact with documents forms of payments and other possible forms of transmission.

Notary Services and Permits

The City has determined that it will have to limit its Notary Services temporarily until further notice. The City will be explore methods to resume this service in the future. Most permitting functions can already be addressed online. The City will be exploring methods to the limited permitting functions that require an applicant to be physically present at a facility.

Human Resources

The Human Resources Department is exploring options to allow potential applicants to attend interviews remotely. They are also exploring additional opportunities for remote or virtual training for staff.

Significant Issues / Concerns:



COVID 19 Facility Re-Entry and Control Plan

Library Controls

Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	Facility wide	Indirect Contact, Inhalation Hazard	Main service offered will be holds: will remove newspapers, magazines, displays and spread holds out on those bookcases to encourage social distancing.	\$ -	
Admin	Computer Area	Direct and Indirect Contact	Remove 6 computer stations (diagonal spacing is 7' in current configuration). Will have 1-2 appointment computers available in teen area for longer use (job search, etc.)	\$ -	Reduced Service Levels
Admin	Computer Area	Direct and Indirect Contact	Move public copier to allow social distancing.	\$ -	
Admin	Facility wide	Direct Contact	Remove cloth furnishings from the public areas, replace with plastic chairs in computer area.	\$ -	May be some cost associated with removal
Admin	Facility wide	Direct Contact	Determine required minimum seating for ADA compliance; remove all other unspecified furniture except computer area.	\$ -	May be some cost associated with storage or removal
Admin	Facility wide	Indirect Contact	Facility limited to central area and computer area for public access. Max capacity 20-30 patrons, 5 staff. Max time per patron 30 minutes. Yet to be determined once the governor announces the re-opening plan.	\$ -	Library Director working with Library Boards and other agencies to determine best approach and regional course of action. (May 11th estimate)



COVID 19 Facility Re-Entry and Control Plan

Admin	Operations	Indirect Contact; Inhalation Hazard	Determine hours and staffing to accommodate safety and operating needs.	\$ -	Additional staffing needs include: door monitor, more holds to process, more cleaning, fewer (or no) volunteers, increase in returns, shelving & check-in, continued bolstered robust online services, quarantine processes for materials, in addition to normal ordering/cataloging/processing.
Engineering	Facility wide	Direct Contact; Inhalation Hazard	4 stanchions to block off areas of the library (nonfiction, fiction, children's, CD Audiobooks)	\$ -	2 stanchions and tables can be used, if needed
Engineering, Admin	Central Area	Indirect Contact; Inhalation Hazard	Self-checkout will be encouraged. Will move 2 self-checkout machines back by new holds area, 7' apart. 3rd self-check will be closer to circulation. 3 sets of 1-4 numbered decals to denote self-check lines, 6' apart.	\$ -	
Engineering, Admin	Children's Room	Direct Contact; Inhalation Hazard	60 Floor Decals to create one-way directions in children's stacks. 30 short aisles need 1-way directional decals.	\$ -	
Engineering, Admin	Customer Service Counter #1 - Circulation	Direct Contact; Inhalation Hazard	1 42w"x36h" shield, 4 numbered decals, tape for floor or "wait here" line decal, 6 stanchions, move tables to create barrier	\$ 1,000.00	1 shield required for phase 1
Engineering, Admin	Customer Service Counter #1 Circulation	Direct Contact; Inhalation Hazard	1 42w"x36h" shield, 4 numbered decals, tape for floor or "wait here" line decal	\$ 1,000.00	If not ordered in phase 1, shield required for implementation of second service station in phase 2
Engineering, Admin	Customer Service Counter #2 - Reference	Direct Contact; Inhalation Hazard	1 48w"x36h" shield, 4 numbered decals, tape for floor or "wait here" line decal, 12 stanchions, move tables to create barrier	\$ 350	7 stanchions plus tables can secure the area, if needed.



COVID 19 Facility Re-Entry and Control Plan

Engineering, Admin	Customer Service Counter #3 - Children's Room	Direct Contact; Inhalation Hazard	1 48w"x36h" shield, 4 numbered decals, tape for floor or "wait here" line decal, 4 stanchions, move tables to create barrier	\$ 1,000.00	Not necessary until phase 2, but purchase now for bulk discount, also unsure of timeframe between phase 1 & 2
Engineering, Admin	Facility-Wide	Direct Contact; Inhalation Hazard	100 Floor Decals to create one-way directions in adult & teen stacks. 32 long aisles need 1-way directional decals.	\$ -	
Engineering, Admin	Front Entry	Direct and Indirect Contact; Inhalation Hazard	5 Stanchions to create in/out, floor decals <u>numbered</u> 1-20 (outdoor). Temporary Tent shade to extend cover. Signs used control in/out traffic.	\$ -	Numbers spaces on the ground to form a line to get into the building and to allow for social distancing without technology.
Engineering, Admin,	Facility wide	Direct Contact; Inhalation Hazard	Install floor decals denoting locations for customers to wait for service. Stanchions for directing away from areas. 5 sets of numbered floor decals (1-4), 1 set numbered 1-20.	\$ -	Total counts: Decals: 1 set numbered 1-20 Decals: 5 sets numbered 1-4 Decals: 6 "wait here" or similar line decals Alternatively, could use tape if cost becomes an issue.
Engineering, Admin,	Facility wide	Direct Contact; Inhalation Hazard	Stanchions needed to secure the library	\$ -	Total counts: 31 (24 stanchions supplemented by tables, if needed.) Included, 4 stanchions used in Phase 2 at Children's Reference desk.

COVID 19 Facility Re-Entry and Control Plan

Photos



Photo 8: Library Check Counter #1



Photo 9: Library Check Out Counter #2



Photo 10: Check Out Counter #3



COVID 19 Facility Re-Entry and Control Plan

Program Modifications:

Stay Home, Stay Safe Phase:

Library Staff have prepared a plan to arrange for curbside pickup appointments for patrons with existing available holds. This service is for existing, available holds only. No new holds will be processed/scheduled for pickup at this time. However, we could easily expand this model to include new holds for the duration of the building closure.

Week Before:

- Staff will call all patrons with holds currently on the holds shelves
 - Currently 348 patrons have holds on the shelves
 - Emails will be sent to patrons with no phone numbers in record
 - Based on feedback from other libraries, patrons appreciated phone calls
- Using scheduling software, Skedda, will schedule 2 appointments every 30 minutes between 1-5pm (could increase frequency once we see how it goes)

Day of Pick-Up:

- Staff will look at calendar and check out current holds to patrons with appointments that day, label items by patron name, place on cart, and wheel to front vestibule
- Staff will wear all appropriate PPE will handling materials (mask and gloves).
- A table will be set out between front doors and curb in front of the library
- A small table and chair will be set up in vestibule as a staff station
 - Needs laptop with Wi-Fi to access calendar (or iPad)
 - Needs PPE & disinfectant
 - Needs Phone & pen/pad
- Staff will wear all appropriate PPE and disinfect table between each patron
- Patrons will be instructed to call from vehicle when they arrive at the library for their appointment
 - Hopefully a dedicated line - maybe a city-cell phone can be temporarily issued for this purpose.
- While patron is on the phone, staff will instruct patron to wait in their vehicle for staff to place items on the table and go back inside the vestibule. Then patrons may retrieve their items from the table.
- If patrons do not have a phone, they can indicate that at the time the appointment is set up, and staff will give them further instructions at that time

Phase One Programming

During the State's Phase One Re-Entry, the library will have limited hours and services such as holds pickup and computer use. Patron building access will be confined to the central area of the library, computer area, and lobby with a capacity of 25 persons. Library programs such as story times and book club will continue to be provided through online platforms. Some services such as notary, faxing, on-site programs, browsing collections, etc. will not be available. Additional staffing needs during this time include the ability to address the following issues: building capacity and cleaning monitors, replacing volunteers, significant increase in holds and returns, and continued increased online programming. Library services will increase with phase two to possibly allow expanded building hours and occupancy and some opening up- and browsing of- collections, for example.



COVID 19 Facility Re-Entry and Control Plan

Significant Issues / Concerns:

1. Staff safety concerns about potential exposure at service desks
2. Long-term use of chemical disinfectant sprays
3. Removing patrons who exhibit COVID-19 symptoms
4. Coordinating re-opening efforts with other LINCC libraries
5. Materials Handling Procedures (quarantining items)



COVID 19 Facility Re-Entry and Control Plan

Community Center Controls

Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	Class Room 1 - WCSI Office	Direct Contact; Occupancy Limits	Room Capacity: Max 2	\$ -	Decreased service level. Limited usage.
Admin	Class Room 4	Direct Contact; Occupancy Limits	Not available to public. Using as storage room.	\$ -	Unavailable for use.
Admin	Class Rooms 2/3	Direct Contact; Occupancy Limits	Set New Room Capacity and/or Program Modification	\$ -	648 sq. ft.; Max. capacity: 6 people, social-distanced
Admin	Computer Room	Direct Contact; Occupancy Limits	Not available for public use in phase 1. Adjust as restrictions change.	\$ -	Unavailable for use.
Admin	Multi-Purpose Room	Direct Contact; Occupancy Limits	Set New Room Capacity and/or Program Modification	\$ -	1452 sq. ft. (33 * 44); Max. capacity 15 (fitness classes) or 25 (stationary classes); no shared fitness supplies; min. 6' between each person
Admin	Sun Room	Occupancy Limits	Set New Room Capacity and/or Program Modification	\$ -	756 sq. ft. (21 * 36); Max. capacity 10 (fitness classes) or 12 (stationary); no shared fitness supplies; min. 6' between each person
Admin, PPE	Fitness Studio	Direct Contact, Inhalation Hazard; Occupancy Limits	1:1 Staff to Client Ratio; Increased cleaning frequency; Virtual Training	\$ 200.00	Decreased service level. Not available for drop in use at this time.
Admin, PPE	Nutrition Program	Direct Contact, Inhalation Hazard	Only offer delivered meals TFN.	\$ 500.00	Dial A Ride Drivers will continue to deliver.
Engineering	Customer Service	Direct Contact, Inhalation Hazard	Shields	\$ 800.00	Agree; Ordered thru Refined Metalworks



COVID 19 Facility Re-Entry and Control Plan

	Counter - Cut Out				
Engineering	Customer Service Counter Long Side	Direct Contact, Inhalation Hazard	Shields	\$ 2,400.00	Agree; Ordered thru Refined Metalworks
Engineering	Customer Service Counter Short Side	Direct Contact, Inhalation Hazard	Install floor decals denoting locations for customers to wait for service.	\$ -	(1) decal placed upon entering the building, directing people to wait for next available staff member
Engineering	Entry Lounge	Occupancy Limits	Social Distancing of chairs	\$ -	Store couch and some chairs. Markings on table to limit 2 at a time.

Photos



Photo 11: Community Center Furnishing



Photo 12: Community Center Customer Counter



Photo 13: Community Center Customer Counter #2



Parks and Recreation Administration and Rentals Controls

Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	Forest Shelter	Direct Contact; Occupancy Limits	Set New Capacity and/or Program Modification	\$ -	No 2020 reservations due to lift station construction and staffing issues
Admin	Grove Shelter	Direct Contact; Occupancy Limits	Set New Capacity and/or Program Modification	\$ -	Not available for rent through July 31. Reexamined on August 1 based on current social distancing and gathering restrictions. Reopening shelter rentals is also contingent on staffing levels. If reopened, limit of 1 rental per day.
Admin	River Shelter	Direct Contact; Occupancy Limits	Set New Capacity and/or Program Modification	\$ -	Not available for rent through July 31. Reexamined on August 1 based on current social distancing and gathering restrictions. Reopening shelter rentals is also contingent on staffing levels.
Admin	Splash Shelter	Direct Contact; Occupancy Limits	Set New Capacity and/or Program Modification	\$ -	No 2020 reservations due to lack of staff, no restrooms or water features.
Admin	Sport Fields	Direct Contact; Occupancy Limits	Set New Capacity and/or Program Modification	\$ -	2020 tournaments cancelled. Fields closed through June 30. Closures will be reexamined on July 1 based on outdoor recreation guidelines from the State.
Admin	Stein-Boozier Barn	Direct Contact; Occupancy Limits	Set New Capacity and/or Program Modification	\$ -	Comply with facility capacity and state-mandated gathering guidelines set within the current Re-Opening Phase. Renter must also submit a social distancing plan to the City for review and approval.



COVID 19 Facility Re-Entry and Control Plan

Admin	Tauchman House	Direct Contact; Occupancy Limits	Set New Capacity and/or Program Modification	\$ -	City programs: max. of 8 people, no shared supplies, social distancing of chairs. Comply with facility capacity and state-mandated gathering guidelines set within the current Re-Opening Phase. Renter must also submit a social distancing plan to the City for review and approval. Staff to sanitize facility before and after each reservation.
Admin	Maintenance Crew Room (Alt #1)	Direct Contact	Set New Room Capacity; Social distancing of staff	\$ -	New max. occupancy of park staff workroom: 2 people. Tables and chairs in lobby allow space for up to 6 people to meet socially distanced. Second computer station was setup in Parks Supervisor office for park crew. Staff also can do much of their work on their iPads.
Admin	Mount Hood Room	Direct Contact; Occupancy Limits	Implement Social Distancing Standard. Reassign room to serve as Break Room during lunch hour.	\$ -	Max. capacity: 6 people. Room reserved from 11am-12pm for staff lunch hour
Admin	Small Conference Room	Direct Contact	Not available to public. PW using as storage room.	\$ -	Unavailable for use.
Engineering	Customer Service Desk	Direct Contact	Shields; Decals	\$ 1,000.00	Surface-Mounted Shields: (1) 36"w x 48"t, (1) 48"w x 36"t; stanchions not necessary as building rarely sees non-staff traffic; (3) decals placed upon entering the building, 6' apart, directing people to stop until the next decal is open; (2) decals on ground denoting exit path to side doors. See attached map.



COVID 19 Facility Re-Entry and Control Plan

Photos:



Photo 14: Parks Admin Customer Service Counter



Photo 15: Parks Crew Space



COVID 19 Facility Re-Entry and Control Plan

Program Modifications:

Recreation Programming

Based on the unique nature of the CoW Parks and Recreation Department's (PRD) various programs, the City anticipates opening its facilities and programs on a case-by-case basis. No programs will commence until Clackamas County receives approval from the state to enter Phase One Re-Opening. The PRD anticipates offering the following programs:

Adult Fitness Classes and Personal Training

Stretch, Strength and Stamina	Body Sculpt	Tai Chi
Pilates, Core and Balance	Pilates Sculpt	Tai Chi Chih
Cardio/Core/Strength/Stretch	Stretch	Yoga
Personal Training and Wellness Coaching	Pi Yo	Nia

Adult Educational Classes- Stationary

Arts and Crafts	Lecture classes	Meditation
Water Colors	Parenting	
Oil painting	Stress buster	
Jewelry making	Creative writing	
Essential oils	Communications	

All programs offered by the CoW Parks and Recreation Department will comply with the following General Safety Guidelines.

- In addition to social distancing, all programs will adhere to the current State Guidelines for maximum gathering size for programs held indoors or outdoors
 - 6' social distancing between each person for fitness classes
 - 6' social distancing for all other stationary classes
 - 6' between each person for 1:1 personal training with the use of appropriate PPE where required
- All classes require pre-registration, no drop-ins permitted
- Mandatory Instructor Training advising them of:
 - Expectations for social distancing
 - Create instructor handout with language that they will have to communicate to class participants at the start of the first class
- Instructor to sanitize room at start and end of each class
- Allow minimum of 30 minutes between classes in the same room in order to properly sanitize
- No shared fitness equipment OR program supplies where applicable
- When shared equipment OR program supplies are required, utilize sanitizer spray between each user

All Programs will utilize the following maximum occupancy limits while in Phase One:

- Multi-Purpose Room –
 - 15 participants for Fitness Level Classes
 - 25 participants for Adult Education Classes
- Community Center Sun Room



COVID 19 Facility Re-Entry and Control Plan

- 10 participants for Fitness Level Classes
- 12 participants for Adult Education Level Classes
- Stein Boozier Barn - 15 participants
 - 15 participants for Fitness Level Classes
 - 14 participants for Adult Education Level Classes
 - State mandated gathering limit or 43 participants, whichever is more stringent at the time of the event
 - 43 participants consist of 14 main area, 15 patio, 2 bar, 4 bistro tables, 4 pens, 4 side area near bar
- Murase Plaza water feature area
 - 30 participants
- Sofia Park
 - 10 participants for Fitness Level Classes
- Tauchman House
 - No Fitness Level programming permitted
 - 8 participants for Adult Education Level Classes
 - 12 participants for event rentals
- Mt Hood Room not available for fitness classes
 - No Fitness Level programming permitted
 - 6 participants for Adult Education Level Classes

Facility Rentals

The PRD offers several of its facilities to the community as rental offerings. The PRD proposes continue this program with Phase One Re-Opening with the following restrictions.

- Community Center and Parks & Rec Admin Building
 - Comply with facility capacity and state-mandated gathering guidelines set within the current Re-Opening Phase
 - Renter must submit a social distancing plan to the City for review and approval.
- Stein-Boozier Barn and Tauchman House
 - Comply with facility capacity and state-mandated gathering guidelines set within the current Re-Opening Phase
 - State mandated gathering limit or 43 participants, whichever is more stringent at the time of the event
 - Renter must submit a social distancing plan to the City for review and approval.
- Sport Fields
 - All fields closed through June 30. Closures will be reexamined on July 1 based on outdoor recreation guidelines from the State.
- Shelters (River, Forest, Grove, Splash)
 - Forest Shelter and Splash Shelter unavailable for rent in 2020 rental season.
 - Reexamined on August 1 based on current social distancing and gathering restrictions.
 - Reopening shelter rentals is also contingent on staffing levels.

Significant Issues / Concerns:

- Decrease in overall programming revenue due to reduced participation and capacity limitations.



COVID 19 Facility Re-Entry and Control Plan

- Community affects to mental wellness and overall health due to limited opportunities for socialization.



Public Works and Police Department Controls

Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	Facility wide	Direct Contact	Direct to Field Option; PW / Parks Staff have mobile offices w/limited interaction in the office. All staff currently have iPad and phones to facilitate.	TBD	Increased fuel cost absorbed in Ops Budgets; coordination and productivity issues
Engineering	Main Entry Point	Direct Contact	Determine what Citizen/Vendor access is required; Install central call box to reach PW, PD or 911 as needed.	\$ 2,000.00	Need to confer with PD for agreement

Program Modifications:

Both the Public Works and Police Departments have been able to conduct their normal duties and responsibilities unabated for the duration of the event. By the nature of the work the Police Department function are mobile from their individual vehicles with full connectivity and accountability. The Public Works Department was able to transition to a similar model utilizing mobile devices for accessing the City's asset management system for assigning and tracking assignments. The model is can be continued long term with minimal impacts. Teleworking opportunities within the PW Department are limited to a few technical staff members due to the nature of the department's duties.

Significant Issues / Concerns:

- Anticipate in increase in overall fuel usage in the long term.
- The reduced direct access to the PW/PD will have some concern for some community members.



COVID 19 Facility Re-Entry and Control Plan

SMART Facility Controls

Control Type	Location / Program	Hazard	Control	Estimated Cost	Notes: (Pros/Cons, capacity, dimensions, materials, considerations)
Admin	Dispatch Office	Close Employee Proximity	Allow only one dispatcher in office at time - second dispatcher (scheduler) to work from admin cubicle.	\$ -	Pro: social distancing Con: disruptive to employees working in cubicles while dispatchers scheduling Dial-a-Ride. Dispatchers lacking coordination / communication.
Engineering	All SMART Bus Shelters	Close Customer Proximity	Install signage in shelters/wait lines to promote social distancing	\$ 300.00	Works to maintain social distancing/max occupancy requirements
Engineering	Buses	Direct Contact; Inhalation Hazard	Driver enclosure/barrier	TBD	Being developed to determine viability
Engineering	Buses	Direct Contact; Inhalation Hazard	Eliminate cloth seating	TBD	Pro: Easier to clean/ disinfect while on route and in shop. Con: potential vandalism, customer comfort
Engineering	Buses	Direct Contact; Inhalation Hazard	Reduce capacity and increase customer social distancing	\$ 500.00	Option of removing every other seat/seat cushion or placing a barrier to restrict customer access
Engineering	Buses	Direct Contact; Inhalation Hazard	Install signage in buses to promote social distancing	\$ -	Post proper signage on all vehicles
Engineering	Buses	Direct Contract	Hand Sanitize dispenser for riders	\$ -	Need to determine burn rate in order to assure enough product on hand.
Engineering	Customer Service Counter	Direct Contact; Inhalation Hazard	Install floor decals/standee line denoted locations for customers to wait for service or assistance.	\$ 50.00	2 Decals/Standee Line



COVID 19 Facility Re-Entry and Control Plan

Engineering	Customer Service Counter	Direct Contact; Inhalation Hazard	Install floor decals/"Do Not Enter" line	\$ 15.00	"Do Not Enter" floor line/placard
Engineering	Main Entry Point	Direct Contact	Install central call box <u>with camera</u> to reach Transit Dispatch during business hours.	\$ 3,000.00	Allows for control of customers/vendors entering SMART facility. (added security) Less expensive option than current security project. Con: denies public access to building/ customers waiting outside.
Engineering	Office Space	Close Employee Proximity	Removing excess furniture to storage	\$ -	Works to maintain social distancing/max occupancy requirements
Engineering	Shop Entry Point	Direct Contact	Change key card access to be locked at all times	\$ -	Secures shop door #3 area from vendors entering without permission. Con: restricted access to City employees that don't have card access
Engineering, Admin	Wilsonville Transit Center	Close Employee Proximity	Removing excess furniture to storage. Determine Occupancy Limits	\$ -	Works to maintain social distancing/max occupancy requirements
Engineering, Admin	Buses	Direct Contact	Ozone Generator Treatment busses on 5-day intervals. Consistent with protocol from TVFR for ambulance treatment	\$ 00.00	Strict usage guidelines for application based on ozone risk; effective method for sanitation ONLY in conjunction with traditional daily cleaning methods.
Engineering, Admin	Buses	Direct Contact	Daily cleaning with Grenadier by evening cleaning crew including all touch points & complete interior fogging.	\$ 300.00	Reduced exposure to infection to employee/customers Con: employee exposure to chemicals
Engineering, Admin	Buses	Direct Contact	Daily cleaning by drivers disinfecting at least every two hours throughout the day.	\$ 200.00	Reduced exposure to infection to employee/customers Con: employee exposure to chemicals
PPE	Buses	Direct Contact; Inhalation Hazard	PPE - Masks, safety glasses, gloves for staff	\$ 1,000.00	Depending on State directives, this may become a requirement. Pros: Protect employees from direct inhalation Con: could limit a drivers visibility/ ability to operate, employee comfort



COVID 19 Facility Re-Entry and Control Plan

PPE	Buses	Inhalation Hazard	Face coverings dispenser for riders	\$ -	Need to determine burn rate in order to assure enough product on hand.
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Photos:



Photo 16: SMART Facility Entrance



Photo 17: SMART Kitchen Occupancy Limit Sign



COVID 19 Facility Re-Entry and Control Plan

Program Modifications:

- Service Reduction
 - Eliminating fares
- Transportation Options and Travel Training activities temporarily suspended
- Implemented enhanced staff training
- Enhanced disinfecting (vehicles and buildings)
- Heightened disinfecting measures
- Instituted fiscal restraints
- Provide PPE & enforce social distancing rules
- Limited capacity on buses
- New Programs
 - Home Delivered Meal Program
 - Grocery delivery Program

Significant Issues / Concerns:

- Decrease in transit tax
- Decrease in ridership
- Bus maximum capacity limitations
- Inconsistent guidelines between transit providers
- Employee morale
- Post COVID-19 operations

Appendix A: Guidance and Policy Documents

City Meetings, Functions and Event Requirements

Return to Work from Illness Guidance for Staff

Face Coverings

Self-Assessment

Telecommuting

Use of Disinfectant

Conducting Public Meetings During A State of Emergency

User Guide – Hosting Remote Public Meetings

User Guide – Participating in Remote Public Meeting



City of Wilsonville
 COVID 19 Emergency Response
 Policy #1

City Meetings, Functions, and Events Requirements

Purpose

The City of Wilsonville has enacted this temporary policy to respond responsibly to the COVID 19 pandemic and to promote employee health and safety while maintaining service to the community.

This policy addresses how employees, and the services they provide to the community, can still occur while reducing or eliminating contact. Where possible, employees should alter all meetings, functions, and events, to utilize phones, conference calls, or other distancing mechanisms.

Temporary Policy

This policy is in effect until revoked or amended as conditions change.

In-Person Meetings

Employees should explore all alternative options prior to scheduling an in-person meeting or event. Managers will determine whether an in-person meeting is still essential to operations. If the department is considering holding a City function or event, employees responsible for the City function/event should discuss the function/event with their department head.

Department heads are then to consult with Jeanna Troha, Assistant City Manager, prior to formally proceeding. In some instances, modifications to an event and how it is structured can provide sufficient protection to allow it to continue.

If an in-person meeting is required, the meeting must adhere to strict physical distancing protocol. Employees must follow the mandatory protocols listed below.

1. Schedule the meeting and advise the attendees of the social distancing requirements and determine the absolute maximum number of physical attendees required to be present.
2. Reserve an appropriate room based on the meeting needs and the number of attendees:
 - a. Effective March 18, 2020, all conference rooms have revised occupancy numbers posted on their doors. This achieves the distancing requirements within each unique meeting space. The revised occupancy numbers are below.
 - i. Meeting Room Occupancies:
 - Arrowhead Creek – 4
 - Kitakata – 4
 - Corral Creek – 2
 - Boeckman Creek – 3
 - Basalt Creek – 2
 - Mill Creek – 2
 - Human Resources – 2
 - Council Chambers – 25

- Rose Room – 8
 - Oak Room – 20
 - Community Center Multi-purpose Room – 25
 - Public Works – 6
- b. Consider alternate locations that allow for greater distancing than you would normally have used.
 3. While the facilities are closed, the meeting host must meet the attendees at the respective entrance and grant them access to the facility. Please confirm all attendees are aware of the social distancing requirements.
 4. Conduct your meeting in the reserved space. At the completion of the meeting escort the attendees from the facility and **then disinfect the room you utilized** following the City's disinfection protocols.



City of Wilsonville
COVID 19 Emergency Response
Policy #2

Return to Work after Illness or Exposure

Purpose

The City of Wilsonville has enacted this temporary policy to respond responsibly to the COVID 19 pandemic and to promote employee health and safety while maintaining service to the community.

In general, these procedures are related to employees who were exposed or who were potentially exposed to illness. If you fall into any one of the following categories, you are required to contact your supervisor to discuss proper procedures. Your supervisor must also contact Human Resources.

Temporary Policy

This policy is in effect until revoked or amended as conditions change.

Guidelines for Returning to Work after Illness or Exposure

Employees exhibiting symptoms of COVID-19, but without testing or medical care may return to work after:

- Three days (72 hours) have passed since their recovery, which means their fever is resolved without the use of fever-reducing medication and their respiratory symptoms have improved; **and**
- At least seven days have passed since they first experienced symptoms

Employees medically confirmed to have COVID-19 and who have exhibited symptoms may return to work after:

- Their fever has been resolved without the use of fever-reducing medications; **and**
- Their respiratory symptoms have improved (for example, cough or shortness of breath); **and**
- They have had two negative COVID-19 tests collected 24 hours apart.

Employees medically confirmed to have COVID-19 and who have not exhibited symptoms may return to work after:

- After at least seven days have passed since the date of their first positive COVID-19 test; **and**
- They have had no subsequent illness

Employees who have come into close contact with someone exhibiting symptoms of COVID-19, but the individual has not been tested or received medical care may return to work after:

- Three days (72 hours) have passed since the recovery of the individual the employee was in close, continual contact with, which means the individual's fever is resolved without the use of fever-reducing medication and the individual's respiratory symptoms have improved;
- OR
- Five days have passed since the employee's last contact with the individual, and the employee is not exhibiting any symptoms.

Employees who have come into close contact with an individual medically confirmed to have COVID-19 may return to work after:

- Three days (72 hours) have passed since the recovery of the individual the employee was in close, continual contact with, which means the individual's fever is resolved without the use of fever-reducing medication and the individual's respiratory symptoms have improved;
- OR
- Fourteen days have passed since the employee's last contact with the individual, and the employee is not exhibiting any symptoms.

Employees who have traveled on commercial transportation (plane, train, bus) may return to work after:

- Seven (7) days have passed since the employee last travelled commercially and the employee is not exhibiting any symptoms.

For purposes of this policy, the Center for Disease Control has identified the following common symptoms for COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Go to the [CDC website](#) for more information regarding symptoms.



City of Wilsonville
COVID 19 Emergency Response
Policy #3

Face Coverings

Purpose

The City of Wilsonville has enacted this temporary policy to respond responsibly to the COVID 19 pandemic and to promote employee health and safety while maintaining service to the community.

The City has implemented various engineering and administrative controls to protect the health and safety of City employees and visitors of City facilities. Employees are required to continue adhering to physical distancing protocols. Certain interactions with others and or movement within City facilities may make physical distancing difficult.

Temporary Policy

This policy is in effect until revoked or amended as conditions change.

Face Coverings

The City has issued each employee five face coverings. Employees should use these to cover their mouth and nose when physical distancing protocols cannot be met.

Employees should consider wearing a mask or face covering from the time they enter the building until the time they arrive at their work station, and at any time they are leaving their work station and moving around common areas (i.e. in hallways and stairwells, going to the restroom or break room, etc.).

Additionally, when employees must enter another coworker's workstation, employees should be prepared to wear a face covering, and should respect a request from a coworker to wear face coverings.

Employees who cannot wear face coverings due to an underlying health condition should contact Human Resources.

Community Center, Library, Transit Services

State guidelines differ for employees providing direct services to the public. Employees providing services in the Community Center and Library, and on Transit buses must wear a face covering when in contact with the public. In addition, when moving through facilities open to the public, employees must wear face coverings in any area accessible to the public.



City of Wilsonville
COVID 19 Emergency Response
Policy #4

Employee Self-Assessment

Purpose

The City of Wilsonville has enacted this temporary policy to respond responsibly to the COVID 19 pandemic and to promote employee health and safety while maintaining service to the community.

Temporary Policy

This policy is in effect until revoked or amended as conditions change.

Prior to entering City facilities, employees should answer the following screening questions. Since your last day of work or entry to a City facility, have you had any of the following:

1. A new symptom related to COVID-19 illness you cannot attribute to an underlying health condition, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and or diarrhea.
2. In the past five (5) days have you been in close contact with a person who has exhibited symptoms of COVID-19.
3. In the past fourteen (14) days have you been in close contact with a person who is medically confirmed to have COVID-19.
4. In the past seven (7) days you have travelled on commercial transportation.

If an employee answers YES to any of the above questions:

The employee must notify their supervisor immediately that they will not report to or that they need to leave the workplace. The supervisor must consult with Human Resources and the supervisor will provide the employee with additional direction once the situation has been assessed.

Appendix G: Telecommuting Policy and Procedure

Telecommuting allows employees to work at home or in a satellite location for all or part of their workweek. Wilsonville considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a citywide benefit, and it in no way changes the terms and conditions of employment with the City.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can request telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with the City for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the supervisor and the department head, in conjunction with the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations, and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for telecommuting.
- Ability for the employee's direct supervisor to monitor wage and hour compliance including meal and rest break requirements; and
- Compliance with public records law and confidentiality; and
- Other position or work-unit specific considerations.

If the supervisor and the department head agree, and the Human Resources and Information technology departments concur, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and their supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, the City will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement. The Human Resources and Information Technology departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for City business purposes only. The telecommuter must sign an inventory of all City property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment or of the telecommuting agreement, all City property will be returned to the City.

The employee will establish an appropriate work environment within his or her home for work purposes. The City will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the City's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The City will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by the City's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. The focus of the telecommuting arrangement must remain on job performance and meeting business need. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Non-exempt telecommuting employees are required to accurately record all hours worked using the City's time keeping methods. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved when the City has declared a state of emergency. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the City and with the consent of the employee's health care provider, if appropriate.

All ad hoc telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. If the City has declared an emergency, employees may request to telecommute if they believe that work within their job classification could be done from an off-site location and if the tools and equipment needed to do that work are available.

Requests to telecommute must be approved by the supervisor and the Department Head, in conjunction with the Human Resources and Information Technology departments, and the final decision is made by the City Manager. Requests will be evaluated on the basis of:

- Critical nature of work within the job classification that may be done from an off-site location.
- Ability to perform work within the employee's job description or reasonably related work from a remote location; and

- Tools and equipment available to permit an employee to work remotely (such as computer and software access); and
- Ability for the employee's direct supervisor to monitor wage and hour compliance including meal and rest break requirements; and
- Compliance with public records law and confidentiality; and
- Other position or work-unit specific considerations.

In addition to the regular telecommuting workspace, equipment, and timekeeping rules, employees who are telecommuting on an ad hoc agreement have additional responsibilities and requirements.

- At the discretion of City management, the employee may be provided with mobile equipment including a laptop, cell phone, or tablet. The City is not responsible for providing a suitable workspace or other equipment and resources at the employee's telecommuting site.
- Employees may obtain basic office supplies from their department for use at the telecommuting site. Any office supplies remaining at the telecommuting site after the expiration of the agreement must be returned to the City.
- The employee will send an email to their supervisor when their workday begins. The email will include the employee's expected work accomplishments for the day.
- The employee will send an email to their supervisor at the conclusion of their workday. The email will include the employee's work accomplishments for the day.
- Employees will mark on their calendars the time spent for lunch periods, break periods, or other times where the employee will not be readily available during their assigned working times.
- The Employee will forward their assigned City Mitel Telephone, so that any calls to their office number are forwarded to the phone number they have provided. Instructions on how to forward your phone to an outside line or attached.
- The employee shall keep logs of all work related calls both to and from their phone for payroll purposes. Employees are not required to submit these logs with their timesheet, but their supervisor may require them to present these logs for audit purposes.
- Employees are expected to return any unanswered phone call within 30 minutes of receiving the call. Employees who receive a call while participating in another meeting via phone or other electronic means are expected to return the call as soon as possible.
- If the City has reason to believe an employee is abusing the telecommuting agreement, the agreement will be terminated and the employee will resume their previous work schedule and location. In the event their work location is inaccessible for any reason, the employee will not be allowed to resume telecommuting and will be required to utilize their accruals to account for any additional time off.

The City reserves the right to limit the number of staff that can telecommute at a given time and the City will determine how many employees can telecommute on any given day of the week based on work assignments.

Ad hoc agreements must be approved by the City Manager. The City Manager will review the ad hoc policy regularly and reserves the right to change the policy at any time.

HOW TO DISINFECT YOUR PERSONAL AREAS, DEVICES AND PROGRAM AREAS

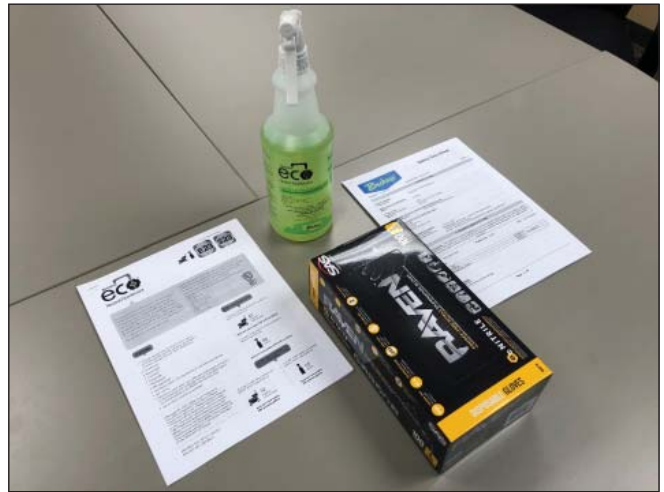
The City of Wilsonville is committed to providing a safe, sanitary work environment for all staff and customers. The Facilities division of Public Works is disinfecting and cleaning each City facility nightly, providing concentrated attention on all contact points (doors, door knobs, push bars, ADA buttons), restrooms, hard surfaces (front counters, conference rooms), floors and entryways.

STAFF ASSISTANCE NEEDED

In order to ensure that we can maintain this increased level of cleanliness and account for the time difference between when work areas are being used and when Facilities staff can clean these areas, **we are asking all City staff to disinfect their personal areas and program areas throughout the day.** This also allows the Facilities staff to focus more time and effort on common areas.

Earlier this week, Facilities staff began distributing 32-ounce spray bottles of E-23 Disinfectant at each facility. This is the same industrial-strength cleaner that Facilities staff uses to clean all hard surfaces.

Instructions on how to use the disinfectant are included below. A Fact Sheet about the product and the Material Safety Data Sheet (MSDS) are also attached.



The City currently has an ample supply of the cleaner and can readily provide more through dispensing stations already in most facilities. Please contact the Facilities Division directly if bottles need to be filled.

HOW TO USE E-23 DISINFECTANT

Where is the Disinfectant located?

1. Disinfectant bottles were distributed to staff with direct customer contact at each facility. A bottle is to remain at the primary point of customer contact; additional bottle(s) may be placed in a common area (i.e. break or conference room).
2. Verify where bottles are being kept at your facility, and return bottle to its location immediately after use.

Which Areas Need to be Disinfected by City Staff?

1. Personal Work Areas: Please disinfect your personal work areas as needed.
2. Conference Rooms: If you host a meeting, please disinfect the area (especially chair arms, table, and door knobs) after each use. Facilities staff will continue to disinfect these areas after hours, but we are relying on the space users to do this after each use.
3. Program Space: Please disinfect the hard surfaces of your program supplies after each use.

How to Disinfect Hard Surfaces

1. Clear the surface you wish to disinfect of all electronics or paper products.
2. Spray the area down with the product. This is concentrated product so, a few sprays are sufficient.
3. Allow the product to sit on the surface for at least one minute.
4. To avoid streaking, you can wipe the area down with a paper towel after one minutes or you can simply let it dissipate.

How to Disinfect Electronic Devices (keyboards, mouse, or phone)

1. DO NOT spray electronic devices directly with the product.
2. Spray a paper towel or cloth rag with a small amount of the product and wipe the electronic device.
3. Allow to dry before using.

General Safety Precautions

1. Wear the provided nitrile gloves when wiping down surfaces.
2. Avoid contact with clothing and skin as solution contains hydrogen peroxide
3. Do not spray on upholstered seats.
4. Consult the provided MSDS sheet for product specifics.

Conducting Public Meetings

DURING A STATE OF EMERGENCY

This document provides guidance on how to conduct public meetings under the current state of emergency.

Policy

- The Incident Commander will dictate when board members must participate remotely.
- Public meetings should take place in the Council Chambers which has a limited capacity of 10 people.
- Staff must be present in the room for hosting the Zoom meeting and facilitating in-person public comment.
- Departments are responsible for their own meetings. Initial training for staff, on how they will operate equipment/technology, can be arranged with the IT department.
- At least one staff member responsible for collecting public comment via email prior to the meeting.
- Do not publically post the Zoom meeting ID.

Step 1 – Public Notice

- The public must be allowed to enter the building during your meeting. Be sure to follow the room capacity limits, and physical distancing. A staff person must be assigned to ensure social distancing. No more than 10 people are allowed in the Council Chambers. Overflow should be spaced a minimum of six feet away in the hall, with doors open so they can hear. If a larger crowd is anticipated and the meeting cannot be postponed, please contact IT and Legal.
- Do not give out the Zoom meeting ID, instead, instruct the public to email a dedicated staff member by a specific date and time for this information. This will be useful to know who is entering the Zoom waiting room for public comment.
- Update the website calendar event to include these instructions.

Step 2 – Schedule a Zoom Meeting

- Instructions for scheduling a Zoom meeting using one of the City’s provided Zoom licenses, is on the Staff Zone “User Guide – Hosting Remote Meetings.pdf”.
- Be sure to allow video/audio/phone, and enable the waiting room. The waiting room will allow the meeting organizer to “admit” participants into the meeting so that people can’t just enter without notice. Consider using a password for extra security.

Step 3 – Testing with your Committee Members

- Setting up a test prior to each meeting is required. This will give participants time to figure out how it all works, how you will conduct your meeting over Zoom, and any other issues – lighting, audio, mute/unmute to speak, etc.

Step 4 – Day of the Meeting

- Staff member logs into the same Zoom account used to schedule the meeting.
- Using a Mitel phone may provide better audio than computer audio (note, desktops do not have a camera or mic)

- Use the “User Guide – Hosting Remote Meetings.pdf” found on the Staff Zone for specifics on how to navigate Zoom.

Other Notes:

- Council, Planning Commission, and Budget Committee are all filmed by Willamette Falls TV in the Council Chambers. For these meetings it is best to setup as follows:
 - Join the Presentation laptop (laptop that is at the testimony table) as a member of your meeting. Do not connect to audio, mute video. This laptop will be used to share the screen for PowerPoint presentations, and to display the “Brady Bunch” screen of committee members for TV.
 - The meeting organizer will host the meeting from a second laptop, which will be setup 6’ from the recorder station. This laptop will be connected to the Logitech “Zoom” camera that will allow the committee members to see what the meeting room looks like. This laptop will mute the sound but allow the video.
 - Use the provided Mitel phone in this room to connect to Zoom. There are 2 “pucks” available to allow a wider range of voice coverage in this room. One will need to have a microphone directed at it for TV pickup of voice. IT staff can show you how this works.
 - Using the Zoom waiting room will give you control of who you allow in your meeting. I would only admit those that have contacted you. If others appear, you can send a chat to the waiting room to find out who they are. NOTE: they cannot chat back with you, so you will need to tell them to send an email to someone that can check during the meeting.
 - Everyone that has been approved to be in the meeting should be admitted at the start, then muted. You can control the mute settings so that attendees can’t unmute themselves. The meeting organizer will facilitate muting and unmuting. However, with everyone in the meeting you can chat with them individually to let them know when it’s their turn and you will be unmuting them, etc.
 - Don’t forget you can send an attendee back into the waiting room or remove them should something happen unexpectedly.
 - Depending how you run your meeting, you can use the virtual raise hand feature in Zoom, or the committee member can just raise their hand in front of the camera to speak. It will work best if only one is speaking at a time. Having the chair member facilitate when someone speaks is best. Then the meeting organizer will know when to unmute and mute the speaker.

User Guide – Hosting Remote Meetings

This guide will provide tools and instructions for how to facilitate remote meetings.

START HERE -To determine what resources you will need for your meeting, first decide what type of meeting you will be conducting:

1. Do you just need to talk to each other (no video, no screen sharing), and the call will have 3 or less people on it? If yes, go to page 2
2. Do you just need to talk to each other (no video, no screen sharing), and the call will have 3 or more people on it? If yes, go to page 2
3. Do you need to talk to each other, plus share your screen (or others have the ability to share their screen)? If yes, go to page 3
4. Do you need to talk to each other, plus share your screen, and be able to see each other over video? If yes, go to page 5

Other information to note:

- ⇒ You can use your Mitel desk phone for conference calling without using Zoom (see page 2 for instructions)
- ⇒ You can use Zoom with:
 - Your Mitel desk phone, using the handset or speakerphone
 - Your iphone/ipad using the Zoom App, headphones optional
 - Using a laptop that has integrated video camera and mic, headphones optional
 - Using a conference room that already has a Zoom camera setup
- ⇒ Please schedule your Zoom meetings so that others know when the resource is available or not
- ⇒ You can create your own free Zoom account, which only allows up to 40 minutes of time per meeting, if you need more time, please use one of the paid licensed accounts below.

TIPS, TRICKS, AND OTHER HELPFUL TOOLS – see page 7

TROUBLESHOOTING – see page 9

SCHEDULING A ZOOM MEETING FROM AN IPHONE OR IPAD – see page 10

1. Do you just need to talk to each other (no video, no screen sharing), and the call will have 3 or less people on it?

You can use your Mitel desk phone to conference other callers in using the instructions below. You can conference a maximum of 8 callers, but typically, it's easier with only a few, and suggested you use Zoom for more than 3.

1. While on an active call with one of the contacts with whom you want to create a conference, press the **Conference** softkey on your phone. The active caller is placed on hold.
2. Enter the number of the next person, and press the **Consult** softkey.
3. Wait for them to answer and press the **Conference** softkey to complete the 3-way conference call.

2. Do you just need to talk to each other (no video, no screen sharing), and the call will have 3 or more people on it?

It's easier to use Zoom for conference calling with more than 3 callers because everyone calls into the same Zoom number. If you are the meeting organizer, you'll need to set that up prior to your meeting using the instructions below.

First, go to go to zoom.us and login using one of the accounts provided on the first page of this guide. It is not necessary for you to be in that room the day/time of the meeting, just make sure the account you use is not using Zoom at the same time.

1. Once logged in, click the **My Meetings** section on the left side of the screen
2. Click the blue "**Schedule a Meeting**" button
3. Fill the "**Topic**" of your meeting, set the **date** and **time**, and check the box to "**Enable join before host**"
4. Click **Save**
5. Click the link to **copy the invitation** and paste it into your own email message to send to your attendees.
NOTE: edit the text to just include the dialing numbers or otherwise your recipient might think this is a video or screen sharing meeting, not just a call.

Example of what you should send them, along with any other personal text:

One tap mobile

+16699006833,,397362713# US (San Jose)

+16468769923,,397362713# US (New York)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 646 876 9923 US (New York)

Meeting ID: 397 362 713

6. On the day/time of the meeting, you will need to use the same calling information as you sent your recipients. Don't forget this is a long distance number so you will need your 3 digit long distance pin.

3. Do you need to talk to each other, plus share your screen (or others have the ability to share their screen)?

Using Zoom will allow you to share your computer desktop screen with all participants, or allow them to share their screen with you.

TO DO BEFORE THE MEETING

First, go to zoom.us and login using one of the accounts provided on the first page of this guide. It is not necessary for you to be in that room the day/time of the meeting, just make sure the account you use is also not in need of Zoom at the same time. You will need to log into a computer at the time of the meeting.

1. Once logged in, click the **My Meetings** section on the left side of the screen
2. Click the blue **“Schedule a Meeting”** button
3. Fill the **“Topic”** of your meeting, set the **date** and **time**
4. Optional preferences you can set:
 - Video:
 - Host to “off”
 - Participant to “off”
 - Audio:
 - “Both”
 - Meeting options:
 - ✓ Enable Join before host (this allows participants to be in the meeting before you)
 - ✓ Mute participants upon entry (you will have the option to unmute them)
 - ✓ Enable waiting room (this means you will have to admit them into your meeting)
5. Click **Save**
6. Click the link to **copy the invitation** and paste it into your own email message to send to your attendees.

DAY OF THE MEETING

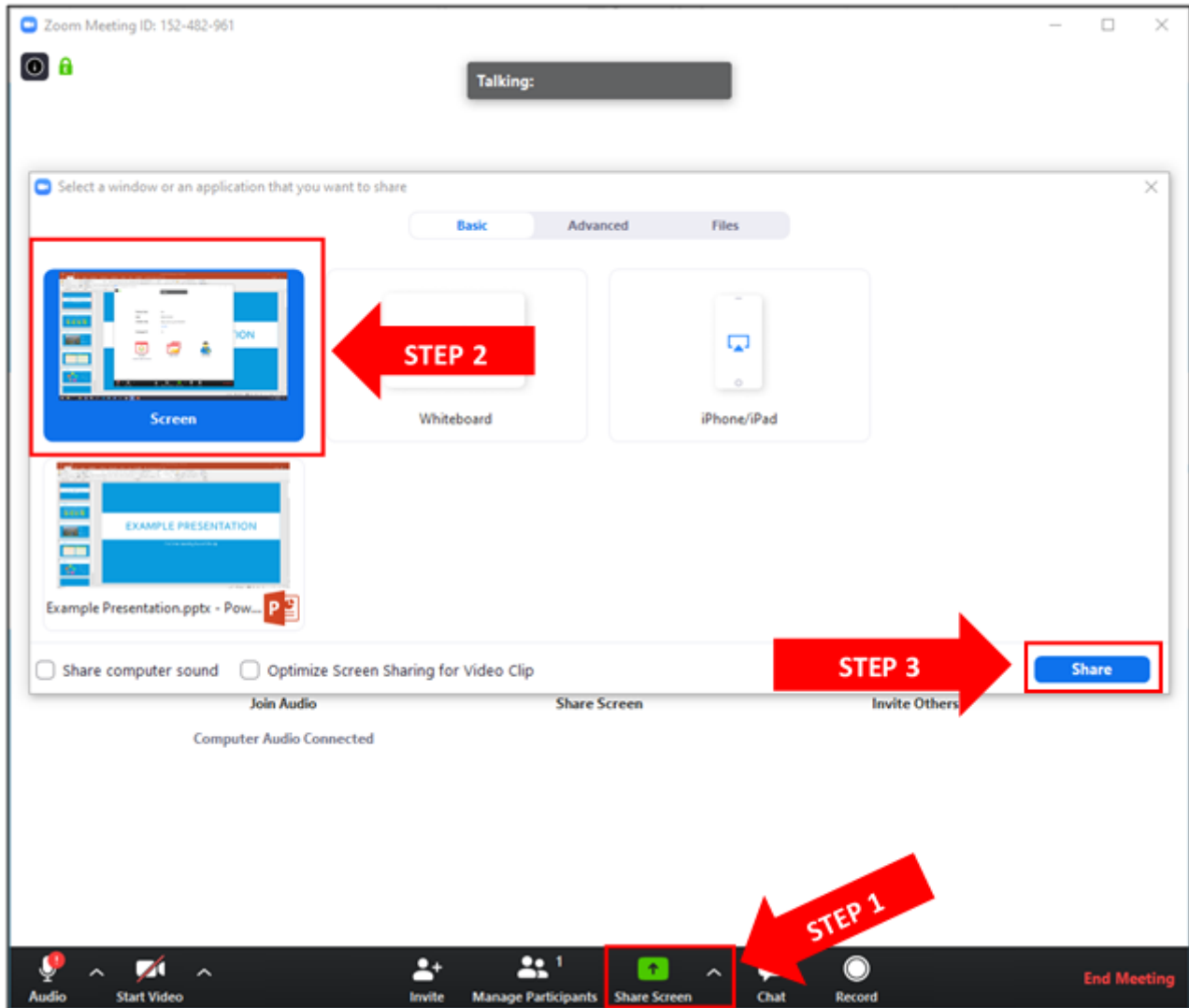
On the day/time of the meeting you will need to login into the same Zoom account you set this meeting up with, either using a web browser, or the Zoom installed app (all meeting rooms have a shortcut to the Zoom app on the desktop).

1. **Login** using Zoom installed program, or web browser with the same account you created this meeting under.
2. Go to **Meetings**
3. Locate your meeting (using the topic you provided) and click the button to **Start** the meeting. If you are in a meeting room with the Zoom camera, you can use that for microphone and speaker. If you are at your desk, you will need to call in using the provided phone number on the screen.
4. In order to share your screen you will need to hover over the bottom of your screen and click to **Share Screen** (see the next page for visual)

Step 1 – click **Share Screen**

Step 2 – click the **Screen** (this will share your entire desktop)

Step 3 – click the blue **Share** button



4. Do you need to talk to each other, plus share your screen, and be able to see each other over video?

Using Zoom will allow you to do all of these things. You will need to be either in a meeting room with the Zoom camera, using a laptop with camera/mic, or using an ipad/iphone.

TO DO BEFORE THE MEETING

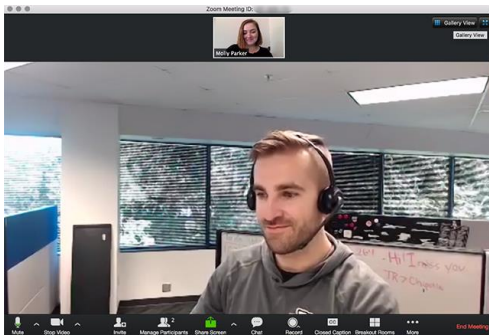
First, go to zoom.us and login using one of the accounts provided on the first page of this guide. Additional instructions for creating a Zoom meeting using an iphone or ipad can be found on page 10

1. Once logged in, click the **My Meetings** section on the left side of the screen
2. Click the blue **“Schedule a Meeting”** button
3. Fill the **“Topic”** of your meeting, set the **date** and **time**
4. Optional preferences you can set:
 - Video:
 - Host to “on”
 - Participant to “on”
 - Audio:
 - “Both”
 - Meeting options:
 - ✓ Enable Join before host (this allows participants to be in the meeting before you)
 - ✓ Mute participants upon entry (you will have the option to unmute them)
 - ✓ Enable waiting room (this means you will have to admit them into your meeting)
5. Click **Save**
6. Click the link to **copy the invitation** and paste it into your own email message to send to your attendees.

DAY OF THE MEETING

On the day/time of the meeting you will need to login into the same Zoom account you set this meeting up with using the Zoom installed app (all meeting rooms have a shortcut to the Zoom app on the desktop). You’ll need to be either in a meeting room with the Zoom camera, or use your laptops camera/mic, or ipad/iphone device.

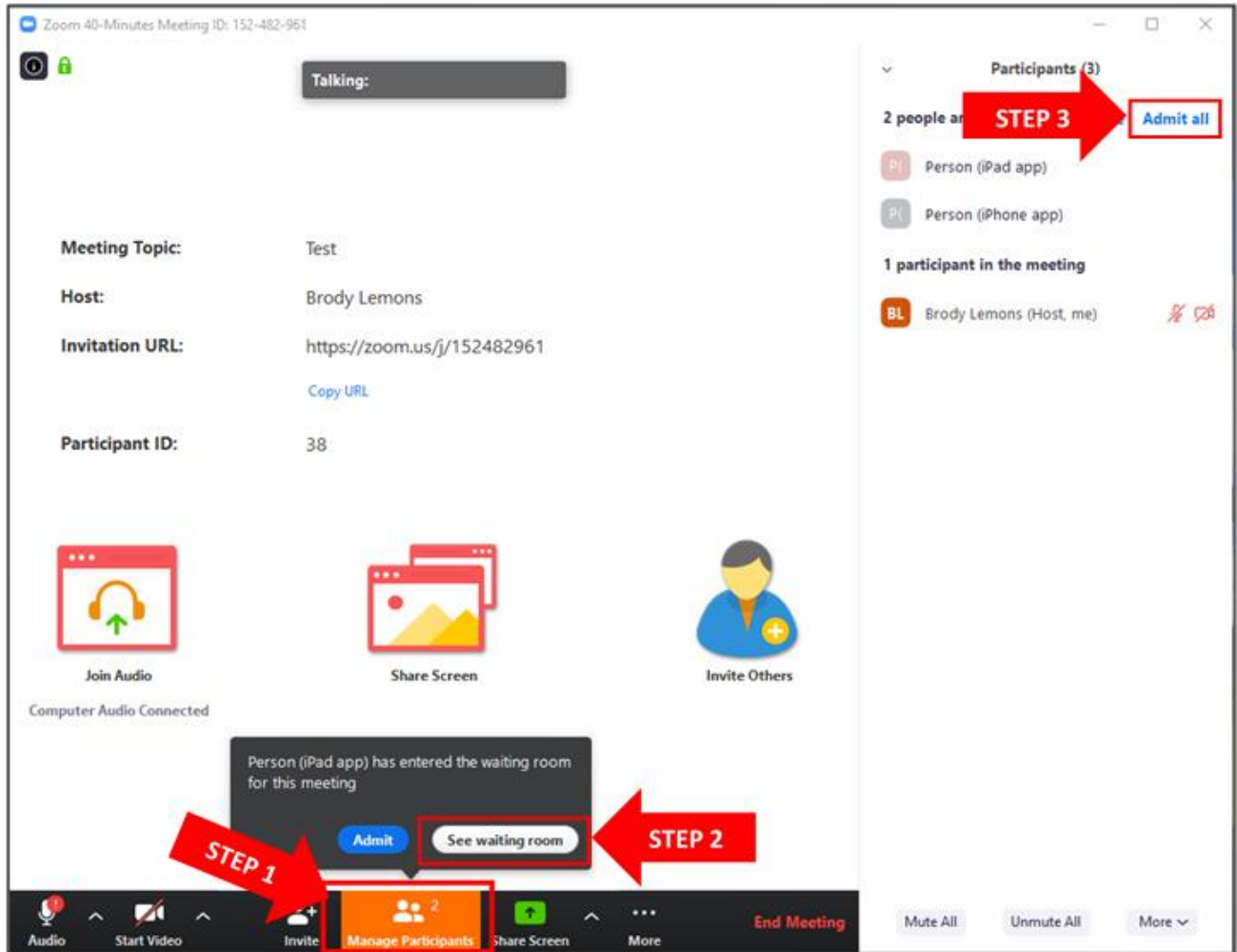
1. **Login** using Zoom installed program with the same account you created this meeting under.
2. Go to **Meetings**
3. Locate your meeting (using the topic you provided) and click the button to **Start** the meeting.
4. Since you setup the meeting for video to be on, you should see some video screens:



TIPS, TRICKS, AND OTHER HELPFUL TOOLS

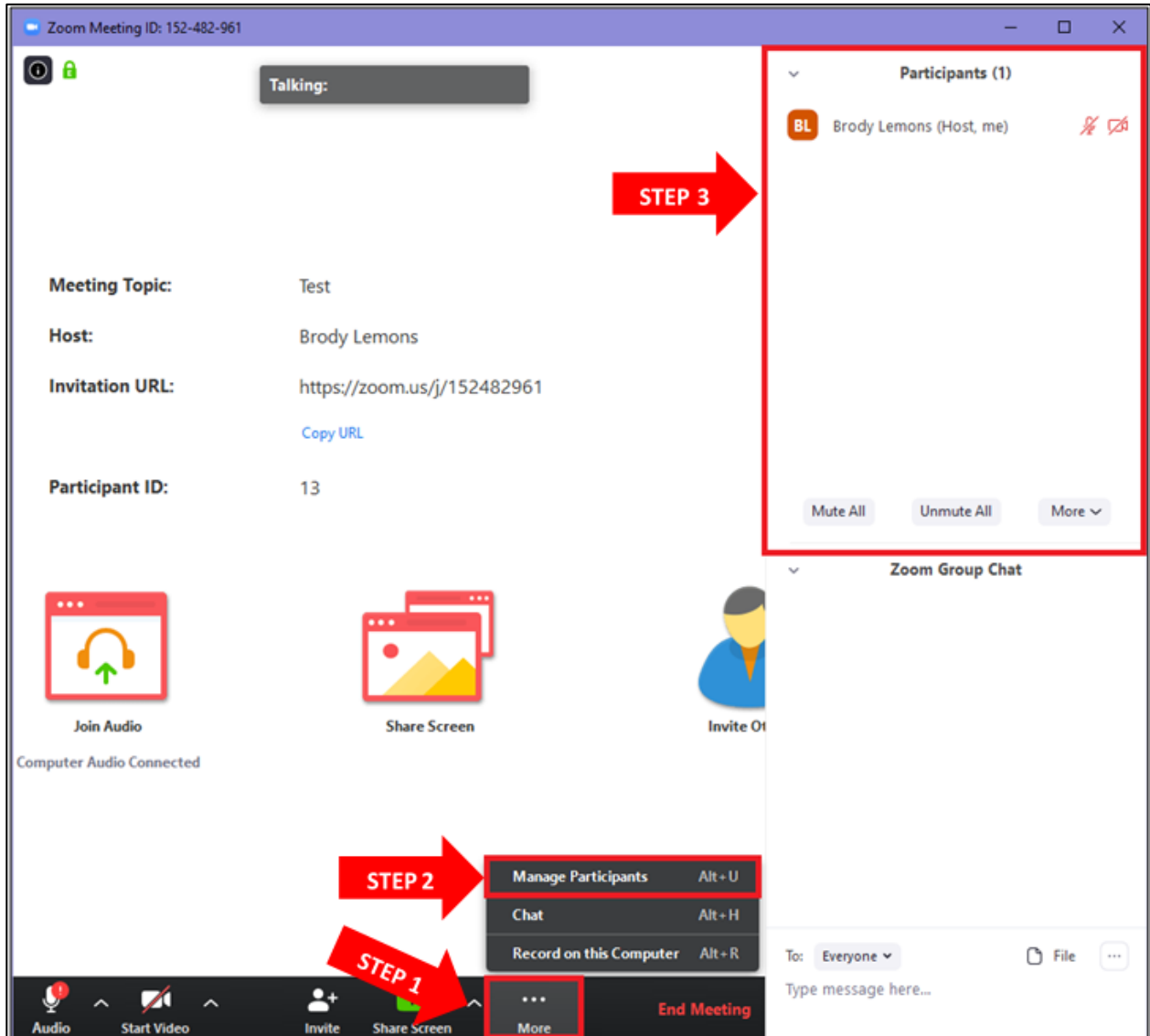
WAITING ROOM FEATURES (if you have turned this feature on when you scheduled the meeting)

- ⇒ Step 1 – Click the **Manage Participants** Button
- ⇒ Step 2 – Click **See waiting room**
- ⇒ Step 3 – **Admit all**, or select each individually



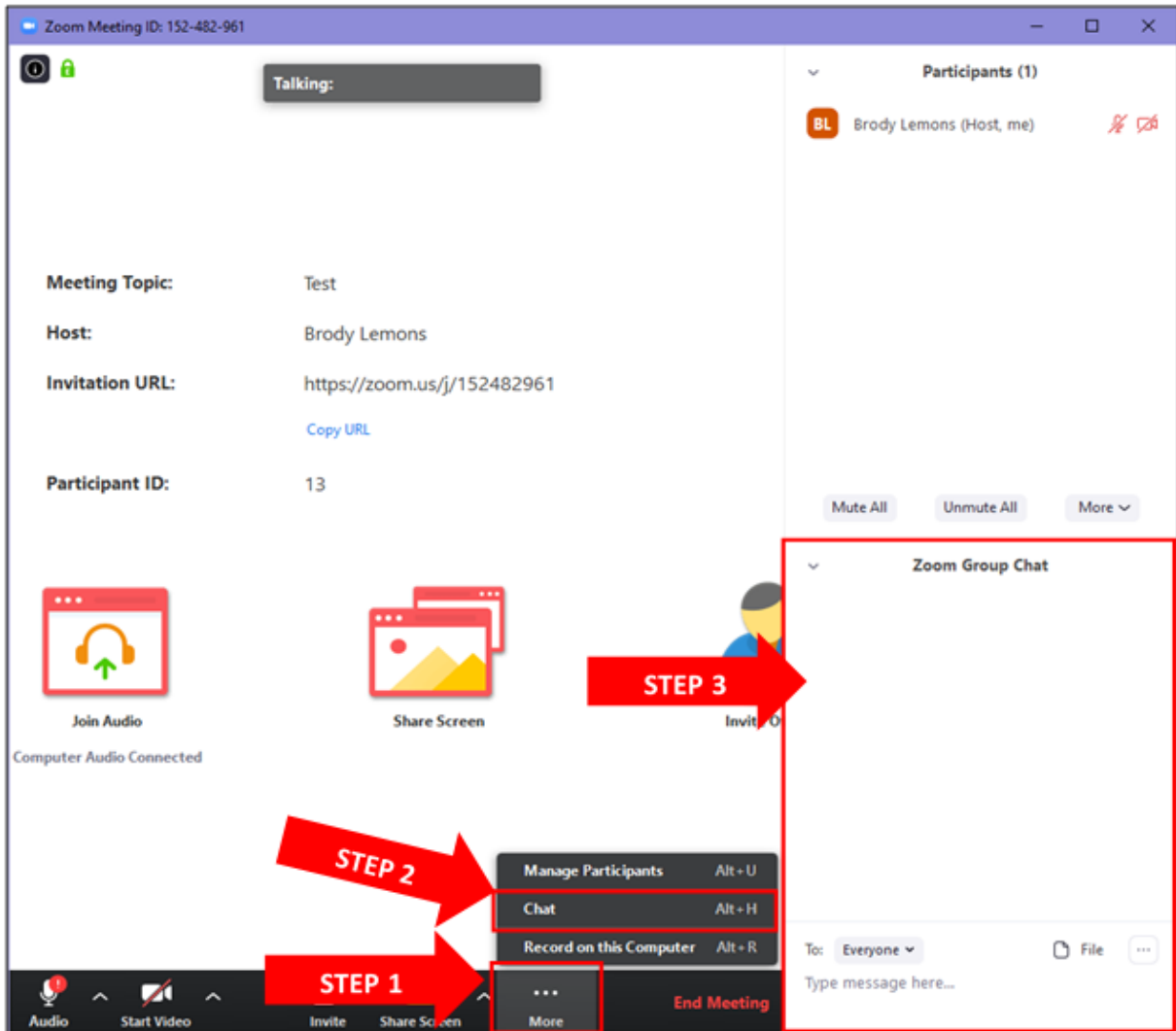
VIEW/MANAGE YOUR PARTICIPANTS

- ⇒ Step 1 – Click the **More** Button
- ⇒ Step 2 – Click **Manage Participants**
- ⇒ Step 3 – the Zoom Participants window will show everyone and you can choose to mute or unmute video and audio by hovering over each name, or mute/unmute all using the buttons on the bottom of this window



CHAT WITH YOUR PARTICIPANTS

- ⇒ Step 1 – Click the **More** Button
- ⇒ Step 2 – Click **Chat**
- ⇒ Step 3 – the Zoom chat window will show everyone and you can choose to send your chat message to “everyone” or to certain participants, using the drop-down that currently says “everyone”



TROUBLESHOOTING

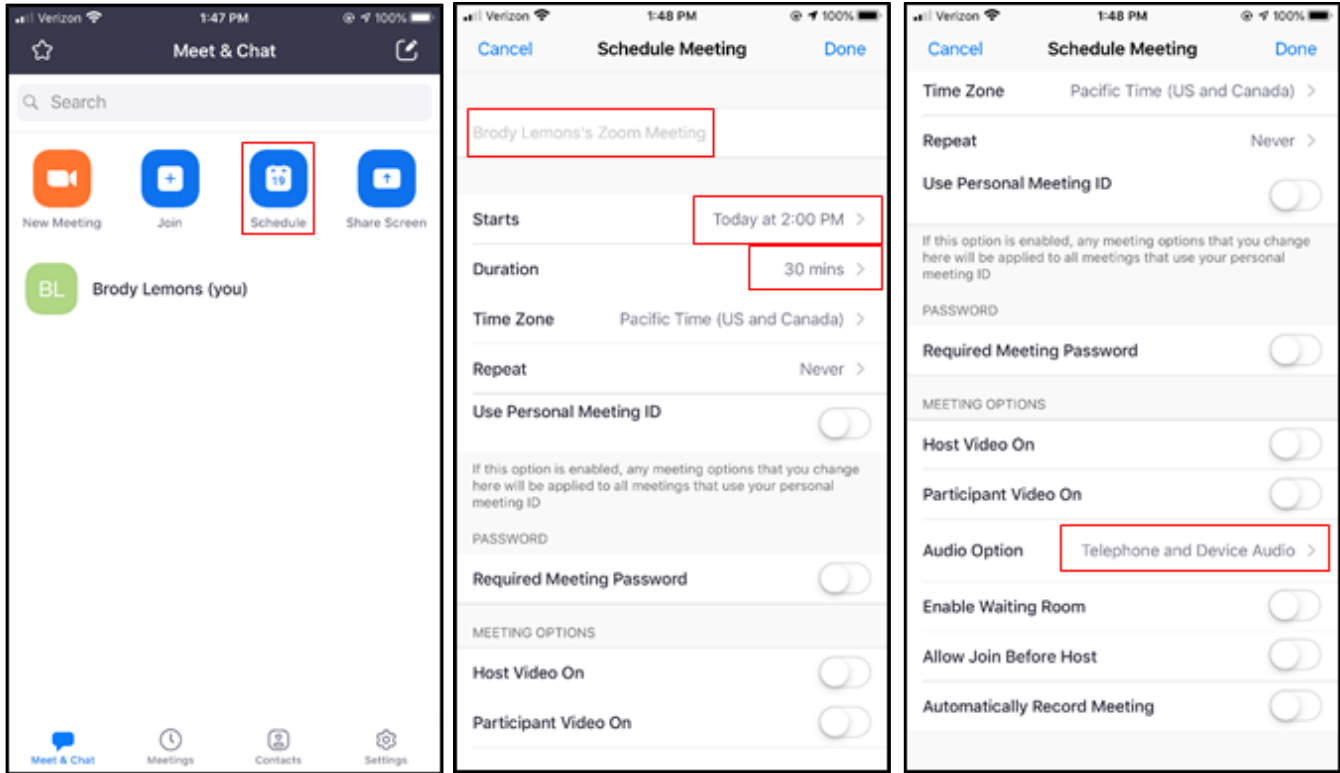
MICROPHONE/CAMERA NOT WORKING ON LAPTOP:

- ⇒ Start Menu > Settings > Privacy > Camera > “Allow apps to access your microphone” > On
- ⇒ Start Menu > Settings > Privacy > Microphone > “Allow apps to access your microphone” > On

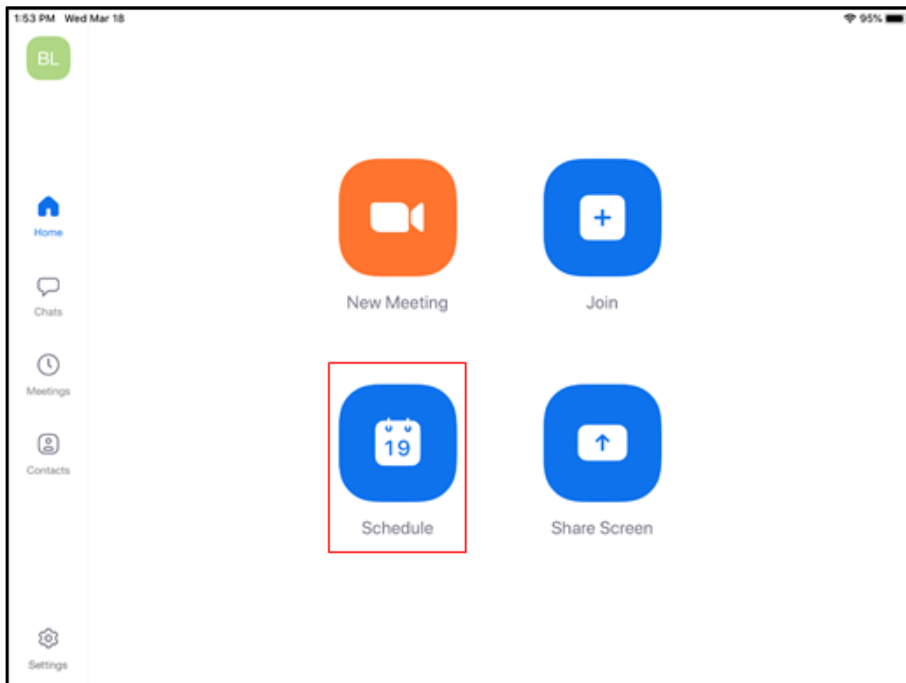
MICROPHONE/CAMERA NOT WORKING ON IPHONE/IPAD:

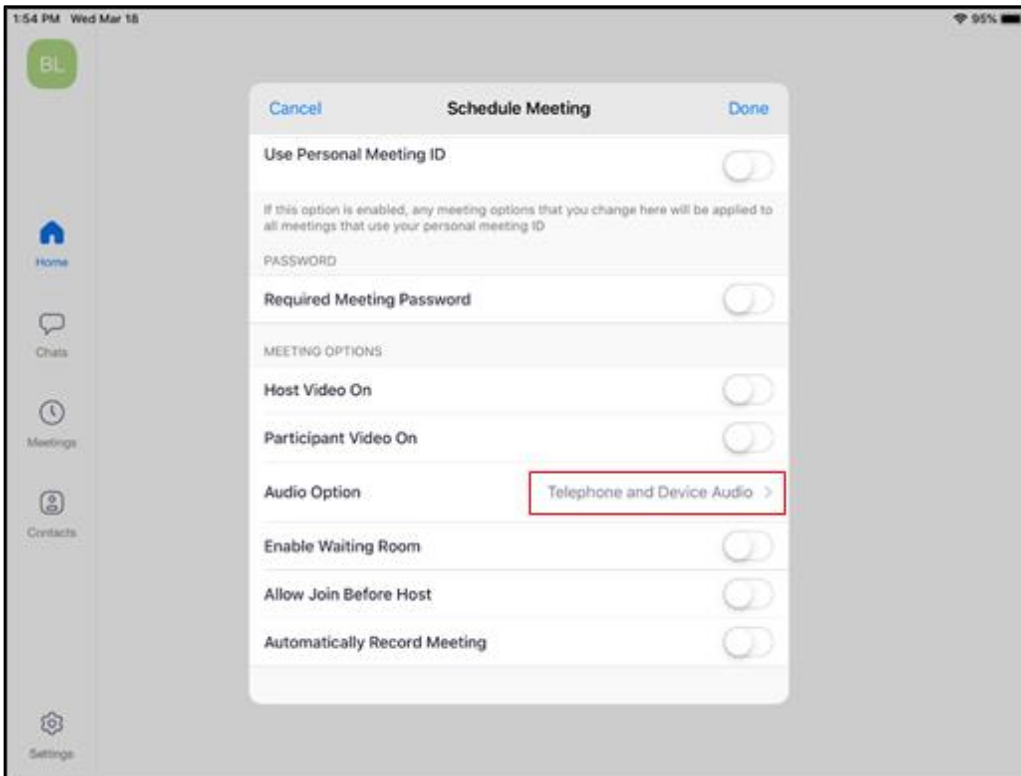
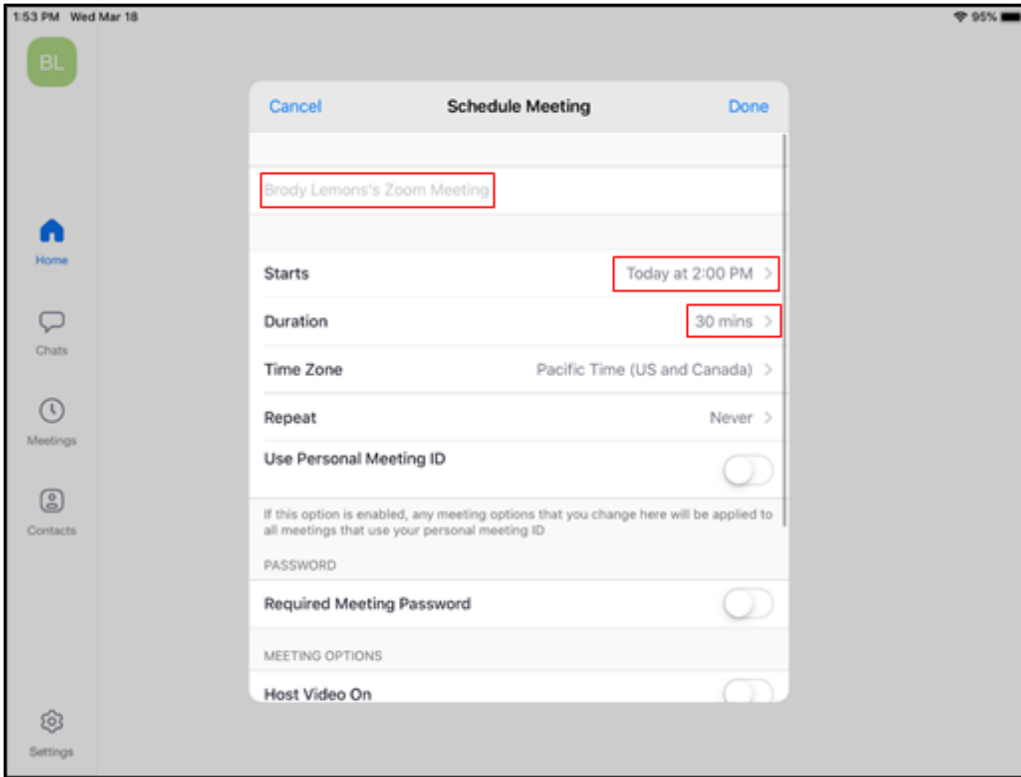
- ⇒ Settings > Privacy > Camera > Zoom to On
- ⇒ Settings > Privacy > Microphone > Zoom to On

SCHEDULING A ZOOM MEETING FROM AN IPHONE:



SCHEDULING A ZOOM MEETING FROM AN IPAD:





User Guide – Participating in Remote Meetings

This guide will provide tools and instructions for how to participate in remote meetings.

As a participant, you should have received instructions for joining the meeting from the host/meeting organizer.

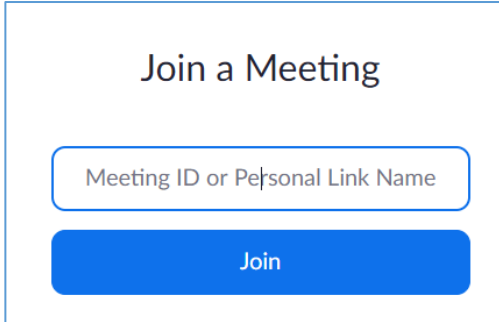
- ⇒ Using a computer or laptop? If yes, go to page 2
- ⇒ Using an ipad? if yes, go to page 5
- ⇒ Using an iphone? if yes, go to page 9

THINGS TO NOTE PRIOR TO JOINING A ZOOM MEETING:

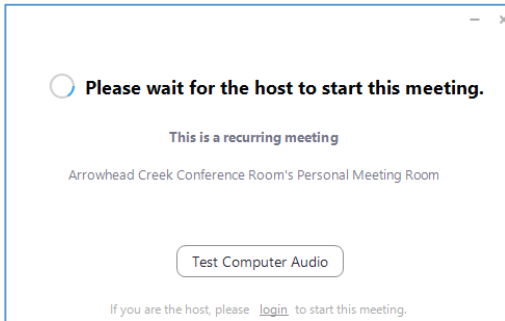
1. Make sure all your electronic equipment is charged or will be plugged into power during the call.
2. Make sure you are connected to the internet – via Wi-Fi or cellular.
3. It is not necessary, but using ear buds or a headset with mic seems to help eliminate background noise during the call.
4. All Zoom meetings connect with a specific meeting ID, make sure you have that available at all times in case you get disconnected. You will be provided one from the host/meeting organizer.

JOINING A ZOOM MEETING FROM YOUR COMPUTER OR LAPTOP:

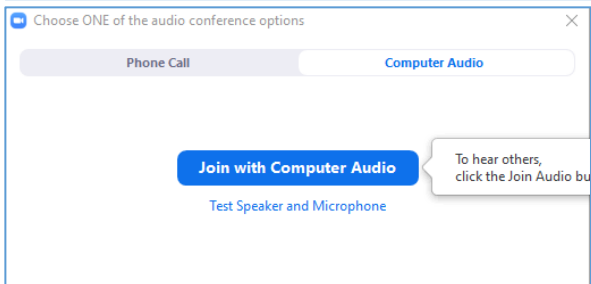
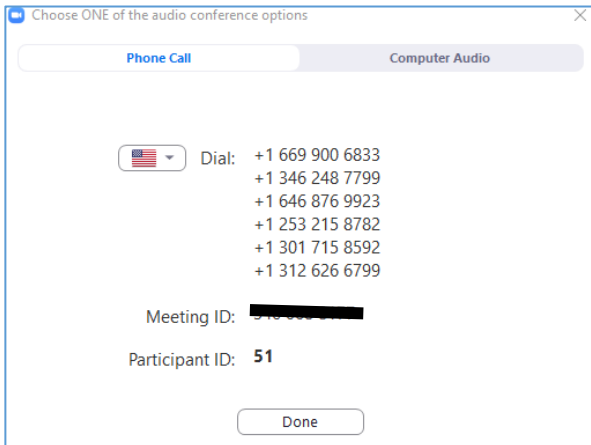
1. Click the link provided to you from the host/meeting organizer, or go to [Zoom.us](https://zoom.us) and click “Join a Meeting”, enter the 10 digit meeting ID provided to you, and click **Join**.



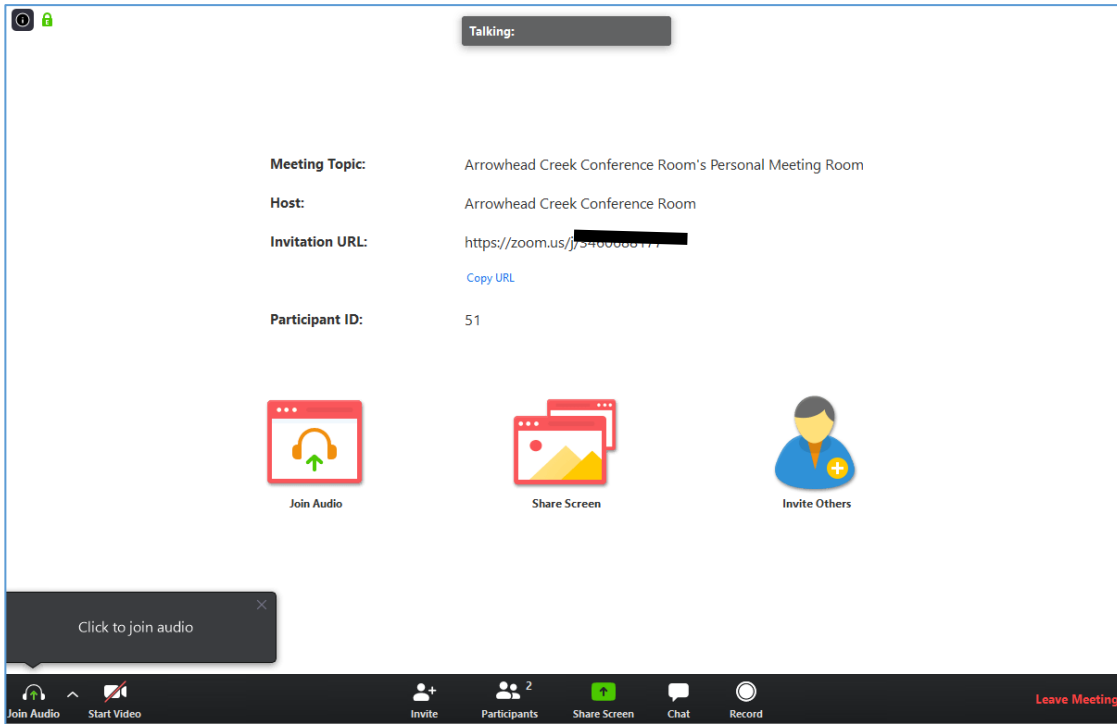
2. Zoom will automatically download the application, and you’ll have to run it to install (unless already installed)
3. If you are waiting for the host you may see this screen:



4. When it’s ready to join it will ask you if you are using your phone to dial in for audio, or using the computer audio (which will only work if you have a microphone)

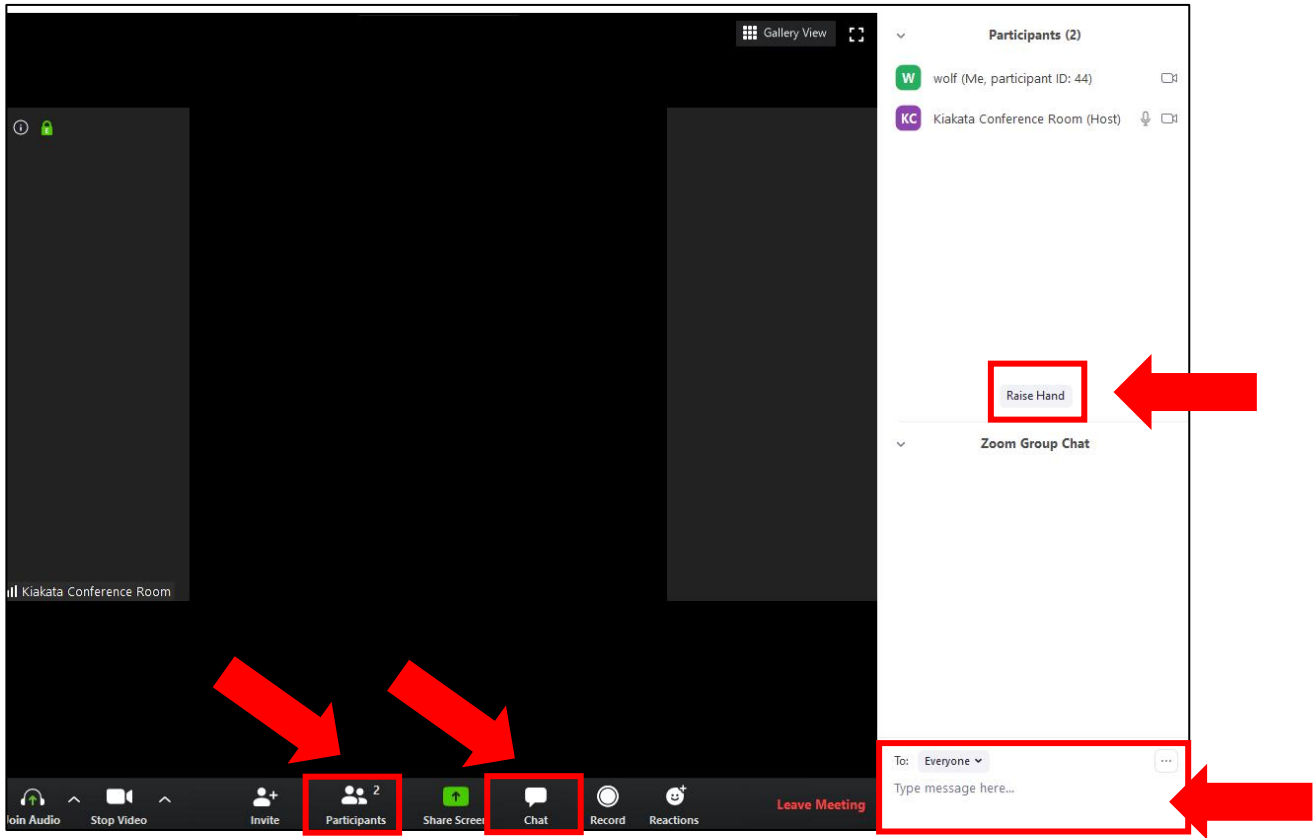


When you see this screen you have successfully connected to your meeting



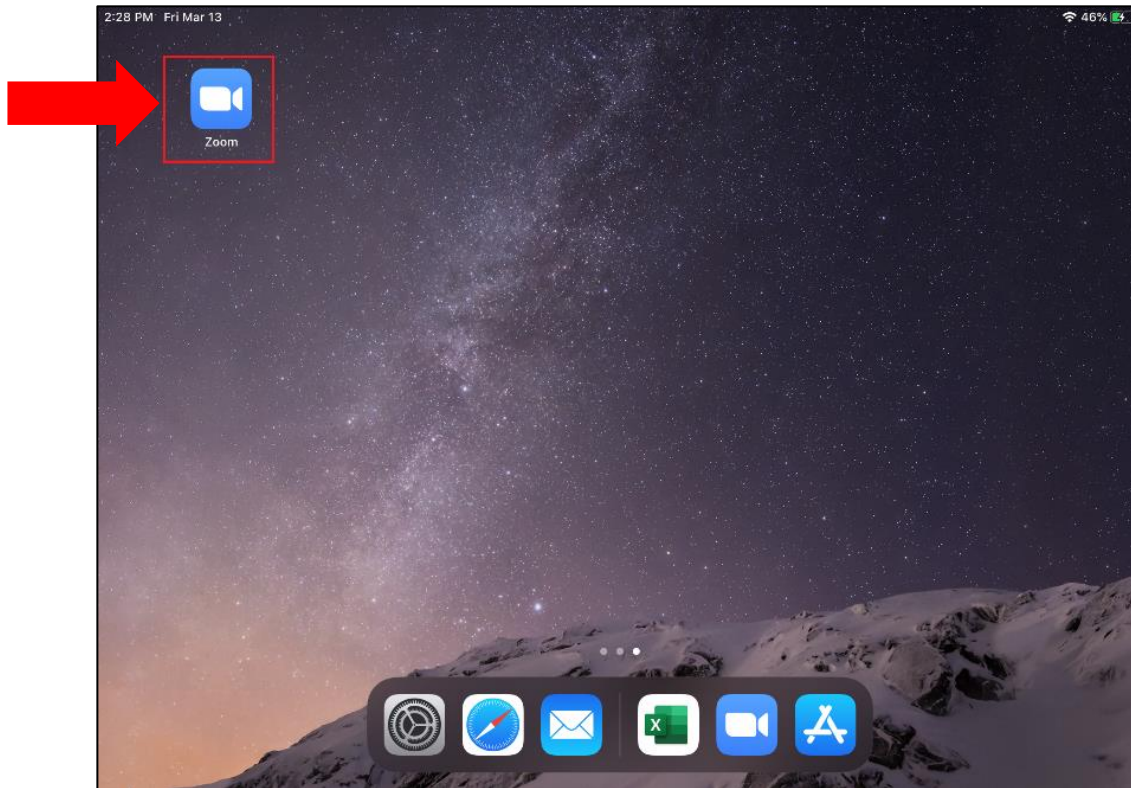
DURING THE MEETING:

There is a menu at the bottom of the screen with many options, if you don't see the same features as in the screenshot below it may be because your screen is too small. Look for the **More** button. Click **Participants** to view a right-side bar listing all of the participants. This is useful for the "Raise Hand" feature that will alert the meeting organizer you have a question. Now, depending on the organizer, they may prefer you to use the Chat feature. Click the **Chat** button on the bottom menu to bring up the Chat window in the lower area of the right-side bar. The Chat feature allows you to "Chat" with everyone, or just certain participants.



JOINING A ZOOM MEETING WITH THE IPAD APP:

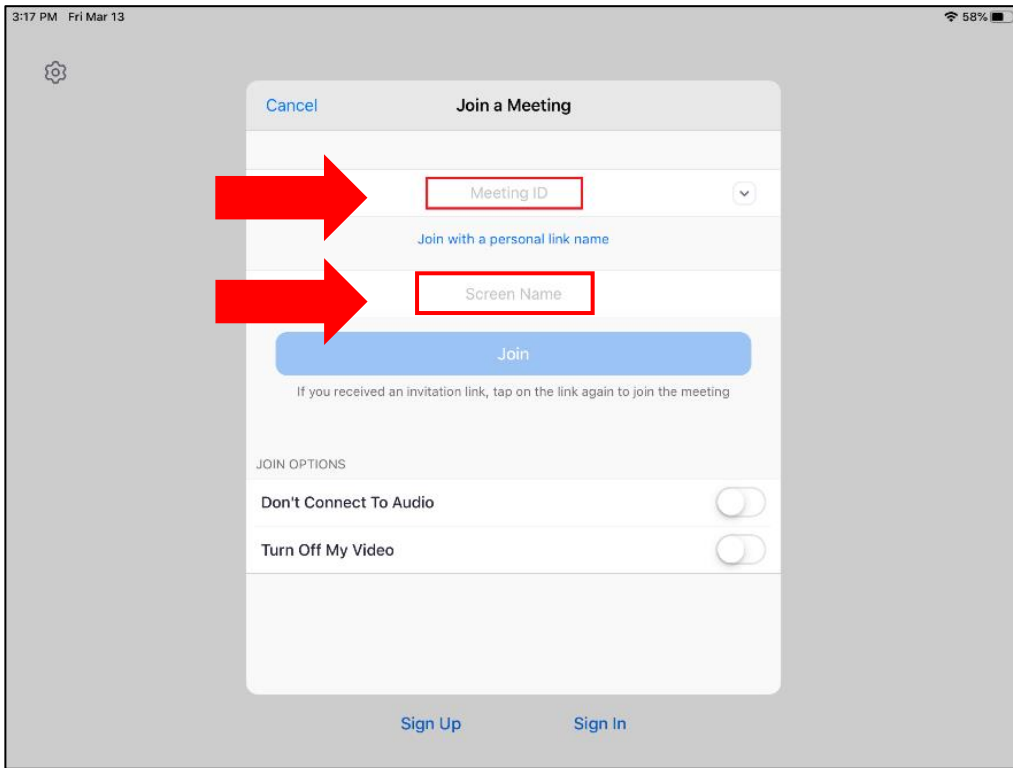
1. Locate and open the **Zoom App**:



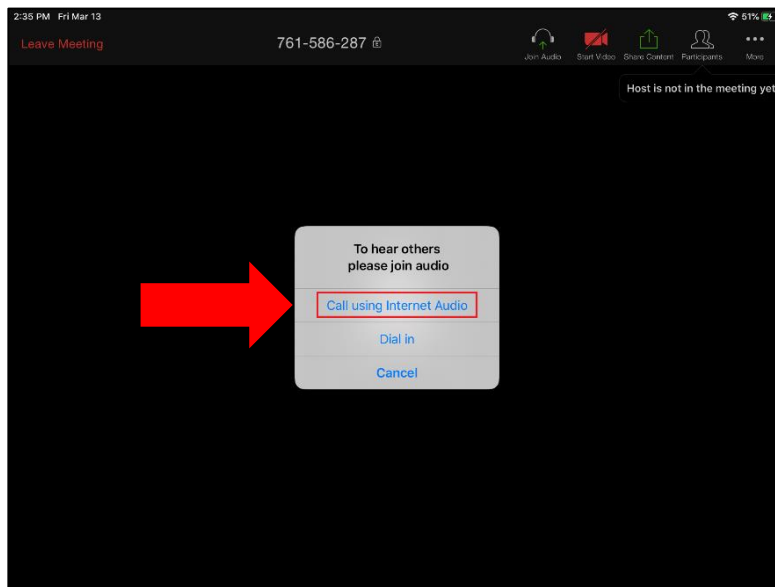
2. Select **"Join a Meeting"**:



3. Enter in the specific **“Meeting ID”** you’ve been provided, enter your name in the **“Screen Name”** box, and press **“Join”**:



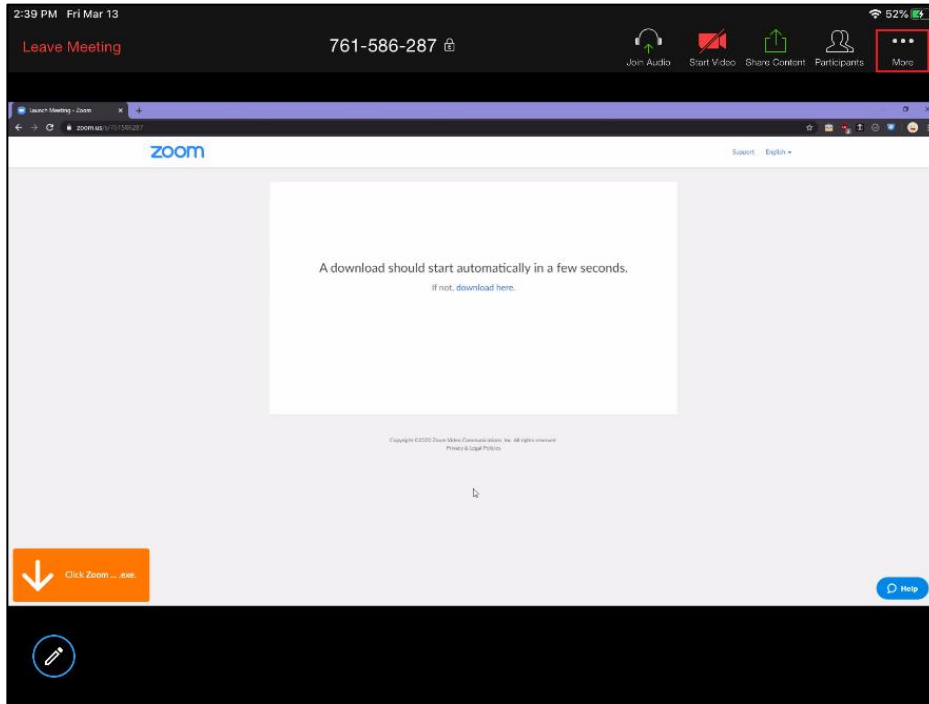
4. Select the **“Call using Internet Audio”** option.



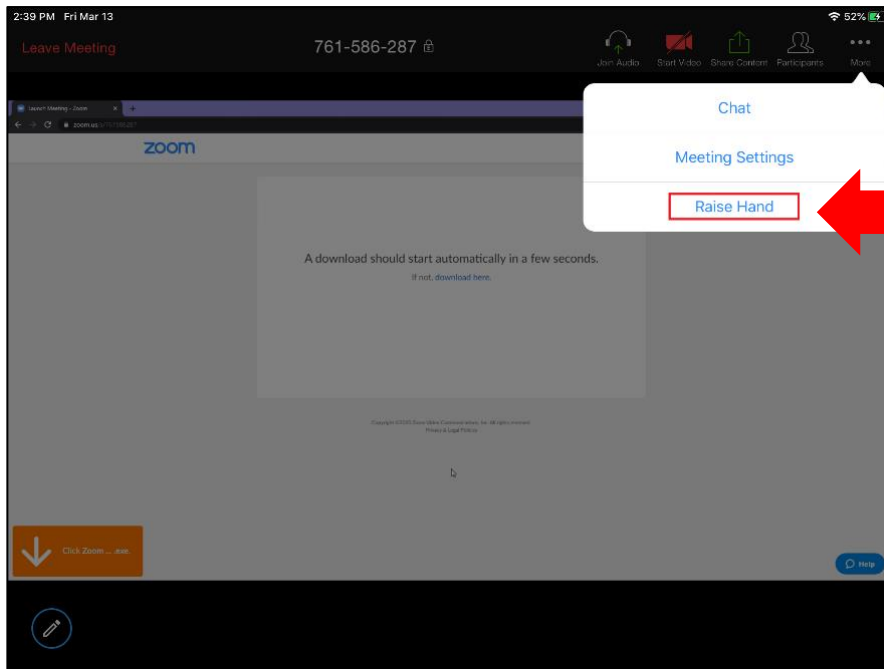
At this point, you are in the meeting and waiting for it to begin. Once the meeting begins, the instructions on the following pages are useful for what to do during the meeting.

DURING THE MEETING:

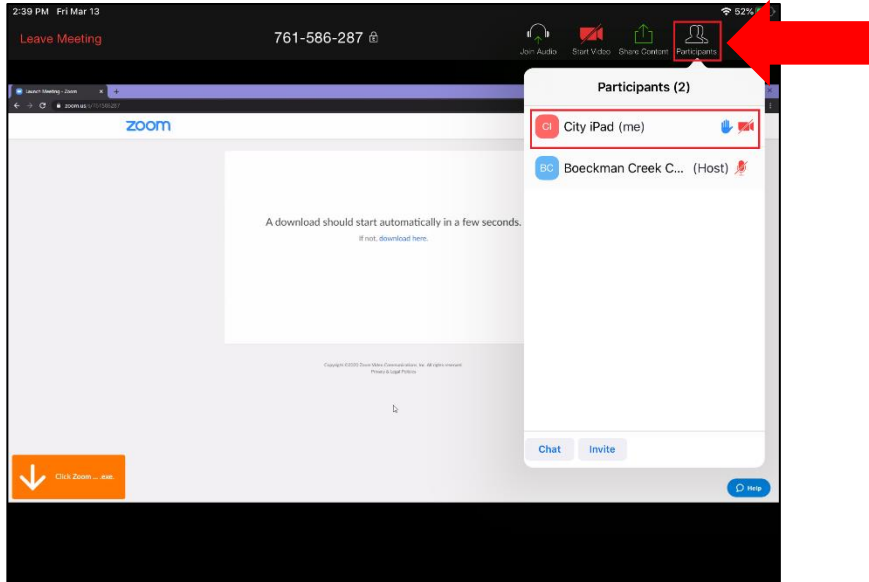
1. To request to speak or raise your digital hand, first select the **“More”** icon in the top right corner of the meeting screen.



2. Then select the **“Raise Hand”** option from the menu. This will alert the meeting organizer that you would like to speak, and they will unmute you and ask that you announce your name prior to speaking.

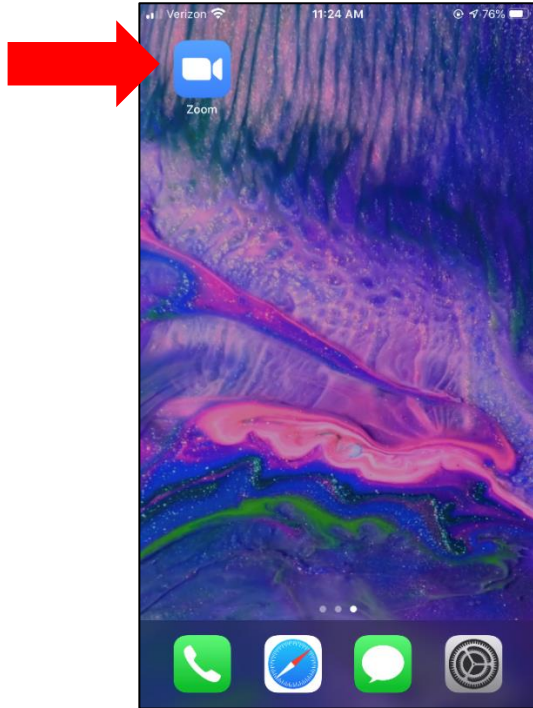


3. By select the **“Participants”** icon, you can see all members currently participating in the meeting. A blue hand icon will appear next to someone’s name when they have chosen the **“Raise Hand”** option. You can also see the Mic and Camera icons that show a red line when muted.

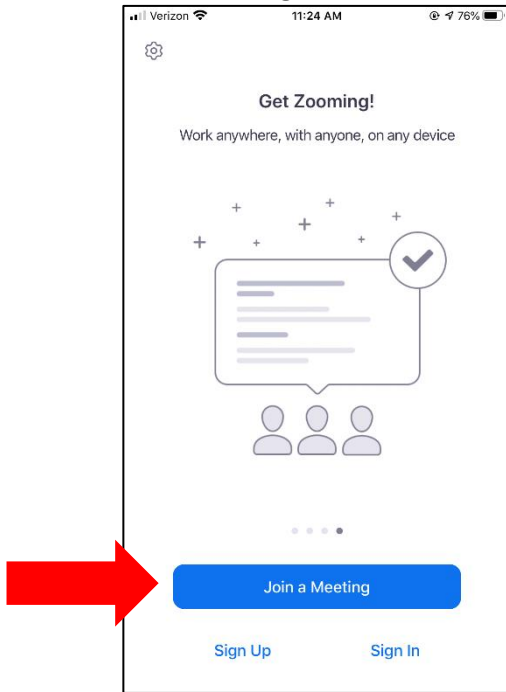


JOINING A ZOOM MEETING WITH THE IPHONE APP:

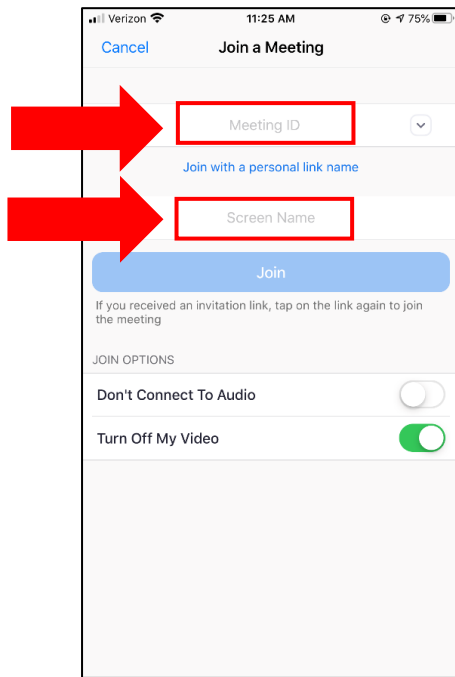
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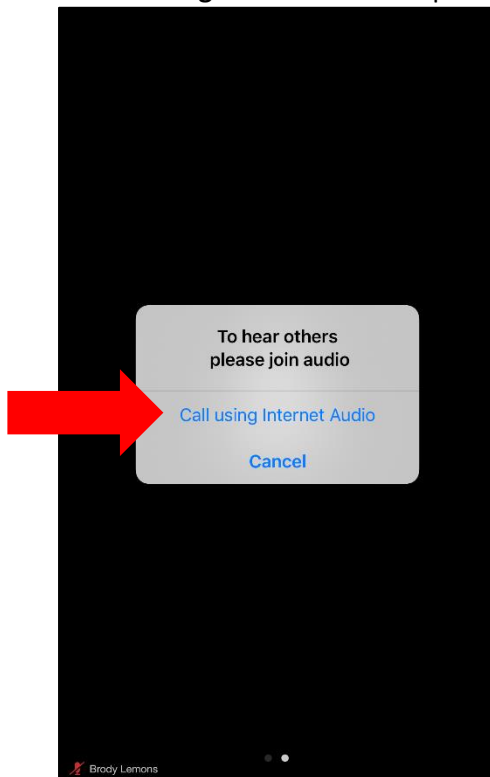
2. Select **“Join a Meeting”**:



4. Enter in the specific **“Meeting ID”** you’ve been provided, enter your name in the **“Screen Name”** box, and press **“Join”**:



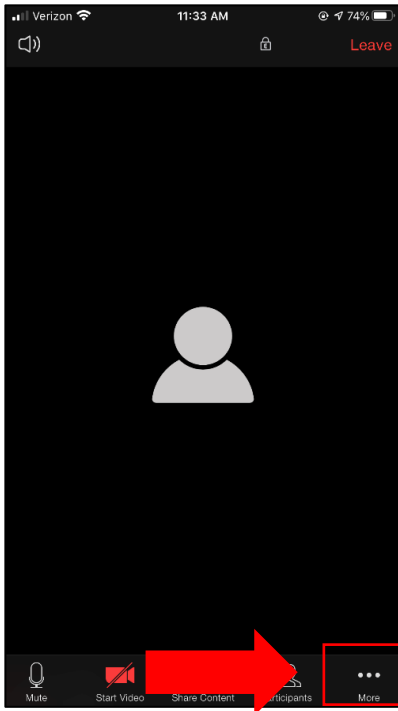
5. Select the **“Call using Internet Audio”** option.



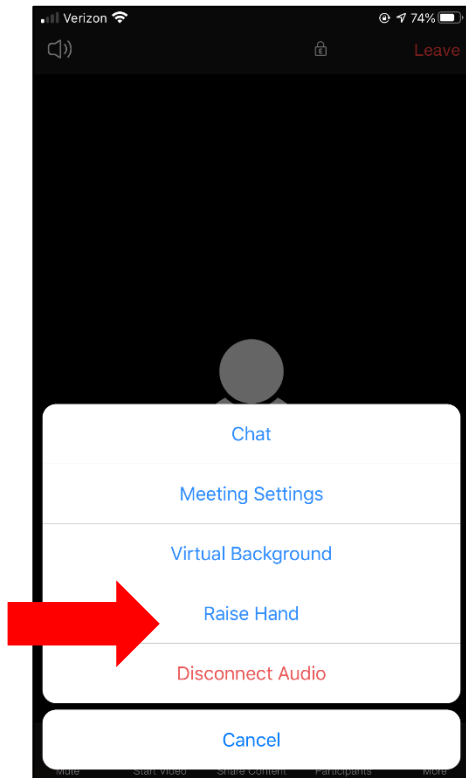
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DURING THE MEETING:

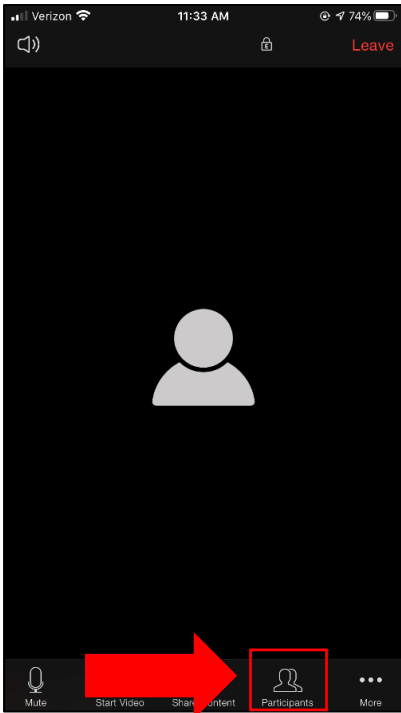
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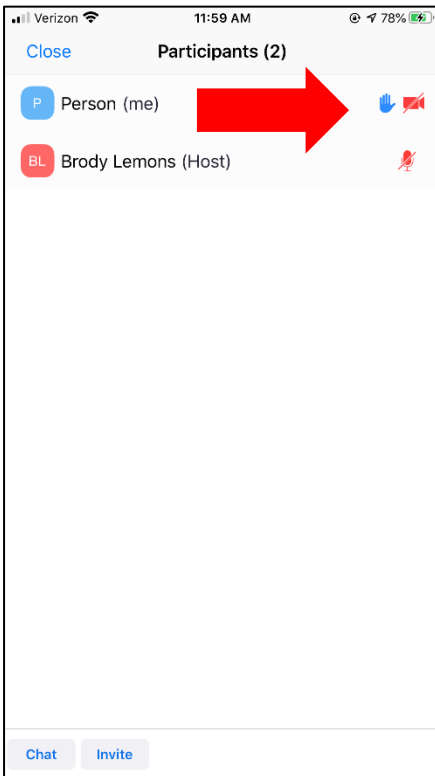
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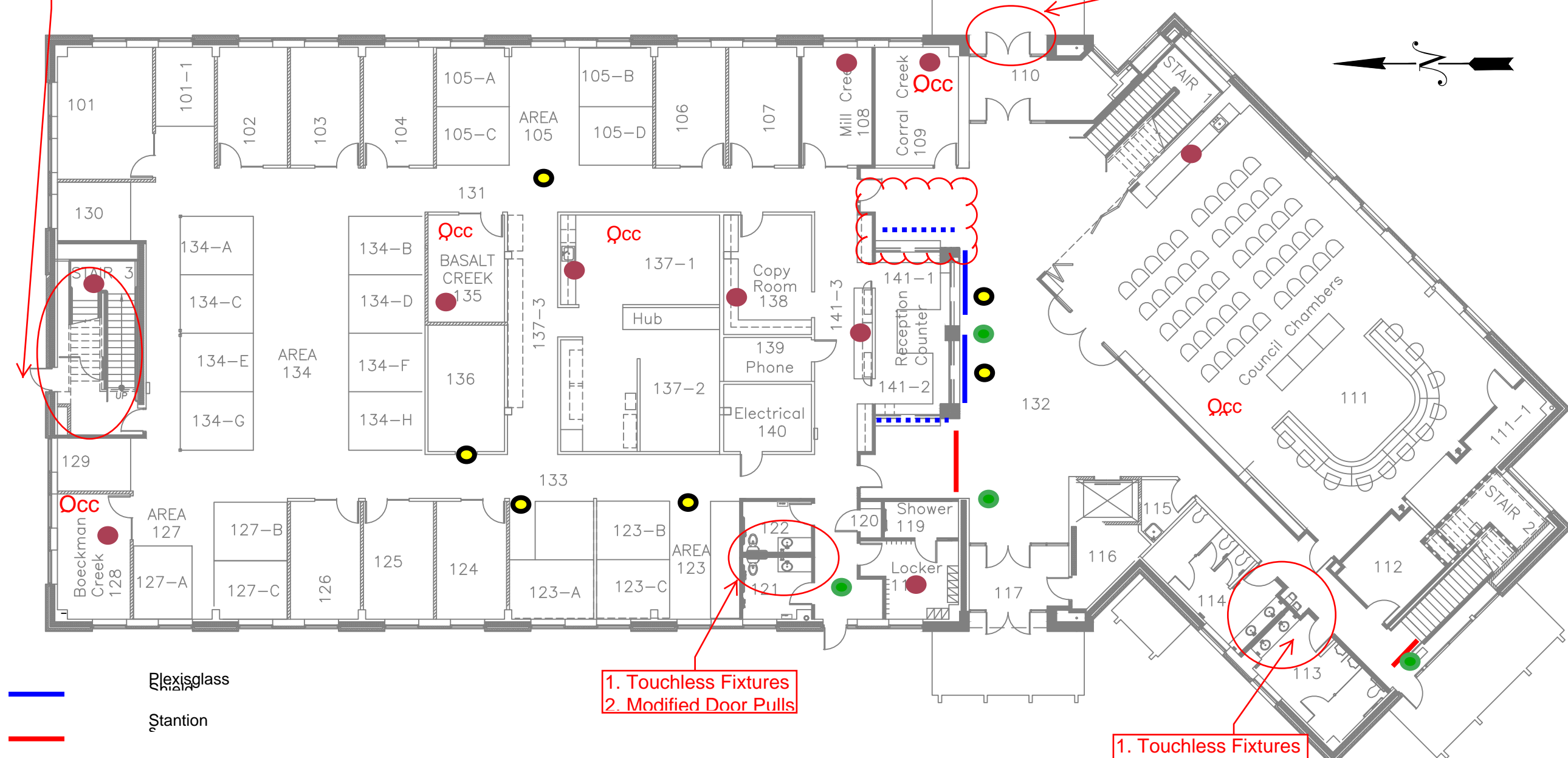




Appendix B: Facility Site Safety Plans

1.No Exterior Access
2. Disinfectant for

No Exterior



1. Touchless Fixtures
2. Modified Door Pulls

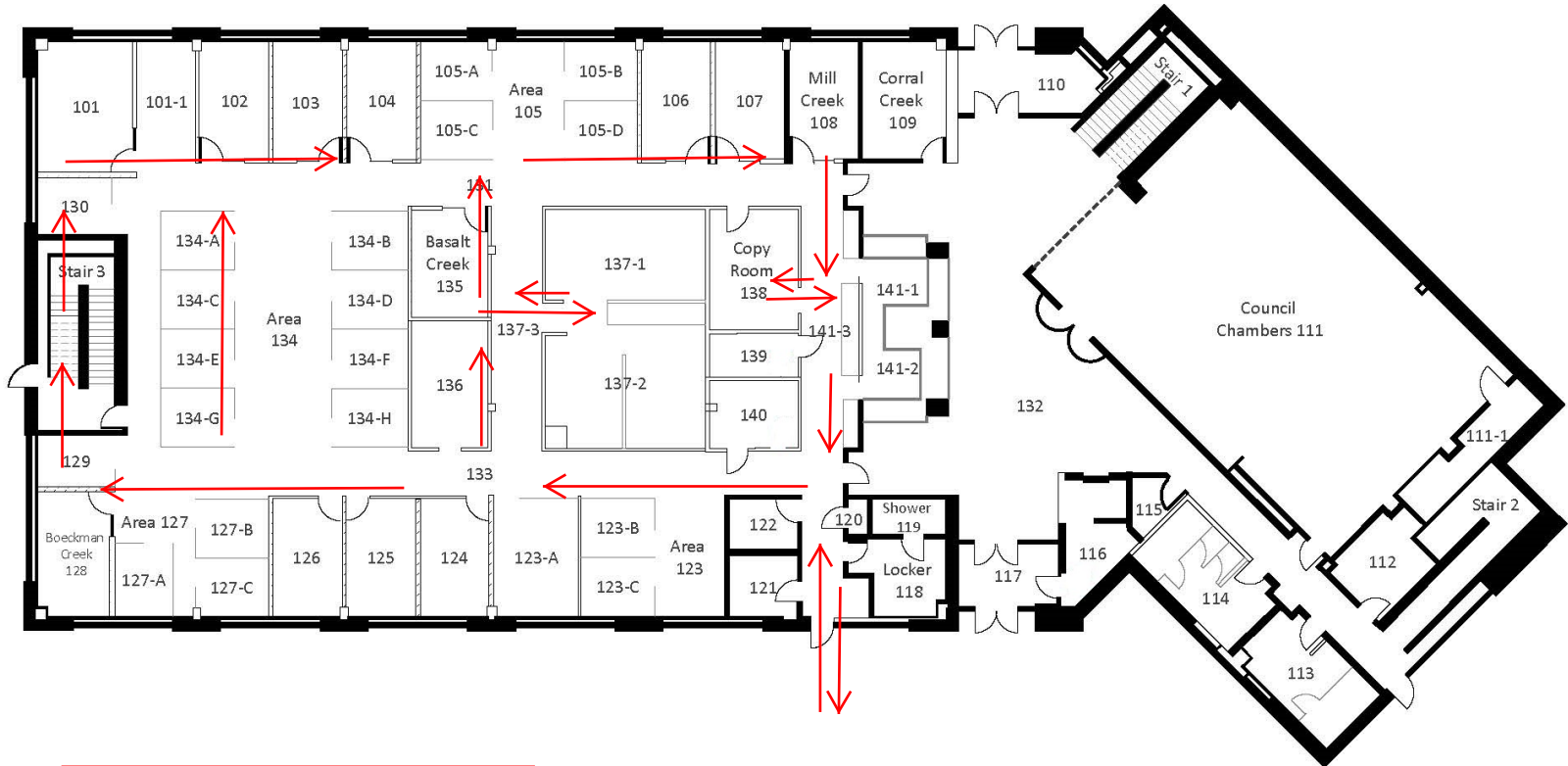
1. Touchless Fixtures
2. Modified Door Pulls

General Notes:
 1. Planning Counter
 a. Install large monitor adjacent to counter.
 b. Modify counter top to increase distance
 c. Wipeable Keyboard for public keyboard
 d. Shield or Counter Modification.
 2. Credit Card Machine modifications at Reception Counter to be finalized.
 3. Corral Creek to remain closed and used as Mail Room

-  Plexiglass
-  Station
-  Please Wait Here
-  Hand Sanitizer Station
-  E-23 Disinfectant



City Hall 1st Floor

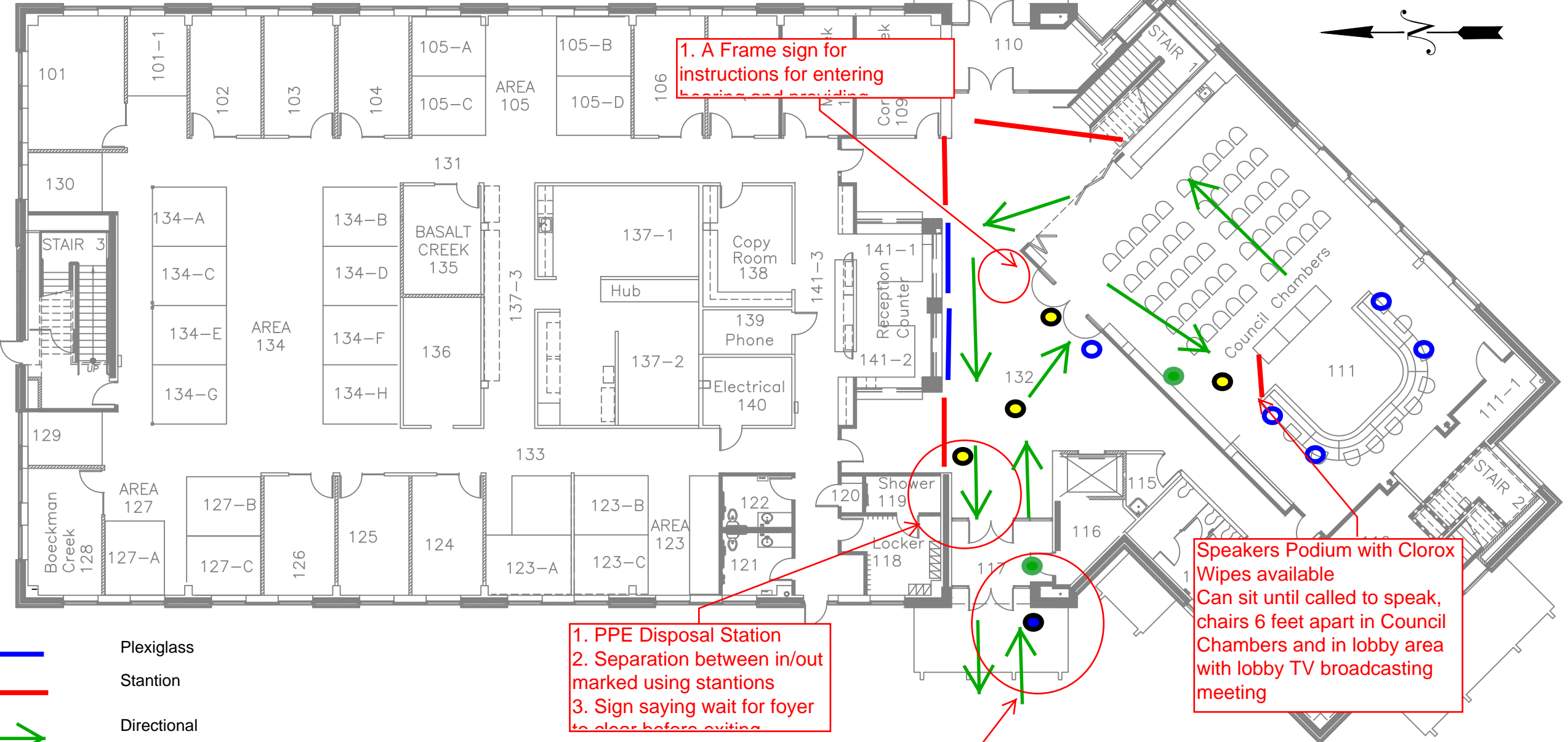


Recommended pedestrian

Development Review Board & Planning Commission

General Notes:

1. All attendees required to wear mask.
2. Restricted to no more than 5 customers in Chambers at one time. And # of customers in lobby. Overflow to be provided in parking lot to enter upon text/call/staff instruction.
3. VMB at Parking lot with "Mask Required Messaging"










1. A Frame sign for instructions for entering leaving and providing

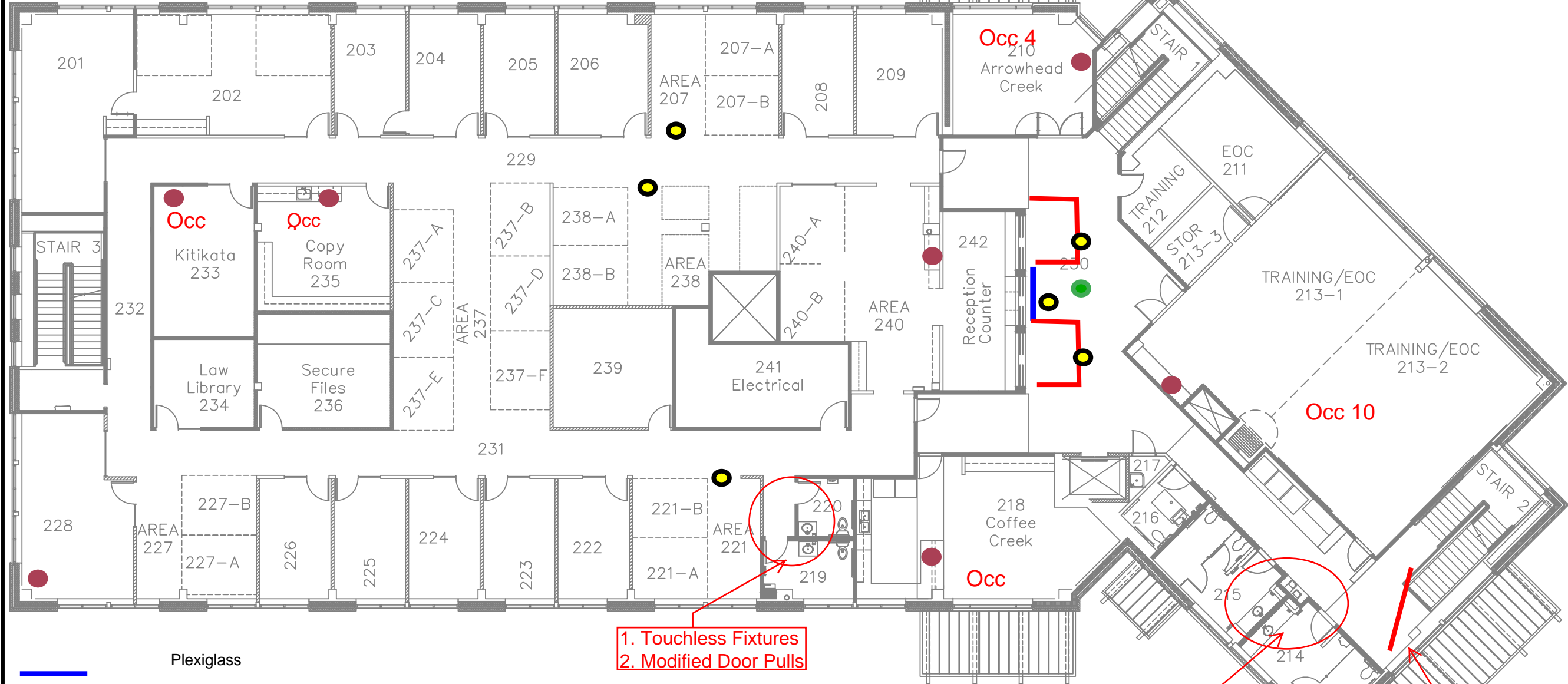
1. PPE Disposal Station
 2. Separation between in/out marked using stantions
 3. Sign saying wait for foyer to clear before exiting

Speakers Podium with Clorox Wipes available
 Can sit until called to speak, chairs 6 feet apart in Council Chambers and in lobby area with lobby TV broadcasting meeting

1. Sanitizer / Mask Dispenser
 2. Sign Board with General Instructions
 3. Queuing along sidewalk 6' apart
 4. Sign saying wait for foyer to clear before

-  Plexiglass
-  Stantion
-  Directional
-  Please Wait Here Decal
-  Disinfection
-  Staff
-  Police

Standard



- Plexiglass
- Station
- Please Wait Here
- Hand Sanitizer
- E-23 Disinfection Station

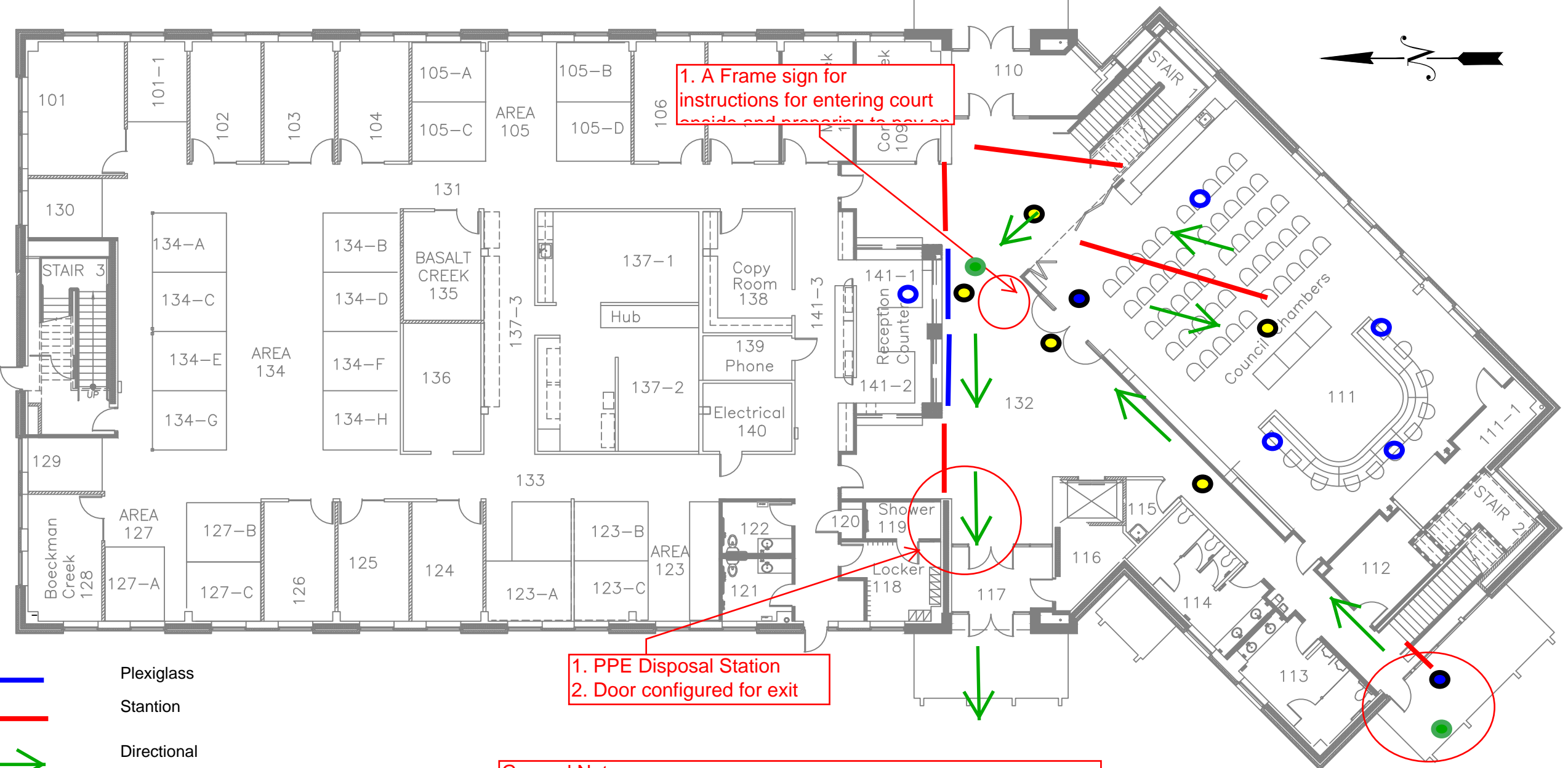
1. Touchless Fixtures
2. Modified Door Pulls

General Notes:
1. Credit Card Machine modifications at Reception Counter to be finalized.

1. Touchless Fixtures
2. Modified Door Pulls

South stair case staff use

Municipal Court










1. A Frame sign for instructions for entering court inside and preparing to pay on

1. PPE Disposal Station
2. Door configured for exit

General Notes:
 1. All attendees required to wear mask.
 2. Restricted to no more than 5 customers in facility at one time.
 3. VMB at Parking lot with "Mask Required Messaging"

1. Sanitizer / Mask Dispenser
2. Sign Board with General Instructions

-  Plexiglass
-  Stantion
-  Directional
-  Please Wait Here Decal
-  Disinfection
-  Staff
-  Police

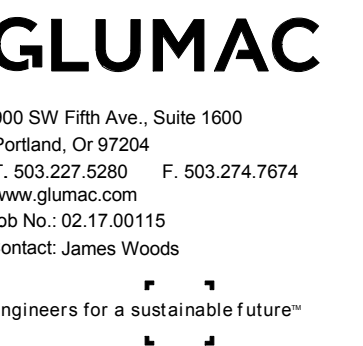


SHEET NOTES

A ALL DEVICES CIRCUITED TO PANEL B, UOIN.

KEYED NOTES

1. PROVIDE NEW DATA CONNECTIONS IN EXISTING FLOORBOX.
2. PROVIDE (1) 1" CO FOR 120V POWER TO RFID GATE SYSTEM. VERIFY EXACT LOCATION AND ROUGH-IN REQUIREMENTS WITH SELECTED MANUFACTURER. ROUTE CONDUITS BELOW FLOOR THROUGH CRAWL SPACE AS REQUIRED.
3. PROVIDE HOZACK AFMGRY WITH AFD4-4RJ PLATE.
4. PROVIDE NEW INVERTER OF TYPE SURE-LITE INV550SI OR APPROVED EQUAL TO SERVE NEW EGRESS LUMINAIRES. FEED FROM NEXT AVAILABLE 20A, 1POLE SPARE ON PANEL A.
5. PROVIDE DATA CONNECTION TO RFID GATE/PEOPLE COUNTER. VERIFY EXACT LOCATION, ROUGH-IN REQUIREMENTS, AND CABLING REQUIREMENTS WITH SELECTED MANUFACTURER. ROUTE CABLING BELOW FLOOR THROUGH CRAWL SPACE AS REQUIRED.
6. ALL DATA DEVICES ARE TO HOMERUN BACK TO (E) MDF ROOM AND TERMINATE ON NEW CATEGORY 6 PATCH PANELS ON (E) RACK. ALL CABLES ROUTED IN CRAWL SPACE TO BE INDOOR/OUTDOOR RATED.
7. RELOCATE EXISTING FLOORBOXES TO ALIGN WITH NEW FURNITURE LAYOUT.

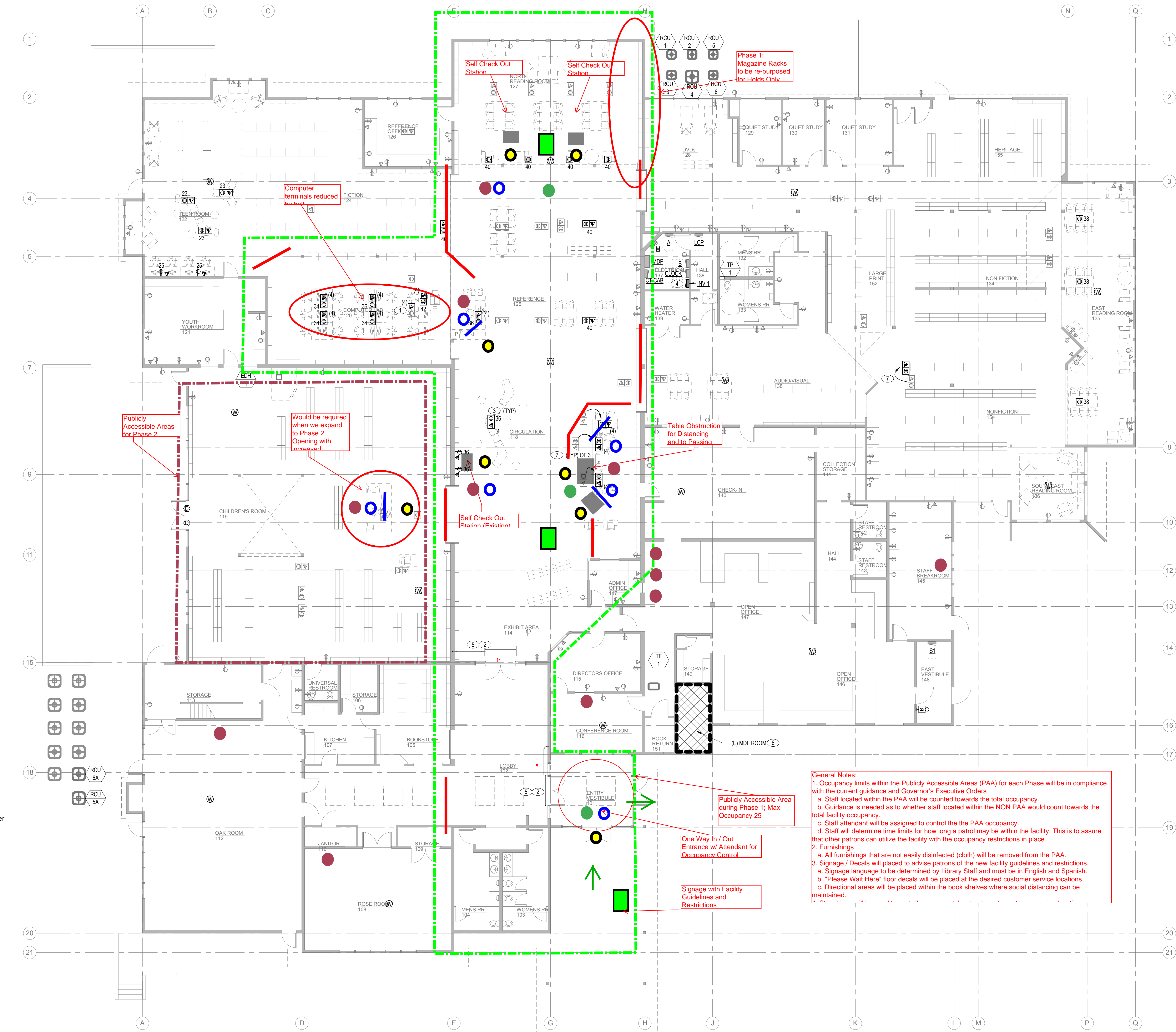


City of Wilsonville
2899 SW Town Center Loop E
Wilsonville, OR 97170

City of Wilsonville
Library Improvements
1200 SW Wilsonville Rd.
Wilsonville, OR 97170

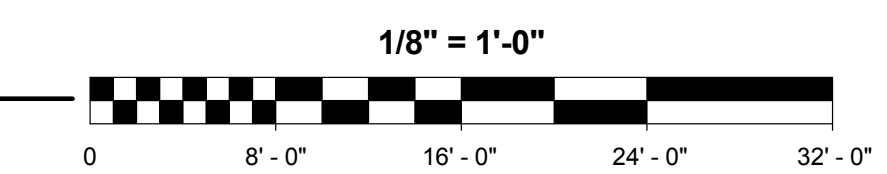
Date: 09.01.17
Project No.: 03500
Revisions:

GROUND FLOOR PLAN - POWER AND SIGNAL
E1.00



- Signage
- E23
- Staff
- Please Wait Here
- Disinfection
- Shield
- Stanchions or other
- - - Rbase 1
- - - Rbase 2

1 GROUND FLOOR PLAN - POWER AND SIGNAL
SCALE: 1/8" = 1'-0"



General Notes:
 1. Occupancy limits within the Publicly Accessible Areas (PAA) for each Phase will be in compliance with the current guidance and Governor's Executive Orders
 a. Staff located within the PAA will be counted towards the total occupancy.
 b. Guidance is needed as to whether staff located within the NON PAA would count towards the total facility occupancy.
 c. Staff attendant will be assigned to control the PAA occupancy.
 d. Staff will determine time limits for how long a patrol may be within the facility. This is to assure that other patrons can utilize the facility with the occupancy restrictions in place.
 2. Furnishings
 a. All furnishings that are not easily disinfected (cloth) will be removed from the PAA.
 3. Signage / Decals will be placed to advise patrons of the new facility guidelines and restrictions.
 a. Signage language to be determined by Library Staff and must be in English and Spanish.
 b. "Please Wait Here" floor decals will be placed at the desired customer service locations.
 c. Directional areas will be placed within the book shelves where social distancing can be maintained.

Publicly Accessible Areas for Phase 2

Would be required when we expand to Phase 2 Opening with increased

Self Check Out Station (Existing)

Table Obstruction for Distancing and to Passing

Publicly Accessible Area during Phase 1: Max Occupancy 25

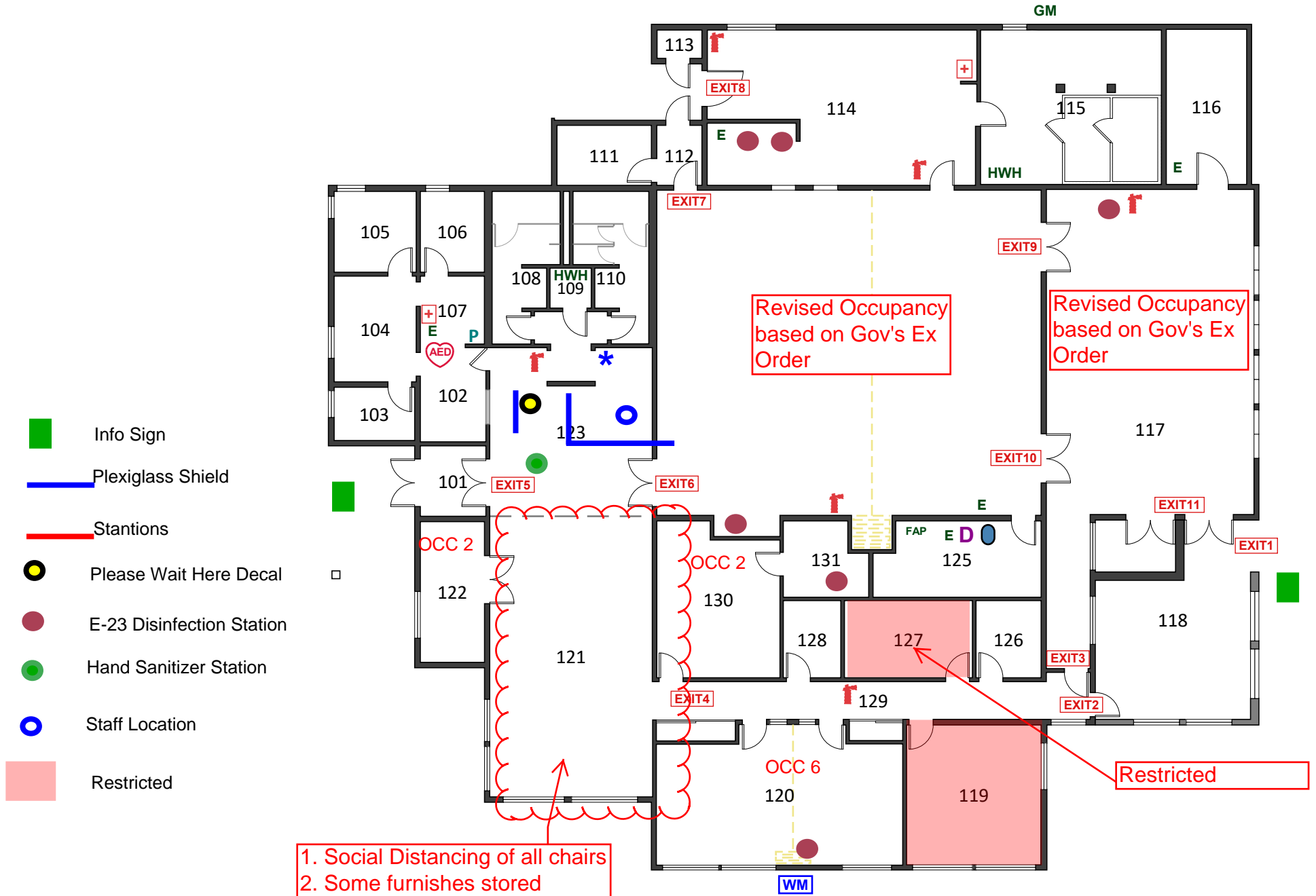
One Way In / Out Entrance w/ Attendant for Occupancy Control

Signage with Facility Guidelines and Restrictions

Phase 1: Magazine Racks to be re-purposed for Holds Only

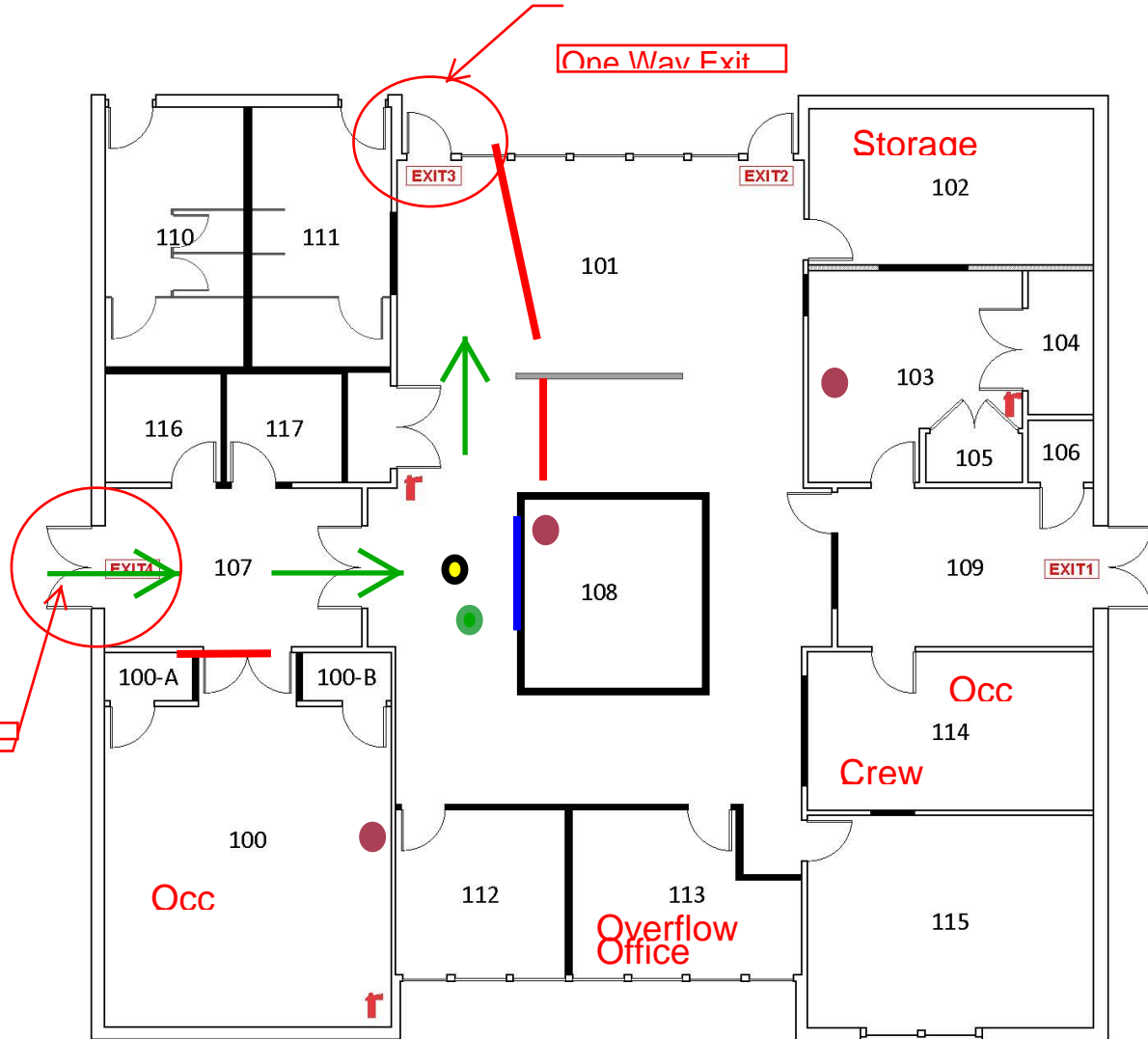
Computer terminals reduced

Community Center



Parks and Recreation

-  Exit Sign
-  Fire Extinguisher
-  Shield
-  Stanchion
-  Hand Sanitizer
-  E23 Disinfectant
-  Please Wait Here

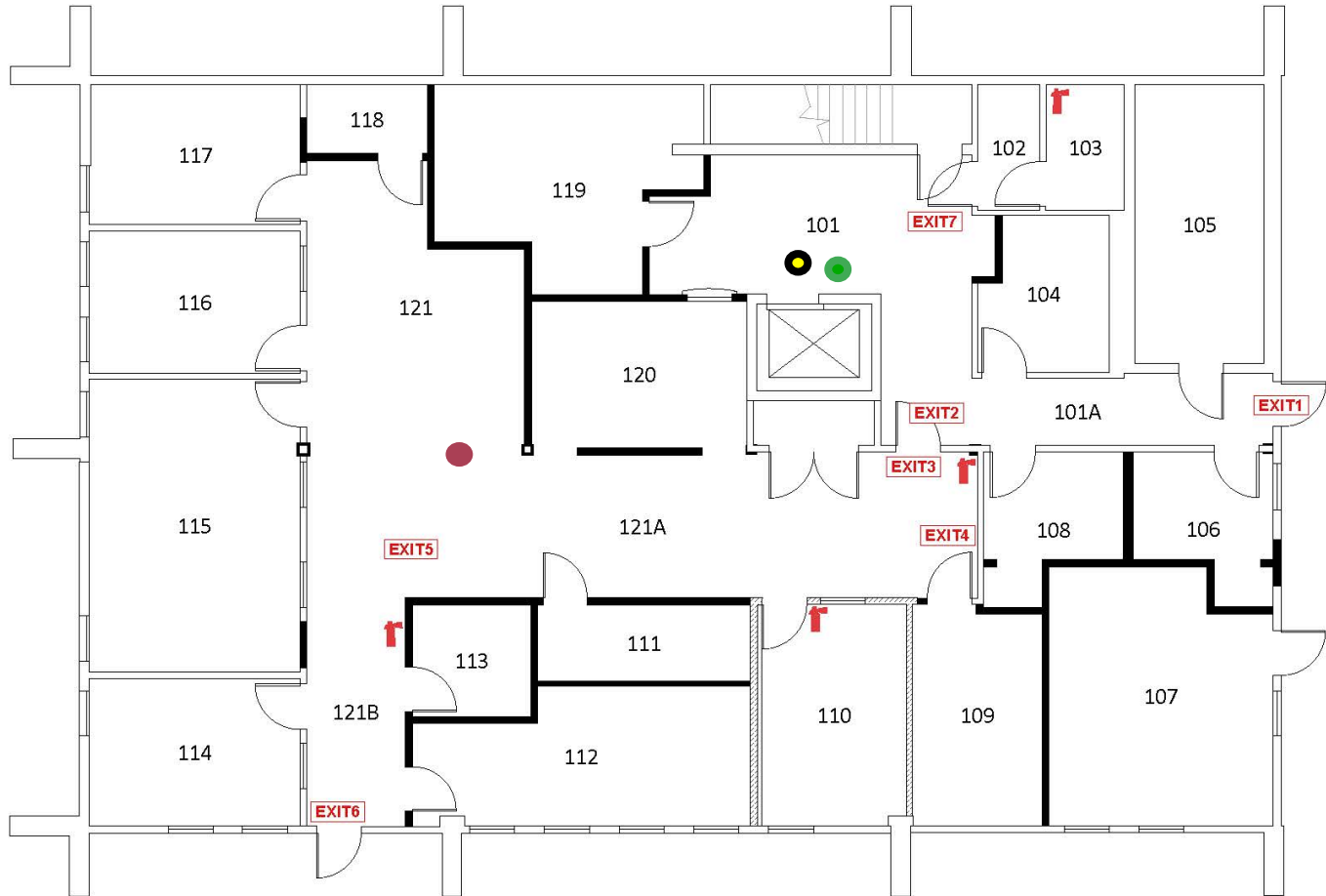


**EMERGENCY
ASSEMBLY
POINT**

**Apache Horse
Sculpture**

Public Works/Police 1st Floor





-  Please Wait Here
-  E-23
Fire Extinguisher
-  Hand Sanitizer
-  Fire Extinguisher
-  Exit Sign






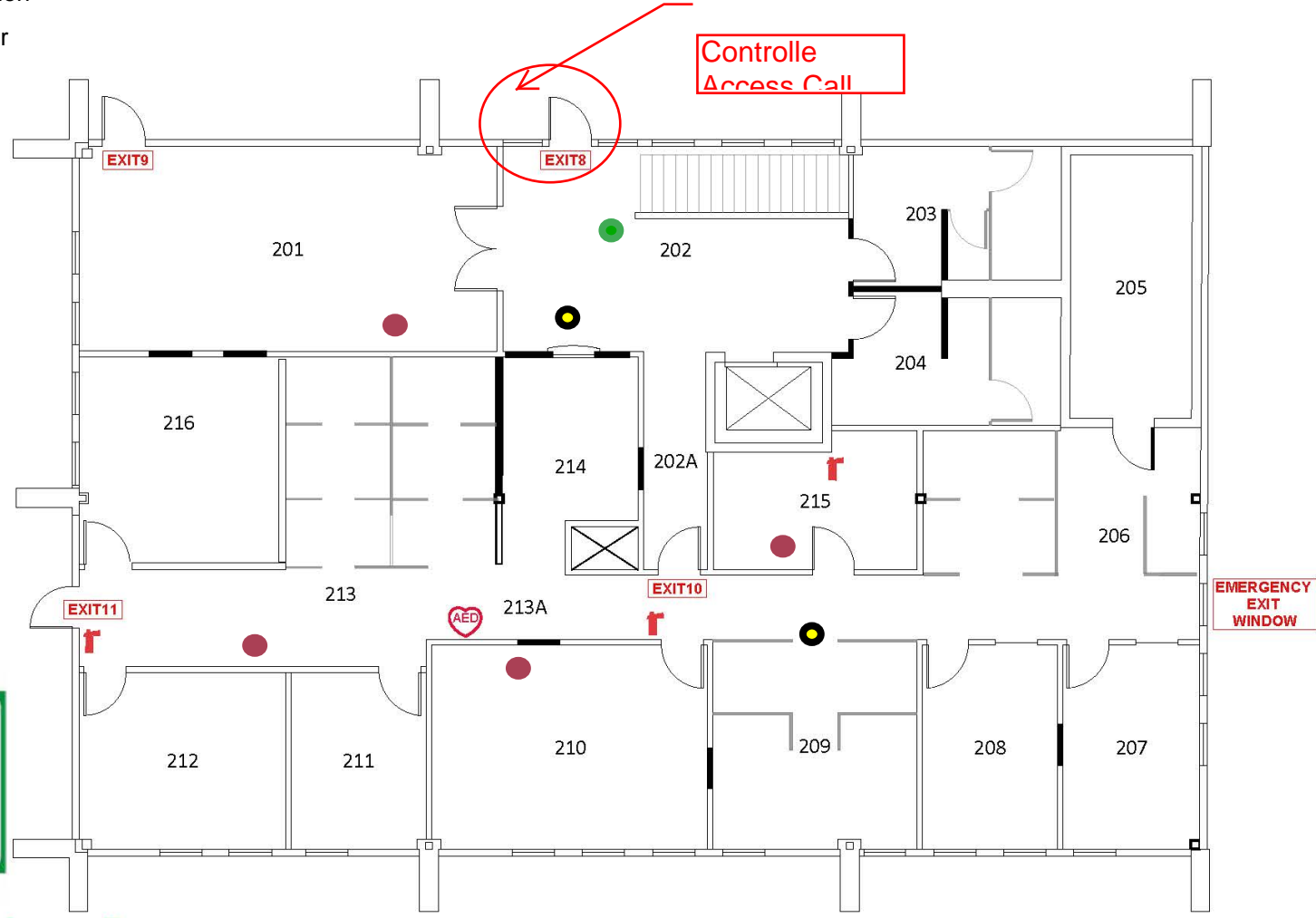
**EMERGENCY
ASSEMBLY
POINT**

**Town Center Loop E
Bus Stop**

Public Works/Police 2nd Floor

-  First Aid Kit
-  Automatic External Defibrillator
-  Fire Extinguisher
-  Exit Sign

-  Please Wait Here
-  E-23 Disinfection Station
-  Hand Sanitizer Station



Town Center Loop E
Bus Stop

SMART/Fleet

EMERGENCY ASSEMBLY POINT

Southeast corner of property by Boberg bus stop

Alt Dispatcher Location

Extinguisher by LP Station

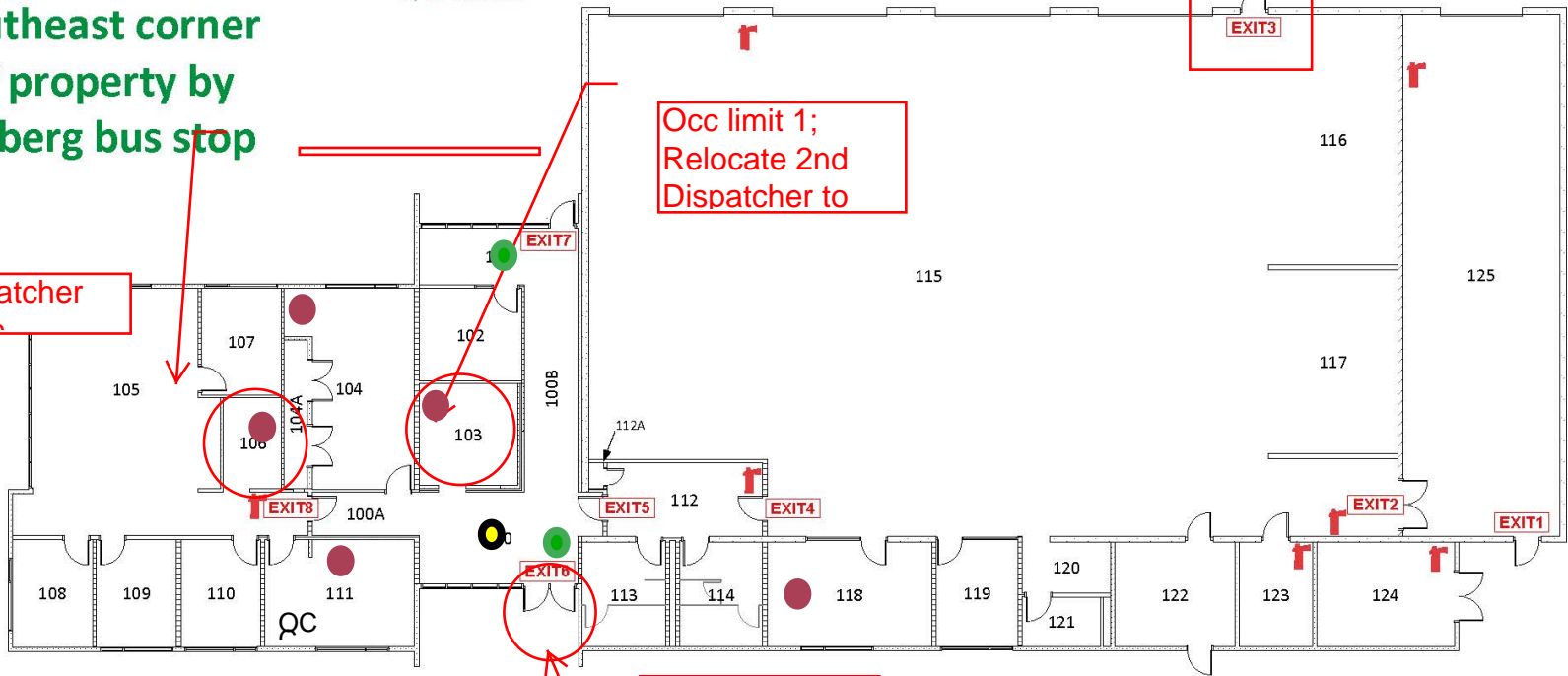
Extinguisher by Fuel Pumps

Restricted

Occ limit 1; Relocate 2nd Dispatcher to

Install Facility Intercom /







General Notes:
1. Facility access is through a central call box at the primary entrance.
b. All secondary entry points are key card





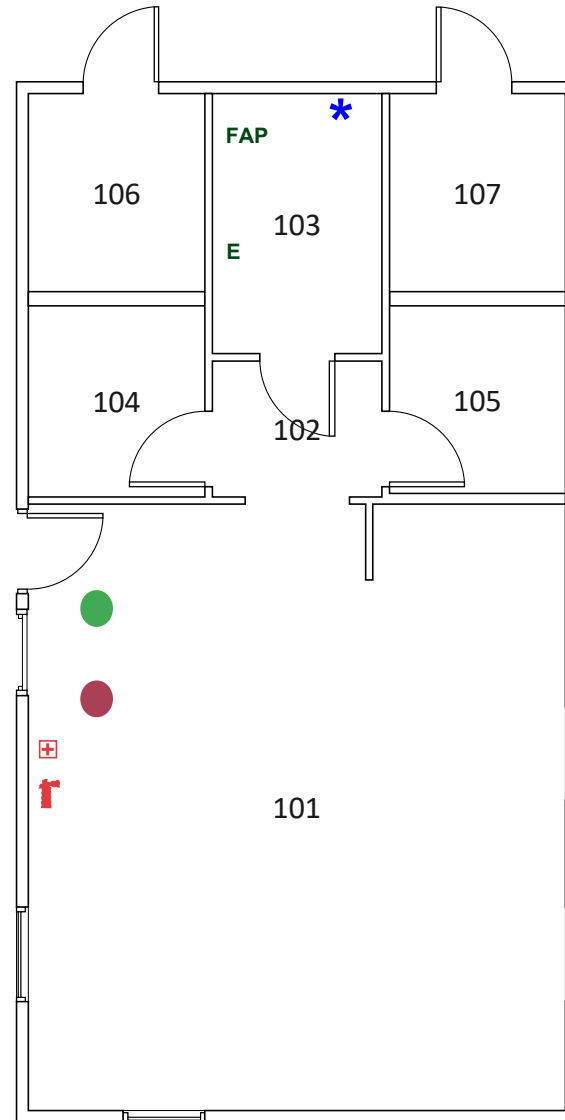
- Shiel
- Hand Disinfectant Station
- E-23 Disinfectant
- Fire Extinguisher
- Please Wait Here

WES Breakroom

↖ **WM**
In 1st parking
lot island

-  Fire Extinguisher
-  First Aid Kit
-  Water Meter
-  Electrical Panel
-  Fire Alarm Panel
-  Meter Shut-off Wrench

-  E23 Disinfectant Station
-  Hand Disinfectant Station





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: June 1, 2020	Subject: Resolution No. 2813 Community Enhancement Program - IGA Addendum between Metro and the City of Wilsonville Staff Member: Zoe Monahan, Assistant to the City Manager Department: Administration	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: The resolution and intergovernmental agreement (IGA) addendum will extend the Wilsonville-Metro Community Enhancement Program for one year.	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.		
Recommended Language for Motion: I move to approve the Consent Agenda.		
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:

Approval of the addendum to the Intergovernmental Agreement (IGA) Between Metro and the City of Wilsonville for the Solid Waste Community Enhancement Program (Contract No. 933299).

EXECUTIVE SUMMARY:

The City has been participating in the community enhancement program for five years. It was established in 2015 through an Intergovernmental Agreement (IGA) with Metro.

The City of Wilsonville receives funds through Metro to offset the impacts of the Wilsonville transfer station operated by Republic Services. The City receives \$1 per ton of waste processed at the Wilsonville Republic Services location. The Wilsonville-Metro Community Enhancement Committee (CEC) meets annually to discuss project nominations and make grant recommendations to City Council.

City Resolution No. 2543 (July 2015) that created the Community Enhancement Program (CEP) provided for City Council approval of the project recommendations made by the Wilsonville-Metro Community Enhancement Committee. Since the program was formed 20 projects have been funded, of which, 16 are complete. Over \$320,000 of the nearly \$372,000 received from Metro has been allocated to CEP projects. The funded community enhancement programs and projects vary in scope, but all have added to Wilsonville's livability.

The Community Enhancement Program funding is used for "enhancing the host community of the facility from which the fees have been collected" to fund projects that "rehabilitate and enhance the area within the city." Eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs.

Goals for community enhancement projects include:

- a) Improve the appearance or environmental quality of the community.
- b) Reduce the amount or toxicity of waste.
- c) Increase reuse and recycling opportunities.
- d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
- e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- f) Result in improvement to, or an increase in, recreational areas and programs.
- g) Result in improvement in safety.
- h) Benefit youth, seniors, low income persons or underserved populations.

The 2020 community enhancement program is currently on hold due to COVID-19. There were nine applications received for the current grant cycle. This year the application process was enhanced to promote complete projects that were scoped out well and budgeted appropriately. There was also direct outreach to community groups and information in the Boones Ferry Messenger to promote the program. Staff provided information sessions and a pre-application meeting to help applicants understand the application, program criteria and the grant process. The Community Enhancement Committee will meet in the summer or fall to provide direction for this year, which could include funding all, some or none of the proposed projects.

The program has provided a positive community benefit a lot of benefit and approval of this addendum will the program to continue. Due to COVID-19, this is a 1-year addendum and staff will work with Metro to bring forward a 3 to 5 year extension of the IGA between the City and Metro.

EXPECTED RESULTS:

Continuation of the program through June 30, 2021.

TIMELINE:

N/A

CURRENT YEAR BUDGET IMPACTS:

The Wilsonville- Metro Community Enhancement Program is funded through the existing IGA. The addendum will continue the program for FY 2020-21. City receives approximately \$80,000 annually to use toward eligible community enhancement projects.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 5/26/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 5/6/2020

COMMUNITY INVOLVEMENT PROCESS:

The Community Enhancement Committee is made up of four community members, two City Councilors, and a Metro Councilor. There is public notice posted for each of the committee meetings. There appears to be positive feedback regarding the program. There was not a community involvement process to extend or continue the program.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The community benefits from all of the projects in different ways including; education, increased street trees, beautification and historical archive database. The program will not continue without the addendum.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2813
 - A. Addendum to the IGA between Metro and the City of Wilsonville to Continue the Community Enhancement Program
2. Resolution No. 2543: Adopting the IGA between Metro and the City of Wilsonville to Establish the Community Enhancement Program and
3. Metro – City of Wilsonville IGA for Solid Waste Community Enhancement Program (Contract No. 933299)

RESOLUTION NO. 2813

A RESOLUTION OF THE WILSONVILLE CITY COUNCIL ADOPTING AN ADDENDUM TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN METRO AND THE CITY OF WILSONVILLE TO CONTINUE THE WILSONVILLE-METRO COMMUNITY ENHANCEMENT PROGRAM.

WHEREAS, the Metro Solid Waste Community-Enhancement Program collects funds from solid-waste transfer facilities located throughout the greater metro region to be used to enhance and improve communities that host these facilities in accord with ORS 459.284; and

WHEREAS, Community enhancement fees are collected on municipal garbage and food waste but generally are not collected on source-separated yard debris or construction/demolition waste; and

WHEREAS, funds collected under the community enhancement program are dedicated and used for enhancement host community of the facility from which the fees have been collected as determined by the committee or local government. These funds may be used for extensive community purposes that “rehabilitate and enhance the area within the City limits related to the transfer station”; and

WHEREAS, Metro’s program is applicable to eligible facilities located in Clackamas, Washington and Multnomah Counties within Metro’s jurisdictional boundary; however, in practice, only some facilities and host communities participated in the program and others did not participate; and

WHEREAS, participation by the City in the Metro Solid-Waste Community Enhancement Program is accomplished through an intergovernmental agreement (IGA) with Metro that required the formation of a committee to vet and select projects, a public-input process and participation by the community’s district Metro Councilor, among other requirements; and

WHEREAS, Participation in the program requires a public-engagement process to advertise and solicit suggestions for community-enhancement projects, which are approved through an open public process; and

WHEREAS, on July 6, 2015, the City Council approved Resolution No. 2543 adopting the IGA the Metro Solid-Waste Community Enhancement Program in Wilsonville and creating a new

Council-level committee known as the Wilsonville-Metro Community Enhancement Committee to oversee the program locally; and

WHEREAS, the Community Enhancement Program has allocated approximately \$320,000 to 20 projects in the City of Wilsonville, and

WHEREAS, the City of Wilsonville wishes to extend the Intergovernmental Agreement through June 30, 2021.

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

1. The Wilsonville City Council hereby adopts and authorizes the City Manager to execute the addendum to the Intergovernmental Agreement Between Metro and the City of Wilsonville to extend the “Wilsonville-Metro Community Enhancement Program” through June 30, 2021.

ADOPTED by the Wilsonville City Council at a regular meeting on June 1, 2020, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

EXHIBIT:

- A. Addendum to the IGA between Metro and the City of Wilsonville to Continue the Community Enhancement Program

AMENDMENT NO. 1 TO METRO INTERGOVERNMENTAL AGREEMENT NO. 933299

This First Amendment amends the Intergovernmental Agreement (Agreement) with City of Wilsonville.

In exchange for the promises and other considerations set forth in the Agreement, the parties agree as follows:

A. Purpose

The purpose of Contract Amendment No. 1 is to revise (1) Section 2: Term to change the Agreement termination date to June 30, 2021.

B. Provisions of the First Amendment

Amendment of termination date, Section 2: Term

Section 2: Term of the Agreement is amended to extend the termination date from June 30, 2020 to June 30, 2021.

C. No Other Modifications

Except as modified herein, all other terms and conditions of the Agreement will remain in full force and effect. Any conflict between the provisions of this First Amendment, on the one hand, and the original Agreement, on the other hand, will be resolved by reference to and reliance upon this First Amendment.

CITY OF WILSONVILLE

METRO

By:
Title:

By:
Title:

Date:

Date:

ATTACHMENT 2

RESOLUTION NO. 2543

A RESOLUTION OF THE WILSONVILLE CITY COUNCIL ADOPTING THE INTERGOVERNMENTAL AGREEMENT BETWEEN METRO AND THE CITY OF WILSONVILLE TO ESTABLISH THE WILSONVILLE-METRO COMMUNITY ENHANCEMENT PROGRAM AND CREATING THE WILSONVILLE-METRO COMMUNITY ENHANCEMENT COMMITTEE

WHEREAS, the Metro Solid Waste Community-Enhancement Program collects funds from solid-waste transfer facilities located throughout the greater metro region to be used to enhance and improve communities that host these facilities in accord with ORS 459.284; and

WHEREAS, Community enhancement fees are collected on municipal garbage and food waste but generally are not collected on source-separated yard debris or construction/demolition waste; and

WHEREAS, funds collected under the community enhancement program are dedicated and used for enhancement host community of the facility from which the fees have been collected as determined by the committee or local government. These funds may be used for extensive community purposes that “rehabilitate and enhance the area within the City limits related to the transfer station”; and

WHEREAS, Metro’s program is applicable to eligible facilities located in Clackamas, Washington and Multnomah Counties within Metro’s jurisdictional boundary; however, in practice, only some facilities and host communities participated in the program and others did not participate; and

WHEREAS, Metro undertook a number of changes in 2014 to the region-wide Solid-Waste Community Enhancement Program that now makes Wilsonville eligible as to participate in the program beginning on July 1, 2015; and

WHEREAS, Metro contacted the City, as the host community of Republic Services’ Willamette Resources Inc. (WRI) waste-transfer and recycling reclamation facility, in 2014 to discuss Wilsonville’s eligibility to participate in the program; and

WHEREAS, participation by the City in the Metro Solid-Waste Community Enhancement Program is accomplished through an intergovernmental agreement (IGA) with

Metro that can require the formation of a committee to vet and select projects, a public-input process and participation by the community's district Metro Councilor, among other requirements; and

WHEREAS, in February 2014 the City Council agreed with a staff recommendation to "direct local-government administration through an IGA with Metro" for implementation of the program Wilsonville; and

WHEREAS, in January 2015, Metro forwarded a draft IGA and other documents for consideration by the City, and then provided an updated version of the IGA in April 2015; and

WHEREAS, Participation in the program requires a public-engagement process to advertise and solicit suggestions for community-enhancement projects, which are approved through an open public process.

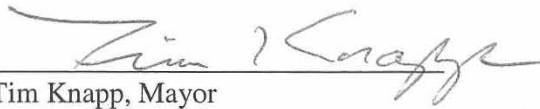
WHEREAS, on June 1, 2015, the City Council reviewed and directed staff to advance a proposal for implementing via IGA the Metro Solid-Waste Community Enhancement Program in Wilsonville and creating a new Council-level committee known as the Wilsonville-Metro Community Enhancement Committee to oversee the program locally

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

1. The Wilsonville City Council hereby adopts and authorizes the City Manager to execute the Intergovernmental Agreement Between Metro and the City of Wilsonville to Establish the "Wilsonville-Metro Community Enhancement Program." A copy of the Intergovernmental Agreement is marked Exhibit A, attached hereto and incorporated by reference as if fully set forth herein.
2. The Wilsonville City Council hereby creates the "Wilsonville-Metro Community Enhancement Committee" to oversee the Wilsonville-Metro Community Enhancement Program.
 - a. The Wilsonville-Metro Community Enhancement Committee ("Committee") is to be composed of:
 - i. Four (4) citizen/community members who are Wilsonville residents; and
 - ii. Two (2) City Council members; and

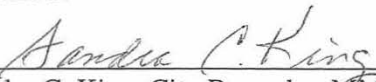
- iii. (One) 1 Metro Councilor.
- b. Appointment to the committee follows traditional City process where the Mayor appoints and Council confirms committee members from Wilsonville who serve at Council pleasure.
- c. The Committee is to be staffed by Administration personnel as designated by the City Manager.
- d. Process of project identification and selection for the Committee includes:
 - i. Advertise the Wilsonville-Metro Community Enhancement program to the community and solicit project ideas, such as creation of an online form, possibly with potential projects identified by the City, to obtain public feedback and suggestions.
 - ii. Project suggestions and feedback from the public and others are forwarded for consideration to relevant departments, which would likely include CD/Planning, CD/Natural Resources, Park & Rec, Transit and others.
 - iii. Staff review project nominations and forward with comments or recommendations to the Committee for consideration.
 - iv. Committee considers project nominations and makes recommendations to the Budget Committee and City Council for funding of projects.

ADOPTED by the Wilsonville City Council at a regular meeting on July 6, 2015, and filed with the Wilsonville City Recorder this date.



Tim Knapp, Mayor

ATTEST:



Sandra C. King, City Recorder, MMC

SUMMARY OF VOTES:

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



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Portland, OR 97232-2736
(503) 797-1700

Intergovernmental Agreement

METRO CONTRACT NO. 933299

INTERGOVERNMENTAL AGREEMENT BETWEEN METRO AND THE CITY OF WILSONVILLE TO ESTABLISH THE "WILSONVILLE-METRO COMMUNITY ENHANCEMENT PROGRAM"

THIS AGREEMENT, entered into under the provisions of ORS Chapter 190, is between Metro, a Metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, Oregon 97232-2736, and the City of Wilsonville (the "City") an Oregon municipal corporation, whose address is 29799 SW Town Center Loop E, Wilsonville, Oregon 97070.

Section 1: Purpose

The purpose of this Agreement is to implement the provisions of Metro Code Chapter 5.06 related to the establishment of a Solid Waste Community Enhancement Program ("program") for the Willamette Resources, Inc. transfer station located at 10295 SW Ridder Road in Wilsonville, Oregon.

Section 2: Term

This Agreement begins on July 1, 2015 and terminates on June 30, 2020. The parties may agree to terminate this Agreement earlier. Metro may terminate this Agreement under Section 8. The parties may extend the term of the Agreement by written amendment.

Section 3: Collection and Distribution of Community Enhancement Fee Funds

- A. Under the terms of Metro Franchise No. F-005-08, Metro requires Willamette Resources, Inc. (the "facility") to collect and remit to Metro a solid waste community enhancement fee of \$1.00 per ton for all putrescible solid waste, including yard debris mixed with food waste, and food waste received at the facility.
- B. Metro will send to the City the solid waste community enhancement fee funds ("funds") collected in A above by January 31, April 30, July 31, and October 31 of each year this Agreement is in effect beginning October 31, 2015.
- C. At the request of the City, Metro will provide quarterly reports of activity at the facility, including data on (1) the gross weight of solid waste received in vehicles that are weighed as they enter the facility; (2) the number of other vehicles assessed fees on an estimated volume basis; and (3) the tonnage of solid waste transferred from the facility.
- D. At the request of the City, Metro will assist with the establishment and implementation of the program.



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- E. The Metro Councilor for the district where the facility is located shall have the option to serve on the community enhancement committee (as provided in Section 4B) including without limitation as: 1) a member of the committee with voting rights, 2) co-chair of the committee with voting rights, or 3) non-membership on the committee (with notification of committee meetings and actions only). The Metro Councilor may change their participation role by notifying the committee at the beginning of the calendar year. Whenever a new Metro Councilor is elected or appointed, they will indicate their preferred role to the committee within 90 days of taking office.

Section 4: City Obligations

- A. The City shall establish and implement a program that complies with Metro Code Chapter 5.06 (Exhibit A), and Metro Administrative Procedures (Exhibit B). Exhibits A and B are incorporated into this Agreement and are binding on the City.
- B. The City shall establish a solid waste community enhancement program advisory committee ("committee") that complies with Exhibit A and Exhibit B. The City shall ensure that the committee fulfills its duties, including without limitation establishment of a solid waste community enhancement area boundary and compliance with Exhibits A and B. The committee membership shall include the one or more members of the City Council, four citizens of the City appointed by the Mayor, and the Metro Councilor (as provided in Section 3E) whose district includes the City. The City may include additional members at its discretion. Alternatively, the City and the Metro Councilor (as provided in Section 3E) whose district includes the City shall perform the functions of the committee.
- C. The City shall create a separate program account for deposit of the funds collected under Section 3. The City shall ensure that only projects chosen by the committee receive these funds. The City shall carry forward any funds not expended during a budget year to the following year. The City shall not use the funds for general government purposes.
- D. The City shall promote the program within the solid waste community enhancement program boundary area. The City shall publish information about the program, including without limitation funding criteria, goals, application process, and timeline, on its website and in the local newspaper.
- E. The City shall require the committee to provide an open public process for project review and selection.



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- F. The City shall require the committee to review an annual budget. The budget shall identify the expected distribution of funds for projects during a fiscal year. The committee may propose that there be no distribution of funds during a fiscal year, for a maximum of three consecutive years.
- G. The City shall ensure funding decisions are made by a majority vote of the committee. Funding for projects or programs sponsored by the city, city advisory committees, departments or special districts shall be approved at the discretion of the committee, and shall not be limited by Metro Administrative Procedures section 6.1.2.4.
- H. The City shall provide all necessary support to administer the program. The City may charge the fund no more than 20% of the annual program budget, not to exceed \$50,000, for the direct costs of administering the program. Direct costs include staff time and materials.
- I. No later than October 1 of each year beginning in 2016, the City shall provide a written report to Metro on the program that includes revenues and expenditures of the program funds and the fund balance carried forward, if any. The report also shall include a general accounting of any funds expended for program administration.
- J. The City shall maintain complete and accurate records related to the administration of the program and all funds expended and carried forward, and shall make these records available to Metro for inspection, auditing and copying.

Section 5: Notices

Legal notice provided under this Agreement shall be delivered personally or by certified mail to the following individuals:

For the City:

Office of City Counsel
City of Wilsonville
29799 SW Town Center Loop E
Wilsonville, OR 97070

For Metro:

Office of Metro Attorney
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

Management of this Agreement will be conducted by the following designated Project Managers:

For the City:

Bryan Cosgrove, City Manager
City of Wilsonville
29799 SW Town Center Loop E
Wilsonville, OR 97070
(503) 570-1503

For Metro:

Heather Nelson Kent
Metro
600 NE Grand Ave.
Portland, OR 97232
(503) 797-1739



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Intergovernmental Agreement

The City may change the above-designated Project Manager by written notice to Metro. Metro may change the above-designated Project Manager by written notice to the City.

Section 6: Indemnification

Subject to the limits of the Oregon Constitution and Oregon Tort Claims Act, the City shall hold harmless Metro, its officers and employees from any claims or damages or property or injury to persons or for any penalties or fines, for the City's actions under this Agreement.

Section 7: Dispute Resolution

The parties shall attempt to negotiate resolutions to all disputes arising out of this Agreement.

Section 8: Termination or Modification

During the term of this Agreement, each party retains the right to terminate the Agreement as of any anniversary date by written notice delivered to the other party no later than 60 days prior to the anniversary date. The parties may terminate this Agreement at any time for nonperformance of any material term thereof. Metro may modify or terminate this Agreement related to changes based on a substantive amendment, renewal or termination of the Metro franchise issued to the facility described in Section 3A.

Section 9: Insurance

The City agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement to levels necessary to protect against public body liability as specified in ORS 30.270. The City also agrees to maintain for the duration of this Agreement, Workers' Compensation Insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.

Section 10: Integration and Amendment

This writing contains the entire Agreement between the parties, and may only be amended by written instrument, signed by both parties.

Section 11: Severability

If any portion of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken.



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(503) 797-1700

Intergovernmental Agreement

Section 12: Notice of Default

If a party determines that a default exists, that party shall give thirty days' written notice to the other party, which notice shall specify the nature of the default and shall give the other party an opportunity to cure the default before taking any further action.

City

Metro

By: _____

By: _____

Bryan Cosgrove, City Manager
Print name and title

Print name and title

July 7, 2015
Date

Date

BM:bjl
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RESOLUTION NO. 2818

A RESOLUTION AND ORDER AMENDING RESOLUTION NO. 2807 TO FURTHER EXTEND THE LOCAL STATE OF EMERGENCY AND EMERGENCY MEASURES, AS AUTHORIZED BY RESOLUTION NO. 2803.

WHEREAS, pursuant to Oregon Revised Statutes (ORS) 401.309 and ORS 401.305, as well as Wilsonville's own Wilsonville State of Emergency Resolution 1959, the City enacted Resolution 2803 on March 16, 2020 in response to the COVID-19 Coronavirus pandemic; and

WHEREAS, on April 6, 2020, the City enacted Resolution 2807 to extend the declared state of emergency to May 31, 2020; and

WHEREAS, it is reasonable and prudent to anticipate that significant City resources will continue to be needed to respond to the COVID-19 threat for the foreseeable future and beyond the expiration date set forth in Resolution 2807; and

WHEREAS, pursuant to Executive Order 20-24, the Governor of Oregon extended the State of Emergency Declaration to July 6, 2020, with the possibility of a further extension;

NOW, THEREFORE, the Wilsonville City Council declares as follows:

In order to help ensure citizen safety by rapid response, the City Council hereby extends the expiration date of the Wilsonville Emergency Declaration, made pursuant to Resolution 2803, until July 21, 2020, so that City Council may extend or terminate at the July 20 City Council meeting, unless otherwise earlier terminated by the City Council. Provided, however, Resolution No. 2808 that temporarily eased restriction on enforcement of temporary sign removal is hereby rescinded and full enforcement is reinstated, notwithstanding the continuation of all other aspects of the Emergency Declaration.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 1st day of June 2020, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: June 1, 2020	Subject: Resolutions Nos. 2816 and 2817 State Shared Revenue Staff Member: Cathy Rodocker, Finance Director Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: June 1, 2020 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Budget as approved by Budget Committee on May 21, 2020.	
Staff Recommendation: Staff recommends that Council adopt Resolution Nos. 2816 and 2817.		
Recommended Language for Motion: Two separate motions: I move to approve Resolution No. 2816. I move to approve Resolution No. 2817.		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Public hearing on receipt and use of state shared revenues.

EXECUTIVE SUMMARY:

Oregon law requires the public be given two opportunities to comment on receiving state shared revenues and their proposed use. The first opportunity was extended during the Budget Committee meeting held on May 20, 2020. The second opportunity is offered in conjunction with the budget adoption.

The following table provides a summary of State Shared Revenue for FY 2020-21:

Summary of State Shared Revenues Resources and Possible Uses		
State Shared Revenues:	General Fund	Road Operating Fund
Alcoholic beverage taxes	\$ 400,000	
Cigarette taxes	\$ 30,000	
State shared revenues	\$ 320,000	
Gas tax		\$ 1,875,000
Possible uses:		
Police	✓	
Parks & Building maintenance	✓	
Library	✓	
Youth, Adult & Senior services	✓	
Policy and administration	✓	
Planning	✓	
Road operations		✓

EXPECTED RESULTS:

Accompanying resolutions satisfy legal requirements to receive state shared revenues in FY 2020-21.

TIMELINE:

May 13 and May 27, 2020 – Notice of meeting to receive comments from the public on uses of state shared revenues at the May 20, 2020 Budget Committee meeting published in the Pamplin Media, formerly known as the Wilsonville Spokesman.

May 20, 2020 – First meeting of the Budget Committee, public invited to testify.

May 27, 2020 – Posted notice of public hearing.

June 1, 2020 – Council meeting to receive public testimony and to adopt the budget.

CURRENT YEAR BUDGET IMPACTS:

Does not affect the current budget.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 5/22/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 5/27/2020

COMMUNITY INVOLVEMENT PROCESS:

The opportunity for the public to address the Budget Committee pertaining to state shared revenues was offered at the meeting on May 20, 2020. No public testimony was received.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

State revenues allow, in part, funding for the road operations program, facility and parks maintenance, law enforcement, parks and recreation services and library operations.

ALTERNATIVES:

N/A

ATTACHMENTS:

1. Resolution No. 2816
2. Resolution No. 2817

RESOLUTION NO. 2816

A RESOLUTION DECLARING THE CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection;
- (2) Fire protection;
- (3) Street construction, maintenance and lighting;
- (4) Sanitary sewer;
- (5) Storm sewers;
- (6) Planning, zoning and subdivision control;
- (7) One or more utility services; and

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

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

1. That the Wilsonville City Council hereby declares that the City directly provides all of the municipal services enumerated above, save and except the provision of the City's fire protection which is through Tualatin Valley Fire & Rescue.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 1st day of June, 2020 and filed with the Wilsonville City Recorder this date.

TIM KNAPP, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

RESOLUTION NO. 2817

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES.

WHEREAS, the Budget Committee has reviewed and approved the proposed use of State Shared Revenues; and

WHEREAS, a public hearing has been held before the Budget Committee on May 20, 2020 to discuss possible uses of the funds and before the City Council on June 1, 2020 to obtain public input as to the proposed uses of State Shared Revenues.

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

1. Pursuant to ORS 221.770 the City of Wilsonville hereby elects to receive state shared revenues for the fiscal year 2020-21.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 1st day of June, 2020 and filed with the Wilsonville City Recorder this same date.

TIM KNAPP, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: June 1, 2020	Subject: Resolution No. 2815 City Budget Adoption for FY 2020-21 Staff Member: Cathy Rodocker, Finance Director Department: Finance	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: June 1, 2020 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Budget as approved by Budget Committee on May 21, 2020.	
Staff Recommendation: Open public hearing, receive testimony, and consider resolution to adopt the budget for fiscal year 2020-21.		
Recommended Language for Motion: I move to approve Resolution No. 2815.		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Public hearing and adoption of the budget for fiscal year 2020-21.

EXECUTIVE SUMMARY:

Following the Budget Committee vote to approve the budget, the City Council must hold a public hearing and receive comments on the budget prior to adoption. Council must adopt the budget no later than June 30, 2020.

After two meetings, held via Zoom this year, the budget was approved for a total of \$214,299,497. Last fiscal year, the budget was approved with an addition of a full-time detective. However, only a .5 FTE was recognized as the position would be filled during the last half of the fiscal year. This year, the budget includes this position as a full (1.00) FTE in the Public Safety program.

After the Proposed Budget book was delivered to the Budget Committee, City Manager Cosgrove and staff prepared a list of recommended reductions. The reductions, resulted in lowering the original budget by \$2,127,833. The reduction crossed multiple funds, and was included in the total amount approved by the Committee. The motion passed 9-0. Attachment #1, Budget Summary – All City Funds Combined, illustrates the reductions by major resources and requirements.

By law, the Council may make changes to the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Council can reduce the budget from that approved by the Budget Committee.

EXPECTED RESULTS:

Create the budget for operating and capital purposes for the fiscal year 2020-21.

TIMELINE:

- May 13, 2020 - Public notice of the availability of the proposed budget and Budget Committee meeting dates published in Pamplin Media, formerly the Wilsonville Spokesman.
- May 20, 2020 – First meeting of the Budget Committee, presentation of budget message, public testimony taken.
- May 21, 2020 – Second meeting of the Budget Committee, opportunity for public to testify, voted to approve budget with amendment.
- May 27, 2020 – Public notice of the meeting to adopt published in Pamplin Media, formerly the Wilsonville Spokesman.
- June 1, 2020 – Council meeting to receive public testimony, consider Resolution No. 2815 to adopt budget.

COMMUNITY INVOLVEMENT PROCESS:

The opportunity for the public to address the Budget Committee was offered at the meetings on May 20, 2020 and May 21, 2020. Being as the meeting was held via Zoom, in addition to the public notices, specific information was provided during each meeting to provide comments to the Committee. The public may also attend the June 1, 2020 public hearing via Zoom prior to the City’s budget adoption process.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The budget provides for the delivery of services and construction of capital projects throughout the community.

ALTERNATIVES:

N/A

BUDGET COMMITTEE ACTIONS:

The Budget Committee amended the Proposed Budget for FY 2020-21 was approved 9-0 at the May 21, 2020 meeting.

CURRENT YEAR BUDGET IMPACTS:

Does not affect the current year budget.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 5/22/2020

FINANCIAL IMPACT:

Budget for FY20/21

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 5/27/2020

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Budget Summary – All City Funds Combined
2. Resolution No. 2815
 - A. Schedule of Appropriations
3. Budget Adoption Presentation

EXHIBIT #1

BUDGET SUMMARY - ALL CITY FUNDS COMBINED FY2020-21

	Proposed 2020-21	Reductions 2020-21	Difference	Explanation
RESOURCES				
Property taxes	\$ 8,259,500	\$ 8,259,500	\$ -	
Other taxes	7,186,000	7,186,000	-	
Licenses, franchise fees & permits	5,282,388	5,282,388	-	
Intergovernmental	10,720,194	10,720,194	-	
Charges for services	26,106,106	25,983,513	122,593	Reduction in Revenue to Fleet Fund
System development charges	7,002,067	7,002,067	-	
Fines and forfeitures	339,000	339,000	-	
Investment revenue	985,600	985,600	-	
Other revenues	405,077	405,077	-	
Revenue subtotal	<u>66,285,932</u>	<u>66,163,339</u>	<u>122,593</u>	
Interfund/agency activity				
Interfund transfers in	47,316,332	45,766,332	1,550,000	Reduction in Parks CIP Fund from General Fund
Interfund loan/repayments	1,198,370	1,198,370	-	
Interfund/agency subtotal	<u>48,514,702</u>	<u>46,964,702</u>	<u>1,550,000</u>	
Beginning fund balance	101,171,456	101,171,456	-	
TOTAL RESOURCES	<u>\$ 215,972,090</u>	<u>\$ 214,299,497</u>	<u>\$ 1,672,593</u>	
REQUIREMENTS				
Personnel services	\$ 20,110,052	\$ 20,110,052	\$ -	
Materials and services	23,989,589	23,289,163	(700,426)	Reductions in Expenses: Travel/Training, Police, Fleet Reserve Contribution, Toursim Development
Capital outlay	3,140,941	3,140,941	-	
Capital projects	37,466,016	35,916,016	(1,550,000)	Reduction in Expense for Parks CIP
Debt service	3,721,200	3,721,200	-	
Expenditures subtotal	<u>88,427,798</u>	<u>86,177,372</u>	<u>(2,250,426)</u>	
Interfund/agency activity				
Interfund transfers out	47,316,332	45,766,332	(1,550,000)	Reduction in Transfer Out for the General Fund
Interfund/Interagency loans	500,000	500,000	-	
Interfund/agency subtotal	<u>47,816,332</u>	<u>46,266,332</u>	<u>(1,550,000)</u>	
Ending fund balance				
Nonspendable	-	-	-	
Restricted	20,789,707	20,789,707	-	
Committed	7,611,058	7,611,058	-	
Assigned	50,182,382	50,182,382	-	
Unassigned	1,144,813	3,272,646	2,127,833	Net increase to contingencies
Ending fund balance subtotal	<u>79,727,960</u>	<u>81,855,793</u>	<u>2,127,833</u>	
TOTAL REQUIREMENTS	<u>\$ 215,972,090</u>	<u>\$ 214,299,497</u>	<u>\$ 1,672,593</u>	

RESOLUTION NO. 2815

A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, DECLARING THE AD VALOREM TAX LEVY, AND CLASSIFYING THE LEVY AS PROVIDED BY ORS 310.060(2) FOR FISCAL YEAR 2020-21.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 20, 2020 and May 21, 2020 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2020-21; and,

WHEREAS, the Budget Committee deliberated on the proposed budget on May 20, 2020 and on May 21, 2020; and

WHEREAS, the Budget Committee approved the proposed budget on June 1, 2020; and

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such a amounts were included in the approved budget, and

WHEREAS, on May 27, 2020 a summary of the budget, as required by ORS 294.438, was duly published in the Pamplin Media, formerly the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

WHEREAS, in accordance with ORS 294.456 the Wilsonville City Council duly held a public hearing on June 1, 2020 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for the fiscal year beginning July 1, 2020.

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

1. The Council adopts the budget for FY 2020-21 in the total amount of \$214,299,497.
2. Of the total adopted budget of \$214,299,497, the City appropriates \$206,688,439 for the fiscal year beginning July 1, 2019 as shown in Attachment A – Schedule of Appropriations. The difference of \$7,611,508 is not appropriated and is not available for expenditure during the year.

3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the rate of \$2.5206 per \$1,000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for the tax year 2020-21 upon the assessed value of all taxable property in the City.

General Government Limit

General Fund \$2.5206 / \$1,000

4. In compliance with the City’s Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
 - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
 - b. GASB Committed category includes amounts for which Council has approved by resolution. Only a subsequent council resolution may change the amount or intended use. Within the budget document such amounts are titled Committed (unappropriated). The Committed (unappropriated) is also referred to as the unappropriated ending fund balance and serves as a carryover from one fiscal year to the next.
 - c. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the City Council, City Manager and the Finance Director for the purpose of setting aside resources for specific future needs, such as equipment and building replacements and prudent financial reserves. Within the budget document such amounts are titled Assigned (designated) and Assigned (contingency). Assigned (designated) purpose is identified on page 263 of the Proposed Budget document. Assigned (contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.

- d. GASB Unassigned category is used exclusively in the General Fund and has the same meaning as Assigned (contingency) in paragraph (c) above.
 - e. City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Council will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 1st day of June, 2020 and filed with the City Recorder this date.

TIM KNAPP, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Councilor Akervall
Councilor Linville
Councilor Lehan
Councilor West

Attachment:

- A. Schedule of Appropriations

Attachment A – Schedule of Appropriations
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General Fund

Administration	\$ 1,795,674	
Finance	1,499,232	
Information Technology/GIS	1,161,294	
Legal	715,187	
Human Resources and Risk Management	857,600	
Public Works Administration	664,191	
Facilities	1,275,450	
Parks Maintenance	1,711,451	
Parks and Recreation	1,609,649	
Library	2,112,380	
Law Enforcement	5,378,922	
Municipal court	236,035	
Transfers to Other Funds	6,147,535	
Contingency	9,036,936	
Total Fund Appropriations		\$34,201,535

Community Development Fund

CD Administration	\$ 610,730	
Engineering	2,161,137	
Planning	1,147,627	
Transfers to Other Funds	584,243	
Contingency	227,229	
Total Fund Appropriations		\$4,730,967

Building Fund

Building	\$ 1,249,767	
Transfers to Other Funds	405,321	
Contingency	1,415,051	
Total Fund Appropriations		\$3,070,139

Transit Fund

Transit	\$ 8,994,489	
Transfers to Other Funds	721,421	
Contingency	4,651,450	
Total Fund Appropriations		\$14,367,360

Attachment A – Schedule of Appropriations
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Road Operating Fund

Road Operating	\$	894,918	
Debt Service		82,000	
Transfers to Other Funds		1,525,765	
Contingency		1,965,633	
Total Fund Appropriations		4,468,316	\$4,468,316

Road Maintenance Regulatory Fund

Transfers to Other Funds	\$	3,458,278	
Contingency		1,784,149	
Total Fund Appropriations		5,242,427	\$5,242,427

Water Operating Fund

Water Distributions and Sales	\$	1,552,123	
Water Treatment		3,895,838	
Transfers to Other Funds		3,979,914	
Contingency		16,671,329	
Total Fund Appropriations		26,099,204	\$26,099,204

Sewer Operating Fund

Sewer Collection	\$	982,929	
Sewer Treatment		2,837,677	
Sewer Pretreatment		117,187	
Debt Service		2,960,000	
Transfers to Other Funds		3,863,718	
Contingency		14,125,618	
Total Fund Appropriations		24,887,129	\$24,887,129

Street Lighting Operating Fund

Street Lighting	\$	381,320	
Transfers to Other Funds		1,088,820	
Contingency		283,976	
Total Fund Appropriations		1,754,116	\$1,754,116

Attachment A – Schedule of Appropriations
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Stormwater Fund

Stormwater Maintenance	1,051,053	
Debt Service	679,200	
Transfers to Other Funds	2,849,969	
Contingency	2,667,146	
Total Fund Appropriations		\$7,247,368

Fleet Service Fund

Fleet	\$ 1,528,226	
Transfers to Other Funds	2,400	
Contingency	806,511	
Total Fund Appropriations		\$2,337,137

Water Capital Projects Fund

Water Capital Projects	\$ 7,438,300	
Transfers to Other Funds	294,362	
Contingency	1,272,011	
Total Fund Appropriations		\$9,004,673

Sewer Capital Projects Fund

Sewer Capital Projects	\$ 7,750,557	
Transfers to Other Funds	311,843	
Contingency	352,191	
Total Fund Appropriations		\$8,414,591

Streets Capital Projects Fund

Streets Capital Projects	\$ 12,129,206	
Transfers to Other Funds	464,119	
Contingency	1,482,630	
Total Fund Appropriations		\$14,075,955

Streets Capital Projects Fund

Stormwater Capital Projects	\$ 2,019,764	
Transfers to Other Funds	136,323	
Contingency	401,785	
Total Fund Appropriations		\$2,557,872

Attachment A – Schedule of Appropriations
--

Facilities and Information Systems Capital Projects Fund

Building Capital Projects	\$ 3,973,729	
Transfers to Other Funds	69,851	
Contingency	131,644	
Total Fund Appropriations	\$4,175,224	\$4,175,224

Parks Capital Projects Fund

Parks Capital Projects	\$ 2,604,460	
Transfers to Other Funds	138,096	
Contingency	477,645	
Total Fund Appropriations	\$3,220,201	\$3,220,201

Water Development Charges

Materials & Services	\$ 25,180	
Transfers to Other Funds	3,408,532	
Contingency	4,124,713	
Total Fund Appropriations	\$7,558,425	\$7,558,425

Sewer Development Charges

Materials & Services	\$ 21,410	
Transfers to Other Funds	6,242,140	
Contingency	297,507	
Total Fund Appropriations	\$6,561,057	\$6,561,057

Streets Development Charges

Materials & Services	\$ 40,260	
Transfers to Other Funds	7,441,360	
Contingency	3,643,956	
Total Fund Appropriations	\$11,125,576	\$11,125,576

Washington County TDT

Materials & Services	\$ -	
Transfers to Other Funds	-	
Contingency	354,873	
Total Fund Appropriations	\$354,873	\$354,873

Frog Pond West Fund

Materials & Services	\$ 9,240	
Contingency	2,290,868	
Total Fund Appropriations	\$2,300,108	\$2,300,108

Attachment A – Schedule of Appropriations
--

Stormwater Development Charges

Materials & Services	\$	5,580	
Transfers to Other Funds		332,218	
Contingency		3,057,128	
Total Fund Appropriations		3,394,926	\$3,394,926

Parks Development Charges

Materials & Services	\$	16,400	
Transfers to Other Funds		2,800,104	
Contingency		2,722,756	
Total Fund Appropriations		5,539,260	\$5,539,260

Total City Appropriations - All Funds		206,688,439	
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Budget Adoption

FY 2019-20
Budget



WILSONVILLE
OREGON



Budget Adoption

- Budget Committee met twice 5/20 & 5/21
- Proposed budget approved:

\$214,299,497



State Shared Revenues

State Shared Revenues (ORS 221.760)

Gas tax	\$1,875,000
Liquor tax	\$400,000
State Revenue Sharing	\$320,000
Cigarette tax	\$30,000

Four or more of the following:

- Police Protection
- Fire Protection
- Planning
- Street Maint./Lighting/Construction
- Sanitary Sewers
- Utility Services
- Storm Sewers







APRIL 2020 MONTHLY REPORT

From The Director's Office

Good day!

The world is a very different place than it was in February, and we are all rapidly adapting to new norms every single day. It is my sincere hope that everyone in our Wilsonville family is safe and healthy. I am pleased to report that the dedicated public servants in the Community Development Department are open for business, serving the community with pride!

Over the past two months, there have been many behind the scene changes to routine processes and protocols that have allowed us to stay busy and continue to serve the needs of our customers. Our primary focus has been to facilitate new construction and advance public infrastructure projects. The City was one of the first in the region to stand up its Emergency Operations Center (EOC) as well as to declare a state of emergency. The EOC is a critical coordination tool and is at the center of the dissemination of consistent information and coordination regarding the City's response to the virus. The timely declaration of a state of emergency is key in triggering the flow of resources and funds to those in need.

These actions appear small on the surface, but are evidence of the forethought that has gone into managing this crisis. Staff have recently spent time updating the important continuity of operations plan (COOP) that guides succession of duties in an emergency. The City has also responsibly embraced a telecommuting plan that allows the majority of department staff to work remotely. This results in appropriate physical distancing in the office at City Hall by minimizing the number of people on the floor, both reducing risks of exposure while ensuring accountability through daily coordination and reporting. Staff have also been working hard on the creation, marketing, and evaluation of submittals for the Small Business Relief Grant program. The outpouring of appreciation surrounding this program has been truly remarkable.

There have now been a number of remote City Council meetings, and at the end of April the DRB successfully conducted a land use hearing. In May, the Planning Commission will give remote meetings a try. Staff have set up digital plan submittal processes, remote plan review, online payment, and remote inspection services when necessary. These new tools are allowing staff to continue to provide the high level quality customer service that our clients rely upon.

Respectfully submitted,

Chris Neamtzu, AICP
Community Development Director



Building Division

A Plan Reviewer’s Perspective — Building Element: Safety Glazing

Safety glazing is the code phrase used for glass that is less susceptible to damage and is less dangerous when accidentally broken. Safety glazing can be found in windows, doors, and shower partition walls. The required locations for safety glazing in homes is described in detail in the Oregon Residential Specialty Code. These locations are referred to as “hazardous locations”. Hazardous locations can include glazing found in fixed glass panels, in operable panels in doors, in the close vicinity of swinging doors, or in glass panes where either the bottom edge is less than 18 inches or the top edge is greater than 36 inches from the floor.



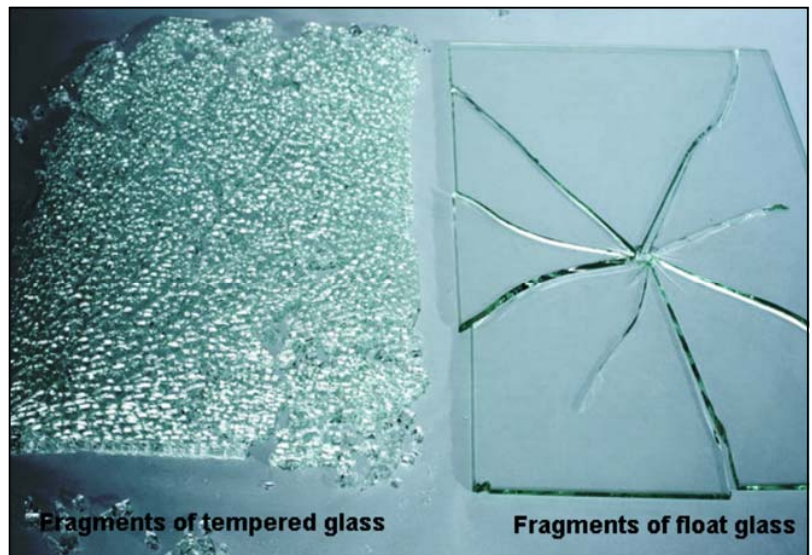
Every pane of safety glazing that is installed in a hazardous location must have a permanent marking which specifies, among other things, the type of glass and the safety standard it complies with. This marking is typically laser etched or marked in such a way that, once applied, cannot be removed without being destroyed.

The two most common types of safety glazing are tempered glass and laminated glass. Tempered glass is thermally and physically stronger than regular glass. Laminated glass is typically even stronger. Tempered glass is created through a process that involves controlled chemical or heat treatment to

balance the internal stress of the glass, causing the glass to break into small pebble-like pieces instead of dangerous shards. Laminated glass is made up of layers of glass and plastic that are held together by a binding inner layer. Laminated glass is also usually tempered but the laminated inner layer prevents the small glass fragments from escaping. This creates a glass system that is extremely strong and able to withstand significant strike forces such as from flying debris in a hurricane or storm event.

During plan review, a plans examiner ensures that hazardous glazing locations are identified on the construction plans and that the designer specifies what type of safety glass will be installed. During the inspection phase, the building inspector verifies that tempered or laminated safety glazing is installed in the correct locations and observes that the required etchings on the glass are present.

—Carl Brown, Building Inspector/Plans Examiner I



Economic Development Division

COVID-19 Economic Response

- Economic Development staff have been re-deployed to staff a “one-stop shop” resource center to communicate and deploy federal, state, and local resources to address business and workforce needs related to COVID-19 disruptions. Activities include facilitation of SBA/CARES Act webinars, training events, classes and workshops, access to capital grants, and one-on-one business advising sessions and referrals in partnership with the local chamber commerce, Clackamas County College Small Business Development Center, Clackamas Workforce Partnership, as well as regional, state, and federal agency partners.
- The City has committed \$480,000 in funds to City economy recovery programs, including:
 - **Small Business COVID-19 Relief Grants** (\$400,000): Contingent on Council adoption on April 20, this program was developed to offer immediate financial assistance to micro-businesses (\$2,000 grants for businesses with no more than five employees) and small businesses (\$5,000 grants for businesses with no more than 20 full-time employees). The program was designed by a mini-task force of three people, including Economic Development Manager Jordan Vance, Councilor Joann Linville, and Wilsonville Chamber of Commerce CEO Kevin O’Malley. The criteria prioritizes submissions by long-standing businesses, local operators, businesses that have not otherwise received relief, and those recognized as Minority/Women Enterprise, Disadvantaged Business Enterprise, or Service Disabled Veteran.
 - **#OneWilsonville Shop Local Program** (\$20,000): City employees are visiting local restaurants to purchase \$20,000 in gift cards, providing a segment of our local business community with immediate and much needed support in the wake of the State’s stay home directive that has temporarily closed doors and dining rooms, as well as diminished sales at retail establishments citywide. A list of Wilsonville restaurants and other retailers currently operating can be found at <https://www.ci.wilsonville.or.us/residents/page/onewilsonville-retailers-open-business>.
 - **Utility and Rent Relief** (\$60,000): The City is providing assistance to Wilsonville Community Sharing to assist residents in need with utility and rent relief.

Recruitment

- Product packaging manufacturer for food/medical/retail industries is looking for a 50,000+ square foot industrial facility. Project would create 33 jobs. Staff are submitting a proposal for property in Wilsonville.

Engineering Division, Capital Projects

5th Street/Kinsman Road Extension (1139/2099/4196)

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. Final environmental permitting for the project has been received. Construction is planned to start in the first quarter of 2021.

Boeckman Dip Bridge (4205/4206/4212)

Staff presented an update to Council on April 6. Staff also presented and Council approved the Stormwater Master Plan Amendment adding a study for Boeckman Creek that will help us understand the hydraulic and hydrologic impacts of project alternatives. Additionally, a culvert inspection company has been contracted to provide a condition assessment of the two culverts crossing under Boeckman Road at Boeckman Creek.

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. Well column and casing inspections, water chemistry analysis, and recommendations for improvements to address any discovered deficiencies will occur over the months of April and May. After inspection and analysis is complete, redevelopment of well capacity and other recommended improvements will occur.

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. The contract was awarded to K&E Excavating. Construction is anticipated to begin in May and to be completed by the end of 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. Construction of a new storm drainage pipe to serve the future Coffee Creek Industrial Area is being installed along Garden Acres Road. Construction completion is anticipated for January 2021.

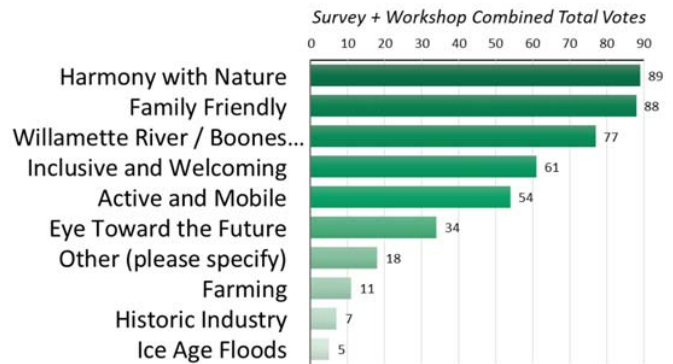
Gesellschaft Well Facility Rehab and Upgrade (1083)

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. Work is nearing completion, with startup operations occurring in April and final completion in early May.

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. The design team is currently preparing bridge and plaza design concepts based on results of the public engagement and feedback received from the Planning Commission and City Council. Public input on the conceptual design for the bridge and plaza will be sought over the summer.



Themes and Elements that Represent the Community of Wilsonville

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. Multiple utility conflicts discovered in September 2019 have caused a project delay of six months. Now that all the utility conflicts have been removed or relocated, work can now continue and will be completed before July 2020.

Memorial Park Pump Station (2065)

This project involves replacing and relocating the wastewater pump station in Memorial Park. The contract was awarded to McClure and Sons. Construction is anticipated to begin in May and be completed in March 2021.

SMART Parking Lot Improvements (8135)

This project (shown right) involves the expansion of the existing employee and visitor parking lot at the SMART Administrative/Fleet Facility by adding ten parking stalls, a new curb and sidewalk, and a new cedar deck at the facility entrance. A large portion of the project’s cost will be covered by a Federal Transit Administration grant received by the City in 2017. The City’s contractor mobilized to the site in late March to begin excavation of the new parking area. Work is anticipated to continue through the middle of June.



Street Maintenance Project (4014/4118/4725)

Staff have reviewed the 60% plan submittal and are working with the consultant team to go from 60% to 90% design for Day Road, Elligsen Road, Parkway Avenue, Main Street, Town Center Loop, and Park Place. After the 90% plan submittal, the project will be split into two construction phases. The first phase of work will be constructed this fiscal year and the second will be programmed for next year. The design phase of the project will include the listed roadways.

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. A CMGC alternative contracting method was approved by City Council. A Request for Proposals for engineering services was issued in April.

Engineering Division, Capital Projects

WWSP Coordination (1127)

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

- **PLM 1.1** This is the WWSP 66" raw water pipeline between Arrowhead Creek Lane and Wilsonville Road. Construction of the pipeline is underway. Pipe installation along Kinsman Road south of Wilsonville Road has started. 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 May 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.
- **Raw Water Facility Improvements** This capital improvement project is under the management of the Willamette Water Supply Commission and the Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment, as well as the installation of a 66" raw water pipe and an 8" domestic City water pipe. The project is currently under plan review. Construction is anticipated for June 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. Engineering proposals were received and a consultant was selected in January. Contract negotiations are underway, with a contract award anticipated in May.

Engineering Division, Private Development

Aspen Meadows Phase 2

This is a five lot subdivision on the east side of Canyon Creek Road South. The project is now in the two year maintenance phase.

Dutch Bros Coffee

A new Dutch Bros Coffee Drive-Thru is proposed on the vacant parcel at the southeast corner between Park Place and Town Center Loop West. As a part of the development, a new Rapid Flash Beacon (RFB) crossing will be installed on Town Center Loop West just south of Park Place. In addition to the RFB, a marked crosswalk will also be installed at the intersection on Park Place. The project is currently under review.

Fir Commons

This is a ten home condominium development nestled in Old Town on Fir Avenue. Eight homes are currently under construction. Work has slowed with the current pandemic, causing disruptions in the workforce availability.



Fir Commons

Engineering Division, Private Development

Frog Pond Meadows

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The contractor (NEI) continues to work on the concrete intersection, storm system on Stafford Road, and utility testing.

Frog Pond—Morgan Farm Phase 2

42-lot subdivision located north of Morgan Farm Phase 1. This project is in the final stages. The Engineering Division and the developer are working to address underground water intrusion at one of the stormwater swale facilities. The project will go to the maintenance phase soon.

Grace Chapel

Project involves the remodel and expansion of the south building of the former Pioneer Pacific College, along with the rerouting of a major storm drain line. A new sanitary connection and new driveway are also part of the project. The contractor is making great progress with the public storm piping, and much of the existing curb, asphalt, and plant debris have been removed.

Hilton Garden Inn

Construction continues on this four-story hotel at Memorial Drive and Parkway Avenue. The Engineering Division recently approved a tap for a new irrigation meter. Asphalt road repair and the completion of the final punch list remain before this project goes into the maintenance phase.

Northstar Contractor Establishment—Clay Street

The Public Works Permit was issued for this half street improvement project that will add sidewalks and street side swales on our border with Washington County near Coffee Creek Correctional Facility. Construction is anticipated to start soon.

Shredding Systems

This project involves adding an additional building and expanding the sanitary, water, and storm systems. A sidewalk will also be added on 95th Avenue. The project is currently under plan review.



Grace Chapel



Hilton Garden Inn



Shredding Systems

Engineering Division, Natural Resources

Environmental Changes and the Pandemic

With the rush of daily routines and the other things that fill our days, it is easy to forget the delicate balance that sustains our home—planet Earth. The beauty we see every day—whether a blue sky, or flowers in bloom, or a hummingbird in flight—are dependent on a healthy planet. We all have a role in sustaining and caring for this wonderful world.

Over the last few months, the coronavirus pandemic has brought about significant changes to the environment. Due to shelter-in-place restrictions throughout the world, people have been forced to alter the ways they live, work, and play. This new normal has led to some rather rapid and environmentally friendly changes. The following are just a few of the many examples:

1. **Noticeable reductions in air pollution** – In cities as diverse as Wuhan and Milan, the decrease in emissions from vehicles, factories, and power plants has led to a precipitous decline in air pollution levels. One of the largest drops in air pollution occurred in eastern and central China. According to NASA, nitrogen dioxide levels have been 10 to 30 percent lower than normal. It's now possible for people to breathe easier and enjoy a beautiful blue sky, where only a couple months ago smog blanketed their cities.
2. **A decrease in noise caused by human activity** – With so many people staying home in many places around the world, there is significantly less noise from cars, buses, trains, and other transportation. In Boston, a researcher documented a drop in noise pollution by nearly 30 decibels. Without the constant drone of urban noise, it is now possible to hear the sound of birds singing as they relish the flowering of spring.
3. **Animals roaming freely in places usually filled with people** – Whether in national parks, such as Yosemite, or the streets of San Francisco, wildlife is taking advantage of the lack of people. In the sands along Brazil's northeast coast, nearly 100 critically endangered sea turtles have hatched on a deserted beach, their first steps going almost unnoticed because of coronavirus restrictions that prohibit people from gathering on the region's beaches.
4. **Whales migrating without the disruptive influence of maritime traffic** – North Pacific humpback whales have begun to move northward this month and will soon be swimming with newborn calves in southeast Alaska, a region also popular with cruise ships for views of local wildlife. Research has shown that ambient noise from ships and other maritime traffic can increase stress-hormone levels in marine creatures, which can affect their reproductive success. Whales have even shown they can adapt to the din, pausing their singing when ships are near and resuming when they move away.



Planning Division, Current

Administrative Land Use Decisions Issued

- 13 Type A Tree Permits
- 4 Type B Tree Permits
- 1 Type C Tree Permit
- 1 Zoning Verification Letter
- New Single-Family Building Permits

Construction Permit Review, Development Inspections, and Project Management

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

- Hilton Garden Inn
- Fir Avenue Commons residential development in Old Town
- Regional Park 7&8 in Villebois
- Residential subdivisions in Frog Pond West
- Aspen Meadows and Aspen Meadows II subdivisions off Canyon Creek Road South
- I&E Construction headquarters on Parkway Avenue
- Dutch Bros Coffee kiosk in Town Center
- Grace Chapel on Parkway Avenue

COVID-19 Response

Like everyone else, the Planning Division will remember April 2020. Planning staff worked hard to keep work flowing while defining and adjusting protocols in response to the unprecedented COVID-19 emergency. The experience has shown the Planning Division has a talented and flexible team to support the important work they do. Specific work related to COVID-19 included:

- Prepared for and hosted the first remote Development Review Board Meeting
- Adapted staff work locations and meeting methods, including with the public, to ensure physical distancing
- Made the best use of current permitting software and other resources to continue to allow applicants to submit, pay for, and obtain approval of various permits remotely, including tree removal and construction
- Continued to offer great customer service to an increase in the daily inquiries the Planning Division receives

Development Review Board (DRB)

DRB Panel A did not meet in April, but is scheduled to have a meeting on May 11 to review two requests to renew temporary use permits.

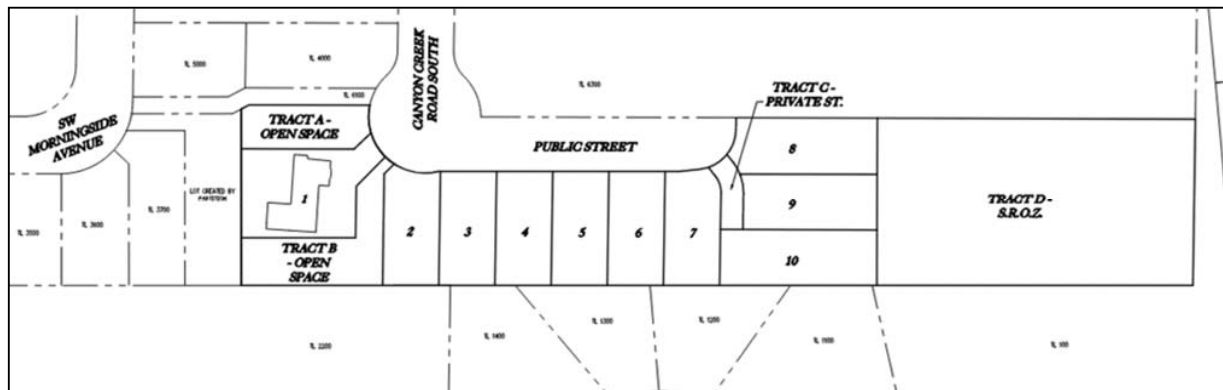
During their April 27 meeting, DRB Panel B held a public hearing and unanimously approved an industrial building and storage yard for DP Nicoli on the east side of Boberg Road just south of Boeckman Road. This was the DRB's first virtual meeting using the Zoom video conference platform and it went smoothly.

Planning Division, Current

DRB Projects Under Review

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

- 6-unit residential development in Old Town at the north end of Magnolia Avenue
- 11-lot subdivision at the south end of Canyon Creek Road South
- 3-lot partition and zone change along the northern portion of Canyon Creek Road South
- New warehouse on Boberg Road for DP Nicoli
- 69-lot subdivision in Frog Pond proposed by West Hills Development



Planning Division, Long Range

Commercial Recreation in Industrial Zones

Planning staff continued to work on exploring code changes for additional allowance of Commercial Recreation uses in the PDI zones. During an April 20 work session, staff sought City Council input and guidance on the extent of expanding size limits to commercial recreation uses within the Planned Development Industrial (PDI) Zone. A work session is scheduled on May 13 to provide the Planning Commission with an update from the Council work session as well as the information gathered and analysis conducted by staff since their last work session on the topic.

Equitable Housing Strategic Plan

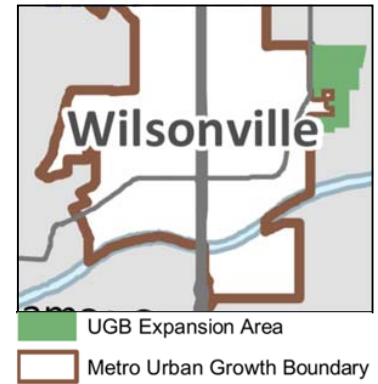
The project team held a work session with the City Council on April 6, where they gathered feedback on prioritization of the draft plan's near-term actions and possible funding mechanisms. Based on this feedback, the project team refined the plan document to integrate City Council comments along with prior input received from the Planning Commission and project task force. The final draft Equitable Housing Strategic Plan will be published in early May in preparation for public hearing before the Planning Commission on May 13.

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

Planning Division, Long Range

Frog Pond East and South

The master planning area encompasses the area added to the Urban Growth Boundary by Metro in 2018. The City is required to adopt a master plan and related policies and codes for the area by the end of 2022. In April, staff submitted a grant request to Metro to fund a large portion of the master planning work.



House Bill 2001 Implementation (Middle Housing)

This project will build upon and help implement the Equitable Housing Strategic Plan while ensuring the City complies with House Bill 2001 regarding the 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. During April, staff submitted additional material to the State Department of Land Conservation and Development for a grant in support of the project and submitted a grant to Metro for support of involvement of the Latinx community in the project. In addition, staff continued to closely follow state rulemaking which is intended to clarify some key points regarding the legislation.



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

Planning staff continued to coordinate 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. 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. Staff participated in a third meeting of the state’s Technical Advisory Committee (TAC) for rulemaking on Housing Production Strategies on April 8.



Aerial photo of Villebois .

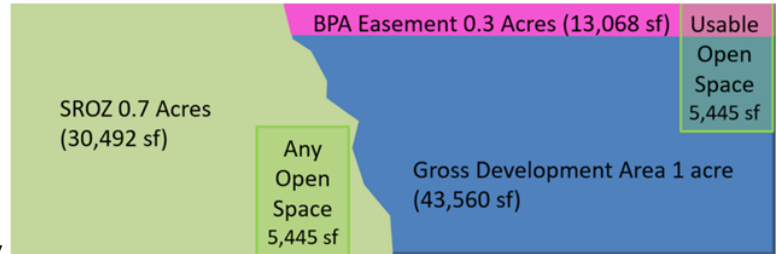
Planning Division, Long Range

Planning Commission

The April 8 Planning Commission Meeting was canceled. The next Planning Commission meeting is scheduled to occur on May 13 where the commission will hold a public hearing on the Equitable Housing Strategic Plan and get an update during their work session on the potential for Commercial Recreation uses in the PDI zones. This meeting will take place with social distancing precautions in place consistent with City Council protocols. Planning Commissioners will participate remotely, via Zoom videoconferencing, and public notices have provided adequate information for the public to participate.

Residential Code Modernization Project

The Wilsonville Residential Zoning Modernization Project updates City residential zoning standards in the Planned Development Residential (PDR) and (R) zones. The updates address issues raised over the last couple of decades. City Council held a Public Hearing on April 20 and on first reading unanimously voted to approve the Ordinance adopting the proposed updates. A second reading is scheduled on May 4. If approved, the updates will go in effect in early June, thirty days after the second reading.



Wilsonville Town Center Plan

I-5 Pedestrian Bridge



The Town Center project team continued to review design feedback 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 Interstate 5. Throughout April, the project team reviewed the Planning Commission and City Council input gathered during March, along with the community feedback from the project open house and online survey, to develop bridge types and approaches to evaluate, along with Gateway Plaza layouts, for further public consideration this summer.

General project information is available on the project website: www.letstalkwilsonville.com/I5-Ped-Bridge.

Streetscape Plan



The Town Center Plan calls for creating Streetscape Design Standards to tie together the various sub-districts within the Town Center with an attractive design palette. As this project is inherently connected to the construction of the I-5 Pedestrian Bridge project, the I-5 Pedestrian Bridge and Town Center Streetscape plan are moving forward on a similar timeframe. During April, staff finalized a project scope in order to request quotes for professional services to assist the project team.





APRIL MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

During the month of April we had two remote training sessions with MUNIS. They went very well and we are progressing as expected with the Financial Implementation. This week we had 2 1/2 days of the HR/Payroll "kickoff" where staff had their first look at the new program.

The finishing touches on the budget document are complete and it is now in the hands of our printer. We will be delivering the documents to the Budget Committee next Friday.

This last week Amanda Bryant, our court clerk/business license clerk, was able to assist with the Grant program. Not only did she make a number of calls to businesses in the community, she also helped Jordan Vance to verify information received from applicants. Next up will be Pam Munsterman and Margie Trader as both have been assigned to work on processing the grant payments.

This month Dillon Jenkins, our senior accountant, created a new report that allows me to track the progress on all of our revenue sources daily. While we have seen a decline in hotel/motel tax and court fines, other revenue sources are on track. This next week should be a big week from Transit Tax as the returns were due on April 30th.

Miss Maya Katko joined the Finance team three weeks ago and she is a cutie. Although slightly sleep deprived, Mom, Dad and baby are all doing great.

Stay Safe!

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2019-April 30, 2020

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

<u>Utility Billing:</u>		<u>Accounts Payable:</u>		<u>Municipal Court:</u>	
Total Monthly Bills	60,649	Invoices Processed	6,030	Total Citations Issued	1,931
New Customers	753	Payments Processed	3,415	Total Suspensions Issued	60
New Service Locations	69			Ticket Revenue	\$226,840

FY20 Financial Update:

Attached please find the financial reports through April 2020. One question we all have about the COVID-19 pandemic is how will the economic downturn effect the overall revenues and reserves for the City this fiscal year and beyond. A lot of time is being spent in Finance analyzing data to help us get the level of understanding needed to better understand the overall impact the crisis will have on the City's financial status. New reporting tools have been created to review revenues received on a daily basis, helping us to identify any changes in our revenues streams. Below is a recap through the month of April.

General Fund: Overall, the general fund revenues are on track with the budget with 92% of total revenues received. At this point in time, I expect that our property taxes, franchise fees and privilege taxes should end the fiscal year should be near our estimated budget. Being as this is the single largest funding source for the General Fund, this is great news. Hotel/Motel Tax and Court fines are significantly lower than anticipated. At the current rate, I expect that we will end with \$100K less than anticipated however this will be offset by additional interest revenue the fund will receive by year end. We have also earmarked \$20K of the excess interest revenue received to pay for the gift card program. The single largest reduction we are anticipating will be from overhead charges received from capital projects. We expect about \$300K less than anticipated. The expenditures will be less than we had estimated for the year-end which will help to offset the impact of reduced revenues.

Building Fund: As of April 30th, the permit revenue is short about \$381K for the remainder of the year. Dan Carlson, Building Official, has reviewed the year end projections and estimates that the year will end with revenues close to the amount budgeted. As of April 30th, the Fund has used over \$831K of the fund balance to meet the ongoing expenses.

Community Development Fund: Overall, the CD Fund is on track to slightly exceed it's year end projections for their overall permit revenues. The major change in anticipated revenues come from the project management fees for CIPs. In the past, project management fees have been estimated by project through the capital budget process. The FY2020-21 budget, however has been aligned with actual revenues received in prior years. Through April, the fund has used over \$1.0M of their fund balance to meet ongoing expenses.

Road Operating Fund: Due to the timing of receiving the gas tax receipts, the current revenues show a one month lag in the intergovernmental line item. March's revenue, received in April, came in at the same amount as anticipated. We do anticipate a drop in revenues based on less driving for the month of April. Due to the delay in construction of CIP's, we anticipate the expenditures to be less than anticipated.

FY20 Financial Update con't

Transit Fund: The majority of March's quarterly transit tax payments are currently being processed. Through 5/4/20, approximately \$883K in revenues; we had budgeted to receive over \$1.25M per quarter. While we do not anticipate receiving our budgeted amount this quarter, Transit will be able to use grant funds allocated through the CARES act to help offset expenses incurred since January 2020. Grant funds and the related expenses earmarked specifically for the purchases of new buses will be deferred this fiscal year.

Water, Sewer and Stormwater Funds: Overall, revenues continue to meet expected projections for all of the utility funds. Delayed construction on CIPS have reduced anticipated expenditures in all three funds.

Maya Katko



	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,655,250	10,743,597	92%
Intergovernmental	2,265,804	2,068,229	91%
Licenses and Permits	177,750	129,007	73%
Charges for Services	747,100	523,055	70%
Fines	320,000	226,840	71%
Investment Revenue	300,900	417,728	139%
Other Revenues	9,569,070	9,516,999	99%
Transfers	3,767,812	2,756,678	73%
Total Revenue	28,803,686	26,382,133	92%
Personal Services	9,289,445	7,113,540	77%
Materials and Services	20,522,072	15,614,666	76%
Capital Outlay	311,604	79,823	26%
Transfers	4,896,602	1,714,812	35%
Total Expense	35,019,723	24,522,841	70%
Fund 210 Fleet Fund:			
Charges for Services	1,373,975	1,144,979	83%
Investment Revenue	23,069	24,120	105%
Other Revenues	0	25,131	-%
Total Revenue	1,397,044	1,194,230	85%
Personal Services	781,630	609,215	78%
Materials and Services	800,055	648,671	81%
Capital Outlay	149,000	70,278	47%
Transfers	2,400	2,000	83%
Total Expense	1,733,085	1,330,164	77%
Fund 230 Building Fund:			
Licenses and Permits	548,000	496,310	91%
Licenses and Permits-Villebois	254,000	102,436	40%
Charges for Services	9,000	6,750	75%
Investment Revenue	70,210	66,875	95%
Transfers	41,986	31,811	76%
Total Revenue	923,196	704,183	76%
Personal Services	1,056,480	791,557	75%
Materials and Services	385,469	305,356	79%
Transfers	936,604	438,285	47%
Total Expense	2,378,553	1,535,197	65%
Fund 235 Community Development Fund:			
Intergovernmental	0	49,500	-%
Licenses and Permits	352,440	563,795	160%
Licenses and Permits-Villebois	203,305	26,618	13%
Charges for Services	1,076,328	469,720	44%
Investment Revenue	55,165	73,831	134%
Other Revenues	400	16,482	4,121%
Transfers	3,201,704	1,356,679	42%
Total Revenue	4,889,342	2,556,625	52%
Personal Services	3,273,480	2,168,497	66%
Materials and Services	1,183,618	914,440	77%
Capital Outlay	0	2,015	-%
Transfers	581,628	481,019	83%
Total Expense	5,038,726	3,565,972	71%
Fund 240 Road Operating Fund:			
Intergovernmental	1,800,100	1,332,210	74%
Investment Revenue	25,075	46,954	187%
Other Revenues	2,000	54,852	2,743%
Total Revenue	1,827,175	1,434,015	78%
Personal Services	373,970	289,823	77%
Materials and Services	586,851	379,831	65%
Debt Service	82,000	81,446	99%
Transfers	1,537,030	643,946	42%
Total Expense	2,579,851	1,395,046	54%

CITY OF WILSONVILLE - Fund Summaries - through April 30, 2020

Budget Year Elapsed → 83%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,899,000	1,645,520	87%
Investment Revenue	60,180	74,554	124%
Total Revenue	1,959,180	1,720,074	88%
Transfers	4,113,962	2,535,994	62%
Total Expense	4,113,962	2,535,994	62%
Fund 260 Transit Fund:			
Taxes	5,151,000	3,909,885	76%
Intergovernmental	4,217,893	1,713,698	41%
Charges for Services	185,000	118,041	64%
Investment Revenue	55,150	98,250	178%
Other Revenues	14,000	11,087	79%
Total Revenue	9,623,043	5,850,961	61%
Personal Services	4,146,860	3,022,412	73%
Materials and Services	2,902,150	2,104,846	73%
Capital Outlay	2,451,655	56,475	2%
Transfers	637,912	485,905	76%
Total Expense	10,138,577	5,669,638	56%
Fund 310 Water Operating Fund:			
Intergovernmental	0	50,000	-%
Charges for Services	9,217,000	7,711,934	84%
Fines	19,000	11,729	62%
Investment Revenue	270,810	320,970	119%
Other Revenues	195,550	210,078	107%
Total Revenue	9,702,360	8,304,711	86%
Personal Services	629,168	418,591	67%
Materials and Services	4,295,104	2,770,025	64%
Capital Outlay	679,000	68,655	10%
Debt Service	1,870,000	764,045	41%
Transfers	4,344,613	1,079,294	25%
Total Expense	11,817,885	5,100,610	43%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,239,145	6,692,862	81%
Fines	0	64,722	-%
Investment Revenue	270,810	330,894	122%
Other Revenues	18,000	22,781	127%
Transfers	600,000	600,000	100%
Total Revenue	9,127,955	7,711,258	84%
Personal Services	402,546	251,134	62%
Materials and Services	3,574,439	2,477,114	69%
Capital Outlay	24,000	28,173	117%
Debt Service	3,000,000	509,131	17%
Transfers	4,162,436	555,682	13%
Total Expense	11,163,421	3,821,234	34%
Fund 350 Street Lighting Fund:			
Charges for Services	545,500	437,936	80%
Investment Revenue	25,075	29,315	117%
Total Revenue	570,575	467,251	82%
Materials and Services	373,843	258,080	69%
Transfers	430,103	43,591	10%
Total Expense	803,946	301,671	38%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,175,000	2,628,074	83%
Investment Revenue	50,150	46,552	93%
Total Revenue	3,225,150	2,674,626	83%
Personal Services	274,796	182,159	66%
Materials and Services	659,037	374,723	57%
Debt Service	508,000	507,827	100%
Transfers	4,040,765	1,423,334	35%
Total Expense	5,482,598	2,488,044	45%



APRIL 2020 MONTHLY REPORT

From the Director

April saw the library come into its own as we increased services and programs online, bolstered our collections, and developed plans for moving forward.

Our “Library @home” has expanded to include more programs and services for all ages:

- In addition to Storytime “Stories to Go”, Youth Services staff added a weekly live Toddler Time as well as a weekly Babytime “Baby Rhyme Time”.
- Teen Advisory Board held weekly meetings and online live Teen events, including an Escape Room and varied gaming options.
- For adults, “Article Club” invited citizens to read a designated article available through LINCC and then discuss the article through videoconferencing. Our Book Club held its first online meeting.
- Citizens can get “Personal Book Recommendations” from librarians through our “What to Read Next?” service. Youth and Adult librarians receive completed online forms from users, and respond with several book recommendations within three days.

Meanwhile in the building, staff have been busy conducting an inventory of all library shelves and finding items that were not checked in, or that even belong to other libraries. The parcel delivery issues from March have been resolved, and shipments of new books and audiobooks has resumed, which means after a quarantine of the boxes, the new items then go through our usual processing.

In addition to print and A/V materials, we have added more items to our digital e-book and e-audiobook collections, as well as contracted with RB Digital to provide online videos and magazines.

A committee of staff from each department are considering the different ways we could adjust the library layout to provide a safe space for library users to use the library at assorted stages of library service levels when we reopen

Due to the library closure, Summer Reading Program plans are undergoing massive changes. Staff are developing a program that will appeal to all with an ‘all ages’ reading log. New this summer will be an online component for participants to track their reading.

Progress continues with the furniture plan, with delivery anticipated by the end of June.

-Pat Duke, Library Director



APRIL 2020 Monthly Report



From the Directors Desk

As we get closer to the summer months the number one priority still remains; BE SAFE.

Your Parks and Recreation staff is working to offer as many programs and opportunities as possible without putting any of our citizens at risk. Unfortunately playgrounds, water features, ball fields, sport courts, dog parks and many in-person classes remain closed. Staff and City Administration are working collaboratively to come up with creative ways to offer programs and services, as was accomplished in the recent opening of the City Community Garden. Some class are currently virtual including Meditation, Yoga and exercise classes. Some of these can be found on City's YouTube page and others via our Facebook site.

The Community Center Staff, in coordination with SMART Transit, and many volunteers, continue to provide meals home delivered meals for close to 100 residents. The meals are prepared and assembled on site at the Community Center, and then delivered to residents home via SMART Transit staff.

The Parks Crew continues with their overall day to day duties as well as tackling some great projects. Even though the Murase Playground Equipment is currently closed the "huge" slide received a major face lift and is better than ever. Planting of shrubs, rose bushes and more took place near the Stein Boozer Barn which provides a great environment for those renting this facility. The City's new Dog Park is taking shape, with three new shelters on order, and the permanent restroom being the last piece of this area.

Please stay in touch with us through the Parks and Recreation website and social media accounts to stay on top of changes regarding potential re-opening of play areas and other opportunities that may become available.

Thank you for your patience, and above all else, please stay safe and stay healthy.

-Mike McCarty

Community Garden Now OPEN!

The Community Garden opened on Saturday, May 2nd with a social distancing schedule and policies in place. The new schedule allows gardeners a total of 21 hours in the week to access their garden plots, with one three hour session each day. Several gardeners have expressed their gratitude about the opening and are thankful there have been precautions put into place that will help keep them safe. Currently only 10 people are allowed in the garden at one time. Staff conduct two daily checks to ensure gardeners are following the new social distancing policies, and to sanitize door handles. We will continue to monitor social distancing guidelines and review policies as necessary. Twenty-two in-ground plots out of 155 total plots still remain available for public sign ups. Additional information may be found at WilsonvilleParksandRec.com/CommunityGarden



Facebook– A Look at the Data

April saw an abundance of posts on our Facebook page @Wilsonville Parks and Rec, including a coveted shout out from Oregon Governor Kate Brown!

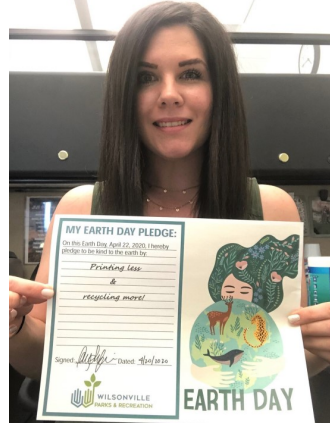
- +60 page likes
- +130 followers
- Reached 38,970 accounts
- Instagram reached an additional 2,200 users

Major virtual Facebook activities this month included:

- 10 Day Drawing Challenge
- Wilsonville Camp-In-Place
- Earth Day Pledge
- Wilsonville Poetry Walk

April 2020

Earth Day Pledge:



Community Center Updates

- Nutrition program continues to serve 90+ seniors in our community
- SMART Dial-a-Ride drivers helping to deliver meals
- Fitness Specialist, Brad Moore has started to train personal training clients via zoom
- Social Worker, Sadie Wallenberg is making weekly check-in calls to our most vulnerable clients
- Admin staff has continued to update and organize files

Upcoming:

“Messages for Mom” - Sunday, May 10th

Chalk your driveway, parking space or neighborhood sidewalk with messages and drawings for your mom on Mothers Day to show her how much she is loved and appreciated!

April 2020

Parks Maintenance Updates:

- Tilled Community Garden
- Opened Community Garden
- Installed electrical conduit for new restroom at dog park
- Completed Murase Slide upgrades

Murase Slide -

Erosion under the embankment slide at Murase was a continuous maintenance and compliance issue. The team reached out to get quotes from several contractors to complete the project. The quotes ranged greatly but averaged around \$125,000 for project completion. By bringing this project in house and utilizing the team's knowledge base and resources they were able to complete the project for just under \$42,000. This innovative solution ensures that we provide both a safe and also esthetically pleasing final product that the city will benefit from for years to come.

Check us Out on Social Media!



Wilsonville Parks and Rec.



@wvparksandrec









MONTHLY NEWS

City of Wilsonville Police

VOLUME 3 | ISSUE 4 | PUBLISHED MAY 10, 2020 | **April 2020**



First responders around the world have been in short supply of PPE/personal protective equipment since the arrival of COVID-19. Wilsonville police have been the fortunate recipients of sewn face masks from citizens, and face shields from the West Linn-Wilsonville School District robotics clubs--students were unable to compete against one another this year, and so put their 3D printing skills to work producing shields. **Thank you!**

(Student photo courtesy of KPTV.)



It was an honor this month to participate in several birthday parades, celebrating Wilsonville kiddos.



Wilsonville Police, with Tualatin Valley Fire, joined Charbonneau for their Easter Parade. The Easter Bunny had some mad motor skills and eyeballed the Traffic bike.



We love pizza! Thank you, Charbonneau, for bringing in Dominoes during April. Our troops enjoyed the pizza very much.



A number of homeless camps have begun sprouting up. We're encouraging the public to contact our non-emergency line so that we can address the varying issues.



Thankfully, this boy was chipped! Critter Cabana helped us get Dexter reunited with his humans.



#StayHomeSaveLives Driver arrested, cited and released for attempting to Elude after being clocked at 90 mph on I-5 through Wilsonville.

WILSONVILLE MONTHLY ACTIVITY REPORT April 2020



CITY OF WILSONVILLE POLICE DEPARTMENT
30000 SW Town Center Loop
Wilsonville, OR 97070

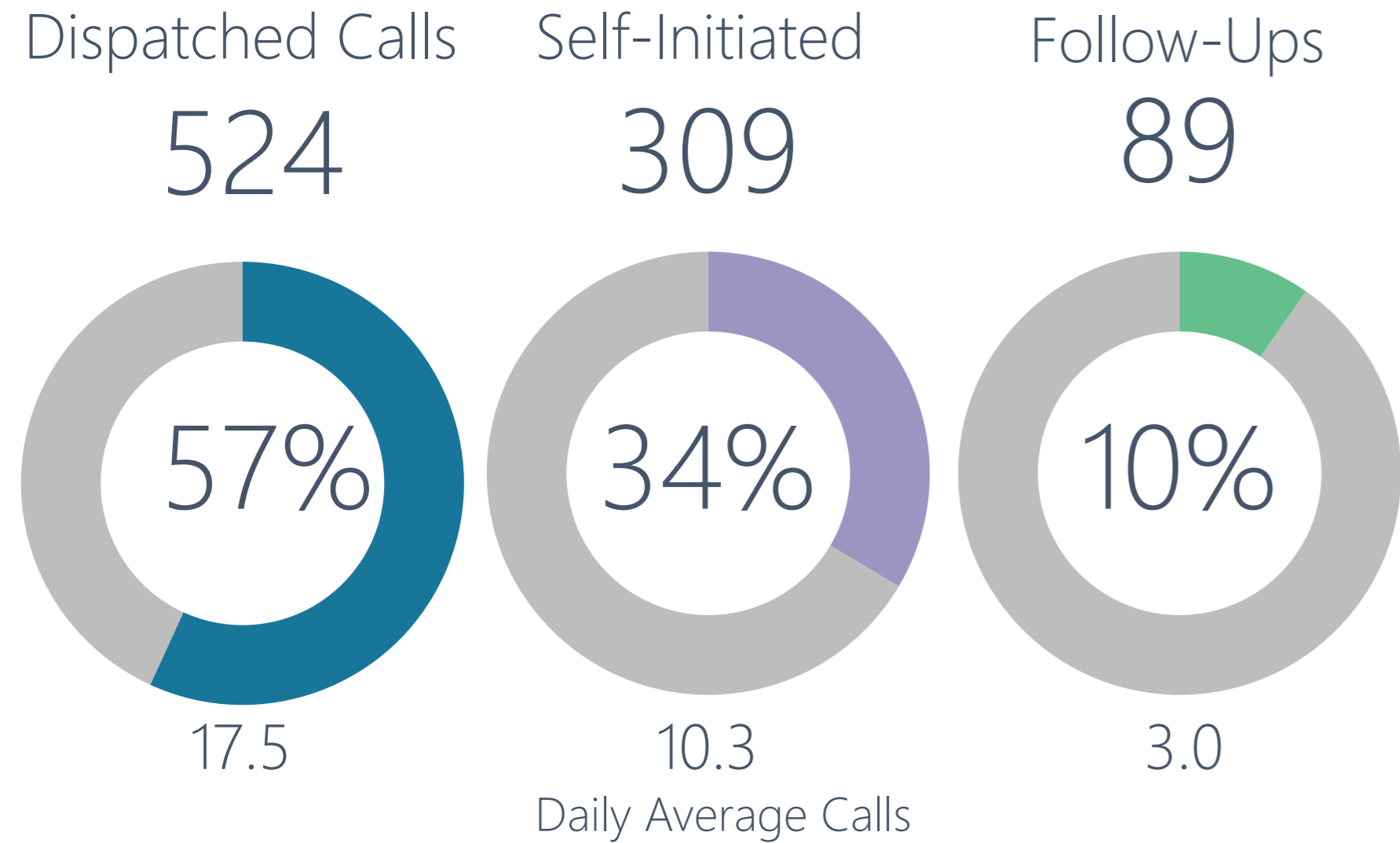
In Partnership with



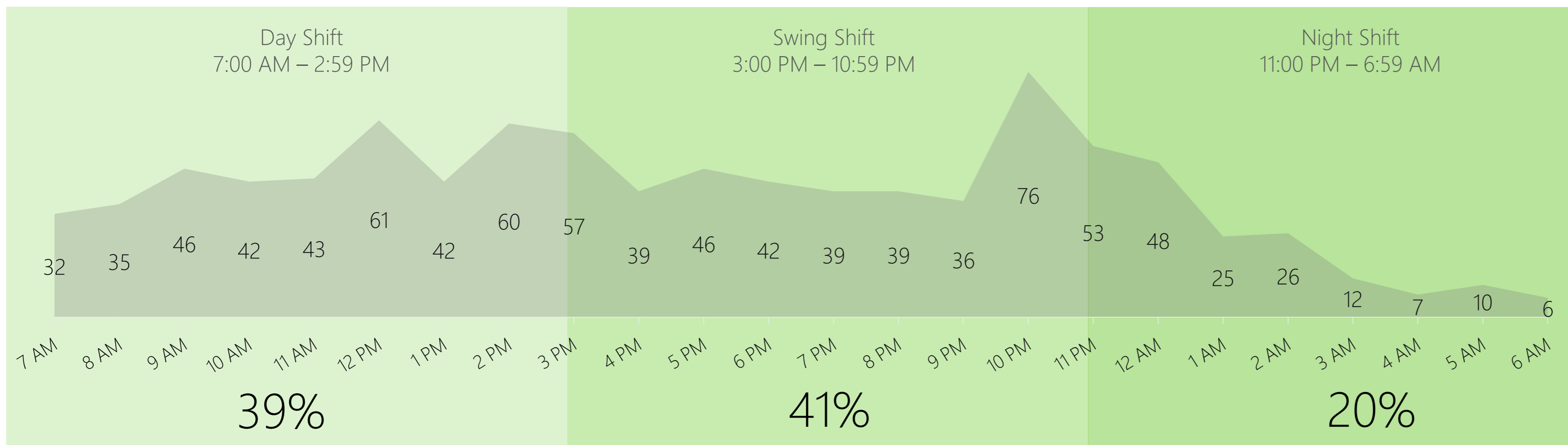
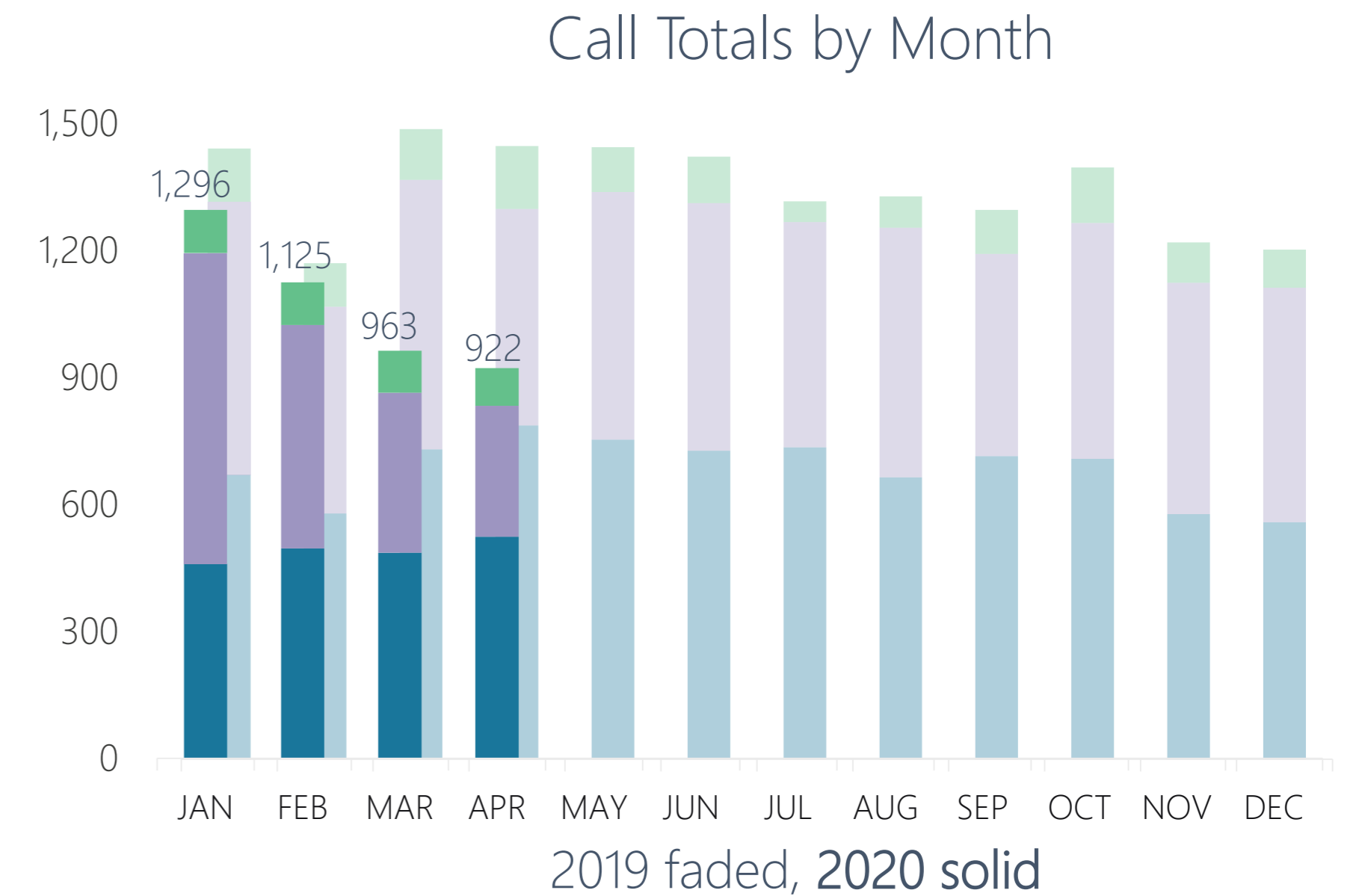
**Clackamas County
Sheriff's Office**

LE Calls for Service in the City of Wilsonville – Totals & Median Response Times

April 2020

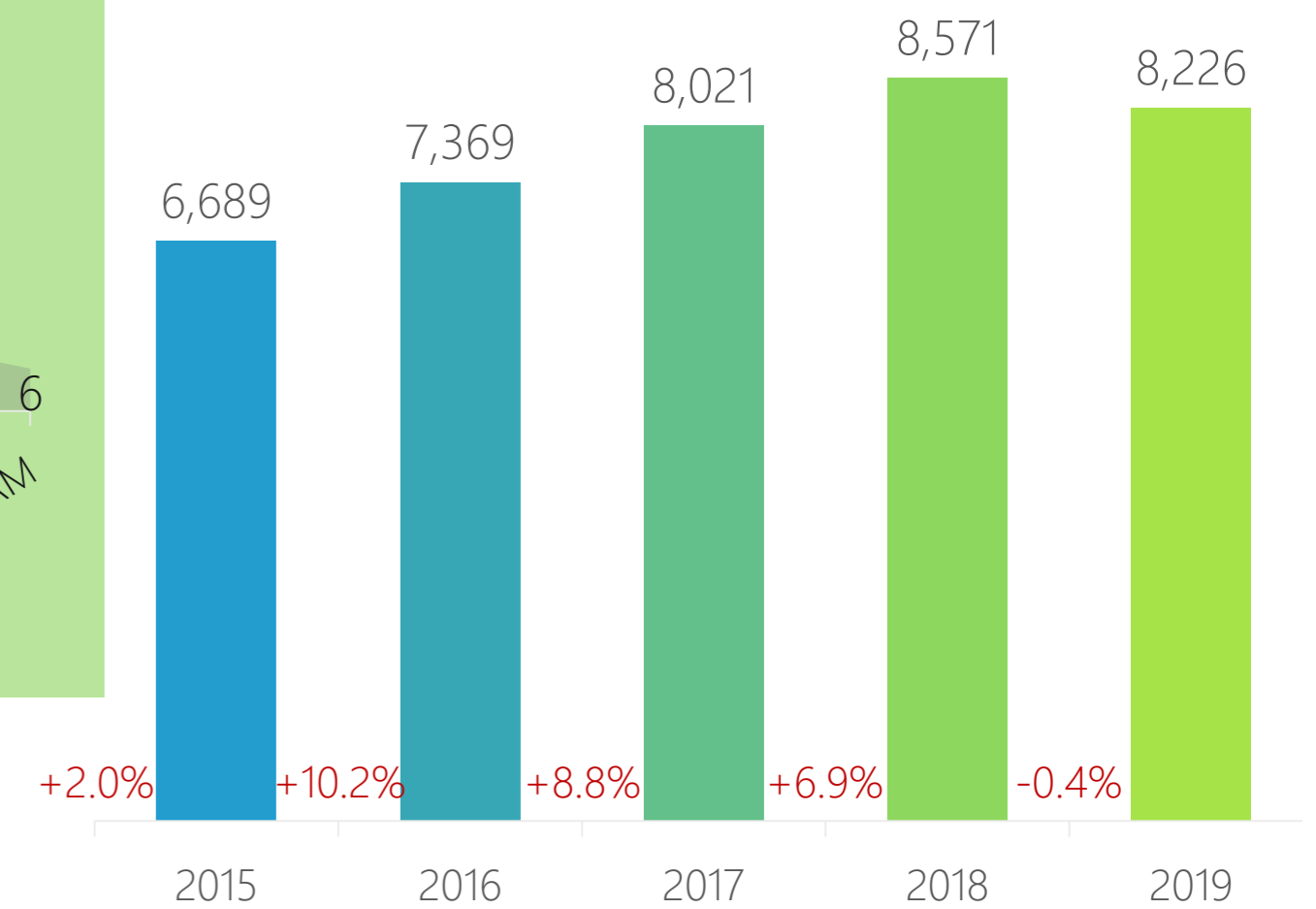


Median Hold & Response Times		
	All Calls	Priority 1 & 2 Calls
Input to Dispatch (Hold Duration)	1:14	:43
Dispatch to Arrival (Response Duration)	2:51	4:42

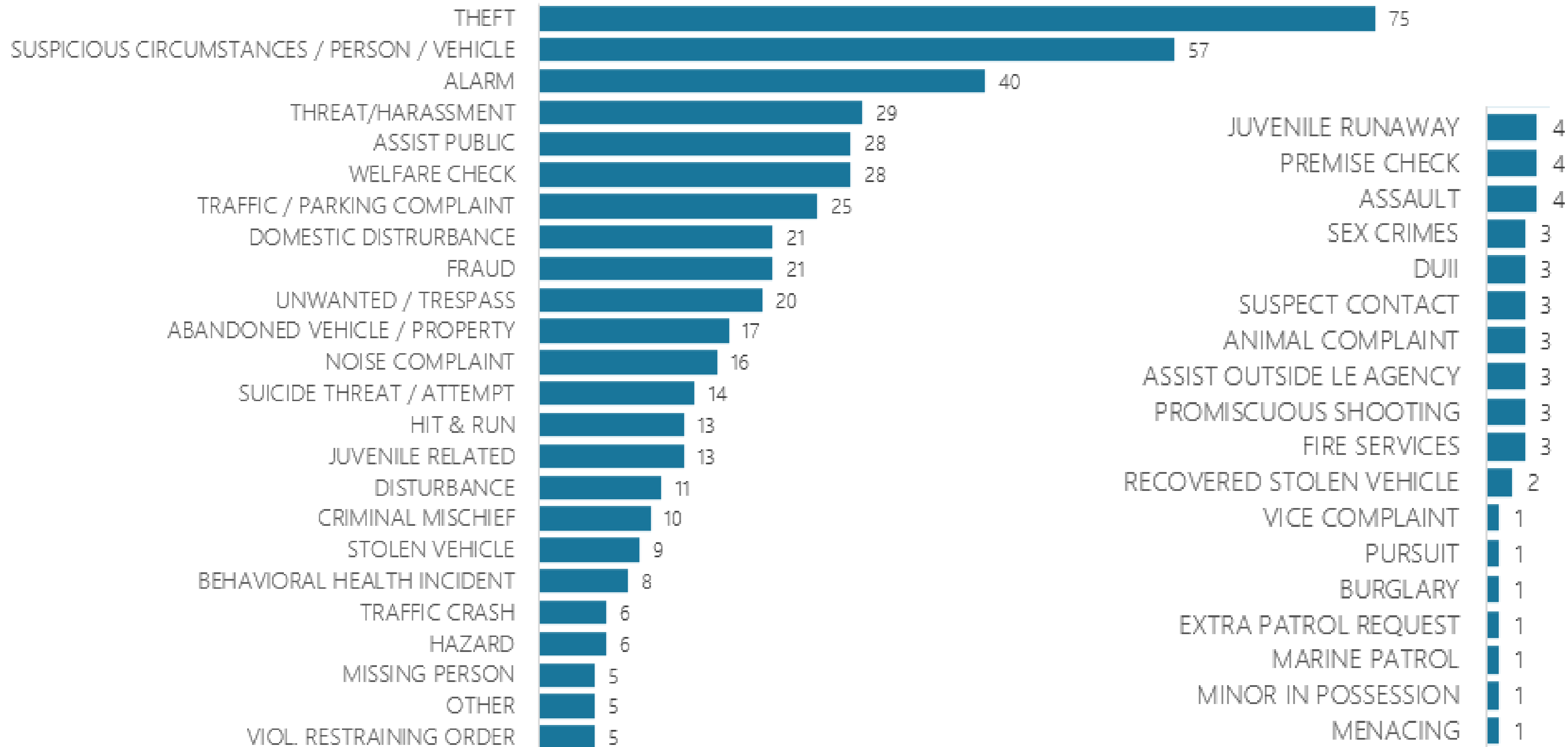


Dispatched Calls for Service Breakdown by Hour of Day & Shift Time Groupings
(not actual breakdown of Wilsonville PD shift schedules)

A Historical Look at Total Calls by Year



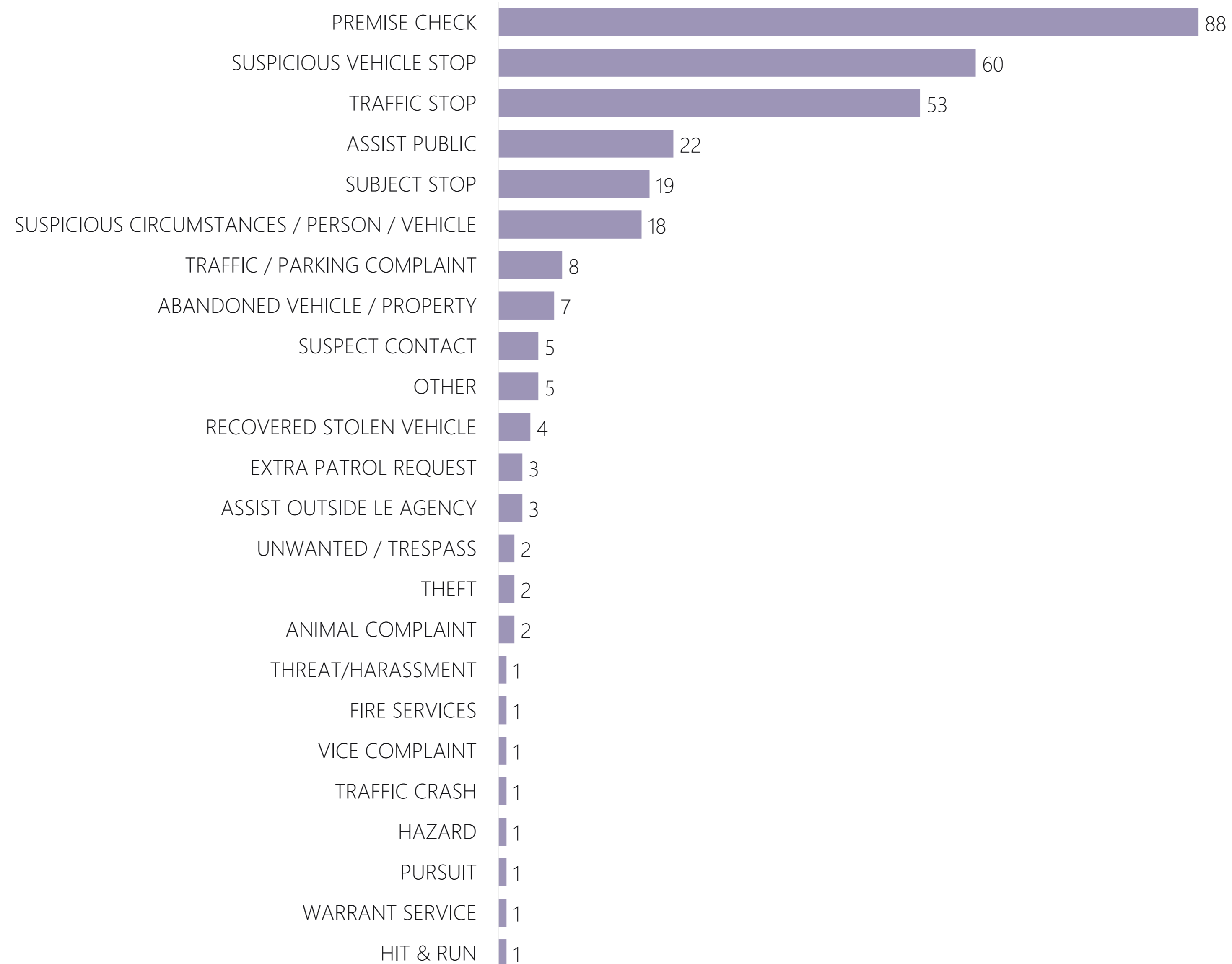
Dispatched Call Types



LE Calls for Service in the City of Wilsonville – Call Type Breakdown – Self-Initiated Calls

April 2020

Self-Initiated Call Types



LE Calls for Service in the City of Wilsonville – Call Type Breakdown Tables (Dispatched)

April 2020

DISPATCHED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
ABANDONED VEHICLE / PROPERTY	14	10	11	17									
ALARM	38	48	52	40									
ANIMAL COMPLAINT	3	4	4	3									
ASSAULT	6	5	4	4									
ASSIST OUTSIDE LE AGENCY	8	3	18	3									
ASSIST PUBLIC	24	32	36	28									
BEHAVIORAL HEALTH INCIDENT	7	24	18	8									
BURGLARY	8	7	7	1									
COVER OFFICER	6	1	0	0									
CRIMINAL MISCHIEF	7	7	5	10									
DEATH INVESTIGATION	0	4	1	0									
DOMESTIC DISTURBANCE	16	19	32	21									
DUII	6	10	3	3									
EXTRA PATROL REQUEST	2	1	0	1									
FIRE SERVICES	6	7	8	3									
FRAUD	16	19	16	21									
HAZARD	3	7	3	6									
HIT & RUN	8	11	10	13									
JUVENILE RELATED	18	17	15	13									
JUVENILE RUNAWAY	0	0	8	4									
LITTERING	1	3	0	0									
MARINE PATROL	0	1	0	1									
MENACING	1	0	0	1									
MINOR IN POSSESSION	6	2	4	1									
MISSING PERSON	5	5	6	5									
NOISE COMPLAINT	10	9	17	16									

(List part 1 of 2)

LE Calls for Service in the City of Wilsonville – Call Type Breakdown Tables (Dispatched)

April 2020

DISPATCHED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
OTHER	0	2	1	5									
OVERDOSE	1	0	0	0									
PREMISE CHECK	1	1	0	4									
PROMISCUOUS SHOOTING	1	0	2	3									
PROWLER	0	1	2	0									
PURSUIT	0	0	0	1									
RECOVERED STOLEN VEHICLE	1	1	2	2									
SEX CRIMES	4	0	2	3									
STOLEN VEHICLE	1	8	9	9									
SUICIDE THREAT / ATTEMPT	3	16	8	14									
SUSPECT CONTACT	1	0	0	3									
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	71	69	55	57									
SUSPICIOUS VEHICLE STOP	2	0	0	0									
THEFT	47	40	36	75									
THREAT/HARASSMENT	15	19	20	29									
TRAFFIC / PARKING COMPLAINT	13	11	9	25									
TRAFFIC CRASH	11	13	11	6									
TRAFFIC STOP	1	0	0	0									
UNWANTED / TRESPASS	19	17	13	20									
VICE COMPLAINT	3	7	4	1									
VIOL. RESTRAINING ORDER	1	1	1	5									
WARRANT SERVICE	2	1	1	0									
WELFARE CHECK	32	26	24	28									
DISTURBANCE	11	7	8	11									
Grand Total	460	496	486	524									

(List part 2 of 2)

LE Calls for Service in the City of Wilsonville – Call Type Breakdown Tables (Self-Initiated)

April 2020

SELF-INITIATED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
ABANDONED VEHICLE / PROPERTY	1	8	5	7									
ALARM	1	0	0	0									
ANIMAL COMPLAINT	0	1	0	2									
ASSAULT	1	0	0	0									
ASSIST OUTSIDE LE AGENCY	7	1	2	3									
ASSIST PUBLIC	22	17	16	22									
CRIMINAL MISCHIEF	6	2	0	0									
DUII	0	0	1	0									
EXTRA PATROL REQUEST	15	9	0	3									
FIRE SERVICES	1	0	0	1									
FRAUD	2	2	1	0									
HAZARD	2	0	3	1									
HIT & RUN	0	1	2	1									
JUVENILE RELATED	1	1	2	0									
MINOR IN POSSESSION	3	2	0	0									
OTHER	1	0	4	5									
PREMISE CHECK	99	57	83	88									
PURSUIT	1	1	0	1									
RECOVERED STOLEN VEHICLE	1	1	1	4									
SEX CRIMES	0	0	3	0									
SUBJECT STOP	30	19	12	19									
SUSPECT CONTACT	3	4	5	5									
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	8	4	5	18									
SUSPICIOUS VEHICLE STOP	84	62	52	60									
THEFT	5	2	1	2									
THREAT/HARASSMENT	1	0	2	1									
TRAFFIC / PARKING COMPLAINT	24	17	10	8									
TRAFFIC CRASH	4	3	1	1									
TRAFFIC STOP	402	308	161	53									
UNWANTED / TRESPASS	0	1	0	2									
VICE COMPLAINT	0	0	0	1									
WARRANT SERVICE	9	2	3	1									
WELFARE CHECK	1	2	2	0									
K9 REQUEST	0	0	1	0									
DISTURBANCE	0	1	0	0									
Grand Total	735	528	378	309									

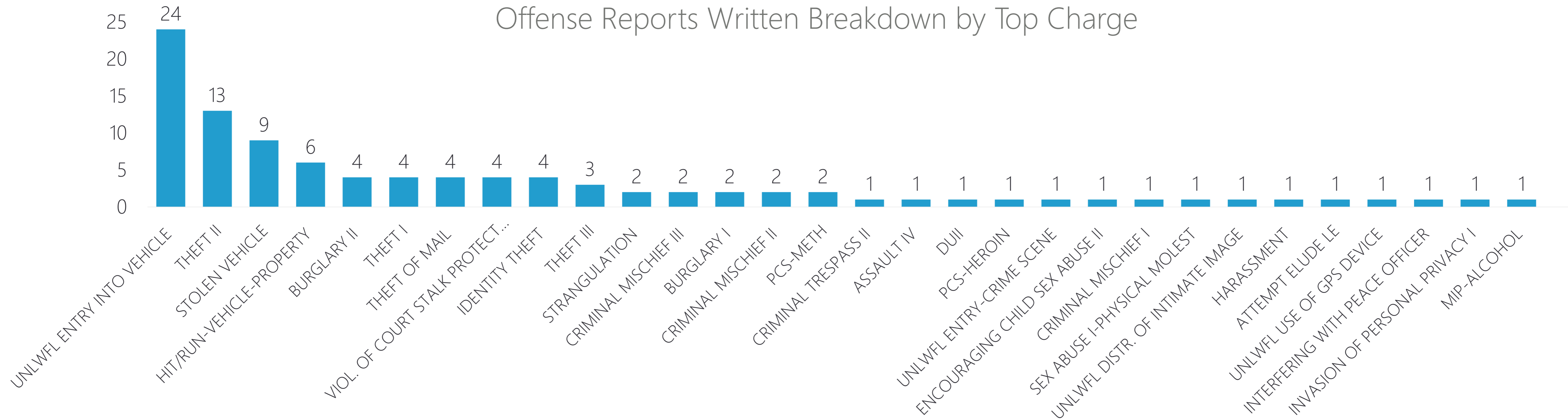
LE Reports Written in the City of Wilsonville

April 2020

Monthly Reports Written

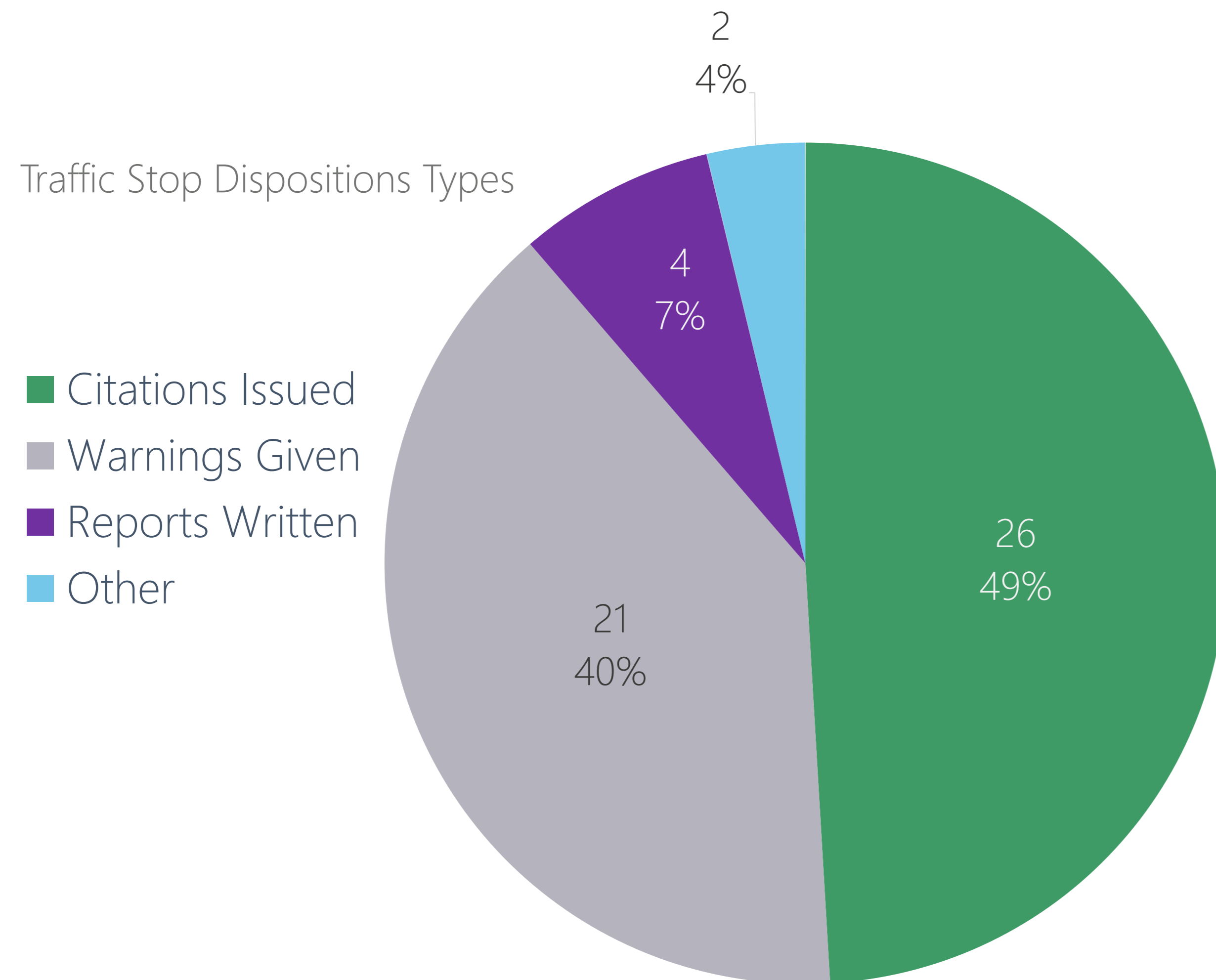


Offense Reports Written Breakdown by Top Charge

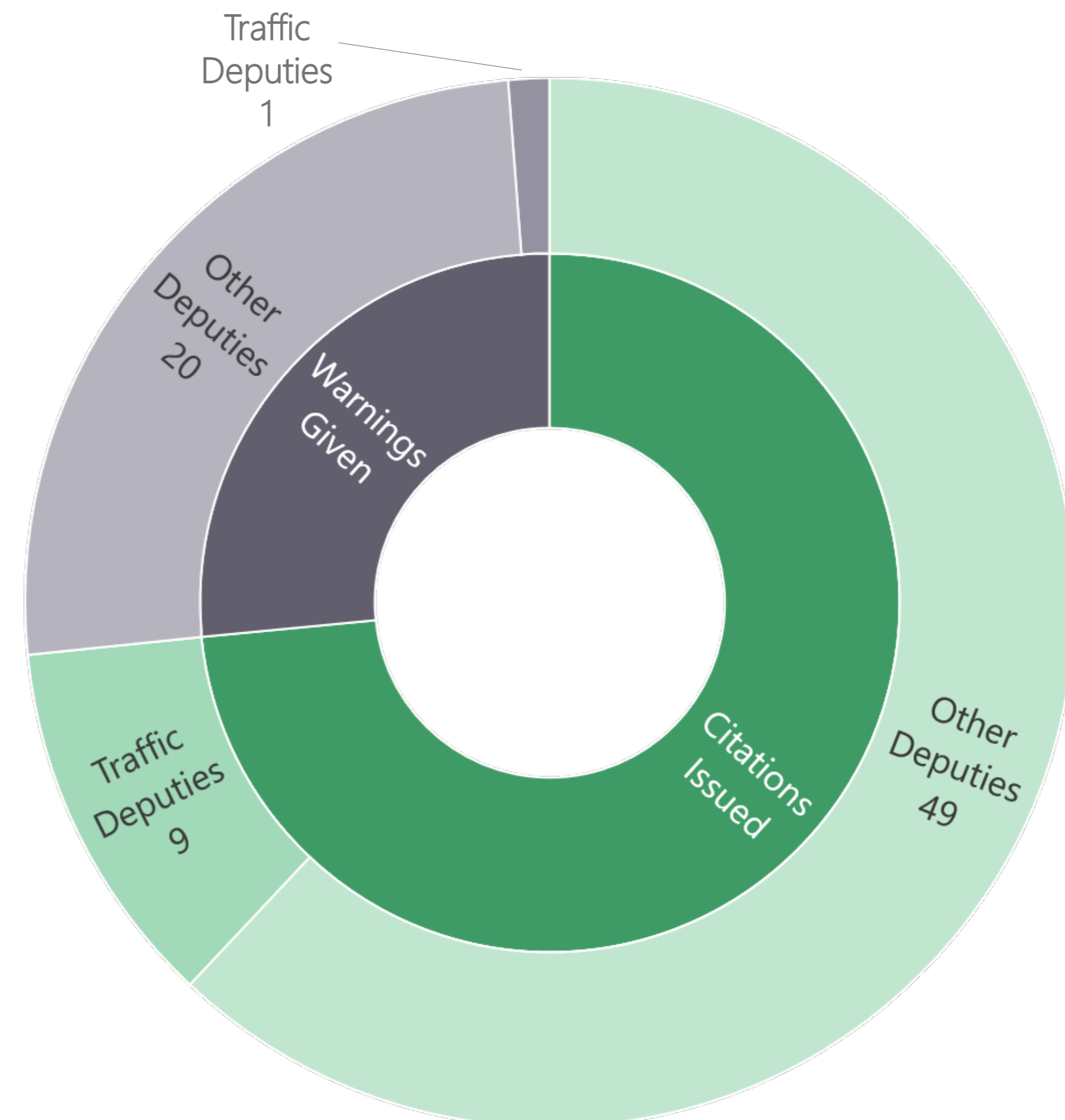


Traffic Stop Dispositions

In April 2020, **53** traffic stops were made within the city limits, resulting in **26** citations issued, **21** warnings given, and **4** offense/incident reports created. Of the **26** citations issued, **31** charges were included (see next slide).



Warnings & Citations Issued Broken Down by Deputy Type

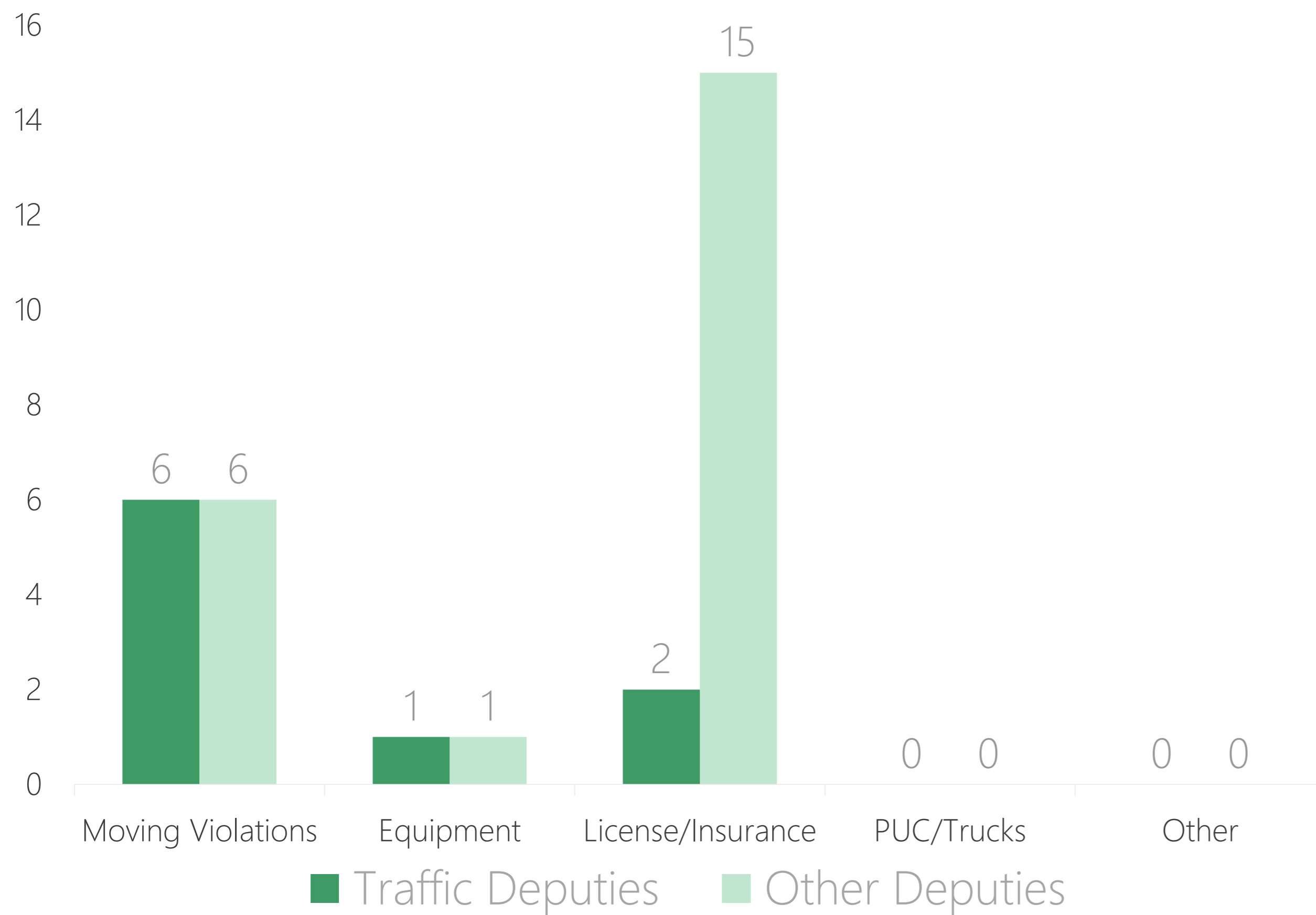


Traffic Enforcement in the City of Wilsonville

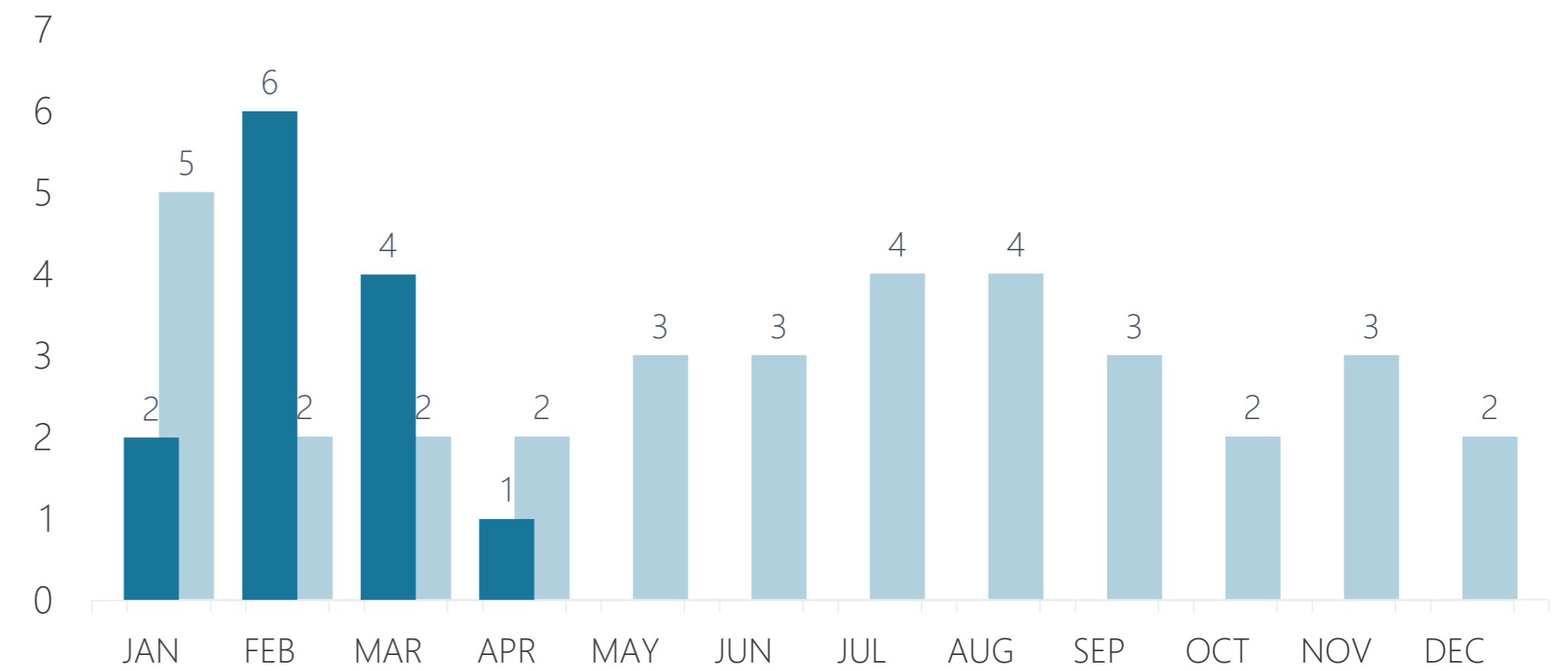
April 2020

Citation Types Issued:

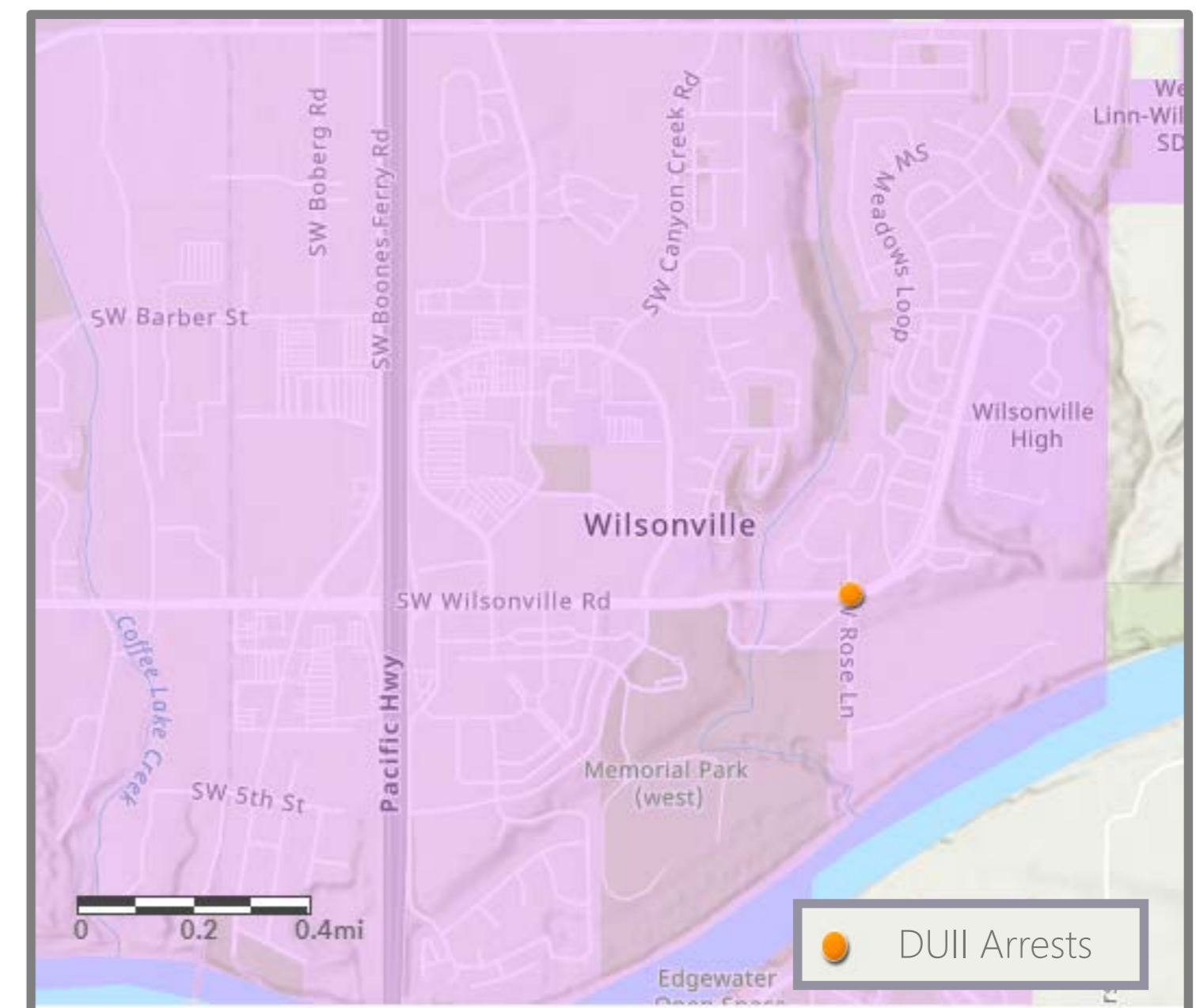
Of the **26** citations issued, **31** charges were included in the following types:



DUII Arrests:



2019 faded, 2020 solid

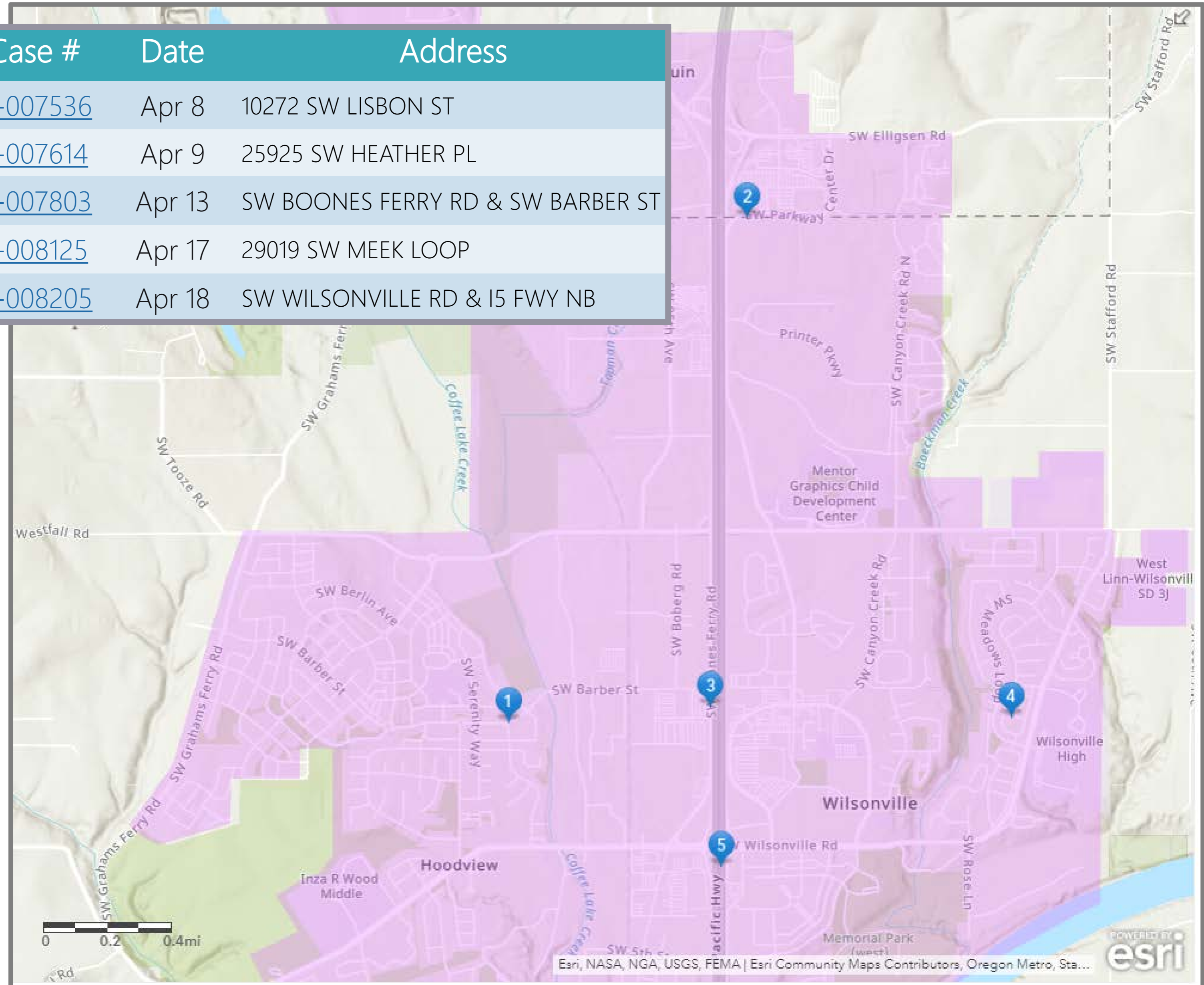


Traffic Enforcement in the City of Wilsonville

April 2020

Map of Traffic Crash Reports

Map #	Case #	Date	Address
1	20-007536	Apr 8	10272 SW LISBON ST
2	20-007614	Apr 9	25925 SW HEATHER PL
3	20-007803	Apr 13	SW BOONES FERRY RD & SW BARBER ST
4	20-008125	Apr 17	29019 SW MEEK LOOP
5	20-008205	Apr 18	SW WILSONVILLE RD & I5 FWY NB





APRIL 2020 MONTHLY REPORT

From The Director's Office:

In April, it was mostly business as usual for Public Works field crews maintaining the City assets while implementing physical distancing requirements. PW staff repaired signs, patched potholes, removed a pipe blockage, replaced a water line, cleaned lots of sewer pipe and mitigated a sink hole to name a few activities that occurred during the past month.

The Facilities Team continued to perform extra duties related to the disinfection and cleaning of the City's buildings. Staff constantly disinfected key touch points to keep the common areas clean and restocked sanitizing sprays, gels, tissues and gloves (see photo below) for city staff to keep communal meeting spaces and their personal areas clean.

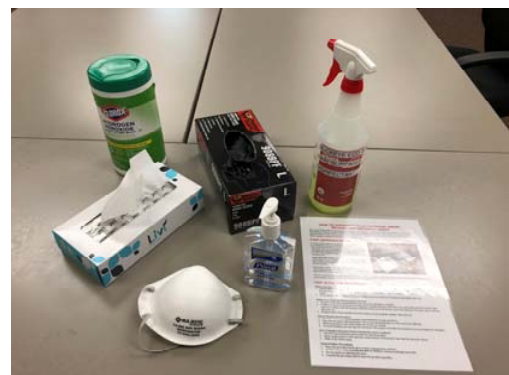
Public Works management staff remained active in the City's **Emergency Operations Center (EOC)** where EOC members discuss policies, actions and activities required for the City to successfully navigate the COVID-19 event. EOC meetings are held two to three times a week and follow the Incident Command Management (ICS) structure for emergency management.

Martin Montalvo, PW Operations Manager is the EOC **Planning Section Chief**. He is responsible for collecting, evaluating, disseminating, and using information about this incident. Martin develops meeting agendas and creates situation status (sitsat) reports which provide updates on status of resources, actions being taken by other agencies, and supplementary information which may influence decisions made by the EOC Team. Martin keeps the EOC members focused on the actions needed and "not pick out the corn".

Matt Baker, Facilities Supervisor serves as the EOC **Logistics Section Chief** his duties include providing facilities, services, and material in support of the incident. He tracks resource requests, procures supplies as needed and tracks inventory. Matt helps ensure City facilities will not run out of toilet paper.

I am the EOC **Operation Section Chief**. My responsibility is to manage the operations directly applicable to this event. When it was decided to close the parks and playgrounds, I worked with staff to create and post the signs and install the barrier fencing. When a task has to be completed, Public Works will do what is needed to get it done.

Best Regards,
Delora Kerber, PE
Public Works Director



Storm Water

Beaver Blockage Be Gone

One of the City's resident beavers decided to make a dam inside a stormwater pipe (see photo below). If left in place, the dam would cause water in the pipe to backup which could lead to flooding and possible property damage. Thus the blockage created by the beaver needed to be removed. Using the Vacuum truck, staff ran a $\frac{3}{4}$ inch hose with a special cleaning nozzle up the pipe and turned the water on. With a water rate of 60 gallons per minute at 2500 pounds per square inch pressure the debris was easily dislodged and flew out of the pipe.



Beaver's dam inside a stormwater pipe



High water pressure was used to clear the blockage

Roads

From wood to metal— a barricade built to last

After many years in place the wood posts rotted away on the Type III barricade on Brown Road. The barricade blocks the section of Brown Road that has not yet been built to the full width. The Roads team not only replaced the horizontal bars of the barricade, they also upgraded the supports to metal post. The new supports will help to double the life span of the barricade.



Old broken barricade



Replacement barricade with steel posts

Annual Checkup to Eliminate Road Cavities

In between the sign replacements and vegetation removal the Roads crew performs, staff is repairing potholes in the road. There are big potholes and little potholes around the City. When a pothole is discovered it is placed on a watch list and when staff has the asphalt Hotbox heated up they go around the City to repair the holes.



Pothole before being fixed



Pothole after repair

Roads

How do I find Boeckman Road?

Through the “Ask the City” (aka Citizen Relations Module (CRM)) staff was notified a Boeckman Road street sign at the roundabout at Villebois Drive had fallen off the support. Recognizing a missing street sign can cause difficulty to navigate the City, Roads staff immediately responded to this concern and reinstalled the sign the same day as the notification occurred.



Reinstalled street sign at
Boeckman Road and Villebois Drive

Sorry, I hit the sign.

Roads staff received a phone call from a citizen who had accidentally hit a “no parking” sign along the roadway. Using our asset management software, Cartegraph, staff tracked their time and the amount of materials used to replace this sign to be able to invoice the citizen for the cost of damages.



Downed “No Parking” sign needing to
be replaced

Roads and Storm Water

Holey Moley

While the Roads crew was driving to a maintenance job site, they noticed a four foot deep sink hole along the side of Boeckman Road. The Roads crew along with the Stormwater team used the Vacuum truck to safely hydro-excavate around the Fiber and Power conduits at the bottom of the sinkhole. With the area cleared, it was discovered that an empty four inch electrical conduit had broken, and over time, water was traveling through the pipe and eroding the surrounding soil. Staff repaired the pipe to prevent further erosion and backfilled the hole.



Sink hole along Boeckman Road



Broken, empty pipe caused water erosion which created the sink hole



Restoration of sink hole area

Utilities

Over Six Miles (34,000 feet or 408,000 inches) of Sewer Line Cleaned

The wastewater collections crew cleaned approximately 34,000 feet of sewer mains this month during routine cleaning operations. This brings the fiscal year total close to 200,000 feet or 40% of the total sewer system. The wastewater crew also continues to repair problems as they come up. This month, special consideration was given to areas where traffic is lighter than normal because of the stay at home order, or areas where businesses are temporarily closed causing wastewater flows to be lower than usual. By concentrating on these areas it will help the community make a smooth transition back to normal life.

The wastewater crew was able to complete the repair of a pothole forming next to a manhole cover in the right of way, which if left unchecked could have developed into a sinkhole. The manhole cover and frame were removed exposing the broken concrete which was then removed and repaired. Once the base was repaired the cover and frame were reinstalled at the correct grade and the asphalt surface was patched.



Cleaning sewer main



Removing casing ring foundation



Preparing foundation for casing ring installation



Asphalt patch around casing ring

Utilities

No traffic? Time to Replace a Water Line

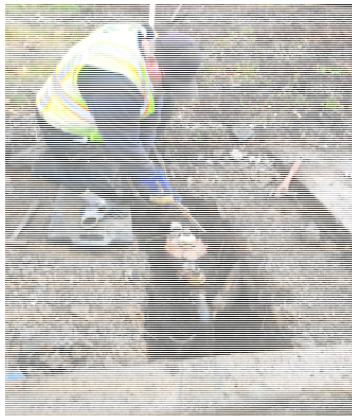
During the month of April the water crew also took advantage of the lighter traffic conditions and business closures due to the stay at home order. One of these repairs was replacing a galvanized steel service line which feeds the Al Kader Shrine Center. The area where this work was conducted typically has cars racing in and out of the offices and car dealerships located on Parkway Ave and the Shrine Center would be open for events. The crew excavated down to the main, shut off the corporation stop, re-plumbed the service line with new copper pipe, backfilled, and with the assistance of the roads crew had the hole patched all in the same day.



Removing asphalt pavement



Excavating hole with vacuum truck



Burning out old meter



Preparing new copper pipe



Tightening pipe fittings



Backfilling excavation

SMART

SOUTH METRO AREA  REGIONAL TRANSIT

April 2020 Report

When I was a young boy growing up in a semiarid region of Southern California, my friends and I would at times dance and chant a simple refrain – “April showers bring May flowers.” At the time, my under developed mind could not see beyond the rhyme’s superficial meaning – rain is required to promote the growth of flowers. However, now much older and arguably wiser, I can see that there is profundity resting undisturbed beneath the surface of this child-like proverb, and perhaps just a bit deeper than the human eye can view.

Now feeling much better equipped to dissect this short pithy but powerful saying, I find great comfort in applying it directly to the challenges we now face. I accept that “showers” can be defined has anything that gives us discomfort, for example COVID-19. “Flowers,” on the other hand, represent all the good that is likely to result from periods of worry and uneasiness. Dr. King would often say, “Only when it is dark enough can you see the stars.” We may find ourselves in a dark period of uncertainty, but even the darkness must ultimately secede to the radiant sun of hope. I believe the same as the Ancient Persians believed...”this too shall pass.”

Dwight Brashear
Transit Director



Transportation Options - Michelle Marston Program Coordinator

SMART is prepping for an employer meeting to discuss vanpool options with HR managers of eight large companies. This meeting has been tentatively scheduled for the end of May, pending workforce attendance.

Outreach continues to let our senior and persons with disabilities population know of the *Shopper Shuttle* schedule changes and the addition of the grocery pick-up service that we are offering during these ever changing times.

SMART began delivering Wilsonville Nutrition Program meals in early April to

help reach our most vulnerable populations. We have been delivering over 200 meals per week. With the reduction in scheduled route service, SMART is able to provide this service with our drivers using SMART vans.

A short video has been created to tell the story and can be seen at:

RideSMART.com/mealdelivery



Nutrition Program delivery team, 2 vans 2 drivers

Grants and Programs - Elli Work Grants and Programs Manager

SMART’s parking lot expansion is moving along fast out there! The actual paving date has been moved up by two weeks and the deck work is ahead of schedule.

Anne and Michelle did a great job calling local companies to let them know that the City is awarding grants to local businesses. They each had about 32 calls to make. Responses ran from, “No thanks,” to “Thanks, I need that!” Most, however, did not pick up.

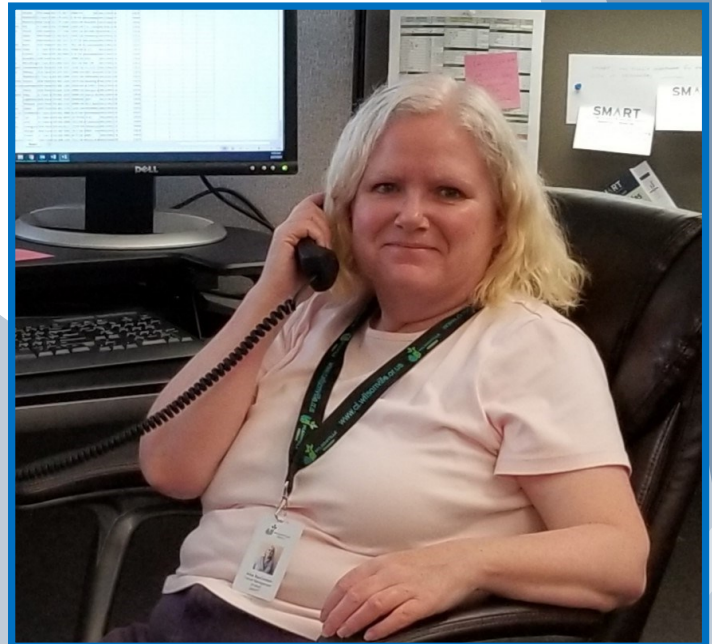
SMART’s FTA representative in Seattle is reviewing our CARES Act grant for \$1,183,232. The grant runs from January 20, 2020 to March 31, 2021 for operating assistance including salaries, fuel, and maintenance.



Parking lot construction and front deck addition



Michelle Marston, Program Coordinator



Anne MacCracken, Transit Management Analyst

Fleet Services - Scott Simonton
Fleet Services Manager



Completed framework in place, awaiting final plumbing of hoses and spray nozzles

One of the services Fleet offers our internal customers is metal fabrication. Recently, Public Works brought us an idea for a herbicide spraying attachment, using an existing snowplow mount as an attachment point. Because of the unique attachment strategy, the truck can be equipped to spray, then returned to other uses in a matter of minutes.



Fleet Mechanic Scott Wright finishes welding the framework

Operations - Eric Loomis Operations Manager

Fixed Route Ridership Trends by Month



Similar to nationwide trends, SMART has seen a sharp decline in ridership due to the COVID-19 pandemic. In Response SMART has reduced service to maintain efficient operations while still providing needed transportation services to customers taking essential trips. Many precautions have been put in place for both customers and employees to allow for safe travel and working conditions. Most notably, SMART has set strict bus capacity measures for each vehicle type and alternating seats have been closed to ensure social distancing is practiced during travel. As statewide restrictions begin to lift, SMART will increase the frequency of service to accommodate more customers, while still maintaining policies on bus capacity and seat spacing.

