

AGENDA

WILSONVILLE CITY COUNCIL MEETING APRIL 15, 2013 7:00 P.M.

CITY HALL
29799 SW TOWN CENTER LOOP
WILSONVILLE, OREGON

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Richard Goddard
Councilor Julie Fitzgerald

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. | COUNCILORS' CONCERNS | [8 min.] |
| 5:10 P.M. | PRE-COUNCIL WORK SESSION | |
| | A. Memorial Park Parking Lot Upgrade (Rappold) | [20 min.] |
| | B. Memorial Park Lift Station (Kraushaar) | [20 min.] |
| | C. Recommendations Regarding Creating TIF Zones (Retherford) | [15 min.] |
| | D. Tourism Task Force Appointments (Cosgrove) | [5 min.] |
| | E. Tourism and Opportunity Grant Review (Troha) | [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, April 15, 2013 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on April 2, 2013. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

- | | | |
|------------------|---|--|
| 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. Upcoming Meetings | |

7:10 P.M. COMMUNICATIONS

- A. Republic Services Update with Frank Lonergan and Elizabeth Start (staff – Knoll)
- B. Wildfire Fuel Reduction Project (staff – Rappold)

7:15 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

7:20 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

- A. Council President Starr – Park & Recreation Advisory Board, Chamber/City Leadership; and Economic Development Task Force
- B. Councilor Goddard – Library Board, Chamber Board, and Clackamas County Business Alliance
- C. Councilor Fitzgerald – Planning Commission; Committee for Citizen Involvement; and Library Board
- D. Councilor Stevens – Development Review Panels A and B; Wilsonville Seniors

7:25 P.M. CONSENT AGENDA

- A. **Resolution No. 2407**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Rain Garden** Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation. (staff – Rodocker)
- B. **Resolution No. 2408**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Creekside Woods** LLP., A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff – Rodocker)
- C. **Resolution No. 2409**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Autumn Park Apartments**, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff – Rodocker)
- D. **Resolution No. 2410**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Charleston Apartments**, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff – Rodocker)
- E. **Resolution No. 2411**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Wiedemann Park**, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc. (staff – Rodocker)

- F. **Resolution No. 2412**
A Resolution Of The City Of Wilsonville Approving Application For A Metro Community Planning And Development Grant To Fund Concept Planning For The Frog Pond And Advance Road Areas, And A Master Plan For The Frog Pond Area. (Staff – Mangle)

7:35 P.M. NEW BUSINESS

- A. **Resolution No. 2413**
A Resolution Of The Wilsonville City Council, Adopting The Recommendations Of The Economic Development Strategy Task Force On Business Attributes And Incentives. (staff – Lashbrook/Ottenad/Retherford)

7:45 P.M. CONTINUING BUSINESS

- A. **Ordinance No. 715** – second reading
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 10 By Adding 10.425 To Prohibit Camping Or Sleeping On Public Property And Chapter 10.430 Penalties. (Staff – Kohlhoff)
- B. **Ordinance No. 716** – second reading
An Ordinance Of The City Of Wilsonville Developing A Policy For The Removal Of Homeless Individuals, Their Personal Property And Campsites On Public Property. (Staff – Kohlhoff)

8:00 P.M. CITY MANAGER'S BUSINESS

8:10 P.M. LEGAL BUSINESS

8:15 P.M. ADJOURN

An Urban Renewal Agency meeting will follow

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


**CITY COUNCIL MEETING
 STAFF REPORT**

Meeting Date: April 15, 2013		Subject: Memorial Park Parking Lot Project (9112) Staff Member: Kerry Rappold Department: CD/Natural Resources Program	
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 checked="" type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Staff will be presenting the concept design to the Parks and Recreation Advisory Board on April 11, 2013. The Board recommendations will be forwarded to the City Council and the Development Review Board.	
Staff Recommendation: A concept design for the Memorial Park Parking Lot project (9112) has been prepared by Wallis Engineering. Staff is seeking input on the preliminary design.			
Recommended Language for Motion: N/A			
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL: Discuss the concept design for the Memorial Park Parking Lot project, and provide comments or guidance about the design.

EXECUTIVE SUMMARY: Due to asphalt failure and inadequate stormwater infrastructure, repairs are needed to the Memorial Park parking lot. The existing orientation and configuration of the parking lot creates some inefficient use of the available space, and creates confusion on the part of motorists using the parking lot.

Situated at the base of a steep slope, the parking lot is partially within the 100-year floodplain of a tributary to Boeckman Creek. It's also located partially within the Significant Resource

Overlay Zone for the creek. Groundwater and stormwater have significantly impacted the parking lot, and appear to be the primary cause for much of the asphalt failure.

The 2012 Stormwater Master Plan identified a Low Impact Development project for the parking lot. In conjunction with reconfiguring the parking lot, vegetated swales were proposed to be included for stormwater treatment.

An informational kiosk and a corresponding trail connection adjacent to the parking lot were included in the 2004 Memorial Park Trails Plan. The trail will provide access to a bus turnout, and a connection to the Day Dream Ranch neighborhood. SMART buses occasionally access the parking lot, and the turnout will provide a safe place for buses to park.

Wallis Engineering was selected to complete the preliminary and final designs for the project. The concept design developed by the consultant team was reviewed by staff, and was made available to the public through a virtual open house on the City's website.

The key features of the concept design include:

1. Providing a "new" orientation and configuration for the parking lot. Staff and the consultant team determined the best option for reconstructing the parking lot was to reorient the parking aisles from North-South to East-West, and reconfiguring the islands. This allowed important elements to be included in the design, such as a one-way perimeter drive aisle, and better and safer pedestrian flow from the parking area to the park.
2. The parking lot has been extended to the south of the existing parking lot footprint. The additional parking area allows for better site circulation (i.e., one-way perimeter drive aisle), the preservation of more trees (i.e., increasing the size of islands), and the addition of parking spaces.
3. The proposed configuration of the parking lot increases the parking count from 131 to 143. All parking stalls are full size. Additional parking spaces could be added by including compact stalls in some locations.
4. A traffic circle has been added at the intersection of the entry drive and the access road. The traffic circle will be a mountable curb with a landscaped interior. The circle will provide a traffic calming benefit.
5. Perimeter pedestrian paths have been included, which provide better trail connectivity and a safer route for pedestrians.
6. Raised pedestrian crossings have been designated for the pedestrian crossings on the north and south sides of the parking lot. In addition, ADA parking stalls have been included.

7. A bus turnout has been added. Periodically, SMART buses and school buses access the site.
8. Rain gardens have been incorporated into the parking lot islands to treat stormwater runoff. Currently, untreated stormwater from the parking lot flows into a tributary of Boeckman Creek.
9. A landscape buffer along the west and southeast sides of the parking lot has been included. The buffer could be increased through the use of compact stalls in some locations.
10. To the extent possible, tree removal has been minimized. Most of the trees proposed for removal are in moderate to poor condition. Twenty-four (24) trees will be added to the parking lot.

The concept design includes one of the three potential locations for relocating the sanitary pump station. A footprint has been depicted on the plan, but the selection of the preferred site will be determined through a separate process.

An attached memo (Exhibit B) provides a response to Councilor Goddard's inquiry about expanding the access drive as part of the parking lot project. This issue was raised at the City Council's work session on February 4, 2013.

EXPECTED RESULTS: Develop preliminary and final construction plans for the Memorial Park Parking Lot project. Start construction of the parking lot in September.

TIMELINE: The preliminary design for the project will be reviewed by the Parks and Recreation Advisory Board and Development Review Board in spring 2013. The construction documents for the project will be completed by early summer, and the construction of the improvements will occur in the fall (i.e., immediately after Labor Day) to avoid undue disruptions to park users.

CURRENT YEAR BUDGET IMPACTS: The professional services agreement for the design services is \$149,000 and the project construction estimate is \$600,000 to \$750,000.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: _____ JEO _____ Date: ___4/5/13_____

The 2013-14 proposed budget includes sufficient appropriations for the estimated project expenditures included in this report.

LEGAL REVIEW / COMMENT:

Reviewed by: _MEK_____ Date: _4/3/2013_____

N/A as this is informational only.

COMMUNITY INVOLVEMENT PROCESS: The consultant team and staff have developed a

fact sheet about the project and a virtual open house on the City's website. The open house went online March 25, 2013 and will conclude on April 8, 2013. Comments will be compiled and presented to the Parks and Recreation Advisory Board and the City Council as part of the staff presentations.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): By delaying construction of the project until fall, it will be possible to minimize impacts to park users and the surrounding neighborhood. By reconstructing the parking lot, it will be possible to create a more efficient use of the space and improve water quality.

To date, open house comments have been primarily provided by the adjacent Day Dream Ranch residents. They have raised concerns about extending the parking lot to the south, and placing the sanitary pump station in the new parking lot.

ALTERNATIVES: Staff and the consultant team reviewed the possibility of reconstructing the parking lot with the same orientation and configuration, but decided the "new" orientation and configuration was more advantageous.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Concept Design
- B. Memo – Response to Councilor Goddard



Concept Design
 Memorial Park Parking Improvements



3 / 22 / 2013

**Community Development
Memorandum**

Date: April 1, 2013

To: Nancy Kraushaar, Community Development Director

From: Kerry Rappold, Natural Resources Program Manager

Subject: Memorial Park Parking Lot Project – Response to Councilor Goddard

INTRODUCTION

At their meeting on February 4, 2013, the City Council approved the professional services agreement for the Memorial Park Parking Lot project. As part of their discussion about the project in the City Council work session, Councilor Goddard inquired about widening the access road to eliminate vehicular conflicts. This memo provides staff's response to that inquiry.

RESPONSE

Staff reviewed the feasibility of widening the road, which included looking at some options for expanding it. The widening options vary in width from 4 feet (two 12 foot travel lanes) to 16 feet (two 12 foot travel lanes and two 6 foot bike lanes). In Exhibit A, Steve Adams, Deputy City Engineer, provides some additional information about these options.

In response to Councilor Goddard's inquiry, staff provides the following responses:

1. The current road width is 20 feet, which meets the minimum TVFR fire lane access road width. The road is wide enough to allow two cars, or a car and a larger vehicle (e.g., a bus) to pass each other without difficulty.
2. Maintaining the existing width preserves the more rustic character of the lower park area, and also provides a traffic calming effect (i.e., reduces speeding down the hill).
3. Due to the steep topography surrounding the access road, it would be necessary to build retaining walls to widen the road.
4. A large number of mature trees (possibly 15-20) would be impacted or need to be removed to widen the road.

5. Widening the road would require the replacement of two culverts, which convey flow within a tributary of Boeckman Creek, at the bottom of the hill. It would not be possible to receive the required permits and be able to complete the parking lot project in 2013.

RECOMMENDATION

Staff recommends maintaining the existing road width at this time because of the considerations and limitations outlined above. Staff also recommends that this topic be addressed as part of the update to Memorial Park Master Plan.

EXHIBITS

- A. E-mail from Steve Adams, Deputy City Engineer, about road widening options.

EXHIBIT A

Rappold, Kerry

From: Adams, Steve
Sent: Monday, April 01, 2013 4:13 PM
To: Rappold, Kerry
Subject: Memorial Park Access Rd.

Kerry,

My judgment on the access road to Memorial Park:

If I were to choose to modify this access road I would add a single 6' bike lane for uphill cyclists. Minimum width of the access drive is 20 feet per TVF&R fire access standards – or two 10-ft travel lanes; therefore this option would be 26 feet of pavement. I would mark the downhill drive lane a sharrow.

Other alternate options are:

20-foot drive aisle – two 10-ft travel lanes each way (Minimum width of the access drive is 20 feet per TVF&R fire access standards)

24-foot drive aisle, two 12-ft travel lanes each way

30-foot drive aisle, two 12-ft travel lanes each way plus a 6-ft bike lane for uphill

36-foot drive aisle, two 12-ft travel lanes each way plus two 6-ft bike lanes – not recommended, too wide, would encourage higher speeds

Thanks, Steve

Steve R. Adams, P.E.

Deputy City Engineer
City of Wilsonville
29799 SW Town Center Loop E
Wilsonville, OR 97070

ph: 503-682-4960
email: adams@ci.wilsonville.or.us

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Mason, Bruce & Girard, Inc.

707 S.W. Washington Street, Suite 1300
Portland, OR 97205-3530

MEMORANDUM

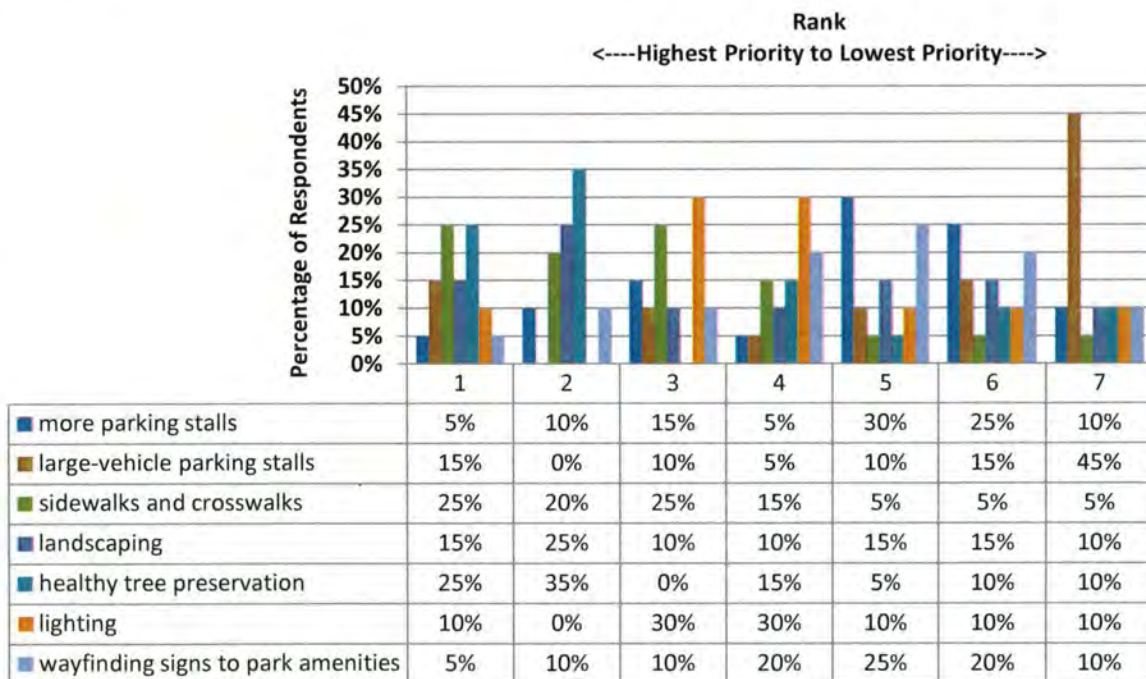
DATE: April 9, 2013
TO: Kerry Rappold
CC: Adam Crafts
FROM: Kate Parker
SUBJECT: Public Comments from the Memorial Park Parking Lot Improvements Project Online Open House

The City of Wilsonville hosted an online Open House for the Memorial Park Parking Lot Improvements Project (project) on the City's website from March 25 through April 8, 2013. The Open House consisted of five stations that were designed to introduce the project and elicit community feedback on improvement priorities and the proposed concept plan. This memorandum summarizes the input that was provided by Open House participants. A complete record of all written comments that have been submitted about the project to date is presented in Attachment A.

Priority Ranking Exercise

Open House visitors were invited to rank seven potential project elements according to their relative importance from highest priority (1) to lowest priority (7). The seven project elements to be ranked were: more parking stalls, large-vehicle parking stalls, sidewalks and crosswalks, landscaping, healthy tree preservation, lighting, and wayfinding signage to park amenities. Twenty visitors participated in the ranking exercise. Results are reported in Figure 1.

Figure 1. Improvement Priorities



The following trends are notable:

- Healthy tree preservation was a top priority (rank 1 or 2) for 60% of respondents.
- Sidewalks and crosswalks were a top priority (rank 1 or 2) for 45% of respondents.
- Large-vehicle parking stalls were a low priority (rank 6 or 7) for 60% of respondents.

The small sample size (20 participants) should be kept in mind when interpreting the results of the ranking exercise.

Written Comments

Open House visitors had three opportunities to provide written comments on the project. Open-ended comment forms invited visitors to: 1) suggest additional elements for inclusion in the parking lot (13 responses), 2) note questions or concerns about the Concept Plan (14 responses), and 3) submit any additional comments or questions about the project (8 responses). All submitted comments are presented verbatim, and organized by the comment form through which they were submitted, in Attachment A. It should be noted that Attachment A includes comments pertaining to suggested improvements in other areas of Memorial Park (e.g., the River Shelter, sports fields, trail system). Written comments related to proposed parking lot improvements are summarized below.

Additional improvements

The following features were suggested for inclusion in the parking lot:

- Bicycle and motorcycle parking
- Electrical vehicle charging station and dedicated parking for charging vehicles
- Traffic calming bulb-outs
- Speed bumps
- Speed signs in the parking lot near the entry drive and roundabout
- Stop sign at the Daydream Ranch connector
- Stop sign for pedestrians at the base of the raised crosswalk in the parking lot near the trail
- Signs stating "No smoking in the entire park"
- Signage for dog owner's to keep their dogs on a leash and to pick up their poop
- Signage and safety features to prevent conflicts between vehicles and children at play
- Better lighting and modern LED lighting
- Garbage cans
- Raised crosswalks
- Better access for walking from different parking areas
- More separation between the parking lot and adjoining subdivision
- Barrier to prevent cars from driving on the grass, perhaps boulder and trees

Concerns about Concept Plan

Several Open House participants were concerned about the potential relocation of the pump station shown on the Concept Plan. The most frequently noted concern was the potential for nearby residents to smell the pump station, although noise and aesthetic impacts to residents were also mentioned. Some comments included suggestions for alternate locations for the pump station.

A few participants expressed concern about the proposed expansion of the parking lot to the south. Some questioned the need for any additional parking space, while others objected to the proposed reduction of lawn space for baseball warm-ups, picnics, and grass volleyball. Some participants objected to the proposed expansion specifically due to its proximity to the Day Dream Ranch neighborhood. Concerns about increased noise, emissions, and crime were mentioned. Several alternate locations in Memorial Park for additional parking space were proposed. Some participants also expressed concern about potential changes to the trail connection between the parking lot and the Day Dream Ranch neighborhood.

A few participants objected to the proposed tree removal associated with the proposed parking lot layout.

Questions

Open House visitors had questions about alternate locations being considered for the pump station that were not shown on the Concept Plan. At least one visitor was unclear about what portion of the existing lawn was proposed for removal to accommodate the parking lot expansion. There was also a question about whether the proposed "backout alleys" were too narrow and whether this represented a change from the space currently available in the lot. One participant also inquired about proposed lighting, signage, and enforcement related to noise emanating from the park.

Attachment A
Memorial Park Parking Lot Improvements
Project Online Open House

Written Comments

Please list any other elements that you would like to see in the parking lot:	
Please design around the existing trees. Note: About 1/3 of the parking lot was flooded in the '96 flood. Put a stop sign in at the Daydream Ranch connector.	4/6/2013 5:57 PM
Traffic calming bulb-outs and speed signs in the parking lot near the Entry Drive and round-about to eliminate speedsters from cruising up & down the hill too fast. Would also like to see a sign that says "stop" for pedestrians at the base of the raised cross walk in the parking lot near the trail. Better lighting and modern LED lighting would be nice to see in the parking lot. The triangle round-about near the entrance road to the River Shelter is confusing, would be better if it was a traditional circular round-about. The triangle may cause accidents during heavy traffic periods.	4/4/2013 10:37 AM
What about using some of the area on the north side of the roadway heading east out of the parking lot for additional parking - maybe a line of angle parking along there between the entrance/exit road and the utilities barn?	4/4/2013 8:27 AM
#1 improvement of sports fields, add concession stand, better spectator seating, etc. #2 improvement of hiking trails, specially around dog park. There is a great deal of unutilized space in that area. Blackberry vines over growth a problem. Area between dog park and main park is an eyesore. Should be returned to a natural environment look. #3 better access to river dock. Walk way down to dock is poor. #4 leave through way to Day Dream Ranch addition alone, we do not need the parking area to extend to that area and certainly don't want park visitors to park in the neighborhood.	3/31/2013 7:58 AM
One "element" I DO NOT want to see in the proposed southern expansion of the parking lot is the "sewage lift station".	3/30/2013 8:13 PM
=I would like to see the improvements completed withn the existing parking lot footprint". =incorporate speed measures =additional trash cans in hopes it helps to reduce littering =prominent signage for dog owner's to keep their dogs on a leash and to pick up the poop.	3/30/2013 7:41 PM
Post "no smoking in the entire park" signs	3/30/2013 2:37 PM
Better access for walking from different parking areas.	3/30/2013 12:24 AM
Garbage Cans	3/29/2013 8:46 PM
More separation between the parking lot and adjoining subdivision.	3/28/2013 3:13 PM
I would like to see some type of barrier to prevent cars from driving on to the grass from the parking lot. Perhaps boulders and trees spaced close enough together to allow people to pass through yet keeps cars out and it is still aesthetically pleasing. Also, need to incorporate speed bumps to discourage speeding and reckless driving through the parking lot. Need them along both roads lining the park as well.	3/27/2013 10:16 PM
Slgnage and safety features to prevent conflicts between vehicles and children at play.	3/25/2013 3:22 PM
Bike and Motorcycle parking.	3/25/2013 11:15 AM

Please note any suggestions, questions, or concerns about the proposed parking lot layout:

To Whom it may concern, As a resident of Day Dream Ranch, I am very invested in the development and future of the park. We think ourselves very lucky to consider the park as part of our backyard and make use of it year round. I have reviewed the proposed changes to the main parking lot and while I think the changes will be beneficial for park use and for the flow of traffic as our community continues to grow, I am VERY concerned and opposed to the proposed location of the sanitary pump station. I walk the park loop almost daily and I always smell sewage as I pass the current pump station. We already deal with smell from the over-capacitated water treatment plant and I do not want our quality of living to be degraded by additional sewage smells. Given the size and expanse of Memorial Park, I am sure there are other suitable locations for the pump station that keep it out of the floodplain and away from the Day Dream Ranch neighborhood. As you continue forward with these developments, please consider the negative impact it will have on our neighborhood and future development of the area. If you want to attract people to Wilsonville, you need to consider locations of sanitary pumps such as these and keep them away from neighborhoods. Would you want a sanitary pump station that smells of sewage right behind your house as you sit on your deck in the summer? I think not. Thank you, Brittany Armstrong 503-320-8198

4/7/2013 6:24 PM

You saved only 10 existing trees with this layout. Keep the parking in the same direction that it is now and make due the best you can. Create more parking in other areas of the park to make up the difference.

4/6/2013 6:02 PM

How about installing an electric vehicle charging station and dedicate several parking stalls for vehicles charging in the new parking lot?

4/4/2013 10:39 AM

We are very concerned about the proposal of moving the sanitary pump station as near to our homes in Daydream ranch area. We have walked this area for years and we already know that htis pump station emits odors often. Why would we even consider moving it to this spot? It would seem to us in the Daydream Ranch area that much more suitable spots away from homes and the fields themselves would make the most sense. Why not over by the dog park. We already have odor from that area so adding a pump station would fit in. We are simply blown away with the proposal you have here. This is the only place in the park where homeowners will be affected yet you find this as the best spot. We are retired and love the area but this is over the top poor planning. Bill and Sally Gagnier 8399 SW Wilson Lane

4/3/2013 7:24 AM

As a resident of the Day Dream Ranch neighborhood, which borders Memorial Park to the west, I am excited about the parking lot upgrades. However one point of concern is the proposed location of the sanitary pump station. While I understand it needs to be relocated to outside the floodplain can we select a new location that will not flood our neighborhood with odor and noise? Please note that our neighborhood has been subject to unpleasant odor from the over-worked water treatment plant for years. (Located to our west.) With construction of the new treatment plant our neighborhood was looking forward to the odor being gone, or at least reduced. I fear that building the sanitary pump station at the proposed location would provide odor from our east. Memorial park is large enough that I'm sure we can find a more suitable location for the pump station, away from a neighborhood that has historically had to deal with water treatment odor. Thank you for this consideration. Colin (Andy) Armstrong 503-504-4106

4/3/2013 5:48 AM

<p>I think it is unacceptable to relocate the sanitary pump house closer to the residential homes in Day Dream Ranch. Although it is proposed as being a less expensive option, there would be the need to cut down additional trees and would have a definite impact on the quality of life for those who reside in Day Dream Ranch, plus potential impact on property values would be negative. There should be NO consideration of moving the sanitation pump any closer to the homes in Day Dream Ranch. In the Community Survey of 2012 it was expressed by the citizens that the most important focus should be on maintaining quality of life. Selecting this location for the pump house would be in direct conflict of what the citizens are asking for. Please consider other locations before moving this facilities closer to homes and neighborhoods.</p>	<p>4/1/2013 4:02 PM</p>
<p>Bathrooms certainly need to be remodeled and/or expanded. Do not expand parking lot towards River Shelter. Why change/remove the existing meridians and flow in parking lot? You will take out numerous trees in doing so. The parking can be improved with existing meridians.</p>	<p>3/31/2013 8:03 AM</p>
<p>I'm a resident of Daydream Ranch and don't believe this is the answer to the parking issues at Memorial Park. To begin with, if the road was left open year round, there are three parking lots that would be available to take the overflow. Secondly, if the city has really observed where and when parking is tight, its during soccer and baseball season, so, again, the three parking lots can and do handle the traffic. If more parking is still needed, the obvious choice would be the area North of the tennis courts, all the way down to the dog park. The city could put head in parking, flanking either side of the road. During soccer and baseball, park patrons do this on their own anyway because it is close to where they want to be. The skate park is not used and would be a great place for extending the current lot. It is close to the tennis courts, playground and soccer and ball fields, where the bulk of the people go to use the park. The parking lot that you are proposing is a key area that is used for team warm-ups, family picnics, grass volleyball etc.... It is a nice flat area that families use daily year round. Also, taking the parking lot to the Daydream Ranch access would be dangerous for the kids that enter the park from said point. The people zooming around the parking lot are focused on parking and not on people. We have lived here since 1988, so I do believe that I'm an expert in Park usage and what the trends have been. I've raised three children, and three dogs who've used the park, and we have played adult sports there and currently have grandchildren that use the Park. It seems ridiculous that you are worried about parking down at Memorial Park when the parking problem is really up at Murase Plaza. The park users there park in the library lot and cross unsafely. If my proposed parking north of the tennis court and flanking the park road from pump-house to dog park, they could walk up the path behind the barn. Also, why would you put the pump house right near homes, with the smell and the noise that emanate from it, that would be quite intrusive and disruptive to those living in our neighborhood. I DO NOT SUPPORT THIS PLAN AND THINK THE CITY IS VERY SHORT SIGHTED... THIS MIGHT BE EASIER, BUT IT IS NOT WHAT IS BEST!!!!!!</p>	<p>3/28/2013 7:46 AM</p>
<p>Where is the sanitary pump station being relocated to? Can you elaborate on the sanitary pump station alternate location identified in the above plan? I'm not supportive of the current parking lot proposal. Nor am I supportive of a pump station in full view from my house because of the noise and smell associated with it.</p>	<p>3/27/2013 11:14PM</p>
<p>As a homeowner in Day Dream Ranch whose back yard would face directly out to the proposed southerly extension of the parking lot I am opposed to such a plan as the added noise and unsightliness would be disruptive and may negatively impact</p>	<p>3/27/2013 10:34PM</p>

land value.	
I would like to see the "small portion of the existing lawn" that was removed - indicated on the map somehow. Unless it's there an I've missed it.	3/27/2013 4:40 PM
Please make the parking spots able to handle larger vehicles, ie SUV's and Minivan's. Current spaces are some times to narrow for those vehicles. As the park is used a lot by families, these are the type of vehicles trying to park.	3/25/2013 5:35 PM
Can all the crosswalks be raised? Additional low fencing or similar feature near the ball field to discourage children from running into the parking lot.	3/25/2013 3:26 PM
Backout alleys seem too narrow. Has this changed from existing space? Even the drawing shows transiting vehicle barely missing parked ones.	3/25/2013 1:54 PM

Additional comments or questions:	
<p>There is a steep incline to get up and down to the River Shelter from the parking lot. Could steps be installed, along with a handicap friendly access point and sidewalk to get to that shelter?</p> <p>i also really appreciate this online open house. It is very convenient.</p> <p>Thank you. -Karen Reis</p>	3/31/2013 3:02 PM
<p>I live in the Day Dream Ranch neighborhood. I am hoping that parking does not extend to access path to our neighborhood. It seems to me the existing parking lot could be improved without expanding it or changing the existing medians. It looks like a number of trees would need to be taken out with the current plan. The only time the parking lot fills up is during large soccer or baseball tournaments.</p> <p>Would love to see the trail system improved throughout the park. Would like to see the access to the river dock improved. Would like to see better viewing of the river from the eastern end of the park by removing berry vines and scrub brush. There is a great deal of potential in this area around the dog park, would like to see something done with it.</p> <p>Really would like to see baseball fields added, spectator areas improved, dugouts improved, bathroom improved, a concession stand added. It is a shame the youth leagues must quit playing baseball so early in the summer because the adult softball league takes over.</p> <p>Thank you for your efforts to improve the park. The park is a real asset to our community and has a great deal of unrealized potential for sports facilities and nature area. - Brad Mendenhall</p>	3/31/2013 8:20 AM
<p>You should "mail" notices to the residents of the Day Dream Ranch subdivision that borders the west side of Memorial Park to alert them of the "proposed" significant changes being planned and not rely solely on the Spokesman newspaper or the Boones Ferry Messenger to get the word out. - Mark Pledger</p>	3/30/2013 7:54 PM
<p>Please see my lengthy comments that were submitted in the concept plan/provide feedback section.</p> <p>I'm the one who's lived adjacent to the park since 1988, and suggested upgrading the three parking lots that are currently graveled and keeping the road open year round. As well as locating parking lot N of tennis courts and building parking from the pump house down to the dog park.</p>	3/28/2013 7:58 AM

<p>Also, the parking down by the dog park could be expanded and improved. Parking could also be constructed from that point all the way down to the forest shelter. People are lazy and park on the grass there anyway. On the meadow side of the road parking could be built without disturbing the dogs or the meadow. As a matter of fact, why wouldn't you place the pump house over in that area... there would be no impact on people/residents.</p> <p>Thanks, Annie Pledger</p>	
<p>What type of signage and enforcement plans are being considered to control for noise and loud music blaring from car stereos?</p> <p>What type of lighting is being proposed?</p> <p>-Mark Pledger</p>	3/27/2013 11:32PM
<p>I would like more information regarding the relocation of the sanitary pump station. According to the current concept plan an "alternate" location has been identified in the area south of the existing parking lot. I am definitely opposed to this site! The building would be an eyesore, noisy, and smelly for the homeowners in the immediate area. If this is an "alternate" site. Where is the proposed relocation planned? I would in an area away from the neighborhood!</p> <p>-Mark Pledger</p>	3/27/2013 11:26PM
<p>As a resident of Day Dream Ranch (since 1988) I am concerned about the proposal to extend the parking lot to the south. This is an area that is heavily used by ball players because of its proximity to the existing baseball/softball field. Why not extend the parking lot in the area north of the tennis courts and the little used "skate park"? It would preserve the area nearest the ball field for players to warmn up and maintains a play/picnic area for their families. And, it would be less disruptive to the neighborhood during the construction phase and would not have the longterm impact of noise and an unsightly parking lot for the homeowners directly impacted.</p> <p>-Mark Pledger</p>	3/27/2013 10:56PM

April 6, 2013

City of Wilsonville
29799 SW Town Center Loop E
Wilsonville, Oregon 97070

Kerry Rappold
Natural Resources Program Manager

Re: Memorial Park Parking Improvements

Dear Sir,

When I reviewed your new plans on the proposed improvements and reconfiguration of the Memorial park parking lots I have a number of concerns. I also would like to see a review of the City's regulations, criteria and rules for this project.

There is a significant issue of increased traffic next to a residential neighborhood. An increase in vehicular traffic and an increase in the volume of visitors will have the potential to increase some obvious issues. More vehicles and a larger population of people and groups will increase the noise levels next to a currently quiet residential neighborhood. Late day or night group parties are of particular concern. Increasing carcinogenic exhaust fumes and litter are undesirable by products of this alteration of the parking scheme. This will not be healthy for adults, children or the area's flora.

One the most disturbing and undesirable consequences of this project is the access to the adjacent neighborhood for criminals and their behavior. Allowing more vehicle parking next to attractive and upscale homes is an invite for criminal activity with a quick access and getaway. Property values will suffer a significant loss.

Perhaps a better option is to move the new parking area near the entrance of the park. This option relieves some of the aforementioned problems and has better improvements in the move. Without removing a number of current trees it would be possible to plant new natural species that are otherwise uninhabitable due to city development.

Moving the new parking area would certainly not infringe the adjoining neighborhood's health, quietness and safety. With the new parking area being moved the aesthetic value of the park would be greatly improved.

Sincerely,

Ted Gass
30888 SW Salmon Ln.

**CITY COUNCIL WORKSESSION
STAFF REPORT**

Meeting Date: April 15, 2013	Subject: Memorial Park Pump Station Location Staff Member: Michael Ward, P.E. Department: Engineering	
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input 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	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: Staff will be presenting to the Parks and Recreation Advisory Board on April 11 th and will present recommendations from that meeting to the Council.	
Staff Recommendation: Staff and consultant team seeks City Council direction on the preferred location of the replacement Memorial Park Pump Station.		
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: Three locations have been identified as viable options for the replacement Memorial Park pump station all of which have pros and cons. Because preliminary design options from the parking lot improvement project include placement of the pump station in the parking lot, staff requests Council’s guidance on a preferred location.

EXECUTIVE SUMMARY: The current Memorial Park Pump Station was constructed in 1993 on the Boeckman Creek sanitary sewer line. It is within the 100-year floodplain and in 1996, Public Works was forced to place sandbags around the existing pump station to prevent failure. Models indicate the pump station will be near capacity with the build out of the Frog Pond area and the Advance Road schools. Because of the capacity limitation and the potential for flooding, Staff anticipates reconstruction of a new pump station being necessary in 2 to 5 years.

Three sites are being considered and are shown on the attached map. Site A is against the hillside with access from Memorial Park access road. Site B is adjacent to the tennis courts and parking lot sidewalk. Site C is immediately south of the existing parking lot (and inside the proposed reconstructed parking lot). Both Sites B and C would have access from Daydream Ranch during the 100-year flood.

If Council chooses to locate the pump station at Site C then Staff recommends installing the pipe from the existing pump station to the future location while the parking lot is under construction to save costs on the combined projects and to minimize future park disturbances.

EXPECTED RESULTS: To establish the approximate location for the future pump station when it proceeds to preliminary design.

TIMELINE: If Site C is chosen, pipe would be buried this autumn with the parking lot project with the remainder of construction likely taking place in 2 to 5 years. If another site is chosen, all work likely would take place in 2 to 5 years.

CURRENT YEAR BUDGET IMPACTS: If Site C is chosen, the costs to bury the pipe are approximated at \$250,000 in FY 13-14. Other sites would not have an impact on the current year budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: ___JEO_____ Date: ___4/5/13_____

The 2013-14 proposed budget includes sufficient appropriations for the estimated expenditures included in this report.

LEGAL REVIEW / COMMENT:

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS: The Parks and Recreation Advisory Board is being consulted at their meeting on April 11, 2013.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY: Staff has asked consultants to consider the visual appearance, noise and odor aspects of the pump station in their design. Improvements in technology have been made since the construction of the exiting pump station which Staff anticipate will reduce reported noise and odor from the current pump station. The generator will be enclosed in a building. Staff will propose building architecture that is compatible with the park and surrounding area. Staff will present each of the three alternatives and the impacts of each as they have been identified.

ALTERNATIVES: As noted above and shown on the attached map, three locations are being considered:

- Site A – North of the existing pump station in the trees and adjacent to the hillside
- Site B – South of the existing pump station adjacent to the tennis courts
- Site C – In the southern portion of the future parking lot

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Memorial Park PS Site Map
- B. Memorial Park Parking Lot Preliminary Layout



LEGEND

- EXISTING TREES TO REMAIN
- NEW TREES
- RAIN GARDENS
- SHRUB & GROUND COVER PLANTINGS

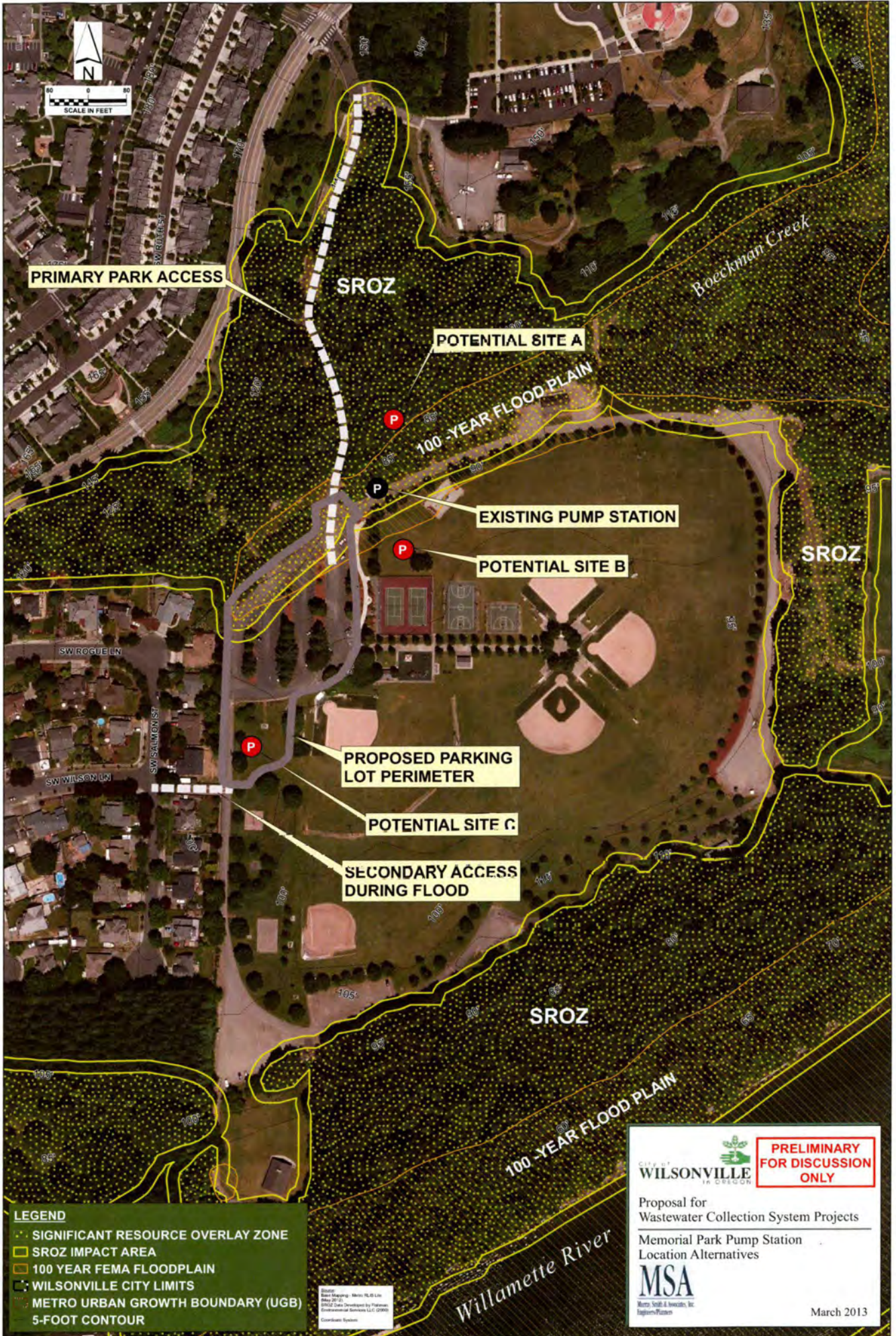
0' 10' 20' 40' NORTH



Concept Design
Memorial Park Parking Improvements




3 / 22 / 2013



- LEGEND**
- SIGNIFICANT RESOURCE OVERLAY ZONE
 - SROZ IMPACT AREA
 - 100 YEAR FEMA FLOODPLAIN
 - WILSONVILLE CITY LIMITS
 - METRO URBAN GROWTH BOUNDARY (UGB)
 - 5-FOOT CONTOUR


SROZ Data Developed by Planning
 Department of Services LLC (2009)
 Coordinates: NAD83


CITY OF WILSONVILLE
 IN OREGON

PRELIMINARY
 FOR DISCUSSION
 ONLY

Proposal for
 Wastewater Collection System Projects

Memorial Park Pump Station
 Location Alternatives


MSA
 Marty Smith & Associates, Inc.
 Engineers/Planners

March 2013

**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 15, 2013	Subject: Review of Tourism Grant and Opportunity Grant Guidelines Staff Member: Jeanna Troha Department: Administration	
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input 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	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: 	
Staff Recommendation: THIS IS AN INFORMATION ITEM.		
Recommended Language for Motion: N/A		
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

BACKGROUND

At the April 1, 2013 city council meeting, the city council asked to review the criteria for the Tourism and Opportunity grants at the next council meeting. As requested, this staff report provides information about the two grants.

The City Council gave authority to the Parks and Recreation Board to administer the grant process for two types of grants. The City offers a \$25,000 Tourism Grant, which is funded by the City of Wilsonville lodging, transient room taxes assessed to hotels, motels, and bed and breakfasts for guests in the City of Wilsonville. Staff is unable to locate a resolution creating the Tourism Grant, but we believe the program started in 2002. The grant was previously called the

Community Matching Grant. The grant criteria has remained the same since 2002. The Tourism Grant was created in response to several community groups coming to budget meetings requesting funding. As a result, the City Council developed the Tourism Grant and asked the Parks and Recreation Board to administer the grant on behalf of the Council. The Tourism Grant criteria is as follows:

1. applicant must be a qualified tax exempt or non-profit organization,
2. only one grant per will be awarded to any one organization, an
3. A one-time festival or event attracting community participation and visitors to Wilsonville.

The types of projects considered for the Tourism Grant include: a) project, event, annual festival that would further tourism in the City of Wilsonville, directly benefitting the economy, culture, and image of Wilsonville b) production of a new product or event to attract tourism and/or convention business to the Wilsonville area, c) a one-time festival or event attracting community participation and visitors to Wilsonville.

The Parks and Recreation Board reviews applications and awards funding for the Tourism grant annually in March. The board has the discretion to evaluate and determine which applications receive funding and how much funding. This is a competitive process and there may be more requests than available funds. Unlike the Opportunity Grant, the Tourism Grant is awarded once a year.

The Opportunity Grant was created via resolution in 2009. This grant was created as part of a City Council goal to provide an additional opportunity for community groups that did not qualify for the Tourism Grant to receive financial assistance. The Opportunity Grant uses General Fund dollars unlike the Tourism Grant that uses the Hotel/Motel Tax funds. The Opportunity Grant is \$25,000 in which \$10,000 is available during separate two grant cycles in a fiscal year. An additional \$5,000 is a floating amount to be used at the discretion of the Parks and Recreation Board for unexpected requests that occur outside the two grant cycles. The intent of the Opportunity Grant is to fund events, projects, activities that benefit the community but are not directly related to tourism. For example, Soul'd Out, Wilsonville Robotics, and Kiwanis Imagination Library have all received Opportunity Grant funds.

For both grants, the city council has delegated the authority to the Parks and Recreation Board to administer the process, review grant applications, and to determine which organizations receive funds based up the criteria laid out.

ANALYSIS

If the City Council wants to change the criteria for the Opportunity Grant, then it requires a change to the authorizing resolution.

IMPACT ON CITY RESOURCES

POLICY ISSUES / COUNCIL GOALS

The current process places the authority with the Parks and Recreation Board. It allows the

Parks and Recreation Board to award at total of \$50,000 through two grant programs to groups they believe best meet the criteria. There are occasions when the Board decides not to approve the entire amount requested by an organization. The Board also makes tough decisions if the requests are larger than the allotted funding for both grant programs.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Tourism Grant Guidelines
- B. Opportunity Grant Guidelines

City of Wilsonville
Community Services Tourism/Match Grant Guidelines

Grant Information for Applicants

Purpose: This grant is intended to aid organizations that produce projects, programs or events that promote local business and tourism and for festivals and special events for the benefit of the Wilsonville community.

Funding: Funding for this entire program is \$25,000.00 which is disbursed to multiple organizations. The funds are made available from the City of Wilsonville transient room taxes that are assessed to hotels, motels and bed and breakfasts for guests in the City of Wilsonville.

Process: The application packet for the City of Wilsonville Tourism/Matching Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- Applicants are strongly encouraged to attend the Parks and Recreation Advisory Board meeting on March 14, 2013 at Wilsonville City Hall in the Council Chambers at 6:30pm to make a brief presentation to the board. The presentation will be limited to a maximum of five minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material, which must be complete and clear to the reviewers.
- Please read the entire application before completing the information to be sure that your request satisfies the conditions of the grant.
- Please review the enclosed materials carefully and provide all the information requested. Incomplete applications will not be considered.
- Completed applications must be received at the Wilsonville Community Center (7965 SW Wilsonville Road) on or before:
 - March 1, 2013 at 5:00pm.
 - Faxed or emailed applications will not be accepted.
- The City recommends applicants retain a copy of their completed application for ease in submitting project evaluations and final financial reports after project completion.

Applicant Criteria

- 1) Applicant must be a qualified tax exempt or non-profit organization.
- 2) Only one grant per year will be awarded to any one organization.
- 3) An organization will only be considered for a grant if the previously awarded grant project has complied with grant procedures, including filing a final financial statement and project evaluation.

Types of Projects to be Considered

- 1) A project, event or annual festival that would further tourism in the City of Wilsonville, directly benefiting the economy, culture and image of Wilsonville.
- 2) The production of a new product or event to attract tourism and/or convention business to the Wilsonville area.
- 3) A one-time festival or event attracting community participation and visitors to Wilsonville.

- 4) An annual Wilsonville event with introduction of new or expanded attractions.
- 5) Media advertising, public relations or marketing projects which are directed towards the consumer or travel trade and promote specific event(s) or site(s) for the purpose of destination tourism to Wilsonville.
- 6) Development of Wilsonville destination attractions to tourists and visitors.

Evaluation Criteria

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above.

- All decisions of the Parks and Recreation Advisory Board will be final.

Please address each of the following items as you prepare your application:

- 1) The project must demonstrate a clear need for financial assistance. Factors such as all other available financial resources and the organization's total budget will be considered.
- 2) The project must demonstrate potential for tourism promotion and economic development in the City of Wilsonville.
- 3) Consideration will be given to the uniqueness and quality of your project.
- 4) Projects receiving grant funds must be completed by December 31, 2013.
- 5) The project must provide evidence of equal matching resources other than the grant.
 - Matched resources may be in the form of in-kind donations, as well as cash.
 - Matching funds must be documented and must be committed prior to the distribution of grant funds.
- 6) Annual events must show continued access to additional supporting funds of other than City resources.

Important Financial Information

- 1) The maximum amount to be granted is limited. Full funding is rare due to the number of applicants competing for the available funds.
- 2) If an organization is awarded and accepts funds less than their request, they will be expected to fulfill the project as presented in their application or notify the City of alterations of the goals of the project. If a project is cancelled for any reason, any grant funds must be returned to the City of Wilsonville.
- 3) Upon receipt of grant funds, the administering organization agrees to be bound to the commitments of their application. If it is determined that grant monies are used for any item not specified within the grant application, or in the timeline specified, the funds in question must be returned to the City of Wilsonville.
- 4) The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- 5) The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served. *Report format is attached: See last page of this packet.*
 - **Report must be filed within 60 days of completion of the project or event.**

Application Packet Checklist

For your application packet to be considered complete, all of the following items must be included.

1. Grant Application including application cover sheet (format provided)
2. Qualifications:
Provide a description of your organization, its qualifications for receiving funding and credibility to carry out this project and manage the funds.
Include:
 - a. Statement of the organization identity and purpose, who are its constituents and service area.
 - b. Provide a brief summary of the organization history and mission.
 - c. Brief description of the organization's current programs, activities. What are its long range goals?
 - d. Provide evidence of service statistics and recent accomplishments.
3. Copy of tax-exempt status determination letter.
4. Signatures and Certification Letter: Signed statement or letter from Board of Directors or meeting minutes that include the vote of approval for this grant application to be made in the organization's name and statement of the organization's commitment to attain matching funds.
(This letter should be on letterhead and include a list of the board members.)
5. Project Narrative – include:
 - Needs statement (Define the community benefits to be addressed and the target population)
 - Goals and objectives (Provide a goal statement for each benefit area to be addressed)
 - Methodology (Provide a description or timeline of the methods or actions that will occur)
 - Evaluation method (Provide a description of the outcomes or achievements that are expected at the end of the funding period.)
6. Budget Detail (format provided)
7. Final Report form (format provided)
8. Appendices (attach no more than 3 pages of support materials)

Please submit an original and Seven (7) copies of the grant application.

If you have any questions, please contact:
Brian Stevenson, Recreation Coordinator
(503) 570-1523
stevenson@ci.wilsonville.or.us

**CITY OF WILSONVILLE – 2013 TOURISM/MATCHING GRANT PROGRAM
APPLICATION COVER SHEET**

Each category of this application must be completed for this application to be accepted for review.

(The cover sheet introduces your organization and your proposal to the grant maker. It provides the necessary basic information of your organization/program to the review body.)

APPLICANT NAME _____

Registered Tax Exempt Number: _____

STREET ADDRESS _____
Street City State Zip

MAILING ADDRESS (If Different from Street Address) _____

CONTACT PERSON (Please Print) _____

Title _____

Address _____
Street City State Zip

Email _____ **Phone** _____

PROJECT TITLE: _____

Brief Project Description: _____

Project Duration: Start Date _____ **Estimated Completion Date** _____

TOTAL ORGANIZATION BUDGET	\$ _____
*TOTAL PROJECT BUDGET	\$ _____
APPLICANT CASH MATCH	\$ _____
IN-KIND RESOURCES	\$ _____
GRANT REQUEST	\$ _____

*Provide detail on budget page
The total applicant match must be equal to or greater than the amount requested and may include "in-kind" goods or services.

Budget

The project narrative should reflect the budget numbers below:

The **organization budget** shows how this project fits into your whole organization. Include the total expense and income projections for the **project this grant is applying for**. Provide detail in project budget below.

Budget Period: _____ to _____ (organization fiscal year)

I. INCOME = SOURCES	\$ Amount	II. EXPENSE = USES	\$ Amount
*include income of this grant		*include expense of project	
TOTAL OPERATING INCOME:		TOTAL OPERATING EXPENSE:	

The **project budget** provides the detail of the project that the grant funds will be applied to. The project budget should indicate how the funds from this grant will be spent by using a (*) for specific expenditures targeted for the funds of this grant.

Budget Period: _____ to _____ (project finance period)

I. INCOME = SOURCES	\$ Amount	II. EXPENSE = USES	\$ Amount
TOTAL PROJECT INCOME:		TOTAL PROJECT EXPENSE:	

CERTIFICATION: I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows:

“This project is made possible in part by a grant from Wilsonville transient room taxes and the City of Wilsonville.”

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Tourism/Matching Grant monies to the City of Wilsonville.

Signature of Authorizing Official

Date

Print Name of Authorizing Official

PROJECT NARRATIVE

In this narrative, please address how your project or program meets the criteria outlined in the guidelines. Priorities of this grant funding are for tourism, business development and community engagement.

Identify your organization's goals for this project, using measureable amounts whenever possible. (consider the question: how will you know that you succeeded in your goals?)

How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)

If you were to create a marketing statement or slogan for your project, that would communicate the importance of this project to the review board, what would that be?

The project budget numbers should be related to the project activities stated in this narrative.

GRANT FUNDING FOLLOW-UP

This form must be returned within 60 days of your project completion. Date to be returned _____

1. Who benefited from your project or event?
 - How Many?
 - Where From?
 - What Happened?

2. State how the measurable evaluation goals listed in your narrative were achieved.

3. What economic development benefit did your event have for the community? (Give measurable results as opposed to speculative results.)

4. Will this event or project be reoccurring? How do you anticipate funding the project in the future?

5. Attach a copy of your final financial income and expense statement for this event or project.
 - If there is a budget surplus, please explain its use.

City of Wilsonville

Community Services Opportunity Grant Guidelines

Grant Information for Applicants

Purpose: This grant is intended to assist in funding projects and services that promote education, diversity, arts, or community involvement in the City of Wilsonville.

Funding: The funding for this entire program is \$25,000.00, which will be disbursed to multiple organizations. \$10,000 will be available at each of two grant cycles in a fiscal year. An additional \$5,000 will be held separately in a discretionary fund available to applicants not reasonably expected to meet the application deadlines in this packet.

Process:

The application packet for the City of Wilsonville Opportunity Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- **Opportunity to present:** Applicants are strongly encouraged to attend the meeting of the Parks and Recreation Advisory Board scheduled to review grant applications. The presentation will be limited to a maximum of five minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material, which must be complete and clear to the reviewers.

This meeting is scheduled on: April 11, 2013 - Wilsonville City Hall – Council Chambers. 6:30pm.

- Please read the entire application before completing the information to be sure that your request satisfies the conditions of the grant.
- Please review the enclosed materials carefully and provide all the information requested.
Incomplete applications will not be considered.
- Completed applications must be received at the Wilsonville Community Center (7965 SW Wilsonville Road) on or before either of two deadlines each year:
 - a. *First Friday in October*
 - b. *First Friday in April*
 - c. *Applicants that do not meet these deadlines will be handled independently in consideration of the \$5,000 discretionary fund and reviewed at the discretion of the grant review body.*
Faxed or emailed applications will not be accepted.
- The City recommends applicants retain a copy of their completed application for ease in submitting project evaluations and final financial reports after project completion.

Applicant Criteria

- 1) Applicant must be an authorized official of a Wilsonville community organization, project, or charitable or non-profit organization. Organizations must have been in operation for at least twelve months prior to application, unless the Review Committee finds the organization to have a commensurate level of experience with project leadership and funds management.

- 2) Only one grant per year will be awarded to any one organization.
- 3) An organization will only be eligible for a grant if any previously awarded grant projects complied with grant procedures, including filing a final financial statement and project evaluation.

Types of Projects to be Considered

These are not exclusive categories, but are to be used by applicants and by the Review Committee as guidelines for the types of activities grant funds are intended for. The Review Committee will consider the uniqueness and the overall quality of each project.

- Projects, events, or services to further educational or artistic opportunities in the City of Wilsonville.
- Projects, events, or services to encourage and foster diversity in the Wilsonville community.
- Services or projects to encourage and foster advances in civic engagement or community leadership among Wilsonville's diverse community members.
- Services, projects, or events to involve Wilsonville's youth or elderly population in community activities.

Evaluation Criteria

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above.

All decisions of the Parks and Recreation Advisory Board will be final.

Please address each of the following items as you prepare your application:

- 1) The project must demonstrate a clear need for financial assistance. The review committee will consider factors such as the project's other available financial resources and the organization's total budget.
- 2) The project must demonstrate potential for promoting education, diversity, arts, civic engagement and community involvement in the City of Wilsonville.
- 3) The applicant must demonstrate the timeframe of the project, as defined or on-going.
- 4) The project must demonstrate it was not considered for funding, nor funded in part or whole under the City's Community Services Tourism/Match Grant.

Important Financial Information

- The maximum amount to be granted each fiscal year is limited to \$25,000. The number of applicants competing for the funds will limit the availability of full funding.
- The intent of this program is to provide funding to assist with community service projects. In order to distribute funds fairly and encourage new service opportunities the review committee will give some priority to first-time applicants.
- Any organization that does not complete its grant project or service must return any remaining grant funds to the City of Wilsonville.

- Please note that the Review Committee may award projects partial funding. If granted partial funds, an organization remains obligated to undertake its project or service as presented in its grant application, or decline the funding.
- Upon receipt of grant funds, an organization agrees to be bound to the commitments of its application. If the City determines that grant monies are used for any item not specified within the grant application the organization must return funds in question to the City of Wilsonville.
- The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served. *Report format is attached: See last page of this packet.*

Report must be filed within 60 days of completion of the project or event.

Application Packet Checklist

For your application packet to be considered complete, all of the following items must be included.

1. Grant Application, including:
 - _____ Application Cover Sheet (format provided)
 - _____ Qualifications: Provide a description of your organization, its qualifications for receiving funding and credibility to carry out this project and manage the funds. Include:
 - a. Statement of the organization identity and purpose, who are its constituents and what is its service area.
 - b. Provide a brief summary of the organization history and mission.
 - c. Brief description of the organization's current programs, activities. What are its long range goals?
 - d. Provide evidence of service statistics and recent accomplishments.
2. Copy of tax-exempt status determination letter. If not a non-profit organization, a letter describing the organizing body, its form and function and how it will be financially responsible for the grant funds.
3. Signatures and Certification Letter: Signed statement or letter from Board of Directors or meeting minutes that include the vote of approval for this grant application to be made in the organization's name and statement of the organization's commitment to use the funds as intended in the grant application.
This letter should be on letterhead and include a list of the board members.
4. Project Narrative – include:
 - a. Needs statement (Define the community benefits to be addressed and the target population)
 - b. Goals and objectives (Provide a goal statement for each benefit area to be addressed)
 - c. Methodology (Provide a description or timeline of the methods or actions that will occur)
 - d. Evaluation method (Provide a description of the outcomes or achievements that are expected at the end of the funding period.)

- 5. Budget Detail (format provided) _____
- 6. Final Report form (format provided) _____
- 7. Appendices (attach no more than 3 pages of support materials) _____

- **Please submit an original and Seven (7) copies of the grant application.**

If you have any questions, please contact:
Brian Stevenson, Recreation Coordinator
(503) 570-1523
stevenson@ci.wilsonville.or.us

**CITY OF WILSONVILLE – 2012/2013 OPPORTUNITY GRANT PROGRAM
APPLICATION COVER SHEET**

Each category of this application must be completed for this application to be accepted for review.

APPLICANT NAME _____

Registered Tax Exempt Number: _____

STREET ADDRESS _____
Street City State Zip

MAILING ADDRESS (If Different from street address) _____

CONTACT PERSON (Please Print) _____

Title _____

Address _____
Street City State Zip

Telephone _____ Cell _____

E-Mail _____ Fax _____

PROJECT TITLE: _____

Brief Project Description:

Project Duration: Start Date _____ **Estimated Completion Date** _____

TOTAL ORGANIZATION BUDGET	\$ _____
*TOTAL PROJECT BUDGET	\$ _____
APPLICANT CASH MATCH	\$ _____
IN-KIND RESOURCES	\$ _____
GRANT REQUEST	\$ _____

*Provide detail on budget page

BUDGET SUMMARY

Project narrative should reflect the expenses identified in the budget.

Organization Budget: This budget shows how this project fits into your whole organization. The project should be shown as a line in this budget.

Fiscal Year: _____ to _____

Income Sources	Amount	Expenses	Amount
Total Operating Income			

Project Budget: This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent.

Fiscal Year: _____ to _____

Income Sources	Amount	Expenses	Amount
Total Project Income		Total Project Expense	

CERTIFICATION: I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows:

“This project is made possible in part by a grant from the City of Wilsonville.”

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

Signature of Authorizing Official

Date

Print Name of Authorizing Official

PROJECT NARRATIVE

In this narrative, please address how your project or program meets a need for someone or something in the community. Priorities of this grant funding are for education, diversity, art and culture, or community engagement.

Identify your organization's goals for this project, using measureable amounts whenever possible. (consider the question: how will you know that you succeeded in your goals?)

How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)

If you were to create a marketing statement or slogan for your project, that would communicate the importance of this project to the review board, what would that be?

The project budget numbers should be related to the project activities stated in this narrative.

PROJECT EVALUATION
GRANT FUNDING FOLLOW-UP

This form and your final financial statement must be returned to Parks and Recreation within 60 days of your project completion.

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses, using the same Budget Summary form as in the original application.

2. Please List the activities of the program/project:

3. Approximately how many people benefitted from your project? How many of those people were Wilsonville residents?

4. What were some of the benefits that this project provided to the citizens of Wilsonville?

5. How were these benefits determined/measured?

6. Will this event or project be reoccurring? How do you anticipate funding the project in the future?


**CITY COUNCIL MEETING
 STAFF REPORT**

Meeting Date: April 15, 2013	Subject: Wildfire Fuel Reduction Project Staff Member: Kerry Rappold Department: CD/Natural Resources Program	
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input 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	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:	
Staff Recommendation: There is no recommendation; the item is for City Council's information.		
Recommended Language for Motion: N/A		
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL: The City and the Oregon Department of Forestry (ODF) will be implementing a project to help reduce wildfire risk in the Boeckman Creek corridor. An ODF crew, which will be provided free of charge, will remove ladder fuels, including invasive species, and create a defensible space between the adjacent homes and the top of the corridor.

EXECUTIVE SUMMARY: Clackamas County partnered with ODF, Tualatin Valley Fire and Rescue (TVFR) and local jurisdictions, including Wilsonville, to develop a Community Wildfire Protection Plan. The plan is a guide for reducing the risk of wildfire damage to natural resources and properties near parks and open space. Projects in the plan are designed to help improve ecosystems by making them more ecologically resilient, fire resistant and, where appropriate,

fire adapted. The Boeckman Creek corridor was identified as a high priority for wildfire risk reduction and will serve as a demonstration area.

The ODF crew will focus their efforts on the east side of the Boeckman Creek corridor between the Boeckman Creek crossing and Wilsonville Road. In addition, Republic Services will provide drop boxes for the disposal of the vegetation removed from the site. Staff has received permission from the property owners to remove the vegetation and place drop boxes in strategic locations.

Over subsequent years, cleared areas will be prioritized for replanting with appropriate native plant species. The City has a long partnership with Friends of Trees, who will be involved in future planting events.

EXPECTED RESULTS: The ODF crew will clear dead and dying trees, reduce heavy brush, and remove invasive plant species (e.g., Himalayan blackberry) to achieve a healthier and more resilient forest in the Boeckman Creek corridor.

TIMELINE: The ODF crew will begin their work the last week of April and, depending on the progress of the project, complete it within two to three weeks. If the crew has additional time, they will complete a fuel reduction project in Memorial Park.

CURRENT YEAR BUDGET IMPACTS: N/A

FINANCIAL REVIEW / COMMENTS:

Reviewed by: _____ JEO _____ Date: _____ 4/5/13 _____
No financial impacts.

LEGAL REVIEW / COMMENT:

Reviewed by: _MEK_____ Date: 4/3/2013 _____
N/A as this is an informational report.

COMMUNITY INVOLVEMENT PROCESS: An article will be included in the May issue of the Boones Ferry Messenger. In addition, letters will be sent to the property owners adjacent to the project area, and ODF will do some direct outreach with the adjacent property owners.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): Reduce the risk of wildfire in the Boeckman Creek corridor, and educate the public about their role in preventing wildfires.

ALTERNATIVES: There are no alternatives.

CITY MANAGER COMMENT:

ATTACHMENTS (No attachments)

**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 15, 2013	Subject: Review of Tourism Grant and Opportunity Grant Guidelines Staff Member: Jeanna Troha Department: Administration	
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input 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	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:	
Staff Recommendation: THIS IS AN INFORMATION ITEM.		
Recommended Language for Motion: N/A		
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

BACKGROUND

At the April 1, 2013 city council meeting, the city council asked to review the criteria for the Tourism and Opportunity grants at the next council meeting. As requested, this staff report provides information about the two grants.

The City Council gave authority to the Parks and Recreation Board to administer the grant process for two types of grants. The City offers a \$25,000 Tourism Grant, which is funded by the City of Wilsonville lodging, transient room taxes assessed to hotels, motels, and bed and breakfasts for guests in the City of Wilsonville. Staff is unable to locate a resolution creating the Tourism Grant, but we believe the program started in 2002. The grant was previously called the

Community Matching Grant. The grant criteria has remained the same since 2002. The Tourism Grant was created in response to several community groups coming to budget meetings requesting funding. As a result, the City Council developed the Tourism Grant and asked the Parks and Recreation Board to administer the grant on behalf of the Council. The Tourism Grant criteria is as follows:

1. applicant must be a qualified tax exempt or non-profit organization,
2. only one grant per will be awarded to any one organization, an
3. A one-time festival or event attracting community participation and visitors to Wilsonville.

The types of projects considered for the Tourism Grant include: a) project, event, annual festival that would further tourism in the City of Wilsonville, directly benefitting the economy, culture, and image of Wilsonville b) production of a new product or event to attract tourism and/or convention business to the Wilsonville area, c) a one-time festival or event attracting community participation and visitors to Wilsonville.

The Parks and Recreation Board reviews applications and awards funding for the Tourism grant annually in March. The board has the discretion to evaluate and determine which applications receive funding and how much funding. This is a competitive process and there may be more requests than available funds. Unlike the Opportunity Grant, the Tourism Grant is awarded once a year.

The Opportunity Grant was created via resolution in 2009. This grant was created as part of a City Council goal to provide an additional opportunity for community groups that did not qualify for the Tourism Grant to receive financial assistance. The Opportunity Grant uses General Fund dollars unlike the Tourism Grant that uses the Hotel/Motel Tax funds. The Opportunity Grant is \$25,000 in which \$10,000 is available during separate two grant cycles in a fiscal year. An additional \$5,000 is a floating amount to be used at the discretion of the Parks and Recreation Board for unexpected requests that occur outside the two grant cycles. The intent of the Opportunity Grant is to fund events, projects, activities that benefit the community but are not directly related to tourism. For example, Soul'd Out, Wilsonville Robotics, and Kiwanis Imagination Library have all received Opportunity Grant funds.

For both grants, the city council has delegated the authority to the Parks and Recreation Board to administer the process, review grant applications, and to determine which organizations receive funds based up the criteria laid out.

ANALYSIS

If the City Council wants to change the criteria for the Opportunity Grant, then it requires a change to the authorizing resolution.

IMPACT ON CITY RESOURCES

POLICY ISSUES / COUNCIL GOALS

The current process places the authority with the Parks and Recreation Board. It allows the

Parks and Recreation Board to award at total of \$50,000 through two grant programs to groups they believe best meet the criteria. There are occasions when the Board decides not to approve the entire amount requested by an organization. The Board also makes tough decisions if the requests are larger than the allotted funding for both grant programs.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Tourism Grant Guidelines
- B. Opportunity Grant Guidelines

City of Wilsonville
Community Services Tourism/Match Grant Guidelines

Grant Information for Applicants

Purpose: This grant is intended to aid organizations that produce projects, programs or events that promote local business and tourism and for festivals and special events for the benefit of the Wilsonville community.

Funding: Funding for this entire program is \$25,000.00 which is disbursed to multiple organizations. The funds are made available from the City of Wilsonville transient room taxes that are assessed to hotels, motels and bed and breakfasts for guests in the City of Wilsonville.

Process: The application packet for the City of Wilsonville Tourism/Matching Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- Applicants are strongly encouraged to attend the Parks and Recreation Advisory Board meeting on March 14, 2013 at Wilsonville City Hall in the Council Chambers at 6:30pm to make a brief presentation to the board. The presentation will be limited to a maximum of five minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material, which must be complete and clear to the reviewers.
- Please read the entire application before completing the information to be sure that your request satisfies the conditions of the grant.
- Please review the enclosed materials carefully and provide all the information requested. Incomplete applications will not be considered.
- Completed applications must be received at the Wilsonville Community Center (7965 SW Wilsonville Road) on or before:
 - March 1, 2013 at 5:00pm.
 - Faxed or emailed applications will not be accepted.
- The City recommends applicants retain a copy of their completed application for ease in submitting project evaluations and final financial reports after project completion.

Applicant Criteria

- 1) Applicant must be a qualified tax exempt or non-profit organization.
- 2) Only one grant per year will be awarded to any one organization.
- 3) An organization will only be considered for a grant if the previously awarded grant project has complied with grant procedures, including filing a final financial statement and project evaluation.

Types of Projects to be Considered

- 1) A project, event or annual festival that would further tourism in the City of Wilsonville, directly benefiting the economy, culture and image of Wilsonville.
- 2) The production of a new product or event to attract tourism and/or convention business to the Wilsonville area.
- 3) A one-time festival or event attracting community participation and visitors to Wilsonville.

- 4) An annual Wilsonville event with introduction of new or expanded attractions.
- 5) Media advertising, public relations or marketing projects which are directed towards the consumer or travel trade and promote specific event(s) or site(s) for the purpose of destination tourism to Wilsonville.
- 6) Development of Wilsonville destination attractions to tourists and visitors.

Evaluation Criteria

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above.

- All decisions of the Parks and Recreation Advisory Board will be final.

Please address each of the following items as you prepare your application:

- 1) The project must demonstrate a clear need for financial assistance. Factors such as all other available financial resources and the organization's total budget will be considered.
- 2) The project must demonstrate potential for tourism promotion and economic development in the City of Wilsonville.
- 3) Consideration will be given to the uniqueness and quality of your project.
- 4) Projects receiving grant funds must be completed by December 31, 2013.
- 5) The project must provide evidence of equal matching resources other than the grant.
 - Matched resources may be in the form of in-kind donations, as well as cash.
 - Matching funds must be documented and must be committed prior to the distribution of grant funds.
- 6) Annual events must show continued access to additional supporting funds of other than City resources.

Important Financial Information

- 1) The maximum amount to be granted is limited. Full funding is rare due to the number of applicants competing for the available funds.
- 2) If an organization is awarded and accepts funds less than their request, they will be expected to fulfill the project as presented in their application or notify the City of alterations of the goals of the project. If a project is cancelled for any reason, any grant funds must be returned to the City of Wilsonville.
- 3) Upon receipt of grant funds, the administering organization agrees to be bound to the commitments of their application. If it is determined that grant monies are used for any item not specified within the grant application, or in the timeline specified, the funds in question must be returned to the City of Wilsonville.
- 4) The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- 5) The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served. *Report format is attached: See last page of this packet.*
 - **Report must be filed within 60 days of completion of the project or event.**

Application Packet Checklist

For your application packet to be considered complete, all of the following items must be included.

1. Grant Application including application cover sheet (format provided)
2. Qualifications:
Provide a description of your organization, its qualifications for receiving funding and credibility to carry out this project and manage the funds.
Include:
 - a. Statement of the organization identity and purpose, who are its constituents and service area.
 - b. Provide a brief summary of the organization history and mission.
 - c. Brief description of the organization's current programs, activities. What are its long range goals?
 - d. Provide evidence of service statistics and recent accomplishments.
3. Copy of tax-exempt status determination letter.
4. Signatures and Certification Letter: Signed statement or letter from Board of Directors or meeting minutes that include the vote of approval for this grant application to be made in the organization's name and statement of the organization's commitment to attain matching funds.
(This letter should be on letterhead and include a list of the board members.)
5. Project Narrative – include:
 - Needs statement (Define the community benefits to be addressed and the target population)
 - Goals and objectives (Provide a goal statement for each benefit area to be addressed)
 - Methodology (Provide a description or timeline of the methods or actions that will occur)
 - Evaluation method (Provide a description of the outcomes or achievements that are expected at the end of the funding period.)
6. Budget Detail (format provided)
7. Final Report form (format provided)
8. Appendices (attach no more than 3 pages of support materials)

Please submit an original and Seven (7) copies of the grant application.

If you have any questions, please contact:
Brian Stevenson, Recreation Coordinator
(503) 570-1523
stevenson@ci.wilsonville.or.us

**CITY OF WILSONVILLE – 2013 TOURISM/MATCHING GRANT PROGRAM
APPLICATION COVER SHEET**

Each category of this application must be completed for this application to be accepted for review.

(The cover sheet introduces your organization and your proposal to the grant maker. It provides the necessary basic information of your organization/program to the review body.)

APPLICANT NAME _____

Registered Tax Exempt Number: _____

STREET ADDRESS _____
Street City State Zip

MAILING ADDRESS (If Different from Street Address) _____

CONTACT PERSON (Please Print) _____

Title _____

Address _____
Street City State Zip

Email _____ **Phone** _____

PROJECT TITLE: _____

Brief Project Description: _____

Project Duration: Start Date _____ **Estimated Completion Date** _____

TOTAL ORGANIZATION BUDGET	\$ _____
*TOTAL PROJECT BUDGET	\$ _____
APPLICANT CASH MATCH	\$ _____
IN-KIND RESOURCES	\$ _____
GRANT REQUEST	\$ _____

*Provide detail on budget page
The total applicant match must be equal to or greater than the amount requested and may include "in-kind" goods or services.

Budget

The project narrative should reflect the budget numbers below:

The **organization budget** shows how this project fits into your whole organization. Include the total expense and income projections for the **project this grant is applying for**. Provide detail in project budget below.

Budget Period: _____ to _____ (organization fiscal year)

I. INCOME = SOURCES	\$ Amount	II. EXPENSE = USES	\$ Amount
*include income of this grant		*include expense of project	
TOTAL OPERATING INCOME:		TOTAL OPERATING EXPENSE:	

The **project budget** provides the detail of the project that the grant funds will be applied to. The project budget should indicate how the funds from this grant will be spent by using a (*) for specific expenditures targeted for the funds of this grant.

Budget Period: _____ to _____ (project finance period)

I. INCOME = SOURCES	\$ Amount	II. EXPENSE = USES	\$ Amount
TOTAL PROJECT INCOME:		TOTAL PROJECT EXPENSE:	

CERTIFICATION: I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows:

“This project is made possible in part by a grant from Wilsonville transient room taxes and the City of Wilsonville.”

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Tourism/Matching Grant monies to the City of Wilsonville.

Signature of Authorizing Official

Date

Print Name of Authorizing Official

PROJECT NARRATIVE

In this narrative, please address how your project or program meets the criteria outlined in the guidelines. Priorities of this grant funding are for tourism, business development and community engagement.

Identify your organization's goals for this project, using measureable amounts whenever possible. (consider the question: how will you know that you succeeded in your goals?)

How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)

If you were to create a marketing statement or slogan for your project, that would communicate the importance of this project to the review board, what would that be?

The project budget numbers should be related to the project activities stated in this narrative.

GRANT FUNDING FOLLOW-UP

This form must be returned within 60 days of your project completion. Date to be returned _____

1. Who benefited from your project or event?
 - How Many?
 - Where From?
 - What Happened?

2. State how the measurable evaluation goals listed in your narrative were achieved.

3. What economic development benefit did your event have for the community? (Give measurable results as opposed to speculative results.)

4. Will this event or project be reoccurring? How do you anticipate funding the project in the future?

5. Attach a copy of your final financial income and expense statement for this event or project.
 - If there is a budget surplus, please explain its use.

City of Wilsonville

Community Services Opportunity Grant Guidelines

Grant Information for Applicants

Purpose: This grant is intended to assist in funding projects and services that promote education, diversity, arts, or community involvement in the City of Wilsonville.

Funding: The funding for this entire program is \$25,000.00, which will be disbursed to multiple organizations. \$10,000 will be available at each of two grant cycles in a fiscal year. An additional \$5,000 will be held separately in a discretionary fund available to applicants not reasonably expected to meet the application deadlines in this packet.

Process:

The application packet for the City of Wilsonville Opportunity Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- **Opportunity to present:** Applicants are strongly encouraged to attend the meeting of the Parks and Recreation Advisory Board scheduled to review grant applications. The presentation will be limited to a maximum of five minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material, which must be complete and clear to the reviewers.

This meeting is scheduled on: April 11, 2013 - Wilsonville City Hall – Council Chambers. 6:30pm.

- Please read the entire application before completing the information to be sure that your request satisfies the conditions of the grant.
- Please review the enclosed materials carefully and provide all the information requested.
Incomplete applications will not be considered.
- Completed applications must be received at the Wilsonville Community Center (7965 SW Wilsonville Road) on or before either of two deadlines each year:
 - a. *First Friday in October*
 - b. *First Friday in April*
 - c. *Applicants that do not meet these deadlines will be handled independently in consideration of the \$5,000 discretionary fund and reviewed at the discretion of the grant review body.*
Faxed or emailed applications will not be accepted.
- The City recommends applicants retain a copy of their completed application for ease in submitting project evaluations and final financial reports after project completion.

Applicant Criteria

- 1) Applicant must be an authorized official of a Wilsonville community organization, project, or charitable or non-profit organization. Organizations must have been in operation for at least twelve months prior to application, unless the Review Committee finds the organization to have a commensurate level of experience with project leadership and funds management.

- 2) Only one grant per year will be awarded to any one organization.
- 3) An organization will only be eligible for a grant if any previously awarded grant projects complied with grant procedures, including filing a final financial statement and project evaluation.

Types of Projects to be Considered

These are not exclusive categories, but are to be used by applicants and by the Review Committee as guidelines for the types of activities grant funds are intended for. The Review Committee will consider the uniqueness and the overall quality of each project.

- Projects, events, or services to further educational or artistic opportunities in the City of Wilsonville.
- Projects, events, or services to encourage and foster diversity in the Wilsonville community.
- Services or projects to encourage and foster advances in civic engagement or community leadership among Wilsonville's diverse community members.
- Services, projects, or events to involve Wilsonville's youth or elderly population in community activities.

Evaluation Criteria

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above.

All decisions of the Parks and Recreation Advisory Board will be final.

Please address each of the following items as you prepare your application:

- 1) The project must demonstrate a clear need for financial assistance. The review committee will consider factors such as the project's other available financial resources and the organization's total budget.
- 2) The project must demonstrate potential for promoting education, diversity, arts, civic engagement and community involvement in the City of Wilsonville.
- 3) The applicant must demonstrate the timeframe of the project, as defined or on-going.
- 4) The project must demonstrate it was not considered for funding, nor funded in part or whole under the City's Community Services Tourism/Match Grant.

Important Financial Information

- The maximum amount to be granted each fiscal year is limited to \$25,000. The number of applicants competing for the funds will limit the availability of full funding.
- The intent of this program is to provide funding to assist with community service projects. In order to distribute funds fairly and encourage new service opportunities the review committee will give some priority to first-time applicants.
- Any organization that does not complete its grant project or service must return any remaining grant funds to the City of Wilsonville.

- Please note that the Review Committee may award projects partial funding. If granted partial funds, an organization remains obligated to undertake its project or service as presented in its grant application, or decline the funding.
- Upon receipt of grant funds, an organization agrees to be bound to the commitments of its application. If the City determines that grant monies are used for any item not specified within the grant application the organization must return funds in question to the City of Wilsonville.
- The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served. *Report format is attached: See last page of this packet.*

Report must be filed within 60 days of completion of the project or event.

Application Packet Checklist

For your application packet to be considered complete, all of the following items must be included.

1. Grant Application, including:

_____ Application Cover Sheet (format provided)

_____ Qualifications: Provide a description of your organization, its qualifications for receiving funding and credibility to carry out this project and manage the funds. Include:

- a. Statement of the organization identity and purpose, who are its constituents and what is its service area.
- b. Provide a brief summary of the organization history and mission.
- c. Brief description of the organization's current programs, activities. What are its long range goals?
- d. Provide evidence of service statistics and recent accomplishments.

2. Copy of tax-exempt status determination letter. If not a non-profit organization, a letter describing the organizing body, its form and function and how it will be financially responsible for the grant funds.

3. Signatures and Certification Letter: Signed statement or letter from Board of Directors or meeting minutes that include the vote of approval for this grant application to be made in the organization's name and statement of the organization's commitment to use the funds as intended in the grant application.

This letter should be on letterhead and include a list of the board members.

4. Project Narrative – include:

- a. Needs statement (Define the community benefits to be addressed and the target population)
- b. Goals and objectives (Provide a goal statement for each benefit area to be addressed)
- c. Methodology (Provide a description or timeline of the methods or actions that will occur)
- d. Evaluation method (Provide a description of the outcomes or achievements that are expected at the end of the funding period.)

5. Budget Detail (format provided) _____
6. Final Report form (format provided) _____
7. Appendices (attach no more than 3 pages of support materials) _____

- **Please submit an original and Seven (7) copies of the grant application.**

If you have any questions, please contact:
Brian Stevenson, Recreation Coordinator
(503) 570-1523
stevenson@ci.wilsonville.or.us

**CITY OF WILSONVILLE – 2012/2013 OPPORTUNITY GRANT PROGRAM
APPLICATION COVER SHEET**

Each category of this application must be completed for this application to be accepted for review.

APPLICANT NAME _____

Registered Tax Exempt Number: _____

STREET ADDRESS _____
Street City State Zip

MAILING ADDRESS (If Different from street address) _____

CONTACT PERSON (Please Print) _____

Title _____

Address _____
Street City State Zip

Telephone _____ Cell _____

E-Mail _____ Fax _____

PROJECT TITLE: _____

Brief Project Description:

Project Duration: Start Date _____ Estimated Completion Date _____

TOTAL ORGANIZATION BUDGET	\$ _____
*TOTAL PROJECT BUDGET	\$ _____
APPLICANT CASH MATCH	\$ _____
IN-KIND RESOURCES	\$ _____
GRANT REQUEST	\$ _____

*Provide detail on budget page

BUDGET SUMMARY

Project narrative should reflect the expenses identified in the budget.

Organization Budget: This budget shows how this project fits into your whole organization. The project should be shown as a line in this budget.

Fiscal Year: _____ to _____

Income Sources	Amount	Expenses	Amount
Total Operating Income			

Project Budget: This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent.

Fiscal Year: _____ to _____

Income Sources	Amount	Expenses	Amount
Total Project Income		Total Project Expense	

CERTIFICATION: I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows:

“This project is made possible in part by a grant from the City of Wilsonville.”

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

Signature of Authorizing Official

Date

Print Name of Authorizing Official

PROJECT NARRATIVE

In this narrative, please address how your project or program meets a need for someone or something in the community. Priorities of this grant funding are for education, diversity, art and culture, or community engagement.

Identify your organization's goals for this project, using measureable amounts whenever possible. (consider the question: how will you know that you succeeded in your goals?)

How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)

If you were to create a marketing statement or slogan for your project, that would communicate the importance of this project to the review board, what would that be?

The project budget numbers should be related to the project activities stated in this narrative.

**PROJECT EVALUATION
GRANT FUNDING FOLLOW-UP**

This form and your final financial statement must be returned to Parks and Recreation within 60 days of your project completion.

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses, using the same Budget Summary form as in the original application.

2. Please List the activities of the program/project:

3. Approximately how many people benefitted from your project? How many of those people were Wilsonville residents?

4. What were some of the benefits that this project provided to the citizens of Wilsonville?

5. How were these benefits determined/measured?

6. Will this event or project be reoccurring? How do you anticipate funding the project in the future?

**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 15, 2013	Subject: Resolution No. 2412 Application for Metro Community Planning and Development Grant Staff Member: Chris Neamtzu Department: Planning	
Action Required <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: 	
Staff Recommendation: Approve the resolution in Attachment A to support, and intent to commit matching resources and funds to, the application for Metro grant funding of a Frog Pond / Advance Road Planning project.		
Recommended Language for Motion: I move to approve Resolution No. 2412.		
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Comprehensive Plan	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Staff is requesting a resolution in support of Wilsonville’s application for Metro grant funding of planning for future development of the Frog Pond and Advance Road areas (see Attachment A). The resolution will formalize Council’s support for the project and intent to commit a local match.

EXECUTIVE SUMMARY:

The Frog Pond / Advance Road Concept Plan project would develop plans supportive of the 2040 growth concept for two adjacent areas of land in Clackamas County, immediately east of Wilsonville, setting the stage for further public and private investment and development. The two areas are Frog Pond, which is in the UGB, and Advance Road, which is a designated Urban Reserve (see site map in Attachment B). The land will be planned for predominantly residential development. The City will lead the project, but engage the development community as stakeholders and advisors.

The source of the Community Planning and Development grant program is the Metro Construction Excise Tax, for which Wilsonville has collected over \$400,000. There will be approximately \$3.7 million available to fund projects throughout the region, and the application process is highly competitive.

At its meeting on February 4, 2013, the Council unanimously voted to support submission of a Letter of Intent to apply for a grant to fund this project. The final application is due on April 18, 2013 and it will be important to convince the selection committee that there is agreement by Council to support both submitting the application, and the resource commitment.

Staff is requesting approximately \$100,000 to fund Community Development staff time on the project, and approximately \$200,000 to fund consultant time (over the course of approximately two years). No matching funds are required for this grant. However, competitive applications will include both an in-kind match and matching funds. Staff recommends that the City commit to providing the following local match:

- Approximately \$30,000 in staff time
- Approximately \$16,000 in consultant time, already contracted to explore wastewater planning to serve the areas
- ~~\$30,000~~ **\$80,000** from system development charge fund

EXPECTED RESULTS:

The project would create one Concept Plan for the Frog Pond and Advance Road areas, and a Master Plan with implementing ordinances for the Frog Pond area.

TIMELINE:

The application is due April 18, 2013, and the grant will be awarded in June. If selected, the project would commence in the fall of 2013, following completion of intergovernmental agreements. The project as proposed would take a little over two years to complete.

CURRENT YEAR BUDGET IMPACTS:

The proposed fiscal year 2013-14 Community Development budget includes \$20,000 for the grant match. Staff has included the remaining \$10,000 in the proposed 2013-14 Community Development budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: _____ JEO _____ Date: 4/5/13 _____

The 2013-14 proposed budget includes sufficient appropriations for this project.

LEGAL REVIEW / COMMENT: *[Item must be sent to City Attorney for review.]*

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS:

Staff informed the Planning Commission about this grant application in February. In early March, staff sent a letter to each property owner in the Frog Pond and Advance Road areas to let them know about this grant application, and possible project.

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

The City is required to prepare a concept plan for the Frog Pond by the end of 2014; this grant is the most promising funding source for such work. Preparing a concept plan for both the Frog Ponds and Advance Road areas will be most cost-effective and most likely to lead to great outcomes. Preparing a master plan for the Frog Pond area immediately following the concept plan is the best way to expedite private investment and on-the-ground construction.

ALTERNATIVES:

Council may modify the City's proposed local match. However, staff does not recommend this as it will reduce the competitiveness of the City's application.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Resolution No. 2412
- B. Site map

RESOLUTION NO. 2412

A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING APPLICATION FOR A METRO COMMUNITY PLANNING AND DEVELOPMENT GRANT TO FUND CONCEPT PLANNING FOR THE FROG POND AND ADVANCE ROAD AREAS, AND A MASTER PLAN FOR THE FROG POND AREA

WHEREAS, the Metro Council brought an approximately 181-acre area located immediately east of the City of Wilsonville city limits, known as Frog Pond, into the Urban Growth Boundary in 2002, in anticipation of eventual annexation by the City for residential development; and

WHEREAS, the City's "20-Year Look" process identified the Advance Road area as the top-priority for future residential development in conjunction with the Frog Pond area; and

WHEREAS, the Frog Pond area currently lacks a concept plan to guide infrastructure planning and development but the City of Wilsonville is required to complete a concept plan for that area by the end of 2015; and

WHEREAS, the Advance Road area, consisting of approximately 316 acres, is located immediately east of the City of Wilsonville city limits and is located adjacent to the Frog Pond area; and

WHEREAS, these two urban growth expansion areas, together, comprise an approximately 497-acre area that could be concept planned together, thereby providing economies of scale for both land-use planning and infrastructure development; and

WHEREAS, Metro maintains a Metro Community Planning and Development Grant Program ("Grant Program") to help fund concept and master planning;

WHEREAS, under the requirements of Metro's Construction Excise Tax, the City of Wilsonville has collected and contributed over \$400,000 from building permits in support of this Grant Program; and

WHEREAS, the City now wishes to make application to the Grant Program for funds in the amount of \$350,000 to help cover the costs of concept planning for the Frog Pond and Advance Road areas and master planning for the Frog Pond area; and

WHEREAS, the application process allows the City to provide a level of match to any grant funds that may be awarded through the Grant Program.

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

1. The City Council supports the City of Wilsonville application for Metro's Community Planning and Development Grant Program to fund concept planning of the Frog Pond and Advance Road areas, and master planning of the Frog Pond area.
2. The Planning Director is authorized to file the application with Metro.
3. The City is authorized to contribute an in-kind match of staff time and resources, estimated to be valued at approximately \$50,000 (~~\$30,000~~ \$100,000 (~~\$80,000~~ in cash and \$20,000 in staff time or other resources), over the course of a two-year project.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this ____ day of _____, 2013, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Goddard

Councilor Fitzgerald

Councilor Stevens

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2013

APRIL

DATE	DAY	TIME	MEETING	LOCATION
4/1	Monday	7 p.m.	City Council meeting	Council Chambers
4/8	Monday	6:30 p.m.	DRB Panel A	Council Chambers
4/10	Wednesday	6 p.m.	Planning Commission	Council Chambers
4/11	Thursday	6:30 p.m.	Parks and Recreation Advisory Board	Council Chambers
4/15	Monday	7 p.m.	City Council meeting	Council Chambers
4/22	Monday	6:30 p.m.	DRB Panel B	Council Chambers
4/24	Wednesday	6:30 p.m.	Library Board meeting	Library

MAY

DATE	DAY	TIME	MEETING	LOCATION
5/6	Monday	7 p.m.	City Council meeting	Council Chambers
5/8	Wednesday	6 p.m.	Planning Commission	Council Chambers
5/9	Thursday	6 p.m.	Budget Committee meeting	Council Chambers
5/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
5/20	Monday	7 p.m.	City Council meeting	Council Chambers
5/22	Wednesday	6:30 p.m.	Library Board	Library
5/27	Monday	Memorial Day City offices closed		

COMMUNITY EVENTS:

WALK AT LUNCH

Wednesday, April 24, 2013 Noon



SMART is hosting **Walk SMART-Walk @ Lunch day.**

Turn a working lunch into a walking lunch! National Walk@Lunch Day helps you incorporate physical activity into your work day and encourages you to increase your daily physical activity by walking at lunch every day.



MOTHER SON BARN DANCE

Friday, May 10, 7-9 p.m.

Stein Boozier Barn in Murase Plaza, \$8 per person. Space is limited to 90 people. Register online at www.ci.wilsonville.or.us/parksandrec

WERK DAY

Saturday, May 11, 8 a.m. – 1 p.m.

Meet at the Community Center. Breakfast provided by Wilsonville Rotary Club, register in advance by calling 503-682-3727.



BULKY WASTE DAY

Republic Services will hold a bulky waste day on May 11 from 11 am until 3 pm. at 10295 SW Ridder Road in Wilsonville. They accept any of the following:

- dishwashers
- refrigerators
- stoves
- water heaters
- couches
- chairs
- tables
- mattresses

**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 15, 2013	Subject: Approval of property tax exemptions requests for Autumn Park Apartments, Charleston Apartments, Creekside Woods, Wiedemann Apartments and Rain Garden Apartments. Staff Member: Cathy Rodocker Department: Finance
Action Required	Advisory Board/Commission Recommendation
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments:
Staff Recommendation: Approve the consent agenda items for Resolutions No. 2407, 2408, 2409, 2410 and 2411.	
Recommended Language for Motion:	
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>	
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)
<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Each year property tax exemptions are requested for the properties located within the city limits that offer lower rent to families, seniors and individuals meeting the low income requirement. This requirement, set by the Federal Government, is 60% of the estimated state median income. For the current fiscal year, 60% of the state's median income for a family of 4 is \$42,574. The five complexes noted above have received property tax exemption status in previous years and are in compliance with the requirements stated in ORS 307.540-307.548.

EXECUTIVE SUMMARY:

Providing affordable housing in Wilsonville has been a long standing goal with City Council. Current and past Council have authorized five apartment complexes with a property tax exemption status. In total, 366 units are currently available for a low income housing rental rate reductions.

The properties requesting continuance of the property tax exemption status for low-income housing include:

- Autumn Park Apartments, 10920 SW Wilsonville Rd
NW Housing Alternatives: 144 units, Reduced rent = \$70/month per unit
- Charleston Apartments, 11609 SW Toulouse St
NW Housing Alternatives: 51 units, Reduce rent =\$40/month per unit
- Creekside Woods, 7825 SW Wilsonville Rd
NW Housing Alternatives: 84 units, Reduced rent =\$45/month per unit
- Rain Garden Apartments, 29197 SW Orleans Ave
Caritas Community Housing Corp: 29 units, Reduced rent =\$35/month per unit
- Wiedemann Apartments, 29940 SW Brown Rd,
Accessible Living, Inc: 58 units, Reduced rent = \$106/month per unit

In total, rents for low income families, seniors, and individuals will be lowered by approximately \$277K over a twelve month period.

EXPECTED RESULTS:

Council approval of consent agenda resolutions for the property tax exemption requests for Autumn Apartments, Charleston Apartments, Creekside Woods, and Rain Garden Apartments.

TIMELINE:

Applications for renewal requests are received by April 1st and approved by Council during the month of April. Initial property tax exemptions request are required to pay a \$250 application fee for each property. Renewal requests require a \$50 application fee. The City certifies the property tax exemption with the Assessor’s office at Clackamas County immediately following Council’s approval.

CURRENT YEAR BUDGET IMPACTS:

The assessed value of the all exempt properties totals \$15,526,127. Based on the City’s current tax rate of \$2.5206/\$1000, property tax revenues will be reduced in the amount of \$39,135 for next fiscal year.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: JEO Date: 4/5/13
The 2013-14 proposed budget sufficiently reflects the reduction in property taxes due to these exemptions.

LEGAL REVIEW / COMMENT:

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS: None.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Property tax exemptions assist in the availability of housing for low-income families and individuals.

ALTERNATIVES:

The property tax exemption may be removed if the property is being used for any purpose other than the provision of low income housing, or if the property is no longer eligible under the stated provisions of ORS 307.540 to 307.548. Section E of the renewal application requires the applicant to acknowledge compliance with the requirements.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Renewal Application, Rain Garden Apartments, Resolution No. 2407
- B. Renewal Application, Creekside Woods Apartments, Resolution No. 2408
- C. Renewal Application, Autumn Park Apartments, Resolution No. 2409
- D. Renewal Application, Charleston Apartments, Resolution No. 2410
- E. Renewal Application, Wiedemann Apartments, Resolution No. 2411

RESOLUTION NO. 2407

A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR RAIN GARDEN LIMITED PARTNERSHIP, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY CARITAS COMMUNITY HOUSING CORPORATION.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Caritas Community Housing Corporation, a not-for-profit organization, constructed the Rain Garden Apartments, an affordable housing development located at 29197 SW Orleans Avenue, Wilsonville OR; and

WHEREAS, the Rain Garden Apartments includes 29 residential units, for people with very low income; and

WHEREAS, Caritas Community Housing Corporation is currently seeking to preserve Rain Garden Apartments as affordable housing; and

WHEREAS, a property tax exemption is essential to Caritas Community Housing Corporation continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, Caritas Community Housing Corporation has requested a property tax exemption for its Rain Garden Apartment development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on the Caritas Community Housing Corporation development at Rain Garden Apartments; and

WHEREAS, Caritas Community Housing Corporation has received an exempt status from the West Linn-Wilsonville School District for the Rain Garden Apartments for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: Caritas Community Housing Corporation and its affordable housing development, Rain Garden Apartment development, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Rain Garden Apartment development from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2013.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
- a) Submission, to the City of Wilsonville's City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Rain Garden Apartment development.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this __ day of April, 2013, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder
SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Goddard
Councilor Fitzgerald
Councilor Stevens

APPLICATION

PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS

(For Office Use Only)

City of Wilsonville, Oregon

\$250 Application Fee _____

Date Received: _____

\$50 Renewal Fee _____

Receipt No. _____

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Section A – Applicant Information

Corporate Name: Rain Garden Limited Partnership

Address: c/o Caritas Community Housing Corporation

2740 SE Powell Blvd. Portland, OR 97202

Telephone: (503) 688-2651

Business

Residence (Optional)

Email Address: sperez@catholiccharitiesoregon.org

Chief Executive Officer: Pietro Ferrari

Contact Person: Sandra Perez

Telephone: (503) 688-2651

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Rain Garden Limited Partnership

Property Address: 29197 SW Orleans Avenue, Willsonville, OR 97070

Assessor’s Property Tax Account Number(s): 31W15DB07500

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 29

Number of residential units occupied by very low-income people: 29

Total square feet in building: 21,243

Total square feet used to house very low-income people⁴ : 21,243

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

Caritas Community Housing Corporation (CCHC) a subsidiary of Catholic Charities, in August of 2008 stepped in as the non-profit sole member of the ownership entity general partner, Rain Garden GP LLC, replacing Cascadia Housing Inc. CCHC is responsible for ensuring that all operating costs are paid, including taxes due. The very low- income residents of Rain Garden are charged rents well below market. The saving realized from the property tax exemption are passed through to reduce rents. _____

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$35 mo/unit

2. Provide grater services to your very log income residential tenants? Yes No.

3. If yes, in what way(s)? Rain Garden residents require a certain level of residents' services to be provided to support their tenancy. With the tax exemption we're able to support those services

4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: Contributes to have a project financially stable, so we can maintain the property in good condition w/o increasing rents.

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

By: *Pietro Ferrari*
Agency Chief Executive Officer (Signature)

Pietro Ferrari
Agency Chief Executive officer (Print or typed)

For: Caritas Community Housing Corporation, sole member of Rain Garden GP LLC, General Partner of Rain Garden LP

Corporate Name (Print or type)

Subscribed and sworn to before me this 26th day of March, 2013.

John Jairo Herrera Cardona
Notary Public For Oregon
My Commission Expires: Sept. 27, 2013



RESOLUTION NO. 2408

A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR CREEKSIDE WOODS LP, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY NORTHWEST HOUSING ALTERNATIVES, INC.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Northwest Housing Alternatives (NHA), a not-for-profit organization, constructed the Creekside Woods LP, an affordable housing development located at 8725 SW Wilsonville Road, Wilsonville OR; and

WHEREAS, the Creekside Woods LP includes 84 residential units, for people with very low income; and

WHEREAS, NHA is currently seeking to preserve Creekside Woods LP as affordable housing; and

WHEREAS, a property tax exemption is essential to Creekside Woods LP's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, NHA has requested a property tax exemption for its Creekside Woods LP development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on Creekside Woods, LP; and

WHEREAS, NHA has received an exempt status from the West Linn-Wilsonville School District for the Creekside Woods LP for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: NHA and its affordable housing development, Creekside Woods LP, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Creekside Woods LP from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2013.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
a) Submission, to the City of Wilsonville's City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Creekside Woods LP.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this ___ day of April, 2013, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Goddard
Councilor Fitzgerald
Councilor Stevens

APPLICATION

**PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS**

(For Office Use Only)

City of Wilsonville, Oregon \$250 Application Fee _____
Date Received: _____ \$50 Renewal Fee _____
Receipt No. _____

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Section A – Applicant Information

Corporate Name: Northwest Housing Alternatives, Inc.

Address: 2316 SE Willard St., Milwaukie, OR 97222

Telephone: (503) 654-1007
Business Residence (Optional)

Email Address: hackworth@nwhousing.org

Chief Executive Officer: Martha McLennan

Contact Person: Ray Hackworth Telephone: (503) 654-1007

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Creekside Woods Limited Partnership

Property Address: 7825 SW Wilsonville Rd., Wilsonville, OR 97070

Assessor's Property Tax Account Number(s): 05022666

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 84

Number of residential units occupied by very low-income people: 84

Total square feet in building: 73,042

Total square feet used to house very low-income people⁴ 73,042

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered "no" to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes _____ No If so, by approximately how much? \$45/unit/month

2. Provide grater services to your very log income residential tenants? Yes _____ No.

3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents.

4. Provide any other benefit to your very low-income residential tenants? _____ Yes No.
If yes, please explain: _____

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

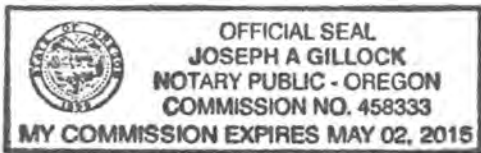
By: 
 Agency Chief Executive Officer (Signature)

Martha McLennan
 Agency Chief Executive officer (Print or typed)

For: Northwest Housing Alternatives Inc.
 Corporate Name (Print or type)

Subscribed and sworn to before me this 19 day of March, 2013.

JAG
 Notary Public For Oregon
 My Commission Expires: 5/2/2015



RESOLUTION NO. 2409

A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR AUTUMN PARK APARTMENTS, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY NORTHWEST HOUSING ALTERNATIVES, INC.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Northwest Housing Alternatives (NHA), a not-for-profit organization, has owned and maintained Autumn Park, an affordable housing development located at 10920 S.W. Wilsonville Road; and

WHEREAS, Autumn Park includes 144 residential units, for people with very low income; and

WHEREAS, NHA is currently seeking to preserve Autumn Park as affordable housing; and

WHEREAS, a property tax exemption is essential to Autumn Park's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, NHA has requested a property tax exemption for its Autumn Park development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise of more than 51% of the total combined rate of taxation on Autumn Park Apartments; and

WHEREAS, NHA has received that the West Linn-Wilsonville School District exempt Autumn Park from property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: NHA and its affordable housing development, Autumn Park, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Autumn Park Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2013.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
a) Submission, to the City of Wilsonville's City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Autumn Park Apartments.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this ____ day of April, 2013 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES;

Mayor Knapp

Council President Starr

Councilor Goddard

Councilor Fitzgerald

Councilor Stevens

RESOLUTION NO. 2409

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APPLICATION

**PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS**

(For Office Use Only)

City of Wilsonville, Oregon \$250 Application Fee _____
Date Received: _____ \$50 Renewal Fee _____
Receipt No. _____

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Section A – Applicant Information

Corporate Name: Northwest Housing Alternatives, Inc.
Address: 2316 SE Willard St., Milwaukie, OR 97222

Telephone: (503) 654-1007
Business Residence (Optional)

Email Address: hackworth@nwhousing.org
Chief Executive Officer: Martha McLennan
Contact Person: Ray Hackworth Telephone: (503) 654-1007

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Autumn Park Apartments

Property Address: 10920 SW Wilsonville Rd., Wilsonville, OR 97070

Assessor's Property Tax Account Number(s): C127801

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 144

Number of residential units occupied by very low-income people: 144

Total square feet in building: 116,928

Total square feet used to house very low-income people⁴ 116,928

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered "no" to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes _____ No If so, by approximately how much? \$70/unit/month
2. Provide grater services to your very log income residential tenants? Yes _____ No.
3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents.
4. Provide any other benefit to your very low-income residential tenants? _____ Yes No.
If yes, please explain: _____

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

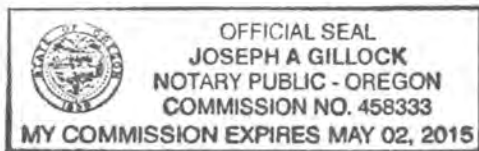
By: 
Agency Chief Executive Officer (Signature)

Martha McLennan
Agency Chief Executive officer (Print or typed)

For: Northwest Housing Alternatives Inc.
Corporate Name (Print or type)

Subscribed and sworn to before me this 19 day of March, 2013.

JAG -
Notary Public For Oregon
My Commission Expires: 5/2/2015



RESOLUTION NO. 2410

A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR CHARLESTON APARTMENTS, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY NORTHWEST HOUSING ALTERNATIVES, INC.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Northwest Housing Alternatives (NHA), a not-for-profit organization, constructed the Charleston Apartments, an affordable housing development located at 11609 SW Toulouse St., Wilsonville OR; and

WHEREAS, the Charleston Apartments includes 15 units reserved for people with chronic mental illness and the 36 units designated as affordable housing; and

WHEREAS, NHA is currently seeking to preserve the Charleston Apartment's as affordable housing; and

WHEREAS, a property tax exemption is essential to Charleston Apartment's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, NHA has requested a property tax exemption for its Charleston Apartment development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on Charleston Apartments; and

WHEREAS, NHA has received an exempt status from the West Linn-Wilsonville School District for the Charleston Apartments for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: NHA and its affordable housing development, Charleston Apartments, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Charleston Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2013.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
a) Submission, to the City of Wilsonville's City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Charleston Apartments.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this ____ day of April 2013, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Goddard
Councilor Fitzgerald
Councilor Stevens

APPLICATION

**PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS**

(For Office Use Only)

City of Wilsonville, Oregon \$250 Application Fee _____
Date Received: _____ \$50 Renewal Fee _____
Receipt No. _____

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Section A – Applicant Information

Corporate Name: Northwest Housing Alternatives, Inc.
Address: 2316 SE Willard St., Milwaukie, OR 97222

Telephone: (503) 654-1007
 Business Residence (Optional)

Email Address: hackworth@nwhousing.org

Chief Executive Officer: Martha McLennan

Contact Person: Ray Hackworth Telephone: (503) 654-1007

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Charleston Limited Partnership

Property Address: 11609 SW Toulouse St., Wilsonville, OR 97070

Assessor's Property Tax Account Number(s): 3S1W15 02907

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 52

Number of residential units occupied by very low-income people: 51

Total square feet in building: 35,493

Total square feet used to house very low-income people⁴ 35,493

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered "no" to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes _____ No If so, by approximately how much? \$40/unit/month
2. Provide grater services to your very log income residential tenants? Yes _____ No.
3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents.
4. Provide any other benefit to your very low-income residential tenants? _____ Yes No.
If yes, please explain: _____

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

By: 
 Agency Chief Executive Officer (Signature)

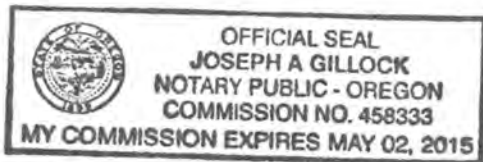
Martha McLennan
 Agency Chief Executive officer (Print or typed)

For: Northwest Housing Alternatives Inc.
 Corporate Name (Print or type)

Subscribed and sworn to before me this 19 day of March, 2013.

JAG -

Notary Public For Oregon
 My Commission Expires: 5/2/2015



RESOLUTION NO. 2411

A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR WIEDEMANN PARK, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY ACCESSIBLE LIVING, INC.

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Accessible Living, Inc., a not-for-profit organization, owns and manages the Wiedemann Park Apartments, an affordable housing development located at 29940 SW Brown Road, Wilsonville OR; and

WHEREAS, the Wiedemann Park Apartments includes 58 residential units, for seniors with very low income; and

WHEREAS, Accessible Living, Inc., is currently seeking to preserve Wiedemann Park as affordable housing; and

WHEREAS, a property tax exemption is essential to Accessible Living, Inc's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, Accessible Living Inc. has requested a property tax exemption for its Wiedemann Park development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on Accessible Living Inc.'s development at Wiedemann Park; and

WHEREAS, Accessible Living, Inc. has received an exempt status from the West Linn-Wilsonville School District for the Wiedemann Park Apartments for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: Accessible Living, Inc. and its affordable housing development, Wiedemann Park Apartments, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Accessible Living, Inc. from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2013.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
a) Submission, to the City of Wilsonville's City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Creekside Woods LP.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this ____ day of April, 2013, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Goddard

Councilor Fitzgerald

Councilor Stevens

APPLICATION

**PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS**

(For Office Use Only)

City of Wilsonville, Oregon

\$250 Application Fee _____

Date Received: _____

\$50 Renewal Fee _____

Receipt No. _____

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Section A – Applicant Information

Corporate Name: Accessible Living, Inc.

Address: 6160 SW Main St. Beaverton, OR 97008

Telephone: 503-272-8908
Business

503-740-3931
Residence (Optional)

Email Address: karenv@housingindependence.org

Chief Executive Officer: Karen Voiss

Contact Person: Karen Voiss

Telephone: 503-272-8908

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Wiedemann Park Apartments Limited Partnership

Property Address: 29940 SW Brown Road Wilsonville, OR 97070

Assessor's Property Tax Account Number(s): #00810590, #05001064

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 58

Number of residential units occupied by very low-income people: 58

Total square feet in building: 45,999

Total square feet used to house very low-income people⁴ 45,999

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered "no" to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$73,896
2. Provide grater services to your very log income residential tenants? Yes No.
3. If yes, in what way(s)? The exemption will ensure resident services continue to be provided per OHCS Management plan.
4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: _____

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

N/A

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

By: Karen A. Voiss
Agency Chief Executive Officer (Signature)

Karen A. Voiss
Agency Chief Executive officer (Print or typed)

For: Access.ble Living Inc.
Corporate Name (Print or type)

Subscribed and sworn to before me this 27th day of March, ~~2010~~ 2013

Sarita Kearns
Notary Public For Oregon
My Commission Expires: 09-18-15



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: 4/15/2013	Subject: Resolution No. 2413 Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives Staff Members: Economic Development Team: Stephan Lashbrook, Mark Ottenad and Kristin Retherford Departments: Transit/Administration/Community Dev.	
Action Required	Task Force Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: The Economic Development Strategy Task Force on Business Attributes and Incentives has completed a set of recommendations for City Council consideration.	
Staff Recommendation: Staff recommends that the City Council adopt Resolution No. 2413.		
Recommended Language for Motion: I move to approve Resolution No. 2413.		
PROJECT / ISSUE RELATES TO:		
<input checked="" type="checkbox"/> Council Goals/Priorities Implements the 2012 Wilsonville Economic Development Strategy.	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

The Economic Development Strategy Task Force on Business Attributes and Incentives has completed a set of recommendations for City Council consideration.

EXECUTIVE SUMMARY:

Between November 2012 and March 2013, City staff members have worked with Terry Moore of the ECONorthwest consulting firm in facilitating the discussions of the Task Force. Council President Starr served as an ex-officio member and chaired the Task Force meetings.

This matter comes before the Council on April 15 because that is also the date that the Urban Renewal Agency Board will be considering a Resolution to implement the process of creating new Tax Increment Financing Zones, as supported by Wilsonville's voters in March 2013.

Please see Attachment 2 the complete set of "Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives"; an executive summary of the Task Force recommendations appears on pages 1-2.

EXPECTED RESULTS

If the Council accepts the recommendations of the Task Force, it will be establishing City policy in terms of the provision of incentives for economic development, especially in terms of:

1. The reuse of under-utilized warehouse buildings;
2. Large traded sector headquarters;
3. Greenfield industrial developments; and
4. New medium sized manufacturing operations.

TIMELINE

The implementation of the Task Force recommendations will occur incrementally, over some time. That implementation process has already begun with the March election, but numerous other steps will follow over the next few years, especially as the Coffee Creek and Basalt Creek industrial areas move towards development.

CURRENT YEAR BUDGET IMPACTS

The Task Force recommendations are expected to have some budgetary implications. Implementation will certainly require considerable staff time involving the City's internal economic development team as well as staff from the City Attorney's office and the City Manager. Additionally, consultant assistance will be needed, particularly in dealing with the preparation of Urban Renewal plans and reports.

FINANCIAL REVIEW / COMMENTS

Reviewed by: JO Date: 4/5/2013

Adoption of the task force recommendations do not carry any immediate budget impacts; however, implementing specific initiatives may have budget impacts that need additional review.

LEGAL REVIEW / COMMENT

Reviewed by: MEK Date: 4/8/2013

Approved as to form.

COMMUNITY INVOLVEMENT PROCESS

All meetings of the Task Force were open to the public. Additionally, the work products of the Task Force have been placed on the City website for public review.

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

The community overall benefits by having a well-defined set of policies and activities for economic development. If enacted, individual businesses will eventually be the beneficiaries of incentives put in place as a result of these recommendations.

ALTERNATIVES:

The City Council has three alternatives for consideration:

1. Adopt the Task Force Recommendations;
2. Elect not to adopt the Task Force Recommendations; or
3. Select specific recommendations for implementation while delaying or rejecting others.

CITY MANAGER COMMENT:

ATTACHMENTS

1. Attachment 1, Resolution No. 2413
2. Attachment 2, Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives, March 2013

RESOLUTION NO. 2413

A RESOLUTION OF THE WILSONVILLE CITY COUNCIL, ADOPTING THE RECOMMENDATIONS OF THE ECONOMIC DEVELOPMENT STRATEGY TASK FORCE ON BUSINESS ATTRIBUTES AND INCENTIVES

WHEREAS, while the City of Wilsonville has had a successful history of recruiting and retaining businesses that support the community in a variety of ways and add to the overall quality of life, it is recognized that Wilsonville must compete with other communities for desirable business development and investment; and

WHEREAS, the City Manager appointed an Economic Development Advisory Committee (EDAC) to work with the staff and consultants in preparing an Economic Development Strategy; and

WHEREAS, the City Council, having accepted the recommendations of the Economic Development Advisory Committee, in August of 2012 adopted an Economic Development Strategy to guide the City's efforts to continue to improve the local economy; and

WHEREAS, the City Council, upon adopting the Economic Development Strategy, concurred with the staff recommendation that a separate task force be appointed with the following two charges from the Economic Development Strategy:

- Action 1.1, describe business attributes and impacts that are supportive of Wilsonville's economic and community development goals. Create a task force to consider, make recommendations, and deliver a report to City officials and staff on the desired community impacts of businesses, without singling out the specific types of businesses that the City should try to attract to Wilsonville; and
- Action 6.2, develop criteria to guide the use of incentives to attract or retain businesses. Create a task force that will recommend criteria for the use of incentives to attract or retain businesses. The criteria should describe (1) where incentives would be used, (2) what businesses would qualify for incentives and under what conditions, (3) what types of incentives would be available to businesses, (4) the funding sources to support the incentives, and (5) expectations of businesses given incentives.

WHEREAS, the Task Force was empaneled and met seven times over the course of five months and ultimately crafted a set of recommendations to the City Council contained in a document titled "Recommendations of the Task Force on Incentive for Economic Development"; and

WHEREAS, all meetings of Task Force were open to the public, and did, in fact, receive regular attendance by members of the public, some of whom participated in Task Force discussions; and

WHEREAS, the staff recommends that the City Council approve this Resolution to adopt the Recommendations of the Task Force and to set into action their implementation.

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

1. Based on the above recitals, which are incorporated herein, the City Council does hereby adopt the Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives, March 2013, marked Exhibit A.
2. The City Council thanks and commends the members of the Task Force for their work on the Economic Development recommendations.
3. The City Manager is hereby directed to report regularly to the City Council on the implementation of the Task Force recommendations.
4. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting on April 15, 2013, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Sandra C. King, City Recorder, MMC
SUMMARY OF VOTES:

Mayor Knapp - ____
Council President Starr - ____
Councilor Goddard - ____
Councilor Stevens - ____
Councilor Fitzgerald ____

City of

WILSONVILLE

OREGON



City of Wilsonville:

Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives

**Part 2 of the Economic
Development Strategy**

March 2013

Economic Development Strategy Task Force Members

City Council President Scott Starr, Chair
(ex-officio)

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Vince Alexander (resigned Dec. 2012)

Mychelle Ashlock

Lita Colligan

Catherine Comer (resigned March 2013)

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Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives

Part 2 of the Economic Development Strategy

March 2013

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Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives

Part 2 of the Economic Development Strategy

March 2013

Executive Summary

In August 2012, Wilsonville's City Council adopted an *Economic Development Strategy*, which was created with the assistance of an Economic Development Strategy Advisory Committee. The *Strategy* recommended follow-up actions to address whether financial incentives were appropriate to recruit or retain businesses and, if so, what kinds of incentives would be appropriate and under what circumstances.

At the direction of City Council, the City Manager created a 21-member Economic Development Strategy Task Force from a wide cross-section of community volunteers and charged it with discussing issues about potential use of financial incentives for economic development and formulating recommendations to the City Council. Around the same time, a significant employer with a local presence confidentially approached City staff about the available incentives that the City would be willing to provide if that company were to expand and make major new investments in Wilsonville. This company made it clear that Wilsonville would be competing with other communities (with established incentive programs for business recruitment) where the company might choose to relocate.

Task Force process

The Task Force spent its first few meetings focused on the possible incentives for a large employer with a highly-paid workforce and plans to make major capital investments in Wilsonville, and the Task Force quickly established that any incentives should apply broadly and not just to one specific company. As a result, the Task Force supported the ballot measure that was approved by 79% of Wilsonville voters in a special election held on March 12, 2013, supporting the creation of Tax Increment Financing (TIF) Zones at specific industrial sites.

Moving beyond discussion of the specific TIF Zone incentive, the Task Force considered additional "opportunities" where businesses might seek a variety of incentives from the City. After considerable discussion, only four of the ten total opportunities (including the one that led to the ballot measure) were deemed worthy of further consideration at this time. The Task Force concluded that those four opportunities required consideration of both desirable business *attributes* (their presence and amount) and the *criteria* by which the City should decide whether to offer incentives, and in what amounts.

The Task Force agreed upon a set of principles and assumptions that guided its discussions:

- Support the Vision of the adopted *Economic Development Strategy*;
- Focus on the return on investment that the City will receive from incentives;
- Focus on the big picture of policy, not on the details;
- Incentives for small businesses matter, but they are not the focus of this effort;
- Focus on *special* incentives, not on things that are routinely offered;
- Do not focus on a few targeted industries; and
- Avoid long-term financial liabilities for the community.

Task Force recommendations

The Task Force recommends offering specific incentives for four types of opportunities, when businesses had specific business attributes. The Task Force identified the business attributes that businesses should have if they are to be offered incentives. They were: (1) number of new jobs a business might bring, especially those with higher than average wage; (2) development proposals in locations that the community supports for development or redevelopment; (3) efficient use of existing infrastructure (e.g., roads, water or wastewater); return on investment; and likelihood of business success.

Opportunity #1 – Reuse of vacant warehouses.

The Task Force recommends the use of TIF Zones, as approved by the voters.

Opportunity #2 – Large traded-sector headquarters campus.

The Task Force recommends the use of:

- TIF Zones
- Urban Renewal Districts
- Local Improvement Districts
- SDC Financing or Credits

Opportunity #3 – Greenfield industrial development.

The Task Force recommends the use of:

- Master Planning Assistance
- Local Improvement Districts
- TIF Zones
- Urban Renewal Districts
- SDC Financing or Credits

Opportunity #4 – New medium-sized manufacturing.

The Task Force recommends the use of:

- Local Improvement Districts
- SDC Financing or Credits
- Tenant improvement grants or loans

The Task Force called upon the City Council and staff to continue examining appropriate incentives for the retention of small businesses that are critical to the fabric of the community.

Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives

Part 2 of the Economic Development Strategy

March 2013

I. BACKGROUND

In February 2012 the City of Wilsonville established an Economic Development Advisory Committee. That Committee met for six months and submitted a proposed *Economic Development Strategy* to the City Council in August 2012. That document described vision and principles for City economic development, and recommended 12 actions that it described in some detail. After review and deliberation, the Council adopted that strategy as City policy.¹

Objectives of the Task Force

All of the actions require additional work for implementation, but the strategy noted two in particular as needing more research and discussion, and recommended a task force be created:

- **Action 1.1, describe business attributes and impacts that are supportive of Wilsonville's economic and community development goals.** Create a task force to consider, make recommendations, and deliver a report to City officials and staff on the desired community impacts of businesses, without singling out the specific types of businesses that the City should try to attract to Wilsonville.
- **Action 6.2, develop criteria to guide the use of incentives to attract or retain businesses.** Create a task force that will recommend criteria for the use of incentives to attract or retain businesses. The criteria should describe (1) where incentives would be used, (2) what businesses would qualify for incentives and under what conditions, (3) what types of incentives would be available to businesses, (4) the funding sources to support the incentives, and (5) expectations of businesses given incentives.

The two actions are related: desirable business *attributes* (their presence and amount) should logically be some of the *criteria* by which the City decides whether to offer incentives, and in what amounts. To address Actions 1.1 and 6.2, the City formed the *Economic Development Strategy Task Force*. The Task Force met seven times from November 2012 through March 2013. **This document contains recommendations of the Economic Development Strategy Task Force regarding business attributes and City incentives for stimulating economic development.**

¹ See Appendix D for a summary of the Economic Development Strategy.

At the request of the City Council, the first three meetings of the Task Force (November and December 2012) addressed a specific application of incentives (a tax-increment funding zone for specific sites in Wilsonville with vacant or underutilized warehouses) that was of pressing concern to the Council. The recommendations of the Task Force on that issue contributed to a City Council decision in December 2012 to seek direction from Wilsonville voters about the proposed TIF Zones in a citywide ballot on March 12. Voters approved the recommendations.

From January through March 2013 the Task met to consider a broader range of business types, locations, and incentives than the ones on the March ballot. The fundamental question the Task Force addressed was: *Should the City provide special incentives to encourage the location or expansion of certain types of businesses in Wilsonville?*

The Task Force decided that it would not review and revise its recommendations based on the results of the March citizen advisory vote.² The Task Force views its task as advising the City Council on the opinions of Task Force members, most of whom are business owners or managers, or staff at public agencies with a direct experience or a stake in economic development. The Task Force leaves to the City Council the task of weighing the recommendations in this report against information from other sources (including the March ballot measure), and of making decisions on City policy with respect to incentives for economic development.

To assist the City Council in understanding the reasons for the recommendations, **Section II provides a framework of definitions, principles, and assumptions** that the Task Force developed during its deliberations. **Section III summarizes the recommendations.** **Section IV provides supporting material.**

II. FRAMEWORK

This section describes how the Task Force chose to address its task: how it refined the questions it was to answer, its scope of work, and its methods; and the principles and assumptions it used to come to its recommendations.

Context

Should the City provide special incentives to encourage the location or expansion of certain types of businesses in Wilsonville? The Task Force framed its discussion of that question in the context of potential benefits and costs to the City:

- **Benefits:** What would the City be likely to receive if it were to get additional business activity within its city limits? The benefits from additional business activity are highly

² The Task Force gave its directions to staff on the content of its recommendations at its meeting on 28 February, before the March vote.

correlated to the positive attributes of businesses, so this question addresses Action 1.1: describe business attribute supportive of Wilsonville's economic development goals.

- **Costs:** What would the City be likely to pay to get that additional business activity? The costs to the City are highly correlated with the incentives it offers, so this question addresses Action 6.2: develop criteria to guide the use of incentives.

During its discussion of desirable business *attributes*, the Task Force found that the large number of possible attributes made it difficult to get to specific recommendations, applicable in all situations, about the level of incentives those attributes might merit. The Task Force tried a different tack, looking at important *development problems or opportunities* that increased economic activity, and what incentives would be appropriate to address these problems or opportunities.

The structure and content of the March ballot measure reflects this thinking by the Task Force. The ballot measure addresses (1) a specific economic development *opportunity* (the redevelopment and reuse of large vacant buildings by large users) which, if capitalized on, would presumably provide benefits to the City; (2) a list of (beneficial) *attributes* that a business requesting incentives should have, and some bounds on the levels of those attributes (e.g., number of jobs, average wages); and (3) the type and level (in a range) of *incentives* that the City would be prepared to offer to get the new development and capitalize on the opportunity.

The Task Force found, however, that the number of potential problems, opportunities, business attributes, and incentives made it untenable to specify every combination. It discussed and agreed upon this hierarchy for its recommendations:

- **Opportunities.** Opportunities include the resolution of Problems, so both are addressed here. What kinds of opportunities merit special incentives beyond the standard ones the City already provides?³ This is a "first-cut" criterion. If a business / development proposal is addressing what the City has identified as an opportunity of importance (i.e., one expected to benefit the City and its residents and, hence, potentially worthy of some assistance via incentives), then it moves to the next level of evaluation.
 - **Business attributes.** If a business is addressing an opportunity on the City's list at some threshold level, it could proceed to the next level: what type and amount of desirable effects for the City (its positive attributes) does it expect to deliver? The Task Force provided a long list of desirable attributes, and made judgments about the ones it thought most important. The Task Force left to City Council and staff, however, the policy and administrative tasks of specifying the combination and level of attributes that would match to a combination and level of incentives.
 - **Incentives.** These are the costs the City must incur to increase the probability that it will have development that will solve problems or capitalize on opportunities that the City identifies as important. All of the incentives provide some benefit (most often a cost reduction) to a business (or to an owner of a business property or a

³ See below for a definition of special and standard incentives.

developer of business space) at some *cost* to some public agency and the tax- or rate-payers that support it. The City should be looking to receive benefits that merit the costs of the incentives, where benefits are “things of value that businesses receiving incentives provide for the City,” and are approximately the same as “business attributes.”

In short, the Task Force considered types of situations and businesses where City incentives to property owners, developers, and businesses might merit consideration.

Regarding incentives, the Task force distinguished between standard incentives and special incentives. *Standard incentives* were also referred to as “existing” incentives or “soft” incentives. A standard incentive means the City already provides it, or could provide it, and should provide it for any business that requests it (e.g., efficient permitting, connections to other business-assistance organizations, provision and maintenance of City infrastructure and services). *Special incentives* were also referred to as “new” incentives or “hard” incentives. They generally require some type of new (special) City budget allocation (at least of staff time, if not direct dollars).

In its discussions the Task Force generally defined hard incentives to include both (1) incentives that are specific to a business and development proposal, and (2) City expenditures made to increase the availability of ample, development-ready land for business development in the future. City staff opined to the Task Force that (1) the original intent of the Economic Development Strategy (Actions 1.1 and 6.2) was to address special incentives for special business opportunities, and (2) an evaluation and potential expansion of standard incentives was something that the City staff would address as part of other actions recommended in the Economic Development Strategy (including, most directly, Actions 6.3 and 6.4).

Principles and assumptions

To focus its efforts, the Task Force had discussions that led to agreement on some assumptions about the scope and principles for its evaluation of incentives. Some have been covered previously, but are repeated here for completeness:

- **Explicitly connect the discussion and decision on incentives to the vision statement in the City’s adopted *Economic Development Strategy* (or a revised vision).**⁴ The Task Force noted the obvious and important connection: the vision is, in one sense, a statement about what benefits the City hopes that incentives will deliver. The Task Force acknowledged that the connection of the reason for incentives to the vision could be better, and considered redoing the vision statement, and then tying that statement more directly to (1) business attributes, and (2) principles for thinking about incentives (e.g., use in limited cases, for these types of problems and opportunities). Ultimately, however,

⁴ See Appendix D for a summary of the Strategy’s vision and recommended actions.

the Task Force concluded (1) that revisiting the vision statement was not essential to the discussion and (2) it would take time away from the discussion that is essential.

- **Frame the discussion of incentives in terms of what the City gets and what it has to pay to get it.** This point is discussed in “Context” above. The Task Force wants private-sector development that helps solve problems or helps the City capitalize on opportunities related to economic and physical development. One way to measure the benefits of that help is to look at the attributes of the development and the businesses that will occupy it. The Task Force worked on the assumption that it could find a reasonable correlation between business attributes (especially type, size, and location, but many other attributes as well—e.g., community involvement, integrity) and benefits to the City. The costs to the City are the incentives it has to offer (direct fiscal costs) and other spillover costs of the development.
- **Focus on the big picture for policy, not the details of implementation.** The Task Force strongly supports City use of measurable criteria in all situations where the City is deciding whether to offer incentives at all and, if so, at what level. The Task Force concluded, however that the many combinations of economic development problems and opportunities, business types, business attributes, and potential incentives put the development of measurable criteria for all possible combinations of those factors beyond its reach. The Task Force concluded (1) that a scoring system was not essential at this point, (2) such systems are often developed and administered by staff, and (3) the Task Force should focus on giving policy guidance about appropriate incentives and let staff develop specific procedures consistent with those guidelines.
- **Incentives for smaller, local businesses are important, but are not the focus of this study.** The Task Force focused on big development issues and big development. It noted the importance of smaller and local businesses, and of having excellent City services (“soft” incentives) to support those businesses. It felt that there could be a justification for having additional incentives for such businesses, but left the development of policy and implementation tools to the City Council or to City staff.
- **Focus on *special* incentives that the City can offer.** Incentives should be used in special, limited cases, not in broad applications. *Standard* and *non-City* assistance are not the focus of the Task Force recommendations. Rather, the focus is on *special* assistance offered by the City (not other agencies) to address important (big) problems or opportunities.
- **Do not narrow the scope of incentives to a few “target industries.”** The Task Force focused on business attributes (applicable to any business). Action 1.1 states that the Task Force should address “desired community impacts of businesses [in the context of this document: ‘business attributes’], without singling out the specific types of businesses...”
- **Avoid long-term liabilities.** Task Force members preferred incentives that were funded by foregone revenue to those that incurred a future liability for the City to fund from other sources. For example, tax-increment financing (when it provides its intended economic stimulus) is ultimately funded by “new” property tax revenues: ones that, but for the new development, a city would not have. In contrast, an incentive that would

relieve a business from its obligation to pay certain utility fees into the future would create a future liability that would have to be funded from other sources, or which would shift the financial burden to existing users

III. RECOMMENDATIONS

Introduction

This document explained previously that there are many combinations of problems, opportunities, business attributes, and incentives. The result is not only that there are more possibilities than the Task Force can reasonably be expected to describe and offer recommendations about, but also that there are several different ways the document could organize the recommendations it is making. In the lists that follow, items “above the line” are Task Force recommendations; items “below the line” in gray are lower priorities. Numbers are for ease of reference and do not imply a ranking for implementation.

Overview of recommendations

Opportunities meriting incentives

The Task Force evaluated ten opportunity scenarios (listed below). It concluded that Wilsonville should consider providing incentives for the first three opportunities listed below and, under certain conditions, the fourth. The first opportunity is almost identical to the one that was the subject of the City-wide advisory vote in March 2013.

1. High-tech reuse of vacant warehouse space
2. Large traded-sector headquarters campus
3. Greenfield industrial development
4. New medium-sized manufacturing

5. Town Center redevelopment
6. New manufacturing, small
7. Food manufacturer, expansion
8. Class 'A' office
9. Small retail
10. Sole proprietor

Business attributes

The Task Force identified sixteen business attributes. In an internal survey, the Task Force members identified six attributes as most important when evaluating opportunities, but did not prioritize those six because they all are considered to be important.

1. Number of new jobs
 2. Proposing development in areas that Wilsonville wants to develop (or redevelop)
 3. Net fiscal benefit on public return on investment in the incentive
 4. Wages higher than the City's average (or median)
 5. Likelihood of business success
 6. Efficient use of existing infrastructure
-
7. Part of an existing business cluster in Wilsonville
 8. Triple bottom line ('people, planet, profit')
 9. Traded-sector business
 10. Net fiscal benefit from taxes
 11. Business growth potential
 12. Evidence of bringing value to the community from the prior community
 13. Locally grown business
 14. Family-friendly or family-supportive business practices
 15. Environmental stewardship
 16. Diverse types of jobs

Incentives

The Task Force considered many types of incentives. Of the ten incentives that made the first cut, seven were supported by a majority of Task Force members for at least one (often more) of the top four opportunities. Of those seven, the first five were considered to be appropriate for several of the four larger types of opportunities, while the sixth and seventh would generally only be appropriate to assist smaller businesses and could be considered in greater detail at a later date by a subsequent task force. The last three incentives were not supported by a majority of Task Force members for any of those four opportunities.

1. Master planning assistance
2. Local Improvement Districts (LIDs)
3. SDC financing or credits [Task Force discussion clarified that a majority of members were not in favor of a City write-off of SDC's for new development if that meant that either (1) system development was then underfunded, or (2) other development in Wilsonville would have to pay more to cover the difference. Acceptable would be

using TIF revenue to cover the SDC if it could reasonably be expected to be paid back by increased property-tax collections.]

4. Tax Increment Financing (TIF) – Several Task Force members distinguished between TIF zones, such as the program recently supported by Wilsonville voters, and larger Urban Renewal districts. In either case, the Task Force supported having a city-wide advisory vote. In the case of TIF zones, the Task Force recommended that they have specific and narrow scopes and apply to limited locations with a defined duration. Investment of public funds in TIF zones should be based on reasonable expectations for return on investment.
5. Urban renewal district – The Task Force clarified that its support of urban renewal district creation was limited in scope to specific project funding necessary to make development viable and leverage significant private investment: for example, to bring needed infrastructure to the Coffee Creek Industrial Area to facilitate development, or to assemble small parcels into larger parcels for resale and development. The Task Force also recommended that the City continue to conduct advisory votes prior to establishing new urban renewal districts and that any new district should be of limited duration and have a well-defined project list and scope so that the district is closed down and property-tax revenue returned to the other taxing districts as quickly as possible after planned urban renewal projects are completed and paid for.

6. Microenterprise and small business loans	The Task Force found these policies to be potentially desirable for small business, but less pertinent to its main objective of addressing incentives for large employers
7. Tenant improvement grants/loans	

8. Pre-development assistance (low-interest loan/grant)
9. Property price or lease price buy-down
10. Reduced city utility rates

Process

Though the Task Force did not address the details of how City staff would implement an incentive program, it did offer some guidance:

- Incentives should be used in special, limited cases, not in broad applications. Those special cases are probably ones where a new development is making a significant contribution to solving specific problems or capitalizing on specific opportunities.
- “Problem or Opportunity Addressed” should be the first cut at evaluating the desirability of providing special incentives to a proposed development or new business. The next section lists four situations (combinations of business type, size, and location where incentives seem most likely to be desirable. Situations that make it through that filter would move on to a more detailed evaluation based on “Business Attributes” to determine whether incentives are merited and, if so, what level.

Recommendations by type of opportunity

Opportunity 1: High-tech reuse of vacant warehouse space

In this opportunity, an international, high-tech company is interested in converting a large, vacant warehouse building into an R&D and manufacturing facility. Because of the extensive improvements required, upgrading the warehouse will require an investment of approximately \$25 million. The facility has the potential to create 75 new jobs that pay above-average wages.

Justification and criteria for consideration of incentives

Converting vacant warehouse space into a large R&D and manufacturing facility has a number of benefits to the City that justify providing incentives. In addition to creating high-wage jobs, the facility uses existing space and infrastructure efficiently. Reusing a vacant warehouse helps revitalize the surrounding area and could attract other businesses to the area.

To receive incentives, the facility would have to meet environmental and labor standards.

Appropriate incentives

The Task Force recommends using TIF Zones to provide property tax abatement incentives in this situation.

On March 12, 2013, Wilsonville citizens voted 79% for to 21% against the use of TIF Zones to provide incentives for manufacturing companies to convert vacant or underutilized industrial buildings.

Opportunity 2: Large traded-sector headquarters campus

In this opportunity, a large traded-sector company seeks to build a headquarters 'campus' facility. The company anticipates between \$25 million to \$75 million of new construction over several years and at least 75 new jobs at occupancy with more jobs to be added in the future. The proposed site for this development may require the construction of water, sewer and road infrastructure.

Justification and criteria for consideration of incentives

Attracting a large traded-sector campus has the potential to foster long-term economic growth, attract smaller companies in related industries, increase incomes in Wilsonville, increase both payroll tax and property-tax revenues, and provide fiscal benefits to the school district. A Task Force member described this scenario as a "perfect opportunity for Wilsonville."

When evaluating whether and what level of incentives to offer, the City should consider the number of jobs created, the specific location under consideration, and the positive business attributes of the company (as listed previously under "Business attributes"). The City should also seek to preserve the unique character of Wilsonville.

Appropriate incentives

Direct financial incentives may be appropriate.

- **Tax-Increment Financing.** TIF zone creation and financing, such as that recently supported by Wilsonville voters, can help fund necessary public infrastructure, support major projects, and encourage private sector investment. This tool is particularly applicable to vacant or under-utilized warehouses and other large buildings.
- **Urban Renewal District.** Geared to larger areas where public investments are expected to leverage significant private investment over time. Areas where this approach might be used include Coffee Creek, Basalt Creek, and Frog Pond.
- **Local Improvement District (LID).** A Local Improvement District may provide a useful incentive for attracting a large headquarters campus.
- **SDC Financing or Credits.** SDC financing may be appropriate in limited conditions or when used in conjunction with other incentives.

Opportunity 3: Greenfield industrial development

In this opportunity, an industrial developer is interested in constructing a very large industrial spec building in the Coffee Creek Industrial Area, but has been unable to reach acceptable terms with the property owners. Significant infrastructure investment is needed to make the Coffee Creek Industrial Area “shovel-ready” for development.

Justification and criteria for consideration of incentives

New industrial development in the Coffee Creek Industrial Area is a regional priority that will benefit the City of Wilsonville through job creation, an increased tax base, and long-term economic growth. Moreover, the area may be slow to develop without public incentives because of the scale of investment required. According to the City’s master concept plan for the Coffee Creek Industrial Area, over \$31 million in on- and off-site infrastructure improvements are needed. In addition, the area mostly consists of small, privately-owned parcels that will need to be aggregated into larger sites. As one Task Force member described the situation, “There are more issues in Coffee Creek than any one developer or business could address.”

Appropriate incentives

The Task Force recommends that the City consider four categories of incentives for potential greenfield industrial development projects:

- **Master Planning Assistance.** Master planning gives the City a guiding role in the development of this strategically important area, helps incentivize major projects and support growth, and is a role already being performed by the City. The City could pay for master planning or through Development Agreements require that the businesses that locate in Coffee Creek reimburse the City for master planning expenses.
- **Local Improvement Districts.** A main advantage of an LID incentive is that it does not typically require financial support from the City.

- **Tax Increment Financing (TIF).** TIF zone creation and financing, such as that recently supported by Wilsonville voters, was intended to apply to existing buildings. However, a similar approach could be taken to facilitate greenfield industrial development in isolated cases where the formation of a larger Urban Renewal district is not feasible.
- **Urban Renewal District.** Due to the large investments in public infrastructure required in this scenario, the formation of one or more Urban Renewal districts may be appropriate. One Task Force member described Urban Renewal as an “excellent resource for providing necessary public infrastructure for greenfield development.”
- **SDC Financing or Credits.** SDC financing or credits can reduce up-front costs for developers at a relatively low cost to the City. This incentive may be useful for attracting desirable businesses. SDC financing would spread the developer’s payment of SDCs out over a period of years, while SDC credits are commonly given when a developer constructs additional system capacity beyond that required for their development. SDC waivers were not recommended by the Task Force due to their effect on SDC rates and shifting the financial burden to others, unless covered by TIF funds where reimbursement will result from development in the area.

Opportunity 4: New medium-sized manufacturing

In this opportunity, a medium-sized manufacturing firm is considering relocating to several locations in the greater Portland area, including in Wilsonville. The company is scouting locations in the 50,000- to 65,000-square-foot range, and has found 10 sites in the greater Portland region that would work. Each site offers something beneficial for the company’s operations; however, three of the sites are located in state-sanctioned Enterprise Zones used by the local jurisdiction that would abate an increase of local property-taxes for a three- to five-year period brought about by the company’s investment.

Justification and criteria for consideration of incentives

For this opportunity, the Task Force did not come to consensus. In the view of Task Force members, incentives may be more suitable if the firm is considering relocating to Coffee Creek or an existing TIF zone. The specific type of manufacturing may be important; incentives may be appropriate if the business is in an emerging sector of the economy.

Appropriate incentives

No incentive was supported by a majority of Task Force members. For many incentives, a large number of Task Force members indicated that they were not sure whether an incentive would be appropriate. The specific business attributes of the business in question will be important in determining support for incentives. The incentives with the least opposition were:

- **Local Improvement District (LID).**
- **SDC Financing or Credits.**
- **Tenant Improvement Grants/Loans.**

Opportunity 5: Retaining and expanding existing businesses

The Task Force focused on big opportunities that would result in large levels of investment and job creation. That said, members recognized that small business retention and growth was identified as a value by the Economic Development Strategy Advisory Committee and by the community at large in the 2012 Community Survey.

The Task Force members felt they could not adequately consider all of the various types of small or existing businesses and what types of incentives may be appropriate, if any, within the allotted timeframe. Members of the Task Force suggested that the City Council and staff may want to further examine the possibility of incentives for small or existing businesses in the future to determine if there are situations when certain types of incentives might be warranted. The Wilsonville Chamber of Commerce, Small Business Development Center, and other organizations have the contacts to identify and the experience to assist small businesses. These organizations should be considered as resources when examining incentive possibilities for small and/or existing business.

Appendix A

Economic Development Strategy Task Force Members

November 2012; updated March 2013



TASK FORCE CHAIR: City Councilor Scott Starr (ex-officio)

Members listed by economic/community sector; sorted alphabetically by last name

PRIVATE SECTOR

Major Employers / Industrial Manufacturers

- **Craig Olson**, Sr. Director/Site Manager, Rockwell Collins Head-Up Guidance Systems
- **Fred Robinson**, General Manager, Kinetics Climax, Inc.
- **Boyd Westover**, Plant Manager, Eaton Corporation, Portland Power Center

Small-Medium Employers / Retail-Service Businesses

- **Mychelle Ashlock**, Operations Manager, Northwest Rugs – Wilsonville
- **Gale Lasko**, General Manager/Partner, Lamb's Market at Wilsonville
- **Sandra Suran**, CPA, Principal, The Suran Group, LLC

Developers/Property Owners & Managers

- **Brenner Daniels**, Investment Advisor, Holland Partner Group
- **Susan Myers**, General Manager, Capital Realty Corp.

NON-PROFIT / RESIDENTIAL SECTOR

Business Association

- **Ray Phelps**, Past President, Wilsonville Chamber of Commerce
- **Doris Wehler**, Past President, Wilsonville Chamber of Commerce

Labor/Unions

- **Ray Lister**, Membership Development Coordinator, International Brotherhood of Electrical Workers (IBEW), Local 48

Residents/City Volunteers

- **Vince Alexander**, Wilsonville Resident (resigned December 2012)
- **Lonnie Gieber**, Committee Member, City of Wilsonville Budget Committee
- **Dick Spence**, Wilsonville Resident
- **Alan Steiger**, CPA, Committee Member, City of Wilsonville Budget Committee
- **Carol White**, Wilsonville Resident

PUBLIC SECTOR

Economic-Development Agencies

- **Catherine Comer**, Business & Economic Development Manager, Clackamas County Economic Development (resigned March 2013)
- **Danielle Cowan**, Executive Director, Clackamas County Tourism & Cultural Affairs

Local-Government Partners

- **Mike Duyck**, Fire Chief, Tualatin Valley Fire & Rescue District (TVFRD)
- **Dr. William Rhoades**, Superintendent, West Linn-Wilsonville School District

Workforce Development

- **Ron Adams**, Chair, Board of Education, Clackamas Community College
- **Lita Colligan**, Associate Vice President for Strategic Partnerships and Government Relations, Oregon Tech (OIT) Wilsonville

Economic Development Strategy Task Force Members' Brief Bios



Listed Alphabetically by Last Name

November 2012; updated March 2013

Ron Adams serves an elected representative since 2003 for Zone Five (West Linn and Wilsonville) and serves as Chair of the Board of Education for Clackamas Community College. Ron's career includes employment with Pacific Northwest Bell, district marketing manager for AT&T and program director of the Oregon Youth Conservation Corps. He has also served as an Oregon state representative and as chair of the undergraduate business program at Marylhurst University. Ron holds a degree in business from PSU and a master's degree in management from Marylhurst University. Ron represents Workforce Development interests on the task force.

Vince Alexander is a 17-year-long resident of Wilsonville. He is a retired Management Analyst, Project Manager and manufacturing Plant Manager. Vince represents Residents/City Volunteers interests on the task force. Vince resigned from the task force in December 2012.

Mychelle Ashlock, a Wilsonville resident, is the Operations Manager for NW Rugs – Wilsonville, one of five locations in Oregon, Nevada and Washington. Mychelle represents Small-Medium Employers / Retail-Service Businesses interests on the task force.

Lita Colligan is Associate Vice President of Strategic Partnerships and Government Relations for Oregon Tech, also known as Oregon Institute of Technology (OIT), the state's leading applied-sciences university. Oregon Tech consolidated its metro-area operations during 2012 into a new urban campus in Wilsonville, where the university offers bachelor's and master's degree programs and has existing partnerships with technology companies. Lita represents Education and Workforce Development interests on the task force.

Catherine Comer is Business & Economic Development Manager for Clackamas County Economic Development division. Formerly, she worked as Director of Economic Development and Urban Renewal Agency for the City of Canby. Catherine represents Economic-Development Agencies interests on the task force. Catherine resigned from the task force in March 2013.

Danielle Cowan, a Wilsonville resident, is Executive Director of Clackamas County Tourism & Cultural Affairs Department. Formerly, she worked as Public and Government Affairs Director for the City of Wilsonville and as the Policy & Communications Director for the Oregon Economic and Community Development Department. She also owned and operated her own small business. Danielle represents Economic-Development Agencies interests on the task force.

Brenner Daniels is Development Director and Investment Advisor for Holland Partner Group, a diversified multi-family residential housing developer based out of Vancouver, WA. Holland Partner Group is composed of five related companies that provide development, construction, redevelopment, acquisitions and management services for multi-family residential investment. Brenner was a member of the Wilsonville Economic Development Advisory Committee and looks forward to continued involvement in the Task Force. Brenner represents Developers/Property Owners & Managers interests on the task force.

Mike Duyck is the Fire Chief of Tualatin Valley Fire & Rescue District (TVFR), a combination agency with greater than 450 career firefighters and support staff and 100 volunteers. Prior to joining

TVFR in 1995, Mike worked for the City of Lake Oswego. Chief Duyck serves as Vice-President of the Western Fire Chiefs Association (WFCA). His 17 years of service with the Fire District includes positions as Deputy Fire Chief, Assistant Chief, and all ranks within emergency services, as well as fleet services, human resources, logistics, and governmental affairs. Chief Duyck became TVF&R's Fire Chief on September 1, 2010. Mike represents Local-Government Partners interests on the task force.

Lonnie Gieber is a Wilsonville resident who serves on the Budget Task force. He has been in the financial services industry for over 25 years. Professionally, he is a Certified Financial Planner and one of the founders of the nonprofit community organization Random Kindness. Lonnie represents Residents/City Volunteers interests on the task force.

Gale Lasko is General Manager and Partner of Lamb's Market at Wilsonville, a 75-employee outlet of the family-owned, Lamb's five-store grocery chain. Lamb's Wilsonville is a full-service grocery store with service deli and scratch bakery. Gale has been a volunteer "meals on wheels" driver for the City of Wilsonville senior/community center for the past 17 years. Gale represents Small-Medium Employers / Retail-Service Businesses interests on the task force.

Ray Lister is a Wilsonville resident who works as Membership Development Coordinator with the International Brotherhood of Electrical Workers (IBEW) Local 48. He has worked as a General Journeyman Electrician in Electrical Construction. Ray represents the interests of Labor/Unions on the task force.

Susan Myers is General Manager for Capital Realty Corp., a locally owned and controlled commercial real-estate development and management firm. Under her supervision, Capital Realty developed and managed for over 10 years the Wilsonville Town Center shopping center and more recently the Wilsonville Town Center office building. Susan represents commercial Developers/Property Owners & Managers interests on the task force.

Craig Olson is Sr. Director and Wilsonville Site Manager for Rockwell Collins Head-up Guidance Systems (HGS™), a major aerospace industry manufacturer with nearly 500 employees in Wilsonville. Rockwell Collins HGS™ designs, develops, manufactures and supports Head-up Displays (HUD) and Helmet-mounted Displays (HMD) for commercial and military applications. Craig represents Major Employers / Industrial Manufacturers interests on the task force.

Ray Phelps is a Past President of the Wilsonville Chamber of Commerce, which represents Wilsonville-area businesses. Ray serves on the Wilsonville Planning Commission and is the Director of Regulatory Affairs for Allied/Republic Waste Services of Clackamas and Washington Counties, based in Wilsonville. He formerly served as Director of the Elections Division of the Oregon Secretary of State's Office and Director of Administration and Chief Financial Officer for Metro regional government. Ray represents the non-profit Business Association interests on the task force.

Dr. William (Bill) Rhoades is Superintendent, West Linn-Wilsonville School District. Previously he worked as assistant superintendent for Office of School Performance in the Hillsboro School District, chief academic officer of Bend-LaPine School District, and administrator in Woodburn School District. Bill represents Local-Government Partners interests on the task force.

Fred Robinson is a Wilsonville resident who is General Manager for Kinetics Climax, Inc., a leading metal-injection molding company that is a subsidiary of Freeport-McMoRan Copper & Gold Inc. Fred, who serves on the Wilsonville Chamber of Commerce board of directors, oversees a highly

skilled workforce composed of 220 full-time employees. Fred represents Major Employers / Industrial Manufacturers interests on the task force.

Dick Spence is a long-time Wilsonville resident who formally worked for Xerox as a Logistics Auditor. He now works part time for the Wilsonville Chamber of Commerce. Dick serves on the Boards of the Wilsonville Library Foundation and Friends of the Library. Dick was honored as the "2011 Wilsonville First Citizen." Dick represents Residents/City Volunteers interests on the task force.

Scott Starr serves as an elected City Councilor on the Wilsonville City Council. Scott is Branch Manager for Guild Mortgage, a leading privately-held mortgage company in the Western United States, and is a past-president of the Wilsonville Chamber of Commerce. Scott represents the public sector and serves in an ex-officio capacity as chair of the task force.

Alan Steiger, CPA, is a Wilsonville resident who serves on the Wilsonville Budget Committee, and formerly served as Chair of the Wilsonville Public Library Board. Prior to retiring, he worked for 26 years as VP/Director of Finance for A-Dec, Inc., and subsequently for two years as CEO with Austin Industries of Newberg. Alan also served on the board of the OSCPA (Oregon Society of Certified Public Accountants) Educational Foundation. Alan represents Residents/City Volunteers interests on the task force.

Sandra Suran, CPA, a Wilsonville resident, is the Principal of The Suran Group, LLC, a Wilsonville-based management consultancy specializing in organizational change. Previously, Sandra was a partner with KPMG Peat Marwick and was founding partner of Suran & Company, CPAs. She has served as the State of Oregon Small Business Advocate and on the boards of the Federal Reserve Bank of San Francisco, Oregon Mutual Insurance Company and as chair of the National Association of State Boards of Accountancy. Sandra represents Small-Medium Employers / Retail-Service Businesses interests on the task force.

Doris Wehler is a twice Past President of the Wilsonville Chamber of Commerce. She is co-owner of the Cookies By Design franchise in Beaverton and former operations manager and owner of TeleCheck Oregon. She serves on the West Linn-Wilsonville School District's Long Range Planning Committee. In 2003 she was named "Citizen of the Year" for her volunteer work. Doris represents the non-profit Business Association interests on the task force..

Boyd Westover, a Wilsonville resident, is the Plant Manager of Eaton Corporation's Portland Power Center in Wilsonville, where he oversees 70 full-time employees. Eaton is a global technology-leader in diversified power management solutions. The Portland Power Center provides power distribution and control equipment to the electrical markets. Boyd represents Major Employers / Industrial Manufacturers interests on the task force.

Carol White, a Wilsonville resident, retired after a 35-year-long career as Regional Sales Manager and Global Account Manager for AT&T / Lucent, where her responsibilities over the years included running a \$25 million business for the small business division and managing both Nike and PacifiCorp accounts globally. In retirement she ran a marketing consulting business for writers and small publishers. Carol represents Residents/City Volunteers interests on the task force.

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Appendix B: Glossary of Terms

Enterprise Zone – Not currently available in Wilsonville, a program authorized and administered by the State of Oregon and implemented locally that allows local jurisdictions to provide a time-limited reduction in property taxes within a geographically defined area, sometimes just on improvements or new equipment, to encourage private investment in a property. Wilsonville often competes with other communities that have Enterprise Zones when desirable businesses are considering alternative locations for expansion.

Systems Development Charge (SDC) Financing or Credits - SDC financing enables developers to stretch their SDC payment over time, thereby reducing upfront costs. SDC credits allow developers to make necessary improvements to a site in lieu of paying SDCs or to receive reimbursement for construction of additional capacity.

Local Improvement District (LID) – A Local Improvement District (LID) is a method by which a group of property owners can share in the cost of infrastructure improvements. An LID is a geographic area where properties are subjected to a special assessment to finance improvements. Payments are spread out over several years and properties are assessed based on the cost of the project and the proportional benefit received.

Strategic Investment Zone or Program – Not currently available in Wilsonville, a program authorized by state law and implemented locally that exempts a portion of large capital investments from property taxes. Most often used for manufacturing firms and other "traded-sector" businesses. Wilsonville often competes with other communities that have Strategic Investment Zones when desirable businesses are considering alternative locations for expansion.

Tax Increment Financing (TIF) – The funding mechanism used in urban renewal districts to pay for projects. TIF is a public financing method that is used to fund [redevelopment](#), infrastructure, and other community-improvement projects by using future gains in property taxes to pay back debt/financing obtained to fund current improvements. The principle underlying TIF is that completed projects will increase the value of [real estate](#) and generate additional property tax revenue. This increase in tax revenue is referred to as "tax increment." Tax Increment Financing dedicates tax increment within a certain defined district to finance the debt that is incurred to pay for projects within that district.

A Tax Increment Finance Zone (TIF Zone) – as recommended by the Task Force and approved by Wilsonville's voters, is a single-property urban renewal area established to incentivize business investment and job growth. The "debt" is the contractual monetary obligation of the Urban Renewal Agency to rebate a portion of the tax increment when a private business meets the requirements of the TIF Zone. TIF Zones will provide a partial rebate of paid property taxes (tax increment) to qualifying businesses that meet specific criteria, including significant capital

investment in the property (\$25,000,000 plus) and the creation of at least 75 new jobs with wages at least 25% above the Clackamas County average.

Traded Sector – A traded-sector business is one that sells products and services outside of the region or state and brings dollars back to the state.

Urban Renewal - A program authorized under state law and implemented locally that uses property tax revenues (tax increment) to finance upgrades in designated urban renewal areas of a city or county. These areas are called “blighted” by state statute and are typically underdeveloped and not contributing fully to the local economy. Urban renewal projects generally include public facilities, such as roads and sewers, but can include public buildings, parks, land assemblage, and developments that result from public/private partnerships. The premise of urban renewal is that as properties and infrastructure are upgraded, property values increase and contribute more to the local economy through increased property tax revenues which support all of the taxing jurisdictions upon closure of the urban renewal district.

Appendix C: History of the Task Force

Meetings and Documents of the Economic Development Strategy Task Force, November 2012 – March 2013

As an integral component of the City's economic development strategy process, the City formed a focused, limited-duration task force composed of leading community members and business managers who helped guide the process and make a recommendation to the City Council. The task force was composed of public- and private-sector leaders invested in Wilsonville who are opinion-setters and perform multiple roles in the community; see Appendix A in this report. The task force includes representatives of various sizes and types of businesses, developers, higher-education, chamber of commerce, neighborhoods and City volunteer boards and commissions.

The Economic Development Strategy Task Force focused on two sets of key issues unresolved from the first part of the economic development strategy process. The primary issues for consideration focused on business attributes and potential incentives for recruitment or retention/expansion.

The task force met seven times over the course of five months from November 2012 through March 2013, culminating in a set of recommendations to the City Council.

Note: The following list of documents contains embedded hyperlinks to PDF files on the City of Wilsonville website that may be downloaded.

November 8, 2012, Task Force Meeting

[November 8, 2012, Economic Development Strategy Task Force Notes](#)

[November 8, 2012, Economic Development Strategy Task Force Meeting Agenda](#)

[Economic Development Strategy Task Force Working Agreements & Ground Rules \(Charter\), Nov. 2012](#)

[Charge of the Economic Development Strategy Task Force, Nov. 2012](#)

[Economic Development Strategy Task Force Members by Economic/Community Sector, Oct. 2012](#)

[Economic Development Strategy Task Force Members' Brief Bios, Nov. 2012](#)

[Wilsonville Economic Opportunity Analysis \(EOA\) Update \(revised\), July 2012](#)

[Economic Development Strategy Summary, August 2012](#)

[Economic Development Strategy, August 2012](#)

November 28, 2012, Task Force Meeting

[Article - "City Sets Bait For Big Business: Wilsonville's new Economic Development Task Force OKs using financial incentives to attract major corporations," Wilsonville Spokesman, Dec. 4, 2012](#)

[November 28, 2012, Economic Development Strategy Task Force Meeting Notes](#)

[November 28, 2012, Economic Development Strategy Task Force Meeting Agenda](#)

[ECONorthwest Memo for Meeting #2: Business Attributes and Incentives, Nov. 2012](#)

Attachments for Meeting Memo:

- [Existing City of Wilsonville Incentives;](#)
- [Enterprise Zones;](#)
- [Urban Renewal and Tax Increment Financing;](#)
- [Proposed Tax Increment Financing Zones \(TIF Zones\);](#)
- [Community Survey Results Pertaining to Economic Development;](#)
- [Portland Metro's Traded Sector](#)

December 13, 2012, Task Force Meeting

[December 13, 2012, Economic Development Strategy Task Force Meeting Notes](#)

[Full Text of City of Wilsonville Ballot Measure 3-421 for the Special Election on March 12, 2013: "Business Incentive Program for Investment and Job Creation by Manufacturers"](#)

[Resolution 2394, Staff Report and Draft Explanatory Statement for Ballot Measure, Jan. 4, 2013](#)

[Revised - Proposed Tax Increment Financing Zones \(TIF Zones\), Dec. 17, 2012](#)

[Article - "City Sends Tax Incentive Plan to the Voters: Residents will decide in March election if Wilsonville should offer financial incentives to manufactures who invest at least \\$25 million," Wilsonville Spokesman, Dec. 26, 2012](#)

[City of Wilsonville City Recorder Notice of Receipt of Ballot Title, Dec. 18, 2012](#)

[Resolution 2390, Staff Report and Draft Ballot Measure Text, Dec. 17, 2012](#)

[December 13, 2012, Economic Development Strategy Task Force Meeting Agenda](#)

[ECONorthwest Memo for Meeting #3: Meeting Overview, Dec. 10, 2012](#)

[Revised Draft – Proposed Tax Increment Financing Zones \(TIF Zones\), Dec. 12, 2012](#)

[Resolution No. 2390: Staff Report, Resolution, Proposed Ballot Measure](#)

[Editorial - "Hard incentives may be necessary," Wilsonville Spokesman, Dec. 12, 2012](#)

[Communications to and from Task Force Members, Dec. 10, 2012:](#)

- [Response to Economic Development Question from Task Force Member Ron Adams](#)
- [Note from Task Force Member Danielle Cowan](#)
- [Response to Economic Development "Weighting" Criteria Suggestion from Task Force Member Carol White](#)
- [Responses to Urban Renewal-Related Questions from Task Force Member Doris Wehler](#)
- [Responses to Request for Email Addresses of Task Force from Task Force Member Lonnie Gieber](#)
- [Responses to Economic Development-Related Questions from Task Force Member Vince Alexander](#)

January 10, 2013, Task Force Meeting

[January 10, 2013, Economic Development Strategy Task Force Meeting Notes](#)

[January 10, 2013, Economic Development Strategy Task Force Meeting Agenda](#)

[ECONorthwest Memo for Meeting #4: Meeting Overview on Business Attributes and Incentives, Jan. 10, 2013](#)

[Appendix A: Business Attributes and Incentives Table](#)

January 31, 2013, Task Force Meeting

[January 31, 2013 Economic Development Strategy Task Force Meeting Notes](#)

[January 31, 2013 Economic Development Strategy Task Force Meeting Agenda](#)

[ECONorthwest Memo for Meeting #5: Information to Frame the Discussion About Potential Use of Incentives, Jan. 28, 2013](#)

[Potential Incentives for Consideration, January 28, 2013](#)

[Scenarios for Consideration, January 28, 2013](#)

February 28, 2013, Task Force Meeting

[February 28, 2013, Economic Development Strategy Task Force Meeting Notes](#)

[February 28, 2013, Economic Development Strategy Task Force Meeting Agenda](#)

[Incentives/Scenarios Task Force Survey Results, draft, Feb 26., 2013](#)

[Memo, re Task Force Survey, Feb. 15, 2013](#)

[ECONorthwest Memo, re Instructions for the On-Line Survey](#)

March 20, 2013, Task Force Meeting

[March 20, 2013, Economic Development Strategy Task Force Meeting Notes](#)

[March 20, 2013, Economic Development Strategy Task Force Meeting Agenda](#)

[Summary of Comments by Task Force Members on the Draft Task Force Recommendations to City Council, March 20, 2013](#)

[ECONorthwest Memo for Meeting, RE Draft Recommendations from Task Force, March 11, 2013](#)

[Draft Recommendations from Task Force to City Council, March 13, 2013](#)

[Draft Appendices to Recommendations, March 13, 2013](#)

[Article, The Oregonian - "Wilsonville voters overwhelmingly approve Measure 3-421 in special election," March 12, 2013](#)

April 15, 2013, City Council Meeting

[April 15, 2013, Meeting Agenda, Staff Report and Resolution](#)

[Recommendations of the Economic Development Strategy Task Force on Business Attributes and Incentives, March 2013](#)

Wilsonville Economic Development Strategy Summary, August 2012



The Process

Why care about economic development?

Anyone following the news can see that governments at all levels are concerned about the health and development of their economies. For most households, jobs and income—the common objectives for local economic development—are quality of life, and things like high-quality, effective government services and environmental quality have indirect effects on business attraction and growth, and thus are important to economic development.

The private sector is the major driver of economic innovation and prosperity, but it relies on local governments for things like roads, other public facilities, and community services. Its success improves if it has local governments as willing and able partners in development.

Why create an economic development strategy?

Actions taken now affect future conditions; thoughtful actions will, on average, lead to more desirable consequences. The City's objective is to get multiple parties and interests to agree on an Economic Development Strategy to guide both (1) City investments and regulations, and (2) private supporting efforts. Agreement on a vision and key actions will make development more efficient and less contentious.

How was the Strategy developed?

With **people** and with **information**. An Economic Development Strategy Advisory Committee of residents, business people, and other stakeholders developed and reviewed comments on the vision, potential actions, and priority actions. It considered input from focus groups, interviews with business leaders, and Economic Summit, and surveys. It considered many reports and opinions to inform its conclusions (see sidebar).

What is special about the Strategy?

Wilsonville's development and fiscal problems are minor relative to those of most cities in Oregon (see sidebar on "factors"). The Advisory Committee believes the City can and should take a long view. Its actions in economic development should be *deliberative* (wait for businesses that fit the plan), *balanced* (economic development and quality of life are both important—the City can have both), *efficient* (the City's first priority should be to provide the land-use plan, infrastructure, and public services that are expected of it) and *fair* (do not make incentives for new business a standard practice—treat all businesses equally).

As the City implements the strategy, decision-makers must consider uncertainty and the need for flexibility in the Strategy. Wilsonville has many of the fundamentals necessary for it to do well economically relative to its regional neighbors. But the City has to make careful decisions that allow it to adapt its choices to changing circumstances.

Technical Basis for Recommended Actions

In thinking about Wilsonville's opportunities and constraints for economic growth over the next one to five years the Advisory Committee considered (1) the City's updated Economic Opportunity Analysis, (2) input from stakeholders in Wilsonville via focus groups, interviews, surveys, and the public Economic Summit (May 2012), and (3) staff and Committee knowledge of the economy in the Portland metropolitan region. The main factors that affect Wilsonville's economy include:

- *Regional/Interstate accessibility*
- *Vacant land base (especially Coffee Creek and Basalt Creek)*
- *Vacant commercial and industrial built space*
- *Existing businesses, including national and international employers*
- *Established and emerging business clusters*
- *New Oregon Tech campus*
- *Similar number of residents and jobs*
- *Tourism*
- *Commuting patterns*
- *High quality housing, but a need for more affordable housing*

Vision Statement

Wilsonville's sustained economic strength is fostered by a spirit of innovation and collaboration. Our residents and businesses wisely invest the time, energy, and money to assure that Wilsonville retains the quality of life we value. We leverage our excellent location, ample land supply, top quality infrastructure and transit system to deliver desired economic benefits.

For more information, contact:
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lashbrook@ci.wilsonville.or.us
503-570-1576

Appendix D

Actions

The City of Wilsonville will achieve its vision through actions that address *six categories of factors* that influence the expansion and location decisions of businesses:

1. Agreement on amount, type, location and pattern of development

Action 1.1. Describe business attributes and impacts that are supportive of Wilsonville's economic and community development goals. A task force is formed to consider, make recommendations, and deliver a report to City officials and staff on the desired community impacts of businesses, without singling out the specific types of businesses that the City should try to attract to Wilsonville. (Immediately in Year 1)

2. Land and buildings

Action 2.1. Promote reuse of vacant buildings, infill development, and redevelopment. City staff members make recommendations to City Council on policies and locations to promote reuse of vacant buildings, infill development on underutilized properties, and redevelopment of underutilized properties or obsolete buildings. (Years 1- 5)

Action 2.2. Establish and master plan development districts. The City will establish development districts with buildable land in places with a high priority for development, including developing land use policies to support the desired development forms. (Years 2 to 5 and beyond)

3. Transportation and other Infrastructure

Action 3.1. Coordinate capital improvement planning to ensure infrastructure availability on employment land. City staff will continue coordinating capital improvement planning and funding with land use, transportation and other infrastructure planning to ensure that infrastructure is available for employment land, especially areas identified as having a high priority for development. City staff will investigate and recommend a funding plan for the capital improvements. (Year 1, on-going)

Action 3.2. Expand the hours of operation for SMART. SMART will expand hours of operation, as funds become available, in order to provide improved access to public transit. This will enable workers to get to and from their jobs and students to get to and from their place of education using public transit. (Year 1, on-going)

4. Workforce development

Action 4.1. Connect businesses with organizations involved in workforce training and education. City staff will help businesses make connections with organizations that provide workforce training and education. (Year 1, on-going)

Action 4.2. Adopt a policy demonstrating support for Oregon Tech. The City Council will adopt a policy that expresses the City's willingness to collaborate with Oregon Tech to help it succeed in its mission of training and education and also supporting other institutions of higher education. (Year 1)

5. Quality of life and public service

Action 5.1. Ensure that regulations support quality of life. City staff will continue to review building and development policies and procedures to (1) ensure that regulations that guide economic development will lead to a better quality of life in a cost-effective manner, and (2) evaluate whether there are actions that the City should take to maintain and enhance the quality of life. (Year 1, continue in Years 2 to 5)

6. Business communication and services

Action 6.1. Develop a marketing plan. City staff will work with local partners in economic development to develop a marketing plan, including materials that document Wilsonville's advantages and amenities that are attractive to businesses. (Year 2)

Action 6.2. Develop criteria to guide the use of incentives to attract or retain businesses. Create a task force that will recommend criteria for the use of incentives to attract or retain businesses. The criteria should describe (1) where incentives would be used, (2) what businesses would qualify for incentives and under what conditions, (3) what types of incentives would be available to businesses, (4) the funding sources to support the incentives, and (5) expectations of businesses given incentives. (Year 1, immediately)

Action 6.3. Develop a program to assist existing businesses. City staff will develop a program to assist existing businesses. The program will include an outreach strategy to assess what assistance businesses want and need from the City and will evaluate the need for an economic development director at the City. (Year 2)

Action 6.4. Streamline development code and permitting process. City staff will evaluate opportunities to streamline the development code and permitting process and will also identify changes in processes that can be made without revising the code. (Years 2 to 5)

Appendix E

ECONorthwest

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January 10, 2013

Project #: 21182

TO: Economic Development Strategy Task Force
FROM: Terry Moore and Beth Goodman
SUBJECT: TASK FORCE MEETING #4:
BUSINESS ATTRIBUTES AND INCENTIVES

The City of Wilsonville established the Economic Development Strategy Task Force to address two actions prescribed by the Economic Development Strategy (EDS): (1) Describe business attributes and impacts that are supportive of Wilsonville's economic and community development goals (EDS Action 1.1), and (2) Develop criteria to guide the use of incentives to attract or retain businesses (EDS Action 6.2).

The process for the Task Force had two phases. During the first phase (Nov-Dec 2012) the Task Force made recommendations to the City Council about language for a ballot measure about incentives to encourage re-use of vacant warehouse space. The Task Force met and discussed these issues at three meetings:

1. November 8. The Task Force agreed to adjust its schedule so that it would be able to comment on City Council actions about language for a ballot measure that will ask voters (in March 2013) whether they support the use of a particular incentive (a tax-increment-finance zone) to encourage businesses to make significant expansions and new investment in Wilsonville.
2. November 28. After a discussion of desired business outcomes (i.e., "what the city gets" in return for incentives), a majority of Task Force members said they support the use of some level of incentives for some types of economic development.
3. December 13. The Task Force members reviewed and commented on the draft ballot measure. Their comments went to the City Council for its consideration at its meeting on December 17th.

At that meeting the City Council approved a resolution to authorize a ballot measure for March 2013 entitled "Business Incentive Program for Investment and Job Creation by Manufacturers."

The first phase of the Task Force work is complete; the second phase begins with the January 10th meeting. The focus now shifts from the details of a very specific incentive to a broader discussion of business attributes and incentives.

As part of the first phase, staff provided the Task Force with background information on business attributes and incentives (meeting on November 21). That information directly relevant to the Phase-2 discussion and is included in this memorandum with a few updates (most notably to the process schedule).

The rest of this memorandum has three sections and an appendix:

Section I, Schedule

Section II, Business Attributes

Section III, Business Incentives

Appendix A, Business Attribute and Incentive Tables.

I. SCHEDULE

City staff and consultants propose this schedule:

- **January 10.** Begin broader discussion recommendation about business attributes and incentives.
- **January 31.** The Task Force will continue to discuss broader recommendations about business attributes and incentives. Depending on the progress made at the January 10th meeting, the Task Force may be ready to discuss a draft recommendation about incentives overall.
- **Late February (date to be determined).** If necessary, the Task Force will finalize discussions of the recommendations about incentives.

II. BUSINESS ATTRIBUTES

Table 1 (attached in Appendix A) lists the kinds of attributes that cities typically want their businesses to have. Desired business attributes should be very highly correlated to the purposes of economic development programs (they should be aimed at retaining, attracting, and expanding businesses with the desired attributes) and with levels of incentives (more for businesses that have more of the desired attributes).

We group the business attributes in Table 1 to give our view of a logical way to think about the business attributes:

- **Jobs for Wilsonville residents.** Residents of Wilsonville benefit by being employed by a business in Wilsonville, with high-paying (family wage) and fulfilling jobs. More residents will benefit if there are more jobs and if there is a diversity of jobs, which will probably increase the number of Wilsonville residents that will get those jobs.

The primary reason that workers want these jobs is the income they provide. Thus, for individual residents of Wilsonville, income is a partial double-count of jobs. Moreover, many (in many cases, most) of the new jobs will not be occupied by Wilsonville residents. Why would Wilsonville want to give incentives so that

people outside of Wilsonville can have jobs and income? There are reasons: they follow.

- **Total payroll and expenditures.** Increases in total payroll (income) has a multiplier effect of increasing spending in Wilsonville. Employees that are also residents will shop in Wilsonville stores, but so, to a lesser extent, will non-resident employees. The new business may buy some of its goods and services from other Wilsonville businesses. In short, other Wilsonville businesses may benefit by selling more goods and services.
- **Revenues for local governments.** Local funding for local services provided by municipalities and special districts can come from payroll taxes, income taxes, or property taxes. All of these taxes are sensitive to income. Payroll and income tax vary with changes in income. Property tax is also sensitive to income because households with more income can pay more for properties, which can increase property values. More income also means that households can and may pay more in fees for public facilities and services. Increasing the number of jobs and total payroll stabilizes the City's funding sources (e.g., payroll or property taxes, while the State benefits from increased income taxes). Community businesses are often substantial donors to civic programs as well as public facilities and services.
- **Broader public benefit.** Many of the broader benefits derive from the fact that the community has more revenue: it may be able to provide more and better schools, parks, civic spaces, and social programs. Or, there may be immediate benefits like getting buildings reused, neighborhoods rejuvenated, or brownfields cleaned up. A business may be part of a cluster that a city thinks has promise: it may want to give incentives to early businesses to catalyze future business growth.

In our opinion, the business attributes that dominate in municipal thinking are the ones that suggest jobs or fiscal benefits. Cities care about jobs for residents, but in a metropolitan area like Portland, most of the jobs could easily go to residents in other jurisdictions. Thus, the fiscal / revenue benefits are always near the top of the list when a city considers what it will get for the incentives it offers.

The list of business attributes in Table 1 is organized according to the categories above. The list is based on: (1) information in Wilsonville's existing economic development policies; (2) attributes discussed in the Economic Development Strategy; and (3) our years of experience working with cities in the Northwest and elsewhere. The list of attributes in Table 1 probably covers almost all of the common desirable attributes, but the Task Force may find others worth adding.

The immediate challenge for the Task Force is reviewing the business attributes and discussing whether other attributes should be included in the list or existing attributes should be dropped from the list. In conversations after December 13th, the Task Force will discuss the following about each attribute: its relative importance; how to measure it; and the threshold for offering an incentive.

III. BUSINESS INCENTIVES

Businesses care fundamentally about profitability, which is a function of revenues and costs. Although many for-profit businesses are extremely civic-minded, they are still focused primarily on making a profit for their owners or investors. Since businesses are focused on profits, it should not and probably does not make much difference *how* the incentive is funded; what matters is the expected value of the *amount* of the incentive.

How incentives are funded is important to the public sector. Funding sources for incentives affect who will pay for the incentives. The public sector cares whether funding for incentives is balanced, efficient, and fair.

The public sector can help businesses on either the revenue side or the cost side. Examples of revenue-side incentives: (1) at the state level, trade missions to foreign countries to market a business's product; (2) at the regional level, facilitating import substitution by creating a supply-chain clearing house (which expands a business's local sales; or (3) at the local level (where appropriate) agreeing to purchase needed municipal goods or services from a business.

Revenue-side incentives are rare; cost-side incentives are much more common. Table 2 shows common, direct (most frequently financial), cost-side incentives used to attract or retain businesses. The list is based on: (1) incentives commonly used by cities in the Portland region and (2) incentives commonly used in other cities in other regions of the country. The list probably covers almost all of the common incentives and techniques, but the Task Force may find others worth adding.

Table 2 (attached in Appendix A) distinguishes between an *incentive* (which is defined in the table by *what is offered* to businesses to reduce their costs: e.g., land assembly, training, taxes, or fees) and a *funding source or technique* (which is described in the table as the means by which the local government is going to raise the money that will provide the incentives). The funding sources that typically provide substantial funding for incentives are Urban Renewal and Enterprise Zones (Wilsonville does not qualify for the latter).

APPENDIX A: BUSINESS ATTRIBUTE AND INCENTIVE TABLES

Table 1. Common attributes of businesses that cities want

Attribute name	What it is	Why cities want it
Higher paying jobs	Jobs that pay higher than the regional average; often referred to as "Family-wage jobs"	Higher paying jobs increase the economic welfare of workers and bring more wealth into the community.
Job diversity	Adding jobs that are different from jobs at existing businesses, such as jobs that require different skills, education, or training.	Increasing job diversity provides employment opportunities for workers with a wide range of skills and may provide opportunities for workers who were unable to find local employment.
Total Payroll	The total amount paid to private sector employees at a business located in Wilsonville.	Higher total payroll brings wealth into the City and results in increased payroll taxes (to support SMART).
Property-tax payers	Private businesses that pay taxes based on assessed valuation of property, including real property and equipment.	Cities depend on property taxes to fund services and maintain infrastructure.
Business diversity	Encouraging growth of businesses in sectors not presently in the city to create more economic diversity of the city's business portfolio.	Increased economic diversity increases economic resilience, helping the economy perform better in recessions or other economic shocks.
Business clusters	<p>Businesses in similar or related industries may locate relatively near each other (in clusters) for the economic advantages of sharing: production inputs (e.g., materials or parts), a common labor pool with specific skills, or customers.</p> <p>Examples of business clusters in Wilsonville include: computer and electronic manufacturing, software engineering, transportation and warehousing, or wholesale distribution.</p>	Business clusters can help attract or grow more businesses in the same cluster. Cities may prefer business clusters with other desirable attributes, such as high paying jobs.
Support businesses	Businesses may provide unique support to existing businesses or businesses that may locate in Wilsonville.	Support businesses help other businesses grow within Wilsonville.

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Attribute name	What it is	Why cities want it
Locally-grown businesses	Businesses that start in the city or businesses that move to the city when small and grow larger in the city.	Locally grown businesses often have stronger connection to the community, especially if upper management lives in the community. Such businesses may be more inclined to stay in the community as they grow. They may be more likely to make non-business contributions to the community, through philanthropy or engage in supporting efforts to enhance quality of life in the community (e.g., supporting the arts or recreation programs).
Traded-sector businesses	<p>Traded-sector businesses produce goods for export, generally out of the state or out of the country.</p> <p>Examples of traded-sector businesses in Wilsonville include most of the City's major employers, including Xerox, Mentor Graphics, Tyco Electronics Medical Products, Rockwell Collins, FLIR Systems, Kinetics Climax Inc, Hartung/Oregon Glass Co., Vision Plastics Inc, S I Shredding Systems, Coherent, and Crimson Trace Corp.</p>	Traded sector-businesses often have higher paying jobs. They bring wealth into the community and state by selling their product out of the state.
Re-use of buildings	<p>When a business needs additional space, it may locate in a new building or in an existing building.</p> <p>Wilsonville's notable vacancies are in Town Center and several large vacant or underutilized industrial properties including:</p> <p>9805 Boeckman Road: "I-5 Logistics Center, fka Joes HQ/DC" – 300,000 SF</p> <p>25600 SW Parkway Center Drive: "Parkway Corporate Center, fka Hollywood Video DC" – 176,634 SF</p> <p>29899 SW Boones Ferry Road, Wilsonville: "Wilsonville Distribution Center" – 200,425 SF</p> <p>26755 SW 95th Ave., Class B Industrial/Warehouse – 165,810 SF</p> <p>27255 SW 95th Ave., Wilsonville: "fka Nike DC" – 501,000 SF</p>	<p>Having excessive or persistent vacancies in built space may make an area less attractive to other businesses or customers at existing businesses. When businesses locate in existing built space, they may make the surrounding area more attractive to other businesses through improvements they make to the building or through bringing more employees and customers into the area.</p> <p>Making use of existing buildings also increases the efficiency of public infrastructure investments, given that that infrastructure is already in place.</p>
Commitment to workforce development	Some businesses are committed to hiring workers who lack necessary training or skills but show potential for growth. The business will help develop the skills the business needs, through on-the-job training, skills or technical training, or formal education at a college or university.	One of the most important economic inputs is a pool of trained, skilled workers. Cities with a larger and/or more skilled workers are more attractive to other businesses that may locate in the city.

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Attribute name	What it is	Why cities want it
Family supportive businesses	These businesses have policies or provide services that support workers with families, such as flexible working schedules or providing day care services.	Such businesses tend to attract employees who value a supportive work environment. As with workforce training programs, these things can benefit the community beyond the business.
Environmental stewards	Businesses may take a holistic perspective to environmental stewardship, such as offering transit passes to employees, occupying green buildings, or making a commitment to using less resources (e.g. recycling).	These businesses will be attracted to cities with high environmental quality and are more likely to work with the community to maintain and improve the environmental quality
Triple bottom line	Businesses value and invest in the community's economic, environmental, and social well being.	These businesses will be attracted to cities with high quality of life and are more likely to work with the community to maintain and improve quality of life

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Table 2. Common direct incentives to attract or retain businesses

Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
Property or other tax abatements and credits					
Property Tax Abatements (Enterprise Zone, State of Oregon)	A time-limited reduction in property taxes, sometimes just on improvements or new equipment, to encourage private investment in a property.	Local taxing jurisdictions' general funds—cities, school districts, counties, etc.	Several tax abatements are authorized in State Statutes; many communities across the State use them. Some of the programs below are examples.	<ul style="list-style-type: none"> Increases the financial feasibility of property improvements. Often more politically acceptable than other funding sources; it does not require a budget allocation. 	<ul style="list-style-type: none"> Reduces general fund revenues for all overlapping taxing districts. If the site is in an urban renewal area, the abatement will reduce tax increment revenues (for increases in property value) to the urban renewal area. Can require ongoing monitoring to ensure compliance and accountability.
Electronic Commerce Zone (State of Oregon)	Qualifying businesses in the zone receive a credit against the business's annual state income or corporate excise tax liability based on 25% of the investment cost made in capital assets used in electronic-commerce operations.	State general fund (via income tax), and local general fund (via property taxes)	Hillsboro, Portland	<ul style="list-style-type: none"> Reduces the costs of operating a business, which increases the business' financial viability 	<ul style="list-style-type: none"> Limited to supporting just electronic commerce (transactions via the internet or an internet-based computer platform)
Strategic Investment Program (State of Oregon)	Exempts a portion of large capital investments from property taxes. Most often used for manufacturing firms and other "traded-sector" businesses.	Local taxing jurisdictions' general funds—cities, school districts, counties, etc.	Gresham, Clackamas County (currently, there are 3 SIZs in the State of Oregon)	<ul style="list-style-type: none"> Targeted specifically to support traded-sector firms Can be very beneficial for businesses, depending on the investment size, in terms of net present value 	<ul style="list-style-type: none"> Revisitation clause is necessary to ensure that the program is functioning for the jurisdiction and the business. Reduces general fund revenues for all overlapping taxing districts.

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Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
Vertical Housing Development Zone (State of Oregon)	Subsidizes "mixed-use" projects to encourage dense development or redevelopment by providing a partial property tax exemption on increased property value for qualified developments.	Local taxing jurisdictions' general funds—cities, school districts, counties, etc.	Gresham, Portland, Hillsboro, Springfield, Beaverton, Grants Pass, others	<ul style="list-style-type: none"> Targeted tool to support mixed-use development in places with locational advantages 	<ul style="list-style-type: none"> Reduces general fund revenues for all overlapping taxing districts.
Affordable Housing Tax Credit (State of Oregon)	Provides a state income tax credit for affordable housing equity investments that help reduce the financing costs for multi family rental units. Applications must demonstrate a 20 year term that the benefit of the tax credit will be entirely passed on to reduce rents for the tenants.	Investments are made by institutional investors or high net worth individuals. State general fund is impacted.	Oregon Affordable Housing Tax Credit Program (OAHTC), many communities across Oregon	<ul style="list-style-type: none"> Targeted tool to support multi-family rentals or mixed-use development in places with locational advantages 	<ul style="list-style-type: none"> Reduces general fund revenues for all overlapping taxing districts if property tax abatement is sought by affordable housing providers and approved by local jurisdictions.
Low interest grants/loans					
CDBG Grants and Loans	Community Development Block Grants provide communities with resources to address a wide range of community development needs, including affordable housing and service provision, targeted to benefit low- and moderate-income persons. HUD Section 108 is one mechanism that increases the capacity of block grants to assist with economic development projects.	Federal HUD funds	CDBG funds are awarded by formula to qualified cities and counties throughout Oregon	<ul style="list-style-type: none"> Funds are fairly flexible in application Program has been run since 1974, and is seen as being fairly reliably 	<ul style="list-style-type: none"> Competitive process to secure loans/grants for individual projects Administration and projects must meet federal guidelines Amount of federal funding for CDBG has been diminishing over the past few years CDBG program is run through Clackamas County and is not in the control of the City.

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Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
EB-5	Investment dollars for new commercial enterprises that will benefit the US economy and create at least 10 full-time jobs for every \$500,000 invested by foreigners seeking US citizenship.	Foreign investors	Distributed on a project-by-project basis through regional centers. EB5 is relatively new to Oregon and to date, few Oregon projects have been financed with EB-5 investments	<ul style="list-style-type: none"> Relatively low-cost source of capital for appropriate projects 	<ul style="list-style-type: none"> Must fall in an EB-5 eligible "targeted employment area" Must meet job generation requirements
Industrial Development Bonds (State of Oregon)	Tax-exempt bonds issued by the state of Oregon that provide long-term financing for land, buildings and equipment for manufacturers.	Bonds are purchased by institutional investors		<ul style="list-style-type: none"> Affordable interest rates and tax-exempt status assist in lowering capital expenses. Generally provide the greatest benefit to the borrower for bonds of \$5 million or more. The Oregon Express Bond program is available for loans between \$500,000 and \$5 million. Can pay for up to 100% of project's development costs 	<ul style="list-style-type: none"> Requires State backing
Reduces business operation or capital costs					
Business License Fee Reduction	A reduction in or waiver of business license fees	General Fund	Gresham, others	<ul style="list-style-type: none"> Reduces costs for business 	<ul style="list-style-type: none"> Relatively small incentive that may not greatly affect a business' bottom line

Appendix E

Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
Tenant Improvement Grants/Loans	Assist property owners and new business owners with tenant improvements to the interiors of commercial spaces. Used for office and industrial assistance in addition to retail.	Urban Renewal and CDBG loans or grants, tax exempt revenue bonds	Gresham, Portland, others	<ul style="list-style-type: none"> Reduces costs of tenant improvements 	<ul style="list-style-type: none"> Often tied to job goals In some cases prevailing wage would apply
Workforce Assistance Programs	Specially designed workforce training programs that cities, community colleges and workforce training entities help to jointly provide to businesses to train existing and potential employees.	Varies	Beaverton, Gresham, Portland	<ul style="list-style-type: none"> Reduces difficulty of recruiting and cost of training staff Creates opportunities to partner with community colleges and other educational institutions Creates lasting benefits for individuals 	<ul style="list-style-type: none"> No clearly-delineated source of funds May require re-tooling of existing programs to ensure that the training programs are targeted to local industry needs
Working Capital or Equipment Assistance Loans	An injection of capital for operation or growth. A working capital loan is used clear up accounts payable, wages, etc., while an equipment loan is used to assist with acquisition of long-term assets.	Small Business Administration	Portland, others	<ul style="list-style-type: none"> Reduces operating costs for businesses, and increases financial viability 	<ul style="list-style-type: none"> Requires careful underwriting and program administration to reduce public sector risk
Microenterprise and Small Business Loans	Direct loans to help start-ups, micro-enterprises and small businesses expand or become established.	Urban Renewal, CDBG	Beaverton, Newberg, Portland	<ul style="list-style-type: none"> Targeted to support small businesses and start-ups Can be tailored to support local economic development strategies 	<ul style="list-style-type: none"> Requires careful underwriting and program administration to reduce public sector risk
International Trade Zone/ Global Tech Assist.	Allows businesses to obtain discounts from the U.S. government — including delayed, reduced or eliminated duty payments — if they ship products in and out of the zone.		Portland	<ul style="list-style-type: none"> Reduces costs for businesses that export or distribute goods in other countries. 	<ul style="list-style-type: none"> Requires complying with federal rules guiding activities in a Foreign Trade Zone.

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Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
Business Incubator	Provides office space and common services (e.g., telecommunications, receptionist, copiers or printers, etc.) to small start-up businesses.		Portland	<ul style="list-style-type: none"> Helps reduce costs for small start-up business, encouraging growth of local businesses. 	<ul style="list-style-type: none"> Starting a business incubator requires a substantial amount of coordination and funding.
Reduces development costs					
Land Assembly	Assistance with the process of combining parcels together into one developable site. Sometimes takes the shape of technical assistance or expedited process. Other times, the public sector acquires the parcels, combines them, and sells to private party.	Urban Renewal, CDBG	Portland; Hillsboro; Gresham	<ul style="list-style-type: none"> Can help overcome development feasibility challenges by creating more viable redevelopment sites. In some cases, assembling the land increases its value on the open market for UR Agencies looking to re-sell 	<ul style="list-style-type: none"> Public agencies sometimes pay high appraised value for land because they often want to achieve multiple goals – this can impact costs of future public and private acquisitions
Property Price Buy-down	A public agency may chose to sell a property to qualifying developers at a price lower than fair market value to induce development.	Urban Renewal, CDBG	Commonly used tool across the state, especially in larger cities (Portland, Gresham, Hillsboro)	<ul style="list-style-type: none"> Increases development feasibility by reducing development costs Gives the public sector leverage to achieve its goals for the development via development agreement process with developer 	<ul style="list-style-type: none"> Requires careful underwriting and program administration to reduce public sector risk and ensure program compliance
Reduced Building Permit/Planning Fees or SDC buy down / waiver	Reduce various development fees as an incentive to induce qualifying types of development or building features (e.g. stormwater improvements through the Commercial Stormwater Fee Reduction).	General Fund or SDC fund, respectively	Commonly used tool, often in conjunction with development agreements or other development negotiation processes	<ul style="list-style-type: none"> Increases development feasibility by reducing soft costs for developers. Fee cost structures are within City control and can be easier to manipulate than other components of the development cost structure. 	<ul style="list-style-type: none"> Reduces revenues to provide permitting and compliance services If SDCs are reduced for some developments, that revenue burden will be shifted to others.

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Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
Pre-development Assistance	Grants or low interest loans for evaluation of site constraints and opportunities, development feasibility, conceptual planning, etc. to reduce pre-development costs	Urban Renewal, CDBG	Portland, Hillsboro, others	<ul style="list-style-type: none"> Reduces what are often risky pre- development costs for developments that fulfill community goals. Enables developers and communities to explore wider range of project possibilities 	<ul style="list-style-type: none"> Can be perceived as favoring particular developers or property owners.
Reduces development costs					
SDC Financing or credits	SDC financing enables developers to stretch their SDC payment over time, thereby reducing upfront costs. Alternately, allows developers to make necessary improvements to the site in lieu of paying SDCs.	SDC fund / general fund. In some cases, there may be no financial impact	Gresham Hillsboro, Portland	<ul style="list-style-type: none"> Reduced up-front costs for developers can enable quicker development timeframe and availability of property to be taxed. 	<ul style="list-style-type: none"> Reduces availability of SDC funds over the short term.
Expedited / Fast-Tracked Building Permits	Expedite building permits for pre-approved development types or green buildings	Limited costs.	Gresham, Portland, others	<ul style="list-style-type: none"> Can be targeted to a specific development type that is incented. Can save projects time in development process, which produces financial savings 	<ul style="list-style-type: none"> May not have a large enough impact on development bottom line to change financial viability of project.
Spurs investment in a specific area					
Façade Improvement Grants/Loans	Commonly used as part of the Main Street approach to economic development and in urban renewal plans, these are low or no interest loans, or matching grant funds to improve the façade of a building.	Urban Renewal and CDBG loans or grants,	Beaverton, Gresham, Oregon City, Portland, Sherwood, Astoria, others	<ul style="list-style-type: none"> A relatively low-cost approach to assisting property owners with improvements that creates a stronger environment for retail. 	<ul style="list-style-type: none"> Can be perceived as favoring some businesses or business areas over others.

Appendix E

Incentive name	What it is and how it works	Fund sources/ fund impacted	Who is using it (examples)	Potential benefits	Potential drawbacks
Sole Source SDCs	Retains SDCs paid by developers within a limited geographic area that directly benefits from new development, rather than being available for use city-wide	SDC funds	Portland, Bend	<ul style="list-style-type: none">Enables SDC eligible Improvements within smaller areas which can enhance catalytic and redevelopment value of area	<ul style="list-style-type: none">Reduces resources for SDC-funded projects in a broader geographySmall geographic areas may not have sufficient SDC revenues to support bonds

Mayor and City Council Members of Wilsonville

My name is Alan Steiger and I live at 7054 SW Cedar Pointe Drive in Wilsonville. I am/was a member of the Economic Development Strategy Task Force.

I urge adoption of Resolution 2413:

- The composition of the Task Force that created the documents before you were very diversified which ensured many various view points were available and considered,**
- The discussions that the Task Force had were very thoughtfully considered by all participants without preconceived solutions,**
- and EcoNorthwest did an excellent job of providing the Task Force with information and keeping our meetings productive.**

I believe that Resolution 2413 provides useful guidance to Council and staff as the economic development strategy of Wilsonville moves forward. I use the word "guidance" as the Task Force considered specific scoring charts but determined that there are too many possible combinations of business attributes and incentives to address in a simple report. Thanks to EcoNorthwest and the city staff we did evaluate 10 situations, but the report stresses that these were generic examples with the results to be applied more broadly.

As the economic development strategy for Wilsonville moves forward I would ask Council and staff to keep in mind the Principles and Assumptions which are covered starting on page 6 of Part 2 of the Recommendations. These provide direction as to what the Task Force considered and, more importantly, what the Task Force did not. Any further action should start with the information in this section.

I wish to thank you Mayor and City Councilors for the opportunity to participate in this process. Again I urge support for Resolution 2413.

*Rec'd 4/15/13
Ack.*

**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 15, 2013	Subject: Resolution No. 2412 Application for Metro Community Planning and Development Grant Staff Member: Chris Neamtzu Department: Planning	
Action Required <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:	
Staff Recommendation: Approve the resolution in Attachment A to support, and intent to commit matching resources and funds to, the application for Metro grant funding of a Frog Pond / Advance Road Planning project.		
Recommended Language for Motion: I move to approve Resolution No. 2412.		
PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i>		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Comprehensive Plan	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Staff is requesting a resolution in support of Wilsonville’s application for Metro grant funding of planning for future development of the Frog Pond and Advance Road areas (see Attachment A). The resolution will formalize Council’s support for the project and intent to commit a local match.

EXECUTIVE SUMMARY:

The Frog Pond / Advance Road Concept Plan project would develop plans supportive of the 2040 growth concept for two adjacent areas of land in Clackamas County, immediately east of Wilsonville, setting the stage for further public and private investment and development. The two areas are Frog Pond, which is in the UGB, and Advance Road, which is a designated Urban Reserve (see site map in Attachment B). The land will be planned for predominantly residential development. The City will lead the project, but engage the development community as stakeholders and advisors.

The source of the Community Planning and Development grant program is the Metro Construction Excise Tax, for which Wilsonville has collected over \$400,000. There will be approximately \$3.7 million available to fund projects throughout the region, and the application process is highly competitive.

At its meeting on February 4, 2013, the Council unanimously voted to support submission of a Letter of Intent to apply for a grant to fund this project. The final application is due on April 18, 2013 and it will be important to convince the selection committee that there is agreement by Council to support both submitting the application, and the resource commitment.

Staff is requesting approximately \$100,000 to fund Community Development staff time on the project, and approximately \$200,000 to fund consultant time (over the course of approximately two years). No matching funds are required for this grant. However, competitive applications will include both an in-kind match and matching funds. Staff recommends that the City commit to providing the following local match:

- Approximately \$30,000 in staff time
- Approximately \$16,000 in consultant time, already contracted to explore wastewater planning to serve the areas
- \$30,000 from system development charge fund

EXPECTED RESULTS:

The project would create one Concept Plan for the Frog Pond and Advance Road areas, and a Master Plan with implementing ordinances for the Frog Pond area.

TIMELINE:

The application is due April 18, 2013, and the grant will be awarded in June. If selected, the project would commence in the fall of 2013, following completion of intergovernmental agreements. The project as proposed would take a little over two years to complete.

CURRENT YEAR BUDGET IMPACTS:

The proposed fiscal year 2013-14 Community Development budget includes \$20,000 for the grant match. Staff has included the remaining \$10,000 in the proposed 2013-14 Community Development budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: _____ JEO _____ Date: __4/5/13_____

The 2013-14 proposed budget includes sufficient appropriations for this project.

LEGAL REVIEW / COMMENT: *[Item must be sent to City Attorney for review.]*

Reviewed by: _____ Date: _____

COMMUNITY INVOLVEMENT PROCESS:

Staff informed the Planning Commission about this grant application in February. In early March, staff sent a letter to each property owner in the Frog Pond and Advance Road areas to let them know about this grant application, and possible project.

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

The City is required to prepare a concept plan for the Frog Pond by the end of 2014; this grant is the most promising funding source for such work. Preparing a concept plan for both the Frog Ponds and Advance Road areas will be most cost-effective and most likely to lead to great outcomes. Preparing a master plan for the Frog Pond area immediately following the concept plan is the best way to expedite private investment and on-the-ground construction.

ALTERNATIVES:

Council may modify the City's proposed local match. However, staff does not recommend this as it will reduce the competitiveness of the City's application.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Resolution No. 2412
- B. Site map

RESOLUTION NO. 2412

A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING APPLICATION FOR A METRO COMMUNITY PLANNING AND DEVELOPMENT GRANT TO FUND CONCEPT PLANNING FOR THE FROG POND AND ADVANCE ROAD AREAS, AND A MASTER PLAN FOR THE FROG POND AREA

WHEREAS, the Metro Council brought an approximately 181-acre area located immediately east of the City of Wilsonville city limits, known as Frog Pond, into the Urban Growth Boundary in 2002, in anticipation of eventual annexation by the City for residential development; and

WHEREAS, the City's "20-Year Look" process identified the Advance Road area as the top-priority for future residential development in conjunction with the Frog Pond area; and

WHEREAS, the Frog Pond area currently lacks a concept plan to guide infrastructure planning and development but the City of Wilsonville is required to complete a concept plan for that area by the end of 2015; and

WHEREAS, the Advance Road area, consisting of approximately 316 acres, is located immediately east of the City of Wilsonville city limits and is located adjacent to the Frog Pond area; and

WHEREAS, these two urban growth expansion areas, together, comprise an approximately 497-acre area that could be concept planned together, thereby providing economies of scale for both land-use planning and infrastructure development; and

WHEREAS, Metro maintains a Metro Community Planning and Development Grant Program ("Grant Program") to help fund concept and master planning;

WHEREAS, under the requirements of Metro's Construction Excise Tax, the City of Wilsonville has collected and contributed over \$400,000 from building permits in support of this Grant Program; and

WHEREAS, the City now wishes to make application to the Grant Program for funds in the amount of \$350,000 to help cover the costs of concept planning for the Frog Pond and Advance Road areas and master planning for the Frog Pond area; and

WHEREAS, the application process allows the City to provide a level of match to any grant funds that may be awarded through the Grant Program.

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

1. The City Council supports the City of Wilsonville application for Metro's Community Planning and Development Grant Program to fund concept planning of the Frog Pond and Advance Road areas, and master planning of the Frog Pond area.
2. The Planning Director is authorized to file the application with Metro.
3. The City is authorized to contribute an in-kind match of staff time and resources, estimated to be valued at approximately \$50,000 (\$30,000 in cash and \$20,000 in staff time or other resources), over the course of a two-year project.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this ____ day of _____, 2013, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

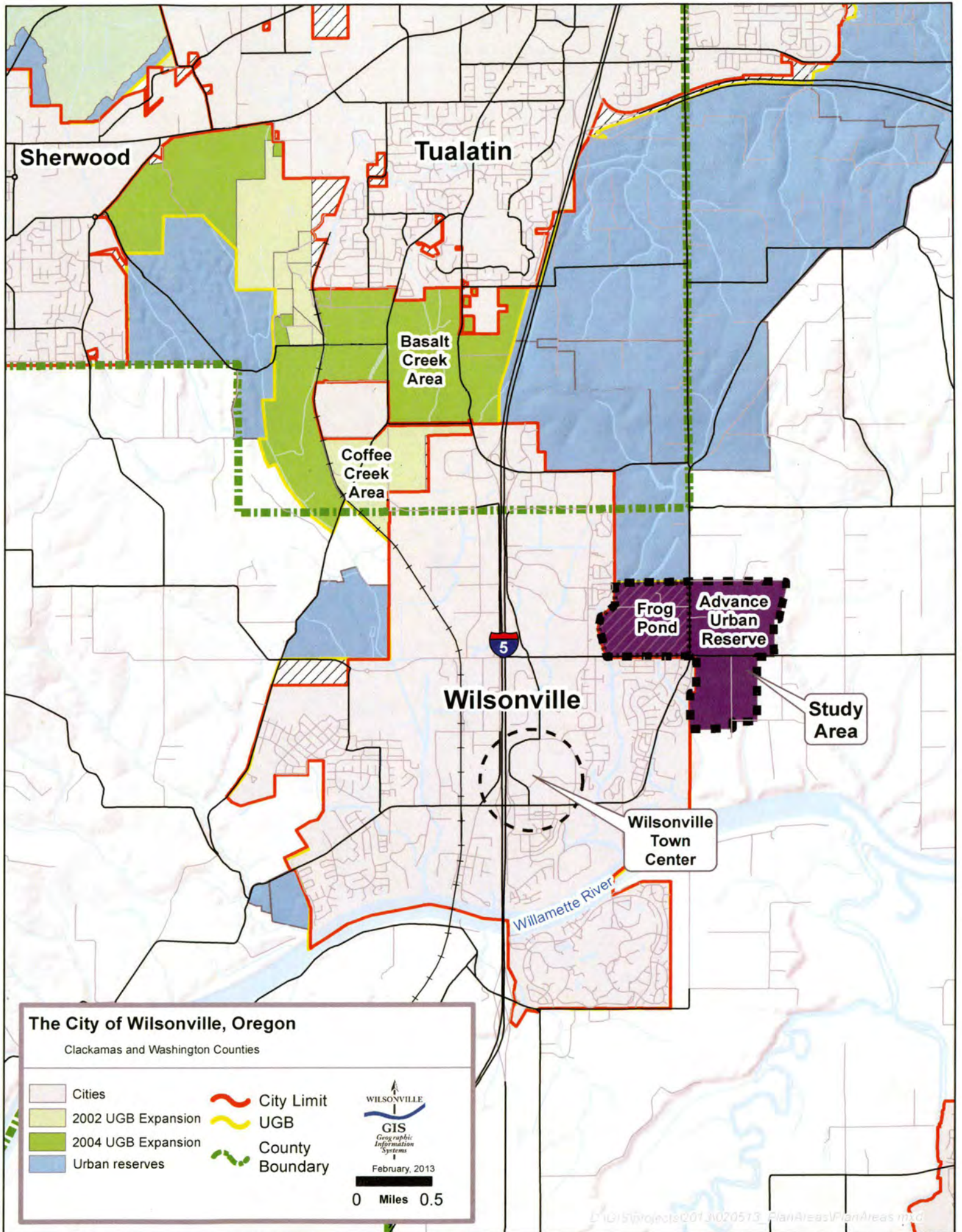
Mayor Knapp

Council President Starr

Councilor Goddard

Councilor Fitzgerald

Councilor Stevens



The City of Wilsonville, Oregon
 Clackamas and Washington Counties

	Cities		City Limit
	2002 UGB Expansion		UGB
	2004 UGB Expansion		County Boundary
	Urban reserves		

WILSONVILLE
 GIS
 Geographic Information Systems

February, 2013

0 Miles 0.5

Frog Pond

Advance Urban Reserve

Study Area

Wilsonville Town Center

Willamette River

Wilsonville

Basalt Creek Area

Coffee Creek Area

Tualatin

Sherwood

ORDINANCE NO. 715

AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING WILSONVILLE CODE CHAPTER 10 BY ADDING 10.425 TO PROHIBIT CAMPING ON PUBLIC PROPERTY AND RIGHTS OF WAY AND AMENDING CHAPTER 10.430 PENALTIES.

WHEREAS, the City of Wilsonville currently prohibits unauthorized camping on public park property and facilities; and

WHEREAS, the City of Wilsonville desires to uniformly have its regulations prohibit unauthorized camping on all its public property in the interest of public health and welfare.

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

1. The following is adopted and made part of the Wilsonville Code to prohibit sleeping or camping on public property to promote the health and welfare of the citizens of Wilsonville.

10.425 Camping on Public Property and Rights of Way

(1) It shall be unlawful for any person or persons to camp on public property or right-of-way without prior approval of the City, except that unauthorized overnight camping on City parks or park facilities is governed by WC 3.000(16).

(2) "To camp" means to set up, or remain in or at, a campsite for the purpose of establishing or maintaining a temporary place to live.

(3) "Campsite" means any place where any bedding, sleeping bag, or other sleeping matter, or any stove or fire is placed, established, or maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure or any vehicle or part thereof.

2. Section 10. Wilsonville Code Chapter 10, **Section 10.430 Penalties**, subsection (1) shall be amended to read as follows:

(1) Any person who violates the provisions of WC 10.410 or 10.425 shall be punished as follows:

(a) First Offense, a sentence to pay a fine not to exceed \$250.00

* * *

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 1st day of April, 2013, and scheduled for a second reading at a regular

meeting of the Council on the 15th day of April, 2013, commencing at the hour of 7:00 PM at the Wilsonville City Hall.

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this ____ day of April, 2013.

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp	_____
Councilor President Starr	_____
Councilor Goddard	_____
Councilor Fitzgerald	_____
Councilor Stevens	_____

ORDINANCE NO. 716

AN ORDINANCE OF THE CITY OF WILSONVILLE DEVELOPING A POLICY FOR THE REMOVAL OF INDIVIDUALS, THEIR PERSONAL PROPERTY AND CAMPSITES ON PUBLIC PROPERTY.

WHEREAS, Oregon Revised Statute 203.077 requires that all municipalities and counties shall develop a policy for the removal of camps that recognizes the social nature of the problem of homeless individuals unlawfully camping on public property and implement the policy as developed to ensure the most humane treatment for removal of homeless individuals from camping sites on public property; and

WHEREAS, the City of Wilsonville is adopting the following policy pursuant to Oregon Revised Statute 203.077 to ensure the humane treatment for the removal of individuals and their property and campsites from public property;

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

1. The following is adopted and made part of the Wilsonville Code to ensure the most humane treatment for the removal of homeless individuals and an accompanying process for the removal of their property from camping sites on public property.

6.400 Removal of Individuals, their Property and Campsites on Public Property.

(1) Prior to the removal of any individual and/or their personal property from an established camping site on public property, law enforcement officials shall post a removal notice at the campsite, written in English and Spanish, twenty-four (24) hours in advance of removal; provided however, if law enforcement officials determine that the circumstances warrant an extension of time for removal to ensure humane treatment, the law enforcement officials may extend the notice time up to seventy-two hours in advance of removal

(a) At the time the notice is posted, law enforcement officials shall inform a local agency that delivers social services to homeless individuals where the notice has been posted.

(b) This local agency may arrange for outreach workers to visit the camping site where a notice has been posted to assess the need for social service assistance in arranging shelter and other assistance.

(c) All unclaimed personal property shall be given to law enforcement officials whether twenty-four (24) hour notice is required or not. Subject to approval of the City Manager, the City's Public Works Director shall develop a protocol to aid such law enforcement officials in the custody, removal, storage, and destruction of the unclaimed personal property. A notice shall be posted, written in English and Spanish, providing a phone number to call during the business hours of 8:00 AM to 4:00 PM, Monday to Friday, to arrange an appointment to pick up the unclaimed personal property. This notice shall be posted in a conspicuous place in the general vicinity, but not greater than 30 feet, of the personal property to be removed, and shall be laminated or otherwise made to be weather resistant. The notice shall not be posted on or attached to personal property in the area. The property shall be stored for 30 days from the removal date and will be available to any individual claiming ownership. Property that remains unclaimed for 30 days will be disposed of and the notice removed.

(d) "Personal property" means any item that is reasonably recognizable as belonging to a person and has apparent utility. Items that have no apparent utility or are in an unsanitary condition will be immediately discarded upon removal of the homeless individuals from the camping site.

(e) City officials or law enforcement personnel shall photograph the site prior to the removal of property and provide a general description of items disposed of due to their lack of apparent utility or unsanitary condition.

(f) Weapons, drug paraphernalia and items that appear to be either stolen or evidence of a crime shall be turned over to the appropriate law enforcement officials.

(2) Following the removal of homeless individuals from a campsite on public property, the law enforcement officials, local agency officials and outreach workers may meet to assess the notice and removal policy, to discuss whether removals are occurring in a humane and just manner and to determine if any changes are needed in the policy.

(3) The twenty-four (24) hour notice under subsection (1) (c) of this section shall not apply:

(a) When there are grounds for law enforcement officials to believe that illegal activities other than camping are occurring.

(b) In the event of an exceptional emergency such as possible site contamination by hazardous materials or when there is immediate danger to human life or safety.

(4) Sleeping or sleeping in a vehicle on public property in a manner that establishes a camping area or that results in personal property or trash being stored on public property shall be considered an established camp for the purposes of this Section.

(a) Vehicles used for camping on public property shall be impounded according to Wilsonville Code Sections 5.400 – 5.460. The contents of impounded vehicles will be inventoried according to Wilsonville Code Section 5.425.

(b) Sleeping in a vehicle on a public right of way shall still be governed by Wilsonville Code Section 5.210(12).

(c) Illegal parking, stopping or standing of vehicles are governed by Wilsonville Code Sections 5.200 et seq.

(5) A person authorized to issue a citation for unlawful camping under state law, administrative rule or city or county ordinance may not issue the citation if the citation would be issued within 200 feet of the notice described in this section and within two hours before or after the notice was posted.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 1st day of April, 2013, and scheduled for a second reading at a regular meeting of the Council on the 15th day of April, 2013, commencing at the hour of 7:00 P.M. at the Wilsonville Community Center.

Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the ____ day of _____, 2013 by the following votes:

Yes: No:

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this ____ day of April, 2013.

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp _____
Council President Starr _____
Councilor Goddard
Councilor Fitzgerald
Councilor Stevens

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Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the ____ day of _____, 2013 by the following votes:

Yes: No:

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this ____ day of April, 2013.

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp _____
Council President Starr _____
Councilor Goddard
Councilor Fitzgerald
Councilor Stevens

Kohlhoff, Mike

From: Brescia, Patty
Sent: Wednesday, April 10, 2013 11:33 AM
To: Kohlhoff, Mike
Cc: Troha, Jeanna
Subject: Memo on Resources for Homeless Individuals
Attachments: Memo on Homeless Resources.docx; Homeless PROJECTS List and addresses 2013.docx; Housing Resources in Clackamas County.docx

Mike and Jeanna,

Here is the memo on the resources the Community Services department and Wilsonville Community Sharing provide. According to Sadie Wallenberg, she provides services to approximately 5-15 homeless individuals during the year. I spoke to Mark Sirois at the County and he provided the resources in the 2nd and 3rd attachments. He said his role is the head of the Homeless Council for the County, and he oversees the Projects that are listed. These projects are all funded by HUD, and need to reapply for HUD funding each year. He made sure to emphasize that just because a resource is listed, this does not mean it is funded.

He said the last homeless count for the county totaled 3,000 and there are 400 beds available in the County including both temporary and permanent beds. He said that even though he heads up this Council, our more direct line to which resources are currently available would be Clackamas County Social Services.

Patty

Patty Brescia
Senior Programs Manager
City of Wilsonville
503-570-1525
brescia@ci.wilsonville.or.us

Wilsonville Community Services Department
"Active Lifestyles, Social Opportunities, Healthy Community"



DISCLOSURE: Messages to and from this E-Mail address may be subject to Oregon Public Records Law.

Memorandum

TO: Mike Kohlhoff
FROM: Patty Brescia
SUBJECT: Resources for homeless individuals
DATE: 4/10/13
CC: Jeanna Troha

The Community Services Department and Wilsonville Community Sharing work cooperatively to provide resources to homeless individuals in Wilsonville. Senior programs staff at the Community Center primarily serve individuals aged 60 or older, but will perform a needs assessment on any homeless person who requests assistance regardless of age. Wilsonville Community Sharing primarily serves families and individuals under 60 but there are situations where staff from both programs work collaboratively to prevent an individual from becoming homeless. Challenges faced by both programs include: lack of adequate funding, many resources located outside of Wilsonville and limited hours of staff that provides resources and assistance.

Community Services provides:

- **Assessment** Evaluating the person's circumstances, determining needs and developing a plan to meet their needs as resources are available
- **Referral** Provide the individual with contact information for agencies in the community that provide: case management, shelter, food, clothing, hygiene resources, and mental health services and support.
- **Hygiene Kits** The Center has a supply of kits that include items such as: toilet paper, soap, shampoo, shaving supplies, first aid kit, toothbrush, toothpaste, hand sanitizer and a washcloth. Additional items can be made available including: socks, t-shirt warm hat, scarf and gloves. These kits are assembled using funds from donations to the Senior Emergency Assistance Fund
- **Motel and Gas Vouchers** In the past these have been provided to homeless seniors on a limited basis using the senior emergency assistance fund. This fund currently has \$900 and has received a \$1200 donation for the Wilsonville Community Seniors, Inc. annually.
- **Food** If available, a hot lunch on weekdays, and an emergency shelf stable meal
- **Resource Card** Contact information for: 24 Hour Mental health hotline, 211 County Information and Referral, Community Center, Community Sharing, The Canby Center, The Dorcas Society, The Father's Heart Street Ministry
- **SMART Bus Pass** Allows for trip to Barbur St. Transit Center in Portland, Canby Transit Center and Tualatin Park and Ride.

Wilsonville Community Sharing provides:

- **Food Bank** Tuesdays 1:00 – 3:00 PM and 6:00 - 8:00 PM
- **Information and Referral Services** Tuesday – Friday 9:00 AM – 3:00 PM
- **Motel Vouchers** Provided on a very limited basis after thorough assessment. This is a resource that is rarely provided due to funding limitations.

Housing Rights and Resources Center

The Housing Rights and Resources Center (HRRRC) works with tenants and landlords to protect the housing rights of our community and educate Clackamas County on housing issues. The HRRRC provides general housing information and referral regarding landlord-tenant, fair housing, and other housing-related issues. The center can assist clients in finding lower cost housing in Clackamas County and shelters in the Portland Metropolitan Area. HRRRC is also responsible for filing housing discrimination complaints with HUD.

Call 503-650-5750 for more information. Spanish speakers call 503-650-5679.

Rent Well

Rent Well is a 6-week tenant readiness training program that helps people who are homeless or at risk of homelessness find and keep housing. Each client must complete a series of 6 classes that take place once a week. After completing all of the classes, the participant will receive a Rent Well Certificate of Completion. This certificate can be presented to landlords upon application for tenancy to help. Rent Well is an excellent option for people with poor/no credit, past evictions, no rental history and/or criminal history.

Call 503-650-5647 for more information.

Clackamas Resource Connection

The Clackamas Resource Connection provides a single point of contact for all people seeking information about how to care for seniors and people with disabilities.

The Clackamas Resource Connection provides a single point of contact for all people seeking information about services for seniors and people with disabilities. Services are targeted to people who are not Medicaid eligible but the Clackamas Resource Connection will serve anyone who requests assistance. The Clackamas Resource Connection has information about in-home care, how to find the medical equipment you need, how to arrange for home delivered meals, how to apply for Medicaid, and much more.

If you have concerns or questions about options for senior or disability needs, call the Clackamas Resource Connection at 503 650 – 5622. There is no charge for this service.

Homeless Programs In Clackamas County, 2013

Project Name & Location	Who Served	Housing Type	Contact person	Contact Address
Jannsen Clackamas	Homeless Families w/kids	Transitional	Housing Authority Mary Rain O'Meara 503-655-8279 MOmeara@co.clackamas.or.us	PO Box 1510 Oregon City, OR 97045-0510
CWS Transitional Scatter Site Apts.	Domestic Violence: Singles & Homeless Families w/kids	Transitional	CWS Melissa Erlbaum (503) 722-2366 x 106 melissae@cwsor.org	704 Main St, Suite 200 Oregon City, OR 97045
CWS Emergency Shelter (address protected)	Domestic Violence: Singles & Homeless Families w/kids	Emergency Shelter	CWS Melissa Erlbaum (503) 722-2366 x 106 melissae@cwsor.org	704 Main St, Suite 200 Oregon City, OR 97045
Jackson Oregon City	Homeless Singles	Transitional	SSD Linda Fischer 503-655-8492 LindaFis@co.clackamas.or.us	2051 Kaen Rd Oregon City, OR 97045
Springwater Clackamas	Homeless teens, Pregnant & parenting teens	Transitional	The Inn Steve Olsen (503) 496-1160 x 10 solsen@theinnhome.org	8050 SE Roots Road Milwaukie, OR 97267
Chez Ami Clackamas	Homeless adults w/mental illness	Permanent	Central City Concern EV Armitage 503-294-1681 & Clackamas County MH Kathy Polinsky 503-722-6515	232 NW 6 th Ave. Portland, OR 97209
Shelter + Care Scatter Site Apts.	Homeless disabled adults	Permanent	Housing Authority Mary Rain O'Meara 503-655-8279 MOmeara@co.clackamas.or.us	PO Box 1510 Oregon City, OR 97045-0510
HOPE Leasing II Scatter Site Apts.	Homeless disabled adults	Permanent	SSD 503.650.5645 Liesl Eckert LEckert@clackamas.gov	2051 Kaen Rd Oregon City, OR 97045
NHA Annie Ross Milwaukie	Homeless Families w/kids	Emergency shelter & Transitional	Northwest Housing Alternatives Angela Trimble (503) 654-1007 ext 103 trimble@nwhousing.org	2316 SE Willard Milwaukie, OR 97222- 7740
HOPE Leasing Scatter Site Apts.	Homeless disabled adults	Permanent Housing	SSD Kristina McNiece 503-655-8640 kristinamcn@co.clackamas.or.us	2051 Kaen Rd Oregon City, OR 97045
Avalon Oak Grove	Homeless disabled women-Drug Court	Permanent Housing	The Inn Steve Olsen (503) 496-1160 x 10 solsen@theinnhome.org	8050 SE Roots Road Milwaukie, OR 97267
Homesafe Scatter Site Apts.	Homeless pregnant/ parenting adolescents and young adults	Transitional Housing	The Inn Steve Olsen (503) 496-1160 x 10 solsen@theinnhome.org	8050 SE Roots Road Milwaukie, OR 97267

Ready to Rent Oregon City Classes available in various locations throughout the County	Homeless Adults/Adults at-Risk of Homelessness	Renter Training Classes/Landlord Outreach and Guarantee Fund	SSD Abby Ahern 503-650-5618 abbyahe@co.clackamas.or.us	2051 Kaen Rd Oregon City, OR 97045
HMIS I, II, III	Homeless Management Information System	CoC wide data	Margie James mjames@clackamas.gov 503.650.5663	2051 Kaen Rd #245 Oregon City, OR 97045
Homeless Council Continuum of Care	CoC Planning group		Mark Sirois marksir@clackamas.gov 503.650.5664	2051 Kaen Rd #245 Oregon City, OR 97045

To: Michael Kolhoff, Wilsonville City Attorney
Jeanna Troha, Wilsonville Assistant City Manager

From: Nicholas Watt

Re: Ordinance Number 715

Date: 04/09/13

In regards to our conversation this morning concerning the above ordinance, there was discussion as to how we approach these situations from a law enforcement standpoint.

The following will explain our response:

Normally, the call would be dispatched in two ways from the CCOM radio, 1) a welfare check on individuals possibly camping in a certain area, and 2) Trespass by individuals on private or public property.

Response will be with two units if they are available and upon arrival we will make contact with the individuals involved. Upon contact we will ask for their identification if they have any and then determine through NCIC or LEDS whether they are endangered individuals, persons of interest, or individuals with warrants. When the individual comes up clear in both data systems, we will then make an assessment as to their mental state, whether or not there is a drug or alcohol situation, or whether they are homeless due to circumstances beyond their control.

If there is a mental health problem, we will try and determine whether or not they are a danger to themselves or others and if this is the case take the appropriate action. If they are in need of mental health follow-up and not a danger to themselves or others, we will contact the CCSO mental health professionals and advise them of the situation and see if there is a solution that can be worked out. We will also give them information concerning the Clackamas County Mental Crisis hotline.

If there is an alcohol or drug problem, depending on the situation, we may end up transporting the individual to Hooper detox, or making an arrest based on the probable cause we have, if any.

If they individuals are in need of assistance because they are homeless and do not wish to be, we will make every effort to find them assistance, via the social services that we have at our disposal. Depending on the services available at the time and their transport needs, they may have to wait until the social services are available, and in extreme cases we would make an effort to take them to a shelter. These are rare occasions, but our community oriented policing provides the officer/deputy with guidelines.

Our call volume on these situations is limited to no more than 25 calls per year at this time.

This is our basic response and protocol for these situations. If there is anything else I can assist with please let me know.

Respectfully,

Nicholas L. Watt


City of Wilsonville
April 15, 2013 City Council Meeting

✓ Concerned about sale of
4/2 property sold to
one bidder minimum \$.

SPEAKER CARD

NAME: JAN KATAFIAS

ADDRESS: 10184 SW EVERGREEN

TELEPHONE: 503-709-2684 E-MAIL 

AGENDA ITEM YOU WANT TO ADDRESS: Resol # 2401

Concerned the sale.
Staff explained sale was
only the structure, not the
ground & required much
remediation of buyer
7.11.

Please limit your comments to 3 minutes. Thank you.

City of Wilsonville
April 15, 2013 City Council Meeting



SPEAKER CARD

NAME: Alan Steiger

ADDRESS: 7054 SW Cedar Pointe Drive

TELEPHONE: 503-685-9202 E-MAIL

AGENDA ITEM YOU WANT TO ADDRESS: Resolution 2413

Please limit your comments to 3 minutes. Thank you.

City of Wilsonville
City Council Meeting
April 15, 2013 Sign In Sheet

Name	Mailing Address
Yera Wise	
Doris Wehler	
Alan Steiger	
JAW KATAKIS	
Fred Robinson	
Ray Phelps	