

City of Wilsonville

City Council Meeting

February 21, 2019



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
FEBRUARY 21, 2019
7:00 P.M.**

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

Mayor Tim Knapp

Council President Kristin Akervall
Councilor Susie Stevens - Excused

Councilor Charlotte Lehan
Councilor Ben West

CITY COUNCIL MISSION STATEMENT

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

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

- | | | |
|------------------|---|------------------|
| 5:00 P.M. | EXECUTIVE SESSION | [25 min.] |
| | A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Legal Counsel / Litigation | |
| 5:25 P.M. | REVIEW OF AGENDA AND ITEMS ON CONSENT | [5 min.] |
| 5:30 P.M. | COUNCILORS' CONCERNS | [5 min.] |
| 5:35 P.M. | PRE-COUNCIL WORK SESSION | |
| | A. Basalt Creek Comprehensive Plan, TSP, and UPAA Amendments (Bateschell) | [30 min.] PAGE 4 |
| | B. Update to Water and Sewer System Development Charges.
(Rodocker/Weigel/Nelson) | [20 min.] |
| | C. Establishment of Pro Tem Municipal Court Roster. (Katko) | [10 min.] |
| | D. Financial Services Advisor PSA (Rodocker) | [5 min.] |
| 6:40 P.M. | ADJOURN | |
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CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Thursday, February 21, 2019 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on February 5, 2019. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

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

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

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

7:10 P.M. MAYOR'S BUSINESS

- A. Upcoming Meetings PAGE 62

7:15 P.M. COUNCILOR COMMENTS

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

7:25 P.M. CONSENT AGENDA

- A. **Resolution No. 2729** PAGE 63
A Resolution Of The City Of Wilsonville Establishing A Pool Eligible Pro Tem Judges For The City's Municipal Court. (Katko)
- B. **Resolution No. 2738** PAGE 67
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With PFM Financial Advisors, LLC For Financial Advisor Services. (Rodocker)
- C. Minutes of the October 15, 2018, November 5, 2018 and February 4, 2019 Council Meetings. (Veliz) PAGE 87

7:30 P.M. CONTINUING BUSINESS

- A. **Resolution No. 2724** PAGE 106
A Resolution Of The City Of Wilsonville Adopting The Water System Development Charge Methodology Report And Establishing The Charge Rate And Amending Resolution No. 1624. (Rodocker/Weigel/Nelson)

7:40 P.M. CITY MANAGER'S BUSINESS

7:45 P.M. LEGAL BUSINESS

7:50 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary. PAGE 137

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



CITY COUNCIL STAFF REPORT

Meeting Date: February 21, 2019		Subject: Comprehensive Plan & TSP Amendments and Washington County UPAA update related to Basalt Creek Concept Plan	
		Staff Members: Miranda Bateschell and Kimberly Rybold, AICP	
		Department: Community Development Department	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: 2/13/2019 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Basalt Creek Concept Plan	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Staff is providing an update on upcoming actions to adopt amendments to the City's Comprehensive Plan & Transportation System Plan (TSP) and update the Washington County-Wilsonville Urban Planning Area Agreement (UPAA).

EXECUTIVE SUMMARY:

In 2004, Metro added the Basalt Creek Planning Area to the region's Urban Growth Boundary (UGB) in order to accommodate growth in industrial employment. The area consists of approximately 847 acres, located west of I-5 between the cities of Tualatin and Wilsonville, known as the Basalt Creek and West Railroad Areas and generally referred to as the "Basalt Creek Planning Area (BCPA)." In 2011, the two cities, Metro, and Washington County entered into an Inter-Governmental Agreement (IGA) that outlines the coordinated planning responsibilities regarding the BCPA. The project team worked with property owners, citizens, service providers, regional partners, and both Cities' Planning Commissions and City Councils, to complete transportation, infrastructure and land use planning.

The Cities of Tualatin and Wilsonville adopted the Basalt Creek Concept Plan in August 2018, which presents a unified framework for future development in the BCPA. The proposed Comprehensive Plan and Transportation Systems Plan (TSP) amendments will reflect the City's adoption of the Basalt Creek Concept Plan. Per the 2018 Inter-Governmental Agreement with Metro outlining the land use decision-making process between Wilsonville and Tualatin, the Comprehensive Plan amendments associated with the Basalt Creek Concept Plan must be adopted by May 3, 2019.

The proposed Comprehensive Plan and TSP amendments will reflect Wilsonville's planning authority in Basalt Creek, and will set the stage for future master planning and implementation efforts in this area. The addition of projects from the Basalt Creek Concept Plan and Transportation Refinement Plan to the City's TSP will also ensure consistency between the City and County's TSPs.

The proposed Comprehensive Plan Amendments (Attachment A) include:

- Amendments to the Comprehensive Plan Map to apply the Industrial land use designation to Basalt Creek and the Coffee Creek Industrial Area, consistent with anticipated Washington County and City of Wilsonville Urban Planning Area Agreement (UPAA) revisions.
- Amendments to the Area of Special Concern Map to include Wilsonville's portion of the Basalt Creek Planning Area, including the West Railroad Area.
- Amendments to the language of the Area of Special Concern section to provide guidance on future development and implementation planning efforts for Wilsonville's portion of the Basalt Creek Planning Area and West Railroad Area.
- Amendments to the language of the Industrial Development Policies section to include important principles from the Concept Plan for development of the BCPA.

The proposed TSP Amendments (Attachment B) include the:

- Current alignment of 124th Avenue extension and the Basalt Creek Parkway extension from 124th Avenue to Boones Ferry Road.
- Grahams Ferry Road widening to three lanes from Day Road to Basalt Creek Pkwy.
- Boones Ferry widening to 5-lanes from Day Road to Basalt Creek Parkway.
- Day Road overcrossing (Boones Ferry Road to Elligsen Road) to the additional planned project list (unfunded).
- Boones Ferry Road/95th Avenue Intersection access management project.
- Second southbound right turn lane on the ramp at Boones Ferry Road/I-5 Southbound.

- Basalt Creek Canyon and I-5 Easement trail projects on the bicycle/pedestrian map.
- Garden Acres Road (from Grahams Ferry Road to Ridder Road) designation as a Minor Arterial.
- Selected Brown Road Extension Alignment to 5th Street.
- Updated figures to show new City of Wilsonville jurisdiction.

City staff held a work session with the Planning Commission on December 12, 2018 to seek feedback on the proposed amendments. On February 13, 2019 a public hearing is scheduled before the Planning Commission for consideration of a recommendation to the City Council on the Comprehensive Plan & TSP Amendments.

Staff from the City and Washington County coordinated to draft an update to the UPAA to include the Basalt Creek Planning Area (Attachment C). This update will reflect the future boundary between Wilsonville and Tualatin as determined through the Concept Plan, and will give Wilsonville planning authority over the portion of the BCPA south of the Basalt Creek Parkway and SW Greenhill Lane. A resolution will be before the City Council on March 4 on the UPAA, and Washington County is scheduled for hearings on March 20 and April 16 to adopt the new UPAA.

EXPECTED RESULTS:

Adoption of the Basalt Creek Comprehensive Plan and TSP Amendments and an updated UPAA with Washington County will set the stage for the next great business district in Wilsonville.

TIMELINE:

The Planning Commission is scheduled to hold the first public hearing on the Basalt Creek Comprehensive Plan and TSP Amendments on February 13, 2019. A City Council public hearing date has been set for April 1, 2019. Adoption of a revised UPAA with Washington County by the City Council is expected on March 4, 2019. Washington County will adopt the revised UPAA on April 16.

CURRENT YEAR BUDGET IMPACTS:

The fiscal year budget allocated \$30,000 for CIP #3000 for staff time to adopt the Comprehensive Plan Amendments. An additional \$15,000 will be requested in March as a supplemental budget adjustment. A portion of the professional services funds from the Planning Division budget will cover consultant time to prepare the TSP Amendments.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 2/11/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 2/12/2019

As City Council and staff know well, reaching agreement with Tualatin on the final Basalt Creek Concept Plan was a challenging and lengthy process. It is important to note that the appeal of the Metro decision regarding the central subarea was withdrawn. However, an appeal to LUBA of the Tualatin Comprehensive Plan amendments is likely and whether it is successful will depend, in large part, on how well arguments are, or are not, presented to LUBA in support of what was

adopted in the Basalt Creek Concept Plan. It is important to bear in mind that the only portion of the land Wilsonville will have jurisdiction and control over will be the land within the Wilsonville planning area boundary. The proposed Wilsonville Comprehensive Plan and TSP Amendments and UPAA's with Washington County are consistent with the Basalt Creek Concept Plan. However, if an appeal is filed and successful, it may be that what is anticipated by the proposed Comprehensive Plan and TSP Amendments in Tualatin may not be consistent with the ultimate land use designations.

COMMUNITY INVOLVEMENT PROCESS:

The concept planning process included participation from affected residents, businesses, and property owners. The City's website is updated to reflect the most recent work and staff sent notice of the amendments to the interested parties list and property owners via email and U.S. postal mail.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The Basalt Creek area is important for the long-term growth of Tualatin, Wilsonville, and the Metro region. The Basalt Creek area presents an opportunity to integrate jobs and housing, develop efficient transportation and utility systems, create an attractive residential and business community, incorporate natural resource areas, and provide recreational opportunities as community amenities and assets.

ALTERNATIVES:

The City Council may provide recommendations and modifications. Given the nature of this project, and due to the fact that the City and County need to adopt the same UPAA, modifications would need to be coordinated with County staff.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Draft Comprehensive Plan Amendments (dated: February 6, 2019)
- B. Draft TSP Amendments and Memo (dated: February 5, 2019)
- C. Draft Washington County – City UPAA (dated: February 13, 2019)

LAND USE AND DEVELOPMENT

INDUSTRIAL DEVELOPMENT

Wilsonville is basically a compact City, for this reason all industrial development should be compatible with adjacent or nearby commercial and/or residential areas. Therefore, there is little need for more than one industrial designation. For all practical purposes, all development should be guided by the same general standards; dealing with intensity, etc.

Policy 4.1.3 City of Wilsonville shall encourage light industry compatible with the residential and urban nature of the City.

Implementation Measure 4.1.3.a Develop an attractive and economically sound community.

Implementation Measure 4.1.3.b Maintain high-quality industrial development that enhances the livability of the area and promotes diversified economic growth and a broad tax base.

Implementation Measure 4.1.3.c Favor capital intensive, rather than labor intensive, industries within the City.

Implementation Measure 4.1.3.d Encourage industries interested in and willing to participate in development and preservation of a high-quality environment. Continue to require adherence to performance standards for all industrial operations within the City.

Implementation Measure 4.1.3.e Site industries where they can take advantage of existing transportation corridors such as the freeway, river, and railroad.

Implementation Measure 4.1.3.f Encourage a diversity of industries compatible with the Plan to provide a variety of jobs for the citizens of the City and the local area.

Implementation Measure 4.1.3.g Encourage energy-efficient, low-pollution industries.

Implementation Measure 4.1.3.h The City, in accordance with Title 4 of the Metro Urban Growth Management Functional Plan, supports appropriate retail development within Employment and Industrial Areas. Employment and Industrial areas are expected to include some limited retail commercial uses, primarily to serve the needs of people working or living in the immediate Employment or Industrial Areas, as well as office complexes housing technology-based industries. Where the City has already designated land for commercial development within Metro's employment areas, the City has been exempted from Metro development standards.

Implementation Measure 4.1.3.i The City shall limit the maximum amount of square footage of gross leasable retail area per building or business in areas designated for industrial development. In order to assure compliance with Metro's standards for the development of industrial areas, retail uses with more than 60,000 square feet of gross leasable floor

Wilsonville Comprehensive Plan**Proposed Amendments associated with Basalt Creek: February 6, 2019**

area per building or business shall not be permitted in areas designated for industrial development.

Implementation Measure 4.1.3.j All industrial areas will be developed in a manner consistent with industrial planned developments in Wilsonville. Non-industrial uses may be allowed within a Planned Development Industrial Zone, provided that those non-industrial uses do not limit the industrial development potential of the area.

Implementation Measure 4.1.3.k Encourage high-growth employment industries in which the City is already competitive, including advanced manufacturing, corporate and professional services, and health care and medical-related fields.

Implementation Measure 4.1.3.l Encourage growth in industrial business types prevalent in the region but new to the City, such as “craft” manufacturing (such as bicycle manufacturing, breweries, distilleries). Consider integrating live/work units into “craft” manufacturing areas.

Implementation Measure 4.1.3.m Encourage new industrial development that contributes to employment districts with a high density of jobs and a range of employment opportunities.

Implementation Measure 4.1.3.n Encourage development that incorporates active urban green spaces, such as trails, linear parks, and pocket parks, and use vegetation for buffering where possible.

**Wilsonville Comprehensive Plan
Proposed Amendments associated with Basalt Creek: February 6, 2019**

AREAS OF SPECIAL CONCERN

AREA M

This area, known as Basalt Creek, is located to the northwest of Wilsonville in Washington County. The area is generally oriented east-west, and is bound by Interstate 5 (I-5) to the east, the Portland and Western Railroad (PNWR) and the Coffee Creek Correctional Facility to the west, and Clay Street and Day Road to the south. The northern boundary is the location of the Basalt Creek Parkway, which extends from 124th Avenue and connects to Grahams Ferry Road. The Basalt Creek Parkway will run east-west between Grahams Ferry Road and Boones Ferry Road, and eventually extend over I-5. The Parkway is designed as a high-capacity major freight arterial with limited access to local streets providing industrial access between Tualatin, Sherwood, and Wilsonville.

The primary existing land uses in Basalt Creek are rural agriculture, industrial and rural residential consisting of low-density single-family housing. South of the area within the City of Wilsonville are existing and planned commercial, office, and industrial uses. The employment areas around Commerce Circle, Ridder Road, and 95th Avenue include advanced manufacturing, clean tech, warehouse, distribution, and logistics businesses. Abutting Area M along the south side of Day Road is the Coffee Creek Industrial Area, which has an adopted Master Plan and Industrial Form-based Code to enable the creation of a high-caliber business district.

The Cities of Wilsonville and Tualatin prepared the Basalt Creek Concept Plan to provide a framework for development and the provision of services in the area between the two cities. Land uses planned within the Wilsonville portion of Basalt Creek include a mix of employment development types and modest opportunities for live/work housing to support the nearby employment areas. The Concept Plan identifies three land use categories within Basalt Creek.

- High Tech Employment District. Most of the buildable acres in this area are devoted to a mix of higher density employment land. The High Tech Employment District is expected to accommodate jobs in manufacturing and high tech, with warehousing components. This land use is in the southern and eastern sections of the area, covering

Wilsonville Comprehensive Plan**Proposed Amendments associated with Basalt Creek: February 6, 2019**

all land east of Boones Ferry Road, and most of the land south of Clay Street, extending to Day Road and bordered to the west by Coffee Creek Correctional Facility.

- Craft Industrial. The southwest corner of the intersection of Boones Ferry Road and the future Basalt Creek Parkway is planned as Craft Industrial, which allows for a mix of smaller scale commercial uses. This area allows less than 20 percent residential use and is expected to accommodate live/work units. This development responds to the topography on these parcels and their location directly south from residential land and southwest of the neighborhood commercial node north of the Basalt Creek Parkway. Craft Industrial provides a transition to the higher intensity employment uses to the south.
- Light Industrial District. This land is located along the southern edge of the Basalt Creek Parkway just north of the Coffee Creek Correctional Facility and will accommodate jobs primarily in warehousing and light manufacturing.

The 2013 Basalt Creek Transportation Refinement Plan (TRP) sets the layout of major new roads and improvements for the area. As the area develops, property owners will plan and build local roads connecting to this network. These roadway improvements will include enhanced bike and pedestrian facilities and connections to the future SMART transit system.

Design Objectives

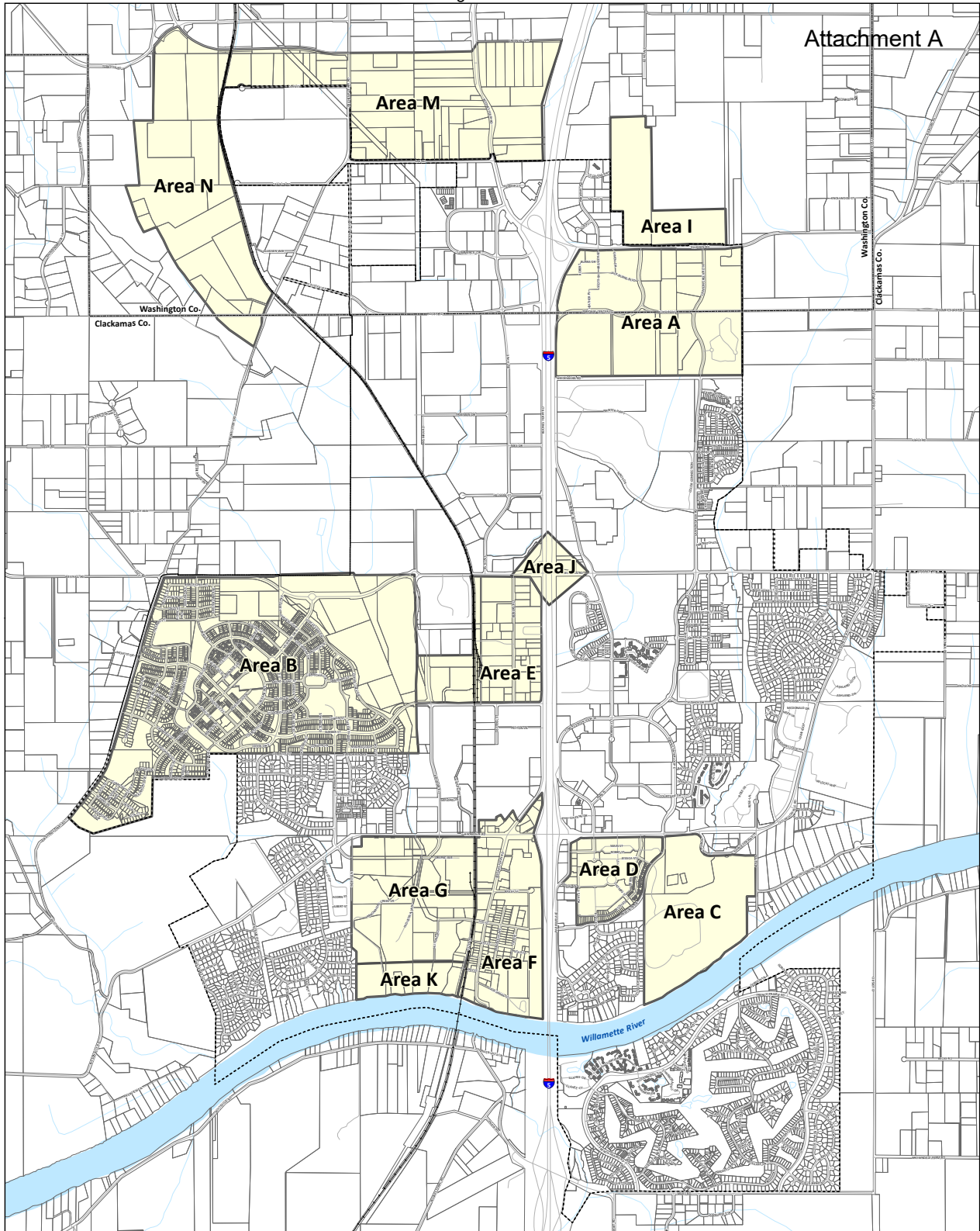
1. Consider adoption of a form-based code, similar to that adopted in the Coffee Creek Industrial Area, for new industrial development located in Basalt Creek. A form-based code in Basalt Creek would guide the development of a well-designed and uniquely attractive business community, while providing flexibility for development.
2. Protect key natural resources and sensitive areas while making recreational opportunities accessible by integrating the new parkland, open spaces, natural areas and trails in Basalt Creek into existing regional networks. The area has distinctive natural features, particularly its namesake - Basalt Creek - and the surrounding wetlands habitat running north-south through the eastern half of the area. Development should protect, enhance, and provide access to these natural resources.

Wilsonville Comprehensive Plan**Proposed Amendments associated with Basalt Creek: February 6, 2019**

3. Locate north to south trails near the Basalt Creek Canyon and provide bicycle connections that would connect to other cities and trail systems, serving as an asset for both residents and employees in the area.
4. Provide strong transit access to support employment within Basalt Creek. Integrate transit access with the bike, pedestrian, and trail services at key access points along Grahams Ferry Road, Boones Ferry Road, Day Road, SMART Central, and the Coffee Creek Correctional Facility.

AREA N

This area, known as West Railroad, is south of the Basalt Creek Parkway and in City of Wilsonville jurisdiction. The West Railroad area is divided from the Basalt Creek area by the Portland and Western Railroad (PNWR) and the Coffee Creek Correctional Facility. The area is heavily constrained by wetlands habitat, steep slopes, limited access, and fragmented property ownership. Without addressing any of these constraints, development potential is limited, and initial estimates show it would be costly to serve this area with adequate water, sewer, and transportation infrastructure. However, once development and the extension of infrastructure occurs in the rest of Basalt Creek as well as the Coffee Creek Industrial Area, additional analysis should be completed on infrastructure service costs and appropriate land uses. The area also has potential for resource conservation and future public access to nature. The area will require master planning before any development occurs.



Comprehensive Plan Areas of Special Concern



February 2019

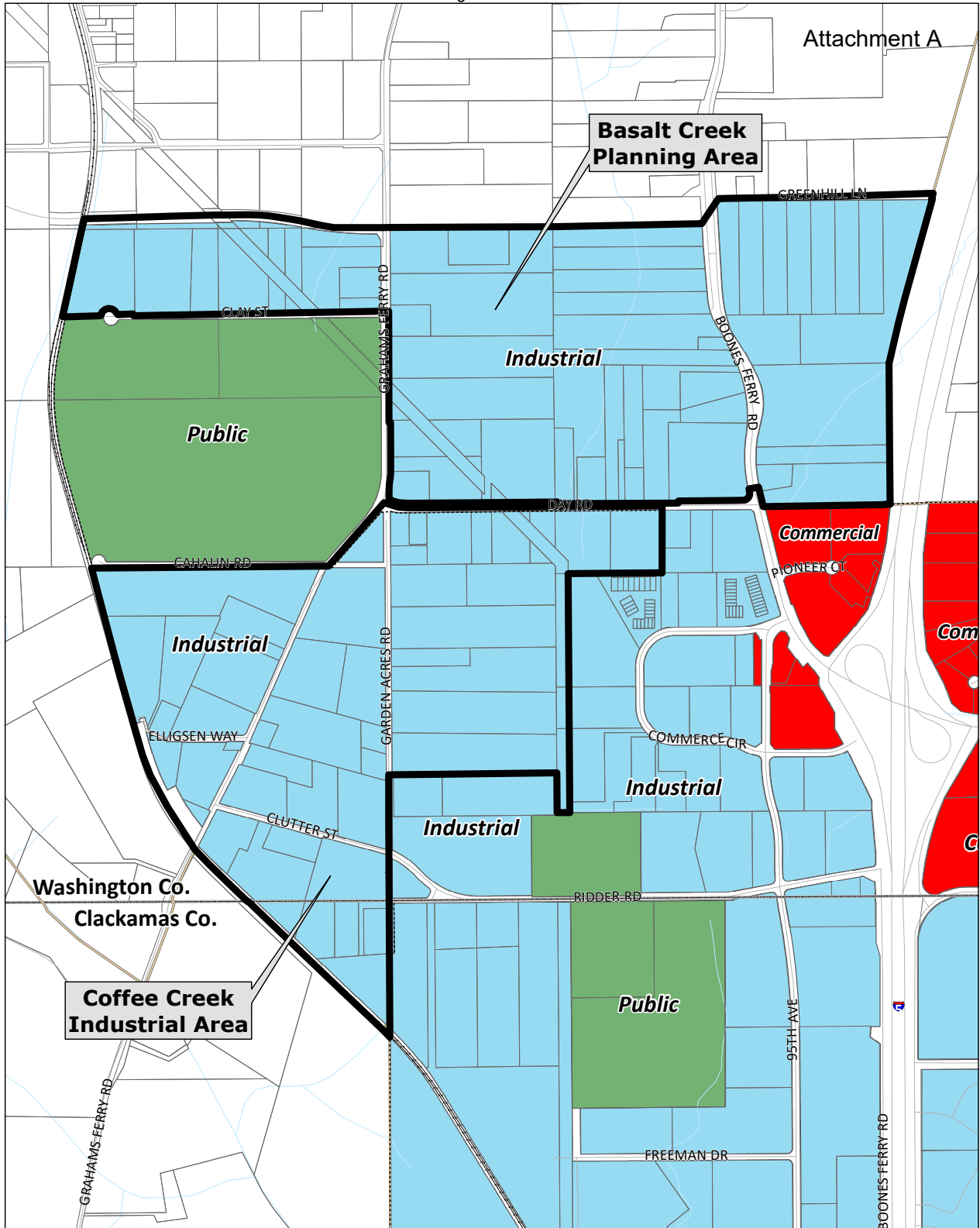
Map Legend

- County Boundary
- City Boundary
- Urban Growth Boundary
- Taxlots
- Area of Special Concern

This map is to be used in conjunction with written text provided in the Wilsonville Comprehensive Plan.



Disclaimer: The City of Wilsonville makes no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. Data errors and omissions may exist in map and report. This map is not suitable for legal, engineering, or surveying purposes. Please contact the City of Wilsonville Planning Division to verify report information is complete and accurate.



Comprehensive Plan Map Amendments

Basalt Creek Planning Area and Coffee Creek Industrial Area



February 2019

Land Use Designations

- Commercial
- Industrial
- Public
- County Boundary
- City Boundary
- Urban Growth Boundary
- Taxlots



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MEMORANDUM

DATE: February 5, 2019

TO: Miranda Bateschell, Planning Manager | City of Wilsonville
Zach Weigel, Capital Projects Engineering Manager | City of Wilsonville

FROM: Scott Mansur, P.E., PTOE | DKS Associates
Jenna Hills, E.I. | DKS Associates

SUBJECT: **Wilsonville Transportation System Plan (TSP) Amendment Summary** P18197-001

The Basalt Creek Concept Plan was formally adopted by the City of Wilsonville on August 6, 2018. A summary of the Basalt Creek Analysis is attached to memorandum for reference. This memorandum discusses necessary amendments to the City of Wilsonville’s Transportation System Plan (TSP) based on transportation requirements and projects identified in the plan. This memorandum also documents other amendments to the TSP based on general updates and a recent City Council Resolution. The TSP changes include:

Basalt Creek Concept Plan

- Show the current alignment of 124th Avenue extension and add the Basalt Creek Parkway extension project from 124th Avenue to Boones Ferry Road on the higher priority project list.
- Add the Basalt Creek Parkway overcrossing of I-5 to the additional planned project list.
- Add the Day Road overcrossing (Boones Ferry Road to Elligsen Road) to the additional planned project list (unfunded).
- Add Boones Ferry Road widening to 5-lanes from Day Road to Basalt Creek Parkway on the higher priority project list.
- Update Grahams Ferry Road widening to three lanes from Day Road to Basalt Creek Pkwy and move to the higher priority project list.
- Update project UU-P4 text under “Why Not Higher Priority” to recognize the function of Grahams Ferry Road between Day and Clutter to serve Coffee Creek Industrial area.
- Add the Boones Ferry Road/95th Avenue Intersection access management project on the higher priority project list.
- Add Basalt Creek Canyon and the I-5 Easement trail projects to the bicycle/pedestrian map.



General Updates

- Update Figure 3-1 to show Garden Acres Road, Clutter Road, and Advance Road to 60th Avenue as City of Wilsonville jurisdiction.
- Update Figure 3-2 to show Garden Acres Road (from Grahams Ferry Road to Ridder Road) as a Minor Arterial and Ridder Road (from Garden Acres Road to Kinsman Road) as a Minor Arterial.
- Add a second southbound right turn lane on the ramp at Boones Ferry Road/I-5 Southbound on the higher priority project list.
- Update the Brown Road Extension Alignment to 5th Street that was selected and approved by Wilsonville City Council Resolution No. 2610.
- Add the Pioneer Court roadway extension project to the Additional Planned Projects list.

The following sections provide more detail for the specific proposed modifications to the TSP.

PROPOSED AMENDMENTS FOR TSP COMPLIANCE

The discussion of recommended revisions is generally organized by reference to the applicable chapter(s) of the TSP. In all chapters, revisions to existing TSP language are presented with deletions shown in ~~striketrough~~ and additions shown as underlined. The revised TSP figures and text are attached to this memorandum. The revisions identified in this memorandum will also be addressed in a final amended TSP document once the revisions are approved by the Planning Commission and City Council.

Executive Summary

The following changes are recommended to the Executive Summary of the City of Wilsonville's TSP.

Higher Priority Projects Figure (Page iv)

See the recommended changes to this figure in Chapter 5 (pages 3-4 of this memorandum).

Higher Priority Projects Table (Page v)

Add or update the following projects to this table:

- RE-04B Brown Road Extension (with ~~Bailey Street~~ or 5th Street Connection)
- RE-14 Basalt Creek Parkway Connection
- RW-04 Boones Ferry Road Widening
- RW-05 Grahams Ferry Road Widening
- SI-07 Dual Southbound Right Turn Lanes on I-5 Off-Ramp at Boones Ferry Road
- SI-08 Boones Ferry Road/95th Avenue Access Management
- LT-02 Basalt Creek Canyon Ridge Trail
- LT-03 I-5 Easement Trail



Chapter 3: The Standards

The following changes are recommended to Chapter 3 of the City of Wilsonville's TSP.

Figure 3-1: Roadway Jurisdictions (Page 3-3)

Summary of changes:

- Change the jurisdiction of Clutter Road from Washington County to City.
- Change the jurisdiction of Garden Acres Road (Day Road to Ridder Road) from Washington County to City.
- Change the jurisdiction of Advance Road (to 60th Avenue) from Clackamas County to City.

Figure 3-2: Functional Class Designations (Page 3-5)

Summary of changes:

- Update the functional classification of Clutter Road to Collector.
- Modify the functional classification of Garden Acres Road (Day Road to Ridder Road) from Collector to Minor Arterial.
- Modify the functional classification of Ridder Road (Garden Acres Road to Kinsman Road) from Collector to Minor Arterial.
- Add the Day Road overcrossing (Boones Ferry Road to Elligsen Road) and show it as a Future Minor Arterial.

Figure 3-4: Freight Routes (Page 3-9)

Summary of changes:

- Show Basalt Creek Parkway and Boones Ferry Road (between Day Road and Basalt Creek Parkway) as a Future Truck Route.

Figure 3-5: Bicycle Routes (Page 3-11)

Summary of changes:

- Add the Basalt Creek Canyon Ridge trail project
- Add the I-5 Easement trail project
- Remove the bike lane and Tonquin Trail alignment for the Bailey Street Connection for the Brown Road Extension

Access Management (Page 3-20)

Add the following text to Page 3-20 after the third paragraph:

- The Basalt Creek Parkway is considered an Access Management Interest Area because the parkway will be a high-capacity major freight arterial, limited to at-grade accesses at 124th Avenue, Grahams Ferry Road, and Boones Ferry Road. The parkway creates a new connection between I-5 and 99W.

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Figure 3-13: Access Management Interest Areas (Page 3-21)

Summary of changes:

- Add Basalt Creek Parkway as Access Management Interest Area (from Grahams Ferry Road to Boones Ferry Road).

Chapter 4: The Needs

The following changes are recommended to Chapter 4 of the City of Wilsonville’s TSP.

Figure 4-2: Future 2035 Capacity Deficiencies (Page 4-7)

Summary of changes:

- Remove the textbox that states “Basalt Creek Study will refine projects”

Chapter 5: The Projects

The following changes are recommended to Chapter 5 of the City of Wilsonville’s TSP.

Figure 5-2: Higher Priority Projects (Page 5-5)

Summary of changes:

- Remove the alignment for the Bailey Street Connection for project RE-04 Brown Road Extension
- Remove the Brown Road Extension Area of Special Concern textbox and callout
- Add a new project RE-14 Basalt Creek Parkway Connection (from Grahams Ferry Road to Boones Ferry Road as a Major Arterial Roadway Extension
- Add project RW-04 on Boones Ferry Road from Day Road to Basalt Creek Parkway (Major Arterial)
- Add project RW-05 Grahams Ferry Road Widening from Day Road to Basalt Creek Parkway (Collector)
- Add project SI-07 at the I-5 Southbound Exit Ramp at Boones Ferry Road intersection
- Add project SI-08 for access management for the Boones Ferry Road/95th Avenue intersection
- Add Basalt Creek Canyon Ridge Trail project LT-02 to Basalt Creek Planning Area as described in Table 5-2.
- Add I-5 Easement Trail project LT-03 to Basalt Creek Planning Area as described in Table 5-2.

Table 5-2: Higher Priority Projects (Northwest Quadrant) (Page 5-6)

Add the following projects and their descriptions:

- RE-14 Basalt Creek Parkway Connection

Construct Basalt Creek Parkway as a limited access five-lane Major Arterial between Grahams Ferry Road and Boones Ferry Road. This project would be a joint Washington County, City of Wilsonville and City of Tualatin project and will work together to seek funding. RTP project #11470.



- RW-04 Boones Ferry Road Widening
Widen Boones Ferry Road from Day Road to Basalt Creek Parkway to five lanes. RTP project #11487.
- RW-05 Grahams Ferry Road Widening
Widen Grahams Ferry Road from Day Road to Basalt Creek Parkway to three lanes with bike lanes, sidewalks, and transit improvements.
- SI-07 Dual Southbound Right Turn Lanes on I-5 Off-Ramp at Boones Ferry Road.
Add a second southbound right turn lane to the I-5 Exit Ramp at the Boones Ferry Road intersection. RTP project #11489
- SI-08 Boones Ferry Road/95th Avenue Access Management.
Improve operations at the Boones Ferry Road/95th Avenue intersection by removing the east private access approach. Pioneer Court access onto Boones Ferry Road will be right-in / right-out. Additional access will occur via a north-south local street connection between Pioneer Drive, passing under the Day Road I-5 overcrossing approach, and a new west-east local street (north of Day Road) with full intersection access with Boones Ferry Road.
- LT-02 Basalt Creek Canyon Ridge Trail.
Build a north/south trail connection within Basalt Creek (west of the Canyon) to improve the pedestrian and bicycle network and make connections to east/west roads that run north and south. This trail would require a grade-separated crossing of Basalt Creek Parkway and would be connected to the regional trail network by extending Tonquin Road with bike/pedestrian facilities across Graham's Ferry to this future Basalt Creek Canyon Ridge Trail.
- LT-03 I-5 Easement Trail.
Build a trail parallel to I-5 in the ODOT easement that would provide an additional north/south connection connecting to existing bike and pedestrian facilities.

Figure 5-3: Higher Priority Projects (Northwest Quadrant) (Page 5-7)

Summary of changes:

- Remove the textbox regarding the Basalt Creek Refinement Plan
- Add Basalt Creek Parkway Connection project RE-14 as described in Table 5-2.
- Add Boones Ferry Road project RW-04 from Day Road to Basalt Creek Parkway (Major Arterial)
- Add Grahams Ferry Road Widening project RW-05 from Day Road to Basalt Creek Parkway (Collector)
- Add I-5 Southbound Exit Ramp/Boones Ferry Road project SI-07.
- Add Boones Ferry Road/95th Avenue intersection project SI-08.



- Add Basalt Creek Canyon Ridge Trail project LT-02 to Basalt Creek Planning Area as described in Table 5-2.
- Add I-5 Easement Trail project LT-03 to Basalt Creek Planning Area as described in Table 5-2.
- Add 124th Avenue extension to Grahams Ferry Road as a Collector Roadway

Table 5-4: Higher Priority Projects (Southwest Quadrant) (Page 5-10)

Update the following projects and their descriptions:

- RE-04B Brown Road Extension

Construct remaining 2-lane roadway with bike lanes, sidewalks, and transit stop improvements from Wilsonville Road to Boones Ferry Road (connecting at either ~~Bailey Street~~ or 5th Street); includes roadway connection to Kinsman Road (with bike lanes and sidewalks), portion of Ice Age Tonquin Trail connecting to trial terminus on Arrowhead Creek Lane, and Brown Road/Kinsman Road intersection

Figure 5-5: Higher Priority Projects (Southwest Quadrant) (Page 5-11)

Summary of changes:

- Remove the textbox that states “Area of Special Concern:”
- Remove the alignment for the Bailey Street Connection for project RE-04B Brown Road Extension.

Brown Road Extension Alternatives (Page 5-15)

- Remove entire page.

Figure 5-7: Additional Planned Projects (Page 5-17)

Summary of changes:

- Remove the “124th Avenue Extension from Tualatin-Sherwood Road (Washington County Project)” text
- Remove the “Possible Basalt Creek Connection (Conceptual)” text
- Remove project RW-P1 Grahams Ferry Road Widening (move to Higher Priority Projects)
- Add project RE-P6 Basalt Creek Overcrossing as a Minor Arterial (from Boones Ferry Road over I-5) as described in Table 5-9.
- Add project RE-P5 Day Road Overcrossing as a Minor Arterial (from Boones Ferry Road to Elligsen Road) as described in Table 5-10.
- Add project RE-P15 Pioneer Court Extension as a Collector from Pioneer Court to 1,000 feet north of Day Road, then west to Boones Ferry Road.

Table 5-9: Additional Planned Projects (Northwest Quadrant) (Page 5-18)

Add, remove, or update the following projects and descriptions:



- RE-P6 Basalt Creek Overcrossing

Extend Basalt Creek across I-5 as a four-lane overcrossing. This project would be a joint Washington County, City of Wilsonville and City of Tualatin project and will work together to seek funding. RTP project #11436. No funding has been identified within the planning horizon for this project.

- RE-P15 Pioneer Court Extension

Extend Pioneer Court to the north, approximately 1,000 feet north of Day Road, connect to Boones Ferry Road to the west.

- UU-P4 Grahams Ferry Road Urban Upgrade

Why Not Higher Priority? Grahams Ferry Road is primarily a rural road and Ice Age Tonquin Trail is a preferred option for providing north-south connection through this part of Wilsonville. Grahams Ferry Road will be a key urban connection to serve Coffee Creek Industrial Area. It is assumed that the roadway segment between Day Road and Clutter Road will be constructed as the Coffee Creek industrial lands develop.

Figure 5-8: Additional Planned Projects (Northwest Quadrant) (Page 5-19)

Summary of changes:

- Remove the “124th Avenue Extension from Tualatin-Sherwood Road (Washington County Project)” text
- Remove the “Possible Basalt Creek Connection (Conceptual)” text
- Add project RE-P6 Basalt Creek Overcrossing as a Minor Arterial (from Boones Ferry Road over I-5) as described in Table 5-9.
- Remove project RW-P1 Grahams Ferry Road Widening (move to Higher Priority Projects)
- Add project RE-P15 Pioneer Court Extension as a Collector from Pioneer Court to 1,000 feet north of Day Road, then west to Boones Ferry Road.

Table 5-10: Additional Planned Projects (Northeast Quadrant) (Page 5-20)

Add the following project and description:

- RE-P5 Day Road Overcrossing

Extend Day Road from Boones Ferry Road to Elligsen Road as a four-lane overcrossing of I-5. This project would be a joint Washington County, City of Wilsonville and City of Tualatin project and will work together to seek funding. RTP project #11490. No funding has been identified within the planning horizon for this project.

Figure 5-9: Additional Planned Projects (Northeast Quadrant) (Page 5-21)

Summary of changes:

Wilsonville 2019 TSP Amendment
February 5, 2019
Page 8 of 8

Attachment B



- Add project RE-P5 Day Road Overcrossing as a Minor Arterial (from Boones Ferry Road to Elligsen Road).

Please let us know if you have any questions.

Attachments:

- Basalt Creek TSP Amendment Analysis Summary
- TSP Amendments (Figures, Tables, and Text)

Basalt Creek TSP Amendment Analysis

February 2019

The purpose of this document is to demonstrate that the solutions identified in the 2013 Basalt Creek Transportation Refinement Plan are still appropriate in response to the 2018 Regional Transportation Plan update. The Basalt Creek Transportation Refinement Plan was adopted in 2013 and provided the framework for the development of concept and comprehensive plans for the Basalt Creek Urban Growth Expansion Area. Since that time, the plans for the area have refined the types of expected urban development that will occur in the area. In addition, regional planning efforts, such as the 2018 Regional Transportation Plan, have continued to be refined.

The Basalt Creek Transportation Refinement Plan was developed to determine the major transportation system necessary to serve development throughout the Basalt Creek Planning Area. The Basalt Creek Transportation Refinement Plan set the stage for concept planning and comprehensive plan development for the Basalt Creek Planning Area. The transportation investments identified by the Basalt Creek Transportation Refinement Plan considered not only future growth within the Basalt Creek Planning Area itself, but also future growth in adjacent areas, including:

- Southwest Tualatin Concept Planning Area
- Tonquin Employment Planning Area (in Sherwood)
- Coffee Creek Planning Area in Wilsonville

Since the development of the Basalt Creek Transportation Refinement Plan the Cities of Tualatin and Wilsonville have proceeded with concept and comprehensive planning for the Basalt Creek Planning Area. These planning efforts have built upon the Basalt Creek Transportation Refinement Plan as a framework for organizing the land use plans.

Furthermore, the 124th Avenue connection and Basalt Creek Parkway has been constructed as an interim 3-lane facility between Tualatin-Sherwood Road and Grahams Ferry Road. Washington County is currently beginning design work for the extension of the Basalt Creek Parkway between Grahams Ferry Road and Boones Ferry Road. The interim improvement is intended to serve existing transportation needs. Development along the corridor is encouraged to dedicate the right-of-way and complete the ultimate cross-section as appropriate.

The Regional Transportation Plan was updated in 2014 to reflect the Basalt Creek Transportation Refinement Plan. Regional land use growth assumptions and additional regional planning efforts have continued as the concept and comprehensive planning for the Basalt Creek area has been developed through an extensive multi-year and multi-jurisdictional public process.

With the advent of the 2018 Regional Transportation Plan and revised growth assumptions it seemed prudent to revisit the Basalt Creek Transportation Refinement Plan to ensure that the transportation system anticipated at the start of the process was indeed still adequate to serve the Basalt Creek Planning Area.

The following tables document the land use assumptions for the Basalt Creek Planning Area.

Land Use in the 2010 Regional Transportation Plan travel demand forecast
(Land Use in the 2012 Basalt Creek Transportation Refinement Plan Technical Report)

Zone Number	2005 Households	2035 Households	2005 Total Employment	2035 Total Employment
1013	94	706	52	896
1014	54	645	16	938
Total	148	1,351	68	1,834

Land Use in the 2018 Regional Transportation Plan travel demand forecast

Zone Number	2015 Households	2040 Households	2015 Total Employment	2040 Total Employment
980	45	0	79	1,447
981	107	646	167	1,447
Total	152	646	246	2,894

Buildout of the Basalt Creek Concept Plan

Zone Number	2015 Households	2040 Households	2015 Total Employment	2040 Total Employment
980	45		79	2,227
981	107	581	167	2,227
Total	152	581	246	4,453

It should be noted that the zone numbering system changed in 2013 but the geographic boundaries of these two zones remained the same.

Also note the total 2040 employment for both zones is the same number; however the model assumed zone 981 will have slightly more service employment than zone 980.

The following table provides a list of transportation investments assumed in the 2040 regional travel demand forecast:

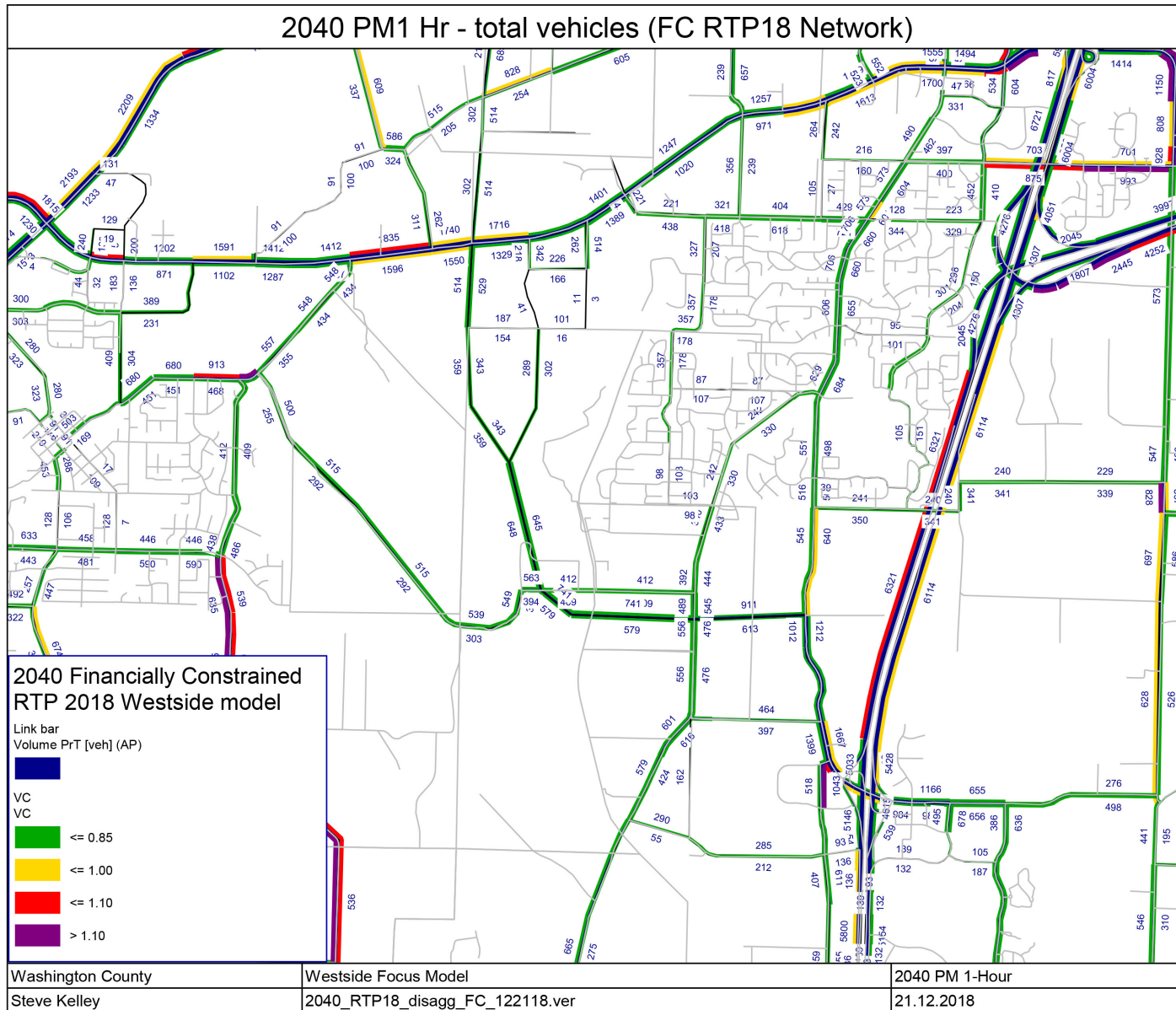
2040 Financially Constrained RTP Projects near Basalt Creek Planning Area

Nominating Agency	2018 RTP ID	Project Name	Start Location	End Location	Description	Estimated Cost (2016 Dollars)	Time Period	Financially Constrained	RTP Investment Category	Primary Purpose
Washington County	10568	Tualatin-Sherwood Rd Improvements	Langer Farms Pkwy	Teton Ave	Widen from three to five lanes with bike lanes and sidewalks.	\$35,000,000	2018-2027	Yes	Roads and Bridges	Relieve current congestion
Sherwood	10674	Oregon-Tonquin Intersection Improvements	SW Oregon St	SW Tonquin Rd	Reconstruct and realign three leg intersection with a roundabout (partial two-lane roundabout) approx 400 feet northeast of existing roundabout at SW Oregon St & Murdock Rd. ROW, PE, design & construction. Potential for signal in-lieu of dual-roundabout system if better for development and once SW 124th Ave project is completed. If roundabout, project will include rapid flashing beacons at new roundabout and retrofit of adjacent roundabout to meet MUTCD suggestions for pedestrian crossings at roundabouts. This is currently a Washington County facility but would likely become Sherwood's upon completion of project to TSP standards.	\$2,400,000	2018-2027	Yes	Roads and Bridges	Relieve future congestion
Wilsonville	10588	Grahams Ferry Rd Improvements	Day Rd	County line	Widen Grahams Ferry Road to 3 lanes, add bike/pedestrian connections to regional trail system and fix (project development only) undersized railroad overcrossing.	\$13,200,000	2028-2040	Yes	Freight	Improve freight access to indust & intermodal
Washington County	10590	Tonquin Rd Improvements	Grahams Ferry Rd	124th Ave	Realign and widen to three lanes with bike lanes and sidewalks and street lighting.	\$11,400,000	2018-2027	Yes	Roads and Bridges	Build Complete Street
Wilsonville	10853	Garden Acres Road Extension	Day Road	Ridder Road	Construct three lane road extension with sidewalks and cycle track and reconstruct/reorient Day Road/Grahams Ferry Road/Garden Acres Road intersection.	\$14,260,000	2018-2027	Yes	Roads and Bridges	Relieve future congestion
Wilsonville	11243	Day Rd Improvements	Grahams Ferry Rd	Boones Ferry Rd	Widen street from 3 to 5 lanes with buffered bike lanes, sidewalks and street lighting. Improve structural integrity for increased freight traffic and provide congestion relief. Sidewalk infill and creation of Tonquin Trail multi-use path spur will reduce pedestrian and vehicle conflicts. Bike buffers will reduce bicycle and freight conflicts.	\$10,560,000	2028-2040	Yes	Roads and Bridges	Relieve future congestion

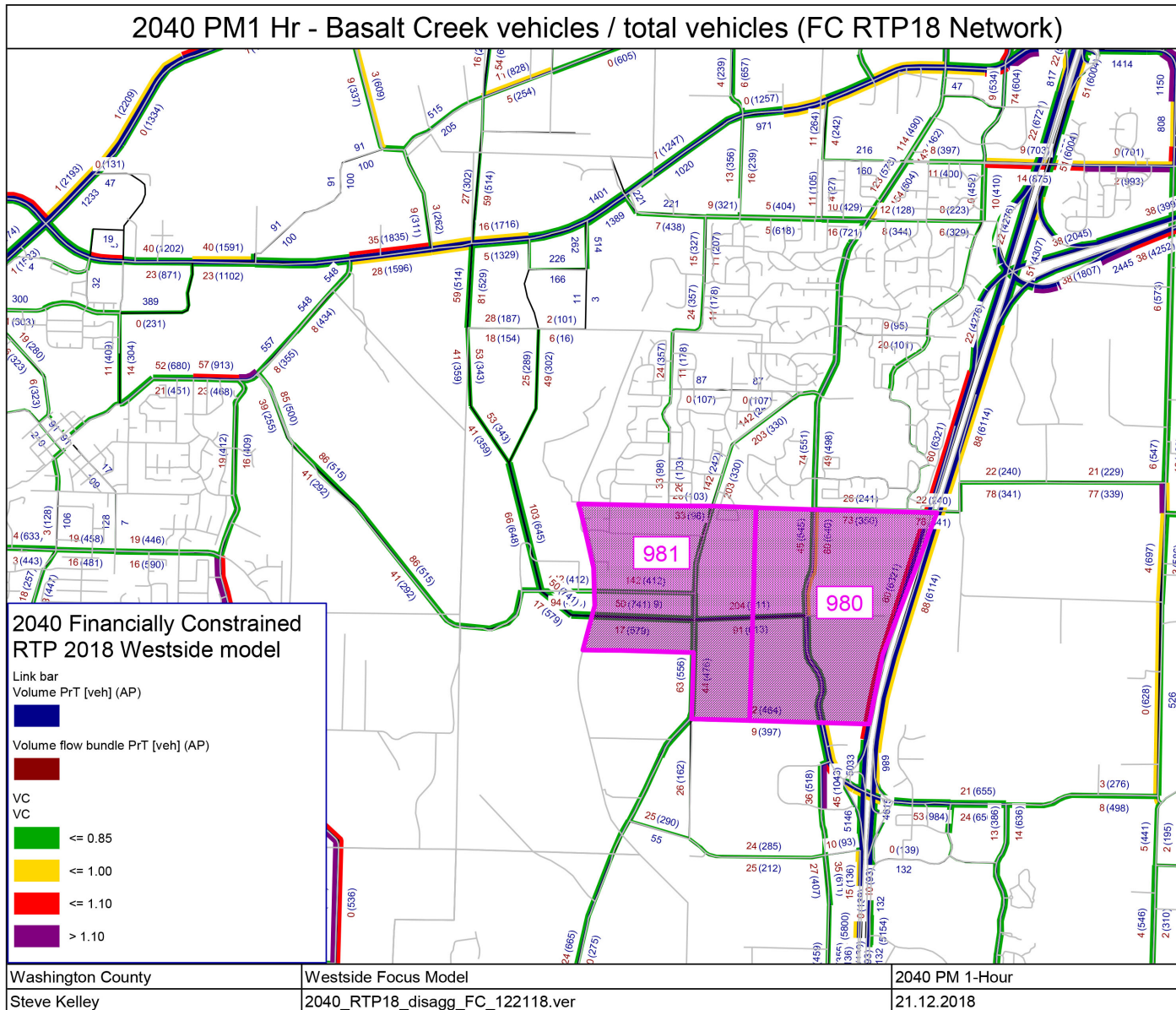
2040 Financially Constrained RTP Projects near Basalt Creek Planning Area (Continued)

Nominating Agency	2018 RTP ID	Project Name	Start Location	End Location	Description	Estimated Cost (2016 Dollars)	Time Period	Financially Constrained	RTP Investment Category	Primary Purpose
Tualatin	11417	Blake Street Extension	115th Ave	124th Ave	Extend Blake Street to create an east-west connection between 115th and 124th. Install signal at Blake and 124th. New road section will provide an alternative route for industrial traffic on the high injury corridor: Tualatin/Sherwood Road.	\$17,000,000	2018-2027	Yes	Roads and Bridges	Increase access to jobs
Washington County	11470	Basalt Creek Parkway	Grahams Ferry Rd	Boones Ferry Rd	Extend new 5 lane Arterial with bike lanes, sidewalks and street lighting.	\$31,700,000	2018-2027	Yes	Roads and Bridges	Serve new urban area
Washington County	11487	Boones Ferry Improvements	Basalt Creek East-West Arterial	Day Rd	Widen from 3 lanes to 5 lanes with bike lanes, sidewalks and street lighting	\$1,200,000	2028-2040	Yes	Roads and Bridges	Relieve future congestion
Wilsonville	11489	Boones Ferry / I-5 off ramp improvements	SB I-5 off ramp	Boones Ferry Rd	construct second right-turn lane	\$1,063,000	2028-2040	Yes	Roads and Bridges	Relieve current congestion
Tualatin	11962	Grahams Ferry Rd	SW Ibach Rd	Helenius Rd	Upgrade SW Grahams Ferry Road to roadway standards between SW Ibach Road and Helenius Road.	\$5,048,800	2028-2040	Yes	Roads and Bridges	Build Complete Street

Financially Constrained 2018 Regional Transportation Plan Network
2040 PM 1 Hour Total Vehicle Volume Forecast Results



Financially Constrained 2018 Regional Transportation Plan Network
 2040 PM 1 Hour Basalt Creek Vehicles (and Total Vehicles) Forecast Results



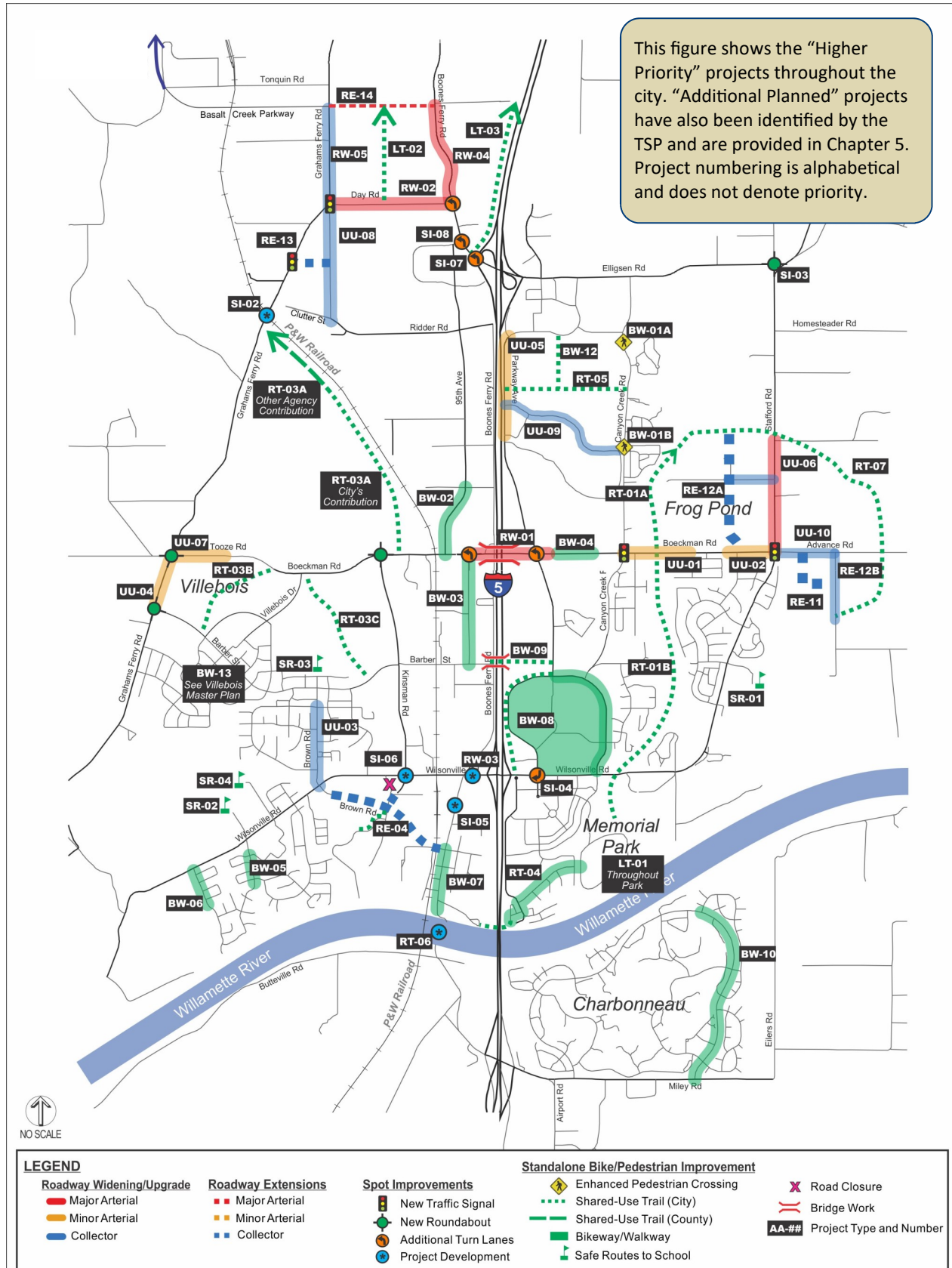
Summary

The 2018 Regional Transportation Plan contains a number of Financially Constrained projects identified in the Basalt Creek Planning Area. These projects were generally identified by the Basalt Creek Transportation Refinement Plan in 2012. It is anticipated that these projects will be implemented in conjunction with development in the area. The resulting planned system, including the build out scenario documented in the land use tables above, results in anticipated traffic operations consistent with regional and local level of service standards.

The level of service maps and analysis in this report are intended to provide a planning level system assessment consistent with the requirements for Transportation Planning in Oregon. A detailed operational analysis will be necessary prior to project development. The detailed operational analysis should consider needed turn lanes and assess vehicular movements at intersections to determine the appropriate design configuration. This analysis is intended to provide a generalized system assessment that would be an appropriate input into an operational evaluation necessary for project development.

EXECUTIVE SUMMARY

HIGHER PRIORITY PROJECTS



HIGHER PRIORITY PROJECTS (LISTED ALPHABETICALLY BY IMPROVEMENT)

No.	Higher Priority Project
Roadway Extensions (Multimodal Connectivity)	
RE-04A	Corridor Study for Brown Road Extension
RE-04B	Brown Road Extension (5th Street Connection)
RE-13	Java Road Connection and Signal
RE-14	Basalt Creek Parkway Connection
Roadway Widening (Capacity)	
RW-01	Boeckman Road Bridge and Corridor Improvements
RW-02	Day Road Widening
RW-04	Boones Ferry Road Widening
RW-05	Grahams Ferry Road Widening
Urban Upgrades (Multimodal Connectivity and Safety)	
UU-01	Boeckman Road Dip Improvements
UU-02	Boeckman Road Urban Upgrade
UU-03	Brown Road Upgrades
UU-04	Grahams Ferry Urban Upgrade
UU-05	Parkway Avenue Urban Upgrade
UU-06	Stafford Road Urban Upgrade
UU-07	Tooze Road Urban Upgrade
UU-08	Garden Acres Road Urban Upgrade
Spot Improvements (Transportation System Management/Operations)	
SI-02	Grahams Ferry Railroad Undercrossing Project Development
SI-03	Stafford Road/65th Avenue Intersection Improvements
SI-04	Wilsonville Rd/Town Center Loop West Intersection Improvements
SI-07	Dual Southbound Right Turn Lanes on I-5 Off-Ramp at Boones Ferry Road
SI-08	Boones Ferry Road/95th Avenue Access Management
Bikeways and Walkways (Standalone Pedestrian and Bicycle Improvements)	
BW-01 A/B	Canyon Creek Road Enhanced Pedestrian Crossings
BW-02	95th Avenue Sidewalk Infill
BW-03	Boberg Road Sidewalk Infill
BW-04	Boeckman Road Bike Lanes and Sidewalk Infill
BW-05	Willamette Way East Sidewalk Infill
BW-06	Willamette Way West Sidewalk Infill
BW-07	Boones Ferry Road Sharrows

No.	Higher Priority Project
Bikeways and Walkways (Standalone Pedestrian and Bicycle Improvements) . . . Continued	
BW-08	Town Center Loop Pedestrian, Bicycle, and Transit Improvements
BW-09	Town Center Loop Bike/Pedestrian Bridge
BW-10	French Prairie Drive Pathway
BW-11	Frog Pond Trails
BW-12	Parkway Center Trail Connector
BW-13	Villebois Loop Trail
BW-14	Wayfinding Signage
Safe Routes to School (Standalone Pedestrian and Bicycle Improvements)	
SR-01	Boeckman Creek Primary Safe Routes to School Improvements
SR-02	Boones Ferry Primary Safe Routes to School Improvements
SR-03	Lowrie Primary Safe Routes to School Improvements
SR-04	Wood Middle School Safe Routes to School Improvements
Local Trails (Standalone Pedestrian and Bicycle Improvements)	
LT-01	Memorial Park Trail Improvements
LT-02	Basalt Creek Canyon Ridge Trail
LT-03	I-5 Easement Trail
Regional Trails (Standalone Pedestrian and Bicycle Improvements Safety)	
RT-01A	Boeckman Creek Trail (North)
RT-01B	Boeckman Creek Trail (South)
RT-02	Frog Pond Trail
RT-03A	Tonquin Trail (North)
RT-03B/C	Tonquin Trail (Villebois)
RT-04	Waterfront Trail Improvements
RT-05	Wiedeman Road Trail
RT-06	Willamette River Bike/Pedestrian/Emergency Bridge Project Dev.
Transit Improvements	
TI-01	Pedestrian Access to Transit
TI-02	Transit Street Improvements

FIGURE 3-1. ROADWAY JURISDICTION

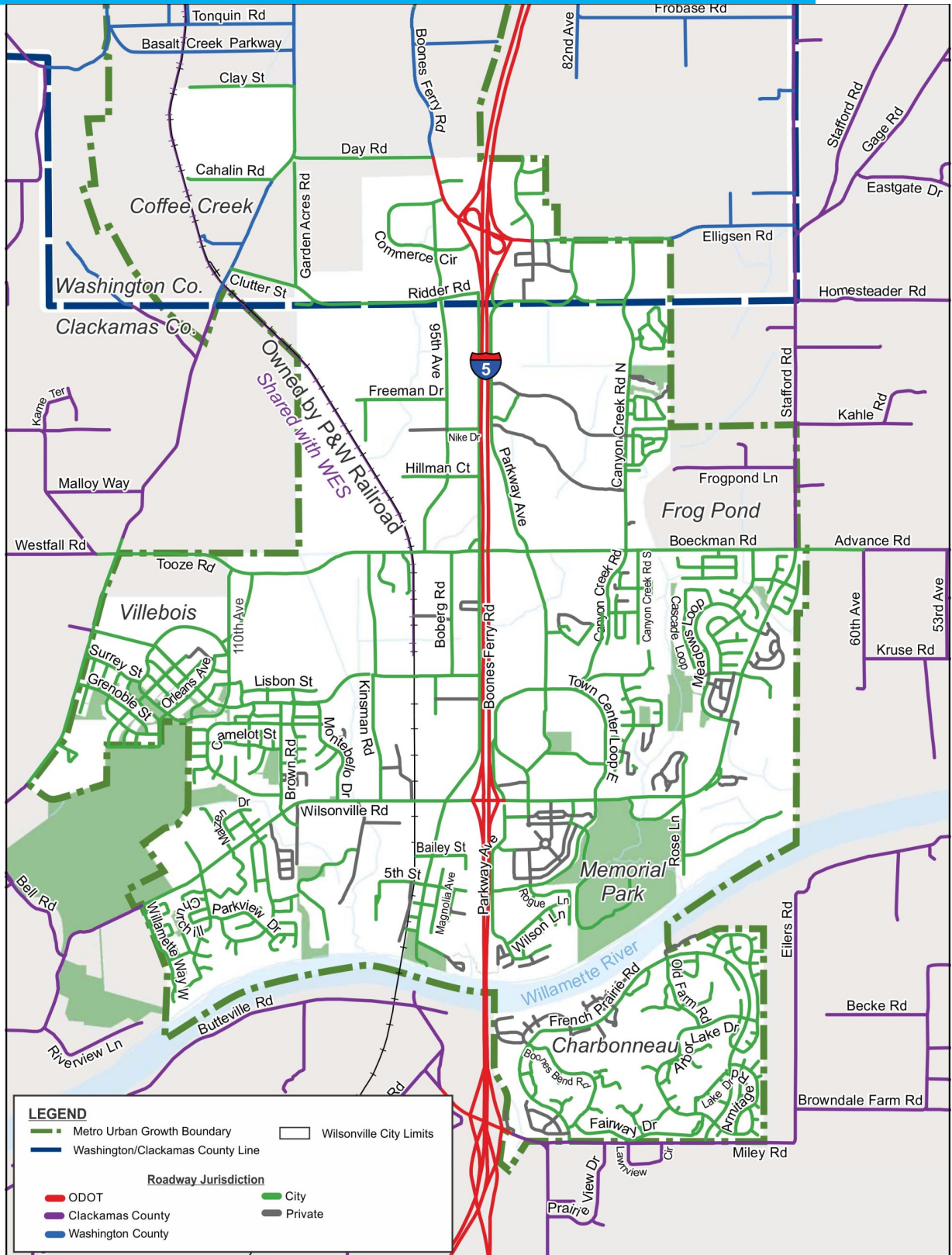


FIGURE 3-2. FUNCTIONAL CLASS DESIGNATIONS

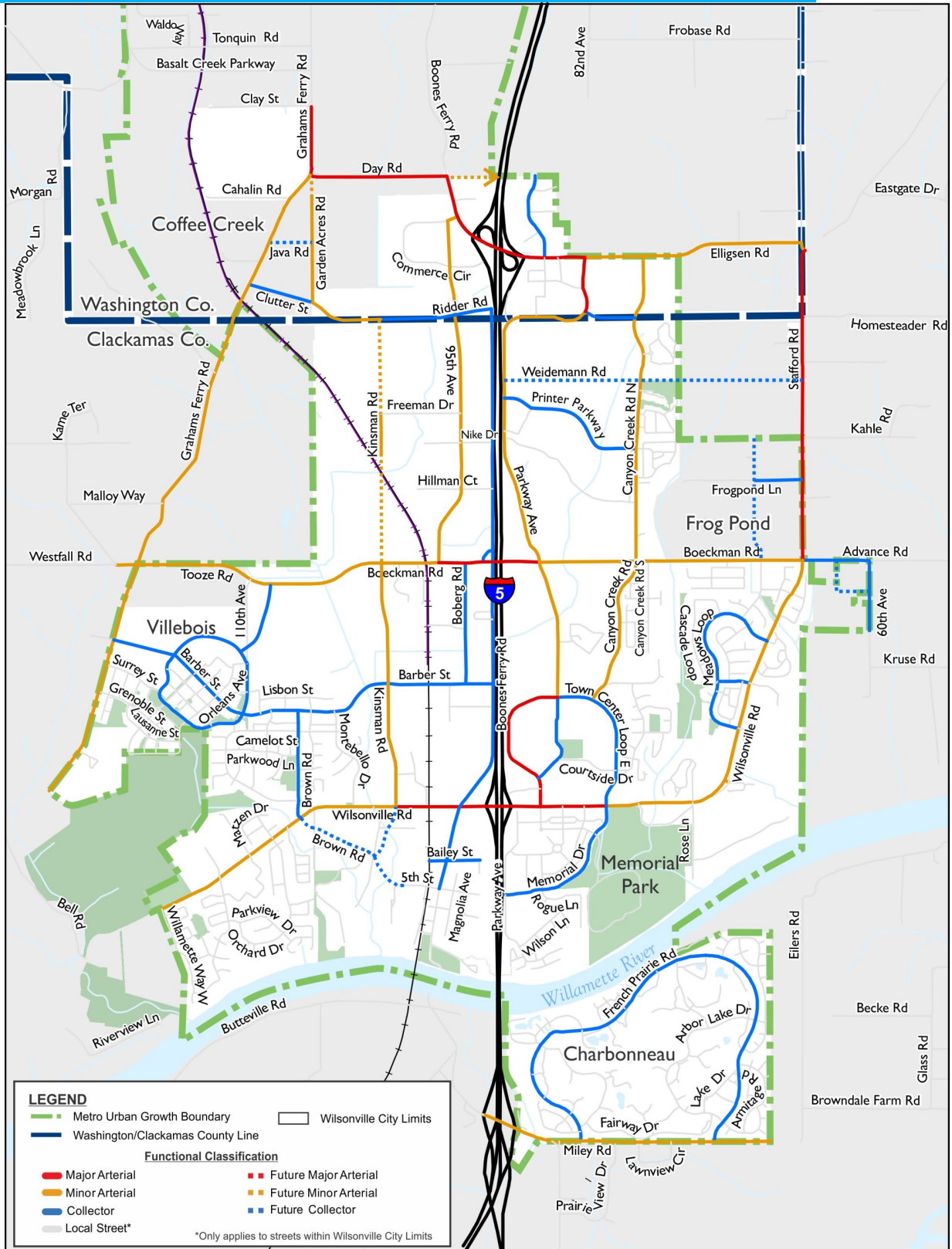


FIGURE 3-4. FREIGHT ROUTES

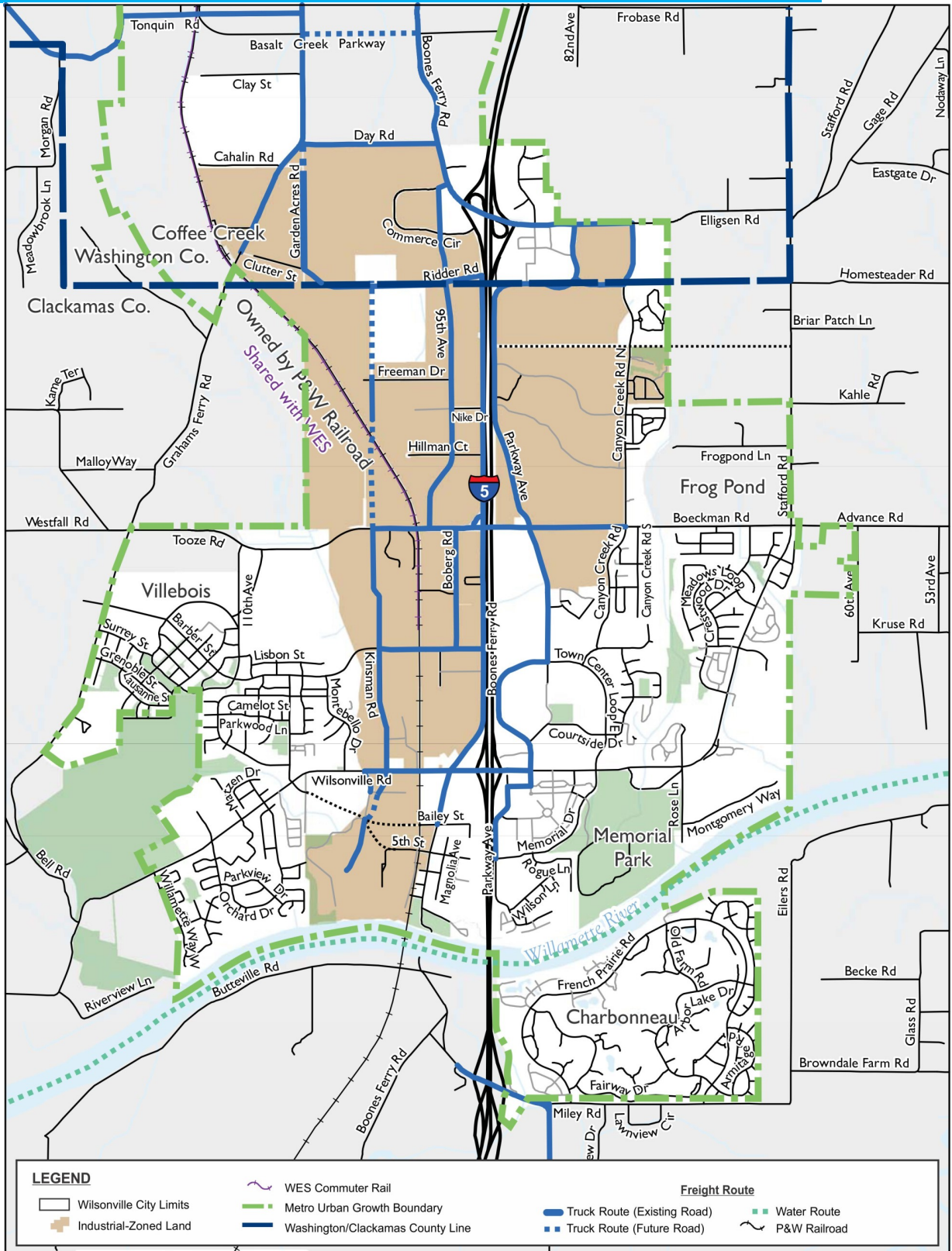
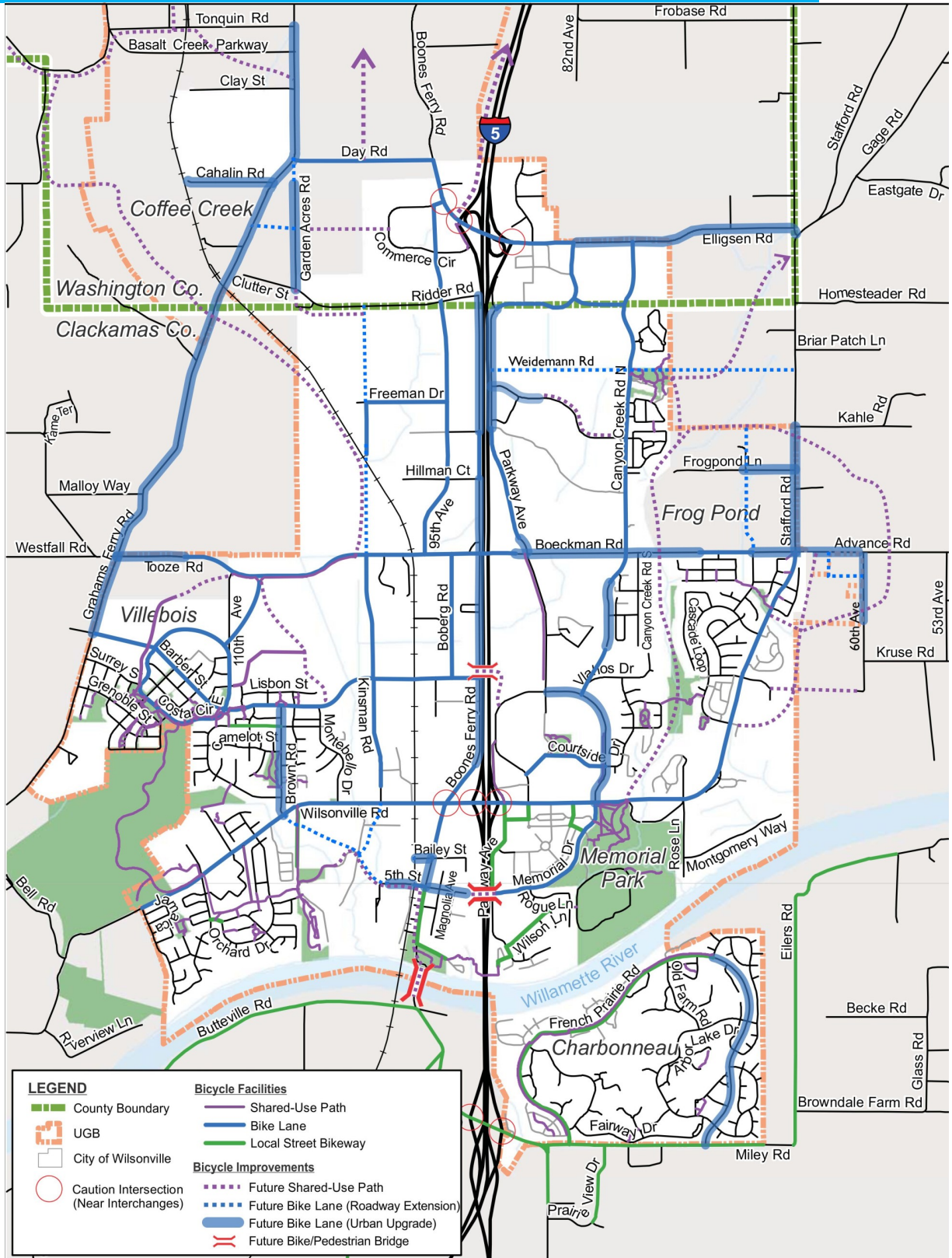


FIGURE 3-5. BICYCLE ROUTES



CHAPTER 3: The Standards

ACCESS MANAGEMENT

Access management refers to the broad set of techniques that are used to balance safe, efficient, and timely travel with the ability to allow access to individual properties. Access is an important component of the city's transportation infrastructure and significantly affects system operations and safety.

Wilsonville should continue to manage roadway access to improve traffic flow and safety. By limiting access to higher classification roadways (especially Major and Minor Arterials), conflicts between vehicles entering and exiting driveways and vehicles on the roadway are reduced. Pedestrians and bicyclists also benefit from reduced conflicts with vehicles entering and exiting the roadway.

Table 3-2. Access Spacing Standards

Functional Classification	Access Spacing Standards ^a	
	Desired ^b	Minimum
Near Interchanges	ODOT Requires 1,320 ft	
Major Arterial	1,320 ft	1,000 ft
Minor Arterial	1,000 ft	600 ft
Collector	300 ft	100 ft
Local Street	Access Permitted to Each Lot	

^a Spacing is measured from centerline to centerline on Major Arterials and Minor Arterials and between adjacent curb returns on Collectors and Local Streets

^b Desired Access Spacing shall be adhered to unless otherwise approved by the City Engineer. Reasons for deviating from Desired Access Spacing include aligning with existing driveways, topography, property limitations, and other safety related issues as identified in a transportation study.

Table 3-2 lists the City's access spacing standards. Because there are existing non-conforming accesses, these standards will primarily guide access layout of future development consistent with the strategies listed in the call-out box at right. ODOT also has access spacing standards that apply to the I-5 interchange areas and to the section of Boones Ferry Road that is under ODOT jurisdiction (i.e., between Parkway Avenue and Day Road). The I-5/Wilsonville Road

Interchange Area Management Plan (IAMP) should also be consulted when considering access needs near the Wilsonville Road interchange.

The Basalt Creek Parkway is considered an Access Management Interest Area because the parkway will be a high-capacity major freight arterial, limited to at-grade accesses at 124th Avenue, Grahams Ferry Road, and Boones Ferry Road as shown in Figure 3-13. The parkway creates a new connection between I-5 and 99W.



Looking east to the I-5/Wilsonville Road interchange.

ACCESS MANAGEMENT STRATEGIES

The City can use various access management strategies to help improve mobility and safety:

- **Interchange Areas:** Eliminate or consolidate accesses within one-quarter mile of the I-5 interchanges as opportunities arise.
- **Adjacent to High Volume Intersections:** Pursue appropriate treatments at accesses adjacent to high volume intersections, particularly when queues block access.
- **Existing Driveways:** Evaluate accesses that do not conform to the City's access spacing standard and consider modifications as practicable, while maintaining reasonable access to each property.
- **Ongoing Development Review:** Manage new driveway locations and spacing on a case-by-case basis. Where driveways do not meet spacing standards, consider mitigation treatments, such as consolidating accesses or

FIGURE 3-13. ACCESS MANAGEMENT INTEREST AREAS

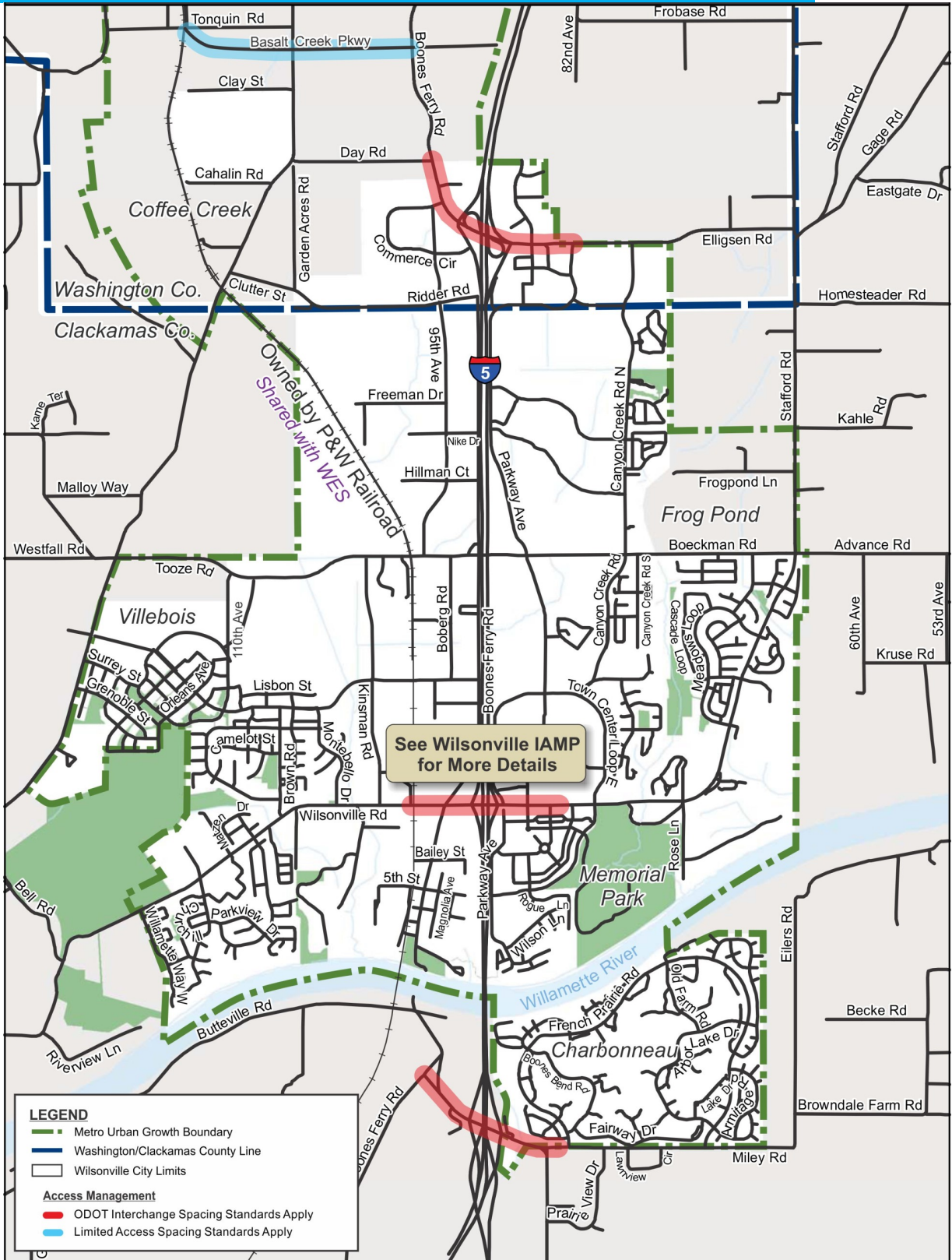


FIGURE 4-2. FUTURE 2035 CAPACITY DEFICIENCIES

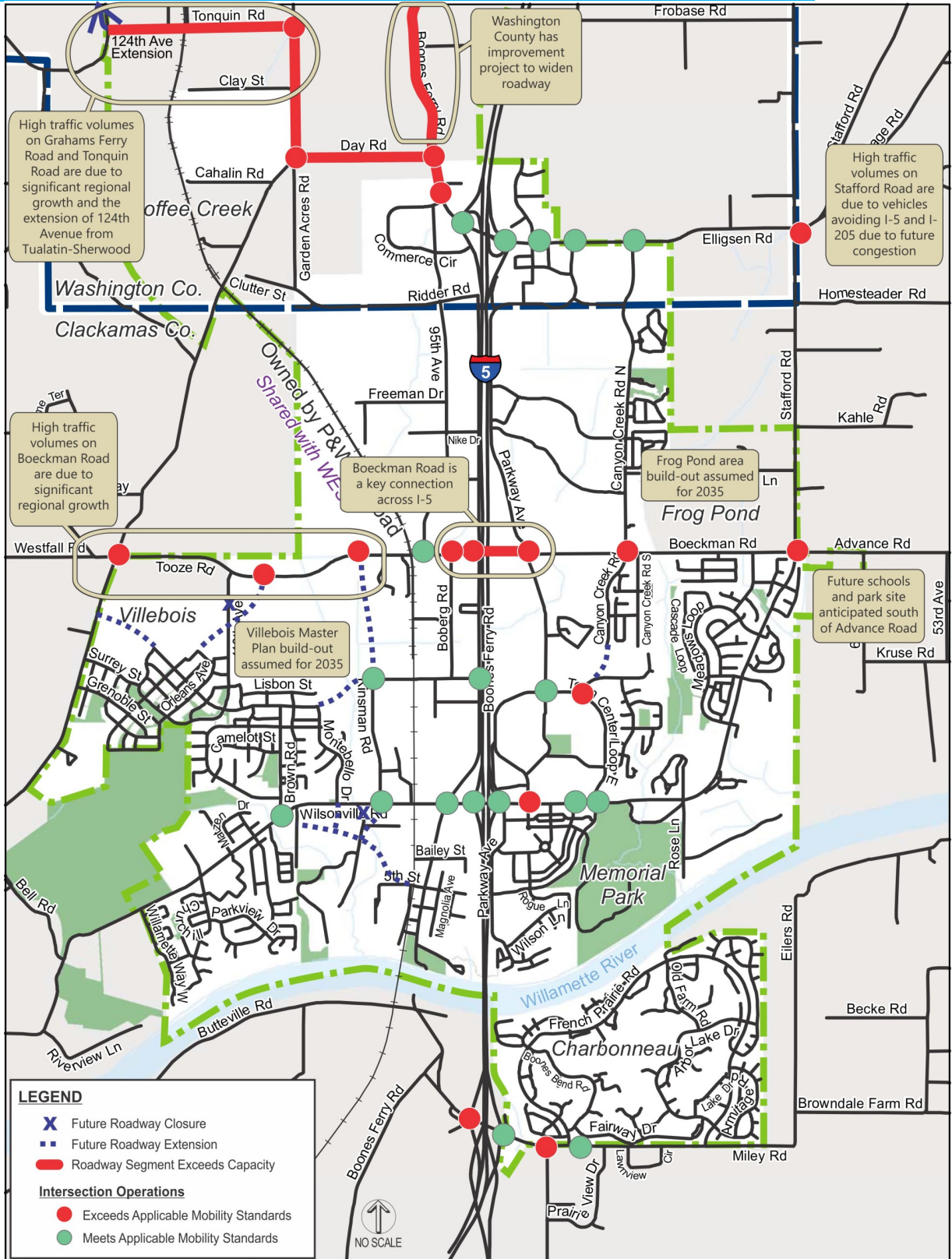
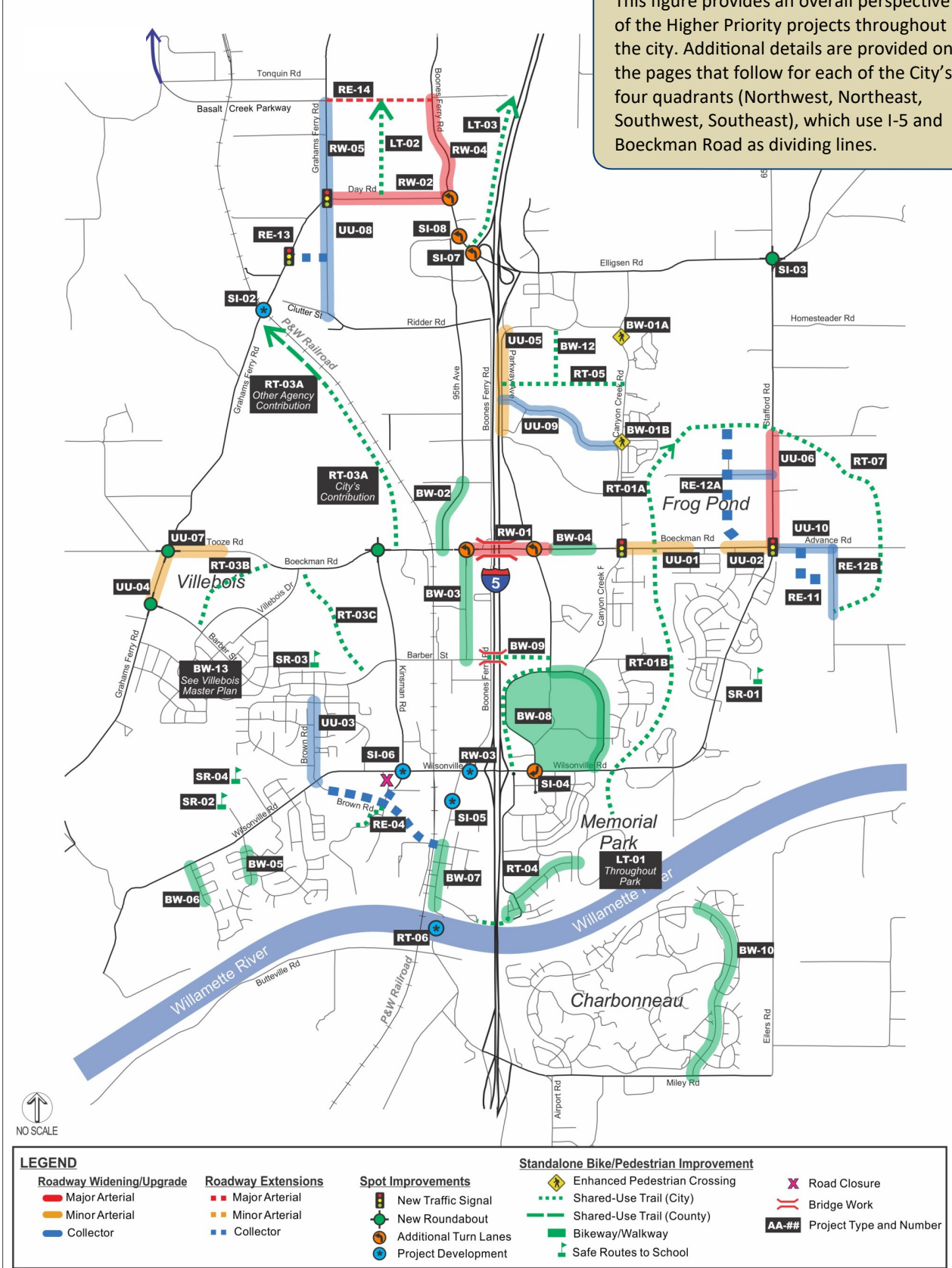


FIGURE 5-2. HIGHER PRIORITY PROJECTS

This figure provides an overall perspective of the Higher Priority projects throughout the city. Additional details are provided on the pages that follow for each of the City's four quadrants (Northwest, Northeast, Southwest, Southeast), which use I-5 and Boeckman Road as dividing lines.

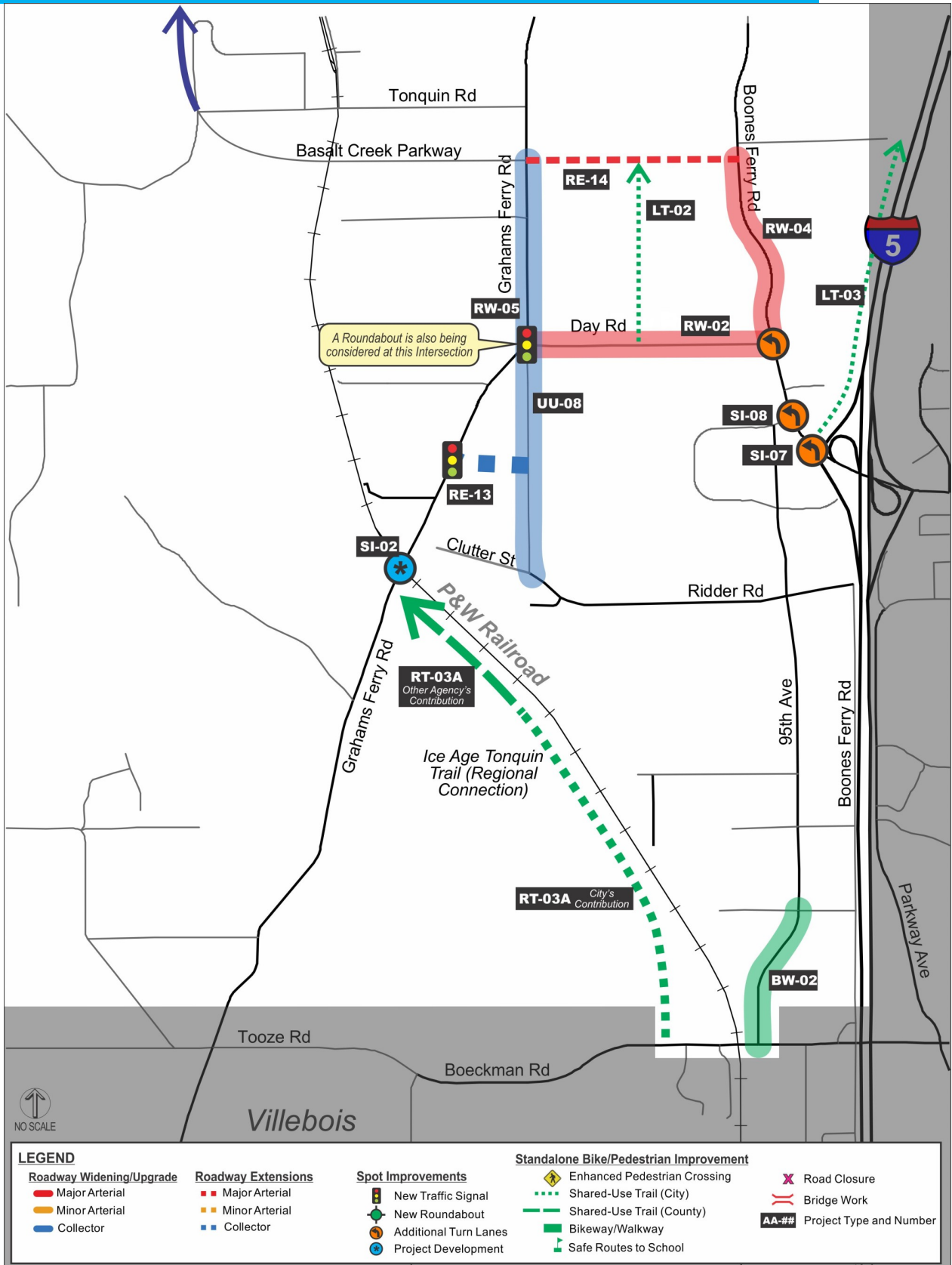


CHAPTER 5: The Projects

Table 5-2. Higher Priority Projects (Northwest Quadrant)

Project		Description	Cost
Roadway Extensions			
RE-13	Java Road Connection and Signal	Construct Java Road from Boones Ferry Road to Grahams Ferry Road and Garden Acres Road with a signal at the Java Road/Grahams Ferry Road intersection and disconnect Clutter Street from Grahams Ferry Road.	\$1,500,000
RE-14	Basalt Creek Parkway Connection	Construct Basalt Creek Parkway as a limited access five-lane Major Arterial between Grahams Ferry Road and Boones Ferry Road. This project would be a joint Washington County, City of Wilsonville and City of Tualatin project and will work together to seek funding. RTP project #11470.	\$31,700,000
Urban Upgrades			
UU-08	Garden Acres Road Urban Upgrade	Upgrade Garden Acres Road to a three-lane collector with bicycle lanes and upgrade the Garden Acres Road/Day Road intersection to either a signal or a roundabout. Realign Ridder Road to Garden Acres Road. Close the existing Clutter Road connection to Grahams Ferry Road after completion of Project RE-13. Close the existing Coffee Creek Correctional Facility driveway to Grahams Ferry Road and relocate the driveway to Cahalin Road.	\$14,260,000
Roadway Widening			
RW-02	Day Road Widening	Widen Day Road from Boones Ferry Road to Grahams Ferry Road to include additional travel lanes in both directions along with bike lanes and sidewalks; project includes improvements at the Day Road/Boones Ferry Road and Day Road/Grahams Ferry Road intersections	\$5,900,000
RW-04	Boones Ferry Road Widening	Widen Boones Ferry Road from Day Road to Basalt Creek Parkway to five lanes. RTP project #11487.	\$1,200,000
RW-05	Grahams Ferry Road Widening	Widen Grahams Ferry Road from Day Road to Basalt Creek Parkway to three lanes with bike lanes, sidewalks, and transit improvements. RTP project #10588.	\$13,200,000
Spot Improvements			
SI-02	Grahams Ferry Railroad Undercrossing Project Development	Perform preliminary analysis to determine needs, feasibility, etc.	\$500,000
SI-07	Dual Southbound Right Turn Lanes	Add a second southbound right turn lane to the I-5 Exit Ramp at the Boones Ferry Road intersection. RTP project #11489	\$1,063,000
SI-08	Boones Ferry Road/95th Avenue Access Management	Improve operations at the Boones Ferry Road/95th Avenue intersection by removing the east private access approach. Pioneer Court access onto Boones Ferry Road will be right-in /right-out. Additional access will occur via a north-south local street connection between Pioneer Court (RE-P15), passing under the Day Road I-5 overcrossing approach, and a new west-east local street (north of Day Road) with full intersection access at Boones Ferry Road.	\$2,500,000
Standalone Pedestrian and Bicycle Improvements (Bikeways and Walkways)			
BW-02	95th Avenue Sidewalk Infill	Fill in gaps in the sidewalk network on the east side of 95th Avenue from Boeckman Road to Hillman Court, and construct transit stop improvements	\$85,000
Standalone Pedestrian and Bicycle Improvements (Regional Trails)			
RT-03A	Ice Age Tonquin Trail (North)	Construct sections of the Ice Age Tonquin Trail north of Boeckman Road; City to construct portion within City limits (approximately \$750,000) and coordinate portion farther north with Washington County and neighboring cities	\$2,040,000 (Partial Regional funding)
Standalone Pedestrian and Bicycle Improvements (Local Trails)			
LT-02	Basalt Creek Canyon Ridge Trail	Build a north/south trail connection within Basalt Creek (west of the Canyon) to improve the pedestrian and bicycle network and make connections to east/west roads that run north and south. This trail would require a grade-separated crossing of Basalt Creek Parkway and would be connected to the regional trail network by extending Tonquin Road with bike/pedestrian facilities across Graham's Ferry to this future Basalt Creek Canyon Ridge Trail.	\$450,000
LT-03	I-5 Easement Trail	Build a trail parallel to I-5 in the ODOT easement that would provide an additional north/south connection connecting to existing bike and pedestrian facilities.	\$750,000

FIGURE 5-3. HIGHER PRIORITY PROJECTS (NORTHWEST QUADRANT)

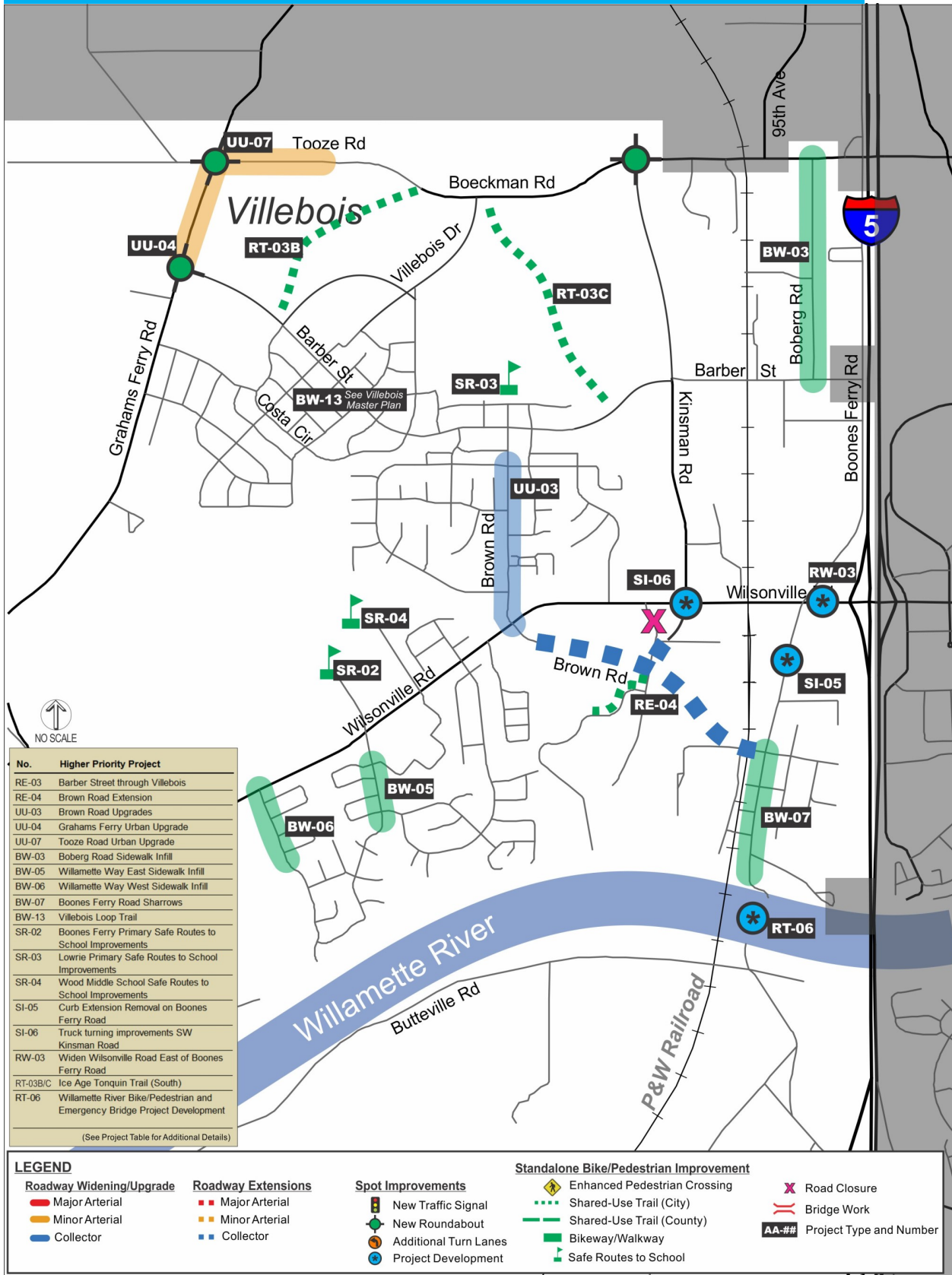


CHAPTER 5: The Projects

Table 5-4. Higher Priority Projects (Southwest Quadrant)

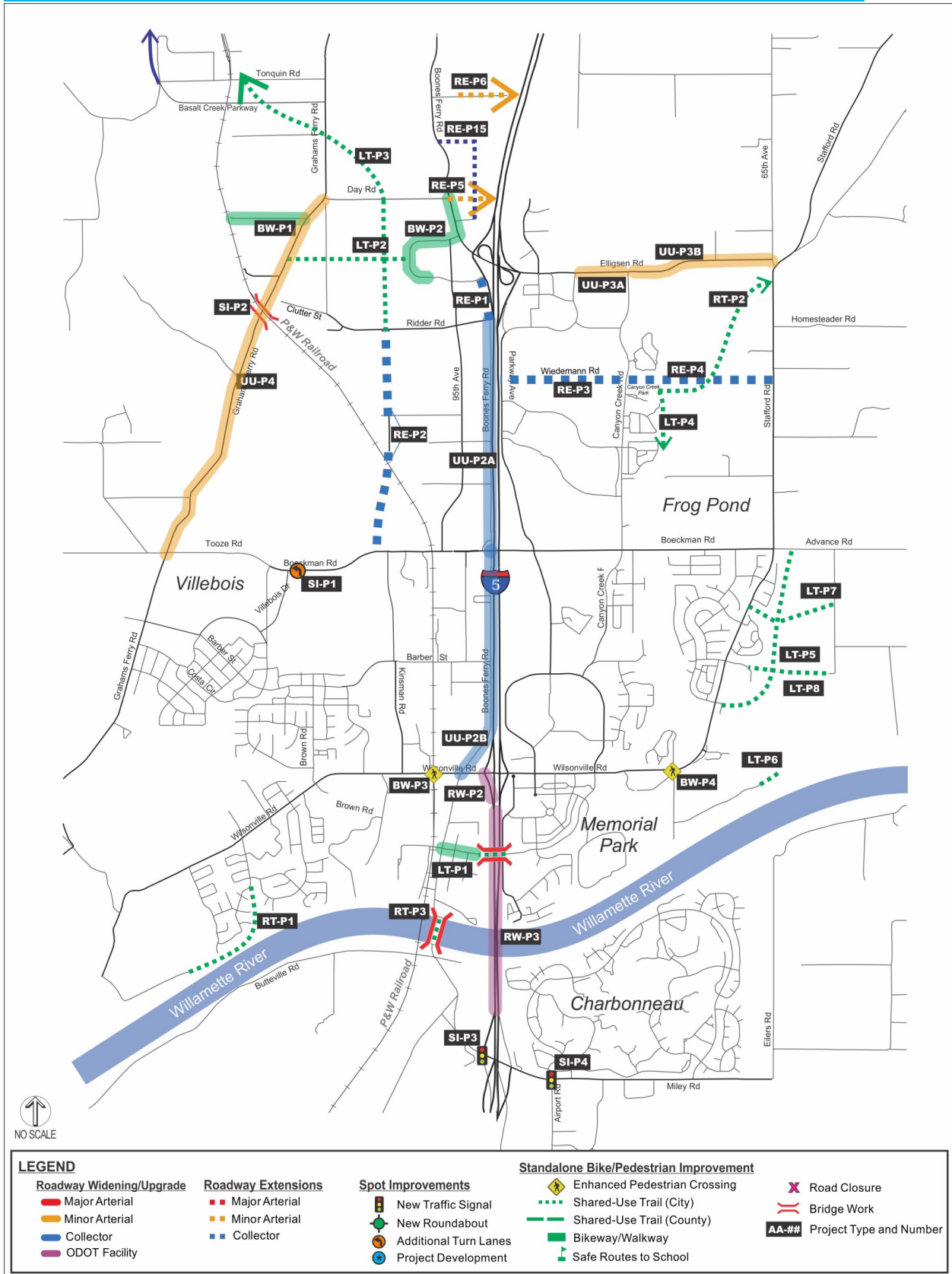
Project	Description	Cost	
Roadway Extensions			
RE-04A	Corridor Study for Brown Road Extension	Perform a corridor study to determine the recommended Brown Road extension alignment	\$20,000
RE-04B	Brown Road Extension	Construct remaining 2-lane roadway with bike lanes, sidewalks, and transit stop improvements from Wilsonville Road to Boones Ferry Road (connect at 5th Street); includes roadway connection to Kinsman Road (with bike lanes and sidewalks), portion of Ice Age Tonquin Trail connecting to trail terminus on Arrowhead Creek Lane, and Brown Road/Kinsman Road intersection.	\$15,200,000
Urban Upgrades			
UU-03	Brown Road Upgrades	Upgrade to meet cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit stops)	\$3,500,000
UU-04	Grahams Ferry Urban Upgrade	Upgrade to meet cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit stop improvements); includes roundabout at Grahams Ferry Road/Barber Street intersection	\$2,400,000
UU-07	Tooze Road Urban Upgrade	Upgrade to meet cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit stop improvements); includes roundabout at Grahams Ferry Road/Tooze Road intersection	\$7,900,000
Standalone Pedestrian and Bicycle Improvements (Bikeways and Walkways)			
BW-03	Boberg Road Sidewalk Infill	Fill in gaps in the sidewalk network on the east side of the roadway from Boeckman Road to Barber Street, and construct transit stop improvements	\$375,000
BW-05	Willamette Way East Sidewalk Infill	Fill in gaps in the sidewalk network on the west side of the roadway from Chantilly to south of Churchill (part of Ice Age Tonquin Trail)	\$50,000
BW-06	Willamette Way West Sidewalk Infill	Construct a new sidewalk on west side of the roadway from Wilsonville Road to Paulina Drive	\$50,000
BW-07	Boones Ferry Road Sharrows	Stripe sharrows (shared travel lanes) from 5th Street to Boones Ferry Park; this will connect Ice Age Tonquin Trail (once the portion along the Brown Road Extension is completed) to Waterfront Trail	\$5,000
BW-13	Villebois Loop Trail	Construct shared-use path as part of Villebois development; include connections to Villebois Greenway, the Ice Age Tonquin Trail, and the Village Center	\$180,000
Standalone Pedestrian and Bicycle Improvements (Safe Routes to School)			
SR-02	Boones Ferry Primary Safe Routes to School Improvements	Construct shared-use path between Boones Ferry Primary and Wood Middle School, a bicycle parking shelter near the school, and a shared-use path connecting the bicycle shelter to the sidewalks along Wilsonville Road	\$200,000
SR-03	Lowrie Primary Safe Routes to School Improvements	Construct shared-use path from existing connection of Lowrie Primary School to Barber Street as part of Villebois development; include connections to new school, Ice Age Tonquin Trail, and Barber Street to future connections	\$150,000
SR-04	Wood Middle School Safe Routes to School Improvements	Construct a bicycle parking shelter near the school and a shared-use path connecting the bicycle shelter to the sidewalks along Wilsonville Road; also widen and stripe the Park at Merryfield Trail, which connects Wood Middle School to Camelot Street to the north	\$150,000
Standalone Pedestrian and Bicycle Improvements (Regional Trails)			
RT-03B/C	Ice Age Tonquin Trail (Villebois)	Construct the remaining sections of the Ice Age Tonquin Trail within Villebois Village in conjunction with development and adjacent roadway improvements	\$560,000
RT-06	Willamette River Bike/Pedestrian and Emergency Bridge Project Development	Perform feasibility study and project development for bike/pedestrian/emergency bridge over the Willamette River to provide a non-motorized alternative to the I-5 freeway deck	\$1,380,000 (Partial Regional funding)

FIGURE 5-5. HIGHER PRIORITY PROJECTS (SOUTHWEST QUADRANT)



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FIGURE 5-7. ADDITIONAL PLANNED PROJECTS

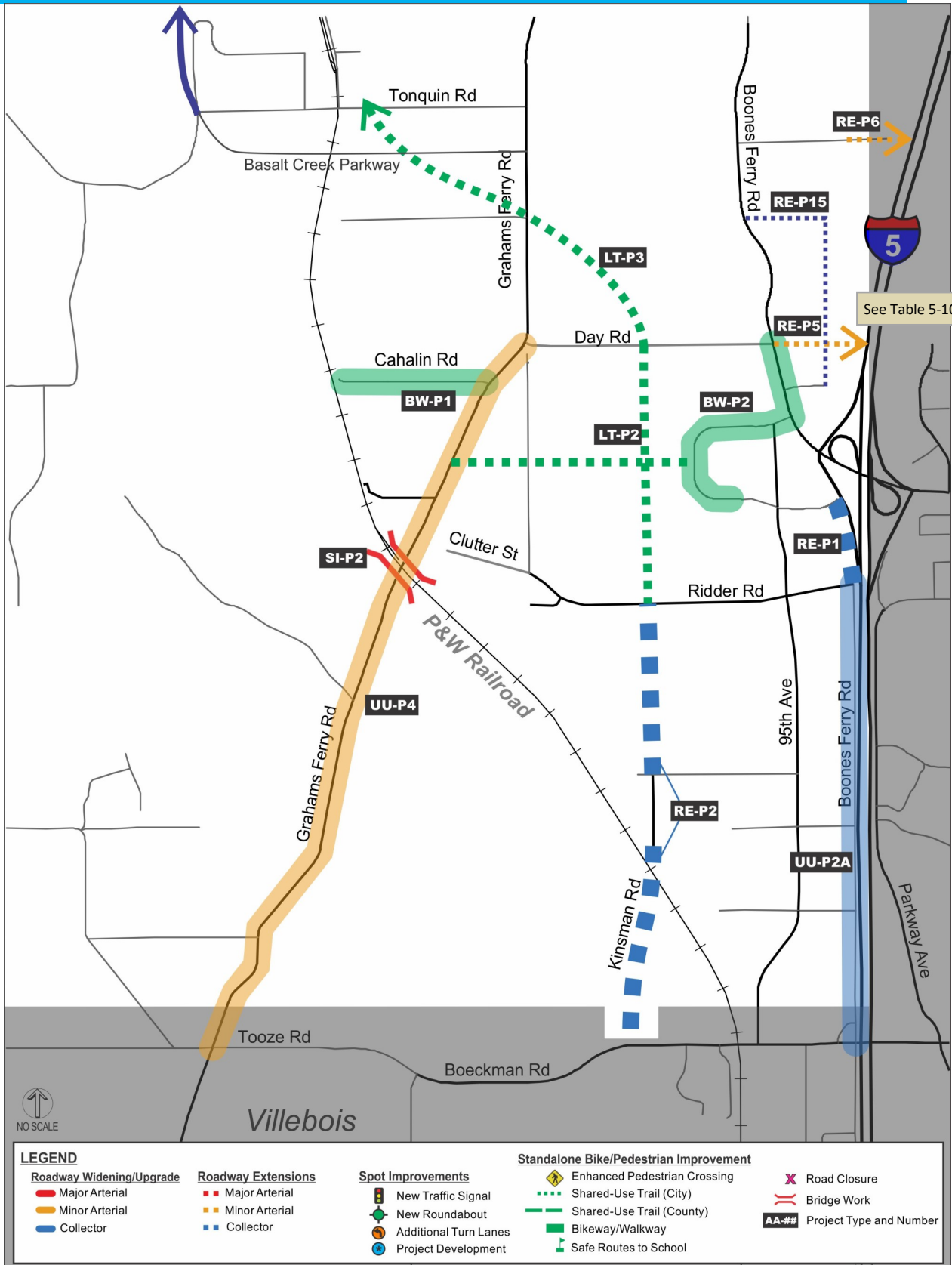


CHAPTER 5: The Projects

Table 5-9. Additional Planned Projects (Northwest Quadrant)

Project	Description	Why Not Higher Priority?	Cost	
Roadway Extensions				
RE-P1	Boones Ferry Road Extension	Construct 2-lane roadway from Ridder Road to Commerce Circle with bike lanes, sidewalks, and transit improvements to facilitate access and circulation in the area surrounding Ridder Road and 95th Avenue	Identified as potentially helpful freight connection, but not a critical need at this time	\$2,100,000
RE-P2	Kinsman Road Extension (Central)	Construct 2/3-lane roadway from Boeckman Road to Ridder Road with bike lanes and sidewalks	High cost due to grade-separated RR crossing and construction across Metro lands; alternative route (95th Avenue) is available	\$12,000,000
RE-P6	Basalt Creek Overcrossing	Extend Basalt Creek across I-5 as a four-lane overcrossing. This project would be a joint Washington County, City of Wilsonville and City of Tualatin project and will work together to seek funding. RTP project #11436.	This project timeline is outside of the planning horizon of the City's current TSP.	\$46,000,000
RE-P15	Pioneer Court Extension	Extend Pioneer Court to the north, approximately 1,000 feet north of Day Road, connect to Boones Ferry Road to the west.		Developer Funded
Urban Upgrades				
UU-P2A	Boones Ferry Road Urban Upgrade	Upgrade Boones Ferry Road from Wilsonville Road to Ridder Road with bike lanes on both sides and sidewalks on west side only	High cost with limited connectivity benefit alternative parallel routes exist	\$5,900,000
UU-P4	Grahams Ferry Road Urban Upgrade	Upgrade Grahams Ferry Road from Day Road to Tooze Road to meet applicable cross-section standards (i.e., 3 lanes with bike lanes, sidewalks, and transit improvements)	Grahams Ferry Road will be a key urban connection to serve Coffee Creek Industrial Area. It is assumed that the roadway segment between Day Road and Clutter Road will be constructed as the Coffee Creek industrial lands develop	\$2,000,000
Spot Improvements				
SI-P2	Grahams Ferry Road Undercrossing Improvements at Railroad Bridge	Reconstruct existing railroad under-crossing to City of Wilsonville Minor Arterial standards; Higher Priority project list includes project development portion of this project (costs are separate)	Located within Washington County jurisdiction, and it is an important safety-related project with particular benefits for freight travel; however, it comes with high cost and freight traffic has alternate travel routes	\$4,500,000
Standalone Pedestrian and Bicycle Improvements (Bikeways and Walkways)				
BW-P1	Cahalin Road Bike Lanes and Sidewalks	Construct bike lanes and sidewalks from Kinsman Road extension to Ice Age Tonquin Trail	High cost due to railroad crossing barrier	\$700,000
BW-P2	Commerce Circle Loop Sidewalk Infill	Fill in gaps in the sidewalk network on Commerce Circle Loop	Industrial area with no connectivity to other facilities	\$100,000
Standalone Pedestrian and Bicycle Improvements (Local Trails)				
LT-P2	Area 42 Trail	Shared Use Path from Kinsman Road to Day Road	To be constructed as Coffee Lake Creek Master Plan Area Redevelops	\$220,000
LT-P3	BPA Power Line Trail	Shared Use Path from Day Road to Ice Age Tonquin Trail providing trail users to City's northern industrial area	Ice Age Tonquin Trail provides key connection to north (more critical when Coffee Lake Creek develops)	\$500,000

FIGURE 5-8. ADDITIONAL PLANNED PROJECTS (NORTHWEST QUADRANT)

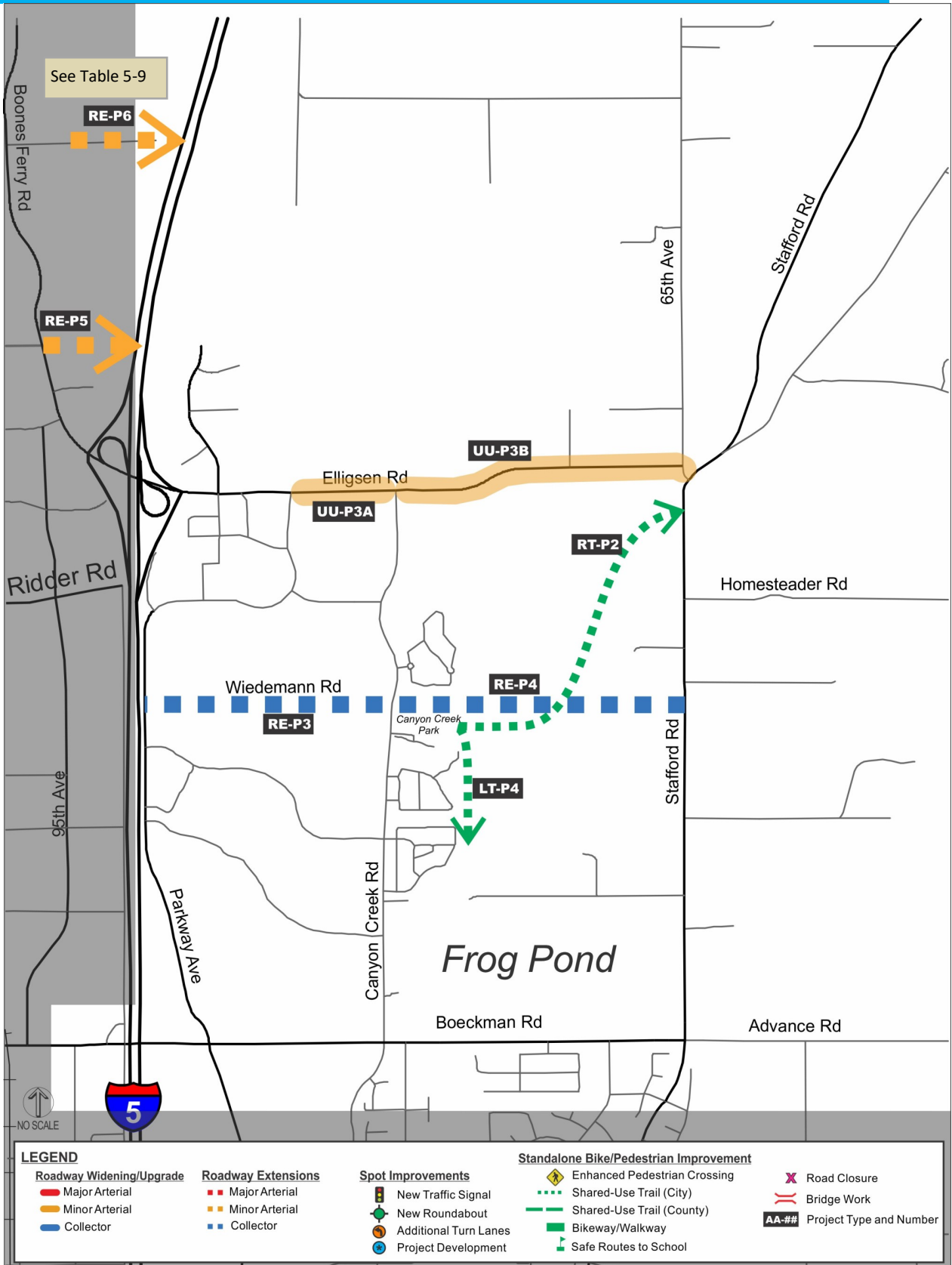


CHAPTER 5: The Projects

Table 5-10. Additional Planned Projects (Northeast Quadrant)

Project	Description	Why Not Higher Priority?	Cost
Roadway Extensions			
RE-P3 Wiedeman Road Extension (West)	Construct 2/3-lane roadway from Parkway Avenue to Canyon Creek Road with bike lanes and sidewalks	Limited impact on system capacity; money better spent upgrading Boeckman Road and Elligsen Road	\$4,300,000
RE-P4 Wiedeman Road Extension (East)	Construct 2/3-lane roadway from Canyon Creek Road to Stafford Road with bike lanes and sidewalks; would require construction over Boeckman Creek	Only needed with future development on land east of Canyon Creek Road; costly (especially over wetlands) and has limited impact on system capacity; and money better spent upgrading Boeckman Road and Elligsen Road	\$8,800,000
RE-P5 Day Road Overcrossing	Extend Day Road from Boones Ferry Road to Elligsen Road as a four-lane overcrossing of I-5. This project would be a joint Washington County, City of Wilsonville and City of Tualatin project and will work together to seek funding. RTP project #11490.	This project timeline is outside of the planning horizon of the City's current TSP.	\$40,800,000 — \$53,400,000
Urban Upgrades			
UU-P3 Elligsen Road Urban A/B Upgrade	Upgrade Elligsen Road from Parkway Center to Stafford Road to meet applicable cross-section standards including bike lanes, sidewalks, and transit improvements	Much of the land is in Clackamas County; significant slopes from Parkway Center Drive to Canyon Creek Road would likely require retaining walls (higher costs) and large oak trees would be impacted	\$6,000,000 (Partial Federal funding)
Standalone Pedestrian and Bicycle Improvements (Local Trails)			
LT-P4 Canyon Creek Trail	Shared Use Path from Canyon Creek Park to Boeckman Creek Trail providing connectivity to neighborhoods to the south	Low priority as it needed after the Boeckman Creek Trail is constructed	\$200,000
Standalone Pedestrian and Bicycle Improvements (Regional Trails)			
RT-P2 Stafford Spur Trail	Shared-Use Path from Canyon Creek Park to Stafford Road	High cost project that provides limited connectivity to land uses in Clackamas County	\$1,640,000

FIGURE 5-9. ADDITIONAL PLANNED PROJECTS (NORTHEAST QUADRANT)



Washington County – Wilsonville Urban Planning Area Agreement

THIS AGREEMENT is entered into by WASHINGTON COUNTY, a political subdivision in the State of Oregon, hereinafter referred to as the “COUNTY,” and the CITY OF WILSONVILLE, an incorporated municipality of the State of Oregon, hereinafter referred to as the “CITY.”

WHEREAS, ORS 190.010 provides that units of local government may enter into agreements for the performance of any or all functions and activities that a party to the agreement, its officers or agents, have authority to perform; and

WHEREAS, Statewide Planning Goal #2 (Land Use Planning) requires that City, County, State and Federal agency and special district plans and actions shall be consistent with the comprehensive plans of the cities and counties and regional plans adopted under ORS Chapter 197; and

WHEREAS, the Oregon Land Conservation and Development Commission requires each jurisdiction requesting acknowledgment of compliance to submit an agreement setting forth the means by which comprehensive planning coordination within the Regional Urban Growth Boundary will be implemented; and

WHEREAS, following the Urbanization Forum process, the COUNTY through Resolution & Order 09-63, agreed that future additions to the UGB during or after 2010 must be governed and urbanized by a city in the COUNTY and also agreed to urge Metro to expand the UGB only to such areas as are contiguous to incorporated areas of Washington County; and

WHEREAS, the State legislature with House Bill 4078-A in 2014 and House Bill 2047 in 2015 validated the acknowledged UGB and Urban and Rural Reserves established through the Metro Regional process involving both the COUNTY and the CITY; and

WHEREAS, the Basalt Creek and West Railroad Planning Areas, generally located between the CITY and Tualatin, were added to the UGB by the Metro Council in 2004, through Ord. No. 04-1040B; and

WHEREAS, Metro Ord. No. 04-1040B included a condition that the Basalt Creek and West Railroad Planning Areas undergo Title 11 concept planning, as defined in Metro Code Chapter 3.07 in the Urban Growth Management Functional Plan (UGMFP); and

WHEREAS, the COUNTY, the CITY, Tualatin and Metro entered into an Intergovernmental Agreement (2011 IGA) (Contract No. BCC 11-0470) to consider the Basalt Creek and the West Railroad Areas in a single concept planning effort and refer to the two areas generally as the Basalt Creek Planning Area, a distinct subarea; and

WHEREAS, the COUNTY, the CITY, Tualatin and Metro entered into the First Addendum to the 2011 IGA, acknowledging the Basalt Creek Transportation Refinement Plan (BCC 13-0724), a collaborative transportation planning effort that identified the major transportation projects for the Basalt Creek Planning Area; and

WHEREAS, the CITY, Tualatin and Metro, agreed to extend the 2011 IGA through Addendum No. 2.0 (BCC No. 16-1110) until the cities and COUNTY amend their respective Urban Planning Area Agreements (UPAA) and incorporate the Basalt Creek Concept Plan into each city's respective comprehensive plans or until September 28, 2019; and

WHEREAS, the CITY through Resolution 2697 and Tualatin through Resolution 5392-18 adopted the Basalt Creek Concept Plan, which included the necessary transportation and land use planning for the Area as well as an agreement on the boundary between Wilsonville and Tualatin; and

WHEREAS, the COUNTY, the CITY, Tualatin and Metro through the Basalt Creek Area planning process, recognized that major multi-modal transportation investments have been identified that require significant multi-jurisdictional coordination and agreed to seek and coordinate for additional funding for the transportation infrastructure in the Basalt Creek Planning Area as needed; and

WHEREAS, the COUNTY and the CITY, desire to amend the Urban Planning Area Agreement to reflect the changes to the UGB, the CITY's Urban Planning Area, and the need for urban planning of the new Urban Reserve lands; and

WHEREAS, the COUNTY and the CITY, to ensure coordinated and consistent comprehensive plans, consider it mutually advantageous to establish:

1. An Urban Planning Area Agreement incorporating a site-specific Urban Planning Area within the UGB where both the COUNTY and the CITY maintain an interest in comprehensive planning and an Urban Reserve Planning Area outside the UGB where both the COUNTY and the CITY maintain an interest in concept planning;
2. A process for coordinating comprehensive planning and development in the Urban Planning Area, and concept planning in the Urban Reserve Planning Area;
3. Special policies regarding comprehensive planning and development in the Urban Planning Area and concept planning in the Urban Reserve Planning Area; and
4. A process to amend the Urban Planning Area Agreement.

NOW THEREFORE, THE COUNTY AND THE CITY AGREE AS FOLLOWS:

- I. Location of the Urban Planning Area and Urban Reserve Planning Area

The Urban Planning Area and Urban Reserve Planning Area mutually defined by the COUNTY and the CITY include the areas designated on the Washington County-Wilsonville UPAA “Exhibit A” to this Agreement.

In addition, the CITY and the COUNTY have identified a coordination area in which development may cause an impact on the CITY. This area, defined as that portion of the Willamette River Drainage Basin located in the unincorporated COUNTY, is identified on Exhibit A as the Wilsonville Drainage Area. Comprehensive planning and development shall be coordinated in this area the same manner as in the Urban Planning Area.

II. Coordination of Comprehensive Planning and Development

A. Amendments to or Adoption of a Comprehensive Plan or Implementing Regulation

1. Definitions

Comprehensive Plan means a generalized, coordinated land use map and policy statement of the governing body of a local government that interrelates all functional and natural systems and activities relating to the use of lands, including, but not limited to, sewer and water systems, transportation systems, educational facilities, recreational facilities, and natural resources and air and water quality management programs. “Comprehensive Plan” amendments do not include small tract comprehensive plan map changes.

Implementing Regulations means any local government zoning ordinance adopted under ORS 197, 215 or 227, any land division ordinance adopted under ORS 92.044 or 92.046 or similar general ordinance establishing standards for implementing a comprehensive plan.

2. The COUNTY shall provide the CITY with the opportunity to participate, review and comment on proposed amendments to or adoption of the COUNTY comprehensive plan or implementing regulations. The CITY shall provide the COUNTY with the opportunity to participate, review and comment on proposed amendments to or adoption of the CITY comprehensive plan or implementing regulations. The following procedures shall be followed by the COUNTY and the CITY to notify and involve one another in the process to amend or adopt a comprehensive plan or implementing regulation:

- a. The CITY or the COUNTY, whichever has jurisdiction over the proposal, hereinafter the originating agency, shall notify the

other agency, hereinafter the responding agency, of the proposed action at the time such planning efforts are initiated, but not less than 35 calendar days prior to the first hearing on adoption. For COUNTY or CITY comprehensive plan updates with the potential to impact the responding agency's land use or transportation system, the originating agency shall provide the responding agency with the opportunity to participate in the originating agency's advisory committee, if any.

- b. For COUNTY or CITY comprehensive plan updates with the potential to impact the responding agency's land use or transportation system, within the Urban Planning Area or Urban Reserve Planning Area, the originating agency shall transmit the draft amendments by first class mail, personal delivery, or as an attachment to electronic mail to the responding agency for its review and comment at least 10 calendar days before finalizing the draft amendments to the decision-making authority. The responding agency shall have 10 calendar days after receipt of a draft to submit comments orally or in writing. Lack of response shall be considered "no objection" to the draft. The responding agency may transmit comments by first class mail, personal deliver or as an attachment to electronic mail to the originating agency.
- c. The originating agency shall respond to the comments made by the responding agency either by a) revising the final draft amendment recommendations, or b) a statement on the record explaining why the comments cannot be addressed in the final draft. Transmittal of such response shall be by first class mail, personal delivery or as an attachment to electronic mail.
- d. Comments from the responding agency shall be given consideration and included as part of the public record on the proposed action. If after such consideration, the originating agency acts contrary to the position of the responding agency, the responding agency may seek appeal of the action through the appropriate appeals body and procedures.
- e. Upon final adoption of the proposed action by the originating agency, it shall transmit the adopting ordinance to the responding agency as soon as publicly available, or if not adopted by ordinance, by whatever other written documentation is available to properly and promptly inform the responding agency of the final actions taken.

B. Development Actions Requiring Individual Notice to Property Owners

1. Definition

Development Action Requiring Notice means an action by the COUNTY or CITY that directly affects and is applied to a specific parcel or parcels, which requires postal mail notification to the owners of property who could potentially be impacted (usually specified as a distance measured in feet). Such development actions may include, but are not limited to, small tract zoning or comprehensive plan amendments, conditional or special use permits, land divisions, planned unit developments, variances, and other similar actions requiring a quasi-judicial hearings process.

2. The COUNTY will provide the CITY with the opportunity to review and comment on proposed development actions requiring notice within the designated Urban Planning Area and/or Urban Reserve Planning Area. The CITY will provide the COUNTY with the opportunity to review and comment on proposed development actions requiring notice within the CITY limits within the COUNTY..

3. The following procedures shall be followed by the COUNTY and the CITY to notify one another of proposed development actions:

- a. The originating agency with jurisdiction over the proposal, shall send by first class mail personal delivery or as an attachment to electronic mail a copy of the public hearing notice which identifies the proposed development action to the responding agency, at the earliest opportunity, but no less than 14 calendar days prior to the first scheduled public hearing or end of the comment period, whichever occurs first. The failure of the responding agency to receive a notice shall not invalidate an action if a good faith attempt was made by the originating agency to notify the responding agency.
- b. The responding agency receiving the notice may respond at its discretion. Comments may be submitted in written form or an oral response may be made at the public hearing. Lack of written or oral response prior to or at the public hearing shall be considered “no objection” to the proposal.
- c. If received in a timely manner, the originating agency shall include or attach the comments to the written staff report and respond to any concerns addressed by the responding agency in such report or orally at the hearing.

- d. Comments from the responding agency shall be given consideration as a part of the public record on the proposed action. If, after such consideration, the originating agency acts contrary to the position of the responding agency, the responding agency may seek appeal of the action through the appropriate appeals body and procedures.

C. Additional Coordination Requirements

1. The CITY and the COUNTY agree to the following to notify one another of proposed actions with the potential to impact the other's land use or transportation system, but are not subject to the notification and participation requirements contained in subsections A and B above.

- a. The originating agency with jurisdiction over the proposed actions, shall send by first class mail or as an attachment to electronic mail a copy of all public hearings agendas which contain the proposed actions to the responding agency, at the earliest opportunity, but no less than three calendar days prior to the date of the scheduled public hearing. The failure of the responding agency to receive an agenda shall not invalidate an action if a good faith attempt was made by the originating agency to notify the responding agency.
- b. The responding agency receiving the public hearing agenda may respond at its discretion. Comments may be submitted in written form or an oral response may be made at the public hearing. Lack of written or oral response shall be considered "no objection" to the proposal.
- c. Comments from the responding agency shall be given consideration as a part of the public record on the proposed action. If, after such consideration, the originating agency acts contrary to the position of the responding agency, the responding agency may seek appeal of the action through the appropriate appeals body and procedures.

III. Concept Planning for Urban Reserve Areas

A. Definitions

1. Urban Reserve means those lands outside the UGB that have been so designated by Metro for the purpose of:

- a. Future expansion of the UGB over a long-term period (40-50 years), and
 - b. The cost-effective provision of public facilities and services when the lands are included within the UGB.
2. Urban Reserve Planning Area (URPA) means those Urban Reserves identified for annexation and urbanization by the CITY at such time as the UGB is amended to include the Urban Reserve Area.
 3. Urban Reserve Planning Area – Planning Responsibility Undefined means those Urban Reserves that the CITY and at least one other city may have an interest in ultimately governing, but no final agreement has been reached. These areas are not considered part of the URPA for the purpose of this Agreement.
- B. The CITY’s Urban Reserve Planning Area and Urban Reserve Area - Planning Responsibility Undefined are identified on “Exhibit A” to this Agreement.
- C. The CITY shall be responsible for developing a concept plan in consultation with the COUNTY for the URPA in coordination with Metro and appropriate service districts. The concept plan shall include the following:
1. An agreement between the COUNTY and CITY regarding expectations for road funding, jurisdictional transfer over roadways to and from the CITY and COUNTY, and access management for county roads in the URPA. The agreement should describe any changes to the CITY and/or COUNTY transportation system plans, other comprehensive plan documents, or codes that have been adopted or will be necessary to implement this agreement.
 2. An agreement between the COUNTY and CITY that preliminarily identifies the likely provider of urban services, as defined in ORS 195.065 (4), when the area is urbanized.
- D. The concept plan shall be approved by the CITY and acknowledged by the COUNTY by Resolution and Order.
- E. Upon completion and acknowledgement of the concept plan by the CITY and COUNTY, and the addition of the area into the UGB by Metro, the affected portion of the URPA shall be designated as part of Urban Planning Area, as described below. Inclusion in the Urban Planning Area is automatic and does not require an amendment to this Agreement.

- F. Once an URPA has been added to the UGB and prior to annexation into the CITY, the COUNTY will apply the FD-20 land designation to the land.

IV. Comprehensive Planning and Development Policies for Urban Planning Areas

A. Definition

Urban Planning Area means the incorporated area and certain unincorporated areas contiguous to the incorporated area for which the CITY conducts comprehensive planning and seeks to regulate development activities to the greatest extent possible. The CITY Urban Planning Area is designated on “Exhibit A.”

- B. The CITY shall be responsible for comprehensive planning within the Urban Planning Area.
- C. The CITY shall be responsible for the preparation, adoption and amendment of the public facility plan required by OAR 660-011 within the CITY Urban Planning Area in coordination with other service providers that provide urban services within the CITY’s Urban Planning Area.
- D. As required by OAR 660-011-0010, the CITY is identified as the appropriate provider of local water, sanitary sewer, storm sewer and transportation facilities within the Urban Planning Area. Exceptions include facilities provided by other service providers subject to the terms of any intergovernmental agreement the CITY may have with other service providers; facilities under the jurisdiction of other service providers not covered by an intergovernmental agreement; and future facilities that are more appropriately provided by an agency other than the CITY.
- E. The COUNTY shall not approve land divisions within the unincorporated Urban Planning Area that are inconsistent with the provisions of the Future Development 20 Acre District (FD-20).
- F. The COUNTY shall not approve a development proposal in the Urban Planning Area if the proposal would not provide for, nor be conditioned to provide for, an enforceable plan for redevelopment to urban densities consistent with the CITY’s Comprehensive Plan in the future upon annexation to the CITY as indicated by the CITY Comprehensive Plan.
- G. The CITY and COUNTY will implement the applicable Urban Reserve concept plans and related agreements. The CITY will amend the CITY comprehensive plan to include this area consistent with the original concept plan. If modifications to the original concept plan are made during the comprehensive planning process, the parties will update the related agreements to reflect these changes, which may include transportation, access

and funding if needed. Until the CITY amends its Transportation System Plan (TSP), the COUNTY's TSP will serve as the TSP for the Urban Planning Area.

V. Special Policies

- A. Annexations to the CITY of land outside of the UGB or the Urban Planning Area will not be supported by the COUNTY or CITY.
- B. The CITY shall specify in its Comprehensive Plan that access to 124th Avenue and Basalt Creek Parkway shall be limited to the following: SW Tualatin-Sherwood Road, Tonquin Road, Grahams Ferry Road, Boones Ferry Road and one other location within the CITY portion of the Basalt Creek Planning Area.
- C. The CITY agrees to incorporate the planned local street network identified in the Basalt Creek Refinement Plan into the CITY's TSP and include all transportation projects on the COUNTY's Transportation Development Tax (TDT) Road Project List to be eligible for TDT funding.
- D. The CITY agrees to work with the COUNTY and other partners to secure funding for construction of Basalt Creek Parkway from Grahams Ferry to Boones Ferry Road and other transportation improvements identified on the Basalt Creek Transportation Refinement Plan to support development in the Basalt Creek Planning Area.
- E. Where the CITY Urban Planning Area boundary on Exhibit A is shown as SW 124th Avenue, SW Basalt Creek Parkway, SW Tonquin Rd. and/or SW Waldo Way, the boundary shall extend to the centerline of each road.

VI. Amendments to the Urban Planning Area Agreement

- A. The following procedures shall be followed by the CITY and the COUNTY to amend the language of this agreement or the Urban Planning Area Boundary:
 - 1. The CITY or COUNTY, whichever jurisdiction originates the proposal, shall submit a formal request for amendment to the responding agency.
 - 2. The formal request shall contain the following:
 - a. A statement describing the amendment.
 - b. A statement of findings indicating why the proposed amendment is necessary.

- c. If the request is to amend the planning area boundary, a map which clearly indicates the proposed change and surrounding area.
 3. Upon receipt of a request for amendment from the originating agency, the responding agency shall schedule a review of the request before the appropriate reviewing body, with said review to be held within 45 calendar days of the date the request is received.
 4. The CITY and COUNTY shall make good faith efforts to resolve requests to amend this agreement. Upon completion of the review, the reviewing body may approve the request, deny the request, or make a determination that the proposed amendment warrants additional review. If it is determined that additional review is necessary, the following procedures shall be followed by the CITY and COUNTY:
 - a. If inconsistencies noted by both parties cannot be resolved in the review process as outlined in Section VI.A.3, the CITY and the COUNTY may agree to initiate a joint study. Such a study shall commence within 30 calendar days of the date it is determined that a proposed amendment creates an inconsistency, and shall be completed within 90 calendar days of said date. Methodologies and procedures regulating the conduct of the joint study shall be mutually agreed upon by the CITY and the COUNTY prior to commencing the study.
 - b. Upon completion of the joint study, the study and the recommendations drawn from it shall be included within the record of the review. The agency considering the proposed amendment shall give careful consideration to the study prior to making a final decision.
 - B. The parties may individually or jointly initiate review of this Agreement to evaluate the effectiveness of the processes set forth herein and determine if conditions warrant any amendments. Both parties shall make a good faith effort to resolve any inconsistencies that may have developed since the previous review. If inconsistencies still remain at the conclusion of the review period, either party may terminate this Agreement.
- VII. This Agreement shall become effective upon full execution by the COUNTY and CITY and shall then repeal and replace the Washington County – Wilsonville Urban Planning Area Agreement dated December 13, 2007. The effective date of this Agreement shall be the last date of signature on the signature page.

IN WITNESS WHEREOF the parties have executed this Urban Planning Area Agreement on the date set opposite their signatures.

Attachement C
Ordinance No. 850
Exhibit 1
Feb. 13, 2019
Page 11 of 12

CITY OF WILSONVILLE

By _____ Date _____
Mayor

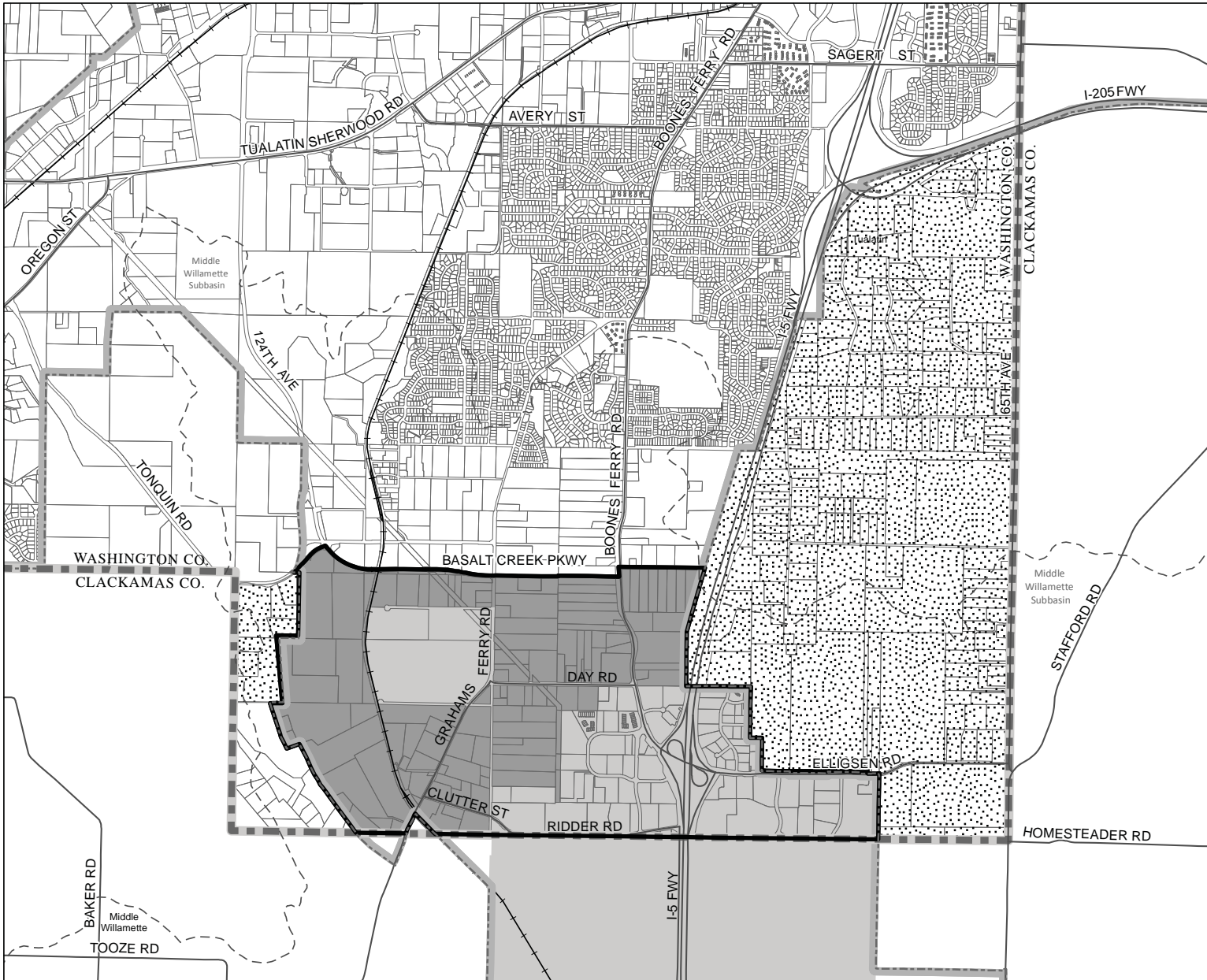
WASHINGTON COUNTY










By _____ Date _____
Chairman
Board of County Commissioners


By _____ Date _____
Recording Secretary

City of Wilsonville Urban Planning Area

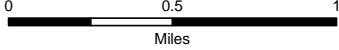
Washington County - Wilsonville Urban Planning Area Agreement Exhibit A



-  City Limit
-  Urban Planning Area
-  Urban Reserve – Planning Responsibility Undefined
-  Middle Willamette Subbasin
-  Tax Lot
-  Urban Growth Boundary
-  Railroad
-  Major Road
-  County Boundary



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CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2019

Items known as of 02/16/19

February

DATE	DAY	TIME	EVENT	LOCATION
2/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers
2/28	Thursday	4:30 p.m.	Parks and Recreation Advisory Board Meeting	Parks and Recreation Administration Building

March

DATE	DAY	TIME	EVENT	LOCATION
3/4	Monday	7:00 p.m.	City Council Meeting	Council Chambers
3/11	Monday	6:30 p.m.	DRB Panel A	Council Chambers
3/13	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
3/13	Wednesday	6:00 p.m.	Budget Committee	Willamette 1 & 2
3/18	Monday	7:00 p.m.	City Council Meeting	Council Chambers
3/19	Tuesday	6:00 p.m.	Community Enhancement Committee	Willamette 1 & 2
3/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers

Community Events:

- 2/22** Daddy Daughter Dance at Community Center, 7:00 p.m. – 9:00 p.m.
- 2/23** Let's Start a Conversation - Not a Fight at Wilsonville Library, 9:30 a.m. – 5:00 p.m.
- 2/26** History Pub at Wilsonville McMenamins' Old Church, 6:30 p.m. - 8:00 p.m.
- 2/28** Citizens Academy at Wilsonville City Hall, 6:00 p.m.
- 3/1** First Friday Films at Wilsonville Library, 6:00 p.m. – 8:00 p.m.
- 3/13** Town Center Plan Showcase at Wilsonville City Hall, 5:00 p.m. – 6:00 p.m.
- 3/15** Teen Advisory Board (TAB) at Wilsonville Library, 4:30 p.m.
- 3/15** Teen After Hours Event at Wilsonville Library, 6:30 p.m.
- 3/21** Citizens Academy at Wilsonville City Hall, 6:00 p.m.
- 3/26** History Pub at Wilsonville McMenamins' Old Church, 6:30 p.m. - 8:00 p.m.
- 4/4** Community Garden Sign Up Day at Parks and Recreation Admin Building, 8:00 a.m.
- 4/5** First Friday Films at Wilsonville Library, 6:00 p.m. – 8:00 p.m.
- 4/11** Citizens Academy at Wilsonville City Hall, 6:00 p.m.
- 4/26** Willamette Cable Tree Dedication at the River Shelter and Dock at Memorial Park, 2:00 p.m.

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



**CITY COUNCIL
STAFF REPORT**

Meeting Date: February 21, 2019		Subject: Resolution No. 2729 Establishment of Pro Tem Municipal Court Roster.	
		Staff Member: Keith Katko, Assistant Finance Director	
		Department: Finance	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to approve the Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

There are occasions when the City’s Municipal Court Judge Weinhouse is unavailable to serve in his capacity a Municipal Court Judge (vacations, illness, workload, etc.) and staff would like to establish a pool of eligible *pro tem* judges for these occasions.

EXECUTIVE SUMMARY:

According to the City Code 2.140, *“In case the Municipal Judge shall be absent from the City or otherwise unable or disqualified to act as Judge of the Municipal Court, his duties shall be performed by a pro temp Judge appointed by the Mayor.”*

Staff recommends that Council establish a pool of eligible Municipal Court *pro tem* judges consisting, at a minimum, of any currently serving, appointed or democratically elected Municipal Court or Justice of the Peace in Oregon, in fill in when acting City of Wilsonville Municipal Court Judge Fred Weinhouse is unavailable to serve in that capacity on a temporary basis.

This broad based pool will give the City the greatest access to a wide net of qualified fill-ins on an interim basis and potentially allow us to call on a number of people should the need arise.

EXPECTED RESULTS:

Continuation of Municipal Court operations when current presiding municipal court judge is unavailable to serve in that capacity.

TIMELINE:

N/A

CURRENT YEAR BUDGET IMPACTS:

N/A

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 1/31/2019

LEGAL REVIEW / COMMENT:

Reviewed by: Date: //2019

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Continuation of Municipal Court Operations.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No.2729

RESOLUTION NO. 2729

A RESOLUTION OF THE CITY OF WILSONVILLE ESTABLISHING A POOL ELIGIBLE PRO TEM JUDGES FOR THE CITY'S MUNICIPAL COURT.

WHEREAS, The Municipal Court is the judicial branch of city government and exists to serve the citizens of this community and

WHEREAS, the Municipal Court is responsible for providing a local forum for adjudicating alleged violations of City ordinances, parking infractions, and state traffic laws within its local jurisdiction and

WHEREAS, the City's acting and duly appointing Municipal Court Judge may in the normal course of his/her term be unavailable on a temporary or short-term basis to serve in that role on any scheduled court proceeding.

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

1. To establish a pool of eligible Municipal Court *pro tem* judges consisting at a minimum of any currently serving, appointed or democratically elected Municipal Court Judge, or any other judge or justice with municipal court experience, in Oregon, for when the acting and duly appointed City of Wilsonville Municipal Court Judge is unavailable to serve in that capacity on a temporary or short-term basis.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of February, 2019, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West



CITY COUNCIL STAFF REPORT

Meeting Date: February 21, 2019		Subject: Resolution No. 2738 Financial Services Advisor PSA	
		Staff Member: Cathy Rodocker, Finance Director	
		Department: Finance Department	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to approve the Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

On the consent agenda this evening is the request to approve the Professional Services Agreement for Financial Advisory Services.

EXECUTIVE SUMMARY:

Staff recommends the City Council adopt a resolution authorizing the City Manager to execute an agreement with PFM Financial Advisors, LLC for financial advisory services. The contract will begin on March 1, 2019 and expire on June 30, 2021 and includes a compensation amount not to exceed \$50,000 per year.

EXPECTED RESULTS:

The City uses financial advisory services to assist on a wide variety of services related to capital financial planning, providing cost benefit analysis for financial opportunities and keeping up to date with the latest developments in the financial markets. The City's last financial advisor contract has expired.

The financial advisor will be utilized on an as-needed basis, as required and will invoice the City based on the hourly rate contained in the contract rate sheet (attached). The financial services requested are primarily related to debt management. The first planned project for the Financial Advisor that is included in the current budget is a debt refinance analysis for the Year 2000 Plan.

TIMELINE:

With the approval of the contract, the City will be able to move forward on projects requiring the services of a financial advisor.

CURRENT YEAR BUDGET IMPACTS:

The current budget includes Financial Advisor Services.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: CAR Date: 2/13/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 2/15/2019

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The contract will provide professional services for current and long-term financial obligations and financing needs.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. Resolution No. 2738
 - A. Exhibit A: Professional Services Agreement, PFM Financial Advisors, LLC.

RESOLUTION NO. 2738

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH PFM FINANCIAL ADVISORS, LLC FOR FINANCIAL ADVISOR SERVICES.

WHEREAS, the City has planned and budgeted for services of a financial advisor to develop and assist in implementing the City's strategies to meet its current and long-term financial obligations and capital financing needs and to render assistance in respect to debt transactions; and

WHEREAS, the Professional Services Agreement documents the consultant will be paid on a time and material basis not to exceed FIFTY THOUSAND DOLLARS (\$50,000) on an annual basis beginning March 1, 2019 through the period ending June 30, 2021;

WHEREAS, the City desires to award a Professional Services Agreement contract to PFM Financial Advisors LLC with no substantive changes to the Attachment, Exhibit A-PSA Financial Advisor;

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

1. The City of Wilsonville authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Professional Services Agreement contract with PFM Financial Advisors LLC, for a not-to-exceed annual amount of \$50,000.
2. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of February, 2019, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Attachments:

A. Exhibit A – PSA Financial Advisor

CITY OF WILSONVILLE ON-CALL PROFESSIONAL SERVICES AGREEMENT

This On-Call Professional Services Agreement (“Agreement”) for the Financial Advisor Project (“Project”) is made and entered into on this ____ day of February 2019 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **PFM Financial Advisors LLC**, a Delaware limited liability company (hereinafter referred to as “Consultant”).

RECITALS

WHEREAS, The City desires to obtain the services of a financial advisor to develop and assist in implementing the City’s strategies to meet its current and long-term financial obligations and capital financing needs, and to render assistance in respect to debt transactions; and

WHEREAS, the City requires services which Consultant is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Consultant represents that Consultant is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such services as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

Section 1. Term

The term of this Agreement shall be from the Effective Date until all services required to be performed hereunder (“Services”) are completed and accepted, or no later than June 30, 2021, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City.

Section 2. Consultant’s Services

2.1. Consultant shall diligently perform the periodic on-call debt planning, debt policy development, and debt issuance Services according to the requirements identified in the Scope of Services, attached hereto as **Exhibit A** and incorporated by reference herein, for the Project.

2.2. All written documents, drawings, and plans submitted by Consultant in conjunction with the Services shall bear the signature, stamp, or initials of Consultant’s authorized Project Manager. Any documents submitted by Consultant that do not bear the signature, stamp, or initials of Consultant’s authorized Project Manager, will not be relied upon

by the City. Interpretation of plans and answers to questions regarding the Services or Scope of Services given by Consultant's Project Manager may be verbal or in writing, and may be relied upon by the City, whether given verbally or in writing. If requested by the City to be in writing, Consultant's Project Manager will provide such written documentation.

2.3. Consultant will not be deemed to be in default by reason of delays in performance due to reasons beyond Consultant's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

2.4. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Services described herein.

2.5. Consultant shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to work on the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

Section 3. Compensation

3.1. Except as otherwise set forth in this **Section 3**, the City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed FIFTY THOUSAND DOLLARS (\$50,000) per year for performance of the Services ("Compensation Amount"). Consultant's unit pricing and rates are set forth on **Exhibit B**, attached hereto and incorporated by reference herein. Any compensation in excess of the Compensation Amount will require an express written Addendum to be executed between the City and Consultant.

3.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Services described on **Exhibit A**, Consultant shall provide such additional services and bill the City at the hourly rates outlined on Consultant's Rate Schedule, as set forth in **Exhibit B**. Any Additional work beyond the Scope of Services or any compensation above the amount shown in **Subsection 3.1** requires a written Addendum executed in compliance with the provisions of **Section 15**.

3.3. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons

for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Consultant as promptly as is reasonably possible.

3.4. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit A**.

3.5. Consultant's Compensation Amount and Rate Schedule are all inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, office expenses, travel expenses, mileage, and all other indirect and overhead charges.

Section 4. City's Rights and Responsibilities

4.1. The City will designate a Project Manager to facilitate day-to-day communication between Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

Section 5. City's Project Manager

The City's Project Manager is Cathy Rodocker. The City shall give Consultant prompt written notice of any re-designation of its Project Manager.

Section 6. Consultant's Project Manager

Consultant's Project Manager is Duncan Brown. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

Section 7. Project Information

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

Section 8. Subcontractors and Assignments

8.1. Consultant shall not subcontract with others for any of the Services prescribed herein. Consultant shall not assign any of Consultant's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion.

8.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant shall cooperate with the City and other firms, engineers or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant shall furnish other engineers, subcontractors and affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

8.3. Consultant shall include this Agreement by reference in any subcontract and require subcontractors to perform in strict compliance with this Agreement.

Section 9. Consultant Is Independent Contractor

9.1. Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 3** of this Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

9.2. Other than as set forth above, no subcontracting or assignment of this Agreement is allowed.

Section 10. Consultant Responsibilities

10.1. Consultant must make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the subcontractor furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

10.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Consultant shall make all required workers compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Consultant shall also be fully

responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Consultant's responsibility. Consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

10.3. No person shall be discriminated against by Consultant or any subcontractor in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City.

10.4. References to "subcontractor" mean a subcontractor at any tier.

Section 11. Indemnity

11.1. Indemnification. Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Consultant's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Consultant's failure to perform its responsibilities as set forth in this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City's requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant's negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 11.2**. Consultant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Consultant. As used herein, the term "Consultant" applies to Consultant and its own agents, employees, and suppliers, and to all of Consultant's subcontractors, including their agents, employees, and suppliers.

11.2. Standard of Care. In the performance of the Services, Consultant agrees to use that degree of care and skill exercised under similar circumstances by reputable members of Consultant's profession practicing in the Portland metropolitan area. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant's re-performance of any Services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant's failure to perform in accordance with the applicable standard of care of this Agreement and within the prescribed timeframe.

Section 12. Insurance

12.1. Insurance Requirements. Consultant shall maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of Consultant's activities or work hereunder. The amount of insurance carried is in no way a limitation on Consultant's liability hereunder. The policy or policies of insurance maintained by Consultant shall provide at least the following minimum limits and coverages at all times during performance under this Agreement:

12.1.1. Commercial General Liability Insurance. Consultant shall obtain, at Consultant's expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

12.1.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$2,000,000** per claim. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years after termination of this Agreement.

12.1.3. Business Automobile Liability Insurance. If Consultant will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant has business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

12.1.4. Workers Compensation Insurance. Consultant and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall

include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

12.1.5. Insurance Carrier Rating. Coverages provided by Consultant must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

12.1.6. Additional Insured and Termination Endorsements. Additional Insured coverage under Consultant's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Except with regard to professional liability, Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers." An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder.

12.1.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days' prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

12.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are "Claims Made" policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

Section 13. Early Termination; Default

13.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

13.1.1. By mutual written consent of the parties;

13.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

13.1.3. By Consultant, effective upon seven (7) days' prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

13.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Consultant. In the event of a default, the City will provide Consultant with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Agreement and seek remedies for the default, as provided above.

13.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

13.4. Termination under any provision of this section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in **Section 17**, for which Consultant has received payment or the City has made payment.

Section 14. Suspension of Services

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

Section 15. Modification/Addendum

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in **Section 3** of this Agreement, or changes or

modifies the Scope of Services or the time for performance. No modification shall be binding or effective until executed, in writing, by both Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives rise to any modification of this Agreement, Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Agreement affecting any change in price, Consultant shall submit a complete breakdown of labor, material, equipment, and other costs. If Consultant incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Addendum. To be enforceable, the Addendum must describe with particularity the nature of the change, any delay in time the Addendum will cause, or any increase or decrease in the Compensation Amount. The Addendum must be signed and dated by both Consultant and the City before the Addendum may be implemented.

Section 16. Access to Records

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts during the term of this Agreement and for a period of four (4) years after termination of the Agreement, unless the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Agreement.

Section 17. Property of the City

17.1. All documents, reports, and research gathered or prepared by Consultant under this Agreement, including but not limited to spreadsheets, charts, graphs, drawings, modeling, maps, data generation, papers, diaries, and inspection reports, shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Consultant as creator of such work shall be conveyed to the City upon request without additional compensation.

17.2. Consultant shall not be held liable for any damage, loss, increased expenses, or otherwise, caused by or attributed to the reuse by the City or its designees of all work performed by Consultant pursuant to this Agreement without the express written permission of Consultant.

Section 18. Notices

Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of Wilsonville
 Attn: Cathy Rodocker, Finance Director
 29799 SW Town Center Loop East
 Wilsonville, OR 97070

To Consultant: PFM Financial Advisors, LLC
 Attn: Duncan Brown, Project Manager
 650 NE Holladay St. Suite 1600
 Portland, OR 97232

with copy to: PFM Financial Advisors LLC
 Attn: Managing Director
 650 NE Holladay St. Suite 1600
 Portland, OR 97232

Section 19. Miscellaneous Provisions

19.1. Integration. This Agreement, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Agreement shall control.

19.2. Legal Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

19.3. No Assignment. Consultant may not assign this Agreement, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

19.4. Adherence to Law. In the performance of this Agreement, Consultant shall adhere to all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Consultant is required by law to obtain or maintain in order to perform the Services described on **Exhibit A**, shall be obtained and maintained throughout the term of this Agreement.

19.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

19.6. Jurisdiction. Venue for any dispute will be in Clackamas County Circuit Court.

19.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Agreement, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

19.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

19.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

19.10. Modification. This Agreement may not be modified except by written instrument executed by Consultant and the City.

19.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

19.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

19.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

19.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

19.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Agreement gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

19.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

19.17. Interpretation. As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

19.18. Entire Agreement. This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

19.19. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

19.20. Authority. Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

19.21. Registered Municipal Advisor; Required Disclosures. Consultant is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. If the City has designated Consultant as its independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA exemption”), then services provided pursuant to such designation shall be the services described in **Exhibit A** hereto, subject to any limitations provided herein. Consultant shall not be responsible for, or have any liability in connection with, verifying that Consultant is independent from any other party seeking to rely on the IRMA exemption (as such independent status is required pursuant to the IRMA exemption, as interpreted from time to time by the SEC). The City acknowledges and agrees that any reference to Consultant, its personnel, and its role as IRMA, including in the written representation of the City required under SEC Rule 15Ba1-1(d)(3)(vi)(B), shall be subject to prior approval by Consultant. The City further agrees not to represent that Consultant is the City’s IRMA with respect to any aspect of a

municipal securities issuance or municipal financial product, outside of the Scope of Services, without Consultant’s prior written consent.

MSRB Rules require that municipal advisors make written disclosures to their clients of all material conflicts of interest, certain legal or disciplinary events, and certain regulatory requirements. Such disclosures are provided in Consultant’s Disclosure Statement delivered to the City with this Agreement.

19.22. Information To Be Furnished to Consultant. All information, data, reports, and records in the possession of the City or any third party necessary for carrying out any services to be performed under this Agreement (“Data”) shall be furnished to Consultant, and the City shall, and shall cause its agent(s) to, cooperate with Consultant in its conduct of reasonable due diligence in performing the Services, including with respect to the facts that are necessary in its recommendation(s) to the City in connection with a municipal securities transaction or municipal financial product and/or relevant to the City’s determination whether to proceed with a course of action. To the extent the City requests that Consultant provide advice with regard to any recommendation made by a third party, the City will provide to Consultant written direction to do so as well as any Data it has received from such third party relating to its recommendation. The City acknowledges and agrees that while Consultant is relying on the Data in connection with its provision of the Services under this Agreement, Consultant makes no representation with respect to, and shall not be responsible for, the accuracy, adequacy, or completeness of such Data.

The Consultant and the City hereby agree to all provisions of this Agreement.

CONSULTANT:

CITY:

PFM FINANCIAL ADVISORS LLC

CITY OF WILSONVILLE

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

Employer I.D. No. 81-1642787

APPROVED AS TO FORM:

Amanda Guile-Hinman, Asst. City Attorney
City of Wilsonville, Oregon

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EXHIBIT A SCOPE OF SERVICES

1. General, ongoing services relative to the periodic updates, financial planning, credit ratings, and policy development, subject to fees set forth in Exhibit B, Section 1. Upon request of the City:

- Provide general advice, input, and planning as may be requested from time to time by the City.
- Evaluate the City's capital financing plans and needs, and the City's financial resources, relative to any proposed financing.
- Provide analysis of financing options, identify risks, and advise on the feasibility of financing plans.
- Periodically review outstanding obligations for the City for potential consolidation or refinancing opportunities that may benefit the City.
- Advise the City of changes in state or federal law that may be relevant to the City's future financing plans.
- If requested, serve as the City's IRMA in connection with the "Municipal Advisor Rule," and review proposals/analysis provided by underwriters, banks, and other third parties.
- Attend meetings with City's staff, consultants, and other professionals and the City.

2. Services related to debt transactions (including short-term financings, notes, loans, letters of credit, line of credit, and bonds) subject to transaction fees as set forth in Exhibit B, Section 2. Upon request of the City or as required to complete the financing transaction:

- Develop, or review, a financing plan in concert with City's staff which would include recommendations as to the timing and number of series of bonds to be issued.
- Assist the City by recommending the best method of sale, either as a negotiated sale, direct (bank) placement, or a competitive sale. In a competitive sale or direct placement, make recommendation as to the determination of the best bid. In the event of a negotiated sale, assist in the solicitation, review, and evaluation of any investment banking proposals, and provide advice and information necessary to aid in such policy selection.
- Advise as to the various financing alternatives available to the City.
- Develop alternatives related to debt transaction, including evaluation of revenues available, maturity schedule, and cash flow requirements.
- If appropriate, develop credit rating presentation(s) and coordinate with the City the presentation(s) to credit rating agencies.
- For a negotiated sale, review underwriter's proposals and provide analysis of same to the City.

- Assist the City in the procurement of other services relating to debt issuance, such as printing, paying agent, registrar, etc.
- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in documents regarding security, creation of reserve funds, flow of funds, redemption provisions, additional parity debt tests, etc.
- Review the terms, conditions, and structure of any proposed debt offering undertaken by the City and provide suggestions, modifications, and enhancements, where appropriate and necessary, to reflect the constraints or current financial policy and fiscal capability.
- Coordinate with the City's staff and other advisors as respects the furnishing of data for offering documents, it being specifically understood that Consultant is not responsible for the inclusion or omission of any material in offering documents.
- Review Preliminary Official Statements and final Official Statements prepared on behalf of the City for use in marketing any bonds and meeting regulatory requirements.
- As applicable, advise the City on the condition of the bond market at the time of sale, including volume, timing considerations, competing offerings, and general economic considerations.
- Assist and advise the City in negotiations with investment banking groups regarding fees, pricing of the bonds, and final terms of any security offering, and make recommendations regarding a proposed offering to obtain the most favorable financial terms based on existing market conditions.
- For any competitive sale of bonds or notes, prepare (or assist in the preparation of) the official notice of sale, recommend sale parameters, take steps necessary to ensure broad market exposure of the issue, through the use of newswire services and official statement distribution, and perform additional steps necessary and customary for competitive bond sales.
- Arrange for the closing of the transaction, including final delivery of the bonds.

In addition to the services identified above, Consultant may also perform special projects as requested by the City. The scope of such project will be identified prior to undertaking the project. Such projects will be subject to fees based upon hourly rates, as set forth in Exhibit B, Section 1.

EXHIBIT B COMPENSATION FOR SERVICES

1. Hourly Project Fees (Non-Transaction Related)

For non-transaction services provided according to the Scope of Services in Exhibit A, Section 1, Consultant will charge hourly fees as follows:

<u>Experience Level</u>	<u>Hourly Rate</u>
Managing Director/Director	\$315
Senior Managing Consultant	\$295
Senior Analyst	\$250
Analyst	\$210
Associate	\$185

In the event the City requests that Consultant perform a significant special project beyond the Scope of Services contained in Exhibit A, Section 1, fees will be negotiated in advance of the project generally based upon the aforementioned hourly rates for the indicated levels of experience or their equivalents. No such fee will be charged to the City without first entering into a written addendum or memorandum documenting the requested services and expected fee. Additionally, in the event a financing is started, but cancelled at the City's request, accrued time will be billed at hourly rates as described above.

For each contract year following the initial contract year (each, individually, a "Subsequent Contract Year"), hourly fee rates shall be calculated by comparing the "All Items Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average" (the "Index") for the end of month immediately preceding the start of the Subsequent Contract Year and the Index on the date one year prior to that end of month. The greater of zero percent and the percentage change in the Index shall be applied to the hourly fee rate schedule above and shall be the hourly fee rates for the applicable Subsequent Contract Year. For example, and for avoidance of doubt, for a Subsequent Contract Year commencing July 1, 2020, the Index in effect on June 30, 2020 will be compared to the Index in effect on June 30, 2019. The percentage change in the Index will then be applied to increase the hourly rates by a similar percentage.

2. Transaction Fees

The compensation schedule for long-term financings will be billed at closing as follows:

<u>Bond Size</u>	<u>Issuance Fee per \$1,000</u>
For financing up to \$20 million	\$1.50 per \$1,000, with a \$20,000 minimum
For financing over \$20 million	\$30,000 plus \$0.75 per \$1,000 over \$20 million

Interim financing or bank placements may be subject to a reduced fee, depending on the time and complexity of the transaction and the specific services provided.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, October 15, 2018. Mayor Knapp called the meeting to order at 7:03 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Starr
- Councilor Stevens
- Councilor Lehan
- Councilor Akervall

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Nancy Kraushaar, Community Development Director
- Cathy Rodocker, Finance Director
- Mark Ottenad, Public/Government Affairs Director
- Dwight Brashear, SMART Director
- Amanda Guile-Hinman, Assistant City Attorney
- Mike McCarty, Parks and Recreation Director
- Brian Stevenson, Parks and Recreation Program Manager
- Bill Evans, Communications & Marketing Manager
- Zach Weigel, Capital Projects Engineering Manager
- Nicole Hendrix, Transit Management Analyst
- Robert Wurpes, Chief of Police
- Dan Carlson, Building Official

Motion to approve the order of the agenda.

Motion: Councilor Starr moved to approve the order of the agenda. Councilor Stevens seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COMMUNICATIONS

A. Metro Update

Metro Councilor Craig Dirksen presented Metro's annual update, which included the following topics:

Affordable Housing

- Challenges in the housing and job markets, environment and transportation system do not stop at city limits or county lines.

Regional Transportation

- A transportation system that addresses congestion; supports clean air and improves safety across our region.
- October 2018: Joint Policy Advisory Committee on Transportation (JPACT) recommendation.
- December 2018: Metro Council adoption.

Growth Management

- September Chief Operating Officer's (COO) recommended and Council adopted a resolution directing staff on the expansion proposals to be included in the Urban Growth Boundary (UGB).
- Final Metro Council action on UGB expansions in December 2018.

Solid Waste and Food Scraps

- Working together to make the most of what we do not want.

Future Parks and Nature Bonds

- 2018 Nature in Neighborhoods Grants for nature education and outdoor experiences awarded.

Convention Center Hotel

- Construction about 30% complete.
- Impact of future hotel on convention bookings.

B. Memorial Park Safety Briefing

In response to a shooting that occurred over the weekend at Memorial Park Council requested that staff provide a briefing on safety in the park. Chief Wurpes along with Parks and Recreation Director Mike McCarty updated the Council and audience on the incident and shared plans to alleviate these types of incidents and other citizen concerns. Staff informed the audience that they have been brainstorming ideas on how to increase safety at Memorial Park. A few of the ideas mentioned are increased law enforcement visibility; locking of gates; lighting, cameras, and meetings with the neighborhoods.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Staff remarked that immediate action to take place is increased visibility of law enforcement at the park. Officers will now patrol the park 15 minutes after closing to ensure that visitors have cleared the park. In addition, staff intends to hold a neighborhood meeting to hear concerns and educate citizens. Staff will continue researching all safety options and bring the information back to Council.

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.

The neighbors of Memorial Park voiced their concerns over the illicit activity occurring at the park. Issues of concerns include reckless driving, camping, dogs, excessive noise, violence and weapons. Neighbors of the park then requested that additional action occur to stop illegal activity. The following individuals spoke in support of extra security features and stronger enforcement:

- Brittany Armstrong
- Errol Bradley
- Kaylyn Martinez
- Mark Biondi

Council concurred that action needs to take place to put an end to the mischief and criminal activity that has been happening in Memorial Park. Staff will complete the simpler action items as soon as possible and bring back to Council any items that require more feasibility.

Mike Grant of Oregon City introduced himself to Council. Mr. Grant then proceeded to share that he is a candidate for the office of Clackamas County Assessor. He then provided background information on himself and asked that Council vote for him in the upcoming election of Clackamas County Assessor.

MAYOR'S BUSINESS

- A. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COUNCILOR COMMENTS

- A. Council President Starr

Reminded the audience to vote in the November elections. Councilor Starr also reminded all that Bulky Waste day is the last Saturday of the month, October 27 and donations are accepted.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

B. Councilor Stevens

Shared that she attended the Town Center Economic Summit. Furthermore, Councilor Stevens encouraged the audience to participate in the Library's annual wine tasting fundraiser on Saturday, October 27. She also, mentioned that the French Prairie Bridge Design Survey is available online until October 30.

C. Councilor Lehan

Added that tickets for the Library's fundraiser cost \$95 per couple or \$50 per individual. The ticket includes, wine tastings from several local vineyards and heavy hors d'oeuvres. Councilor Lehan noted that there are other free events scheduled for October 27. Free events include the Harvest Fall Festival and Scary Movie Night in the Barn. October 30 at 6:30 p.m., McMenamain's is holding History Pub. Lastly, recalled that the French Prairie Bridge Open House is Thursday, October 18.

D. Councilor Akervall

Councilor Akervall joined Councilor Stevens at the Town Center Economic Summit. Councilor Akervall mentioned the following future meetings:

- The Arts, Heritage & Culture Strategy meeting to take place at the Library on October 29 at 6:00 p.m.
- Town Center Task Force meeting scheduled at City Hall on October 23 from 6:00 p.m. to 8:00 p.m.

Councilor Akervall concluded by, informing viewers that the election drop box was previously at the Library but has now relocated to the City Hall parking lot in the roundabout.

CONSENT AGENDA

Ms. Jacobson read the titles of the Consent Agenda items into the record.

A. **Resolution No. 2707**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Wallis Engineering For Design And Construction Engineering Services For The Charbonneau Utility Repair: French Prairie Drive Phase II And Old Farm Road Phase I Project (Capital Improvement Project #1500, #2500, #4500, And #7500).

B. **Resolution No. 2709**

A Resolution Of The City Of Wilsonville (City) Authorizing Amendment #01 Of Local Agency Agreement No. 31056 With The State Of Oregon, Acting By And Through Its Department Of Transportation (ODOT) Revising The Total Amount Of Federal Funds Available To Construct The Kinsman Road Extension Project (Capital Improvement Project #4004).

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Motion: Councilor Lehan moved to adopt the Consent Agenda. Councilor Stevens seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

PUBLIC HEARING

A. **Resolution No. 2710** (*Legislative Hearing*)
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.

Ms. Jacobson read the title of Resolution No. 2710 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:20 p.m.

Cathy Rodocker, Finance Director presented the staff report.

The Mayor invited public testimony, seeing none he closed the public hearing at 8:24 p.m.

Motion: Councilor Stevens moved to approve Resolution No. 2710. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

B. **Ordinance No. 829** (*Legislative Hearing*)
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Sections 7.418, 9.200, And 9.400.

Ms. Jacobson read the title of Ordinance No. 829 into the record on first reading.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:27 p.m.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Amanda Guile-Hinman, Assistant City Attorney along with Dan Carlson, Building Official presented on Ordinance No. 829. Staff indicated the amendments to the Code are necessary to correct inaccuracies and outdated references. The proposed amendments to the Code are to the City’s transit payroll tax and the City’s Plumbing Specialty Code and Residential Specialty Code, respectively.

Councilor Lehan confirmed with the City Attorney that this was indeed a first reading. City Attorney Jacobson confirmed that this was true.

Mayor Knapp invited additional speakers, seeing none he closed the public hearing at 8:30 p.m.

Motion: Councilor Lehan moved to adopt Ordinance No. 829 on first reading. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

NEW BUSINESS

A. **Resolution No. 2676**

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The 5th Street / Kinsman Road Extension Project.

Mayor Knapp recused himself on Resolution No. 2676 and requested that Council President Starr oversee this portion of the meeting. Mayor Knapp then proceeded to move to the audience during this section of the meeting.

Ms. Jacobson read the title of Resolution No. 2676 into the record.

Councilor Lehan declared that one of her relatives owns some property mentioned in Resolution No. 2676. Councilor Lehan stated that she is not financially involved; however, if any member of the Council objects she would recuse herself.

There was no Council objection.

Nancy Kraushaar, Community Development Director reported on Resolution No. 2676.

Council agreed that this project creates an important connection to assist with traffic on Boones Ferry Road.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Motion: Councilor Stevens moved to approve Resolution No. 2676. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0-1.

SUMMARY OF VOTES

Mayor Knapp	Recused
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

B. Resolution No. 2711

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With The Leo Company, LLC For Lobbyist And Government Relations Consulting Services.

Mayor Knapp joined the Council at the dais and reclaimed his position as Chair.

Council appreciated the creation of a formal contract with the Leo Company. Moreover, Council commended Mr. Greg Leo for all of the work he has done over the years for the City of Wilsonville.

Motion: Councilor Lehan moved to approve Resolution No. 2711. Councilor Stevens seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CONTINUING BUSINESS

A. Ordinance No. 825

An Ordinance Of The City Of Wilsonville Adopting Certain Amendments To The Wilsonville Development Code And Comprehensive Plan Regarding Accessory Dwelling Units, As Well As Other Development Code Amendments, To Provide Clarity And Functionality To The Code Related To Accessory Dwelling Units And Other Housing.

Ms. Jacobson read the title of Ordinance No. 825 into the record for second reading.

Staff stated there was no further input on Ordinance No. 825.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Motion: Councilor Lehan moved to adopt Ordinance No. 825 on second reading. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

B. Ordinance No. 826

An Ordinance Of The City Of Wilsonville Adopting The 2018 Parks And Recreation Comprehensive Master Plan As A Sub-Element Of The City Of Wilsonville Comprehensive Plan, Replacing All Prior Parks And Recreation Master Plans, And Repealing Ordinance No. 625.

Ms. Jacobson read the title of Ordinance No. 826 into the record for second reading.

Mike McCarty, Parks and Recreation Director and Brian Stevenson, Parks and Recreation Program Manager informed that since the first reading of Ordinance No. 826 there had been language clarified in the document.

Motion: Councilor Starr moved to adopt Ordinance No. 826 on second reading. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

C. Ordinance No. 828

An Ordinance Of The City Of Wilsonville Amending The 2017 Transit Master Plan For Inclusion Of The Programs Enhancement Strategy.

Ms. Jacobson read the title of Ordinance No. 828 into the record for second reading.

Motion: Councilor Lehan moved to adopt Ordinance No. 828 on second reading. Councilor Stevens seconded the motion.

Vote: Motion carried 5-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CITY MANAGER'S BUSINESS

The City Manager reminded that an Urban Renewal Agency meeting is to follow.

LEGAL BUSINESS

The City Attorney updated Council on Kinder Morgan. Furthermore, mentioned that at the next Work Session there will be an agenda item on the regulations for 5G wireless small cell devices.

ADJOURN

Mayor Knapp adjourned the meeting at 8:59 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:30 p.m. on Monday November 5, 2018. Mayor Knapp called the meeting to order at 7:46 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Starr
- Councilor Stevens
- Councilor Lehan
- Councilor Akervall

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Nancy Kraushaar, Community Development Director
- Bill Evans, Communications & Marketing Manager

Motion to approve the order of the agenda.

Motion: Councilor Starr moved to approve the order of the agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

COMMUNICATIONS

A. TVF&R State of the District Presentation

Chief Deric Weiss of Tualatin Valley Fire & Rescue (TVF&R) presented the 2018 State of the District. Highlights of the presentation included:

- July 1, Newberg and surrounding rural area joined TVF&R.
- Presented data from the year to date incident snapshot through quarter 2 January 1, 2018 to June 30, 2018.
- Over a month ago, crews completed construction on Rosemont Station 55. This new station is located on top of the hill in West Linn.
- TVF&R continues to search for a site in the Charbonneau area to locate Station 54.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

- TVF&R staff are working on a grant, which would secure funding in the next 3-5 years to purchase new breathing apparatuses for personnel.
- An analysis on the best hose and nozzle to put out fires is complete. The findings led to the implementation of a new hose and nozzle package.
- This year placed into service are updated medical kits along with video laryngoscopes.
- Levy renewal planned for May of 2019.

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.

Bruce Barton, Wilsonville resident wanted to speak at the public hearing for the Boones Ferry Park Master Plan. However, staff has made a request to continue the public hearing on the Boones Ferry Park Master Plan. Mr. Barton thinks there should be a restaurant with a historical context located in the Boones Landing area. Mr. Barton suggested that Council appoint a committee to look into making Boones Ferry Park a desired destination for visitors.

Staff will relay the testimony from Mr. Barton back to Parks and Recreation Director Mike McCarty.

MAYOR'S BUSINESS

- A. Letter from Mayor of Kitakata Japan

Mayor Knapp read aloud the letter sent from the Mayor of Kitakata Japan.

- B. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
- C. Aurora Airport Public Hearing

Mayor Knapp introduced the topic of holding a public hearing on the proposed expansion of the Aurora State Airport. Council discussed hosting this public hearing at Wilsonville City Hall; on Tuesday, November 27, 2018 at 7:00 p.m., Mayor Knapp indicated that the public hearing would be the only public comment opportunity on the proposed project by the Oregon Aviation Department prior to the December 12-14, 2018 state legislative Joint Emergency Board (E-Board) meeting. At the direction of Council, staff shall send invitations to the public hearing to all interested parties, both proponents and opponents.

Motion: Councilor Lehan moved to direct staff to organize what is needed in order to hold a public hearing for the date discussed in Work Session, Tuesday, November 27. Councilor Stevens seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

COUNCILOR COMMENTS

A. Council President Starr

Reminded that tomorrow is Election Day and encouraged all to vote. Councilor Starr updated Council on a recent Willamette Locks Commission meeting he attended.

B. Councilor Stevens

Provided highlights from the October 24, 2018 Library Board meeting. Councilor Stevens said she watched a movie at Regal Cinemas and saw the SMART commercial that ran before the meeting.

C. Councilor Lehan

Mentioned an article comparing Wilsonville's Citizens Survey with others and cities surveys. The article ranked Wilsonville as one of the top cities in the country for transportation. Councilor Lehan shared that the last History Pub was very successful with standing room only for the event. Additionally, Councilor Lehan reminded all of the approaching time change. She advised all drivers and pedestrian to be cautious.

D. Councilor Akervall

Informed the audience that the Leaf Drop Off is on November 17, 2018. Additionally, Councilor Akervall indicated the importance of raking the leaves off the streets to prevent clogging of the storm drains.

CONSENT AGENDA

Ms. Jacobson read the titles of the Consent Agenda items into the record.

A. Minutes of the September 17, 2018 Council Meeting.

Motion: Councilor Stevens moved to approve the Consent Agenda as read. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

PUBLIC HEARING

- A. **Resolution No. 2702**
Boones Ferry Park Master Plan

Staff requested continuation of the public hearing to December 17, 2018.

Motion: Councilor Lehan to continue Resolution No. 2702 to December 17. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CONTINUING BUSINESS

- A. **Ordinance No. 829**
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Sections 7.418, 9.200, And 9.400.

Ms. Jacobson read the title of Ordinance No. 829 into the record for second reading.

Motion: Councilor Lehan moved to adopt Ordinance No. 829 on second reading. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

CITY MANAGER’S BUSINESS

A. Memorial Park

City Manager Cosgrove delivered an update on the Memorial Park neighborhood meeting regarding safety concerns at the park. Council heard the below updates:

Items already completed by staff and police:

- Raised mediums placed in the gravel parking lot to prevent motorists from doing “cookies” in the lot.
- Additional police presence; both during the day and specifically after park closes; including random police bike patrol.
- Closed gate to the gravel parking lot/River shelter during Day Light Saving hours; gate is currently closed.
- Increase lighting in the River Shelter.
- Chief Wurpes along with City Attorney Jacobson will work to adopt the County’s exclusion policy and process.
- Installed trees along fence line of park and neighborhood.

Short-term options for consideration that require funding:

- Cameras: Install 4-6 cameras in the main parking lot aimed in various directions. Cost: \$20,000 approximately.
- License plate reader: Install at main entrance to the park to capture license plates of vehicles leaving the park. Cost: \$15,000 - \$20,000 approximately.

Long-term options:

- Cameras: pump station project includes installation of fiber to Memorial Park. This gives us the option to install a camera system throughout the park that will tie back to our network.
- Pave gravel parking lot: Cost: \$1 million approximately.

LEGAL BUSINESS

A. Basalt Creek LUBA Appeal

The City Attorney informed that oral argument for the Land Use Board of Appeals (LUBA) hearing on the Basalt Creek Metro determination took place on Thursday, November 1, 2018 and a decision is due by November 26, 2018.

ADJOURN

Mayor Knapp reminded Council that there is an Urban Renewal Agency meeting immediately following the Council Meeting. Mayor Knapp then adjourned the meeting at 8:54 p.m.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

DRAFT

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:30 p.m. on Monday, February 4, 2019. Mayor Knapp called the meeting to order at 7:40 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Akervall
- Councilor Stevens
- Councilor Lehan
- Councilor West

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Cathy Rodocker, Finance Director
- Patty Nelson, City Engineer
- Bill Evans, Communications & Marketing Manager
- Zach Weigel, Capital Projects Engineering Manager
- Zoe Monahan, Assistant to the City Manager

Motion to approve the order of the agenda.

Motion: Councilor Lehan moved to approve the order of the agenda. Councilor Stevens seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor West	Yes

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.

Paul Soles, Wilsonville resident, advocated that Council restripe the current Town Center parking lots. Mr. Soles desires for passage to and from shops that is safer for pedestrians.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Doris Wehler, Wilsonville resident shared her thoughts on the Town Center Plan. Ms. Wehler agreed with a couple comments made by Councilor Lehan. One of those topics being public art, which Ms. Wehler feels that it is a necessity to define graffiti. The second issue commented on by Ms. Wehler is the issue of parking in the Town Center Plan. Ms. Wehler stated that it is necessary to have centralized parking in the Town Center Plan. Furthermore, that the land for a parking structure must be planned for and saved.

Mayor Knapp called James Adkins to speak. Mr. Adkins informed Council that he wishes to speak at the public hearing portion of the meeting for Resolution No. 2724.

MAYOR'S BUSINESS

- A. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COUNCILOR COMMENTS

- A. Council President Akervall

Announced this upcoming event:

- Free immunization clinic at Boones Ferry Primary on February 5, 2019 from 4:00 p.m. to 6:30 p.m.

- B. Councilor Stevens

Shared the following:

- Daddy Daughter Dance is February 22, 2019 from 7:00 p.m. to 9:00 p.m.

- C. Councilor Lehan

Reminded the audience of the below:

- Last Tuesday of each month, McMenemy's hosts History Pubs.

- D. Councilor West

Urged and emphasized the importance to vaccinate all children according to the Centers for Disease Control and Prevention (CDC) vaccination schedule.

PUBLIC HEARING

- A. **Resolution No. 2724**

A Resolution Of The City Of Wilsonville Adopting The Water System Development Charge Methodology Report And Establishing The Charge Rate And Amending Resolution No. 1624.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Ms. Jacobson read the title of Resolution No. 2724 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing at 7:52 p.m.

The City Manager suggested that since the Council requested additional information on a number of technical issues to consider before adopting revised System Development Charge (SDC) rates, that the staff report be held until the next meeting. Staff advised Council to take testimony and make a motion to continue the public hearing to a date certain of February 21, 2019.

Mayor Knapp invited speakers from the audience.

Doris Wehler, Wilsonville residents is opposed to implementing full water fees immediately. Ms. Wehler feels that a 70% increase on water SDCs is outrageous. However, Ms. Wehler is in favor of implementing the discounted water SDC for \$5,995 with an increase to \$7,899. Furthermore, Ms. Wehler suggested Council review this increase in 5 years, around the time when Frog Pond West development is complete.

James Adkins representative for the Home Builders Association noted he submitted a letter for the record prior to the meeting. Mr. Adkins agrees with the testimony provided by Ms. Wehler. Mr. Adkins supports phasing of the system development charges over multiple years. Additionally, Mr. Adkins appreciated the delay in decision to allow further understanding of the costs and implications. In closing, Mr. Adkins shared that he is happy to continue conversations with staff.

Mr. Adkins answered questions from Council regarding potential impacts from the SDCs on current and future builders. Mr. Adkins stated that outside the cost of land fees at the local levels, SDCs would directly affect project feasibility at every level, across the spectrum. Furthermore, Mr. Adkins shared that the fee increase could be passed down to buyers, in order for the builder to maintain profits to support their business.

Motion: Councilor Stevens moved to continue the hearing to a date certain of February 21, 2019. Councilor West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor West	Yes

Council was encouraged to contact staff directly with any questions or concerns about Resolution No. 2724 before the item returns on February 21.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

CITY MANAGER'S BUSINESS

Council received the City's Ice and Snow Removal Plan. The plan is also available to the public on the City's website. Mr. Cosgrove informed that the inclement weather plan prioritizes snow removal and sanding in the event those activities become necessary.

An invitation was extended to Council to attend West Linn-Wilsonville School District Bond Summit scheduled for Saturday, February 23 at Meridian Creek Middle School.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor



CITY COUNCIL STAFF REPORT

Meeting Date: February 21, 2019		Subject: Resolution No. 2724 Update to Water and Sewer System Development Charges.	
		Staff Member: Cathy Rodocker, Finance Director; Zach Weigel, Capital Projects Engineering Manager and Patty Nelson, City Engineer	
		Department: Finance/Engineering	
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 checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 2724.			
Recommended Language for Motion: I move to approve Resolution No. 2724.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Fiscal Discipline	<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE CITY COUNCIL:

Consideration of Resolution No. 2724 to update the Water System Development Charges (SDCs).

EXECUTIVE SUMMARY:

The City of Wilsonville's water SDCs were last updated in 2000. In 2013, the new Water Master Plan was completed and it was noted that the water SDCs were in need of updating to accommodate the increased demand on the water system that had occurred since the last time the SDCs were calculated and established. While City staff recognized there was a need to update the SDCs, but partly due to the recession, the need for a completed Water Treatment Master Plan and the addition of the Willamette Water Supply program, an SDC update has not happened for almost 20 years.

Water is an essential need for all citizens. The City's top priority must therefore be to provide a dependable, adequate and affordable water system for all of its citizens. The way the City pays for these essential and needed systems is twofold: through rates that are assessed against each ratepayer and through Systems Development Charges assessed against development that will put additional pressure on the existing and planned systems.

More specifically, SDCs are one-time charges assessed on development to pay for the capacity to serve the growth that will impact the City's current and future infrastructure needed to accommodate that growth,. When the City identifies new areas for development, or alters the anticipated demand through zoning or land use changes, the associated growth creates additional infrastructure demands on the City's infrastructure systems. The SDC fee provides a mechanism for which new growth pays for its fair share of infrastructure costs rather than existing taxpayers or utility ratepayers.

A water utility can be thought of as two components:

- Capacity: the portion of the utility that provides system capacity, such as (but not limited to) a well, water treatment plant, storage tank, booster stations or transmission pipelines. that carry water to different parts of the system and
- Distribution: the portion of the utility that distributes the water to the customers, such as (but not limited to) fire hydrants, valves, and smaller distribution and service pipelines.

The Capacity portions of the system act as a unit where all capacity components are interdependent and work as one, whereas the Distribution portion of the system functions more independently, delivering water from the capacity facilities to customers located throughout the system, as the City continues to grow and expand.

As growth take place, demands increase on both the Capacity portion of the system and the Distribution System. Improvements to the Capacity system, such as treatment plant expansions, additional storage tanks, and extensions of transmission pipes, are needed to meet this increase demand. The SDC fee is only charged for addition or expansion of those Capacity creating facilities. The SDC fee cannot include the 8-inch water Distribution facilities even though expansion of those facilities creates additional demand on the Capacity system.

The Water System Development Charges are comprised of three components:

- Reimbursement Fee
- Improvement Fee
- Compliance Fee

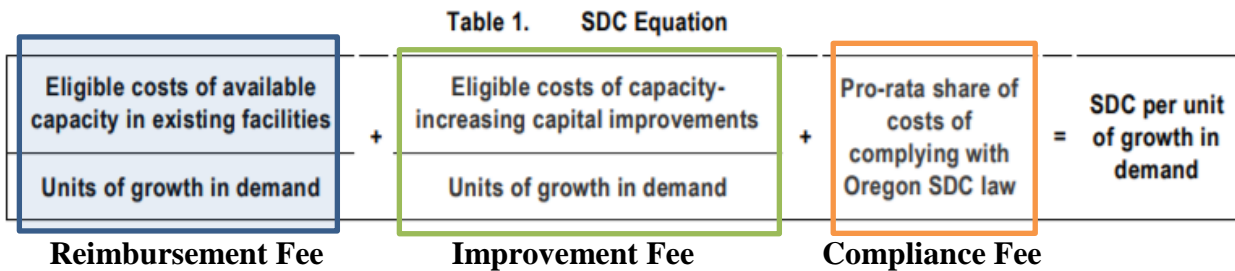
The Reimbursement Fee represents the value of the available capacity of the City’s existing infrastructure to serve development. The Reimbursement Fee is based on the value of an existing asset and a conservative estimation of the assets’ available capacity to accommodate the development. Every new connection must pay this fee.

The Improvement Fee represents the cost associated to fund Capacity infrastructure necessary to meet the demand of future development and the updated changes in land use

The Compliance Fee is pro-rata share of administrative costs to comply with the provisions of ORS 223.297 to 227.314, which pertain to the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.

Both the Reimbursement Fee and the Improvement Fee are based on the costs divided by the units of growth in demand. For the current water SDC study, a unit of demand is based on a meter capacity equivalent (MCE), with one unit equaling the equivalent to the flow capacity of a typical 5/8” x 3/4” residential meter.

The SDC equation, as noted in Table 1, page 2 of the study, explains the principal of calculating the total sum of the Reimbursement Fee, the Improvement Fee and the Compliance Fee illustrated as follows:



HISTORICAL PERSPECTIVE:

As noted above, the Water SDCs were last comprehensively analyzed and revised in 2000. The fees went into effect in FY2000/01 and have increased throughout the years based on the Engineering News-Record (ENR) Construction Price Index. The original SDC rate was adopted at \$3,699 and with the increases over the years, are currently set at \$5,995 for a 5/8” x 3/4” meter. Although this increase considers inflation, it does not consider increased demand nor deterioration on the Capacity systems based on expanded use and useful life.

Total System Development Charge

Reimbursement Fee per EDU	\$	36.00
Improvement Fee per EDU		3,663.00
Total SDC per EDU	\$	3,699.00

The following table is a summary of the SDC eligible projects, totaling \$39.3M, included in the 2000 Water SDC study. The primary project at that time was the \$25M project to construct the Water Treatment Plant and the projections were over a 10 year time period.

SDC ELIGIBLE PROJECT LIST FOR WATER SDC STUDY 2000

Project Title	Timing	
	0-5 Years	6-10 Years
10 MGD Water Treatment Plnat	\$ 25,276,208	
New reservoir "B"	2,768,500	
Waterline from WV Road to Dammasch	785,159	\$ 2,111,354
Waterline Kinsman Rd Wilsonville Rd to Day Rd	1,727,250	\$ 2,117,780
Waterline Boeckman Rd from 95th Ave to 110th Ave	-	\$ 1,703,728
11 Projects under \$1,000,000	2,153,032	\$ 671,073
Total Project Costs by Years	\$ 32,710,149	\$ 6,603,935
Total Project Costs		\$ 39,314,084

Attachment 1 is the area map used to determine the Water SDC rate in 2000. Notably, the expansive areas of Villebois and other future developments were not included in the study. While much of the Villebois development was stalled due to the recession, it was ultimately fully developed without the SDC's ever being updated to take that new development into account. Because a Water Master Plan and Water SDC rate was not updated when new lands were added to the City, the current Water SDC charged assessed against Villebois and other recent developments was not adequate to pay for needed water system capacity improvements to meet the increased demands. For example we have approximately \$4.6 million dollars remaining in the fund but an approximately \$11.4 million expansion project that must be done within the next three years. This past oversight should not be repeated at Frog Pond, Basalt Creek, Coffee Creek or the Urban Reserves. When such developments do not pay a sufficient SDC, ratepayers must make up the difference.

2019 SYSTEM DEVELOPMENT CHARGE UPDATE

The 2019 SDC Update study includes the capital projects noted in the 2012 Water System Distribution Master Plan, the 2017 Water Treatment Plant Master Plan, the Frog Pond Infrastructure Supplemental Fee (notably agreed to by the City, at the request of the Frog Pond Developers, to reduce their out of -pocket costs) and the current project list of water SDC eligible project approved in the FY18-19 Budget. In total, that project list totals \$66.6M. The project list includes two major essential capacity upgrades to the existing water treatment plant. The first upgrade is a 5MGD upgrade currently budgeted for construction over the next three years. Growth is estimated to increase demand to the point of requiring a 10MGD upgrade within the next 11 to 20 years. The upgrade will increase the plant capacity to treat 30MGD per day, reflecting the water rights of the City of Wilsonville (20MGD) and the balance from our partner, the City of Sherwood. The costs noted in the summary below reflect only the SDC eligible portion of the Projects. Total costs of each project can be found in Table 6 of the FCS Group report beginning on page 6. It should also be noted that the SDC **does not** include Sherwood's required share for the capacity upgrade.

The project list also includes a project to increase storage capacity and a number of transmission pipeline upsizing projects. The following project lists and growth projections are included in the above-mentioned Master Plans and the Frog Pod Supplemental Fee and are based on the system impacts of projected future development through buildout. It is also important to note that the Operations – Repair and Replace Project (\$2.8M) reflects replacement of existing equipment with equipment with the capacity required to serve that projected growth.

SDC ELIGIBLE PROJECT LIST FOR WATER SDC STUDY 2019

Project Title	TIMING			
	0-5 Years	6-10 Years	11-20 Years	21-Buildout
16 projects under \$1,000,000	\$ 1,634,967			
Water Treatment Plant Surge Tank-Current Budget	1,066,667			
Waterline 5th St/Kinsman Extension-Current Budget	1,696,092			
West Side Level B Reservoir and Off-Site Improvements	7,150,500			
Plant Expansion to 20MGD	11,370,624			
3 project under \$100,000		97,809		
Operations - Repair and Replace (YEARS 0-20)		2,825,478		
Plant Expansion to 30 MGD (COW-20MGD/Sherwood-10MGD)			27,899,853	
Zone D Booster Station at C Level Tank				763,537
Upsize Costs (Greater Than 8 Inches) for Future Distribution Piping				12,110,025
Total Project Costs by Years	\$ 22,918,850	\$ 2,923,287	\$ 27,899,853	\$ 12,873,562
Total Project Costs	\$ 66,615,552			

Attachment 2 is the area map used by both Master Plans to determine the 2019 Water SDC Update rate. The full buildout calculations for both project costs and population estimates now include Villebois, Frog Pond (East and West), Basalt Creek, Coffee Creek and the Urban Reserves, none of which were considered in the 2000 SDC calculation.

For the purposes of calculating the SDC, the exact timeframe of the projected growth is not the critical element. As shown in the growth calculation table below, the meter capacity equivalents are estimated at different time intervals and at buildout of the existing City, including the urban reserves. Because the SDC is calculated as infrastructure costs divided by the units of growth, referred to as Meter Capacity Equivalent (MCE), the SDC does not increase with a longer timeframe. In fact, introducing time into the calculation reduces the accuracy of the SDC needs because the calculation is assuming a growth rate that may or may not be realized. Rather, using buildout as the calculation basis provides the most accurate calculation of the SDC, because the growth in water demand is known based on current and planned land uses for the fixed build out areas and the cost to build capacity in the water system to serve the buildout areas is more reliably determined. The estimated MCE for 2018 total 9,372. At buildout, the anticipated MCE is 16,387. The difference between current MCEs and forecasted MCEs results in projected increase of 7,015 MCE through buildout. Given the critical importance of a dependable water supply and the increasing demand on the region’s water supply, it is more important to estimate sufficient SDCs to insure adequate funding will be available for all of the future projects to meet the projected growth demand. Without sufficient SDC funds collected, unanticipated and significant rate increases could be the City’s only option to construct the needed projects.

Growth Calculation

	2015	2018	2020	2030	Buildout	Growth (2018-Buidlout)
Peak Day Demand**	13.30	14.24*	14.90	22.50	36.10	21.86
Average Day Demand, mgd	9.24	9.75*	10.10	17.00	28.30	18.55
Less: Sherwood Demand	5.00	5.00*	5.00	10.00	20.00	15.00
Wilsonville Average Day Demand	4.24	4.75	5.10	7.00	8.30	3.55
Meter Capacity Equivalents (MCEs)		9,372	10,069	13,821	16,387	7,015

Source: Water System Master Plan and City staff

*Inferred based on data in 2015 and 2020

**Utilized for treatment plant reimbursement fee calculation

REIMBURSEMENT FEE CALCULATION

The Reimbursement Fee is based on the percentage of Capacity available from existing assets. The cost basis of the existing assets used to determine the fee is the result of a comprehensive review of the City’s Fixed Asset system. A conservative estimate is used when calculating the capacity of

assets to insure that future growth is not responsible for funding existing projects. In total, the net capacity value available for growth is calculated at \$3,071,701 for the reimbursement fee cost basis. This total is reduced by the reimbursement fee balance on hand at June 30, 2018. The complete table for the reimbursement fee is noted on page 10, Table 7, of the study.

Reimbursement Fee Calculation

SDC Eligible Costs of Available Capacity	\$	3,016,224
Divided by MCEs at Buildout		7,015
Reimbursement fee per MCE	\$	430

IMPROVEMENT FEE CALCULATION

The Improvement Fee calculation is based on the total cost of SDC eligible projects, less the Improvement Fee balance as of June 30, 2018, which totals \$62,038,216. The complete table for the reimbursement fee is noted on page 10, Table 7, of the study.

Improvement Fee Calculation

SDC Eligible Costs of Available Capacity	\$	62,038,216
Divided by MCEs at Buildout		7,015
Reimbursement fee per MCE	\$	8,844

COMPLIANCE FEE CALCULATION

As noted above, The Compliance Fee is statutory and is based on the pro-rata share of administrative costs to comply with the provisions of ORS 223.297 to 227.314.

As a result, the total System Development Charge based on the 2019 Water SDC Study totals \$9,600 per MCE.

Total System Development Charge

Reimbursement Fee per MCE	\$	430
Improvement Fee per MCE		8,843
Compliance Fee per MCE		327
Total SDC per MCE	\$	9,600

OPTIONS AVAILABLE FOR CONSIDERATION

Depending on how much responsibility the Council wishes to shift away from Developers to ratepayers, over time, there are four options to consider:

- Alternative #1 Retain the current rate of \$5,995 per MCE.
- Alternative #2 Implement a discounted Water SDC rate of \$7,800 per MCE

- Alternative #3 Phase-in full Water SDCs as follows:
 - Year #1: \$7,197 per MCE for first year
 - Year #2: \$8,398 per MCE for second year
 - Year #3: \$9,600 per MCE thereafter

- Alternative #4 Implementation of full Water SDC of \$9,600 per MCE

It is important to note that Council is not required to implement the entire fee, however, any reduction in the rate will result in under-collecting the costs for the construction of future projects due to the impact of development. The funds not collected by future growth will become the responsibility of the existing utility rate holders at the time the projects are completed.

	Alternative #1 Retain Current Rate	Alternative #2 Discounted SDC	Alternative #3 Phased-in SDC	Alternative #4 Full SDC
Existing SDC Fund Balance	\$ 4,632,813	\$ 4,632,813	\$ 4,632,813	\$ 4,632,813
Anticipated SDC Revenue per MCE	42,057,389	54,720,206	66,082,413	67,346,941
Other City Revenues (rates)	66,820,110	54,157,293	42,795,086	41,530,559
Total Resources	\$ 113,510,312	\$ 113,510,312	\$ 113,510,312	\$ 113,510,312
Increase in Other City Revenues	\$ 25,289,551	\$ 12,626,734	\$ 1,264,527	\$ -

The table below includes the proposed fees by meter size.

Table 8. Water SDC Schedule

Meter Size	Flow Factor (5/8" x 3/4" Base)	SDC Fee
5/8" x 3/4"	1.00	\$ 9,600
3/4" x 3/4"	1.50	\$ 14,400
1"	2.50	\$ 24,000
1 1/2"	5.00	\$ 47,999
2"	8.00	\$ 76,799
3"	16.00	\$ 153,598
4"	25.00	\$ 239,996
6"	50.00	\$ 479,993
8"	80.00	\$ 767,989
10"	115.00	\$ 1,103,984

RECOMMENDATION:

Staff believes that the fairest way to raise the monies needed to expand water capacity is for new development to pay its fair share at the onset, rather than wait for a shortfall and pass the burden on to ratepayers who have already been paying their fair share. Staff therefore recommends proceeding with Alternative 4, setting the Water SDC rate at \$9,600 per MCE. Staff also recommends that the all SDC rates be re-evaluated after the completion of every master plan to insure that the City continues to collect to appropriate fees.

EXPECTED RESULTS:

The adoption of the 2019 Water SDC Update rates will provide the estimated funding required for completing the projects noted in the study. The rates recommended will insure that growth will pay for its share of infrastructure costs rather than existing taxpayers or utility ratepayers.

TIMELINE:

Staff is targeting an effective date of March 1, 2019 for Water SDC rates. The 90-day notification period has been completed and public testimony was accepted at the last council meeting.

CURRENT YEAR BUDGET IMPACTS:

The cost of the study for both the Water and Sewer SDC and Rate Study is budgeted at approximately \$84,000 for all work products.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 2/15/2019

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 2/15/2019

COMMUNITY INVOLVEMENT PROCESS:

A 90-day notice period was completed February 4, 2019. At the last Council Meeting. February 4, 2019, public testimony was heard on Resolution No. 2724.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

N/A

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

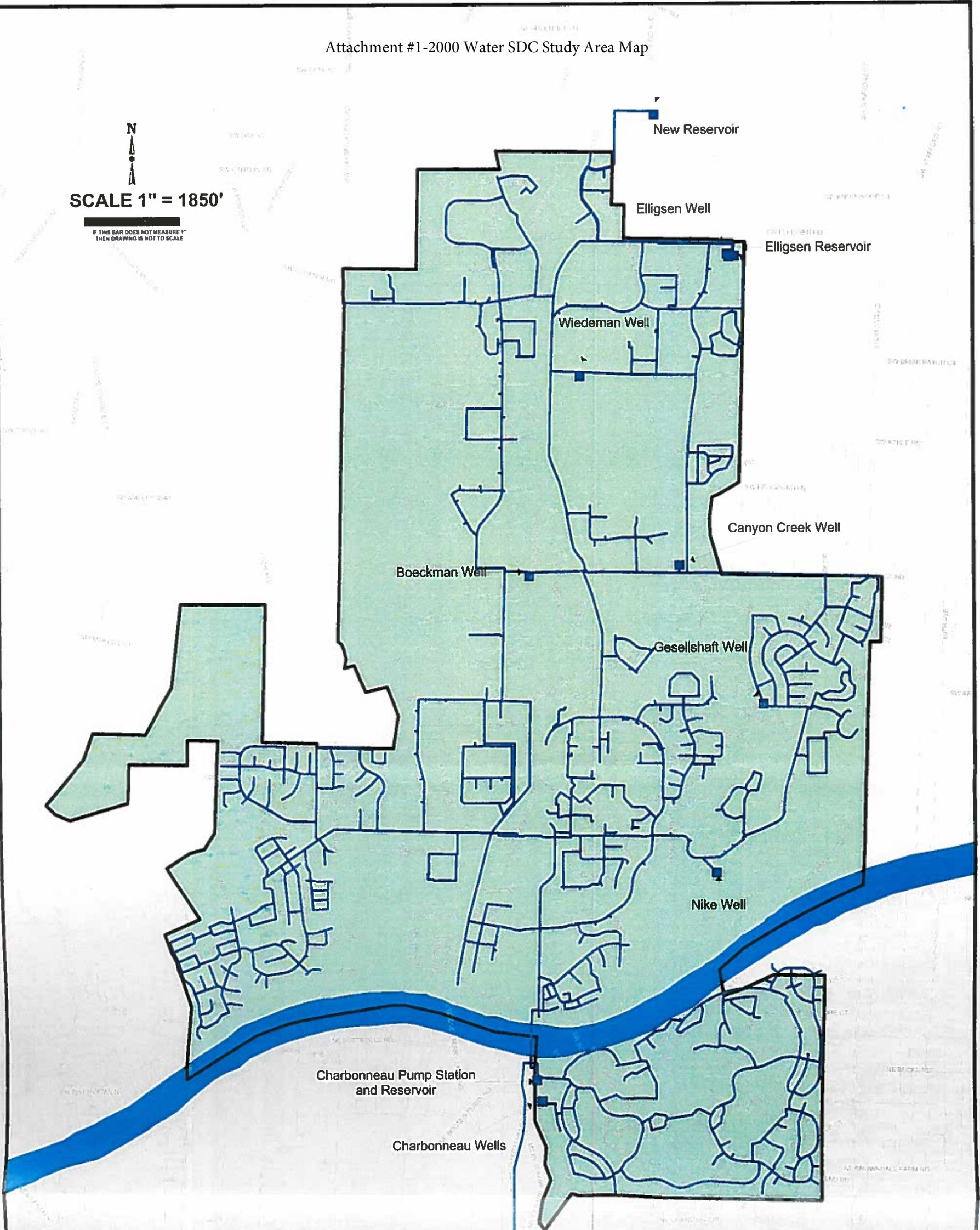
N/A

ATTACHMENTS:

1. Attachment #1 –2000 Water SDC Study Area Map
2. Attachment #2 –2019 Water SDC Study Area Map
3. Resolution No. 2724
 - A. Exhibit A – Draft Water System Development Charge Update December 6, 2018
 - B. Exhibit B – Water System Development Charge Notification Record

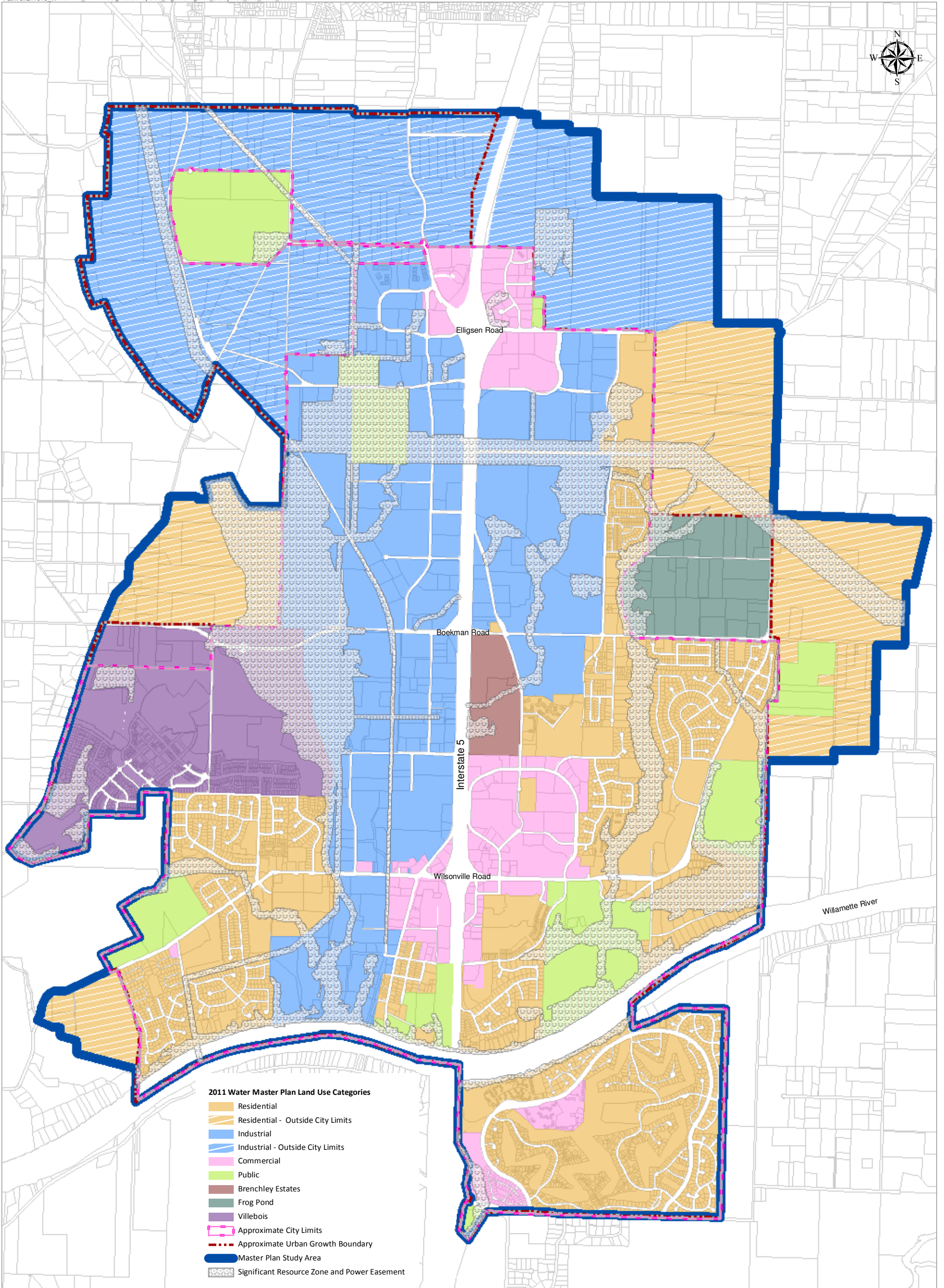
Attachment #1-2000 Water SDC Study Area Map



N
SCALE 1" = 1850'
IF THIS BAR DOES NOT MEASURE 1"
THEN DRAWING IS NOT TO SCALE



Attachment #2-2019 Water SDC Study Area Map

Path: J:\211010_Wilsonville_WMP\Design\GIS\Maps\00_Figures\Figure2_StudyArea and Land Use.mxd



<p>Figure:</p> <p style="font-size: 24px; font-weight: bold;">2</p>	<p>Title:</p> <p style="text-align: center; font-size: 18px; font-weight: bold;">Study Area & Land Use</p>	<p style="font-size: 24px; font-weight: bold;">WATER FACILITIES MASTER PLAN</p>	<p>Prepared for:</p> <p style="text-align: center; font-size: 24px; font-weight: bold;">CITY OF WILSONVILLE, OREGON</p>	  <p style="font-weight: bold; font-size: 12px;">KELLER associates</p>
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RESOLUTION NO. 2724**A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE WATER SYSTEM DEVELOPMENT CHARGE METHODOLOGY REPORT AND ESTABLISHING THE CHARGE RATE AND AMENDING RESOLUTION NO. 1624.**

WHEREAS, the City has enacted Ordinance No. 386, as modified by Ordinances No. 430 and 432, which provides the overall City implementing policy and procedures for System Development Charges (SDC's); and

WHEREAS, the City has established administrative procedures, methodology, definitions, rate and fees for water services Resolution No. 1624; and

WHEREAS, the City has amended Resolution No. 1624 updating user fees for the water system most recently by Resolution No. 2447; and

WHEREAS, by this Resolution No. 2724 the City hereby amends only the system development charge methodology and charge rate established by Resolution No. 1624 but leaves in place the user fees as set forth in Resolution No. 2447.

WHEREAS, in 2012 the City has adopted a Water Distribution System Plan, including the list of water distribution improvement projects to address the City's need through the 20 year planning horizon; and

WHEREAS, in 2018 the City has adopted a Willamette River Water Treatment Plan Master Plan, including the list of water treatment improvement projects to address the City's need through the 20 year planning horizon; and

WHEREAS, as the City continues to grow there is an increased demand on the water system that requires additional capacity be planned and constructed in a timely manner; and

WHEREAS, the City desires to have growth-related development pay for water improvements, commensurate with what is needed to mitigate the associated new impacts on the City's water system; and

WHEREAS, ORS 223.302 establishes the process for establishing and modifying system development charges and was used to complete this water SDC update; and

WHEREAS, the City contracted with FCS Group to update the water SDC methodology and determine a reasonable water system development charge, using standard practices; and

WHEREAS, the attached **Exhibit A** draft December 2018 Water System Development Charge Update (Report), presents FCS Group's methodology and water SDC analysis; and

WHEREAS, City staff engaged the Home Builders Association of Metropolitan Portland in a collaborative process in development of the draft Report; and

WHEREAS, notice was issued pursuant to ORS 223.304 to interested parties (**Exhibit B**) and advertised on the City's website on December 5, 2018; and

WHEREAS, the draft Report will be renamed as "Adopted" after City Council adoption of this Resolution.

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

1. The Water System Development Charge Update attached hereto as **Exhibit A** and incorporated herein, is adopted.
2. Pursuant to the recommendations in **Exhibit A**, the System Development Charge is determined to be \$9,600.00 per Meter Capacity Equivalent (MCE) is hereby adopted.
3. Proper notice was provided to interested parties, as documented in **Exhibit B**, attached hereto and incorporated herein.
4. Resolution No. 2724 amends Resolution No. 1624 as set forth herein.
2. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of February 2019, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Exhibits:

- A. Exhibit A – Draft Water System Development Charge Update December 6, 2018
- B. Exhibit B – Water System Development Charge Notification Record

City of Wilsonville

WATER SYSTEM DEVELOPMENT CHARGE UPDATE

FINAL REPORT
December 6, 2018

Washington

7525 166th Avenue NE, Ste. D215
Redmond, WA 98052
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Oregon

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FCS GROUP
Solutions-Oriented Consulting

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December 6, 2018

Water System Development Charge Update
page 1

Section I. INTRODUCTION

This section describes the policy context and project scope upon which the body of this report is based.

I.A. SYSTEM DEVELOPMENT CHARGES

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish system development charges (SDCs), one-time fees on new development paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines two types of SDCs:

- A reimbursement fee designed to recover “costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists”
- An improvement fee designed to recover “costs associated with capital improvements to be constructed”

ORS 223.304(1) states, in part, that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities” and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must “promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.” A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

I.B. UPDATING THE WATER SDC

The City of Wilsonville (City) contracted with FCS GROUP to develop an SDC methodology and recommend fees for the water utility. We conducted the study using the following general approach:

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December 6, 2018

Water System Development Charge Update
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- **Policy Framework for Charges.** In this step, we worked with City staff to identify and agree on the approach to be used and the components to be included in the analysis.
- **Technical Analysis.** In this step, we worked with City staff to isolate the recoverable portion of facility costs and calculate the SDC.
- **Methodology Report Preparation.** In this step, we documented our calculations and recommendations in this report.

I.C. CALCULATION OVERVIEW

In general, SDCs are calculated by adding a reimbursement fee component and an improvement fee component—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge. **Table 1** shows this calculation in equation format:

Table 1. SDC Equation

Eligible costs of available capacity in existing facilities	+	Eligible costs of capacity- increasing capital improvements	+	Pro-rata share of costs of complying with Oregon SDC law	=	SDC per unit of growth in demand
Units of growth in demand		Units of growth in demand				

I.C.1. Reimbursement Fee

The reimbursement fee is the cost of available capacity per unit of growth that such available capacity will serve. In order for a reimbursement fee to be calculated, unused capacity must be available to serve future growth. For facility types that do not have available capacity, no reimbursement fee may be calculated.

I.C.2. Improvement Fee

The improvement fee is the cost of planned capacity-increasing capital projects per unit of growth that those projects will serve. The unit of growth becomes the basis of the fee. In reality, the capacity added by many projects serves a dual purpose of both meeting existing demand and serving future growth. To compute a compliant improvement fee, growth-related costs must be isolated, and costs related to current demand must be excluded.

We have used the capacity approach to allocate costs to the improvement fee basis.¹ Under this approach, the cost of a given project is allocated to growth by the portion of total project capacity that represents capacity for future users. That portion, referred to as the improvement fee eligibility percentage, is multiplied by the total project cost for inclusion in the improvement fee cost basis.

¹ Two alternatives to the capacity approach are the incremental approach and the causation approach. The incremental requires the computation of hypothetical project costs to serve existing users. Only the incremental cost of the actual project is included in the improvement fee cost basis. The causation approach, which allocates 100 percent of all growth-related projects to growth, is vulnerable to legal challenge.

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December 6, 2018

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I.C.3. Adjustments

Two cost basis adjustments are applicable to the SDC calculation: fund balance and compliance costs.

I.C.3.a Fund Balance

All accumulated SDC revenue currently available in fund balance is also deducted from its corresponding cost basis. This practice prevents a jurisdiction from double-charging for projects that were in the previous methodology's improvement fee cost basis but have not yet been constructed.

I.C.3.b Compliance Costs

ORS 223.307(5) authorizes the expenditure of SDCs for “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.” To avoid spending monies for compliance that might otherwise have been spent on growth-related projects, this report includes an estimate of compliance costs in the SDC calculation.

I.C.4. Growth Calculation

The growth calculation is the basis by which an SDC is charged. Growth for each system is measured in units that most directly reflect the source of demand. For a water SDC the most applicable and administratively feasible unit of growth is the meter capacity equivalent (MCE).

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December 6, 2018

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Section II. SDC CALCULATION

This section provides our detailed calculations of the maximum defensible water SDC.

In general, SDCs are calculated by adding a reimbursement fee component (if applicable) and an improvement fee component—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge.

II.A. GROWTH

For water SDCs, the most applicable and administratively feasible unit of growth is the meter capacity equivalent (MCE). For the City, one MCE equals the flow capacity of a 5/8" x 3/4" water meter.

II.A.1. Current Demand

According to the City's records, the water utility has 6,609 customer accounts with a combined flow capacity of 9,372 MCEs, as shown in **Table 2**:

Table 2. Customer Data

	Domestic	Irrigation	Total	Flow Factor	Meter Capacity Equivalents
5/8" x 3/4"	5,275	83	5,358	1.00	5,358
1"	268	107	375	1.50	563
1 1/2"	342	155	497	2.50	1,243
2"	272	62	334	5.00	1,670
3"	31	3	34	8.00	272
4"	5	2	7	16.00	112
6"	3	0	3	25.00	75
8"	0	0	0	50.00	0
10"	1	0	1	80.00	80
Total	6,197	412	6,609		9,372

II.A.2. Future Demand

The water system master plan provided a demand growth forecast for the utility through buildout. Assuming that water demand increases in proportion to population growth, the City will serve 16,387 MCEs at buildout. The growth from 9,372 MCEs in 2018 to 16,387 MCEs at buildout (i.e., 7,015 MCEs) is the denominator in the SDC equation (**Table 3**).

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December 6, 2018

Water System Development Charge Update
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Table 3. Customer Growth

	2018	Buildout	2018 - Buildout Growth	Growth Share
Meter Capacity Equivalents	9,372	16,387	7,015	42.81%

Source: Water System Master Plan and City staff

II.B. REIMBURSEMENT FEE COST BASIS

The reimbursement fee is the eligible cost of available capacity per unit of growth that such available capacity will serve. Calculation of the reimbursement fee begins with the historical cost of assets or recently completed projects that have unused capacity to serve future users. For each asset or project, the historical cost is adjusted by that portion of the asset or project that is available to serve future users.

To avoid charging future development for facilities provided at no cost to the City or its ratepayers, the reimbursement fee cost basis must be reduced by any grants or contributions used to fund the assets or projects included in the cost basis. Furthermore, unless a reimbursement fee will be specifically used to pay debt service, the reimbursement fee cost basis should be reduced by any outstanding debt related to the assets or projects included in the cost basis to avoid double charging for assets paid for by other means.

The City's records list \$53,962,737 in water fixed assets net of grants and contributions. These assets were then allocated to eight categories based on the function of the asset – meters & services, supply, treatment, storage, pumping, transmission & distribution, fire, and general plant. Of these eight categories, three were determined to have available capacity for future users of the system – supply, treatment, and transmission & distribution. Sections II.B.1 and II.B.2 detail how the capacity share for each of these categories was determined. General plant was then allocated a capacity share based on the overall share of all other assets.

II.B.1. Supply

The City's available supply is sufficient to meet the projected demand at buildout. Therefore, the capacity share of the supply assets is simply the percentage of buildout MCEs comprised by future growth, or 42.81 percent as shown in **Table 3**.

II.B.2. Treatment and Transmission & Distribution

The capacity share for the treatment function is 5.08 percent. Because the distribution of water is limited by the City's ability to treat that water, the capacity share of treatment assets is applied to the transmission & distribution assets. The detailed calculation is shown in **Table 4**:

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Table 4. Treatment and Transmission & Distribution Capacity Share

	2018 (Current)
Existing Peak Day Demand*	14.24
Plant Capacity	15.00
Available Capacity	0.76
Available Capacity as Percent of Total	5.08%

Source: Water System Master Plan and Willamette River Water Treatment Plant Master Plan Update 2017

*Current peak day demand inferred from the Water System Plan

II.B.3. Reimbursement Fee Cost Calculation

The reimbursement fee cost basis is calculated by multiplying the capacity share of each asset category by the net asset value (original cost less contributions) of that category. The detailed calculation is shown in **Table 5**:

Table 5. Reimbursement Fee Cost Basis

Existing Cost Basis	Original Cost	Less: Contributions	Net Asset Value	Percent Capacity Available to Future Users	Reimbursement Fee Eligible Cost Basis
Meters & Services	\$ 9,700	\$ (9,700)	\$ -	0.00%	\$ -
Supply	1,282,493	-	1,282,493	42.81%	549,032
Treatment	32,752,539	(6,400,000)	26,352,539	5.08%	1,338,511
Storage	2,821,107	-	2,821,107	0.00%	-
Pumping	309,981	-	309,981	0.00%	-
Transmission & Distribution	35,452,538	(13,612,517)	21,840,021	5.08%	1,109,309
Fire	112,173	(112,173)	-	0.00%	-
General Plant*	1,386,597	(30,000)	1,356,597	5.52%	74,848
TOTAL EXISTING COST BASIS	\$ 74,127,127	\$ (20,164,390)	\$ 53,962,737		\$ 3,071,701

Source: Water System Master Plan, Willamette River Water Treatment Plant Master Plan Update 2017, and City staff

*General plant assets allocated as all other assets.

The reimbursement fee cost basis must be reduced by any reimbursement fee revenue (for the same facility type) currently held by the City. The City currently has a balance of \$55,477 in water reimbursement fees. Reducing the gross reimbursement fee cost basis of \$3,071,701 by this amount results in a net reimbursement fee cost basis of \$3,016,224. Because the City uses reimbursement fee revenue to pay debt service on assets included in the reimbursement fee cost basis, no reduction is made for outstanding debt principal.

II.C. IMPROVEMENT FEE COST BASIS

An improvement fee is the eligible cost of planned projects per unit of growth that such projects will serve. The improvement fee cost basis is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that can be included in the improvement fee cost basis is determined by the extent to which each new project creates capacity for future users. **Table 6** shows how a total project cost of \$139,750,527 reduces to an eligible cost of \$66,615,552.

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Table 6. Improvement Fee Cost Basis

ID	Description	2018 Project Cost*	Costs Borne by Non-City Funds	Net City Costs	SDC Eligible	SDC Eligible Portion of Costs	Timing
Water System Plan - Priority Capital Improvements							
<i>Priority 1A Improvements (by 2017)</i>							
106	Portable Flow Meter (for well tests)	\$ 16,299	\$ -	\$ 16,299	0.00%	\$ -	0-5 Years
A	Surge Tank	-	-	-	100.00%	-	0-5 Years
B	Clearwell Improvements (assume ozone credit)	-	-	-	100.00%	-	0-5 Years
121	C Level Reservoir Security and Sampling Improvements	22,568	-	22,568	0.00%	-	0-5 Years
123	Charbonneau Reservoir Chlorine Monitoring	8,776	-	8,776	0.00%	-	0-5 Years
124	Automated Valve at Tooze/Westfall (West Side Tank)	72,718	-	72,718	100.00%	72,718	0-5 Years
125	3.0 Million Gallon West Side Tank and 24-inch Transmission (in Pre-desig)	-	-	-	100.00%	-	0-5 Years
126	Elliigsen West Tank - Add Altitude Valve	38,866	-	38,866	100.00%	38,866	0-5 Years
140	Charbonneau Booster PRV & SCADA	27,583	-	27,583	20.00%	5,517	0-5 Years
163	18-inch Loop on Barber St. (Montebello to Kinsman)	-	-	-	100.00%	-	0-5 Years
165	48-inch Transmission on Kinsman St. - Barber to Boeckman (in Design)*	-	-	-	100.00%	-	0-5 Years
<i>Priority 1B Improvements (by 2022)</i>							
110	Nike Well Telemetry & Misc. Improvements	-	-	-	0.00%	-	6-10 Years
111	Wiedeman Well Generator & Telemetry	-	-	-	0.00%	-	6-10 Years
112	Boeckman Well Telemetry Upgrade	-	-	-	0.00%	-	6-10 Years
113	Gesellschaft SCADA & Instrumentation	-	-	-	0.00%	-	6-10 Years
114	Elliigsen Well Instrumentation	25,075	-	25,075	28.50%	7,146	0-5 Years
143	Charbonneau Booster Flow Meter Vault	36,359	-	36,359	54.14%	19,684	0-5 Years
160	8-inch Upgrade on Jackson St.	80,240	-	80,240	0.00%	-	0-5 Years
161	8-inch Upgrade on Evergreen St.	104,062	-	104,062	0.00%	-	0-5 Years
162	8-inch Loop N. of Seely St.	10,030	-	10,030	0.00%	-	0-5 Years
164	10-inch Extension on Montebello St.	272,065	-	272,065	100.00%	272,065	0-5 Years
166	8-inch Loop between Boberg St. & RR (north of Barber)	97,793	-	97,793	0.00%	-	0-5 Years
167	8-inch Loop on Boones Ferry (north of Barber)	23,821	-	23,821	0.00%	-	0-5 Years
168	10-inch Loop (Appts E. of Canyon Creek/Burns)	51,404	-	51,404	0.00%	-	0-5 Years
169	8-inch Loop between Vlahos & Canyon Creek	52,658	-	52,658	0.00%	-	6-10 Years
170	8-inch Upgrade on Metolius cul-de-sac	67,703	-	67,703	0.00%	-	6-10 Years
171	8-inch Loop on Metolius private drive	25,075	-	25,075	0.00%	-	6-10 Years
172	8-inch Upgrade on Middle Greens	-	-	-	0.00%	-	6-10 Years
173	Fairway Village Hydrant on French Prairie	-	-	-	0.00%	-	6-10 Years
175	16-inch Willamette River Crossing to Charbonneau District	-	-	-	0.00%	-	6-10 Years
<i>Priority 2 Improvements (by 2030)</i>							
203	Gesellschaft Well Generator	-	-	-	0.00%	-	11-20 Years
205	Charbonneau Well Mechanical Building	101,554	-	101,554	0.00%	-	0-5 Years
C	Video Surveillance (various wells)	27,583	-	27,583	0.00%	-	0-5 Years
241	Meter Valve at Wilsonville Rd turnout	147,943	-	147,943	0.00%	-	0-5 Years
260	10-inch Extension on 4th St. (E. of Fir)	-	-	-	0.00%	-	11-20 Years
261	8-inch Loop - Magnolia to Tauchman	73,972	-	73,972	0.00%	-	11-20 Years
262	8-inch Upsize on Olympic cul-de-sac	55,165	-	55,165	0.00%	-	11-20 Years
263	8-inch Loop near Kinsman/Wilsonville	45,135	-	45,135	0.00%	-	11-20 Years
264	10-inch Loop near Kinsman/Gaylord	102,808	-	102,808	6.34%	6,520	11-20 Years
265	8-inch Upsize on Lancelot	125,376	-	125,376	0.00%	-	11-20 Years
266	Fire Hydrants (main City)	149,197	-	149,197	0.00%	-	11-20 Years
267	Fire Hydrants (Charbonneau)	-	-	-	0.00%	-	11-20 Years
268	8-inch Loop near Kinsman (between Barber & Boeckman)	157,973	-	157,973	0.00%	-	11-20 Years
269	8-inch Upsize near St. Helens	32,598	-	32,598	0.00%	-	11-20 Years
270	8-inch Loop near Parkway Center/Burns	82,748	-	82,748	0.00%	-	11-20 Years
271	8-inch Loop near Burns/Canyon Creek	137,913	-	137,913	0.00%	-	11-20 Years
272	10 & 8-inch Loop near Parkway/Boeckman	394,933	-	394,933	4.00%	15,797	11-20 Years
273	12-inch Loop crossing Boeckman	20,060	-	20,060	0.00%	-	11-20 Years
274	8-inch Loop at Holly/Parkway	70,210	-	70,210	0.00%	-	11-20 Years
275	8-inch Upsize on Wallowa	77,733	-	77,733	0.00%	-	11-20 Years
276	8-inch Upsize on Miami	85,255	-	85,255	0.00%	-	11-20 Years
277	8-inch Extension for hydrant coverage on Lake Bluff	78,987	-	78,987	0.00%	-	11-20 Years
278	8-inch Upsize on Arbor Glen	-	-	-	0.00%	-	11-20 Years
279	8-inch Loop at Fairway Village	-	-	-	0.00%	-	11-20 Years
280	8-inch Extension for fire flow - private drive/Boones Bend	-	-	-	0.00%	-	11-20 Years
281	8-inch Upsize on East Lake	-	-	-	0.00%	-	11-20 Years
282	8-inch Extension for fire flow on Armitage Pl	-	-	-	0.00%	-	11-20 Years
283	8-inch Upsize on Lake Point Ct	-	-	-	0.00%	-	11-20 Years
284	8-inch Loop - Franklin St to Carriage Estates	117,853	-	117,853	0.00%	-	11-20 Years
285	8-inch Upgrade on Boones Ferry Rd (south of 2nd St)	55,165	-	55,165	0.00%	-	11-20 Years
286	Valves at Commerce Circle & Ridder Rd/Boones Ferry I-5 Crossing	55,165	-	55,165	0.00%	-	11-20 Years
<i>Priority 3 Improvements (by Buildout)</i>							
D	Zone D Booster Station at C Level Tank	763,537	-	763,537	100.00%	763,537	21-Buildout
E	Upsize Costs (Greater Than 8 Inches) for Future Distribution Piping	12,110,025	-	12,110,025	100.00%	12,110,025	21-Buildout

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December 6, 2018

Water System Development Charge Update
page 8

ID	Description	2018 Project Cost*	Costs Borne by Non-City Funds	Net City Costs	SDC Eligible	SDC Eligible Portion of Costs	Timing
Water System Plan - Major Repairs and Replacements							
<i>Priority 1A Improvements (by 2017)</i>							
100	Nike Well Rehab & Misc. Maintenance	37,613	-	37,613	0.00%	-	0-5 Years
101	Canyon Creek Well (assumes potential abandonment)	32,598	-	32,598	0.00%	-	0-5 Years
102	Wiedeman Well Misc. Maintenance	30,090	-	30,090	0.00%	-	0-5 Years
103	Boeckman Well Rehab Pump	25,075	-	25,075	0.00%	-	0-5 Years
104	Gesellschaft Building Maintenance	5,642	-	5,642	0.00%	-	0-5 Years
105	Elligsen Well Compressor & Controls	10,030	-	10,030	0.00%	-	0-5 Years
120	Elligsen Res. - Replace Ladder Fall Protection System	15,045	-	15,045	0.00%	-	0-5 Years
123	Charbonneau Reservoir Reseal between Roof and Wall	5,015	-	5,015	0.00%	-	0-5 Years
141	B to C Booster Replacements	26,329	-	26,329	0.00%	-	0-5 Years
142	Painting & Safety Nets at Turnouts	27,583	-	27,583	0.00%	-	0-5 Years
<i>Priority 1B Improvements (by 2022)</i>							
127	Replace Sealant at Base of C Level Reservoir	8,776	-	8,776	0.00%	-	0-5 Years
144	Replace Cover on Burns PRV	11,284	-	11,284	0.00%	-	0-5 Years
<i>Priority 2 Improvements (by 2030)</i>							
200	Nike Well New Roof and Trim, Paint	16,299	-	16,299	0.00%	-	6-10 Years
201	Wiedeman Well Replace Metal Siding	25,075	-	25,075	0.00%	-	6-10 Years
202	Boeckman Well Pump Motor & Replace Roof and Trim	26,329	-	26,329	0.00%	-	6-10 Years
203	Gesellschaft Well Roof Maintenance	5,015	-	5,015	0.00%	-	6-10 Years
204	Elligsen Well MCC Replacement & Building Maintenance	27,583	-	27,583	0.00%	-	6-10 Years
287	Replace service lines - Parkway Ave	96,539	-	96,539	0.00%	-	6-10 Years
288	Replace service lines - Wilson cul-de-sacs	284,603	-	284,603	0.00%	-	6-10 Years
289	Replace service lines - Mariners Drive	-	-	-	0.00%	-	6-10 Years
290	Replace service lines - Old Town	18,806	-	18,806	0.00%	-	6-10 Years
220	Paint Elligsen Reservoirs (interior)	576,728	-	576,728	0.00%	-	6-10 Years
221	Paint C Level Reservoir (interior)	225,676	-	225,676	0.00%	-	6-10 Years
240	Relocate Parkway PRV out of Elligsen Rd intersection	94,032	-	94,032	0.00%	-	6-10 Years
<i>Priority 3 Improvements (by Buildout)</i>							
300	Nike Well - Replace MCC	18,806	-	18,806	0.00%	-	11-20 Years
301	Wiedeman Well MCC & Building Maintenance	22,568	-	22,568	0.00%	-	11-20 Years
302	Gesellschaft Well Building Maintenance	6,269	-	6,269	0.00%	-	11-20 Years
320	Paint Elligsen Reservoirs (exterior)	388,664	-	388,664	0.00%	-	11-20 Years
321	Paint C Level Reservoir (exterior)	144,182	-	144,182	0.00%	-	11-20 Years
Willamette River Water Treatment Plant 2017 Master Plan Update							
F	20 MG Expansion (Duplicate w projects 1144 and O)	-	-	-	63.00%	-	0-5 Years
G	Life Safety Repairs (Duplicate w projects 1137)	-	-	-	0.00%	-	0-5 Years
H	Seismic Retrofits (Duplicate w projects 1137 and P)	-	-	-	0.00%	-	0-5 Years
I	30 MGD Expansion	41,029,195	13,129,342	27,899,853	98.00%	27,899,853	11-20 Years
J	Operations - Repair and Replace	18,836,518	6,278,839	12,557,678	15.00%	2,825,478	0-20 Years
Frog Pond Infrastructure Supplemental Fee							
K	Stafford Rd Water	388,245	312,753	75,492	19.44%	75,492	6-10 Years
FY 2018-19 Budget							
<i>Construction Projects</i>							
1111	Water Treatment Plant Surge Tank	1,600,000	533,333	1,066,667	66.67%	1,066,667	0-5 Years
1114	Water System Telemetry	1,204,542	-	1,204,542	0.00%	-	0-5 Years
1131	Tooze Rd 18" Waterline	146,095	-	146,095	100.00%	146,095	0-5 Years
1137	WTP Life Safety and Seismic Upgrades	854,809	284,936	569,873	0.00%	-	0-5 Years
1139	5th St / Kinsman Extension Water Line	1,696,092	-	1,696,092	100.00%	1,696,092	0-5 Years
1142	Nike Well Irrigation Conversion	374,550	-	374,550	0.00%	-	0-5 Years
1144	WTP 20 MGD Expansion	557,500	185,850	371,650	41.67%	232,292	0-5 Years
1500	Water Ops Allocation to Charbonneau	751,485	-	751,485	0.00%	-	0-5 Years
L	16" Willamette River Crossing to Charbonneau	1,664,175	-	1,664,175	0.00%	-	0-5 Years
M	Coffee Creek UR Water Line	599,500	-	599,500	100.00%	599,500	0-5 Years
<i>Master Plan and Studies</i>							
1123	Water Rate and SDC Study	36,050	-	36,050	50.00%	18,025	0-5 Years
1141	Distribution System Emergency Shutoff Plan	34,050	-	34,050	0.00%	-	0-5 Years
N	Distribution System Master Plan and WMCP update	137,800	-	137,800	42.81%	58,992	0-5 Years
<i>System Development Reimbursements/Credits</i>							
1994	Water SDC Reimbursements/Credits	-	-	-	0.00%	-	0-5 Years
<i>Annual Maintenance Projects</i>							
1084	Annual - Water Distribution System Miscellaneous Improvements	1,427,184	-	1,427,184	0.00%	-	0-20 Years
1083	Annual - Well Facility Rehab and Upgrade	924,762	-	924,762	0.00%	-	0-20 Years
1120	Annual - Meter Replacements	1,384,609	-	1,384,609	0.00%	-	0-20 Years
1121	Annual - Pipe/Valve/Hydrant Replacement	5,538,431	-	5,538,431	0.00%	-	0-20 Years
1128	Annual - Well Upgrades and Maintenance (Downhole)	768,168	-	768,168	0.00%	-	0-20 Years
<i>Miscellaneous Projects</i>							
1117	Annual - Fire Flow Data Collection For System Capacity & Growth	138,461	-	138,461	0.00%	-	0-5 Years
1126	Segment 3B Waterline Mitigation Site	23,617	-	23,617	45.00%	10,627	0-5 Years
1127	WWSP Coordination	1,295,161	1,295,161	-	0.00%	-	0-5 Years
1129	Annual - GIS and Water Model Updates	29,617	-	29,617	0.00%	-	0-5 Years
1990	CD Department Support for Miscellaneous Projects	106,000	-	106,000	0.00%	-	0-5 Years
1993	Water CIP's - Final Closeout from Prior Years	13,250	-	13,250	42.81%	5,672	0-5 Years
1995	Early Planning - Future Water Projects	39,400	-	39,400	42.81%	16,867	0-5 Years
1998	5-Year & Annual Water CIP Budget Development	26,500	-	26,500	42.81%	11,345	0-5 Years
1999	Project Design & Development	279,276	-	279,276	42.81%	119,557	0-5 Years
<i>Projects Available for Future Funding</i>							
O	WTP 20 MGD Extension	18,048,609	6,016,203	12,032,406	63.00%	11,370,624	0-5 Years
P	WTP Seismic Upgrades	1,488,892	496,297	992,595	0.00%	-	0-5 Years
Q	WTP Repair and Replace	-	-	-	0.00%	-	0-5 Years
R	WTP Capacity Increase to 22.5 MGD (3rd Treatment Train)	-	-	-	0.00%	-	0-5 Years
S	West Side Level B Reservoir and Off-Site Improvements	7,150,500	-	7,150,500	100.00%	7,150,500	0-5 Years

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ID	Description	2018 Project Cost*	Costs Borne by Non-City Funds	Net City Costs	SDC Eligible	SDC Eligible Portion of Costs	Timing
Charbonneau Consolidated Improvement Plan							
<i>Years 0-5</i>							
T	French Prairie Drive Phase I	640,254	-	640,254	0.00%	-	0-5 Years
U	Mollala Bend Road	516,410	-	516,410	0.00%	-	0-5 Years
V	Fairway Drive Phase I	642,591	-	642,591	0.00%	-	0-5 Years
W	Estates Post Road	358,683	-	358,683	0.00%	-	0-5 Years
X	French Prairie Drive Phase II	-	-	-	0.00%	-	0-5 Years
Y	Old Farm Road Phase I	-	-	-	0.00%	-	0-5 Years
<i>Years 6-10</i>							
Z	Arbor Lake Drive Phase I	561,975	-	561,975	0.00%	-	6-10 Years
AA	Village Greens Circle	-	-	-	0.00%	-	6-10 Years
AB	Edgewater Lane	-	-	-	0.00%	-	6-10 Years
AC	French Prairie Drive Phase III	-	-	-	0.00%	-	6-10 Years
AD	Boones Bend Road Phase II	601,699	-	601,699	0.00%	-	6-10 Years
AE	Country View Loop	37,387	-	37,387	0.00%	-	6-10 Years
AF	Armitage Road Phase I	341,157	-	341,157	0.00%	-	6-10 Years
AG	Arbor Lake Drive Phase II	650,770	-	650,770	0.00%	-	6-10 Years
<i>Years 11-15</i>							
AH	Country View Lane Phase I	-	-	-	0.00%	-	11-15 Years
AI	Lake Drive	-	-	-	0.00%	-	11-15 Years
AJ	Middle Greens Road	422,942	-	422,942	0.00%	-	11-15 Years
AK	Boones Bend Road Phase I	564,312	-	564,312	0.00%	-	11-15 Years
AL	Armitage Road Phase II	414,763	-	414,763	0.00%	-	11-15 Years
AM	Fairway Drive Phase II	-	-	-	0.00%	-	11-15 Years
AN	Country View Lane Phase II	38,555	-	38,555	0.00%	-	11-15 Years
AO	French Prairie Drive Phase V	101,646	-	101,646	0.00%	-	11-15 Years
AP	French Prairie Drive Phase IV	72,438	-	72,438	0.00%	-	11-15 Years
AQ	Louvolle & Juliette Storm	-	-	-	0.00%	-	11-15 Years
AR	Sacajawea Lane	528,093	-	528,093	0.00%	-	11-15 Years
<i>Years 16-20</i>							
AS	Old Farm Road Phase II	21,030	-	21,030	0.00%	-	16-20 Years
AT	Lafayette Way	-	-	-	0.00%	-	16-20 Years
AU	Curry Drive	-	-	-	0.00%	-	16-20 Years
AV	East Lake Court	460,329	-	460,329	0.00%	-	16-20 Years
AW	Illahee Drive	337,652	-	337,652	0.00%	-	16-20 Years
AX	Lake Bluff Court	414,763	-	414,763	0.00%	-	16-20 Years
AY	Del Monte Drive	266,383	-	266,383	0.00%	-	16-20 Years
AZ	Lakeside Loop & Village Green Court	39,724	-	39,724	0.00%	-	16-20 Years
BA	French Prairie Drive Phase VI	-	-	-	0.00%	-	16-20 Years
BB	Arbor Lake Drive Phase III	-	-	-	0.00%	-	16-20 Years
BC	Mariners Drive Water Improvements	567,817	-	567,817	0.00%	-	16-20 Years
New Projects Added by City 10-25-18							
	Share of Public Works Facility Costs	4,241,875	-	4,241,875	0.00%	-	0-5 Years
Total		\$ 139,750,527	\$ 28,532,716	\$ 111,217,811		\$ 66,615,552	

Source: Water System Master Plan, Willamette River Water Treatment Plant Master Plan Update 2017, Frog Pond Infrastructure Supplemental Fee, FY 2018-19 Budget, and Charbonneau Consolidated Improvement Plan

*Costs escalated to 2018 using Engineering News Record Construction Cost Index for the City of Seattle

The improvement fee cost basis must be reduced by any improvement fee revenue (for the same facility type) currently held by the City. The City currently has a balance of \$4,577,336 in water improvement fees. Reducing the gross improvement fee cost basis of \$66,615,552 by this amount results in a net improvement fee cost basis of \$62,038,216.

II.D. COMPLIANCE COSTS

As noted in **Section I**, compliance costs are the sum of SDC methodology updates and annual administrative costs. In consultation with City staff, we estimate compliance costs at 3.52 percent of the combined reimbursement and improvement cost bases.

II.E. CALCULATED SDC

Dividing the sum of the net cost bases by the projected growth results in the calculated SDC per MCE, as shown in **Table 7**:

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Table 7. Water SDC per MCE

SDC	Total	SDC-Eligible
Reimbursement Fee		
Cost of Unused Capacity	\$ 74,127,127	\$ 4,089,842
Less: Contributions	(20,164,390)	(1,018,141)
Less: Pro-Rata Share of Debt Principal	(3,217,000)	-
Less: Reimbursement Fee Fund Balance	(55,477)	(55,477)
Reimbursement Fee Cost Basis	\$ 50,690,260	\$ 3,016,224
Growth to End of Planning Period		7,015 MCEs
Reimbursement Fee		\$ 429.94 per MCE
Improvement Fee		
Cost of Unused Capacity	\$ 139,750,527	\$ 66,615,552
Less: Projects Funded by Outside Sources	(28,532,716)	-
Less: Improvement Fee Fund Balance	(4,577,336)	(4,577,336)
Improvement Fee Cost Basis	\$ 106,640,475	\$ 62,038,216
Growth to End of Planning Period		7,015 MCEs
Improvement Fee		\$ 8,843.13 per MCE
Total System Development Charge		
Reimbursement Fee		\$ 429.94 per MCE
Improvement Fee		\$ 8,843.13 per MCE
Compliance Fee	3.52%	\$ 326.78 per MCE
Total SDC per MCE		\$ 9,599.86 per MCE

II.F. SCHEDULE OF SDCS

In order to impose water SDCs on an individual property, the number of MCEs is determined by the size of the property's water meter. The MCE calculation used is based on AWWA flow factors as shown in **Table 8** where one MCE is a 5/8" x 3/4" meter.

Table 8. Water SDC Schedule

Meter Size	Flow Factor (5/8" x 3/4" Base)	SDC Fee
5/8" x 3/4"	1.00	\$ 9,600
3/4" x 3/4"	1.50	\$ 14,400
1"	2.50	\$ 24,000
1 1/2"	5.00	\$ 47,999
2"	8.00	\$ 76,799
3"	16.00	\$ 153,598
4"	25.00	\$ 239,996
6"	50.00	\$ 479,993
8"	80.00	\$ 767,989
10"	115.00	\$ 1,103,984

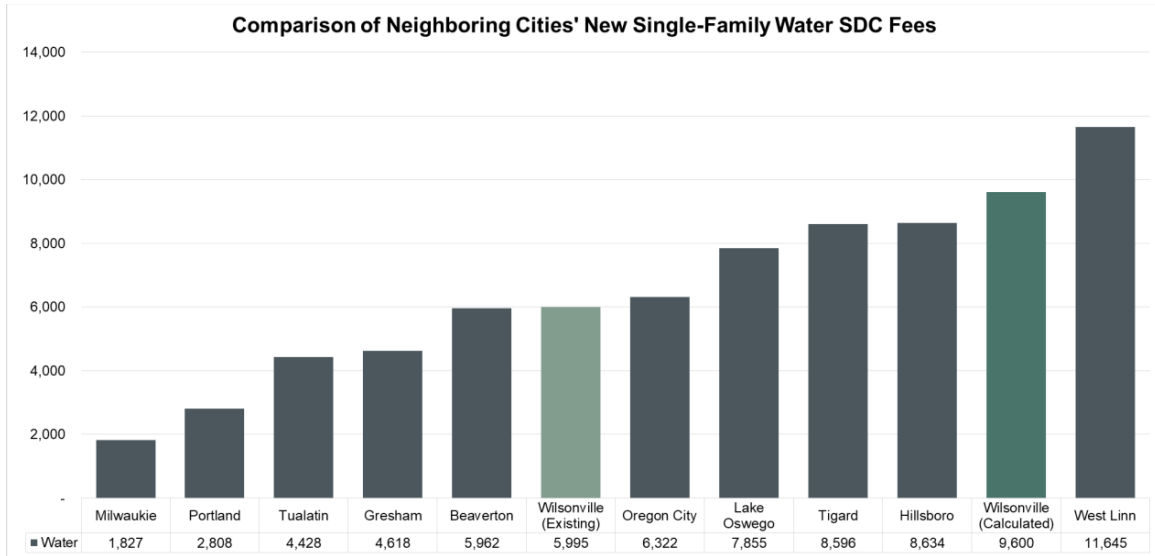
II.G. COMPARISONS

Table 9 shows how Wilsonville's current and calculated residential water SDCs compare with SDCs adopted by other water utilities:

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Table 9. Regional Comparison



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Section III. IMPLEMENTATION

III.A. FUNDING PLAN

The SDCs calculated in this report represent our opinion of the maximum water SDCs that the City can legally charge. However, even if the City imposes the full, calculated charge, the SDC will generate only 59 percent of the funds needed to complete the full project list, as shown in **Table 10**.

Table 10. Funding Plan

Capital Funding Plan	\$	%
Requirements		
Capital Improvement Plan	\$ 111,217,811	98%
Compliance Costs During Planning Period	2,292,501	2%
Total Requirements	\$ 113,510,312	100%
Resources		
System Development Charges	\$ 67,346,941	59%
Other Resources	46,163,372	41%
Total Resources	\$ 113,510,312	100%

The City is under no legal obligation to impose the full, calculated SDC. However, the City should be aware that any discounting or phase-in period that reduces SDC revenue will, other things equal, increase the funding requirement from other resources.

III.B. CREDITS

A credit is a reduction in the amount of the SDC for a specific development. ORS 223.304 requires that SDC credits be issued for the construction of a qualified public improvement which is: required as a condition of development approval; identified in the City's adopted SDC project list; and either "not located on or contiguous to property that is the subject of development approval," or located "on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project . . ."

Additionally, a credit must be granted "only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve" the particular project up to the amount of the improvement fee. For multi-phase projects, any "excess credit may be applied against SDCs that accrue in subsequent phases of the original development project."

III.C. INDEXING

Oregon law (ORS 223.304) also allows for the periodic indexing of SDCs for inflation, as long as the index used is:

- (A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
- (B) Published by a recognized organization or agency that produces the index or data source

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for reasons that are independent of the system development charge methodology; and
(C) Incorporated as part of the established methodology or identified and adopted in a
separate ordinance, resolution or order.

We recommend that the City index its charges to the *Engineering News Record* Construction Cost Index for the City of Seattle and adjust its charges annually. There is no comparable Oregon-specific index.



**City of Wilsonville
60-day Public Notice of
Water System Development Charge
Methodology Modifications**

The City of Wilsonville hereby issues public notice, pursuant to ORS 223.304, of its intent to modify the local system development charge for water facilities.

A draft technical report addressing the methodology and calculation of the proposed charges on new development within Wilsonville is available to review at Wilsonville City Hall, 1st Floor Customer Service Desk, 29799 SW Town Center Loop East, Wilsonville, and the City website at www.ci.wilsonville.or.us, or by calling the Wilsonville Engineering Department at 503-632-4960.

A public hearing to take comments regarding the proposed system development charges is scheduled for 7:00 pm, Monday, February 4, 2019, at Wilsonville City Hall. If you wish to comment but cannot attend the public hearing, please address written comments as follows:

Zachary Weigel, P.E.
Capital Projects Manager
City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, OR 97070

Written comments must be received by 4:00 pm, Monday, February 4, 2019, to be considered.



City of Wilsonville
90-day Notice of System Development Charge Consideration

The City of Wilsonville hereby issues public notice, pursuant to ORS 223.304, of its intent to consider changes in its Water System Development Charges.

A technical report addressing the methodology and calculation of the proposed charges will be available for review on Thursday, December 6, 2018, at City Hall, 1st Floor Customer Service Desk, 29799 SW Town Center Loop East, Wilsonville, or by calling 503-570-1565.

A public hearing to take comments regarding the proposed system development charges is scheduled for 7:00 pm, Monday, February 4, 2019, at City Hall. If you wish to comment but cannot attend the public hearing, please address written comments as follows:

Zach Weigel
Capital Projects Manager
City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, OR 97070

Written comments must be received by 4:00 pm, Monday, February 4, 2019, to be considered.



WILSONVILLE
COMMUNITY DEVELOPMENT

JANUARY 2019 MONTHLY REPORT

From The Director's Office

Greetings!

It is with pleasure that I announce that the City of Wilsonville was recently recognized by the American Council of Engineering Companies of Oregon (ACEC) with an Engineering Excellence Honor Award for the Kinsman Road Extension Project. Not only does the Kinsman Road connection complete our westside arterial route for freight, cars, and bikes, but the route offers a wonderful walk along the Coffee Creek wetland complex, including under-crossings for wildlife to access their adjoining habitat. Once Regional Park 8 in Villebois is completed later this year, you will be able to enjoy a multi-use path on all sides of the Coffee Creek wetlands.



Coordination with the selected builders at the Street of Dreams in Frog Pond West is ongoing, with a high level of coordination occurring between design teams and city staff. The Building Division conducted two more paperless 24-hour plan reviews for Renaissance Homes and Everett Custom Homes. This innovative approach is a test case for the City, but one we hope becomes the norm as the new permit tracking software is rolled out for Community Development in the future. The Hilton Garden Inn project is also very close to being issued demolition and construction permits. You will notice this work beginning over the next several weeks as crews mobilize and begin removing the old Quality Inn on Parkway Avenue south of Memorial Drive.

The Planning Division recently oriented several new DRB members. Staff is excited to be able to work with such passionate and caring citizens of the community on important land use and development issues. Staff is quite busy advancing numerous plans for public review. Most notably are the Town Center Plan, the Citywide Signage and Wayfinding Plan, and the Comprehensive Plan and Transportation System Plan amendments for the Basalt Creek area. The Council will be seeing all of these plans in work session and hearings over the next three months.

Respectfully submitted,

Chris Neamtzu, AICP
Community Development Director

Building Division

What-cha Looking At?

So, what’s the difference between a single family dwelling and a duplex (or two-family dwelling)?

As building inspectors, we often get asked this question. While there are numerous nuances, the main difference is in the code requirement for a two-hour firewall that separates the two units in a duplex, whereas, a single family dwelling relies on a physical fire separation and minimum distance to property lines. In a duplex, a 2-hour fire-resistive assembly essentially means the wall can withstand a flame from either side for a minimum of two hours.

In order to determine if a firewall assembly will meet the 2-hour requirement, a product manufacturer must have their product tested in a certified laboratory such as Underwriters Laboratories (UL). In the laboratory they build a wall, set it on fire, measure the heat, and time how long the wall takes to fail. Once a wall passes the two-hour test, the whole assembly then becomes “listed” with a two-hour rating by the laboratory. Manufacturers can then sell their products as “listed” for a two-hour firewall assembly.

Building inspectors make sure that contractors install the correct listed components to meet the full two-hour rating. It all has to work together and be approved. With so many new products on the market and so many ways to configure a firewall, keeping this all straight presents quite a challenge. Fortunately, this gets sorted out in detail at the plan review stage before a project even begins. This way, all the inspector needs to do is make sure the correct 2-hour assembly is used and is appropriately constructed.

The photo shows Building Inspector Brian Pascoe performing an inspection of a two-hour firewall. In this case, the firewall is made up of two layers of ¾ inch yellow Densglas gypsum board (sheetrock), and placed in a metal channel specifically designed for the gypsum board to fit. Joints from opposing sides must be staggered and there can be no penetrations through the firewall like plumbing pipes or heating ducts.

A correctly constructed firewall is a critical built-in safety feature in duplexes, and an important inspection by a certified building safety inspector.

And that’s what we’re looking at.



Economic Development

- **Coffee Creek Industrial Area**

- Development: Acquisition efforts appear to be progressing for an industrial developer seeking to develop a 700,000 square foot speculative industrial development. The site is 40 acres of land west of Garden Acres in the Coffee Creek Industrial Area.
- Financing: The City is assessing two finance options (one public and one private) for a \$3.8 million loan to help finance construction of Garden Acres Road in Coffee Creek Industrial Area, to be repaid with TIF revenue over time.

- **Business Retention & Expansion**

- Designing a systemized Business Retention Expansion outreach effort to launch in 2019 with the following objectives:
 - Promote/reinforce the City of Wilsonville as the best location to grow a business
 - Enhance the City's reputation as a business-friendly and highly responsive organization
 - Gather basic intelligence on the business base
 - Support and encourage ongoing growth of the business base
 - Increase coordination among City departments interacting with and serving business needs
 - Development of a uniform database of information from business outreach efforts
 - Building strong and credible relationships with key businesses
 - Strengthening partnerships with community economic development organizations, including Clackamas Community College, the Wilsonville Chamber of Commerce, etc.

- **Vertical Housing Development Zone Assessment**

- Staff assessing potential application of Vertical Housing Development Zone (VHDZ) tool in Wilsonville to encourage financial feasibility of commercial/residential mixed-use development. If a VHDZ designation is granted by City Council, projects which are constructed within the VHDZ and which meet certain criteria are eligible for partial property tax exemptions ranging from 20-80%.

- **Other Projects**

- A local resident is assessing the viability of bringing a new charter school to Wilsonville. They are looking for an existing building 10,000 square feet of leasable space.

Engineering Division, Capital Projects

5th to Kinsman Road Extension (4196)

We recently were informed that the partial federal shutdown has delayed review/approval of our NOAA—NMFS permit. This likely will cause a backlog of permit reviews; we may or may not receive our permit in time for construction to occur this year within the Coffee Lake Creek waterway where two bridges need to be built.

124th Avenue Extension

Grahams Ferry Road, Tonquin Road, and 124th Avenue are open. City staff are coordinating with Washington County and their contractor to finish up the last few items of work to City standards.

Charbonneau Utility Repairs - French Prairie Drive Phase II and Old Farm Road Phase I (1500/2500/4500/7500)

This project involves repair and replacement of deficient storm, sewer, and water pipe lines in the Charbonneau District, as identified in the Charbonneau Consolidated Improvement Plan. Preliminary utility investigatory work is completed. 60% design is currently underway. A public open house is scheduled for February 26 to present the proposed design and to hear resident input.

Coffee Creek Industrial Area Regional Stormwater Facility Project (7060)

This project involves modeling of current and buildout stormwater runoff conditions within portions of the Coffee Creek and Basalt Creek basins and will design and construct improvements to alleviate existing seasonal flooding to allow for future development within both the Coffee Creek Industrial Area and the Basalt Creek Concept Area. Preliminary topographic survey work was completed in mid-January 2019. Hydraulic modeling of the drainage basin will occur over the month of February.

Coffee Creek Sewer Facilities (2101)

This project involves the preliminary design of sanitary sewer facilities required to support future development of the Coffee Creek and Basalt Creek development areas. Review of the draft sewer facilities layout is complete and comments provided to the consultant team. Planning work is anticipated to be completed by the end of February.

Elligsen Well Upgrade and Maintenance (1128)

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Before addressing well deficiencies, the gravity stormwater system downstream of the well house is being studied to confirm that there is available capacity in this pipe system to carry pump-to-waste flows that are discharged on a monthly basis when the well pumps are exercised. Once this capacity is confirmed, work will commence on addressing well deficiencies.

Engineering Division, Capital Projects

French Prairie Bridge (9137)

This project will determine the final location, alignment, and design type. It includes preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. City Council affirmed the Task Force recommendation at the January 7 work session to move forward the Cable-Stayed and Suspension Bridge for further evaluation in the identification of the preferred bridge type. The project team is performing additional analysis and cost estimating of the two bridge types in preparation for selection of the preferred bridge type expected this spring.

Garden Acres Road (4201)

The project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan. Property acquisition work is underway. The consultant team is coordinating with Willamette Water Supply Program to incorporate the 66" water pipeline into the Garden Acres construction plans. Bid advertisement for construction is scheduled to occur in April 2019.

Gesellschaft Well Facility and Upgrade (1083)

This project addresses upgrades and repairs needed to correct deficiencies in the Gesellschaft well house, including piping, electrical, and mechanical systems. Design will be finalized in spring 2019 and will be constructed in summer 2019.

Graham Oaks Pedestrian Enhancements/Willamette Way Intersection (0012/0013/4717)

The construction phase of this project was kicked off the week of January 21. We are working with the contractor to insure the proper RRFB materials are ordered and we are getting the area prepared for curb ramp and sidewalk construction. The initial stages of work will include tree and shrub removal on Willamette Way West where the new sidewalk will be placed.

I-5 Pedestrian Bridge (4202)

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. Staff is working to lift covenants and restrictions on the east bridge landing property as part of a sale agreement approved by Council in November. Design of the bridge will begin after completion of the Town Center Plan.

Memorial Park Pump Station (2065)

Our consultant team is performing additional geotechnical analysis to accommodate the unforeseen higher groundwater and soil instability. We are steadily working toward 60% design plans that will be sent out for stakeholder reviews.

Engineering Division, Capital Projects

Street Maintenance (4014/4118)

We are on track to get the street maintenance work done in the spring on Wilsonville Road and Boones Ferry Road. Our consultant team has submitted 60% plans that staff will review and provide comments on to move towards 90% design plans.

Tooze Road to Grahams Ferry Road (4146)

The project completion list has been issued to the contractor.

Water Telemetry (1114)

Brown and Caldwell is putting together the network and communication upgrade plan which will include a project list and estimates for future upgrades.

Willamette River Storm Outfalls (7053)

Staff is working with our consultant (AKS Engineering) to finalize the 100% project plans and specifications for bidding the project in January/February 2019. Construction is anticipated to start in spring/summer 2019.

WTP Surge Tank (1111)

The Notice to Proceed was issued on January 9. The contractor plans to mobilize to the site in February to start construction.

WWSP Coordination (1127)

Ongoing coordination efforts are occurring for the Garden Acres Road project (4201), the 5th/Kinsman project (4196), and the Kinsman/Wilsonville Road truck turning improvements. Staff expect to receive final review plans and specifications from WWSP for the 5th/Kinsman project and Kinsman/Wilsonville Road truck turning improvements within the next month. Staff has sent draft IGA comments to WWSP to incorporate the WWSP 66" water line into the Garden Acres project.

Engineering Division, Private Developments

Fir Commons

Construction expected to start in February/March for this nine home condominium development near Fir Avenue and 4th Street in Old Town.

Frog Pond—Morgan Farm Phase 1

Construction is ongoing on this 37-lot subdivision.

Frog Pond—Stafford Meadows

Public works construction is almost complete. Homebuilding is expected to start in January/February.

Villebois Mont Blanc

Public Works construction is almost complete for this 68-lot subdivision near Villebois Drive and Orleans Avenue. Now that Villebois Drive is complete and open to traffic between Barber Street and Boeckman/Tooze, we will add a four way stop to the intersection of Barber and Villebois Drive.

Natural Resources

Bee Stewards Program—Memorial Park Pollinator Habitat

The “Bee Stewards” pollinator-improvement program has engaged Friends of Trees, the Xerces Society and school district to create pollinator habitat on city and school district properties, develop a City Integrated Pest Management (IPM) plan for parks and public spaces, and provide education and tools for local residents to create pollinator habitat in their own yards.

In November and December 2018, the City and Friends of Trees hosted two pollinator-planting events at Memorial Park. One of the sites is located directly adjacent to the new Community Garden and Dog Run parking lot and the other site is near Rose Lane. Over 150 volunteers participated in the planting events, which included the installation of native plants important to a variety of pollinators.



Pollinator habitat adjacent to new parking lot.



Pollinator habitat near Rose Lane.

Planning Division, Current

Projects Being Prepared for DRB Hearings

- Frog Pond Meadows, 74-lot single-family development in Frog Pond West by West Hills Development
- Sign Code waivers to allow third flag pole at FLIR Systems

Administrative Land Use Decisions Issued

- 2-lot partition of industrial property at 10100 SW Commerce Circle
- 4 Class I Administrative Review
- 1 Final Plat Approval
- 2 Type A Tree Permits
- 2 Type B Tree Permits
- 1 Type C Tree Permit
- 3 Class I Sign Permits
- New Single-family building permits

Board and Commission Updates

Development Review Board (DRB)

Development Review Board Panels A and B did not meet in January.

Planning Commission

Miranda Bateschell and Kimberly Rybold presented the draft Town Center Plan at the January 9 Planning Commission work session. The Planning Commission also discussed remaining options and provided recommendations for proposed Town Center Development Code standards.

The next regular Planning Commission Meeting is scheduled for Wednesday, February 13. This will be a public hearing on the Basalt Creek Comprehensive Plan and Transportation System Plan (TSP) Amendments as well as the Citywide Signage & Wayfinding Plan.

Planning Division, Long Range



Basalt Creek Concept Plan

City staff worked on revisions to the Comprehensive Plan Text and Map Amendments as well as the Transportation System Plan (TSP) Amendments to reflect input from the Planning Commission work session. In January, City staff also met with staff from Tualatin and Washington County to review results from an updated traffic analysis to reflect the 2018 Regional Transportation Plan and discuss a transportation finding report pertaining to state and regional requirements. The project team is working to finalize these work products for upcoming hearings on the adoption of the proposed amendments at the February 13 Planning Commission meeting and April 1 City Council meeting. Finally, staff continued working with Washington County on draft amendments to the joint Urban Planning Area Agreement.

General project information is available on the City's project website <https://www.ci.wilsonville.or.us/planning/page/basalt-creek>.

Citywide Signage and Wayfinding Plan

The draft plan is being finalized in preparation for public review before the Planning Commission on February 13. The project team is working on the design intent drawings, and will be working with the sign subcontractor to come up with designs to retrofit the existing monument signs at the I-5 Interchange. The draft plan will be available for review at the beginning of February.

For more information, please visit the project web page at www.ci.wilsonville.or.us/planning/page/citywide-signage-and-wayfinding-plan.

Equitable Housing Strategic Plan

Staff is working with Metro to update the grant milestones and schedule based on the final scope of work with the consultant team. Initial data is being gathered in partnership with the Clackamas County Housing Needs analysis. Initial reports will be available and public outreach activities will begin in spring after the pending adoptions of several other planning projects.

Planning Division, Long Range



The project team presented the draft Town Center Plan at the January 9 Planning Commission work session and is working on revisions to the Plan to incorporate the Planning Commission's feedback and final recommendations. An updated draft will be presented to City Council at the February 4 work session. The team is also busy composing an online version of the Plan to be released for public review and comment in early February 2019. Adoption of the Plan is scheduled for March 13 at Planning Commission and April 15 at City Council.

For additional information about the Town Center Plan project, visit the project website www.wilsonvilletowncenter.com.





JANUARY 2019 MONTHLY REPORT

From the Director:

January was another busy month in the Finance Department! January included a site visit and audit of records by the Clackamas County compliance department for the County's Area Agency on Aging grant. In addition to reviewing accounting records, the County also visited the Community Center and interviewed staff. The City receives approximately \$50K a year from the grant which helps to fund our senior programming. A letter of compliance was received from the County at the end of January stating that the City had met the requirements of the grant.

The Finance and Human Resources Departments have started the process of migrating from the current monthly payroll cycle to a bi-weekly pay cycle. The new financial software, which will be implemented over the next several years, does not support our current pay method. It was decided to move ahead with the conversion while still on our current system rather than making the change at the time of the Munis software implementation. The last monthly pay cycle will end on July 20th and the first bi-weekly payroll check will be issued August 16th. A number of meetings were held this month to discuss the upcoming changes with employees throughout the City; and staff is currently working on an implementation plan.

The first month of the budget process has been completed with year-end estimates and requests for next year received from the various programs. The accounting staff is now in the process of analyzing the data submitted and will begin the preliminary work for the FY2019-20 Budget during the month of February.

-Cathy Rodocker

By the Numbers:

Finance Statistics for FYTD: July 1st—December 31, 2018

Utility Billing:

Total Monthly Bills	40,544
New Customers	593
New Service Locations	78

Accounts Payable:

Invoices Processed	4,158
Payments Processed	2,187

Municipal Court:

Total Citations Issued	1,276
Total Suspensions Issued	223
Ticket Revenue	\$ 187,863

Municipal Court Software Conversion Complete

In January the Court went through a software migration to Incode Version 10, an upgrade from our previous Version 9. This has been an extensive process as the software is quite different from the previous version; going from a windows version to more of a web based software. Staff spent a lot of time over the past few months making sure that the data all came over correctly and to make sure the transition would go smoothly. Incode had their staff on site in early January to provide training and assist with the “go live” for the new system. The transition was very good and was in place for the first court setting in January. This is a much more user friendly version which allows for easier training and more versatility.

The functionality of the new system provides more options to search for and dispose of cases, provides the court the ability to email receipts directly to customers in one step and to receipt payments in an easier manner. The new system provides a more expansive number of reporting options, which results in clearer court dockets for the officers when they come in for trials. The new system is heavily dependent on macros which allow court staff to update cases and print necessary forms and documents within one step instead of multiple steps required in the previous version. It provides for a courtroom docket check in which has already proven to make court settings run easier and allow for a quicker more efficient check in process. Additionally, it provides for easier tracking of diversion programs and community service as well. While municipal court does not routinely offer community service, it was a requirement in a recent trial (a careless driving charge that resulted in vulnerable user death/injury).

Incode 10 is being used by many courts throughout our area, including Lake Oswego, Happy Valley, Milwaukie, West Linn and Clackamas County Justice Court. The new software allows for each of these courts to import and share forms and other documents, which saves each court from “recreating” similar documents and forms. In addition, it provides community based resources for questions and/or ideas on how to best work in the new system.

Many thanks to Pam Munsterman, our Court Accounting Specialist, for handling the migration and training the rest of staff on the how to use the new software.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,213,487	7,964,904	71%
Intergovernmental	2,141,825	466,121	22%
Licenses and Permits	176,510	143,570	81%
Charges for Services	753,480	360,268	48%
Fines	315,000	208,508	66%
Investment Revenue	206,000	196,406	95%
Other Revenues	3,557,120	3,475,582	98%
Transfers	3,369,303	1,825,118	54%
Total Revenue	21,732,725	14,640,476	67%
Personal Services	8,347,532	4,515,639	54%
Materials and Services	12,483,715	5,798,937	46%
Capital Outlay	110,300	0	-%
Transfers	4,445,000	707,072	16%
Total Expense	25,386,547	11,021,648	43%
Fund 210 Fleet Fund:			
Charges for Services	1,343,601	783,762	58%
Investment Revenue	23,690	14,702	62%
Other Revenues	0	4,200	-%
Total Revenue	1,367,291	802,664	59%
Personal Services	750,366	353,118	47%
Materials and Services	616,708	371,013	60%
Capital Outlay	188,000	46,754	25%
Transfers	2,400	1,200	50%
Total Expense	1,557,474	772,084	50%
Fund 230 Building Fund:			
Licenses and Permits	588,000	285,985	49%
Licenses and Permits-Villebois	547,000	138,366	25%
Charges for Services	8,600	5,012	58%
Investment Revenue	56,650	42,288	75%
Other Revenues	0	532	-%
Transfers	37,701	1,459	4%
Total Revenue	1,237,951	473,642	38%
Personal Services	1,030,960	529,251	51%
Materials and Services	186,691	90,574	49%
Transfers	900,660	237,817	26%
Total Expense	2,118,311	857,642	40%
Fund 235 Community Development Fund:			
Intergovernmental	62,500	0	-%
Licenses and Permits	563,413	436,849	78%
Licenses and Permits-Villebois	45,567	72,352	159%
Charges for Services	909,732	442,699	49%
Investment Revenue	39,140	32,266	82%
Other Revenues	200	737	368%
Transfers	3,208,167	726,127	23%
Total Revenue	4,828,719	1,711,030	35%
Personal Services	3,177,336	1,490,760	47%
Materials and Services	713,323	210,900	30%
Capital Outlay	28,000	2,567	9%
Transfers	551,172	300,242	54%
Total Expense	4,469,831	2,004,468	45%
Fund 240 Road Operating Fund:			
Taxes	0	14,637	-%
Intergovernmental	1,642,800	780,012	47%
Investment Revenue	17,510	15,527	89%
Other Revenues	2,000	1,459	73%
Total Revenue	1,662,310	811,635	49%
Personal Services	412,651	204,440	50%
Materials and Services	490,632	236,865	48%
Capital Outlay	51,500	73,874	143%
Debt Service	82,000	81,446	99%
Transfers	696,851	144,915	21%
Total Expense	1,733,634	741,539	43%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	1,792,369	1,070,052	60%
Investment Revenue	27,268	36,249	133%
Total Revenue	1,819,637	1,106,301	61%
Transfers	2,946,935	74,678	3%
Total Expense	2,946,935	74,678	3%
Fund 260 Transit Fund:			
Taxes	5,232,266	2,882,074	55%
Intergovernmental	2,323,474	418,217	18%
Charges for Services	185,000	82,882	45%
Investment Revenue	41,050	35,994	88%
Other Revenues	14,000	13,393	96%
Total Revenue	7,795,790	3,432,558	44%
Personal Services	3,526,766	1,947,742	55%
Materials and Services	1,916,029	1,057,706	55%
Capital Outlay	2,157,569	100,783	5%
Transfers	669,002	317,555	47%
Total Expense	8,269,366	3,423,787	41%
Fund 310 Water Operating Fund:			
Charges for Services	8,384,355	7,324,338	87%
Fines	19,000	10,724	56%
Investment Revenue	100,000	160,202	160%
Other Revenues	195,550	190,783	98%
Transfers	350,000	350,000	100%
Total Revenue	9,048,905	8,036,047	89%
Personal Services	581,820	323,914	56%
Materials and Services	4,220,553	1,662,462	39%
Capital Outlay	690,644	49,000	7%
Debt Service	1,875,000	757,637	40%
Transfers	2,647,753	503,600	19%
Total Expense	10,015,770	3,296,614	33%
Fund 320 Sewer Operating Fund:			
Charges for Services	7,996,145	4,882,982	61%
Fines	0	91,392	-%
Investment Revenue	127,602	158,573	124%
Other Revenues	27,000	8,423	31%
Transfers	600,000	600,000	100%
Total Revenue	8,750,747	5,741,370	66%
Personal Services	383,530	187,287	49%
Materials and Services	3,392,646	1,448,530	43%
Capital Outlay	29,833	18,683	63%
Debt Service	3,030,000	546,131	18%
Transfers	2,714,974	697,228	26%
Total Expense	9,550,983	2,897,859	30%
Fund 350 Street Lighting Fund:			
Charges for Services	518,250	305,503	59%
Investment Revenue	16,789	15,526	92%
Total Revenue	535,039	321,029	60%
Materials and Services	359,651	182,135	51%
Transfers	442,270	208	-%
Total Expense	801,921	182,343	23%
Fund 370 Storm Water Operating Fund:			
Charges for Services	2,928,917	1,681,848	57%
Investment Revenue	30,900	30,756	100%
Total Revenue	2,959,817	1,712,605	58%
Personal Services	259,270	106,189	41%
Materials and Services	474,041	227,403	48%
Capital Outlay	161,964	4,443	3%
Debt Service	508,500	507,827	100%
Transfers	2,169,419	292,662	13%
Total Expense	3,573,194	1,138,523	32%



JANUARY 2019 MONTHLY REPORT

From the IT Director:

I hope that your 2019 is going well so far! It looks like this year is set to fly by even faster than 2018 did!

Every year, the IT department asks staff to fill out a survey that looks at the technology that we provide and how we as a department are serving the City.

The survey started out as a way to get a few performance measurement numbers for our budget process but over the years it has grown into a great tool to gauge the effectiveness of the initiatives that we have put in place. We always ask a core set of questions so we can keep track of IT performance year in and year out. These questions revolve around IT staff, and the service that is provided. We also tailor questions to particular projects that are planned as another way to gather input. Over the years we have gathered incredibly valuable information that has helped define the IT department.

Excellent customer service is a corner stone element of IT. I am proud to say that we have maintained a near excellent customer service rating in all of the metrics that we track for as long as we have conducted the survey. Customer service is broken down even further to look at the speed of the service, attitude, knowledge and expertise and the variety of support that is provided.



An open comment box is available to everyone so that they can provide IT with suggestions and ideas on technology improvements that they would like to see throughout the City. These comments can be very helpful in identifying areas that people have questions about. Training needs are routinely addressed based on responses in these fields.

Additional questions about Wilsonville Maps were added to this year's survey because of the planned overhaul of the system. The answers provided help narrow down exactly how Wilsonville Maps is used within the City. Most of the time, these types of questions confirm what we know about something. Sometimes it reveals whole new uses that we did not know about prior to the survey. All of this information will be considered in the redesign of the website.

A large portion of the survey is dedicated to how the current technology is working and where

improvements could be made in the system. All of these responses help to shape future projects. For instance, the survey points out that in a couple of City buildings the wireless can be spotty at times. The issue had not become a problem that a help desk ticket was created however. This survey helps us identify these types of issues early and allows us to be much more proactive than we would have been if we found out through the normal channels.

My favorite part of the survey is the IT response. We don't just gather the survey and put it on a shelf so we can say that we did it. We analyze all of the responses and create a response for all of the users that took the time to give us feedback.

IT staff will list out future projects that address issues identified in the survey. If the issue that a person is facing is caused by a policy or limitation that is outside of our control, we will explain it to give better context to the situation. I feel like this is a very important part of the process and I think that is why we continually get a high participation rate.

None of this would be possible without the staff taking some time out of their very busy days to fill the survey out. I have talked with other organizations that do something similar and they lament the fact that they only get high participation when there is a significant issue. We work hard to keep the survey fresh and relatively short and to get the most information out of it as we can.

The entire IT team puts a lot of effort into the survey each year but I would especially like to acknowledge our Senior Systems Analyst, Beth Wolf for her work. Her analysis and presentation of everything that we collect really makes it easy for everyone to understand.

I wanted to leave you with one of my favorite comments from this year's survey:

"I've worked in numerous organizations. This is the first one where IT staff don't make me feel stupid or like I'm bothering them. And they are all such a pleasure to see, no matter the occasion."

This is the sentiment that we strive for here at the City and we will continue to do what we can to continue to support the incredible staff of the City of Wilsonville.

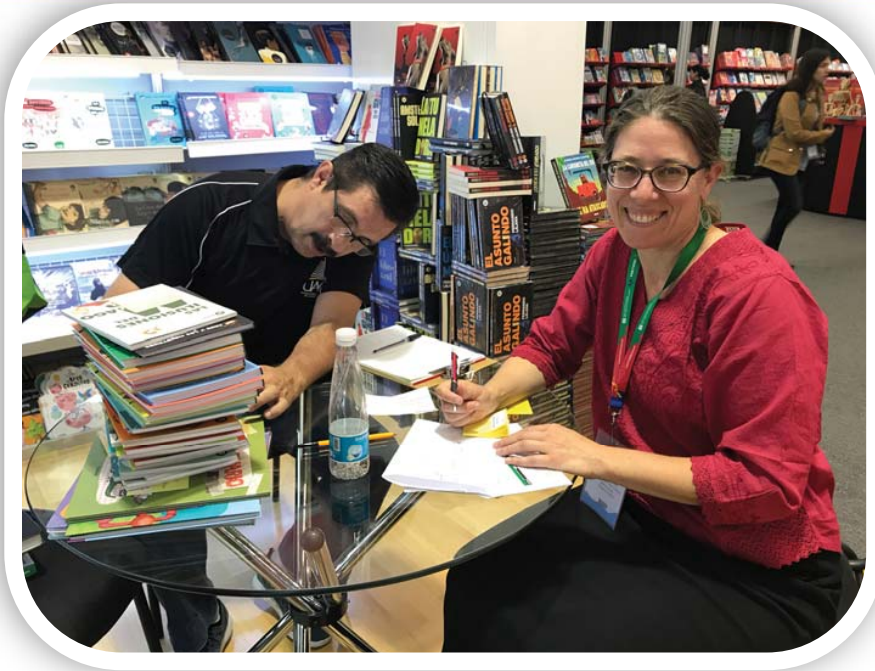
Until next time,

Andy Stone

IT Director



JANUARY 2019 MONTHLY REPORT



Outreach Librarian Deborah Gitlitz at the Guadalajara International Book Fair to order Spanish-language books for the library.

Manager's Report

On February 14, the Wilsonville Public Library marks its 37th birthday. As we eat cake, we celebrate the changes that we have made, and continue to make, for the citizens of Wilsonville.

Over the past year, we have taken a hard look at the Library building and made efforts to create more welcoming spaces. Among these are the more open main areas, the newly revamped Teen Area, and the new access to the children's patio.

The past year saw over 30,000 people attending library programs, over 500,000 library items checked out, and a 27% increase in e-book use. Looking forward, we want to provide even more programs and services that serve our dynamic community.

-Pat Duke, Library Director

Children's Services

Youth programs returned for winter

Most programs returned at their usual times, but a few made some changes. Toddler Time is now twice a week on Tuesdays, and Baby Time is on Thursdays at 11:30 am. Read to the Bunny was canceled due to the unavailability of the therapy rabbit.

Two Youth Librarians leaving

Youth Services Librarian Shannon Belford and Program Librarian Sheila Shapiro have moved on, leaving the Youth Services dept. having to hold programs with only half of previous staff. On-call staff are currently filling in for Toddler Time and Baby Time, as well as working at the Children's Reference Desk.

UPCOMING:

- "Science Zone" will be held on the West Linn-Wilsonville School District early release days (Wednesday, Feb. 6 and 20) at 1:30 pm.
- K-2 Book Adventures features trickster books on Thursday, Feb. 14 at 3:30 p.m.



Girls complete the building challenge at Science Zone on January 16.



Games and prizes for the promotion event at middle schools in January.

Teen Services

January Teen After-Hours Event

On Friday, January 18, over 25 teens in grades 6-12 attended and enjoyed playing video and board games.

Teen Area seeing increased use

The Teen Area has seen an uptick in teen usage when students are out of school due to final exams and early release days (ERD). At the January ERD, the library held its first Fortnite (video game) tournament, which was popular.

UPCOMING:

- Teen After-School Activities: a LEGO build and movie for teens on Wednesday, Feb. 6, at 4:00 pm.

Adult Services

Adult Winter Reading Program

The 8th annual Adult Winter Reading Program started January 2. Participants read three books to enter the Grand Prize Drawing. Prizes include an Amazon Kindle e-reader and a “Dinner & a Movie” (gift card to a local restaurant and a pair of Regal movie tickets).

Book Club changes

The Book Club changed its meeting days to the fourth Thursday of the month. Librarian Sam McDermott will now lead the group.

“A Taste of Spanish” class begins

A four-week class introducing students to the Spanish-speaking world through language and multimedia presentations began January 23.

UPCOMING:

- Book Notes Concert on Saturday, February 9, features Opera on Tap with a “Name That Tune” selection of songs.
- “America’s Founding Writers” class starts Sunday, February 10.



The 8th annual Adult Winter Reading Program started January 2.



LINCC survey is underway for adding a “Library of Things” to the collections at eight LINCC libraries, including Wilsonville.

Around the Library

Library Snapshot—WOW!

During the week of January 12-18, library staff held 19 programs with over 1400 children and adults in attendance.

Library of Things survey

The library is planning to add a “Library of Things” collection. A Library of Things is a collection of items (such as kitchenware, musical instruments, and games) that library patrons can check out with their Libraries in Clackamas County (LINCC) library card. A survey for item suggestions is available at:

<http://bit.ly/LibraryofThingsInput>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>FOOD FOR FINES ALL FEBRUARY 1 CAN = \$1 OFF OVERDUE FINES Please bring your donations to the Circulation Desk.</p>					1	2
3	4	5	6	7	8	9
	<ul style="list-style-type: none"> ● Playgroup 10-11:30 am 	<ul style="list-style-type: none"> ● Toddler Time 10-10:30 am 11-11:30 am ● Family Storytime 6:30-7 pm 	<ul style="list-style-type: none"> ● Family Storytime 10:30-11 am ● Science Zone 1:30-2:30 pm ● Teen Activity Free Build & Lego Movie 4-6 pm ● A Taste of Spanish 6:30-7:30 pm 	<ul style="list-style-type: none"> ● Family Storytime 10:30-11 am ● Baby Time 11:30 am-12:15 pm 	<ul style="list-style-type: none"> ● First Friday Films Old Man and the Gun (PG-13) 2018 6-8 pm 	<ul style="list-style-type: none"> ● Free Tax Help 10 am-2 pm ● Booknotes Concert Series Opera on Tap 2-3 pm
10	11	12	13	14	15	16
<ul style="list-style-type: none"> ● America's Founding Writers Dr. Bill Thierfelder 1:30-3 pm 	<ul style="list-style-type: none"> ● Playgroup 10-11:30 am 	<ul style="list-style-type: none"> ● Toddler Time 10-10:30 am 11-11:30 am ● Great Books Discussion Group <i>Of Personal Identity</i> by David Hume 6-8 pm ● Family Storytime 6:30-7 pm 	<ul style="list-style-type: none"> ● Family Storytime 10:30-11 am ● A Taste of Spanish 6:30-7:30 pm 	<p>Library Birthday!</p> <ul style="list-style-type: none"> ● Family Storytime 10:30-11 am ● Baby Time 11:30 am-12:15 pm ● K-2 Adventures Trickster Tales 3:30-4:15 pm 	<ul style="list-style-type: none"> ● Teen Advisory Board 4:30-6:30 pm ● Teen Game Night 6:30-8:30 pm 	<ul style="list-style-type: none"> ● Free Tax Help 10 am-2 pm
17	18	19	20	21	22	23
<ul style="list-style-type: none"> ● America's Founding Writers Dr. Bill Thierfelder 1:30-3 pm 	 <p>LIBRARY CLOSED Presidents' Day</p>	<ul style="list-style-type: none"> ● Toddler Time 10-10:30 am 11-11:30 am ● Family Storytime 6:30-7 pm 	<ul style="list-style-type: none"> ● Family Storytime 10:30-11 am ● Science Zone 1:30-2:30 pm 	<ul style="list-style-type: none"> ● Family Storytime 10:30-11 am ● Baby Time 11:30 am-12:15 pm 		<ul style="list-style-type: none"> ● Let's Start a Conversation Not a Fight A Better Angels Red/Blue Workshop Registration is required 9:30 am-5 pm ● Free Tax Help 10 am-2 pm
24	25	26	27	28	PROGRAM TYPE	
	<ul style="list-style-type: none"> ● Playgroup 10-11:30 am 	<ul style="list-style-type: none"> ● Toddler Time 10-10:30 am 11-11:30 am ● Family Storytime 6:30-7 pm ● History Pub The Salem Clique: Oregon's "Machine" 6:30 pm Doors open at 5 pm 	<ul style="list-style-type: none"> ● Family Storytime 10:30-11 am ● Lego Night 6:30-7:30 pm 	<ul style="list-style-type: none"> ● Family Storytime 10:30-11 am ● Baby Time 11:30 am-12:15 pm ● Book Club <i>Piece of the World</i> Christina Kline 6-8 pm 	<ul style="list-style-type: none"> ● Children ● Teen ● Adult 	

FEBRUARY





JANUARY 2019 MONTHLY REPORT

From the Director:

As the calendar turns to a new year, the Parks and Recreation Department has new class offerings, a new dog park in the works and even added two new members to our wonderful parks board.

Ballroom Dancing is a first time activity offering and is off to a fantastic start with 14 couples partaking. The class is held on Wednesday evenings at 7:30 PM at the Community Center and with this initial success will most likely be offered again in Spring/Summer. The instructor for this program is Holly Fidanzo who started her dancing career at age 17 and has been an instructor for almost 25 years. She obtained certification at the Fred Astaire Dance Studios and teaches with enthusiasm and obvious extensive knowledge.



As mentioned last month, be sure to mark your calendars for Community Garden sign-up day on April 4th, Community Egg Hunt on April 20th and W.E.R.K. Day on April 27th.

Athletic Field sign-up night took place on February 4th which means the Parks Crew is already getting the ball fields ready for youth baseball and softball as well as Adult Softball Leagues.

The Parks and Recreation Board has added two members to an already stellar group of volunteers. We welcome Amanda Aird and Dahe Chen to the board and look forward to listening to their ideas and input.

On February 12th at the Community Center, the Parks and Recreation Staff will be hosting a Dog Run/Park Public Meeting to get citizens input on desired amenities in the new dog park.

Remember Parks and Playgrounds are the soul of any community.

-Mike McCarty

Recreation Updates:

January was a month of planning for the future and the coming year, as January's often are. We've been marking the calendar for upcoming events, adjusting budgets, planning, meeting, and discussing ideas to make our community programs and events even better.

Ideas we've been 'kicking' around include a Kickin' it to Cancer Kickball Event which would support cancer research and could be in conjunction with the already spectacular Relay for Life event, a bocce ball league held in Villebois in partnership with Quench, and new outdoor recreation camps in partnership with a company called Avid4Adventure.

New classes and programs we added last year included; youth cooking classes, line dancing, ballroom dancing, jewelry making, meditation and yoga workshops, inclusive gardening, cheerleading camp, a new 5k run, scary movie night, and several others.

In an effort to gain perspective on the wants and needs of the community, a recreation and programs survey is being put together by Recreation Coordinator, Erica Behler. This survey will be a quick 5-10 question online survey and will be posted on Wilsonville Parks and Recreation's website and social media feeds. The survey will be published in April, and will run through the end of May.



Community Center Updates:

The Community Center hosted the Clackamas County Aging Advisory Council last month. The Council met with Center staff and enjoyed lunch. One member followed that up with a ride along for the Home Delivered Meal program.

The Parks and Recreation and Finance Departments were audited as part of the Federal funding the Community Center received as a pass through from Clackamas County. All elements of our handling of the funds were deemed compliant.

The Parks and Recreation Department hosted students from Athey Creek Middle School, exchange students from Korea, Korean War Veterans and the Honorary Consul for the Republic of Korea for a field trip at the Admin Office and Korean War Memorial.

Board Updates:

Parks and Recreation Board: The Parks and Recreation board welcomed 2 new board members, Dahe Chen and Amanda Aird.

WCSI: The Board recently welcomed 2 new Board Members and has been reviewing their bylaws for any updates that may need to be made. The Board is also exploring the possibility to create "focus areas"/liaison positions to represent a wide range of programs (SMART, The Gazette, Social Chair, etc).

Upcoming Events:

Dog Run Public Input Meeting- February 12

Daddy Daughter Dance- February 22

Community Egg Hunt- April 20

Parks Maintenance Updates:

- Assisted with State Heritage Tree nomination and acceptance



- Continued to monitor Japanese Knotweed at Tivoli Park
- Continued to monitor (overseed, roll, mow) athletic fields
- Continued Volunteer Enrichment Program
- Cleaned up from storm damage



- Continued Tetherball improvements at Palermo Park
- Continued Chipapocalypse 2019
- Hosted Aquatic Facility Operator Training (AFO) and Certification (Reeder, Burdick, Moeller, Spence, Skipper, Morse, Blankenship)
- Cleaned up abandoned refuse
- Repaired barrier at Bailey St.

Parks Maintenance Updates:

- Continued Community Garden Dog Run parking lot construction



- Improved embankment slide entrance
- Pruned entrances at Murase Plaza and Memorial Park
- Pruned Boeckman Creek Trailhead
- Assessed and began repair of soccer field 1 and areas of MP commons tire rut vandalism





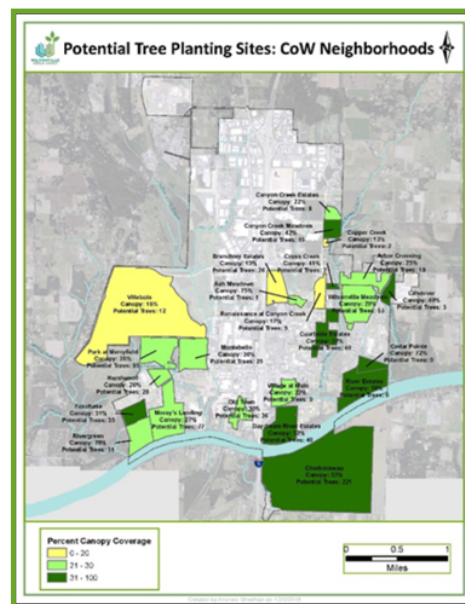
JANUARY 2019 MONTHLY REPORT

From The Director's Office:

January brought a new year with new opportunities. Here are a few of the programs the Public Works Department will be leading this year.

Metro—Wilsonville Enhancement Grant

A grant application was submitted to the Metro- Wilsonville Community Grant program for \$25,000 for the Street Tree Replacement Program. The Street Replacement Program will target areas within City right of way for the planting of new or replacement street trees. Street trees add to the beauty and natural environment. We are keeping our fingers crossed for grant approval in order to move forward with this program.



Electric Avenue Charging Hub

At the January 24 Council Meeting, Council approved a license agreement with Portland General Electric (PGE) for the installation of an Electric Vehicle Charging Hub in the Library Parking lot.

Public Works staff will be working with PGE on the design and construction of the facility. The construction completion target is by the end of 2019.

Willamette Intake Facility (WIF) Operations Committee

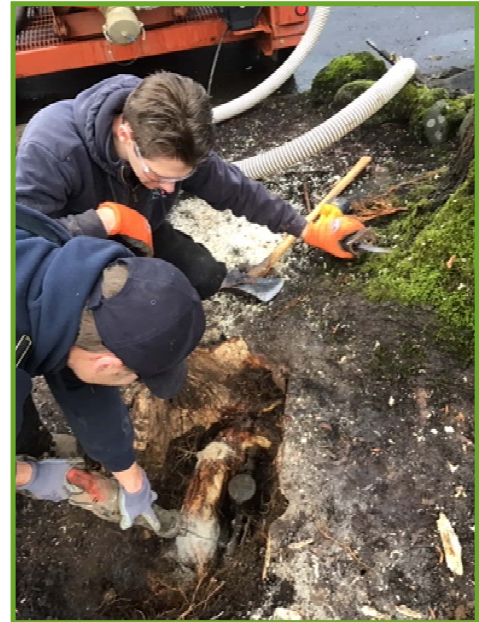
The Operation and Finance Committee met last month to review and comment on the WIF FY19/20 work plan and budget. In addition to the administration of the various committees, the WIF work plan includes the development of an Operations Plan, Curtailment Plan, and Emergency Response Plan all of which will be reviewed by the Operations Committee prior to submittal to the Management Committee.



Utilities Division

Meter Replacement

The Utilities Division has been very busy this month with over 40 residential meter replacements along the Armitage Road. Several of these meters had become overgrown by adjacent vegetation and trees, requiring additional and specialty work to assure the tree survived and that the meter could be efficiently replaced.



Hydrant Maintenance

The crew has also been very involved with hydrant maintenance throughout the City. We've completed approximately 50% of all the planned hydrant replacement and/or rebuilds for the year to date. As part of this program, the crew is actively installing or replacing the blue reflective pavement markers (RPMs) that are required to be placed in the middle of the road at every hydrant location. The blue RPM's allow a fire engine to see the location of hydrants as they look down a crowded road or when it is dark outside by noting the reflection of the blue RPMs.



Large Meter Installation

Additionally, the team also recently finished a complete large meter replacement in the Ash Meadows apartment complex. The old meter did not allow an adequate by-pass for servicing and was providing questionable readings for billing. The new meter was installed with coordination with the complex and their private plumber resulting advance notification to the residents with minimal downtime.

Utility Locates

Utility Locates for Jan 2019	Avg. Response Time (Days)	Total Annual Locates	Avg. Annual Response
214	1.47	3016	2.12

Facilities Division

Community Center Duct Work

Facility crews have been busy exploring the hidden cracks and crevasses caused by the many additions to the Community Center. In an attempt to solve a multitude of heating and cooling issues, the facility crews began mapping out the Heating Ventilation and Air Conditioning (HVAC) ducting system in the attics and dead spaces of the building.

It wasn't too long before crew members found two different locations where the heat-supply ductwork was open to the attic space, reducing the amount of air being supplied to its intended areas. In fact, supply air was being dumped directly into the attic space.

A variety of other issues were identified as well, such as incorrect zoning, undersized supply lines to various areas and equipment as old as 1984.



The facility staff is now looking at involving a mechanical engineer to help with design and cost estimates for a total revamp of the Community Centers HVAC system.



Road and Stormwater Division

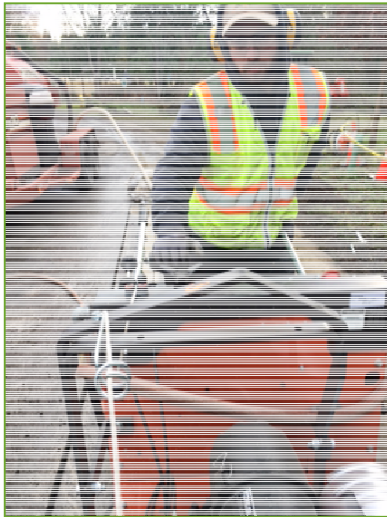
Emergency Preparedness Training

Staff members new to the Roads and Storm Water crew spent time this month participated in National Incident Management System (NIMS) emergency preparedness training. Classes taken included ICS100:Introduction to the Incident Command System (ICS) and IS700b: Introduction to Incident Management System.



No Parking Signs

The Roads crew installed many new signs, some of the most appreciated were the No Parking sign on Parkway Avenue and St Helens Drive near the Mercedes Benz dealership. Parking in this area has created major traffic and pedestrian safety concerns.



Saw Cutting Asphalt

The Roads department assisted the Parks Department by saw cutting a clean line down Kolbe Lane to help define the travel lane and a walking path for pedestrians



Catch Basin Cleaning

When not cleaning up storm debris, the Stormwater Division has been busy performing routine cleaning of catch basin. Below are before and after photos of one of the 144 catch basins cleaned this January.



SMART

SOUTH METRO AREA REGIONAL TRANSIT
SOUTH METRO AREA REGIONAL TRANSIT

January 2019

Electrifying

With the New Year now a month plus into the rearview mirror and resolutions still dripping with anticipation -- and with hope that 2019 will be the best year ever -- SMART is positioning itself to deliver on a singular major initiative. This has the potential of changing the South Metro Area Regional Transit landscape for generations to come.

Battery Electric Bus Deployment! Although the technology has already received the world's seal of approval as a viable alternative to fossil fuel-powered vehicles, e-bus operation is only in its infancy stage. We just don't know what we don't know about all of its exciting possibilities. With this in mind, SMART is proud to be one of the first to bring this new technology to the State of Oregon.

The residents of Wilsonville will soon get to experience e-buses firsthand, when in the second quarter of this year SMART will add two of three brand new battery electric buses to its fleet. The third e-bus is planned for late 2020. If nothing else, 2019 is sure to be electrifying!



Dwight Brashear

Transit Director



Events and Marketing - Michelle Marston Program Coordinator

The month of January is a month of planning for all outreach for the summer months. Calendars are reviewed and dates set for activities SMART will be hosted during the summer months. Multiple advertising materials are outlined. Partners for the Walk at Lunch program are sought and secured for the summer.

New Hire!

Please welcome Sheilagh Griffin to the SMART team. Her full-time, limited duration (2 year) position is funded through Metro's Regional Transportation Options grant. As a Transportation Demand Management Technician, Shelagh's focus will be developing and implementing Safe Routes to School programs for youth in collaboration with Wilsonville Schools. Sheilagh will be working with Wilsonville schools to see how they can support their students walking and rolling to school safely.



Sheilagh brings to Wilsonville 10 years of Portland Safe Routes to School experience as parent volunteer, and bicycle and pedestrian safety instructor.

Shelagh's professional background previously was with youth and families, helping them be successful in school and life. She does not own a car, rides her bike everywhere, loves being outdoors and exploring both on foot and on bike. She bikes for transportation, fun and competition. Sheilagh is looking forward to meeting Wilsonville community members and learning about the opportunities for walking, biking and rolling to school in Wilsonville for all ages.

Transportation Options Statewide Meetings

SMART hosted the Transportation Options Group of Oregon (ToGo) statewide meetings at the end of January at Wilsonville City Hall. The two-day series of meetings brought together transportation options professionals across the State of Oregon. The meetings acted as a forum for professionals to network, collaborate, and learn through several presentations and workshops.

DAR Steering Committee

SMART staff and members of the Dial-a-Ride (DAR) Steering Committee presented at council work session to explain the Committee's purpose and goals. Composed of twelve members representing a variety of interests including seniors, people with a disability, current and future users of SMART's demand response service, this Committee is tasked with evaluating the current DAR system and developing recommendations for system alternatives through a collaborative process that engages the Wilsonville community. The Committee will meet monthly from November 2018 – October 2019.

Fleet Services - Scott Simonton Fleet Services Manager

Fleet staff responded to an accident involving one of SMART's bus shelters, in collaboration with Public Works. Roads staff removed the damaged shelter, while our new Service Worker, Daniel Bryant, cleaned up the broken glass and miscellaneous debris from the site. Equipment Mechanic Scott Wright replaced the damaged sign and post the following day, allowing the stop to be used again. A replacement shelter is on order. SMART is working with Wilsonville High School to develop branding for the replacement shelter, as it is located in front of the school.



Operations - Eric Loomis Operations Manager

	1X Salem	2X Barbur	2X Sat Barbur	3X Canby	4 Wilsonville Rd	4 Sat Wilsonville Rd	5 95th Commerce	6 Arglye Square	C Charb Shuttle	7 Villebois	Villebois Shuttle	Total
Jan 1-27 2019	3,110	5,169	280	641	7,229	440	747	1,398	97	107	1,480	20,698
Jan 1-27 2018	2,919	5,128	218	570	6,223	350	849	1,453	N/A	106	1,282	19,098
% Cha nge	+6.54%	+0.8%	+28.44 %	+12.46 %	+16.17%	+25.71%	-12.01%	-3.79%	N/A	+0.94 %	+15.44 %	+8.38%

Overall ridership is up 8.38% compared to last January. Route 2X and 4 Saturday service both had strong increases. Charbonneau shuttle remains low but is up 7.78% from last month. Compared to last month (Dec 2018) ridership is up 7.3%.

Grants- Elli Work Grants and Program Manager

The New Year has started with a bang, having three grant deadlines due in short order:

Special Transportation Fund, due January 11, provides 40% of SMART’s Out-of-Town Dial-a-Ride Medical Shuttle funding. These trips for seniors and persons with disabilities operates five days-a-week. This bi-annual grant is for \$202,144 and does not require a match.

Two competitive STIF grants from HB2017 funds are due Feb 1:

(1)Technology: this grant, for \$424,000 State and \$106,000 match, is to implement Intelligent Transportation Systems (ITS) which includes Automatic Passengers Counters and WiFi on every bus.

(2)Express Medical Shuttle: this grant, for \$378,750 State and \$75,750 match, is to implement an express Medical Shuttle that will connect Wilsonville residents to Legacy Meridian Park Medical Center in Tualatin. It will be offered free of charge and run every hour, M-F. Funds include a new cutaway bus. After implementation, the service will be sustained through Section 5307 formula funding.

Regional Transportation Options (RTO) Grant for \$300,000 through Metro over 3 years is due March 31. These funds support SMART’s Transportation Options Program. This grant is at a 10.27 match requirement making the local match \$34,336. This grant helps to fund TO staff, including our new TDM Technician Sheilagh Griffin.

