



PARKS AND RECREATION ADVISORY BOARD - SPECIAL SESSION AGENDA

March 07, 2024 at 4:00 PM
Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

Zoom: <https://us02web.zoom.us/j/85722021810>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Wilsonville Parks and Recreation: PRAB@ci.wilsonville.or.us or 503-783-7529

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Wilsonville Parks and Recreation Department
29600 SW Park Place, Wilsonville, OR 97070

CALL TO ORDER [4:00 PM]

1. Roll Call

CONSENT AGENDA [4:02 PM]

2. [Approval of Minutes: 01.11.2024](#)

CITIZEN INPUT [4:05 PM]

PARKS UTILITY FEE [4:10 PM]

3. [FCS Group Presentation](#)

PARKS AND RECREATION DEPARTMENT UPDATES [4:45 PM]

REVIEW PROGRESS ON BOARD GOALS [4:50 PM]

4. [Upcoming Events & Program](#)

BOARD COMMENTS [4:55 PM]

ADJOURN [5:00 PM]

NEXT MEETING

Thursday, April 11, 2024 6:00 PM

Parks and Recreation Advisory Board - Special Session

March 07, 2024

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Parks and Recreation Department at 503-783-7529 or PRAB@ci.wilsonville.or.us: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

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PARKS AND RECREATION ADVISORY BOARD MINUTES

January 11, 2024 at 4:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/85722021810>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

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Wilsonville Parks and Recreation Department
29600 SW Park Place, Wilsonville, OR 97070

CALL TO ORDER [4:00 PM]

Chair Barnes called the meeting to order at 4:03 pm.

1. Roll Call

PRESENT

- Vice-Chair James Barnes
- Member Amanda Aird
- Chair Amanda Harmon
- Member Paul Diller
- Member Bill Bagnall

ABSENT

- Member Daniel Christensen
- Member Keith Gary

EX OFFICIO MEMBERS/CITY STAFF PRESENT

- Kris Ammerman, Parks and Recreation Director
- Brian Stevenson, Program Manager
- Dustin Schull, Parks Supervisor
- Erica Behler, Recreation Coordinator
- Laura Ruggles, Program Coordinator

CONSENT AGENDA [4:02 PM]

2. Approval of Minutes: 10.12.2023

Motion made by Member Harmon, Seconded by Chair Barnes.

Voting Yea: Chair Barnes, Member Aird, Member Harmon, Member Diller, Member Bagnall

3. 2024 Officer Appointments

Motion made by Chair Barnes, Seconded by Member Aird to elect Amanda Harmon as Chair.

Voting Yea: Chair Barnes, Member Aird, Member Harmon, Member Diller, Member Bagnall

Motion made by Member Barnes, Seconded by Chair Harmon to elect Jim Barnes as Vice-Chair.

Voting Yea: Member Barnes, Member Aird, Chair Harmon, Member Diller, Member Bagnall

4. 2024 Board Goals & Action Items

Motion made by Member Bagnall, Seconded by Vice-Chair Barnes to continue with the same list from 2023 as the 2024 Board Goals & Action Items.

Voting Yea: Vice-Chair Barnes, Member Aird, Chair Harmon, Member Diller, Member Bagnall

CITIZEN INPUT [4:20 PM]

There was no citizen input.

PARK PROJECT PRIORITIZATION [4:25 PM]

5. Review & Update Park Project Prioritization for Council

Director Ammerman gave a background on the different master plans and task force that was created to prioritize different park projects by City Council. Program Manager Stevenson detailed the task force and noted that their focus was to create a package of projects that would benefit and appeal to the Wilsonville community at a certain price point. Stevenson then discussed the prioritizing criteria that was taken into consideration, as well as the ranking/scoring outcomes. Vice-Chair Barnes, who served on the task force, gave some background on Frog Pond Park and why the estimated cost was prohibitive due to all the infrastructure what would be required to make that usable for athletics. Director Ammerman noted that some of the projects have been completed, such as the Community Garden, and others have had progress made on them out of the annual budget. Parks Supervisor Schull gave information on the various Memorial Park and Boones Ferry Park proposed projects, as well as the proposed Frog Pond Community Park and Community Scale Skatepark. Director Ammerman emphasized that there are nuances between what the task force was tasked to accomplish and what the Parks and Recreation Advisory Board was tasked with from Council

to review and update the parks project prioritization list, and then asked the Board if they agreed with the list or would like to add or edit anything.

Motion made by Vice-Chair Barnes, Seconded by Member Aird to maintain the priority list that was prepared in 2020 by the Parks Bond Task Force.

Voting Yea: Vice-Chair Barnes, Member Aird, Chair Harmon, Member Diller, Member Bagnall

PARKS AND RECREATION DEPARTMENT UPDATES [4:40 PM]

6. 2023 Highlights

Recreation Coordinator Behler kicked off the presentation on 2023 highlights for the department, including notes on the team's Halloween costume, the David's Chair program during Mobility Awareness Month, our Recreation Intern, the addition of the Jordan Kent Sports Camps, the successful community Party in the Park in August, the Movies in the Park series, Harvest Fest in October, the student delegation from our Sister City in Kitakata, Japan, and the Toy Drive. Program Coordinator Ruggles discussed athletic field rentals, facility rentals, and special events and tournaments. Program Manager Stevenson discussed the tourism grant for Boones Ferry Park looking at river access, shared about the incoming Korean War Memorial Interpretive Center, and mentioned programming at the Community Center such as I-5 Connections and home-delivered meals, in-person lunch, social services, and medical device loan program. Parks Supervisor Schull discussed new parks in town such as Cavallo, Oulanka, and Tivoli, sports court updates—both new and re-sealing, accessibility projects, the large draw of tournaments with 26,000 cars coming down into Memorial Park in a four week period, playground repairs, and landscape prioritization, Emerald Ash Borer and Mediterranean Oak Borer, community group engagement, and finally highlighted the work done by the amazing Parks team.

7. Upcoming Programs & Events

Program Coordinator Ruggles ran through the list of upcoming events.

BOARD COMMENTS [4:55 PM]

Vice-Chair Barnes suggested a parks maintenance recommendation in the mud puddle by the footbridge over by the disc golf course. Barnes also encouraged the Board to inform themselves on the master plans, look at the City budget, and advocate for whatever you are passionate about through the Board.

Chair Harmon noted that someone commented to her that there has been a shift in the garden culture.

ADJOURN [5:00 PM]

Motion made by Vice-Chair Barnes to adjourn the meeting, Seconded by Member Diller.
Voting Yea: Vice-Chair Barnes, Member Aird, Chair Harmon, Member Diller, Member Bagnall

The meeting was adjourned at 5:25 pm.

NEXT MEETING

Thursday, March 7, 2024 4:00 PM for Special Session (Via Zoom)

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Parks and Recreation Department at 503-783-7529 or : assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

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City of Wilsonville Parks Utility Fee

Item 3.



March 7, 2024



Agenda

- **Background**
- **Analysis**
- **Comparisons**
- **Next Steps**



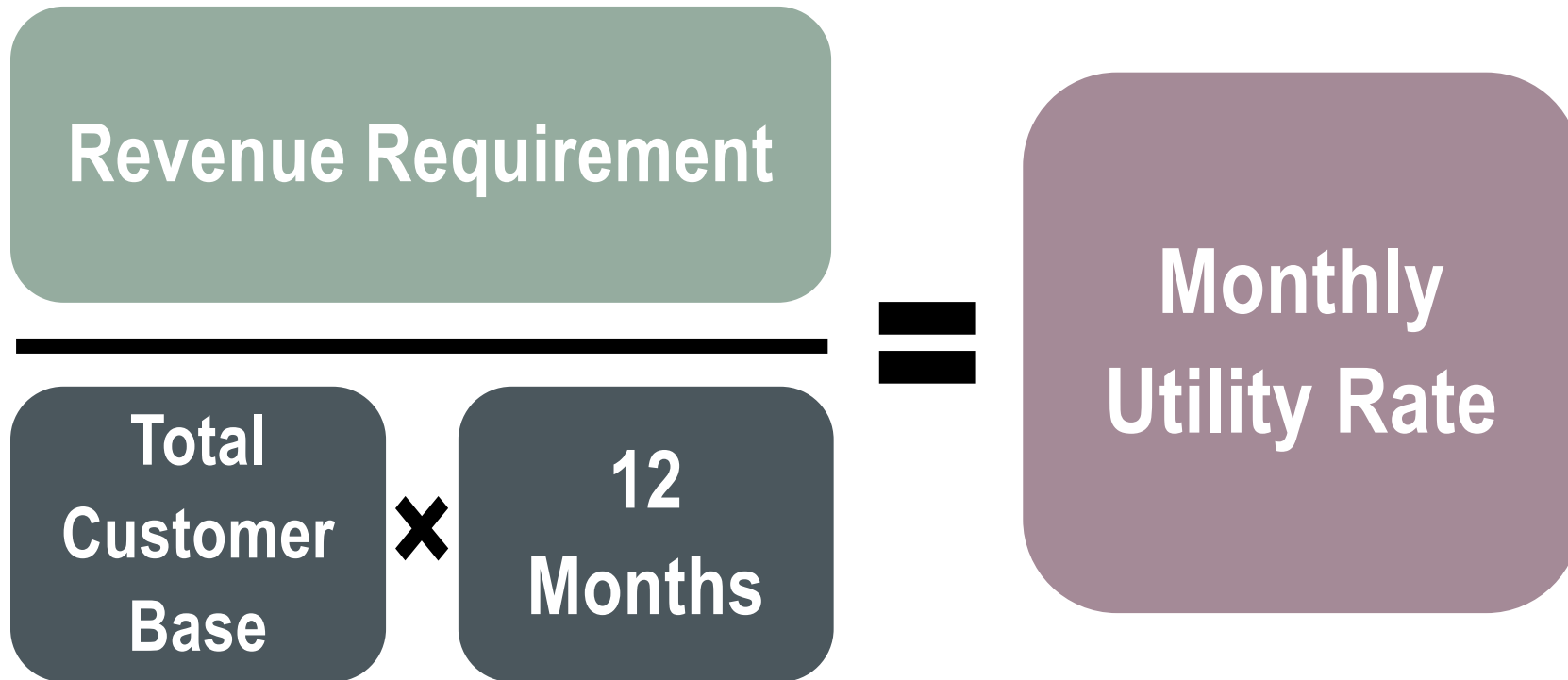
Background

Funding Option	Complete		Equitable Cost Recovery	Dedicated to Parks	Reliable
	Operations	Capital			
General Fund	●	●	○	○	○
Special Assessments	○	◐	●	●	◐
Special Fees	◐	○	●	●	○
System Development Charges	○	◐	●	●	○
Conventional Debt	○	●	◐	●	●
Special Grants & Loans	○	◐	●	●	○
Urban Renewal	○	◐	◐	●	◐
Park and Recreation Districts	●	●	◐	●	●
Utility Rates	●	●	●	●	●



Utility Rate Calculation

- Rate calculation is a division problem





Revenue Requirement Scenarios

- Based on Fiscal Year 2023-24 budget

Scenario	Revenue Requirement
1 Half of total O&M costs	\$ 776,129
2 Total O&M costs	\$ 1,786,258
3 Total O&M costs and rate-funded capital	\$ 2,786,258

Measuring Demand

- **Residential demand** – measured using utility billing data
 - » Single-family dwelling units
 - » Multi-family dwelling units
- **Non-residential demand** – measured using business license data
 - » Employees, but demand-adjusted as per the parks SDC

	Residential Equivalents per Unit	Total Residential Equivalents
Single-family dwelling unit	2.71	16,627
Multi-family dwelling unit	1.82	10,056
Employee	0.05	819
Total		27,503

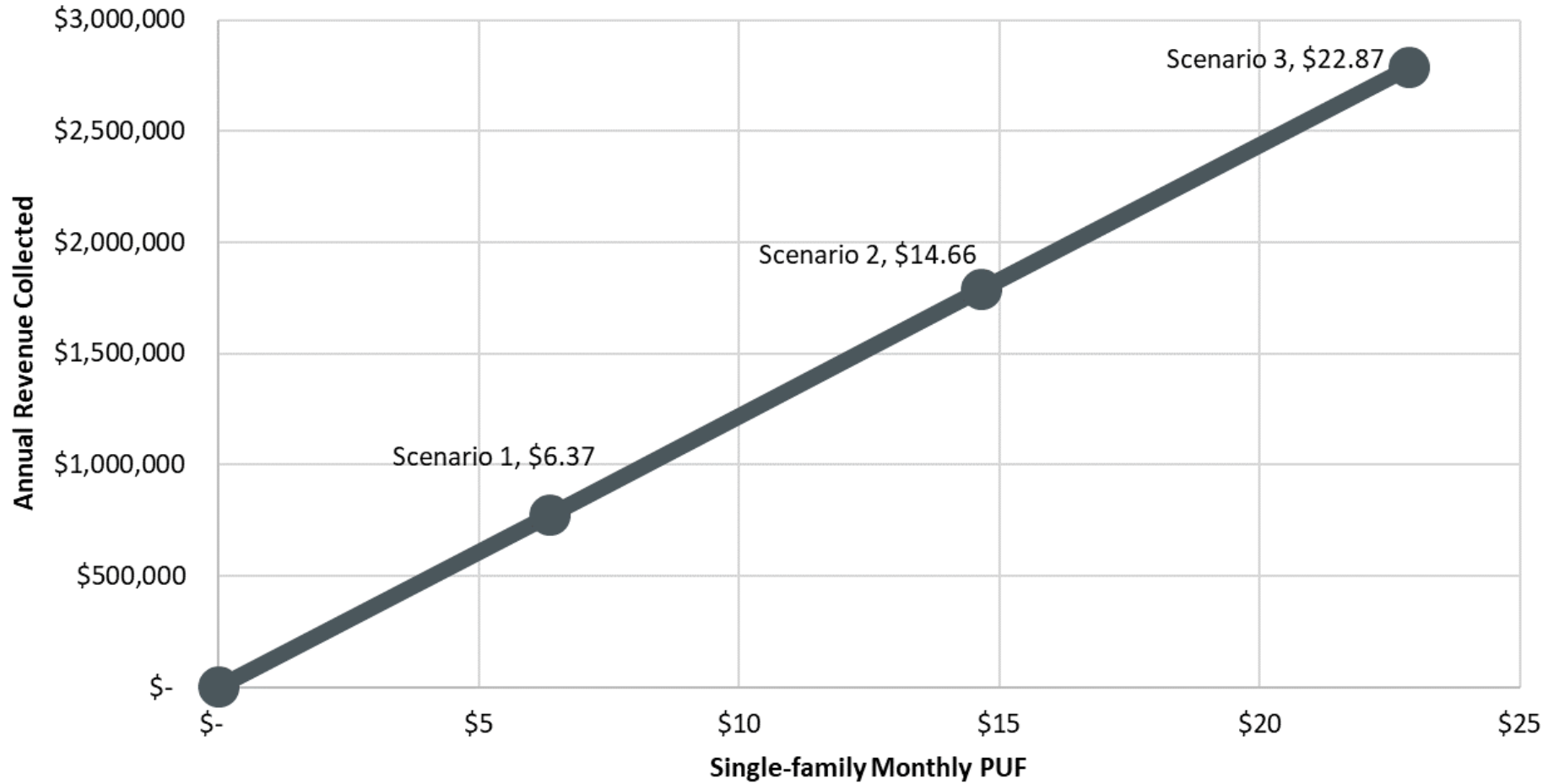


Utility Rate Calculation

	Scenario 1: Half O&M	Scenario 2: Full O&M	Scenario 3: Full O&M + Rate- funded Capital
Revenue Requirement			
Plus: O&M costs	\$ 1,010,129	\$ 2,020,258	\$ 2,020,258
Plus: rate-funded capital	-	-	1,000,000
Less: other fee revenue	(234,000)	(234,000)	(234,000)
Total Annual Revenue Requirement	\$ 776,129	\$ 1,786,258	\$ 2,786,258
Residential Equivalent (REs)			
Single-family	16,627	16,627	16,627
Multi-family	10,056	10,056	10,056
Non-residential	819	819	819
Total REs	27,503	27,503	27,503
Monthly Rate per RE	\$2.35	\$5.41	\$8.44
Fee Schedule	REs:		
Single-family	2.71	\$6.37	\$14.66
Multi-family	1.82	\$4.28	\$9.85
Non-residential (per Employee)	0.05	\$0.12	\$0.29











Utility Rate Scenarios Summary





Comparisons

	Single-family Monthly Rate	Non-Residential Charge?
Wilsonville (Scenario 3)	\$22.87 	Yes
West Linn	\$21.23 	No
Wilsonville (Scenario 2)	\$14.66 	Yes
Tigard	\$8.63 	Yes
Wilsonville (Scenario 1)	\$6.37 	Yes
Medford	\$5.35 	Yes
Tualatin	\$5.00 	Yes
Gresham	\$0.75 	Yes



Next Steps

- **Refine customer data**
 - » Clarify impact on rate scenarios
- **Define final scenarios**
 - » Selection of rate revenue target
 - » Clarify sources of non-rate revenue
- **Council consideration and adoption of park utility fee**

Thank you! Questions?

Doug Gabbard, Project Manager
(503) 374-1707
doug@fcsgroup.com

www.fcsgroup.com



About FCS Group



- Utility rate and fee consulting
- Utility management consulting
- Financial planning and analysis
- Economic services



Upcoming Programs and Events

- Stein-Boozier Barn Open House – March 9 from 2:00 pm-4:00 pm (Murase Plaza)
- Cherry Blossom Event – March 23 from 11:00 am-1:00 pm (Town Center Park)
- Egg Hunt – March 30 (Memorial Park)
- Stein-Boozier Barn Open House – April 7 from 10:00 am-12:00 pm (Murase Plaza)
- Summer Registration Opens – April 8 (Online & In-Person)
- Community Garden Info & Meet-Up Night – April 22 (Community Center)
- WERK Day – May 18 (Memorial Park)
- Lunch at the Community Center: Monday, Tuesday, Wednesday, and Friday at 12:00 pm
- Learn more about upcoming Parks and Recreation offerings in our Activity Guide:
<https://www.wilsonvilleparksandrec.com/parksrec/page/wilsonville-activity-guide-winterspring-2024>