



## CITY COUNCIL AGENDA

June 20, 2022 at 7:30 PM

Wilsonville City Hall

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**PARTICIPANTS MAY WATCH THE CITY COUNCIL MEETING AT:**

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

**YouTube:** <https://youtube.com/c/CityofWilsonvilleOR>

**Zoom:** <https://us02web.zoom.us/j/81536056468>

**TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:**

To participate remotely, please register with the City Recorder:

[CityRecorder@ci.wilsonville.or.us](mailto:CityRecorder@ci.wilsonville.or.us) or 503-570-1506

Individuals may submit comments online at: <https://www.ci.wilsonville.or.us/SpeakerCard>,  
via email to the address above, or may mail written comments to:

City Recorder - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

**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 [5:00 PM]**

ORS 192.660(2)(h) Legal Counsel/Litigation

**ADJOURN:**

*Break to switch Zoom accounts [5 min.]*

**REVIEW OF AGENDA AND ITEMS ON CONSENT [5:20 PM]**

**COUNCILORS' CONCERNS [5:25 PM]**

**PRE-COUNCIL WORK SESSION [5:30 PM]**

A. [Resolution No. 2979](#)

[A Resolution Of The City Council Adopting The Diversity, Equity And Inclusion \(DEI\) Committee Strategic Plan. \(Mombert\) \[30 min.\]](#)

B. [Board/Council Retreat Recap \(Mombert/SSW\) \[15 min.\]](#)

C. [Statewide Transportation Improvement Fund Planning for FY 24-25 \(Lewis/Loomis\) \[15 min\]](#)

D. [Frog Pond East and South Master Plan \(Pauly\) \[30 min.\]](#)

## **ADJOURN [7:25 PM]**

### **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, June 20, 2022 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on June 7, 2022. 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.*

## **CALL TO ORDER [7:30 PM]**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

## **MAYOR'S BUSINESS [7:35 PM]**

4. [Wilsonville Wildcats Week Proclamation](#)
5. [Upcoming Meetings](#)
6. Willamette Falls Locks State Commission Remaining Funds
7. Fireworks Ban (Cosgrove)

## **COMMUNICATIONS [7:55 PM]**

## **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:55 PM]**

*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.*

## **COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [8:05 PM]**

8. Council President Akervall
9. Councilor Lehan
10. Councilor West
11. Councilor Linville

## **CONSENT AGENDA [8:25 PM]**

12. **Resolution No. 2983**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Second Amendment To The Professional Services Agreement With Murraysmith, Inc. To Provide Construction Inspection Services For The Corral Creek And Rivergreen Lift Stations Rehabilitation Project (Capital Improvement Project #2105) (Nacrelli)

13. **Resolution No. 2984**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Professional Services Contract With Moore Iacofano Goltsman, Inc. For Frog Pond East And South Master Planning. (Pauly)

14. **Minutes of the June 6, 2022 City Council Meeting. (Veliz)**

**NEW BUSINESS [8:30 PM]**

**CONTINUING BUSINESS [8:30 PM]**

**PUBLIC HEARING [8:30 PM]**

**CITY MANAGER'S BUSINESS [8:30 PM]**

**LEGAL BUSINESS [8:35 PM]**

**ADJOURN [8:40 PM]**

**INFORMATIONAL ITEMS – No Council Action Necessary**

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

**AN EXECUTIVE SESSION WILL IMMEDIATELY FOLLOW THE URBAN RENEWAL MEETING**

*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 City Recorder at CityRecorder@ci.wilsonville.or.us or 503-570-1506: assistive listening devices (ALD), sign language interpreter, 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.*

*Habr   int  rpretes disponibles para aqu  llas personas que no hablan Ingl  s, previo acuerdo. Comun  quese al 503-570-1506.*

**EXECUTIVE SESSION**

ORS 192.660(2)(i) Performance Evaluations of Public Officer and Employees



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 20, 2022	<b>Subject:</b> Diversity, Equity and Inclusion Committee Strategic Plan  <b>Staff Member:</b> Zoe Mombert, Assistant to the City Manager  <b>Department:</b> Administration	
<b>Action Required</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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	<b>Advisory Board/Commission Recommendation</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> The Diversity, Equity and Inclusion Committee unanimously recommended approval of the strategic plan at their May 10, 2022 meeting.	
<b>Staff Recommendation:</b> Staff would like City Council input regarding the Diversity, Equity and Inclusion Committee Strategic Plan.		
<b>Recommended Language for Motion:</b> N/A		
<b>Project / Issue Relates To:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities: Diversity, Equity and Inclusion	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

The Diversity, Equity and Inclusion Committee Strategic Plan.

**EXECUTIVE SUMMARY:**

The Diversity, Equity and Inclusion (DEI) Committee was established at the direction of the Wilsonville City Council in January 2021. On May 3, 2021, the Council passed Resolution 2893, adopting the charter & bylaws. On May 17, 13 community members were appointed and on December 14, 2021, the DEI Committee established their Mission and Vision and it was presented to the City Council on December 20, 2021.

**Mission**

The Diversity, Equity and Inclusion Committee serves to connect Wilsonville to the diverse perspectives and lived experiences of its people. We advocate for equitable access and opportunity for every community member. We identify barriers to participation and inclusion, and pursue programs, policies, partnerships and ideas that remove those barriers.

**Vision**

The Wilsonville Diversity, Equity and Inclusion Committee is a beacon of connectivity, empowered to take thoughtful action to ensure sustained community collaboration to foster a climate of inclusion and belonging for all residents in and visitors to Wilsonville.

After establishing Mission and Vision for the DEI Committee, they started to work on a strategic plan that will guide the committee's work moving forward. The Strategic Plan (Attachment 1) has three main objectives including Community Engagement, Communication & Education and Inclusive Cultural Events, Celebrations and Holiday Recognitions. There are strategic actions for each objective, which the DEI Committee will prioritize after the adoption of the strategic plan.

**EXPECTED RESULTS:**

The DEI Committee Strategic Plan will guide the Committee's work over the next one to two years.

**TIMELINE:**

After adoption of the strategic plan, the committee will prioritize the actions and then start to implement the plan.

**CURRENT YEAR BUDGET IMPACTS:**

There are not any anticipated budget impacts. Once the DEI Committee prioritizes the strategic plan, they could seek City Council Approval for a supplemental budget request to advance future project.

**COMMUNITY INVOLVEMENT PROCESS:**

The DEI Strategic Planning Subcommittee met February 15, March 1, March 16, April 26 and May 5 via zoom to discuss the strategic plan framework and develop the framework for focus groups and online survey. Focus groups, which were advertised on the Cities website, Boones Ferry Messenger and Facebook were held on April 13, April 16 and May 4 via zoom. There was also an

online survey, which was available on the City's website from late March to late April. The feedback received at the focus groups and surveys was used to inform the strategic plan. The subcommittee reported back to the DEI Committee discussed the strategic plan at their February 8 and March 8 meetings before recommending the strategic plan to City Council for adoption at their May 10 meeting.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The DEI Committee Strategic Plan will help guide their work over the next one to two years.

**ALTERNATIVES:**

The City Council could direct staff to revise the DEI Committee Strategic Plan.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

- A. Diversity, Equity and Inclusion Committee Strategic Plan



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE STRATEGIC PLAN

May 9, 2022

CITY OF WILSONVILLE Diversity, Equity and Inclusion Committee

The Diversity, Equity and Inclusion (DEI) Committee was established at the direction of the Wilsonville City Council in January 2021. On May 3, 2021, the Council passed Resolution 2893, adopting the charter & bylaws. On May 17, 13 community members were appointed, including:

- Imran Haider (Chair)
- Jay Edwards (Vice Chair)
- Malak El Manhawym
- Luis Gonzalez
- Tracy Hester
- Diane Imel
- Santiago Landazuri
- Camryn Lau
- Joni McNeil
- Erika Pham
- Fay Gyapong-Porter
- Rudyane Rivera-Lindstrom
- Sudeep Taksali

The Committee is establishing the City's DEI Strategy, and working to identify and address that which excludes or marginalizes anyone on any basis, including and not limited to their age, gender, race, culture, sexual orientation, religion or abilities. Initially, the Committee's work is being guided by de la Cruz, who has worked extensively with several local municipalities to identify structural barriers and yield more inclusive cities.

Committee members serve as a direct liaison between the community and City Hall, amplifying the voices and addressing the needs of people traditionally under-represented or excluded in government.

A DEI Committee was a recommendation made by the community at a listening session with the City Council in December 2020. As the Committee establishes the City's DEI Strategy, it may seek to address additional recommendations brought forth at the listening session. These include:

- Increased Representation, Diversity on City Committees
- Consistent City communication to brand Wilsonville as an inclusive community
- More Inclusive Cultural Events, Celebrations & Holiday Recognitions
- Education to the Broader Community (how to address bias, micro-aggressions, etc.)
- Opportunities for DEI Advocates to Network and Work More Efficiently Together

On December 14, 2021, the DEI Committee established their Mission and Vision. Chair Haider presented the Mission and Vision to the City Council on December 20, 2021.

## Mission

The Diversity, Equity and Inclusion Committee serves to connect Wilsonville to the diverse perspectives and lived experiences of its people. We advocate for equitable access and opportunity for every community member. We identify barriers to participation and inclusion, and pursue programs, policies, partnerships and ideas that remove those barriers.

## Vision

The Wilsonville Diversity, Equity and Inclusion Committee is a beacon of connectivity, empowered to take thoughtful action to ensure sustained community collaboration to foster a climate of inclusion and belonging for all residents in and visitors to Wilsonville.

The DEI Committee developed their strategic plan during the first half of 2022. They gathered community input from online surveys and at three focus groups during April and May 2022 with the assistance of consultant Bill de la Cruz.

## Objective 1: Community Engagement

Creating a voice for underrepresented people in Wilsonville & effectively engaging the community

Assumptions:

- Including student voices is important
- Exhibiting transparency in the gathering and sharing of information
- Listening and developing priorities from the information we gather
- Connecting with local businesses and collaborating with the Chamber of Commerce

Strategic Actions:

- *Lecture series: Develop community conversations on DEI-related topics (i.e. racism, sexism, ageism, classism, heterosexism, access, prejudice, discrimination, bias, naming etc.); address topics with sensitivity, conviction, and compassion. Collaborate with City boards and commissions, community, school district, other cities.*
- *Juneteenth as a springboard to develop new multi-cultural events. Collaborate with Juneteenth Subcommittee, community.*
- *Identify and compile best practices among City departments; develop consistency.*
- *Provide recommendations on meeting and event accessibility, as well as ADA enforcement*
- *Develop partnerships, collaboration with businesses*

Outcomes: Provide events, educational opportunities and recommendations for community members and city departments.

## Objective 2: Communications & Education

Increase social media impact by using best practices already occurring within the city of Wilsonville and sharing community voices.

Assumption:

- Increase social media impact by using best practices already occurring within the City of Wilsonville.
- Actions speak louder than words. Actions should lead, and consistent communication is necessary to support the action.
- More Spanish-translated content is necessary
- DEI network can be expanded to include more people committed to supporting the work.
- Advertising should be inclusive.

**Strategic Actions:**

- *Provide recommendations for producing bilingual materials*
- *Engage youth to provide regular social media content (to share on City platforms)*
- *Highlight, share perspectives of community members to tie in with monthly themes. Interviews, columns (Boones Ferry Messenger)*
- *Highlight, advocate for businesses owned by marginalized people. Share their stories.*

Outcomes: People feel heard, Committee makes new connections, engages followers on social media.

### **Objective 3: Inclusive Cultural Events, Celebrations and Holiday Recognitions**

Increase inclusive community events.

**Strategic Actions:**

- *Develop a cultural calendar (highlight events, holidays, etc.)*
- *Visual representation (flags, symbols, holiday decor on City property)*
- *Work with other cities/school district to elevate, promote, support or partner in the development of cultural events (Pride, Dia de los Muertos, etc.)*
- *Collaborate with City departments (Library, Parks, etc.) and boards (Arts, Culture & Heritage, Kitakata Sister City Board, Tourism, etc.)*
- *Provide recommendations regarding existing programs, meetings, events, etc. to make them more inclusive to all community members.*

Outcomes: Inclusive representation and community events.

City of Wilsonville



# 2022 CITY BOARDS + COMMISSIONS WORKSHOP

SUMMARY REPORT  
JUNE 8, 2022

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PREPARED BY:



SSW CONSULTING

[www.sarasingerwilson.com](http://www.sarasingerwilson.com)



# Introduction

The City of Wilsonville is pleased to present the summary of the Boards and Commissions Workshop. Members of the City Council, Wilsonville Boards and Commissions, and city staff gathered on Saturday, May 14th to connect as a broader group to build relationships and deepen understanding of the purpose and goals each Board and Commission, how their work is interconnected, explore opportunities for collaboration, discuss proposals for the City Council 2023 Goals, and share ideas to enhance the volunteer experience. Additionally, we also honored, recognized, and thanked these volunteers for the many hours they dedicate to serving their community and providing valuable expertise and guidance to the City.

The City of Wilsonville hired Sara Wilson of SSW Consulting to facilitate the discussion and provide an overview of the City Boards and Commissions, roles and responsibilities, and current Council Goals as well as explore goals and priorities among Board and Commission members to inform the next Council Goal-Setting process.

In advance of the workshop, SSW Consulting gathered input from the Board and Commission members to understand their preferences and desired outcomes for the workshop, satisfaction with their volunteer experience, areas for improvement, opportunities for collaboration, and priorities for the city. This input gathered from the survey responses informed the design of the agenda to ensure an engaging and effective workshop with the following outcomes:

## CLARITY

**Develop a clear understanding of the Council vision and goals**

## ROLES

**Discuss the roles of the Boards and Commissions in supporting the vision**

## COLLABORATION

**Get to know the Boards and Commissions to build connections and foster collaboration and momentum**

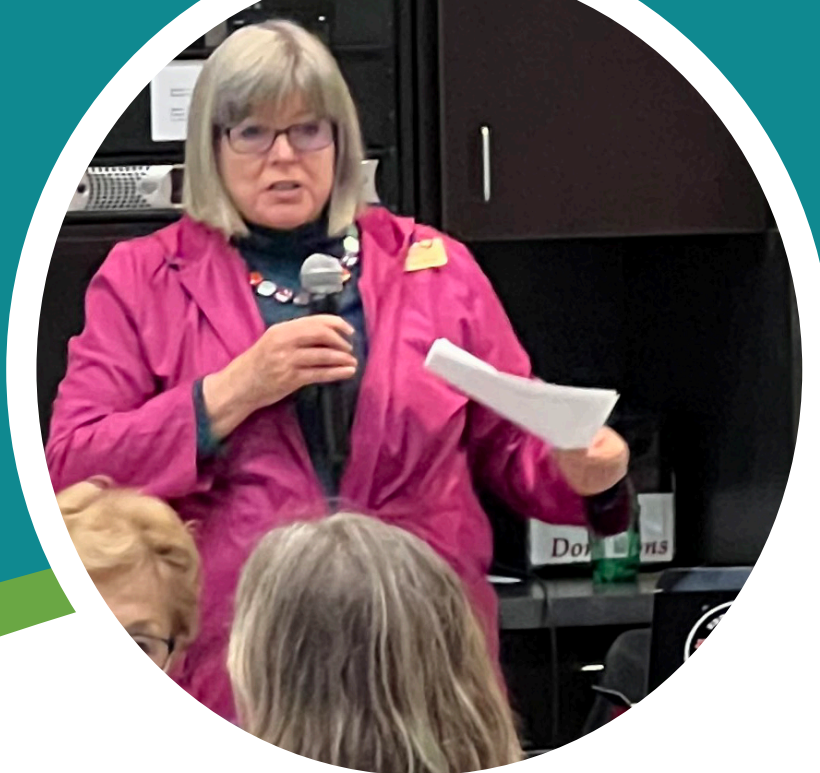
Throughout the workshop, the group identified communication and collaboration as major themes and opportunities to enhance the effectiveness of the Boards and Commissions as they pursue their goals. The group discussed the importance of building connections across the Boards and Commissions to increase collaboration, more interaction with City Council to understand how their recommendations are being used, and a process for progress reporting to support transparency and accountability.



The engagement and participation of volunteers, Council, and City staff were greatly appreciated. Wilsonville is fortunate to have committed, involved, and passionate community volunteers who are dedicated to preserving and enhancing the quality of life for residents both today and into the future.

We look forward to working together with our community volunteers to achieve our shared vision of a clean, green, and safe community for all.

- City of Wilsonville Boards and Commission Staff Liaison Team



# Workshop Participants

## City Council

JULIE FITZGERALD, MAYOR  
 KRISTIN AKERVALL, COUNCIL PRESIDENT  
 CHARLOTTE LEHAN, COUNCILOR  
 BEN WEST, COUNCILOR  
 JOANN LINVILL, COUNCILOR

## City Staff

BRYAN COSGROVE, CITY MANAGER  
 JEANNA TROHA, ASSISTANT CITY MANAGER  
 ZOE MONAHAN MOMBERT, ASSISTANT TO THE CITY MANAGER  
 CHRIS NEAMTZU, COMMUNITY DEVELOPMENT DIRECTOR  
 ERICA BEHLER, RECREATION COORDINATOR  
 SHASTA SASSER, LIBRARY DIRECTOR  
 KEITH KATKO, FINANCE DIRECTOR  
 KRIS AMMERMAN, PARKS + RECREATION DIRECTOR  
 KATHERINE SMITH, ASSISTANT FINANCE DIRECTOR  
 DAN PAULY, PLANNING MANAGER

## SSW Consulting Team

SARA SINGER WILSON, PRINCIPAL/OWNER  
 ASHLEY SONOFF, ASSOCIATE

## Board + Commission Workshop Participants

AMANDA AIRD, PARKS & RECREATION BOARD  
 AMANDA HARMON, PARKS & RECREATION BOARD  
 JAMES BARNES, PARKS & RECREATION BOARD

DAVID ALTMAN, ARTS, CULTURE, & HERITAGE COMMISSION  
 STEVEN TRAUGH, ARTS, CULTURE, & HERITAGE COMMISSION  
 SUSAN SCHENK, ARTS, CULTURE, & HERITAGE COMMISSION  
 DEBORAH ZUNDEL, ARTS, CULTURE, & HERITAGE COMMISSION  
 ANGIE SIMS, ARTS, CULTURE, & HERITAGE COMMISSION

AARON WOODS, PLANNING COMMISSION  
 RON HEBERLEIN, PLANNING COMMISSION  
 KAMRAN MESBAH, PLANNING COMMISSION  
 ANDREW KARR, PLANNING COMMISSION  
 BREANNE TUSINSKI, PLANNING COMMISSION

JOHN ANDREWS, DEVELOPMENT REVIEW BOARD  
 BEN YACOB, DEVELOPMENT REVIEW BOARD  
 KATIE DUNWELL, DEVELOPMENT REVIEW BOARD

AL LEVIT, TOURISM & PROMOTION COMMITTEE  
 JENNIFER GAGE, TOURISM & PROMOTION COMMITTEE  
 ROHIT SHARMA, TOURISM & PROMOTION COMMITTEE

MIRIAM PINOLI, LIBRARY BOARD  
 RICH DOUGAL, LIBRARY BOARD

SHAWN M. O'NEIL, BUDGET COMMITTEE

JORDAN HERRON, WILSONVILLE-METRO COMMUNITY ENHANCEMENT COMMITTEE

FAY GYAPONG-PORTER, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
 IMRAN HAIDER, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
 ERIKA PHAM, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
 JAY EDWARDS, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
 CAMRYN LAU, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
 DIANE IMEL, DIVERSITY, EQUITY, & INCLUSION COMMITTEE

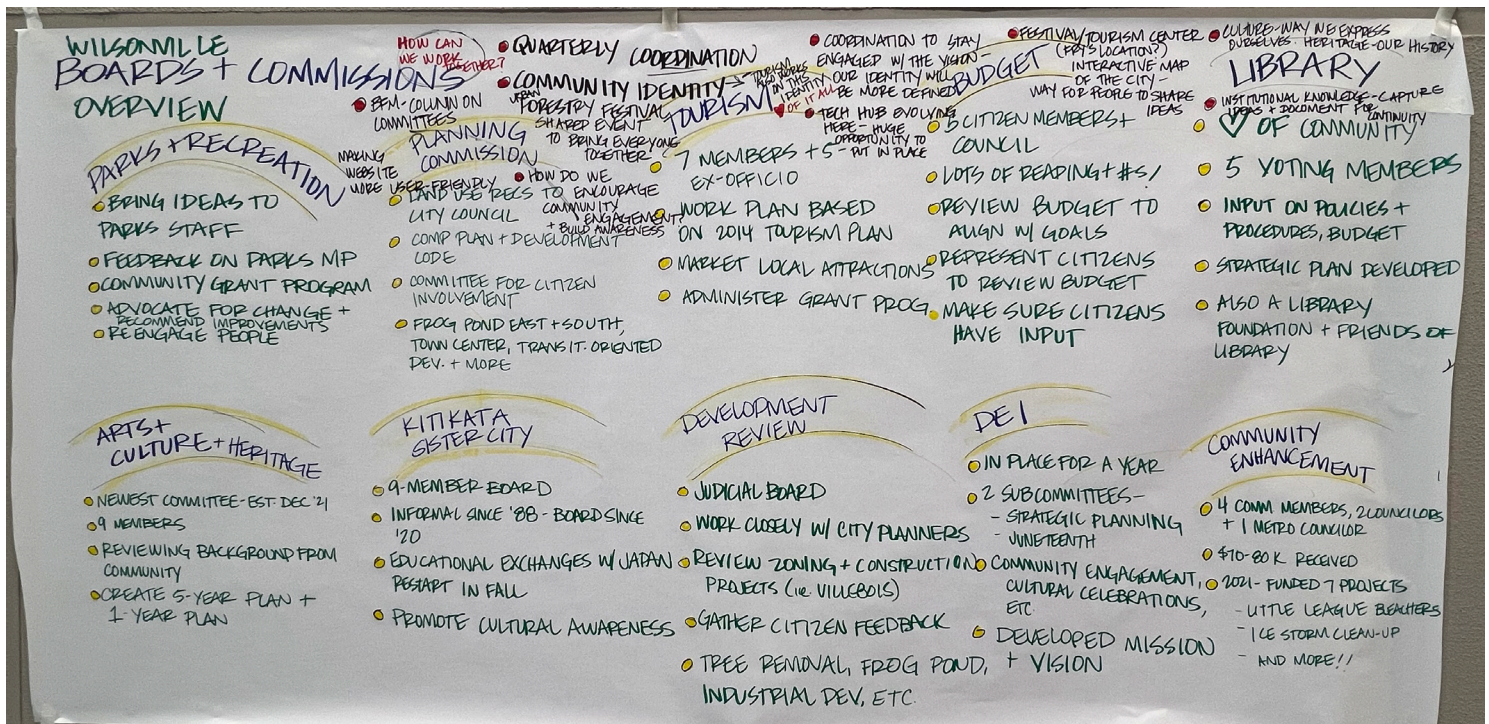
ASHLEIGH SUMERLIN, KITIKATA SISTER CITY ADVISORY BOARD  
 SEIJI T. SHIRATORI, KITIKATA SISTER CITY ADVISORY BOARD  
 SAMMY SCARPONE, KITIKATA SISTER CITY ADVISORY BOARD



# How We Work Together

The City of Wilsonville has 11 Boards and Commissions comprised of 81 community volunteers. These volunteers graciously lend their time and expertise to improve our community and support the transparency and accountability of City staff and elected officials.

Representatives from each Board and Commission provided an overview of their Board or Commission, including the purpose, goals for the year ahead, and work in progress.

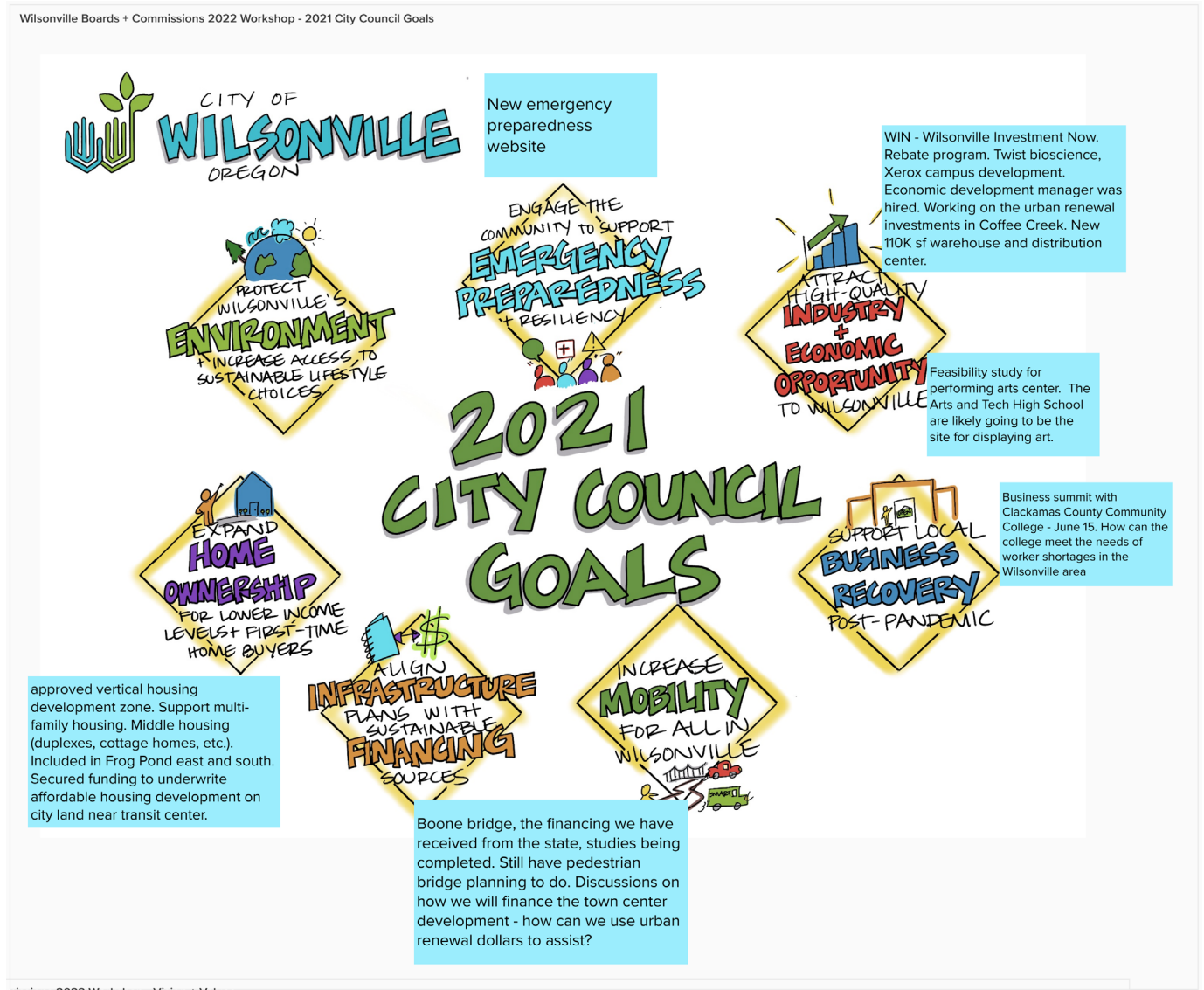


During the workshop, community volunteers were organized into ten groups comprised of various Boards and Commissions, staff liaisons, and Councilors. The groups completed a series of three team-building challenge activities to encourage new connections and conversations in a fun and positive environment. Throughout the activities, some key themes emerged of how groups work together:

- » Communication
- » Collaboration
- » Playing to our strengths
- » Positive attitude - "You can't win them all, but you can still have fun!"
- » Flexibility
- » Adaptability

## COUNCIL VISION + 2021 GOALS

The group reviewed the 2021 City Council Goals and the Mayor and Councilors provided relevant project updates for the goal areas. The following graphics highlight the City Council Goals, Vision, and progress toward the goals.



**Vision:** Wilsonville is a clean, green and safe community for all.

**Values:**

- **Diversity, Equity + Inclusion (DEI):** We are committed to promoting DEI in the delivery of City services to the community and in our organizational operations.
- **Sustainable:** We are sustainable in the delivery of services by being good financial stewards and innovative in our approaches to service delivery to the community.
- **Economic Opportunity:** We are committed to strategically growing Wilsonville's economy providing economic opportunity for all.
- **Environment:** We are good stewards of our environment by modeling practices and embracing policies that preserve and protect the natural environment.
- **Safety:** We are committed to creating a safe, livable community for all by providing a physically safe environment and ensuring people feel psychologically safe.

# Preparing for 2023 Council Goals

Following the discussion, the community volunteers participated in an ideation exercise to share their ideas and priorities for the future of Wilsonville. The ideas were mapped alongside each other to identify common themes and opportunities for collaboration. This information will be included in the next Council goal-setting process for the 2022 Council Goals. The following image summarizes the priorities and ideas shared by volunteers:

## PARKS + RECREATION

- » Revisit Parks Bond
- » River focus: regatta, boat race, kayaking
- » Celebrate + Highlight existing strengths
- » Improve connectivity of paths and make appropriate for multi-use (bikes, pedestrians, etc.)
- » Community swim center (outside/inside)
- » Parks Bond (field improvements, ADA improvements, travel tournaments)
- » Community theater
- » Parks and Recreation after school
- » Teen Center

## ECONOMY

- » Small business – how to attract small and medium enterprises, Black, Indigenous, and People of Color (BIPOC) owned
- » Indoor food truck pod
- » Businesses with vertical housing
- » Attract more diverse, locally owned restaurants and stores (Kitikata trade)
- » Fry's and Albertson's empty lots – what to do? How to develop to revitalize?
- » High-speed internet broadband Wilsonville office
- » Food cart pods

## MENTAL + BEHAVIORAL HEALTH

- » Homelessness – behavioral health and addiction
- » Behavioral health and addiction
- » Mental health facility

## EDUCATION

- » Partner with schools – all committees and Council for fundraising
- » Input/awareness for students/young adults
- » Information about programs, careers, ideas, goals
- » Create community and neighborhood interactions (Villebois, Charbonneau, Wilsonville Meadows, etc.)
- » Citywide focus on citizen awareness + involvement via outreach both in-person and virtual

## COMMUNITY ENGAGEMENT

- » More Council involvement in Sister City relations
- » Focus on kids
- » Charity Ball
- » Festival/event (Bring communities together, history and culture of our town + communities)
- » Involve school-age residents in decisions and projects (ex: art installations)
- » Increased community engagement – engagement from a wider population (people that don't typically engage in local government)
- » Improve outreach to diverse communities for input (increase participation of youth, minorities, other demographics)
- » Improve inter-board communication
- » Create something that explains Wilsonville's unique history and explain that history for future generations, have a place that people can visit that tells the story.
- » Integrate feasibility studies between Arts, Culture, and Heritage Committee + Tourism and Promotion Committee. Create one "center" that includes center/hotel, performing arts, gallery space.
- » Multi-use community center
- » Visual/cultural library (Library of people)
- » Farmers' Market near transit center
- » Making people/businesses the focus of tourism
- » Encourage/highlight business to display art that aligns with their business/culture/value (promote)
- » Cohesive community website with social media
- » Waterfront signage

## HOUSING + DEVELOPMENT

- » Continue to support affordable housing
- » Homelessness - affordability
- » Knit communities together through thoughtful and inclusive planning – prioritize equality and togetherness
- » Tiny (or small) housing communities
- » Expand home ownership
- » Investigate City acquisition of property in Frog Pond E+S to support affordable housing
- » Efficient and rapid development of affordable housing
- » Live Work
- » Project list you can fund – start here
- » Terminate low priority work + move funding to high priority projects
- » Get projects to “shovel ready”
- » Gather community support (voting) before moving forward with large projects

## TRANSPORTATION + MOBILITY

- » Bridge-French Prairie
- » Trimet – expand local transit to city borders, Salem, increase hours on weekends/midday)
- » Mobility – connecting to other cities, community (Trimet, Metro)
- » Use collective power with other cities nearby to make area more accessible for all (library as model)
- » Continue focusing on Boone Bridge project
- » Increased mobility
- » Focus on creative ideas to increase SMART ridership
- » ADA awareness initiatives
- » Removal of architectural barriers in city – enforcing the ADA mandates, wheelchairs, walkers, strollers, canes – extremely difficult to access city shops, post office, etc.

## SAFETY

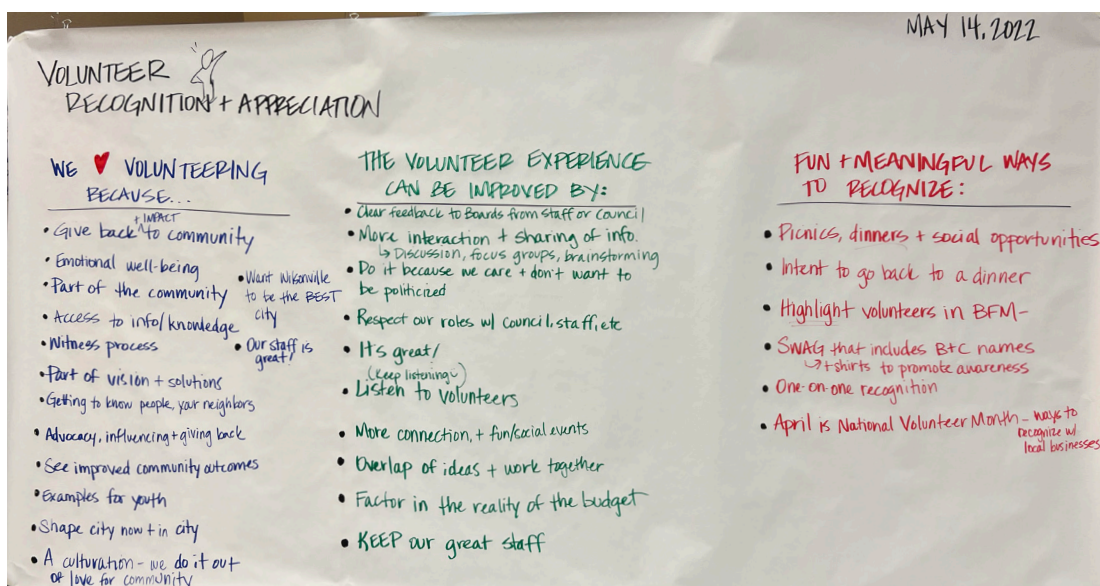
- » Bias training, data, and goals for policing

# Volunteer Recognition + Appreciation

City Council and staff are grateful to the many volunteers who lend their time and expertise in service to the various Wilsonville boards and commissions. The involvement of volunteers in civic engagement is truly an asset to the community. City Council and staff are committed to supporting volunteers in their work as well as ensuring their experience is positive and meaningful.

With this in mind, community volunteers asked to discuss the following questions with their small groups and report back to the larger group:

- » What do you like about being a volunteer?
- » How can we improve your volunteer experience?
- » How can we show recognition?



# Recommendations

The workshop participants' discussion resulted in many ideas to improve the volunteer experience and enhance the collaboration between the Boards, Commissions, and the Council. The list below summarizes the recommendations from the team:

- » Increase ongoing interaction between City Council and Boards/Commissions
- » Provide follow-up communication regarding how the recommendations and/or findings by Boards/Commissions were used and any subsequent City Council decisions
- » Provide opportunities for regular, scheduled communication and information sharing among Board/Commission to facilitate collaboration
- » Host Annual Boards and Commissions Workshop
- » Host social events to recognize contributions
- » Highlight volunteers, volunteer opportunities, and impact in Boones Ferry Messenger
- » Provide volunteers with name tags and t-shirts to promote Boards/Commission at public events



#### Contact Info

29799 SW Town Center Loop E.  
Wilsonville, Oregon 97070  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

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**CITY OF WILSONVILLE**



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 20, 2022	<b>Subject:</b> Statewide Transportation Improvement Fund (STIF) FY24-25 Planning  <b>Staff Member:</b> Kelsey Lewis, Grants & Programs Manager and Eric Loomis, Operations Manager  <b>Department:</b> SMART	
<b>Action Required</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Council consider the staff recommendation and provide comment.		
<b>Recommended Language for Motion:</b> N/A		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transit Master Plan	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Staff will present plans for Statewide Transportation Improvement Fund expenditures for the Fiscal Year 2024-2025 biennial planning process, to be included in the application for funds through TriMet.

## **EXECUTIVE SUMMARY:**

The Oregon Legislature enacted House Bill 2017 (HB 2017) in mid-2017, which created a new employee payroll tax dedicated to funding the expansion of public transportation services. The payroll tax became effective in 2018 and is administered through the Statewide Transportation Improvement Fund (STIF). The Oregon Department of Transportation (ODOT) disburses ninety percent (90%) of the STIF funds by formula to Qualified Entities (QE) based on the amount of payroll tax generated in their area.

The Oregon Legislature designated TriMet as the Qualified Entity (QE) for the tri-county region for the purpose of administering the STIF planning process, and receiving and distributing STIF funds for Clackamas, Multnomah and Washington counties. The current STIF plan underway is the FY 2022-2023 plan. SMART submits its plan for the next two years of STIF funding through TriMet for approval by the Oregon Transportation Commission. Now is the time to submit our plan for STIF funding in the Fiscal Years 2024 and 2025.

SMART is the second largest recipient of STIF formula dollars in the Tri-County region behind TriMet. Our estimate for STIF revenue in this period is \$1.5 million per year, or \$3 million for the biennium. Because SMART can only spend revenue that has been included in a STIF plan, we have formulated a plan based on 120% of expected revenue (\$3.6 million). In past years, revenue has come in higher than the original estimate. We are also including \$1.5 million in anticipated unspent funds from prior years, \$3.4 million in Regional Coordination funds from TriMet, and \$0.6 million in Special Transportation Funds (STF) for a total of \$9.1 million.

### ***Continuing Projects from Existing STIF Plan***

STIF Coordinator (1.0 FTE)

STIF Audit

Program Reserve

Route 2X Express Service from Tualatin to Wilsonville

Continued Service on Routes 1X, 2X, 7 and Neighborhood Shuttles

Continue Medical Shuttle Service to Tualatin

I-205 Express Service to Clackamas Town Center

Electric Charging Infrastructure

Electric and Compressed Natural Gas (CNG) Buses- Federal Grant Match

### ***New Projects Proposed in 2024-2025 STIF Plan***

#### **Planning Projects**

Transit Oriented Development Customer Service (2.0 FTE)

Basalt Creek Service Study

Signage Updates to Improve Access to Transit

#### **Operations Projects**

80X Service to Woodburn

Out-of-town Medical Dial-a-Ride Service (previously funded by STF)

**Capital Projects**

SMART Facilities Expansion

Bus for Clackamas Town Center Service (1)

Bus for Woodburn Service (1)- Federal Grant Match

Bus Stop & Amenities Construction- Federal Grant Match

**Approximate Funding per Category of Project**

Planning: \$1,136,000

Operations: \$6,472,000

Capital: \$1,540,000

Total: \$9,148,000

**TIMELINE:**

SMART staff intends to submit a plan to TriMet in July 2022. TriMet will finalize the combined plan in October 2022 and submit the final application for funds to the Oregon Department of Transportation (for approval by the Oregon Transportation Commission) in January 2023.

**CURRENT YEAR BUDGET IMPACTS:**

There are no current budget year impacts.

**COMMUNITY INVOLVEMENT PROCESS:**

Project ideas in this plan come from public engagement during the creation of the “Programs Enhancement Strategy” as a supplement to the Transit Master Plan in 2018 (Attachment 1).

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

All of these projects intend to increase access to and utilization of the transit system in Wilsonville.

**ALTERNATIVES:**

If SMART does not submit a plan for how we intend to use the funds, we cannot spend funds in the FY 2024-25 biennium. Staff recommends submitting a plan, as attached or with changes.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Programs Enhancement Strategy “Appendix G” of the Transit Master Plan



## PROGRAMS ENHANCEMENT STRATEGY

A component of the 2017 Transit Master Plan

Summer 2018

This Strategy will be included in TriMet's Statewide Transportation Improvement Fund Plan submittal to the Oregon Transportation Commission for approval of House Bill 2017 funding allocation.

*Operated by the City of Wilsonville, South Metro Area Regional Transit (SMART) provides free local fixed-route transit service with inter-city connections to Salem, Portland, Tualatin, and Canby. SMART also provides demand response service for the public and ADA qualified residents for medical appointments in the Portland region.*

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## Introduction

South Metro Area Regional Transit's (SMART) Programs Enhancement Strategy is an amendment to the 2017 Transit Master Plan (TMP) that addresses planning requirements to be eligible for new state funding. **Keep Oregon Moving** establishes a dedicated funding source for expanding public transportation service in Oregon titled the Statewide Transportation Improvement Fund (STIF).



This legislation enhances transportation services throughout the state generating roughly \$5.3 billion in transportation investments each year through increased gas tax, vehicle title and registration fees, and the creation of an employee public transportation payroll tax. Out of the total anticipated revenues, public transportation service providers will receive an additional \$115 million annually.

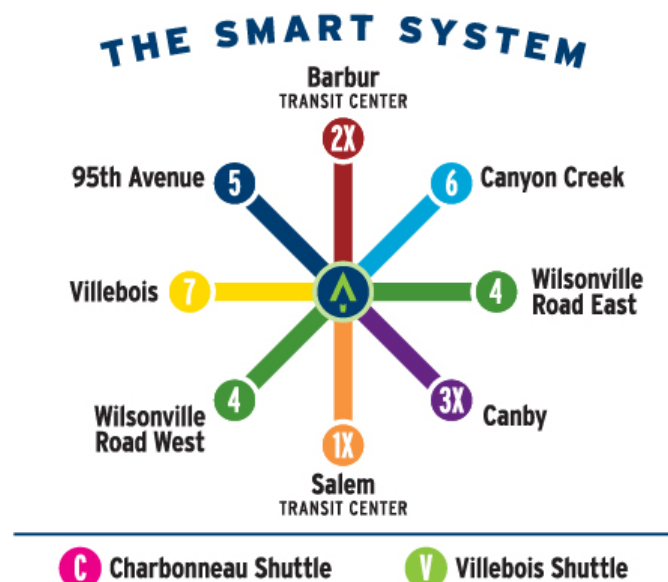
This new funding source brings opportunity to improve SMART's local and inter-community system. It is important to note that the Programs Enhancement Strategy identifies projects to be funded through the STIF (employee payroll tax) for the next two to four years.

## Existing and Future Conditions

SMART currently services nine routes: three commuter express routes (Salem, Tualatin/Barbur Transit Center, and Canby) and six local routes (Crosstown, 95<sup>th</sup>, Canyon Creek, Villebois, Villebois Shuttle, and Charbonneau Shuttle). Out-of-town routes charge a small fare for service and all in-town service is free to the public.

Within a half mile of all route stops, SMART provides public transportation access to an estimated 45,075 people, 34% of whom are in within 200% poverty level. In addition, SMART routes provide access to 53,502 jobs. This estimate does not include the Dial-A-Ride paratransit service or take into account the further access provided by connections or transfers to other transit providers.

According to the Portland State University population estimate for 2017 Wilsonville had approximately 24,315 residents. Population forecasts show Wilsonville will continue to grow along with the development of the Frog Pond residential area.



Appendix E of the TMP further identifies the characteristics of each Wilsonville neighborhood. In addition, Appendix D - Title VI Program of the TMP provides demographics from the 2010 Census of the Wilsonville population.

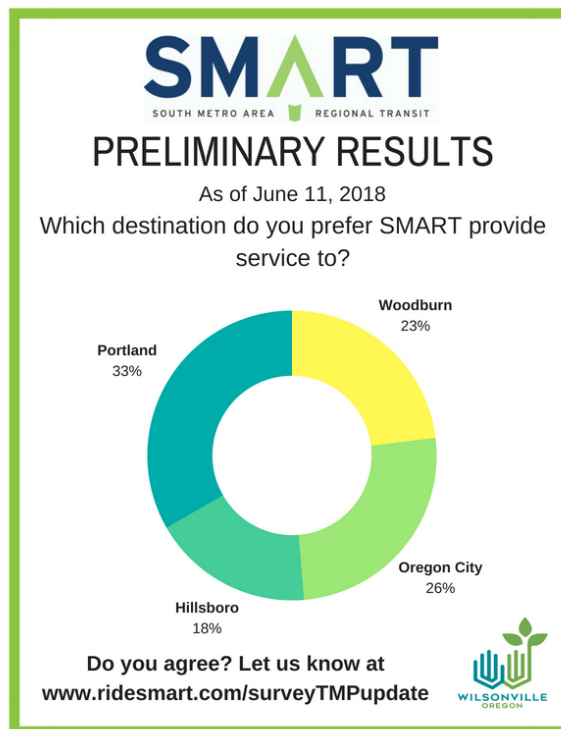
## Public Involvement

SMART conducted an extensive two-year public involvement process to develop the 2017 TMP. Businesses and community members identified needs and desires through workshops, interviews, two community surveys, public events, a citizen task force, and several other formats. The values upheld with the TMP planning process follow the International Association for Public Participation (IAP2) Core Values for Public Participation. A complete list of public participation efforts are detailed in the TMP Public Involvement chapter and Appendix F.

From the planning process described above, SMART developed a draft project list for the Programs Enhancement Strategy that opened to the public for comment and prioritization for the full month of June 2018. SMART advertised the online survey in the Boones Ferry Messenger, on bus channel cards, through media releases, social media posts, presentations at county meetings, e-newsletters, and e-mail lists. In addition, SMART staff tabled at community events such as the Festival of Arts and at the Wilsonville Transit Center to collect paper surveys.

More specifically, the survey asked for prioritization of projects ranging from new service destinations to longer hours of service and shorter wait times.

From the survey results, SMART designed the program list in this Strategy to match the priority levels the survey respondents identified. SMART also obtained an interested parties list through the survey. Those survey respondents received project updates and meeting notices.



## Coordination of Programs

A key component of the Keep Oregon Moving legislation is the coordination of programs amongst different transportation providers to create a seamless system. As a major employment center and residential community, Wilsonville is ideally situated to promote coordination throughout the region, attracting people to the City and providing access to neighboring communities.

Current coordination includes a shared Route 1X service with Salem Cherriots, an agreement with Canby Area Transit for mid-day Route 3X service, and pulsed connections with TriMet bus and WES to the north. The Wilsonville Transit Center was designed to encourage multi-modal trips by providing a Park-and-Ride lot, bus and train access, as well as bike lockers and tune-up facility.

New state funding brings opportunity for additional hours of bus service and enhanced timed connections with other public transportation service agencies such as TriMet, Canby Area Transit, Salem Cherriots and new destinations with partners such as the City of Woodburn. These enhancements will make trips easier for customers travelling using multiple systems to get to their destination.

## Revenue Estimates for City of Wilsonville

The table below highlights the estimated amount of revenue that the City of Wilsonville anticipates from the new employee payroll tax, which came into effect July 1, 2018. Estimates are based off Oregon Department of Revenue draft estimates from April 13, 2018.

	FY2019	FY2020	FY2021
<i>Clackamas County</i>	\$ 308,145	\$699,855	\$801,462
<i>Washington County</i>	\$93,349	\$211,623	\$239,481
<b><i>TOTAL</i></b>	<b>\$401,494</b>	<b>\$911,478</b>	<b>\$1,040,943</b>
<b><i>130% Planning Target<sup>1</sup></i></b>	<b>\$521,943</b>	<b>\$1,184,922</b>	<b>\$1,353,226</b>

<sup>1</sup> The Oregon Department of Transportation ask that all STIF recipients assume a 130% cost-planning funding estimate.

## Programs List

### Program Alignment

A crucial aspect of program planning is aligning with city, regional, and state plan goals, strategies, and policies. In Appendix D of the TMP, the planning framework for projects is provided. The 2018 Oregon Public Transportation Plan goals are shown below and their alignment to SMART programs can be found in the Program List under OPTP alignment column.



In addition to plan alignment, projects funded through STIF must meet the requirements below. STIF alignment is shown under HB2017 alignment column of Program List.

- Increased frequency of bus service to communities with a high percentage of low-income households.
- Expansion of bus routes and services to serve areas with a high percentage of low-income households.
- Fund the implementation of programs to reduce fares.
- Procurement of low or no-emission buses in areas of 200,000 population or more.
- Improvements in frequency/reliability of connections inside & outside QE's service area.
- Coordination between service providers to reduce fragmentation.

## Prioritized List of Programs<sup>2</sup>

Priority Level	Project Name	Program Description	HB2017 Alignment	OPTP Alignment	Annual Cost
1	New Destinations	Provide service to new locations: Portland, Woodburn, Oregon City, and Hillsboro.	B, E, F	Goal 1 Goal 2 Goal 3 Goal 4 Goal 10	Min. \$3,150,900
2	More Weekday Service	Increase current weekday service hours on select routes – run mid-day, later in the evening.	A, E, F	Goal 1 Goal 2 Goal 3 Goal 4 Goal 10	\$211,700
3	More Weekend Service	Increase current weekend service hours to go later on Saturday and possibly on Sunday.	A, E, F	Goal 1 Goal 2 Goal 3 Goal 4	\$382,000
4	Increase Frequency	Add more frequency to current bus service – less wait time between buses. Includes additional times on the 1X-Salem and 3X-Canby.	A, E, F	Goal 1 Goal 2 Goal 3 Goal 10	\$379,700
5	Enhance Programs	Develop new SMART programs – vanpools, coordinated medical shuttles, and bikeshare.	B, E, F	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5 Goal 9 Goal 10	\$50,000
6	Pursue Alternative Fuels	Convert bus fleet to all alternative fuels – electric and CNG. Includes facility upgrades.	D	Goal 3 Goal 5 Goal 7	\$375,200
7	Eliminate Out-of-town Fares	Charge no fare for bus service going in or out of Wilsonville.	C, F	Goal 1 Goal 2 Goal 4	\$185,000

<sup>2</sup> STIF revenues will be leveraged with federal funds to complete the projects listed above.

## Performance Measures

As a component of the Transit Master Plan, projects identified in the Programs Enhancement Strategy can be combined or work with projects in the TMP. For example, Appendix B of the TMP identifies projects to pursue if additional funding becomes available. Both project lists can be used to access both discretionary and formula pots of funding from the STIF.

Periodically, SMART will track and review projects funded through the STIF. This process will ensure proper adjustment whether it be to continue or enhance a project that is performing well or to reallocate resources to another identified project if one is not meeting the goals previously identified or the performance measures set. Though prioritized, the project list is adaptable and scalable, which allows SMART to maintain its reputation for being nimble.

Many of the programs will begin as one-year pilot projects with the intention of monitoring several factors. Factors for determining a successful project vary by program. Typically, with service-related projects, a key factor is passenger miles traveled which is the measurement of how many miles the bus travels with passengers. In addition, ridership can show how many people are served however, this factor is dependent on several other considerations such as car ownership and gas prices. Short satisfaction surveys can also show how much interest there is for a project and may lead to reasons why a project is or is not succeeding.



Prior to the end of the pilot, SMART will evaluate the effectiveness of each project and submit a formal recommendation as to the future of said project. Successful projects will meet the goals of the House Bill 2017 and OTP, in addition to meeting internal performance measures set for each individual program.

## Future Program Investments

Additional projects that may utilize STIF revenue beyond the timeline of this Strategy are listed below in no particular order. Future projects in the list vary in stage of completeness and will go through public comment in subsequent planning efforts before implementation.

- **Mixed-Use Facility at SMART Central:** A multi-story building located at Wilsonville Transit Center that provides transit information and retail space on the bottom floor and affordable housing on the upper levels. This project could be a partnership with Oregon Metro and Clackamas County.

- **Technology Investments:**
  - Intelligent Transportation System – Purchase automatic passenger counters to collect data required by the Federal Transit Administration. Provide WiFi on board the buses.
  - One call-one click planning program - A Metro regional effort to provide information for older adults and people with a disability to access and transfer seamlessly between transit systems.
  - Real-time bus arrival displays at transit center and popular bus stops.
- **Grow SMART:** A solar project to cover parking, fueling stations, bus wash, and the administration building with solar panels to satisfy 100% of SMART's electric needs for three electric buses.
- **SMART Facility Phase II:** In 2011, Pivot Architects designed a second phase for the SMART facility. Phase II facility will be located on the west side of the current SMART facility and consists of bus parking on the west and east side of a bio swale, automated bus wash, offices on the north with solar panels, and paved one-way lanes for bus traffic flow.
- **Neighborhood Community Connections:** New or added service to existing routes for the areas of Frog Pond, Coffee Creek, and Basalt Creek once fully developed.
- **Bus Coaches:** Procure over-the-road style bus coaches to complement the Route 1X service.
- **Coordinated medical shuttles:** Identified through the 2014 Transit Integration Project, improving current DAR services to run on a coordinated schedule based on trip type.





## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 20, 2022		<b>Subject:</b> Frog Pond East and South Master Plan	
		<b>Staff Member:</b> Daniel Pauly, Planning Manager	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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 type="checkbox"/> Not Applicable	
		<b>Comments:</b> During a June 8 work session Planning Commission recommended a developing a preferred alternative most similar to Alternative C.	
<b>Staff Recommendation:</b> Provide requested input regarding land use and urban design alternatives.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b> N/A			
X Council Goals/Priorities: Expand home ownership	X Adopted Master Plan(s): Frog Pond Area Plan	___ Not Applicable	

### ISSUE BEFORE COUNCIL:

Provide feedback and input on components of the master planning for Frog Pond East and South, specifically regarding land use and urban design alternatives.

## EXECUTIVE SUMMARY:

Following designation of the subject land as an urban reserve in 2010, the City adopted the Frog Pond Area Plan in 2015 to set the stage for additional planning and eventual development to meet identified local housing needs. Besides the urban reserve area, the Frog Pond Area Plan also established a vision for growth for undeveloped land already within the City's Urban Growth Boundary (UGB) now known as Frog Pond West. In 2017, a Master Plan and implementing zoning code was adopted for Frog Pond West. The Master Plan provided the necessary regulatory framework for the residential neighborhood currently under development north of Boeckman Road and west of Stafford Road.

In 2018, Metro expanded the UGB to include the subject land. As part of the Metro Ordinance adopting the UGB expansion, Metro required Wilsonville to complete master planning to make the area development ready, from a regulatory standpoint, by December 2022. Similar to past master planning efforts, such as Villebois and Frog Pond West, this master planning effort will identify the types and locations of the homes, other land uses, parks, open spaces, streets, trails and neighborhood amenities to be built over the next 10-20 years. To support implementation of the plan, the process also identifies water, sewer, stormwater, and transportation infrastructure needs and funding sources.

This will be the Council's fifth work session on the Master Plan. The previous work sessions and their content were as follows:

- *Work Session 1-October 2021:* Focus on overall project scope and the outreach plan.
- *Work Session 2-January 2022:* Initial feedback on the needs and opportunities for affordable housing and housing variety.
- *Work Session 3-March 2022:* Continuation of the topic of housing needs for more detailed feedback and direction, introduction of the neighborhood commercial evaluation.
- *Work Session 4-May 2022:* Further discussion of the neighborhood commercial center and discussion of the recommended design concepts for development of land use and urban design alternatives.

This *Work Session 5* will present three land use and urban design alternatives for Council feedback and direction. The alternatives are based on the design concepts discussed during the May work session as well as feedback received through various outreach efforts over the last couple months. Following input from the Council and integrating additional outreach feedback, a preferred alternative will be presented at the July 18 work session. Any final refinements from the Council on this preferred land use and urban design alternative will then be the basis of infrastructure and public realm planning to occur over the remainder of the summer and into the fall.

### ***Land Use Alternatives***

Below you will find a brief description of each alternative. More description of each alternative and corresponding maps can be found in Attachment 1.

Alternatives will discuss Type 1, Type 2, and Type 3 housing types. For ease of reference, the following describes the housing types:

- Type 1 Housing: Similar to the Villebois Village Center beyond the core around the piazza, this type may include townhouses, condos/apartments, closely spaced detached homes on small lots less than 3,000 square feet.
- Type 2 Housing: Similar to areas of Villebois beyond the Village Center or small lot areas of Frog Pond West, this type may include small to medium detached single-family homes along with duplexes, triplexes, quadplexes, 2-4 unit townhouse buildings, and small (5-9) unit condo/apartment buildings on lots 3,000-5,000 square feet.
- Type 3 Housing: Similar to medium to large lot areas of Frog Pond West and single-family neighborhoods such as Renaissance at Canyon Creek, this type may include medium to large detached single-family homes along with duplexes, triplexes, quadplexes, and 2-4 unit townhouse buildings, cluster housing (multiple detached homes of similar architecture on a lot), and small (5-9) unit condo/apartment buildings on lots 6,000-10,000 square feet.

#### *Alternative A*

Highlights of Alternative A include:

- Collocating the neighborhood commercial and an east neighborhood park at Frog Pond lane with Grange building.
- Organizing housing in a transect from the west (Type 1 and 2 housing types) to the east (transition to Type 2 and 3 housing types). Types generally have their own distinct locations.
- Early estimates are for approximately 1583 dwellings at 12.8 dwelling units per net acre, 48% which would be Type 2, 27% Type 1, and 24% Type 3.

#### *Alternative B*

Highlights of Alternative B include:

- The neighborhood commercial is located along Brisband at Stafford Road with the east neighborhood park a couple blocks away to the east. The Grange is its own destination at its current location.
- Organizing housing around five focal points such as small parks, with Type 2 dwellings generally at the focal points radiating out to Type 3. The focal point at Stafford and Advance has a large area of Type 1 dwellings radiating out prior to the Type 2 and 3. Additional mixing of housing types over Alternative A, but not as much of Alternative C.
- Early estimates are for approximately 1389 dwellings at 11.5 dwelling units per net acre, 37% which would be Type 3, 33% Type 2, and 30% Type 1.

## *Alternative C*

Highlights of Alternative C include:

- The neighborhood commercial is located along Brisband at Stafford Road with the east neighborhood park collocated directly to the east. The Grange is its own destination at its current location.
- Organizing housing around five focal points such as small parks similar to Alternative B, however more Type 1 housing type is introduced with Type 2 housing generally at the focal points radiating out to Type 3. The focal point at Stafford and Advance has a large area of Type 1 housing types radiating out prior to the Type 2 and 3. Additional mixing of housing types over other alternatives.
- Provides most units and greatest mix of housing types. Early estimates are for approximately 1803 dwellings at 14.7 units per net acre, 49% of which would be Type 2, 36% Type 1, and 14% Type 3.

### ***Planning Commission Feedback and Recommendation***

Following a work session on June 8, the Planning Commission recommended developing a preferred alternative closest to Alternative C with additional refinements and considerations. Below are their key recommendations and comments regarding housing mix and location of commercial and a neighborhood park in Frog Pond East.

#### Housing Mix

- All Commissioners supported the additional mix of housing for Frog Pond South (south of Advance Road) in Alternative C.
- Commissioners like the mix of housing in Frog Pond East (north of Advance Road) in Alternative C as well. However, there was not consensus on where to center the beginning of the density transect. Some preferred the central part of the east neighborhood around the neighborhood park and other preferred along Stafford Road. Considerations included having density near the neighborhood commercial versus having smaller residential buildings along Stafford Road frontage to not be as abrupt and better mirror the frontage in Frog Pond West.
- One Commissioner also recommended the areas just south of Kahle Road on the north of Frog Pond East have Type 2 housing focused a bit further south so Type 3 is sure to be on the rural edge.
- A main focus of the Commission's recommendation is that Alternative C best supports the housing affordability concepts from the Equitable Housing Strategic Plan and Affordable Housing Analysis.

## Location of Neighborhood Commercial and East Neighborhood Park.

- The majority of the Planning Commission continues to support the neighborhood commercial as a main street concept at Brisband as shown in Alternatives B and C. This also remains the recommendation of Leland Consulting Group that has done the commercial evaluation.
- The majority also supported the neighborhood park adjacent to or a couple blocks from the Brisband Street commercial location. Additional feedback and public discussion will occur to finalize whether to locate the park immediately adjacent to the commercial as shown in Alternative B or a couple blocks away as shown in Alternative C.
- The Commissioner that supported the Frog Pond Lane location for the commercial center and park took into consideration public comments supporting the location and potential for flexibility in programming the land for civic or park use around the Grange if the commercial does not develop on a similar timeframe as the surrounding residential.

### **Discussion questions:**

1. What questions does the Council have about the presented land use and urban design alternatives?
2. Considering all of the following, the Planning Commission recommended pursuing a preferred alternative closest to Alternative C. See recommendation discussion above.
  - The foundational framework of the Frog Pond Area Plan
  - The Equitable Housing Strategic Plan
  - The Affordable Housing Analysis completed for this Master Planning effort
  - Design concepts discussed in the last work session
  - Public input received to date (see Attachment 2 outreach summary)

Does the Council support this direction? What additional feedback would Council offer as the project team developments a preferred alternative?

### **EXPECTED RESULTS:**

Feedback and direction from the Council to develop a preferred land use and urban design alternative for Frog Pond East and South.

### **TIMELINE:**

This is the fifth in a series of work sessions for the City Council. The next work session is planned for July. Most components of the project must be completed by December 2022.

### **CURRENT YEAR BUDGET IMPACTS:**

The project is funded by a combination of a \$350,000 Metro grant, an \$81,000 Oregon Department of Land Conservation and Development grant, and matching City funds in the form of staff time. The FY 21/22 year end estimate is \$269,000. An additional \$311,000 is budgeted in FY 22/23 to complete the project.

**COMMUNITY INVOLVEMENT PROCESS:**

The project has a community engagement plan which lays out a robust public engagement program that will include meaningful and impactful involvement of people who identify with historically marginalized communities. In addition, City staff continues work with consultants and the Diversity, Equity and Inclusion committee to establish a framework for broad community involvement.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Furthering of the City's Equitable Housing Strategic Plan and Council's goal of affordable home ownership, while creating Wilsonville next great neighborhoods.

**ALTERNATIVES:**

The City Council can support one of the alternatives, as presented, or recommend a combination of elements from the different alternatives.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Frog Pond East and South Land Use and Urban Design Alternatives Memo (dated May 31, 2022)
2. Frog Pond East and South Outreach Summary (draft, dated May 31, 2022)



# DRAFT MASTER PLAN ALTERNATIVES

TO: Planning Commission and City Council

FROM: Project Team

DATE: May 31, 2022, Updated June 8, 2022

## Overview

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The Frog Pond East and South Master Plan builds on the Frog Pond Area Plan, adopted by the City of Wilsonville in 2015. The Vision statement in the Area Plan states:

*The Frog Pond Area in 2035 is a Wilsonville community with attractive and connected neighborhoods. The community's hallmarks are its walkable and active streets, variety of quality homes, and connected trails and open spaces. Frog Pond's excellent schools and parks are focal points of the community. Frog Pond is "just a short bike, walk, or bus trip" from all parts of Wilsonville – a highly valued part of the larger city.*

In addition to the outcomes stated above, the City has directed that the plan place additional emphasis on: (a) providing housing choices for a range of incomes; and (b) focusing on housing form (rather than units per acre) as the guide to community design. These two priorities implement action items in the Equitable Housing Strategic Plan adopted in 2020.

This memorandum describes draft alternatives for the Master Plan. The alternatives intend to reflect: the foundational framework of the Frog Pond Area Plan, the Equitable Housing Strategic Plan, the Affordable Housing Analysis completed for this master-planning effort, design concepts previously discussed with Planning Commission and City Council, and public input received to date. The alternatives will identify choices for further discussion and direction by the Planning Commission and City Council to guide development of a Preferred Alternative. The alternatives are conceptual at this stage of the planning process and include neighborhood destinations (e.g., parks), framework-level streets and paths, options for a Commercial Main Street, optional locations and patterns for a variety of housing types, open space, and subdistricts. Utilities and more detailed community design will be prepared after a preferred alternative is identified.

## Plan Direction Discussed To-Date

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The notes below summarize research memoranda and plan elements discussed by the Planning Commission and City Council.

### Base Mapping

- Based on the buildable land inventory, the 255-acre Master Plan area has approximately 139-acres of unconstrained buildable land
- An arborist report and supplement identified significant trees within the project area



- The project team is compiling information about historic resources within the project area

## Affordable Housing<sup>1</sup>

- Affordable housing strategies likely to have the most impact in Frog Pond are listed below. The attached alternatives implement the first strategy: zoning for all housing types. The other strategies are implementation actions dependent on being enabled by the land use plan and design concepts shown on the alternatives.
  - Zone for all housing types
  - Acquire land for affordable housing
  - Partner with a community land trust
  - Waive, reduce, or defer SDCs for income-restricted affordable units
  - Incentivize smaller and lower-cost middle housing
- Potential affordable housing “targets” for the plan were reviewed with the Planning Commission and City Council. The targets are quantified examples of the types and amounts of housing that could serve lower income populations in Frog Pond East and South, per the guidance of the Equitable Housing Strategic Plan. They are listed below and assumed to be part of Master Plan Alternative C, which has slightly higher overall density to accommodate more affordable housing choices (See the Alternatives section of this memo). Alternatives A and B could also include sufficient land for potential inclusion the housing listed below. Note that the land needs cited below are relatively small: about 5 to 10 acres.

Target # of Develop-ments	Housing Type	Population Served	Approx. Scale and Land Needs
<b>1</b>	Multifamily	HH earning <60% of MFI* (rental)	120-180 units 4-6 acres
<b>1</b>	Cottage cluster, tiny homes, or courtyard housing	HH earning <30% of MFI, low-income seniors, veterans, or people with disabilities (rental)	5-50 units 0.25-2 acres
<b>1-2</b>	Townhomes or cottage cluster	First-time homeowners earning <80% of MFI	10-40 units 1-2 acres

- Regulatory actions for Accessory Dwelling Units to add to the City’s existing regulations:
  - Provide additional flexibility and exemptions to lot coverage and setbacks for ADUs
  - Allow ADUs with townhouses regardless of lot size.

<sup>1</sup> Source: “Frog Pond East and South Affordable Housing Analysis”, January 31, 2022, ECONorthwest (see Wilsonville Planning Commission packet for February 9, 2022)



## Neighborhood Commercial Center<sup>2</sup>

The neighborhood commercial center program listed below was discussed with Planning Commission and City Council during work sessions and shared with the public during outreach.

Plan Element	Commercial Development Program Recommendation
<b>Bldg. Square Feet</b>	Up to 44,000 square feet (or 56,000 square feet if the City can attract a pharmacy or medium sized grocer)
<b>Site Acreage</b>	Up to 4.0 acres (or 5.1 acres if the City can attract a pharmacy or medium sized grocery)
<b>Tenant Mix</b>	Food and beverage, retail, general commercial, professional services/office, healthcare, fitness, daycare, banks, and more. Specific retail tenants may include cafes and restaurants, a specialty food product store, a pharmacy, and other miscellaneous stores like laundromats, salons, hobby/boutique stores, and medical, professional, and financial offices.
<b>Development Type</b>	"Hybrid" Main Street, with buildings on both sides of the planned Brisband Street or Frog Pond Lane extension on the east side of Stafford Road.
<b>Parking</b>	Parking ratios of 4.0 to 5.0 per thousand square feet of gross leasable space.
<b>Location</b>	Main Street retail provides the greatest experience and offers an opportunity for the commercial area to be prosperous over a longer timeframe. Main street retail feels "fresher" for longer than conventional retail centers and would be more accessible to a greater number of people traveling by car, foot, and bike.
<b>Other Recommendations</b>	Plan for higher-density residential, including apartments, townhomes, and live/work spaces, surrounding the commercial center. Most case studies of successful commercial areas are surrounded by higher-density housing.

## Community Design Concepts<sup>3</sup>

The following design concepts were discussed with Planning Commission and City Council during work sessions and shared with the public during outreach. They state the important outcomes and design strategies intended for the Master Plan alternatives. They will be implemented through the Frog Pond East and South Master Plan and by development proposals.

The community design concepts for the Master Plan include:

- Housing Variety Throughout
- Affordable Housing Integration
- A Transect of Densities
- A Neighborhood Commercial Center

<sup>2</sup> Source: "Commercial Area Evaluation", March 28, 2022, Leland Consulting Group (see Wilsonville Planning Commission packet for April 13, 2022)

<sup>3</sup> Source: "Recommended Community Design Concepts", April 1, 2022, MIG|APG (see Wilsonville Planning Commission packet for April 13, 2022)



- Street Connectivity
- Bicycle and Pedestrian Connectivity
- Natural Areas
- Preservation of Important Trees
- Active Parks and Open Space
- Consideration of the BPA Easement Corridor
- The Historic Grange as a Civic Amenity
- Use of Subdistricts

## Community Engagement and Input into the Alternatives

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### Engagement Activities

In April and May, the team hosted multiple opportunities for community members and stakeholders to provide input into the alternatives. Those opportunities included:

- A focus group engaging community members who are immigrants and/or people of color
- A Spanish-speaking focus group
- A focus group of individuals interested in being first time homebuyers
- A community design workshop virtual meeting
- An online survey addressing topics covered in the community design workshop
- Two focus groups of community members representing renter perspectives

Please see the Public Engagement Summary memorandum for feedback received from the participants.

## Alternatives

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### Overview

Three alternatives have been prepared to evaluate options for land use, street and trail connectivity, neighborhood destinations, and open space.

### Common Attributes of the Alternatives

The three alternative share the following attributes in common:

- The Frog Pond Grange as a community destination and civic amenity
- A 2–4-acre neighborhood commercial center to be designed as a walkable Main Street or similar neighborhood destination
- A variety of housing (Types 1, 2 and 3, see below) in each neighborhood arranged in a transect of Type 1 and/or 2 at centers or focal points fanning out to Type 3 at edges.
- Each of the alternatives could potentially accommodate the affordable housing targets described above (Alternative C has slightly higher density than Alternatives A and B; it is assumed to include the targets and more affordable choices overall)
- A neighborhood park in the East Neighborhood
- A connected street pattern, with new streets and extensions of Frog Pond Lane, Brisband Street, 63<sup>rd</sup> Avenue and 60<sup>th</sup> Avenue



- Trails connecting important community and neighborhood destinations
- Walkable subdistricts in each neighborhood with a variety of housing choices within each
- Small neighborhood destinations within each subarea, such as small open spaces, community gardens, or other public amenities.

## Housing Forms or Types

Three housing forms or types are used for the purpose of the preliminary alternatives. The three types are broad categories, and each includes multiple kinds of housing with overlap between the types. The focus of this typology is the bulk and spacing of buildings. For example, a similarly sized detached home may exist in any of the typologies, but for Type 1 it would tend to be taller and closer to adjoining homes, and Type 3 shorter and further apart from adjacent homes.



### Type 1 Housing Form

Type 1 is 2-3 stories tall with 75 to 200 foot wide building façades. Smaller buildings are closely spaced.

Townhouses, closely spaced detached homes, condo/apartment buildings are included.

The look and feel is similar to the Villebois Village Center beyond the immediate buildings around the piazza, including: a variety of taller closely-spaced detached homes, 3-6 unit townhouse buildings, condo buildings, and apartment buildings.



### **Type 2 Housing Form**

Type 2 is primarily 2 stories, with 3 stories allowed. Building facades are approximately 25 to 75 feet. Building separation is approximately 8-10 feet and lot area per building will likely be 3,000-5,000 square feet.

Many small to medium single-family detached homes plus duplexes, triplexes, quadplexes and small townhouse buildings are included.

The look and feel is similar to the southwest portion of Frog Pond West near Boeckman Creek with smaller homes and single-family areas of Villebois – there is primarily two-story single-family homes with fairly close spacing with some duplexes and townhouses mixed in. However, the prevalence of duplexes and townhouses is likely to be greater in Frog Pond East and South.



### **Type 3 Housing Form**

Type 3 is primarily 1-2 stories, with 3 stories allowed. Building facades are approximately 45-100 feet. Building separation is 10 or more feet. Lot area per building is likely 6,000-10,000 square feet.

Medium to large single-family detached homes plus duplexes, triplexes, quadplexes, small townhouse buildings, etc. are included.

The look and feel is similar to large lot areas of Frog Pond West and single-family detached subdivisions in Wilsonville with medium to large lots such as Renaissance at Canyon Creek, Wilsonville Meadows, and Morey's Landing. However, these areas in Frog Pond East and South would have more housing variety, with each housing type built in a style consistent with larger detached homes.



## Descriptions of the Alternatives

### Alternative A

Alternative A is organized around three major neighborhood destinations:

1. The Frog Pond Grange, a Commercial Main Street (along the extended Frog Pond Lane) and a future Neighborhood Park – all collocated to create a primary neighborhood destination. In this concept, the Grange building would be relocated northeast of its current location, with an opportunity to connect to the BPA easement open space and future trail.
2. The future Community Park
3. Meridian Creek Middle School

The framework of walkable and bikeable streets and paths/trails provide direct connections between these destinations and connect to the smaller neighborhood destinations. In this concept, the Frog Pond Lane to 60<sup>th</sup> Avenue connection parallels the BPA easement with room for development along the edge of the easement and public connections and view corridors through to the easement from the street.

Housing is organized in a transect from denser look and feel to less dense look and feel from the west (Type 1 and 2 housing form) to the east (transition to Type 2 and 3 housing form).

### Alternative B

Alternative B is organized around five neighborhood destinations:

1. The Frog Pond Grange
2. A Commercial Main Street along the extension of Brisband Street
3. A future Neighborhood Park located approximately one block east of the Commercial Main Street, creating opportunities to gather and stroll or roll between the Main Street and the park
4. The Future Community Park
5. Meridian Creek Middle School

The framework of streets and paths/trails provide direct connections between these destinations and connect to the smaller neighborhood destinations. In this concept, the Frog Pond Lane to 60<sup>th</sup> Avenue connection is shown as an arching, curved street.

Housing is organized to place Type 1 housing form on the north side of Advance Road and along Stafford Road, proximate to and between all five destinations. Type 2 housing form transitions to the east and northeast from the Type 1 around the Advance/Stafford intersection. Small areas of Type 2 housing form are clustered in each of the other subdistricts, focused on framework streets and intersections.

### Alternative C

Alternative C is organized around the same five neighborhood destinations as Alternative B:

1. The Frog Pond Grange
2. A Commercial Main Street along the extension of Brisband Street



3. A future Neighborhood Park located just at the end the Commercial Main Street, creating opportunities for the main street area to activate the park as a central gathering space
4. The Future Community Park
5. Meridian Creek Middle School

The framework of streets and paths/trails provide direct connections between these destinations and connect to the smaller neighborhood destinations. In this concept, the Frog Pond Lane to 60<sup>th</sup> Avenue connection parallels the BPA easement.

Housing is organized to create five focal points where Type 1 housing form is at the center, with the largest center arranged around the neighborhood park and nearby the commercial area. Type 2 and 3 housing form radiates out from each focal point.

This alternative provides the most overall housing of the alternatives, including the most Type 1 housing, providing the greatest opportunity for the City to meet the “affordable housing targets” program noted above.

### **Draft Housing Capacity Estimates**

These are rough estimates of the dwelling unit capacity, density, and breakdown by typology in each alternative. These estimates follow from the alternative land use maps and are based on a general assumption of 25 units/net acre in Type 1, 15 units/net acre in Type 2, and 7 units/net acre in Type 3.

#### **Alternative A:**

1583 dwellings, 12.8 du/net acre

27% Type 1, 48% Type 2, 24% Type 3

#### **Alternative B:**

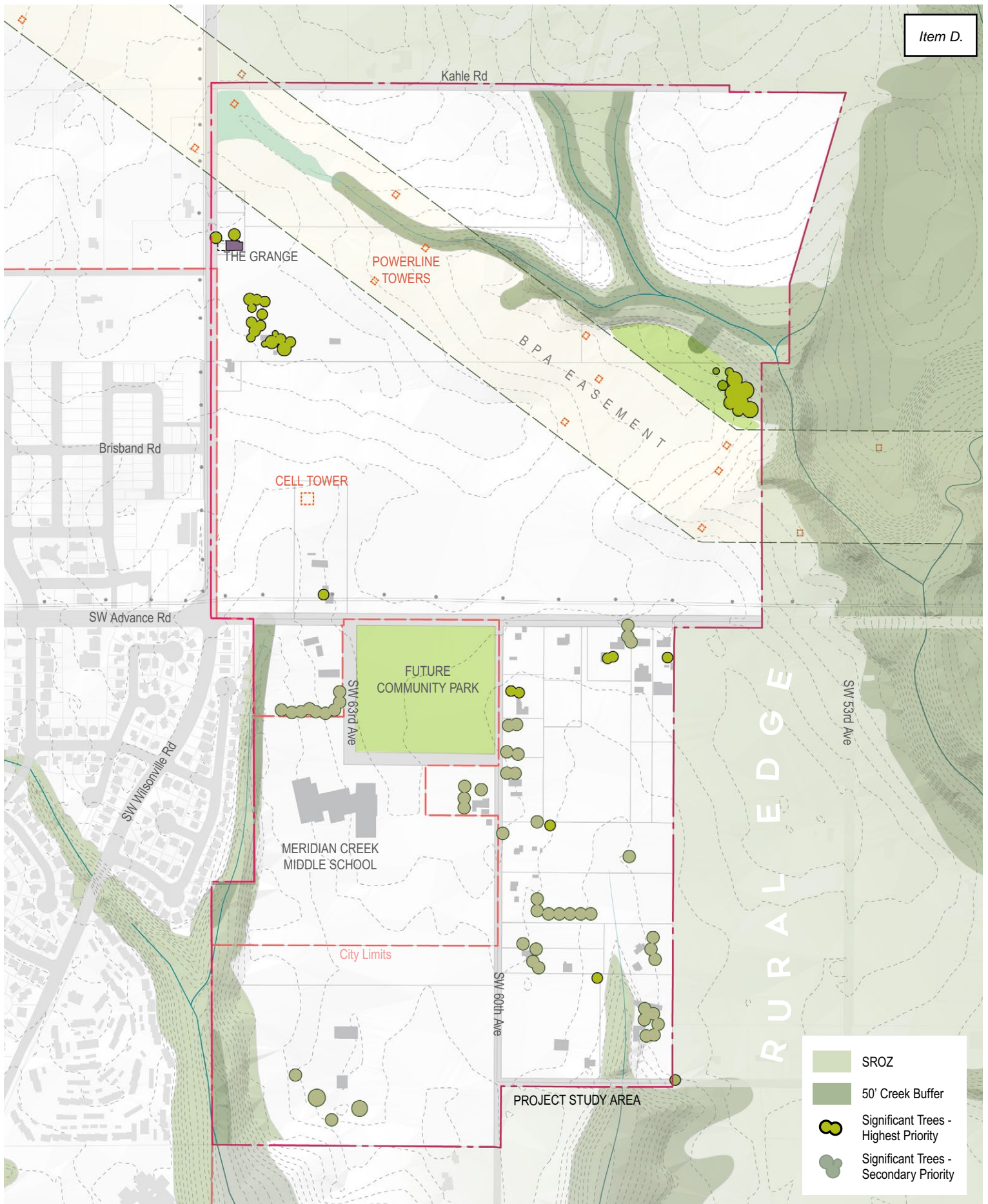
1389 dwellings, 11.5 du/net acre

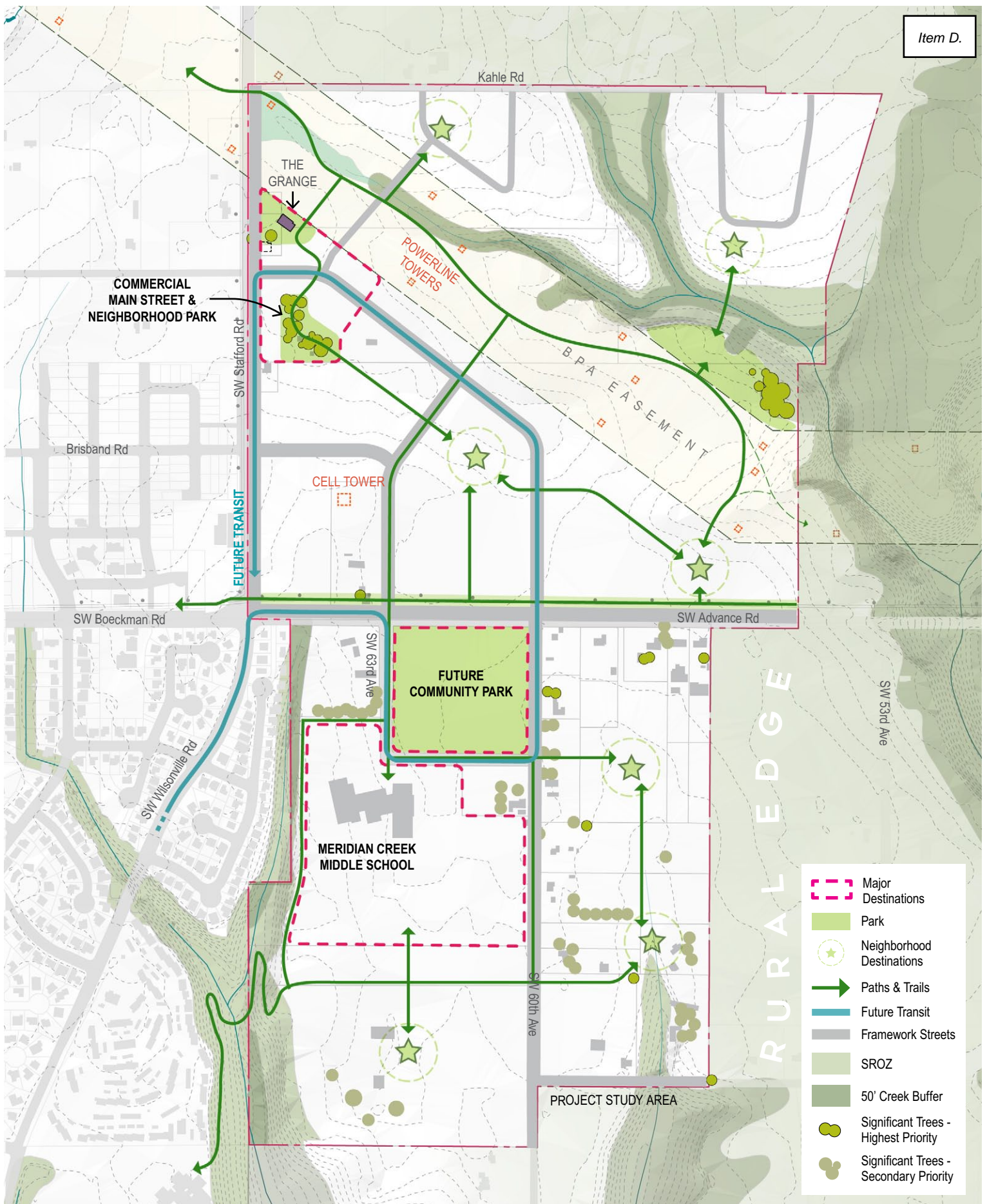
30% Type 1, 33% Type 2, 37% Type 3

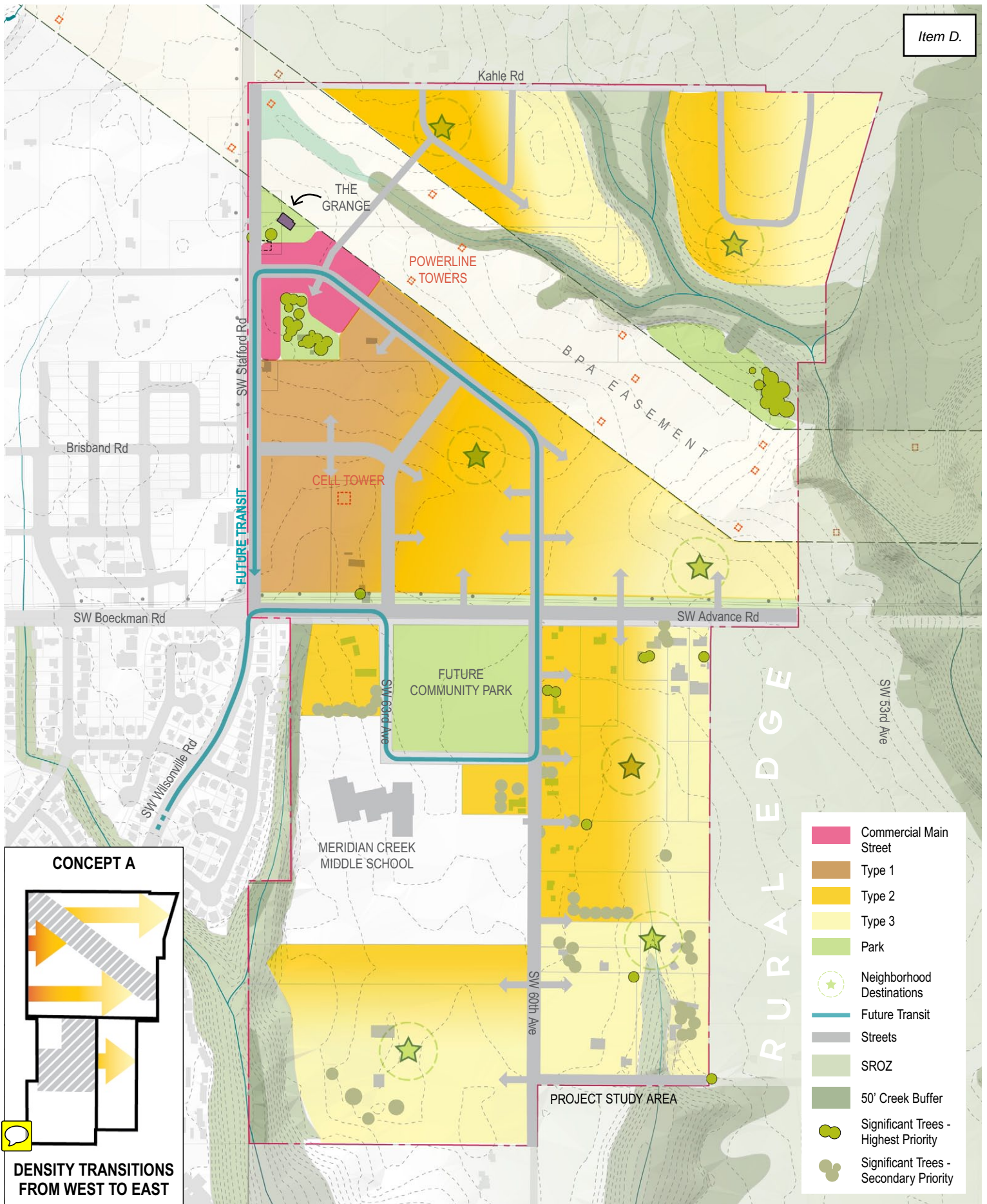
#### **Alternative C:**

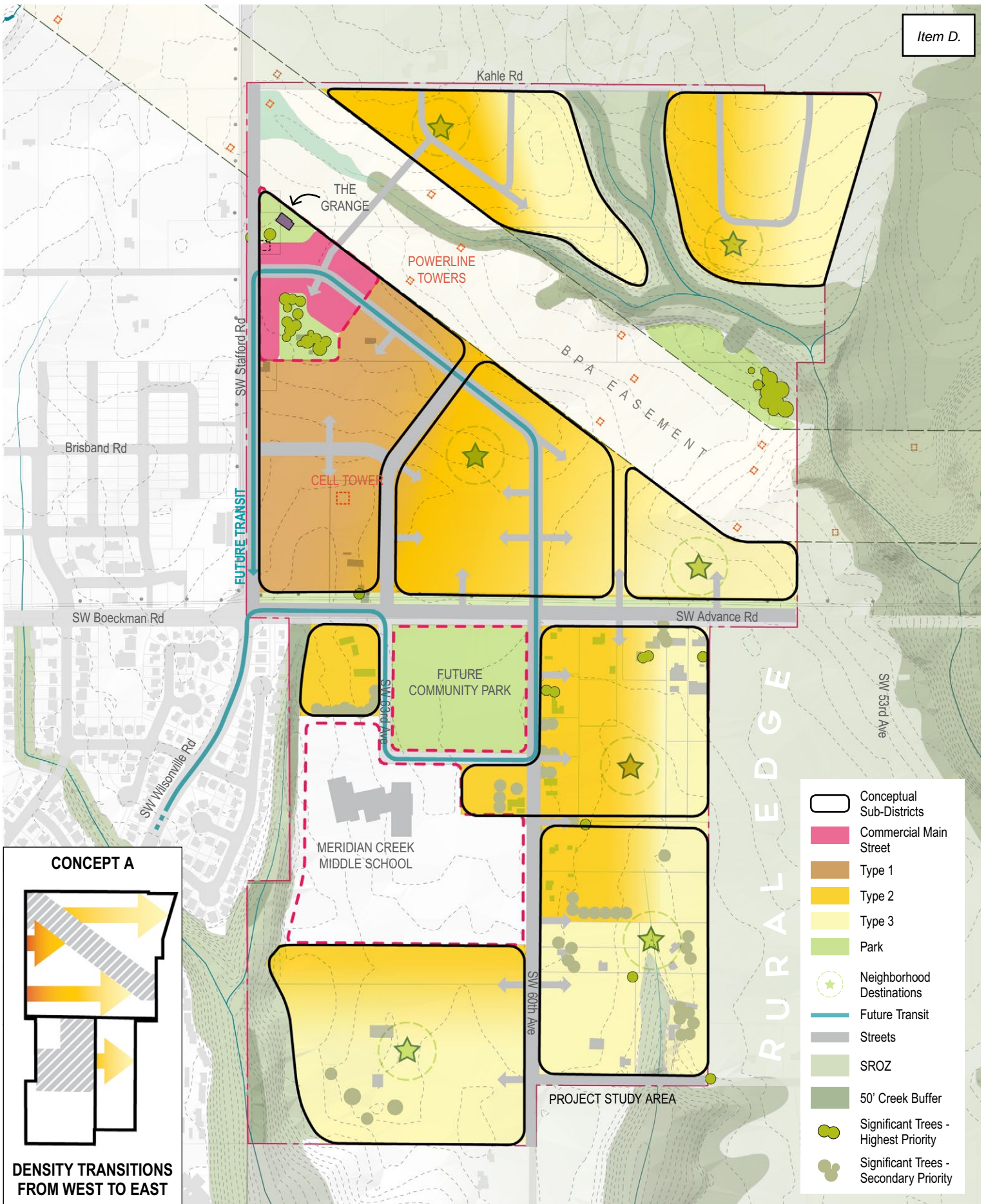
1803 dwellings, 14.7 du/net acre

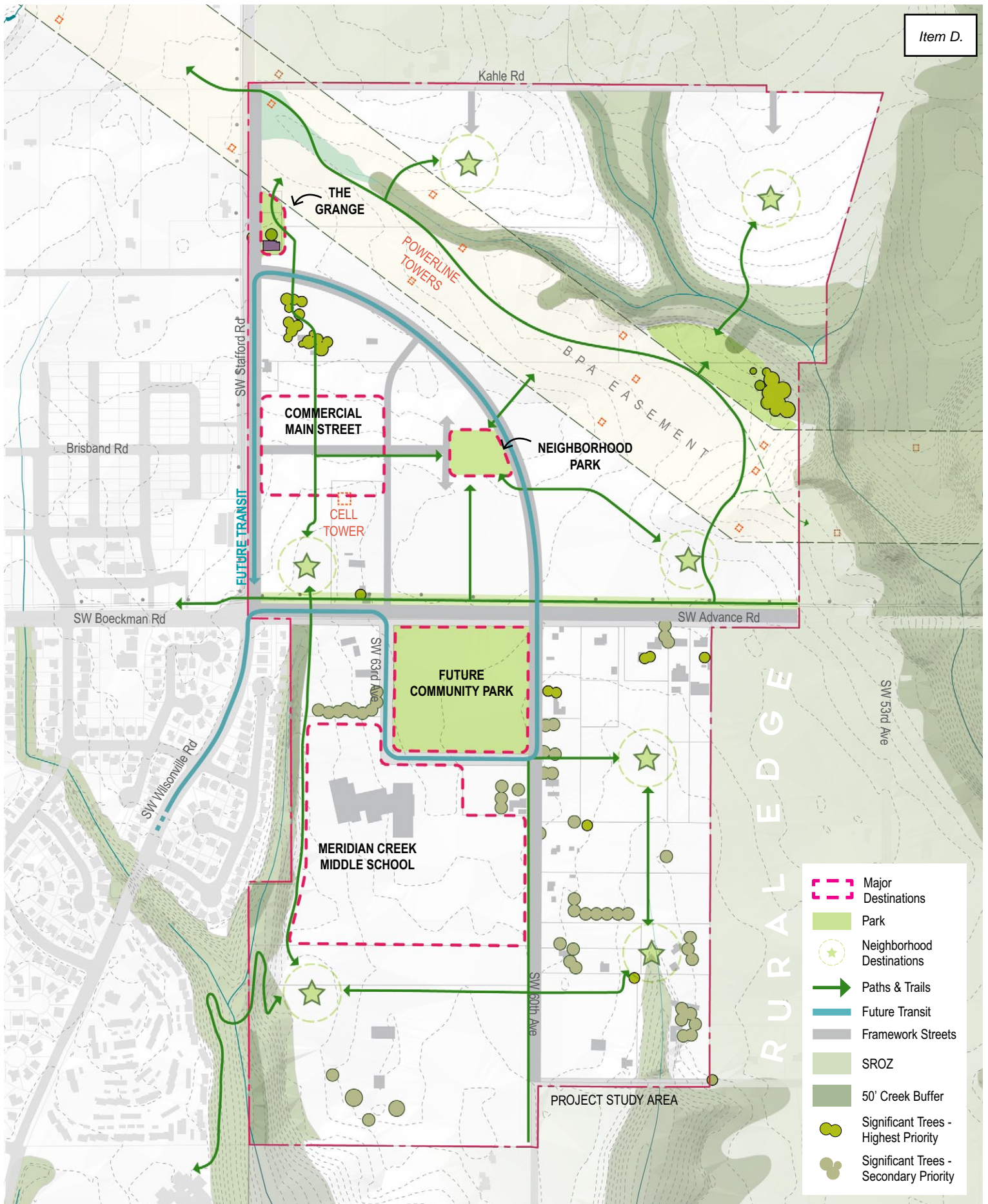
36% Type 1, 49% Type 2, 14% Type 3

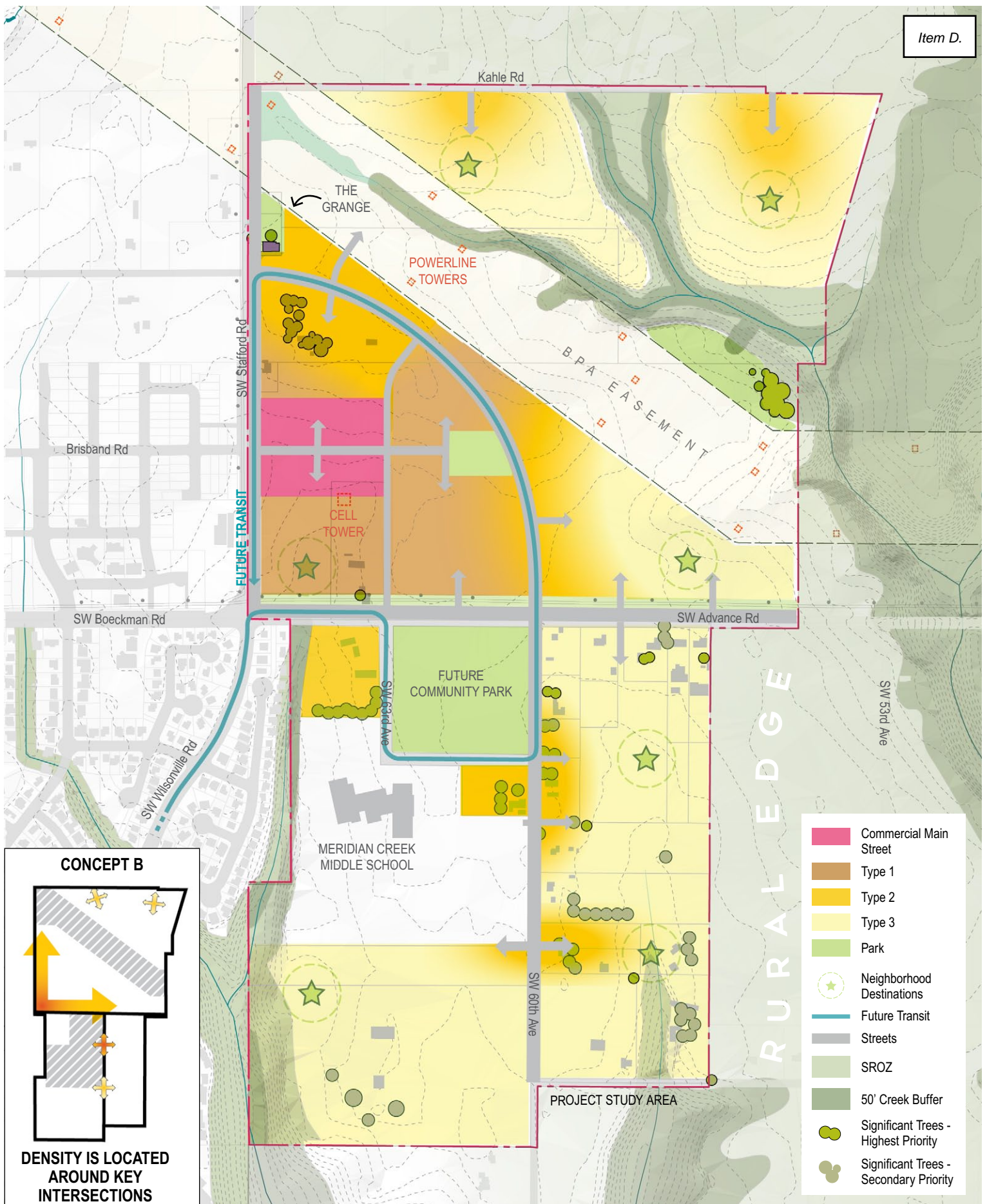


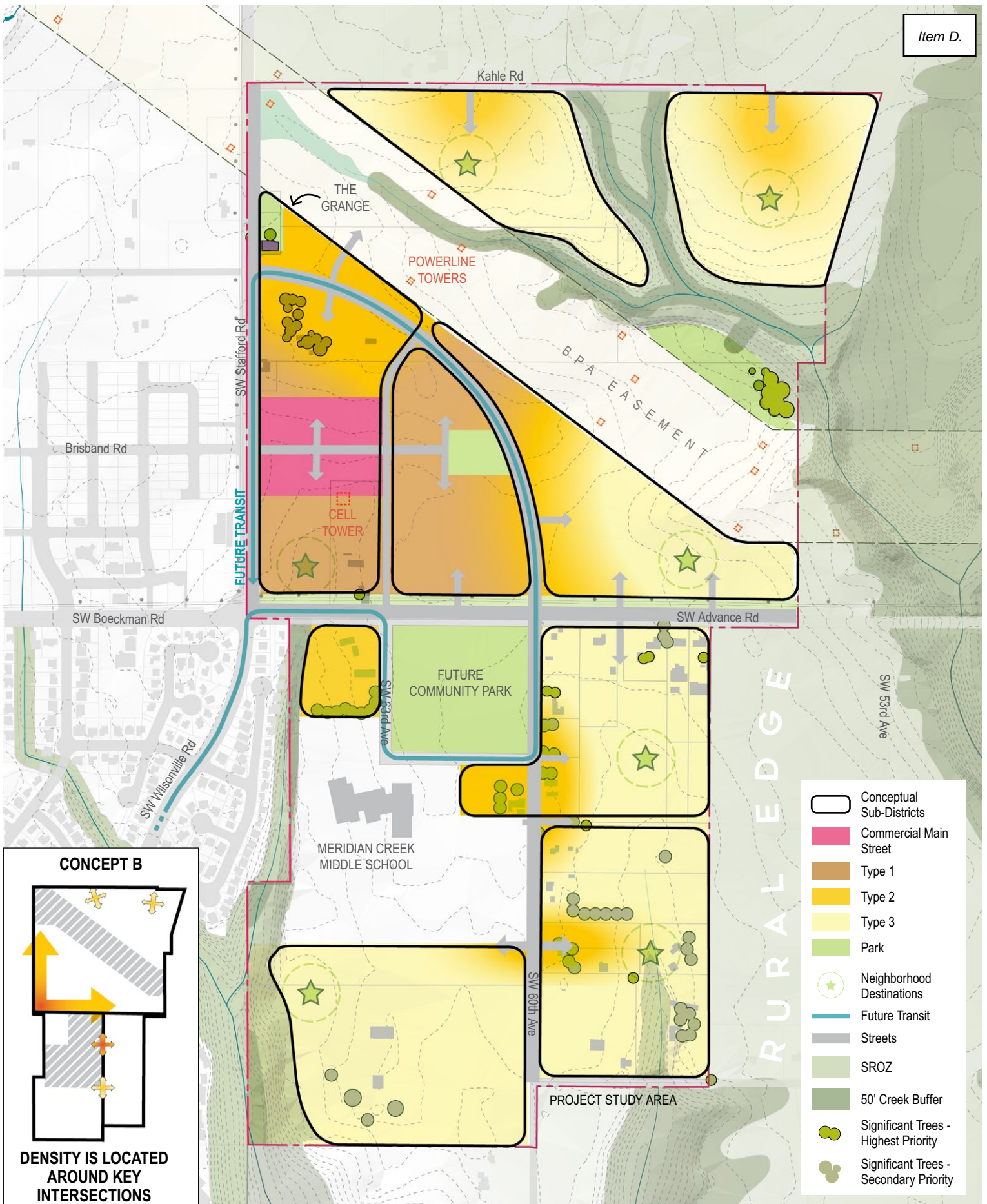


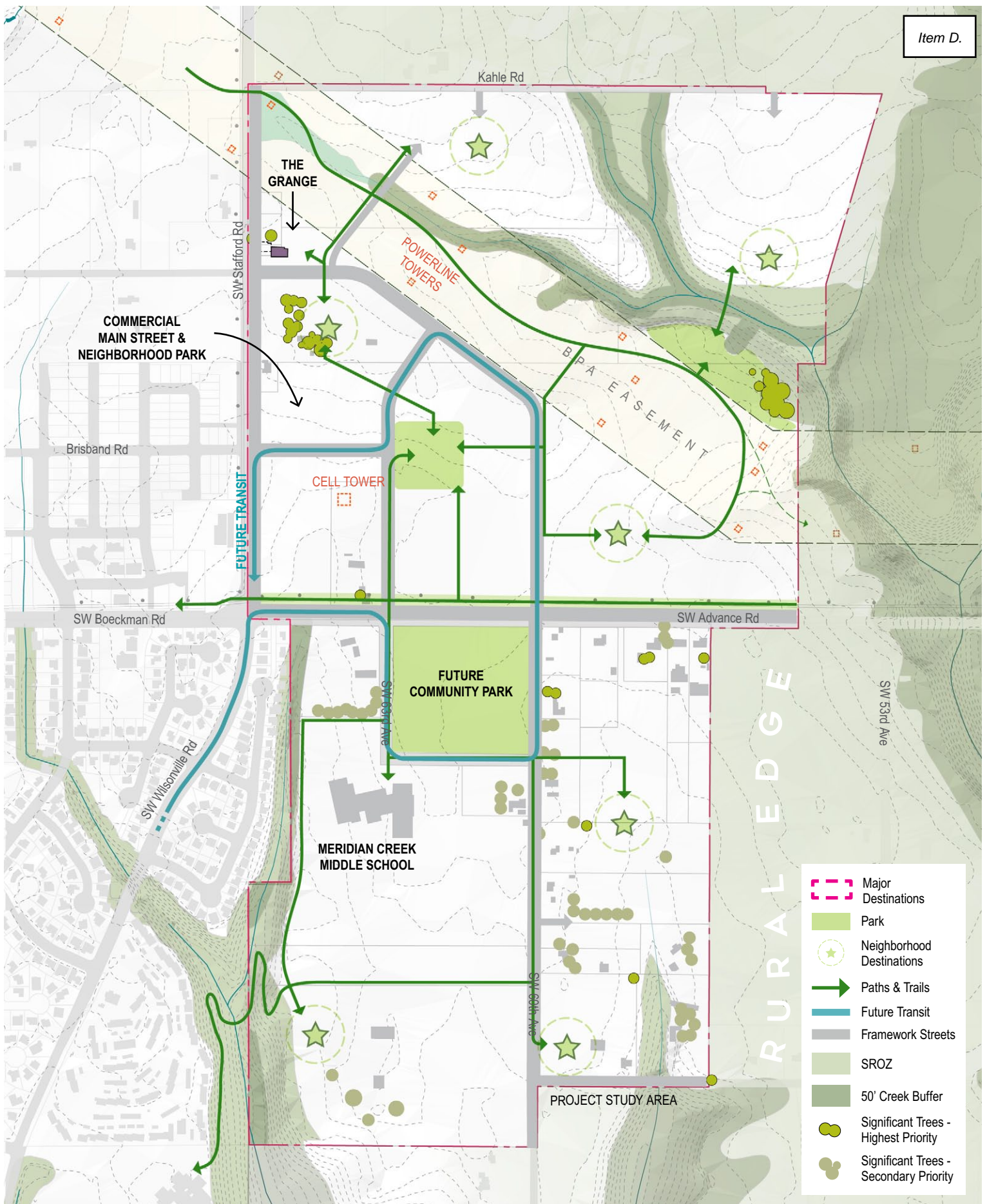


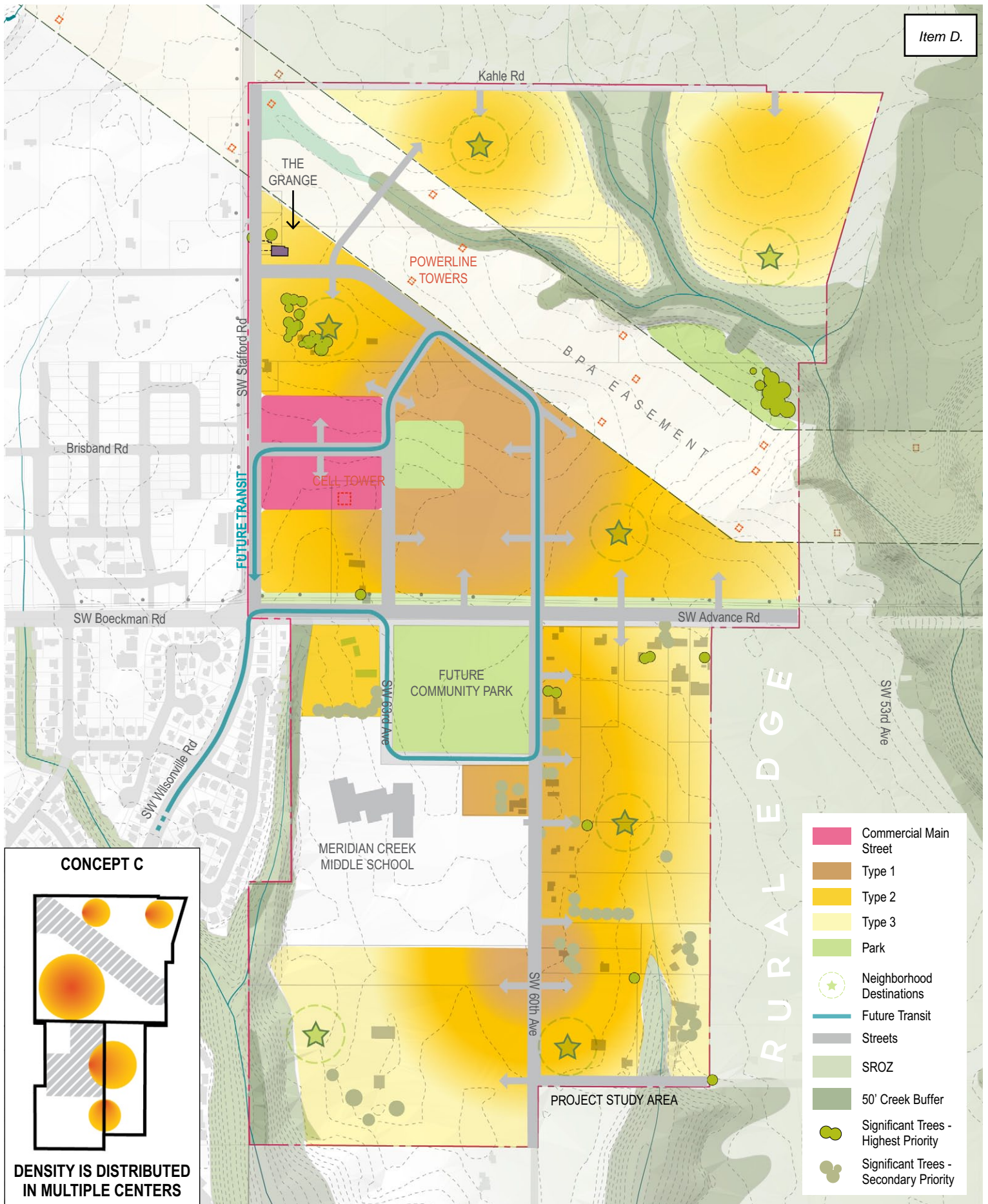


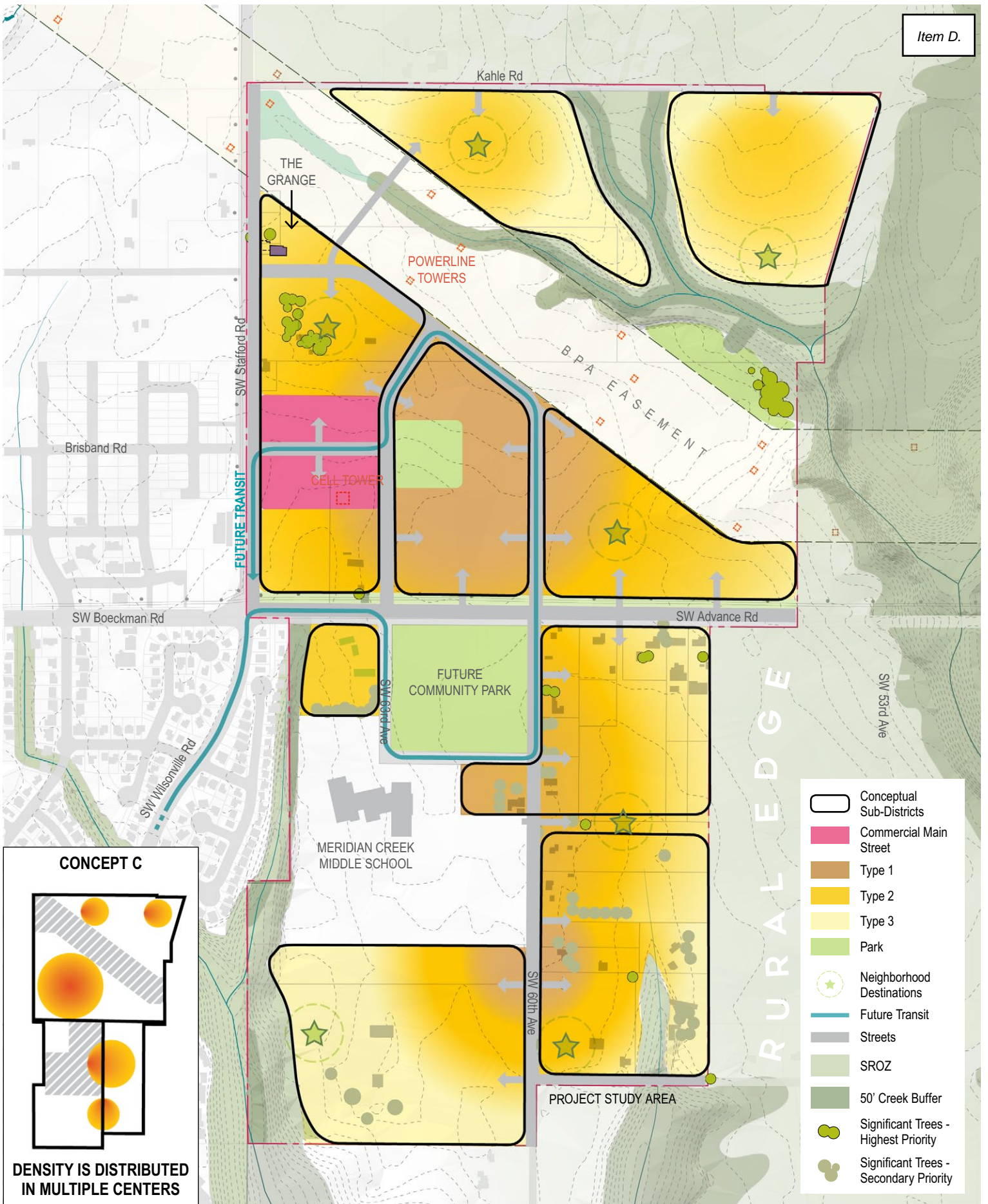














# DRAFT ENGAGEMENT SUMMARY: APRIL-MAY 2022

## Introduction

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This document is a summary of community engagement activities conducted between April 30 and June 1, 2022, for the Frog Pond East and South Master Plan. The project and engagement was focused on issues and ideas to inform the development of the plan alternatives. Key themes from each engagement meeting or activity are summarized below. The draft summaries and overviews below intend to make the information available as Planning and Commission and City Council consider land use and urban design alternatives. Engagement is ongoing and this summary will be updated in the future. Future updates will also include additional explanation of how the various engagement activities are impacting decisions.

## Meetings and Activities

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Meetings and engagement activities are summarized below. In addition, City staff had (and continues to have) on-going informational and coordination meetings with individual property owners, community members and developers.

- Community Focus Group #1 (April 30, 2022)
- Affordable Housing Focus Group #1 (May 11, 2022)
- Community Design Workshop (May 12, 2022)
- Affordable Housing Focus Group #2 (May 13, 2022)
- Community Focus Group #2 (May 14, 2022)
- Online survey on Let's Talk Wilsonville! (May 12 – May 30, 2022)

Project information and meeting notices were provided through a variety of ways including: *Let's Talk Wilsonville!*, the Boones Ferry Messenger; the project Interested Parties email list; and social media postings.



## Meeting Summary – Community Focus Group #1

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**When:** April 30, 2022; 3:30 – 5:30 p.m.

**Where:** Zoom

**Participants:**

*Project team:* Dan Pauly, Georgia McAlister (City of Wilsonville); Joe Dills (MIG | APG); Mariana Valenzuela (Centro Cultural)

*Attendees:* 18 community members pre-registered through recruitment via Zoom. However, only 4 participants were confirmed as legitimate participants.

**Meeting purpose:** To share information, and receive feedback, regarding the Frog Pond East and South Master Plan project. The feedback will inform project alternatives. This focus group was intended to broaden the engagement to include community members who do not typically participate in planning processes and are part of underrepresented communities.

### Welcome and project overview

Mariana welcomed participants and Zoom start-up was finalized for all participants.

Dan welcomed the group on behalf of the City. Dan described: Frog Pond location, focus group agenda-overview-relevance, why planning is occurring, planning to date and vision. Joe presented slides addressing working ideas for: affordable housing, a range/typology of housing choices, a neighborhood center, community gathering places, connections, and the BPA power line corridor.

### Breakout groups

The participants then broke into groups for discussion of the issues described in the overview. The questions and summary of feedback is below.

*Neighborhood Center: What do you think of the idea to locate a “Main Street” commercial area along SW Brisband Street at SW Stafford Road? What would make it somewhere you and your family would go?*

- Coffee or “refreshment spot”
- Cinema
- Positive attractions, things that are fun
- Places to exercise
- Spa
- Restaurants
- Security is important

*Housing Choices: For the range of housing choices that was presented – which ones should go where?*

- Range of homes on the larger parcels
- Type 1 near the grange
- Type 1 near the Community Park



- Type 1 away from the Community Park – in a location where there is less noise and activity
- Housing away from traffic
- Type 2 in a quiet location
- Mix of home throughout
- Overall general preference for Type 2

*Community Gathering Places: What are the potential uses for the Grange? What ideas do you have for the East Neighborhood Park? What other community gathering places should there be?*

- Grange: history, library, small museum, environmental education, community center for occasions, place to vote,
- Park: a fun place, kiddies corner, visibility, drinking fountains, outdoor gym

*Connecting Destinations – Regarding the design concept map that shows connections: Do these make sense to you? Are there other important destinations to connect? Where should trails be located?*

- Trails: the red lines make sense, connect to Brisband Street

BPA Power Line Corridor: What would you like to see in this area?

- Sports courts, parking, trails, concern about safety, could be dangerous

*Other comments/questions of interest:*

- Is there security (e.g. a police station) nearby?
- Where is the closest healthcare?
- There should be access to food and personal needs. A small grocery would be good.

## Reports, Next Steps and Adjourn

The participants reconvened and provided highlights from the discussions. Dan thanked everyone for the participation, described next steps, and adjourned the meeting.

## Meeting Summary – Affordable Housing Focus Groups #1&2 With Renters

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**When:** May 11th, 2022; 5:30-7 p.m. and May 13th, 2022; 12-1:30 p.m.

**Where:** Zoom

**Participants:**

*Project team:* Georgia McAlister (City of Wilsonville); Becky Hewitt (ECONorthwest); Virginia Wiltshire-Gordon (ECONorthwest)

*Attendees:* 11 renters living in Wilsonville (8 on May 11<sup>th</sup> and 3 on May 13<sup>th</sup> who pre-registered through recruitment via social media and posted flyers)

**Meeting purpose:** Seek the perspectives of renters about their preferences for housing.



## Welcome and project overview

Georgia welcomed participants and Zoom start-up was finalized for all participants. She welcomed the group on behalf of the City and described the Frog Pond location, focus group relevance, and why planning is occurring. Becky gave an introduction to the focus group agenda.

## Breakout Groups - Questions

Discussed the following questions:

### Current housing

- What do you like about where you live now? What don't you like?
- What were the most important factors in deciding to live there?

- Future neighborhood

- Is anyone thinking about moving in the next few years? If so, would you be interested in living in a new neighborhood in Wilsonville at the edge of town?
- What would factor into your decision about whether that was a good place to live?
  - Prompt about both the unit itself and the neighborhood / surrounding amenities / location, ask about access to transit

### Housing types

- What type or style of housing would be most appealing to you?
- Show different housing types and ask what they would think. If your ideal situation is unaffordable, what kind of housing would you be open to?

- Buying

- If not already covered, ask whether they are hoping to buy a home in the next few years or continue renting
- What challenges are you facing in buying a home?

- Anything else you want to share?

Breakout rooms closed when all questions had been discussed.

## Comments and Key Themes from Participants

### Wilsonville Community

- Positive experiences:

- Many participants love Wilsonville and love living in Wilsonville
- Family: living close to aging parents, living within driving distance to family, living with family
- Safety: participants expressed appreciating the safety they felt personally, for their property and for their children
- Access to work: living close to work, easy drive as a commute
- Character of neighborhoods: architecture, access to nature and open space, layout of the city



- Amenities: convenient to get around town, bike paths, access to shopping center, access to the highway, activities and play areas for children
  - Schools
- Challenges
  - Displaced multiple times due to landlords wanting to sell, more applicable in units with smaller scale owners
  - Rent increases pricing people out
  - Participants recognized the need to build more units and the reality of a region-wide housing shortage
  - Transit is not well connected to other parts of the metro region
  - High levels of growth, people moving into the community and increasing demand. Some of those moving to the area have higher incomes or more access to resources.

### Future Neighborhoods

- Everywhere in Wilsonville is nice
- Make sure traffic is addressed, public transportation within town was not as much of a priority at present but becomes more relevant as people age

### Future Housing Types

- Middle income 55+ community: desire for communities reserved for older and retirement age people. Interest in amenities that would create recreation opportunities for people to gather.
- Housing appropriate for aging in place: single story, some interest in master on ground floor, smaller size units (less than 1,200 sqft)
- Detached housing: general preference for housing that doesn't share walls, some preference for detached with a shared yard relative to attached housing with a small individual yard
- Design: Interest in duets or duplexes that may not be as obvious, such as different door orientations for each unit and interest in units that have an individual feel. Interest in variety of styles and more individuality still with a consistent character. Some interest in ADU, preference for detached style.
- Unit amenities: Yard and privacy, parking, balconies, high ceilings
- Apartments/Condos: less interest, less attractive. Concerned about privacy, fees, space for younger children

### Future Home Ownership

- Many expressed interest in owning a home in Wilsonville. Some people felt they were not yet at the stage of life to own a home.
- Prices were the key limiting factor. Some expressed willingness to compromise on features they wanted in order to afford a home in this location but some would prefer to continue renting unless or until the right home they could afford became available. For some, owning is price prohibitive in Wilsonville regardless.
- Concerns about HOA fees though some expressed appreciating the benefits they provide



## Meeting Summary – Community Design Workshop

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**When:** Thursday, May 12, 6-8 p.m.

**Where:** Zoom virtual meeting

**Participants:**

*Project team:* Miranda Bateschell, Georgia McAlister, Cindy Luxhoj, Joe Dills, Andrew Parish, Saumya Kini, Betty Lou Poston, Ken Pirie, Ryan Mottau, Mariana Valenzuela

*Attendees:* 10 participants

**Meeting purpose:**

- Share project information
- Obtain feedback to be used in preparing master plan alternatives

### Welcome and Meeting Overview

Georgia convened the workshop, welcomed the group, and explained Zoom features

### Project and Workshop overview

Georgia gave a short presentation, covering: why this project, why now; where is Frog Pond; 2015 vision and some new priorities; what will happen in the breakout groups; what we will do with your input

### Breakout Groups

The attendees were divided into two discussion groups. After introductions, each group discussed:

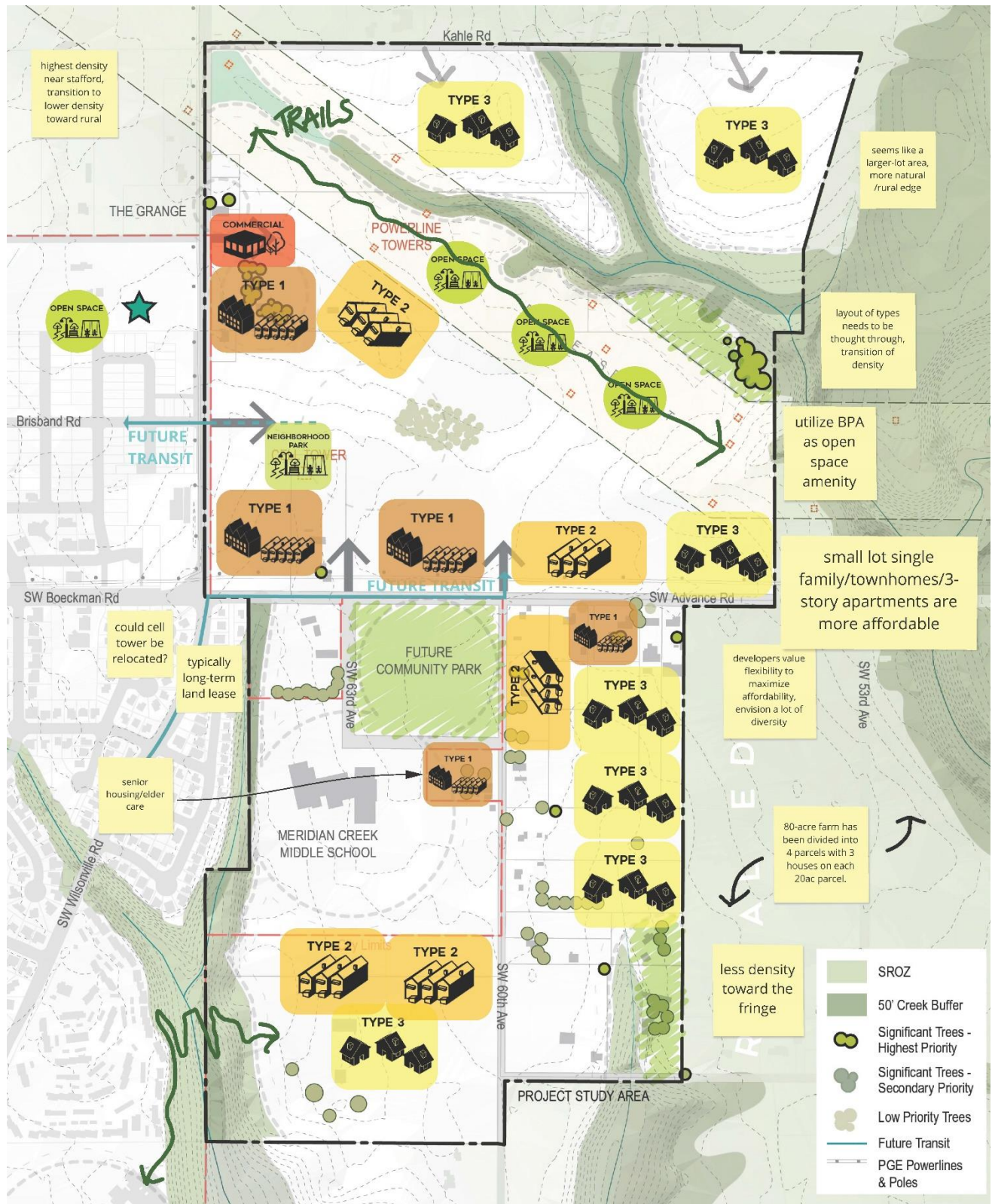
1. Location and context – Where at the destinations for community gathering in southeast Wilsonville?
2. Connections – Based on a conceptual map of how to connect local destinations, the groups discussed ideas about places to connect and added ideas for additional connections.
3. Neighborhood commercial center – Following background information about a market study and discussions with the Planning Commission, the groups addressed:
  - a. What do you think of the idea to locate a “Main Street” commercial area at SW Brisband Street at SW Stafford Road?
  - b. What would make it somewhere you and your family would go?
  - c. For our work today, can we proceed with Brisband Main Street as the location for our discussions? (One group supported and moved forward with the Brisband Street location. The other group placed their commercial “chip” on the Frog Pond Lane location)
4. Housing types – Background information was provided regarding the City’s focus on providing a range of housing types. Housing Types 1, 2, and 3 were explained, along with principles for their placement on the maps. The groups then proceeded to place housing chips on their maps. See below

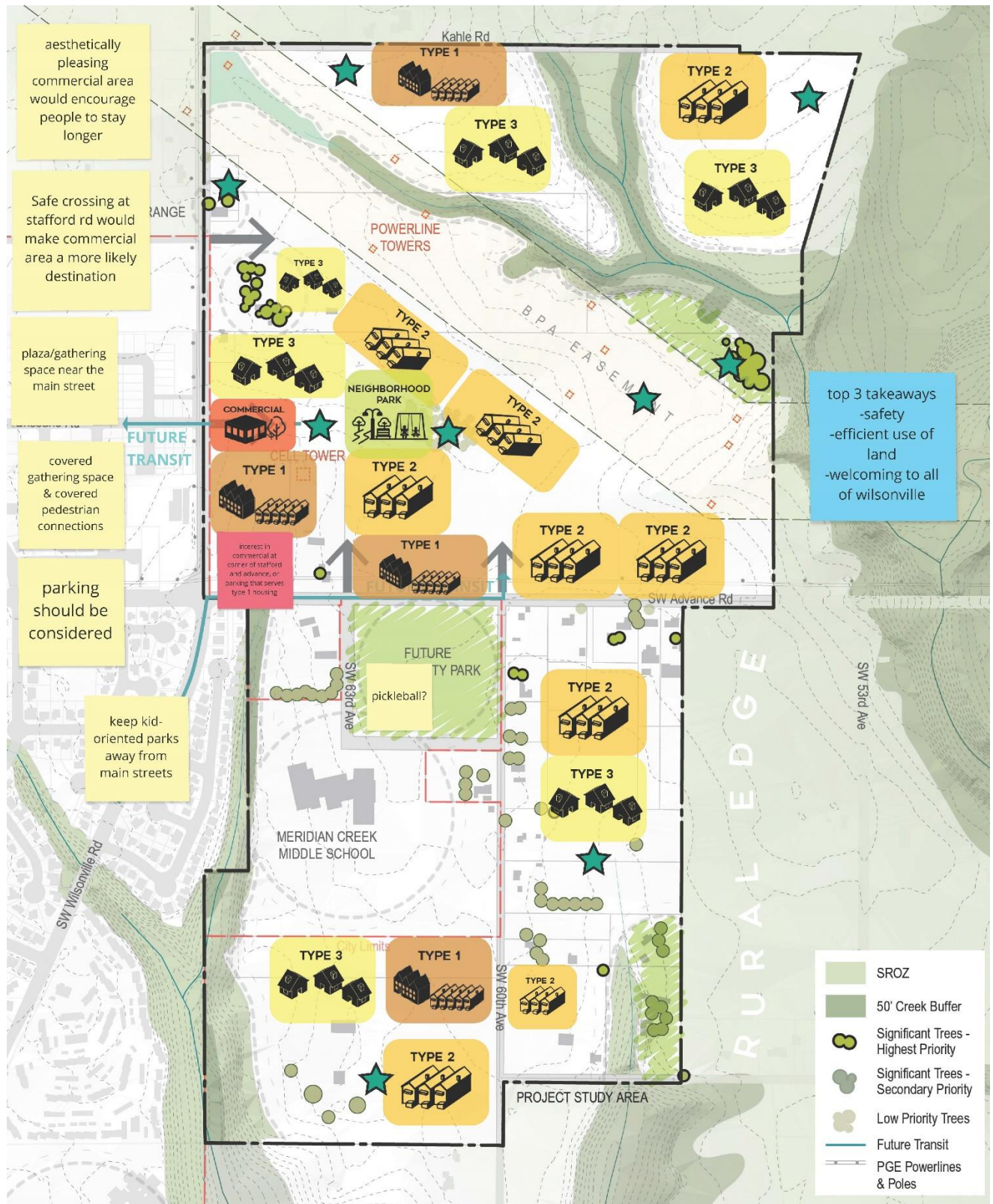


5. Parks and neighborhood destinations – The groups then placed chips for the East Neighborhood Park and small neighborhood destinations distributed around the map.

## Breakout Group Feedback

Comments and ideas from workshop participants were recorded on maps – see below.





Report backs



Attendees returned from their groups and summarized highlights from their discussions:

Group 1:

- Type 1 housing should be focused towards the center with Type 3 towards the edge
- Make efficient use of the Frog Pond land supply including the BPA corridor and potential commercial area
- The neighborhood should include opportunities for affordable home ownership

Group 2:

- Pedestrian routes and should provide for safe walking and connectivity
- Make efficient use of the Frog Pond land supply
- Make these neighborhoods welcoming places

At 8:00 p.m., Georgia thanked everyone and the meeting was adjourned.

## Community Focus Group 2

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### Overview

This event was delivered in English and Spanish using consecutive interpretation services to serve members of the Latinx Community in the area. Georgia presented the Frog Pond East & West Master Plan in the following sequence:

1. Description of the Frog Pond area
2. Goals of the development for the City of Wilsonville
3. Objective of focus group
4. Project update
5. Vision of Frog Pond – It is important to mention that this vision was built on feedback received during focus group events related to HB 2001 which took place last year.
6. Description and potential location of three home types
7. “Main Street” at Frog Pond-location and potential use
8. Community gathering places
9. Options to connect the neighborhood destinations
10. What to do at the BPA Corridor?
11. Group discussion
12. Next steps-Stay connected

There were seven participants who provided valuable input regarding the potential features and components of the future Frog Pond Neighborhood.

Most of the participants had already heard about Frog Pond since they had attended earlier community engagement events organized by the City of Wilsonville to provide information and gather feedback on HB 2001. They were very excited to have the opportunity to return and continue to be part of the urban planning process.



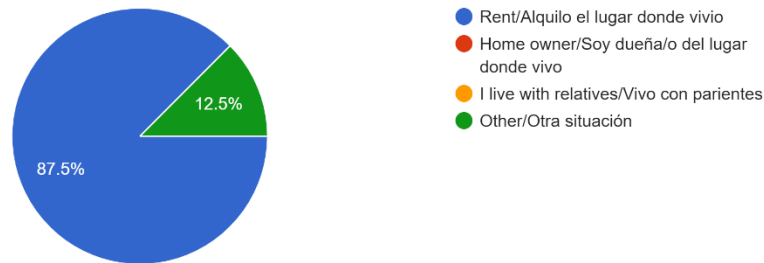
## Pre-Meeting Survey

Participants completed a survey prior to the focus group event. These are the findings from that survey:

### 1. Living situation

¿Cuál de las siguientes opciones describe mejor su situación de vivienda?

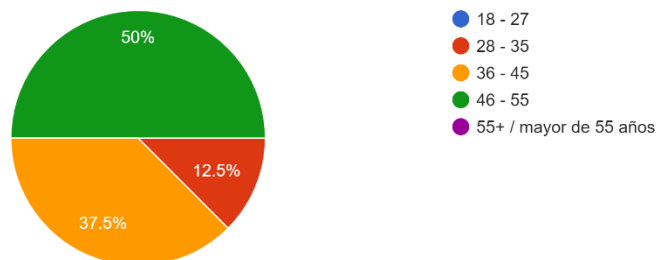
8 responses



### 2. Age group

¿Qué edad tiene usted?

8 responses

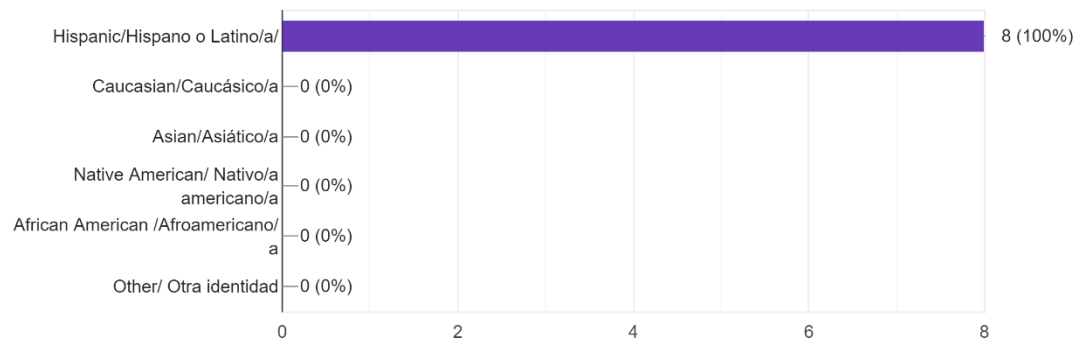


### 3. Ethnicity



¿Dónde ubica usted su raza o identidad étnica? (marque todas las respuestas relevantes)

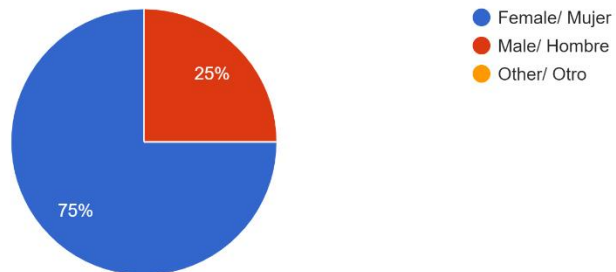
8 responses



#### 4. Gender

¿Con cuál género se identifica usted?

8 responses

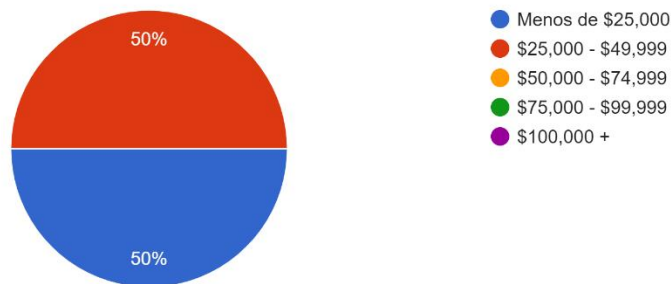


#### 5. Annual Income



¿Cuál de las siguientes categorías representa mejor su ingreso anual? (marque una respuesta)

8 responses



## Group Discussion

During the discussion, participants responded to the following questions:

1. **Neighborhood Center-** *What do you think of the idea to locate a “Main Street” commercial area along SW Brisband Street at SW Stafford Road? What would make it somewhere you and your family would go?*

Responses and comments:

- Ethnic food restaurants
  - Family-owned small businesses
  - Services: Beauty salon, Coffee shops, small market, ice cream shop
  - Affordable rent for small businesses
  - “Main Street” idea is good for the family, places you can walk to
  - I really like the idea, but for small businesses rental is challenging. It would be important to know who the owner is. These businesses are small. For a business to be successful, rent needs to be affordable.
  - Yes, a commercial area is a great idea, particularly if there is a focus on cultural exchange with arts & crafts, diversity of ethnic foods.
  - Cultural exchange, as the gentleman mentioned, is very important. This space, if affordable, could be the place for that exchange. Great idea for families to connect.
  - Spectacular idea. It would be wonderful. We don’t have such a place. A Colombian food restaurant would be great.
  - It would be great to have a grocery store, so you can go to do the shopping for the week, and then stop at an ice cream shop.
  - I love this idea of returning to a place where you can create community, connect with others.
2. **Housing Choices-** *For the range of housing choices that was presented – which ones should go where?*



Responses and comments:

- There were many questions about home affordability. How will they make these homes more affordable? Andrew responded to this concern. He explained that the City is thinking that a percentage of the homes will be subsidized. The same participant asked what is the percentage of subsidized homes. Georgia explained that there are three models. The most optimistic is a 15% of homes will be subsidized. Then the participant asked if 15% is the most optimistic, what is the most realistic or lowest? Georgia explained that they do not have the exact percent, that it all depends on the support of the community, but that affordable housing is a goal for the City so they are optimistic.
- **Type 1**-Participants agree that these homes should be near schools for safety since there are more children. Least focus should be on building Type 3 homes. Most houses in Wilsonville are single-family homes and are less affordable.
- **Type 2**-Near retail stores- Near “Main Street”
- **Type 3** closer to the Grange, more isolated- Again, participants concur with that opinion. Focus the least on building this type of home.
- The tallest buildings should be placed far away from power lines, and whatever is built, make sure there is a lot of parking space.
- 3. **Community Gathering Places:** *Which are the potential uses for the Grange? What ideas do you have for the East Neighborhood Park? What other community gathering places should there be?*
  - A Community Center near the park; Park and community center should be located away from traffic for safety
  - Picnic tables
  - Place to barbecue
  - Swimming Pool
  - Sports fields- soccer, tennis
  - Walking and biking trails
  - A road so we could drive and carry food to barbecue
  - A covered space due to rainy days, so families can celebrate birthdays
- 4. **Connecting Destinations:** *Regarding the design concept map that shows connections, do these make sense to you? Are there other important destinations to connect? Where should trails be located?*
  - Biking trails
  - Walking trails
  - Consider those who have mobility issues
  - These trails
  - Connecting path should have the shape of an “S” instead of a “C”

After the discussion, Georgia and Andrew thanked participants for their meaningful contributions.



## Online Survey

### Overview

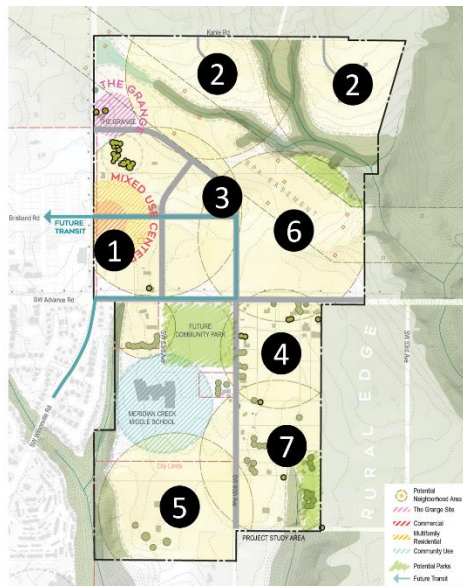
A survey was posted to *Let's Talk Wilsonville!* on May 17 and ran through May 31. The survey had three components: housing history and preference, location of housing types in Frog Pond East and South, and feedback on proposed amenities such as use of the historic grange and park programming. Through May 31 the survey had 46 respondents. More information on responses to individual questions can be found in attached summary.

Of the 46 respondents, 40 currently live in a detached single-family home. A preference for detached single-family homes from this group remained consistent throughout the survey. Detached single-family was by far the predominant preference for respondents if they were to seek a different home in the coming years. In addition, the overall preference for the Type 3 Housing Form was clear. Only 5 respondents indicated they did not prefer Type 3, compared to 14 for Type 2 and 25 for Type 1. It was not unexpected existing single-family homeowners would have this type of response.

Other survey questions brought additional insights about preferences and potential future needs. As can be seen in some of the other outreach results, generally there is a preference for detached units. The ideal of the detached home runs strong. A particularly interesting survey question was if respondents could not afford a detached single-family home what other type of housing they would consider. Half of respondents (23) said a townhouse, the next most frequently selected options were cottage cluster (19), plexes (16), cluster housing (13), and apartment or condo (11).

Respondents were also asked best and preferred location for different housing forms in Frog Pond East and South, referencing the map below.

1. Adjacent to the neighborhood retail and next to Stafford road
2. Outer area of East Neighborhood between creek corridors
3. Central area of East Neighborhood, near power line easement areas
4. South Neighborhood near future community park
5. Southern portion of South Neighborhood area near middle school
6. Central East Neighborhood
7. Southeastern corner of South Neighborhood near natural area and rural residences



Locations 1 and 3 were the only locations where a majority of respondents did not indicate a preference for the Type 3 housing form. A majority of respondents indicated Type 1 housing form as the appropriate housing form for Location 1. Type 2 housing form had the most respondents feeling it is most appropriate for Location 3.



Respondents were also asked to rank all seven locations in order of preference for each Type of housing form. The results indicated as follows:

- For Type 1 housing form, Location 1 was most preferred, followed by Location 3, with locations 7 and 2 being the least preferred
- For Type 2 housing form, Location 3 was most preferred, followed by Location 4, with locations 6 and 7 being the least preferred
- For Type 3 housing form, Location 7 was most preferred, followed by Location 5, with Location 1 being by far the least preferred, followed by Location 3.

Detailed responses to use of the grange and parks will be retained for reference during further work on designing and programming these areas in the coming months.

# May 2022 Community Survey

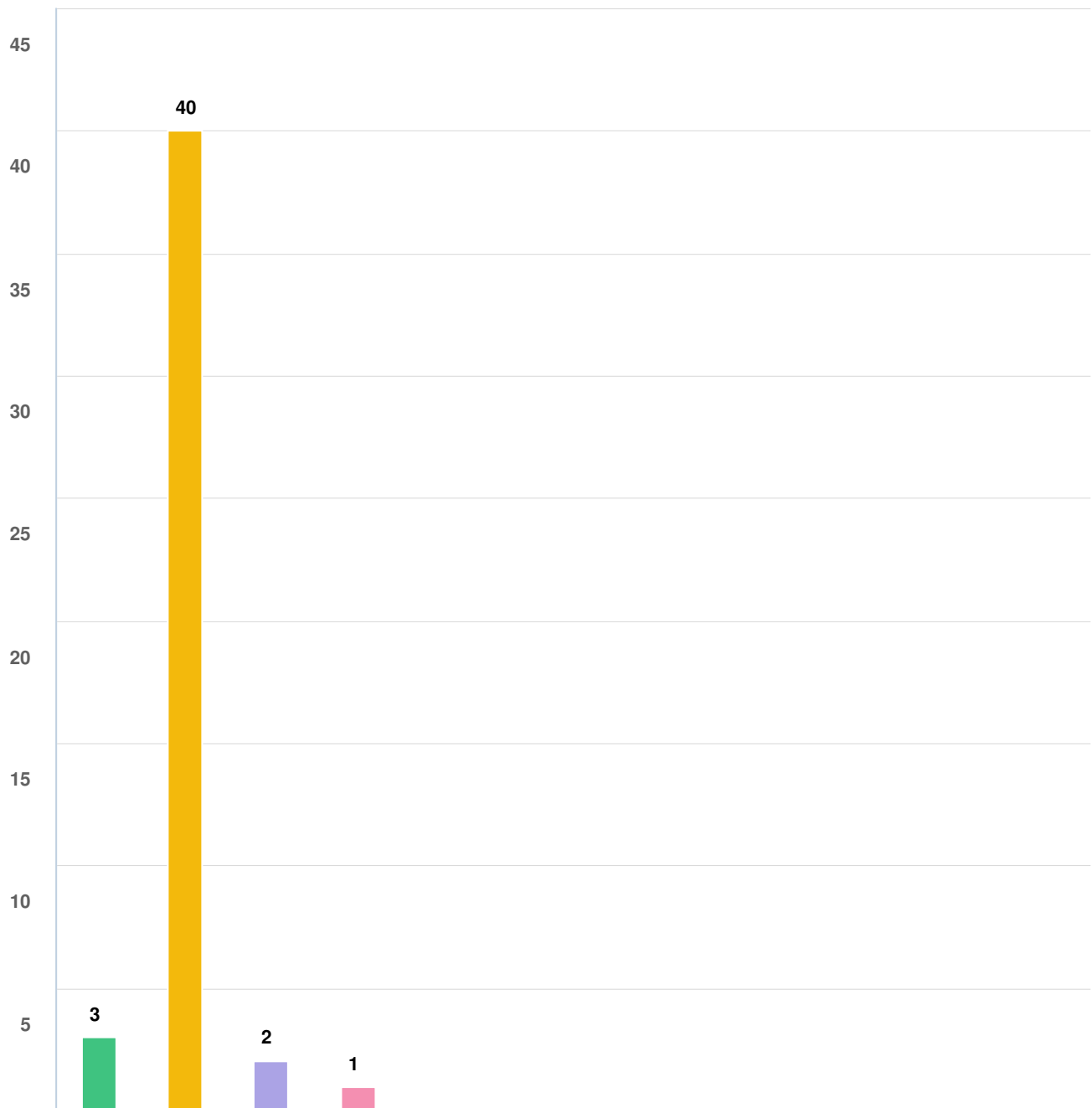
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## SURVEY RESPONSE REPORT

01 May 2022 - 30 May 2022

### PROJECT NAME:

Frog Pond East and South Master Plan

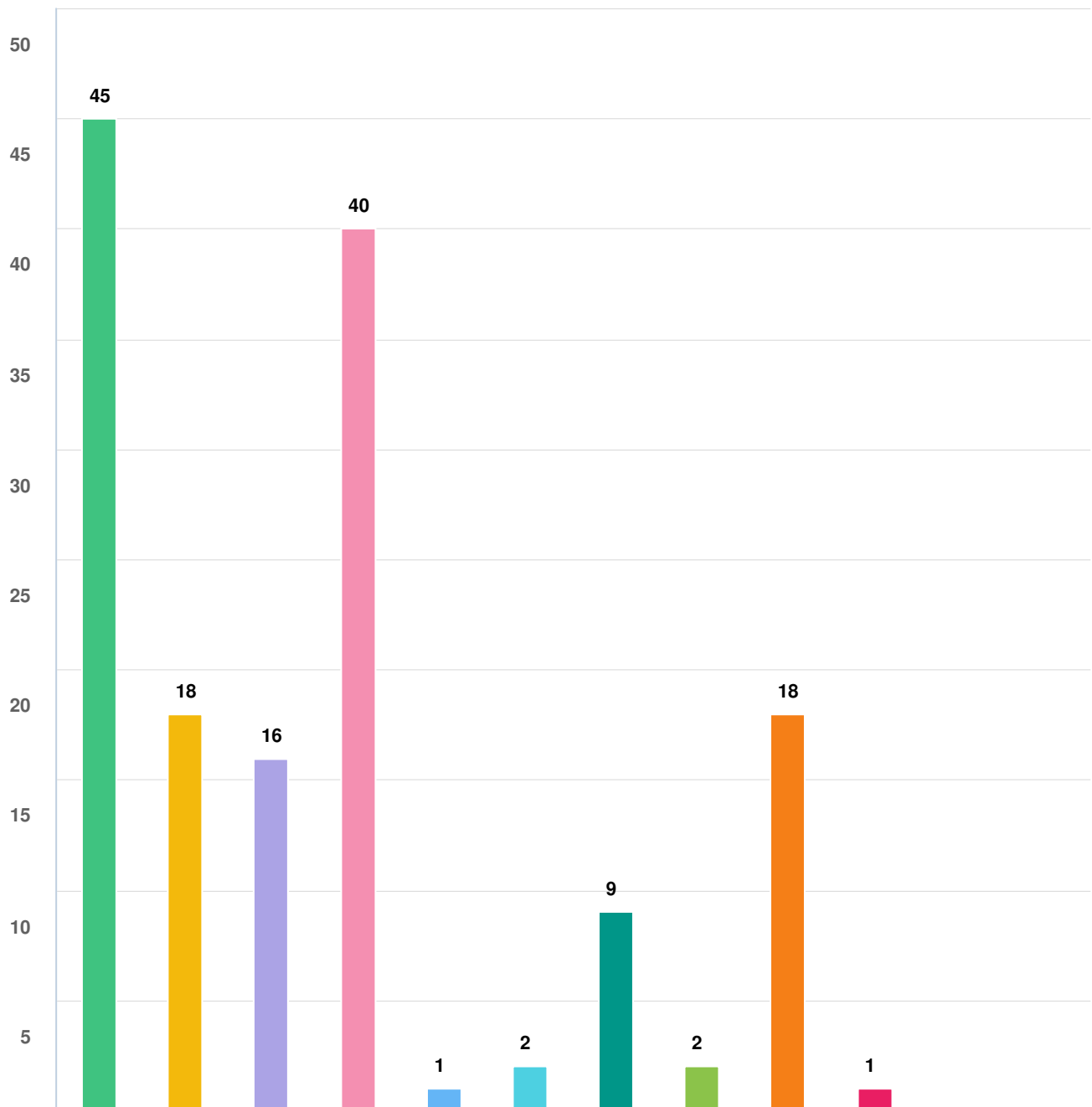
**Q1 Which of the following types of housing do you currently live in?****Question options**

- Townhouse
- Detached single-family home
- Apartment or Condo
- Accessory Dwelling Unit "ADU"
- Duplex, triplex, quadplex
- Manufactured Home or Mobile Home
- Cluster Housing
- Cottage Cluster
- Congregate housing (i.e. dorms, etc.)
- RV (more than 30 days in a row without another home)
- I am currently houseless
- Other (please specify)

Mandatory Question (46 response(s))

Question type: Checkbox Question

**Q2 Which of the following types of housing have you lived in during your life? (select all that apply)**



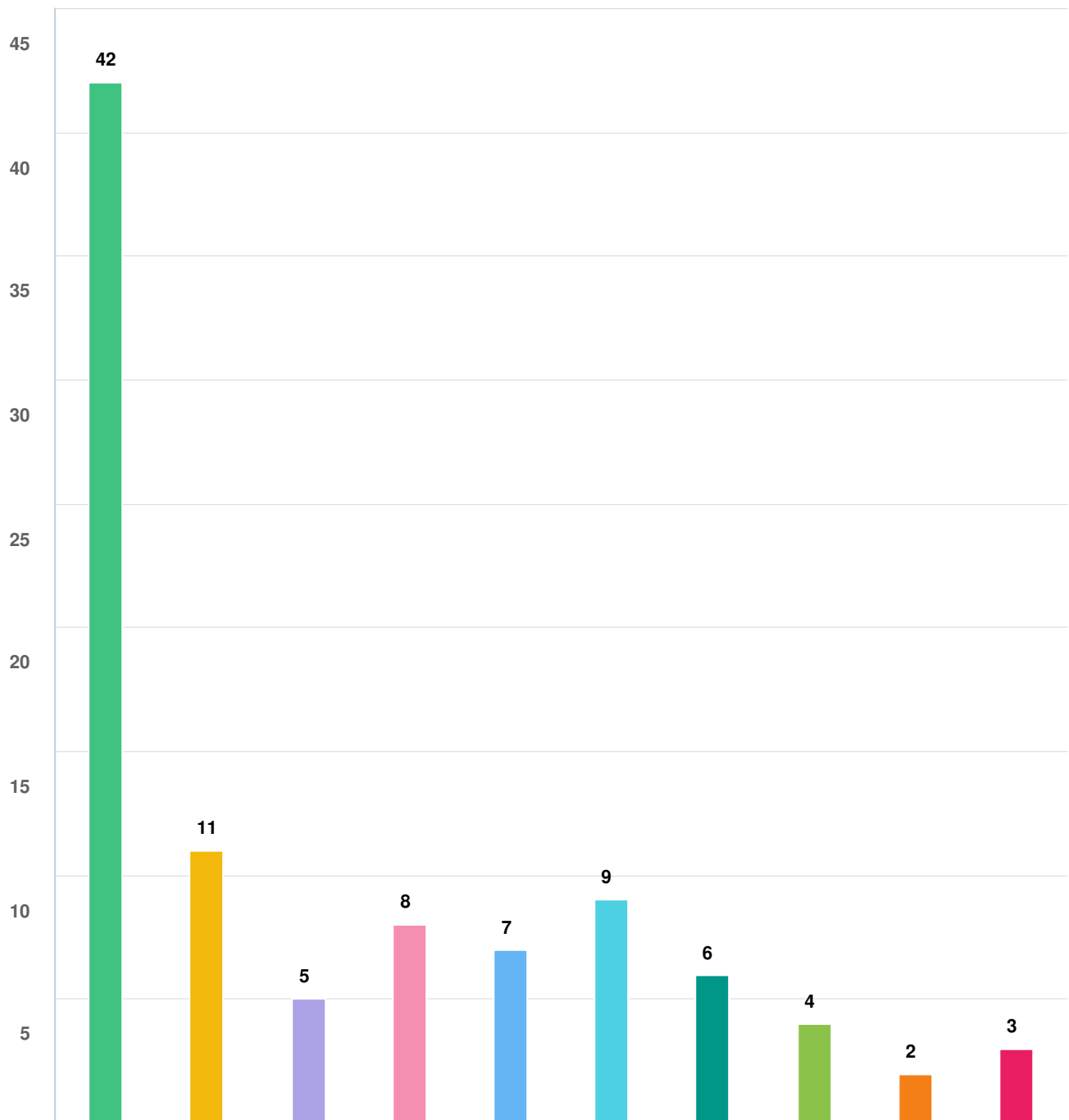
**Question options**

- Detached single-family home
 ● Duplex, triplex, quadplex
 ● Townhouse
 ● Apartment or Condo
- Cottage Cluster
 ● Accessory Dwelling Unit "ADU"
 ● Manufactured Home or Mobile Home
- RV (more than 30 days in a row without another home)
 ● Congregate housing (i.e. dorms, etc.)
- I have experienced being houseless
 ● Cluster Housing
 ● Other (please specify)

Mandatory Question (46 response(s))

Question type: Checkbox Question

**Q3 Which of the following types of housing do you think you may live in in the future?**  
(select all that apply)



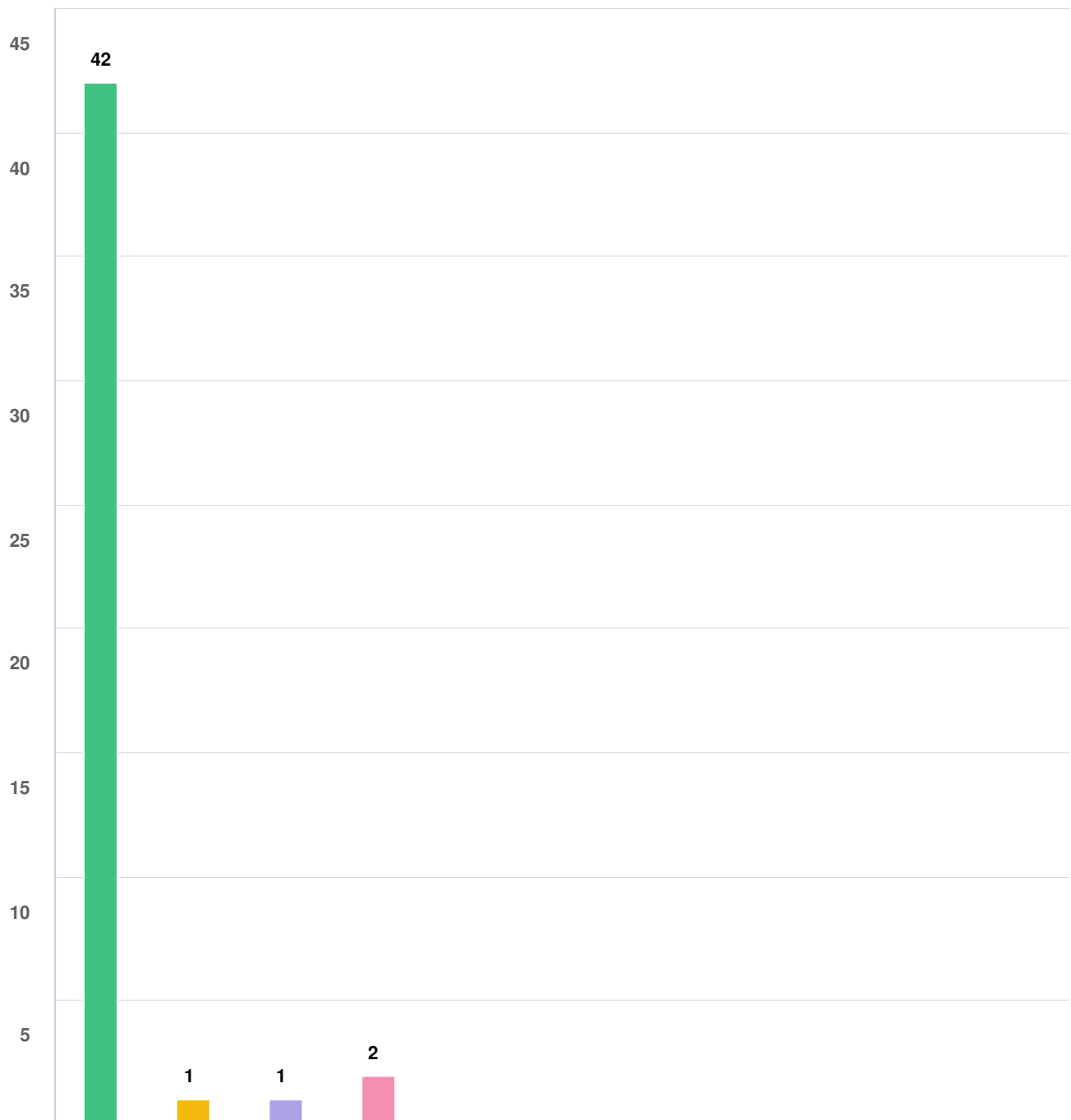
**Question options**

- Detached single-family home
 ● Apartment or Condo
 ● Duplex, triplex, quadplex
 ● Townhouse
- Cluster Housing
 ● Cottage Cluster
 ● Accessory Dwelling Unit "ADU"
 ● Manufactured Home or Mobile Home
- RV (more than 30 days in a row without another home)
 ● Congregate housing (i.e. dorms, etc.)

Mandatory Question (46 response(s))

Question type: Checkbox Question

**Q4** If you were searching for a home in Wilsonville today or in the next few years, and cost was not a consideration, which of ...



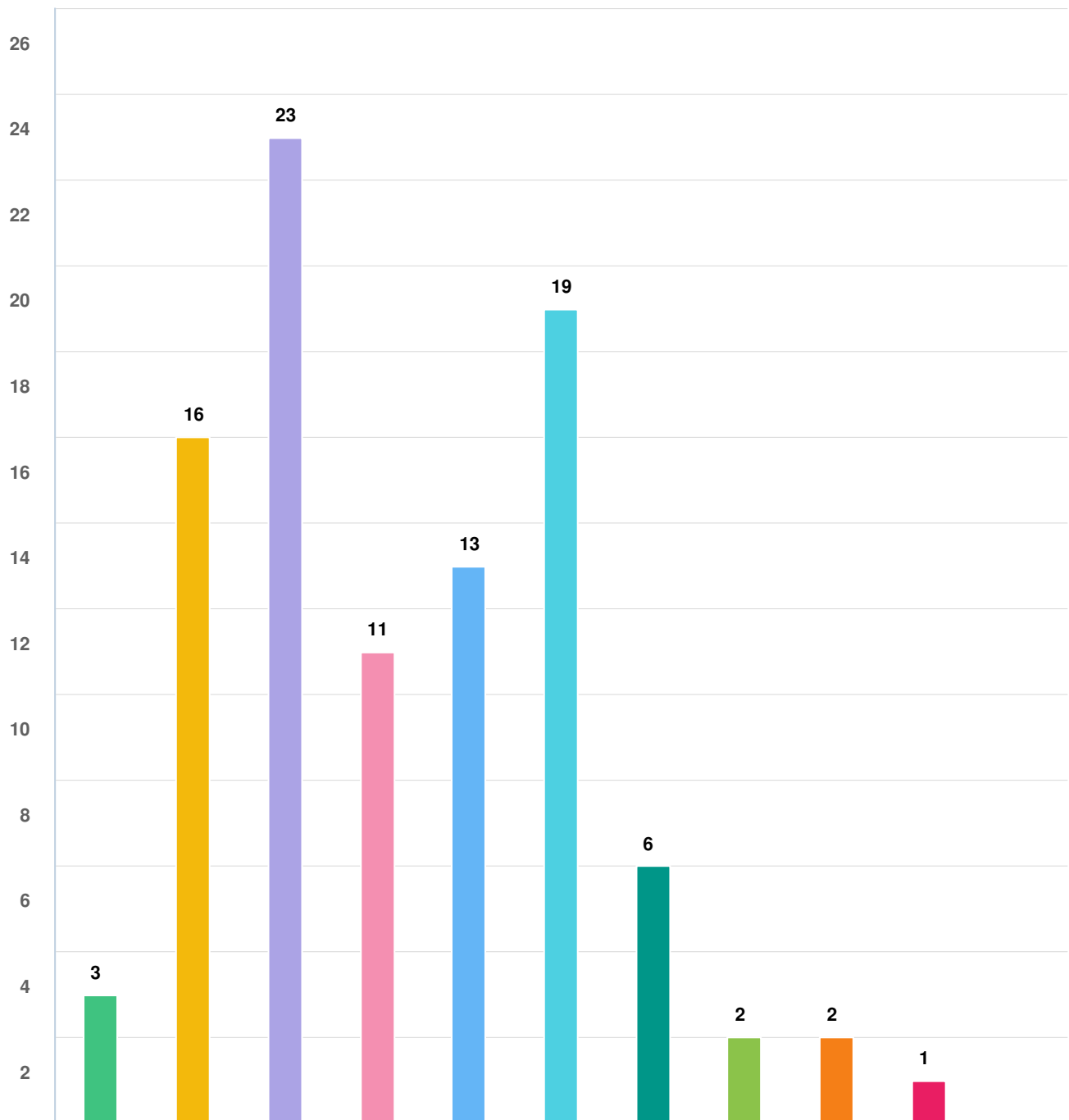
#### Question options

- ☐ Detached single-family home   ☐ Townhouse   ☐ Cluster Housing   ☐ Cottage Cluster   ☐ Duplex, triplex, quadplex  
☐ Apartment or Condo   ☐ Accessory Dwelling Unit "ADU"   ☐ Manufactured Home or Mobile Home   ☐ RV  
☐ Congregate housing (i.e. dorms, etc.)   ☐ Other (please specify)

Mandatory Question (46 response(s))

Question type: Checkbox Question

**Q5** If you could not afford the preferred type of housing indicated in Question 5, which of the following types of housing woul...



#### Question options

- Detached single-family home
 ● Duplex, triplex, or quadplex
 ● Townhouse
 ● Apartment or Condo
- Cluster Housing
 ● Cottage Cluster
 ● Accessory Dwelling Unit "ADU"
 ● Manufactured Home or Mobile Home
- RV
 ● Congregate housing (i.e. dorms, etc.)
 ● Other (please specify)

Mandatory Question (46 response(s))

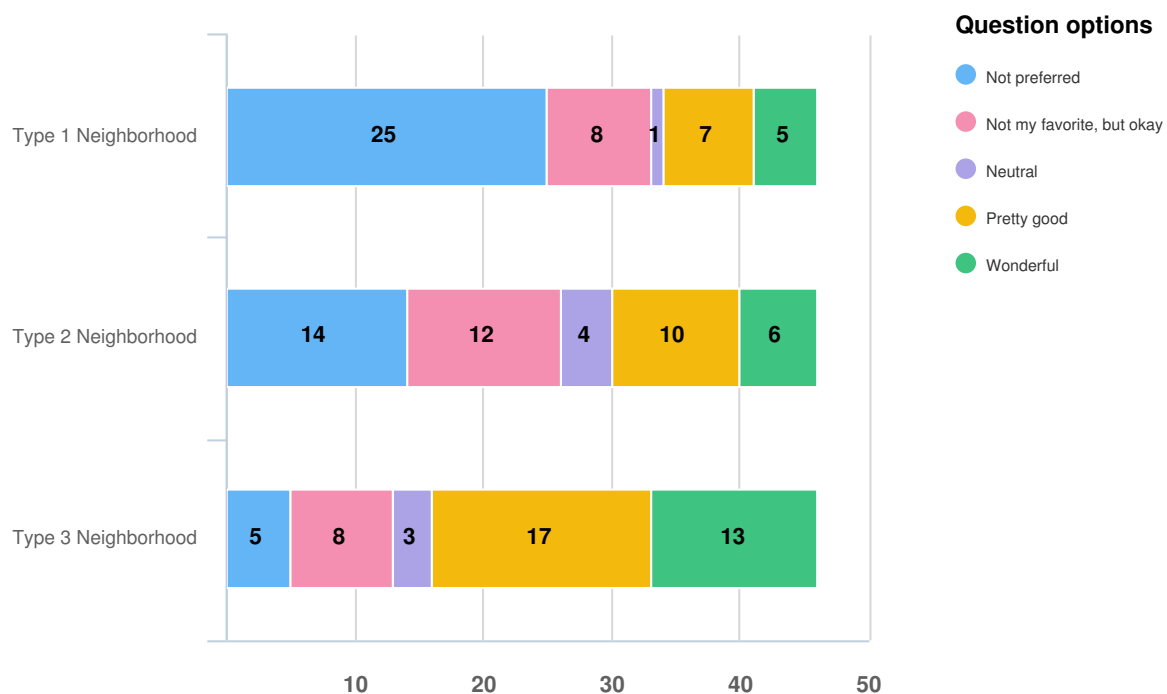
Question type: Checkbox Question

**Q6 Which of the following best describes your current living situation?****Question options**

- I own my home and have or share primary responsibility for the mortgage
- I own my home and it is paid off
- I rent my home and have or share primary responsibility for the rent
- I live in a home owned by family or friends but do not help pay the mortgage
- I live in a home rented by family or friends but do not help pay the rent
- I do not have secure housing or I am currently houseless
- Unsure
- Other (please specify)

Mandatory Question (46 response(s))

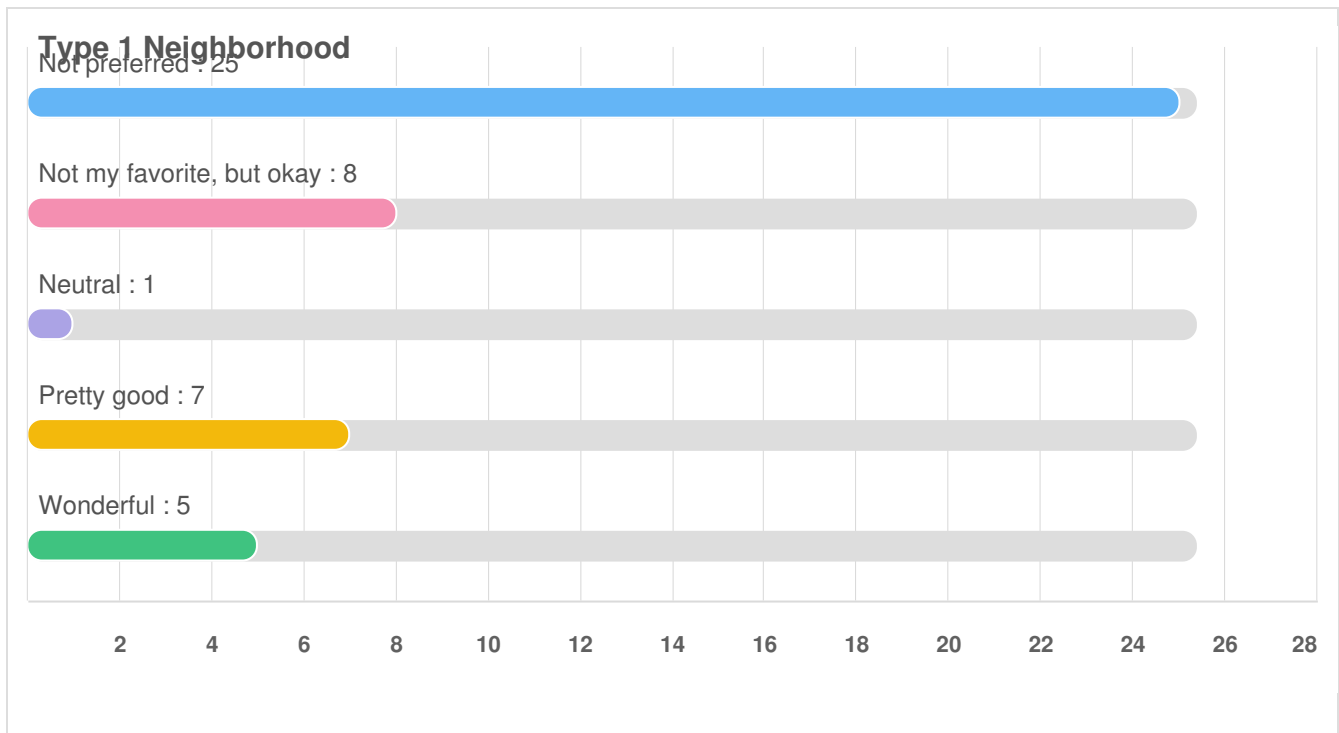
Question type: Checkbox Question

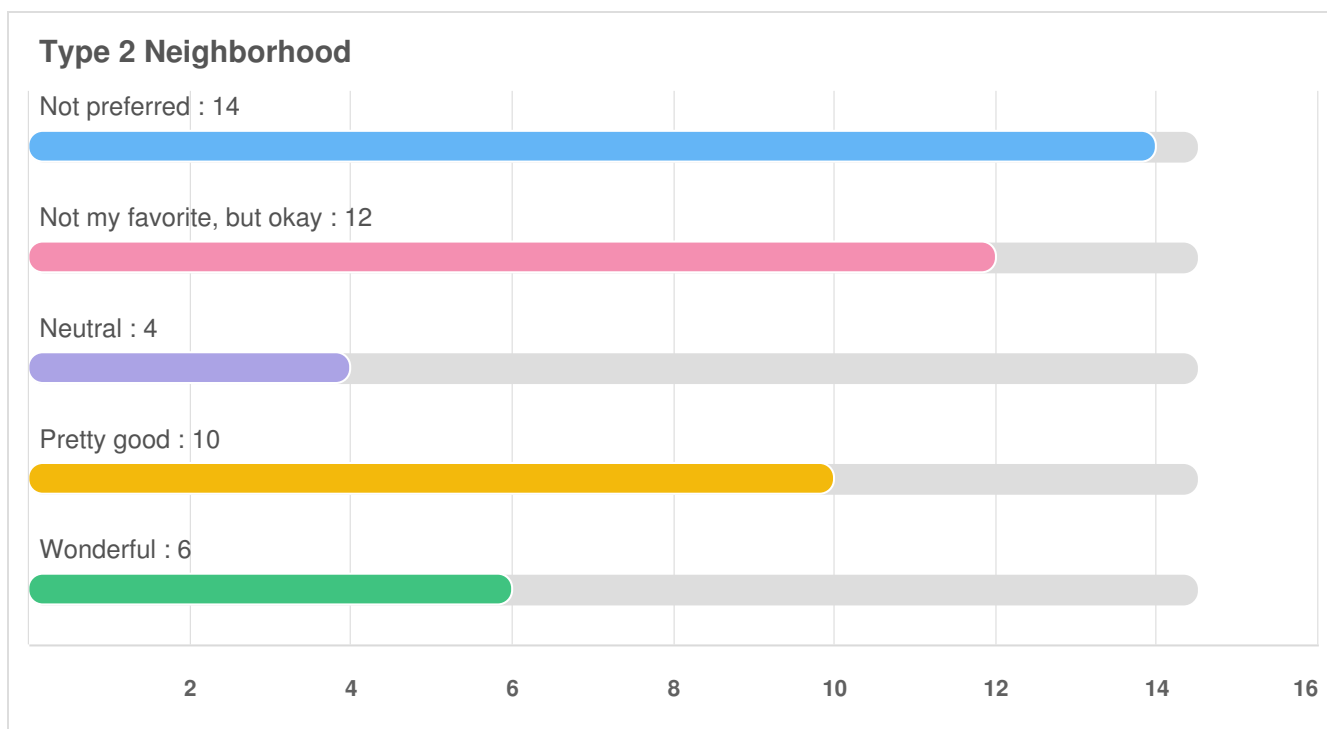
**Q7 How do you generally feel about the different neighborhood design types**

Optional question (46 response(s), 0 skipped)

Question type: Likert Question

Q7 | How do you generally feel about the different neighborhood design types





**Type 3 Neighborhood**

Not preferred : 5

Not my favorite, but okay : 8

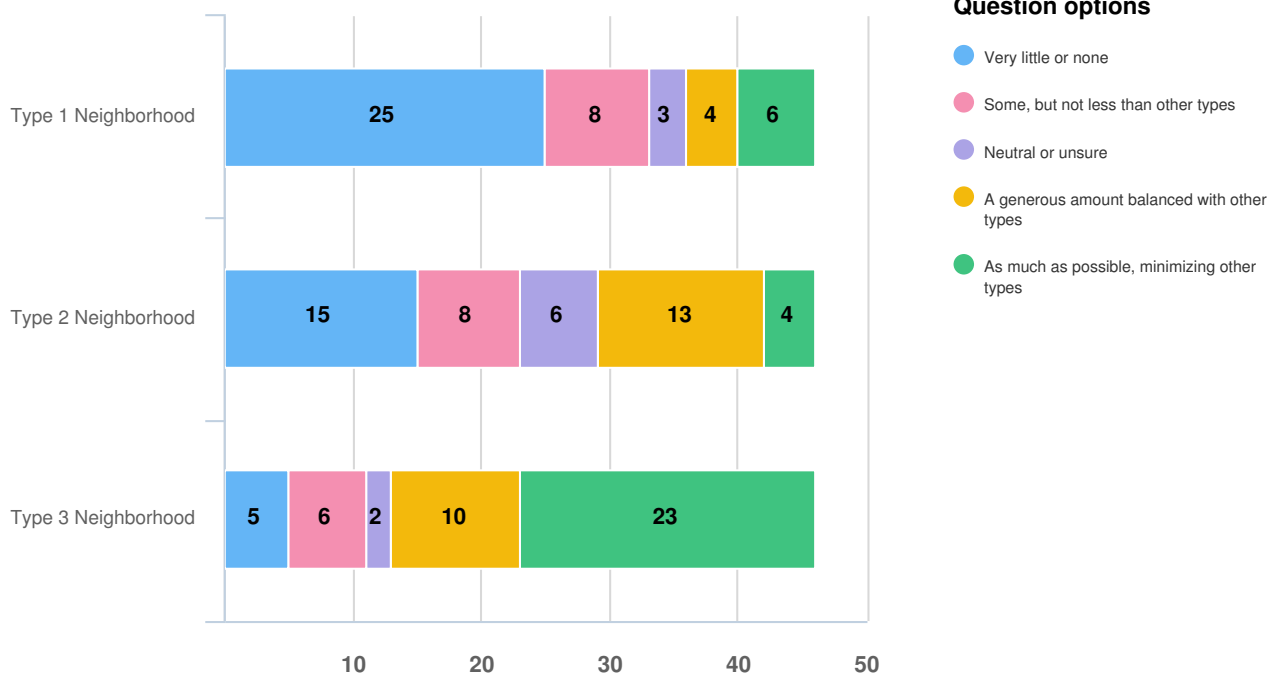
Neutral : 3

Pretty good : 17

Wonderful : 13

2 4 6 8 10 12 14 16 18

**Q8** In your opinion, how much of each neighborhood type should be planned for in the Frog Pond East and South neighborhoods (sh...

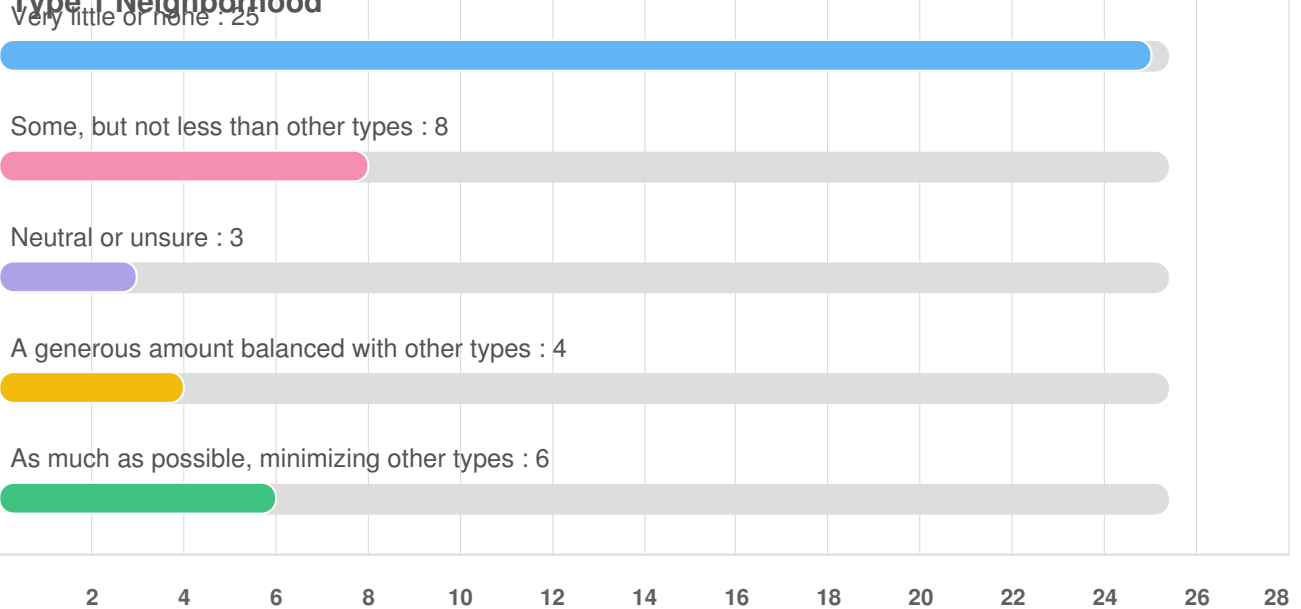


Mandatory Question (46 response(s))

Question type: Likert Question

**Q8 | In your opinion, how much of each neighborhood type should be planned for in the Frog Pond East and South neighborhoods (sh...**

**Type 1 Neighborhood**



## Type 2 Neighborhood

Very little or none : 15



Some, but not less than other types : 8



Neutral or unsure : 6



A generous amount balanced with other types : 13

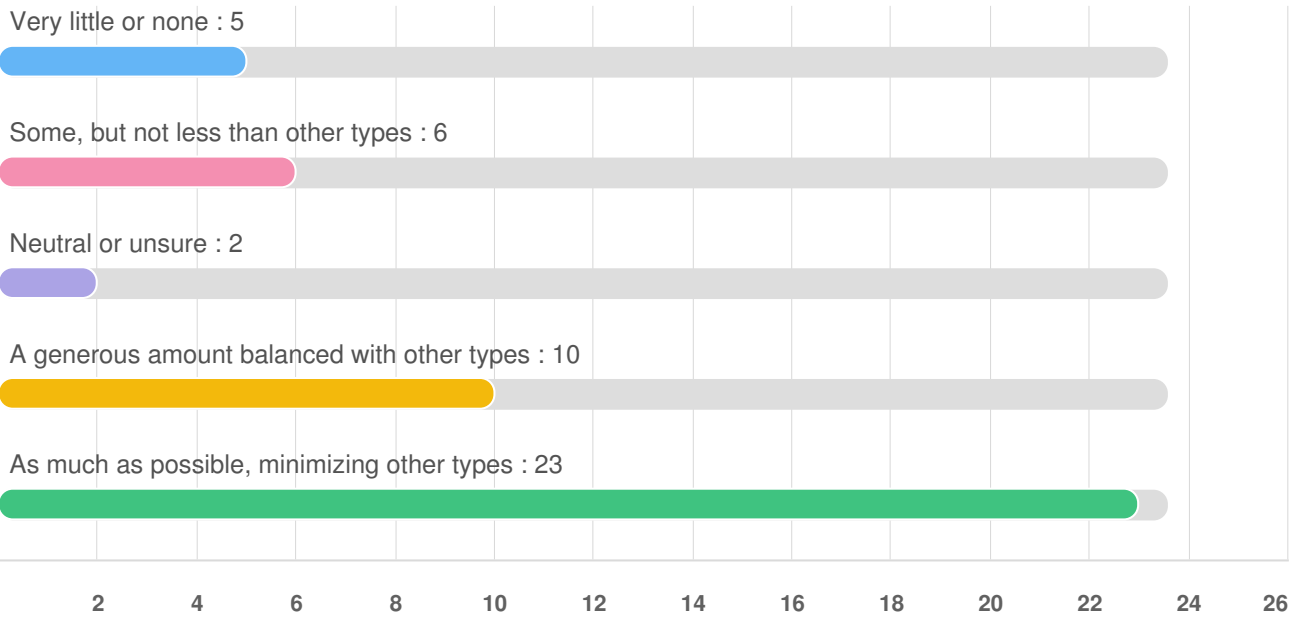


As much as possible, minimizing other types : 4



2 4 6 8 10 12 14 16

### Type 3 Neighborhood



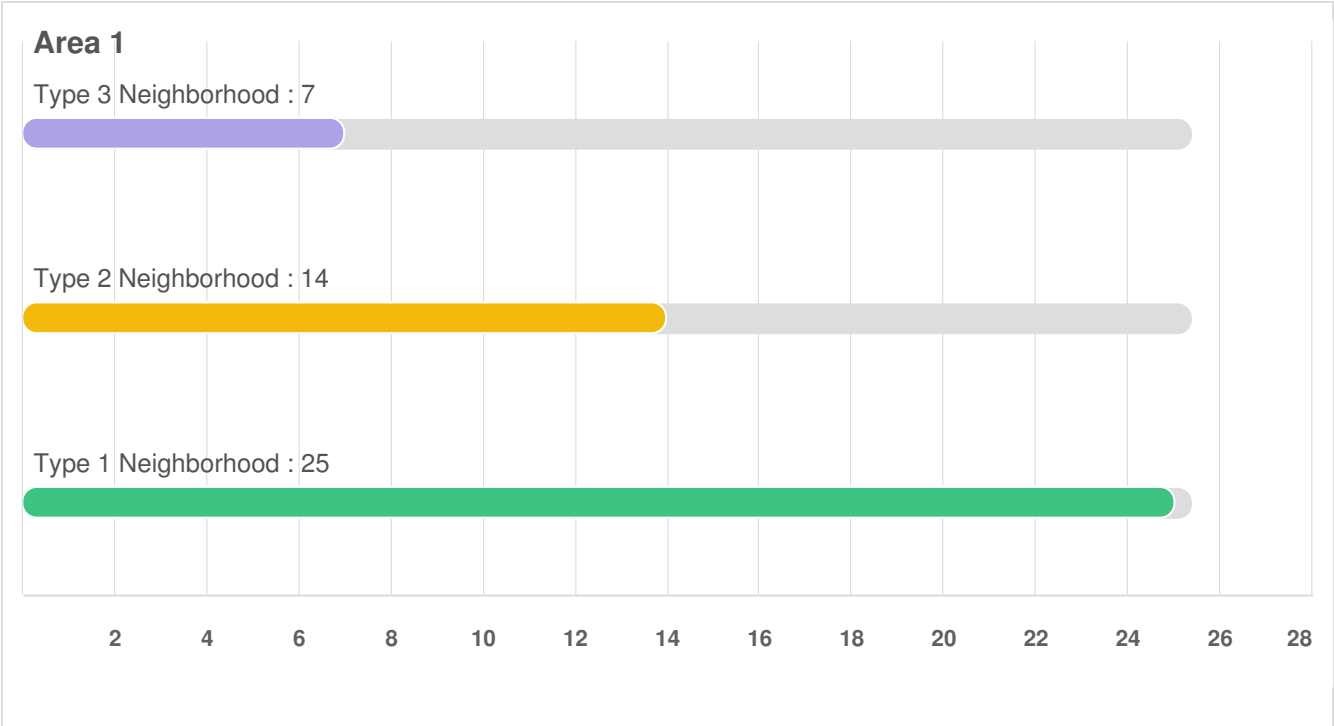
**Q9** In your opinion, what neighborhood design type is most appropriate for each location in the map above



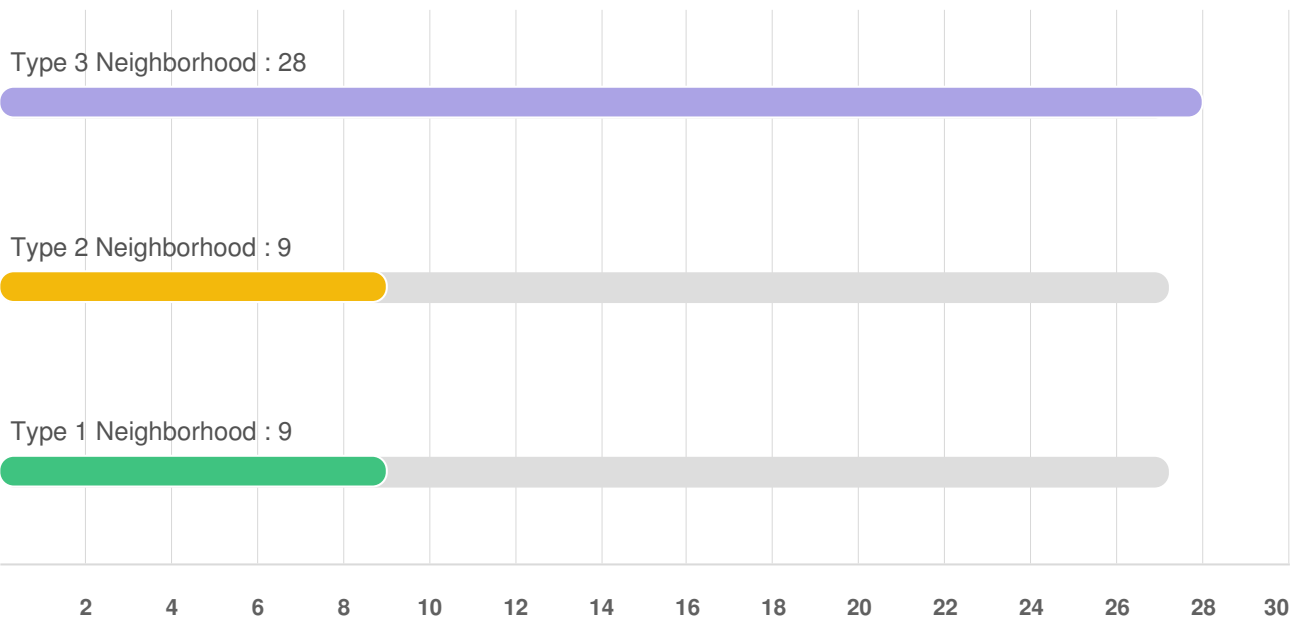
Mandatory Question (46 response(s))

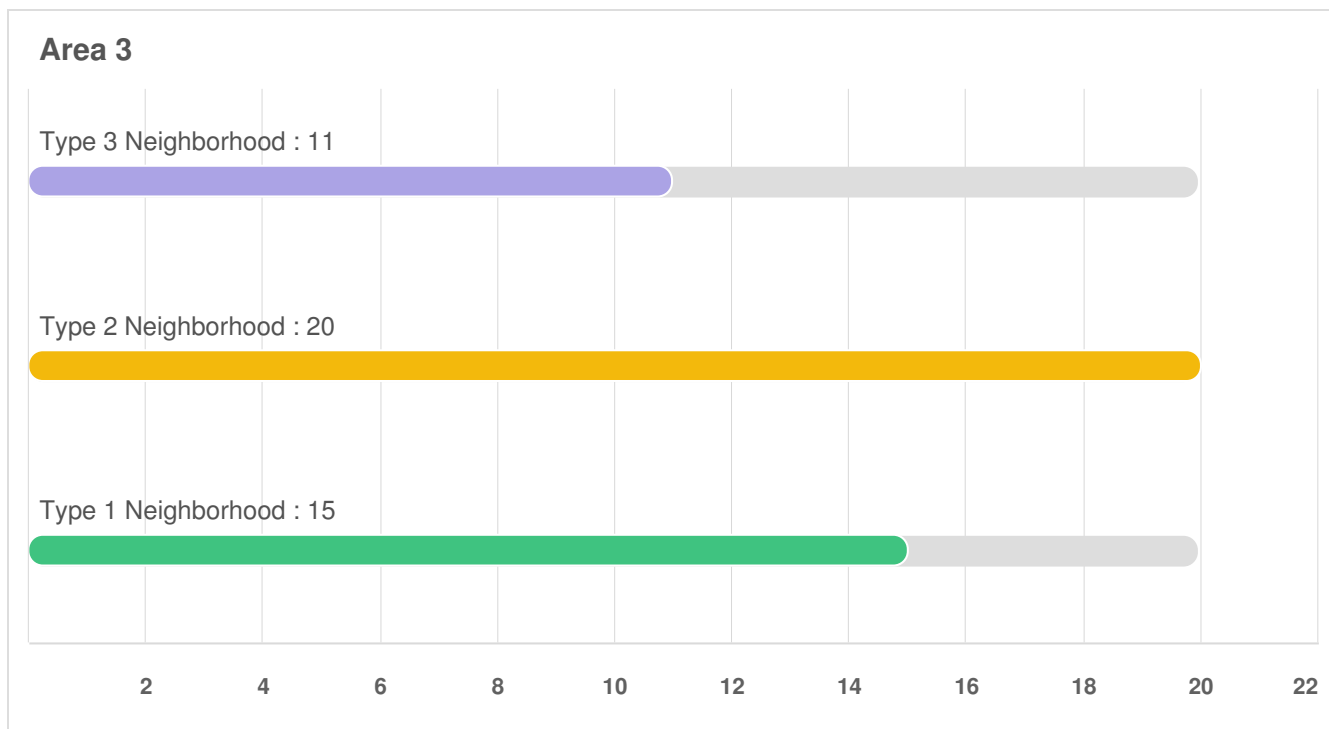
Question type: Likert Question

**Q9** | In your opinion, what neighborhood design type is most appropriate for each location in the map above

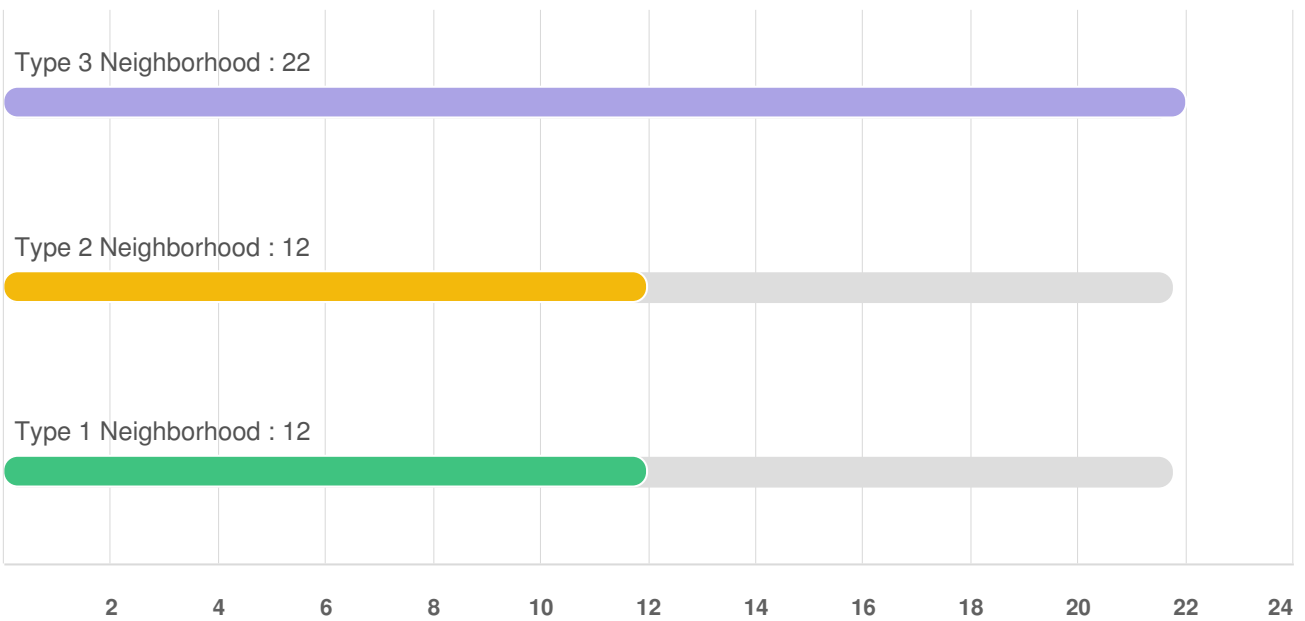


## Area 2

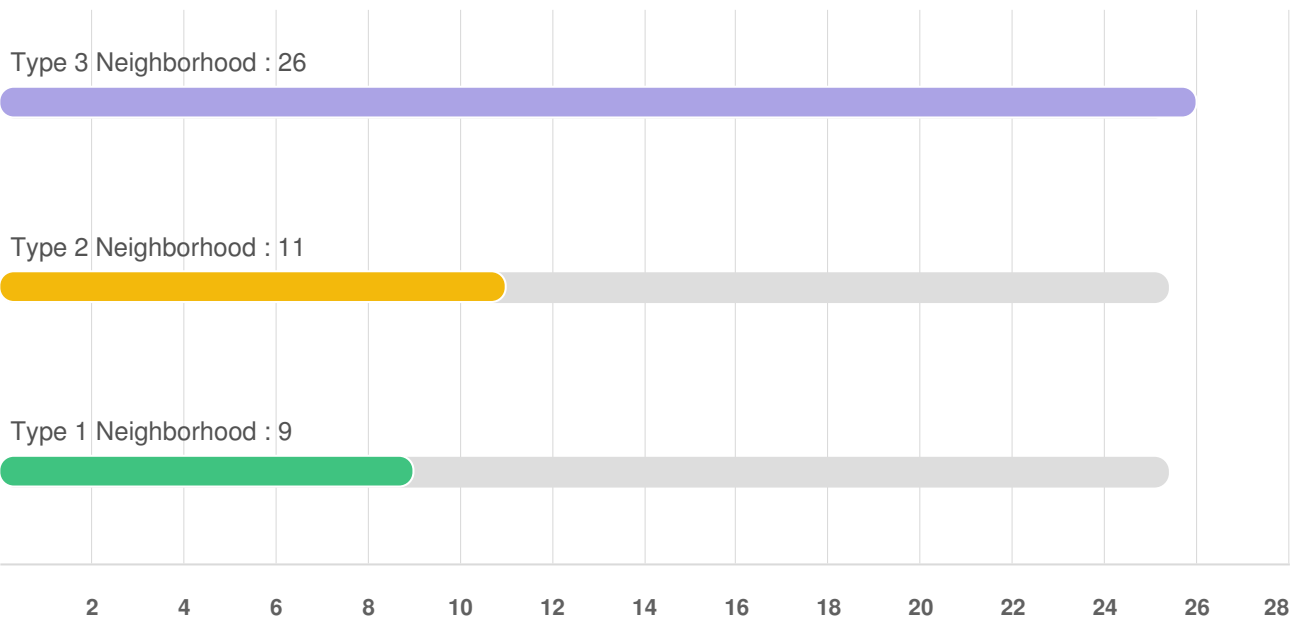


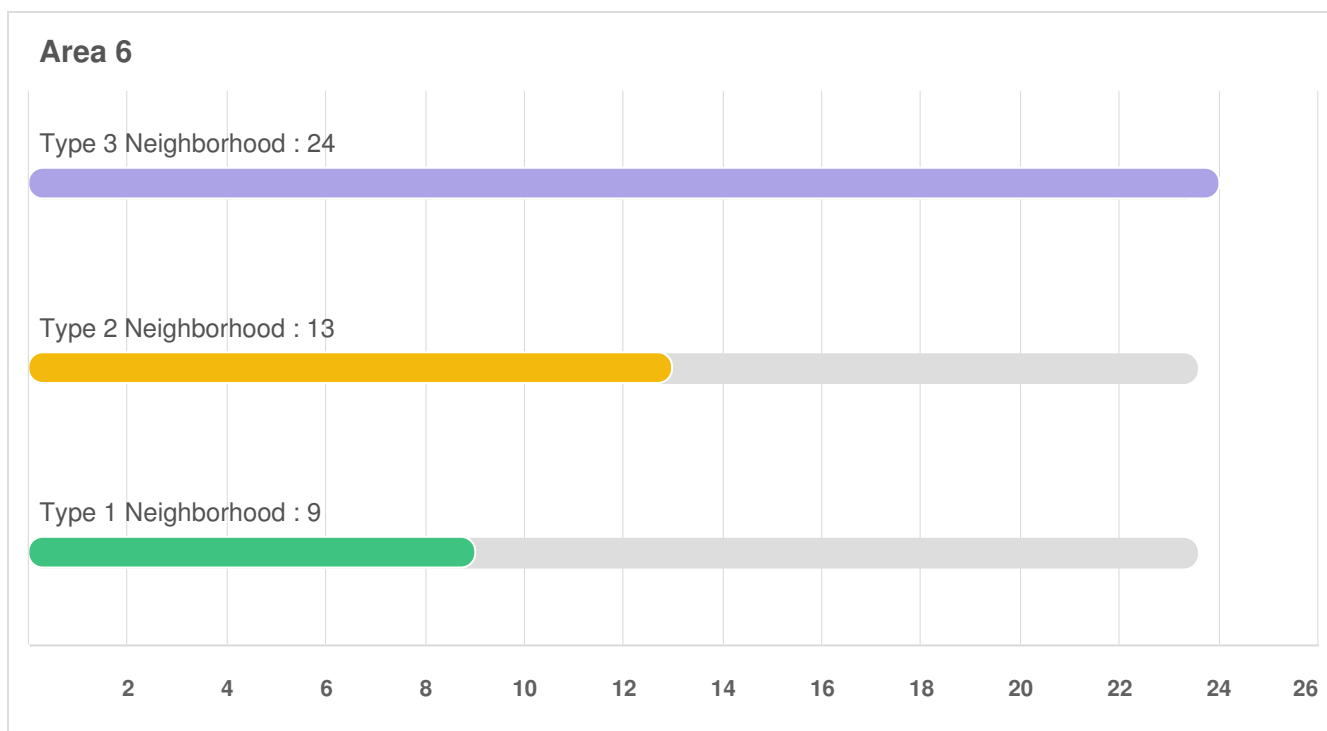


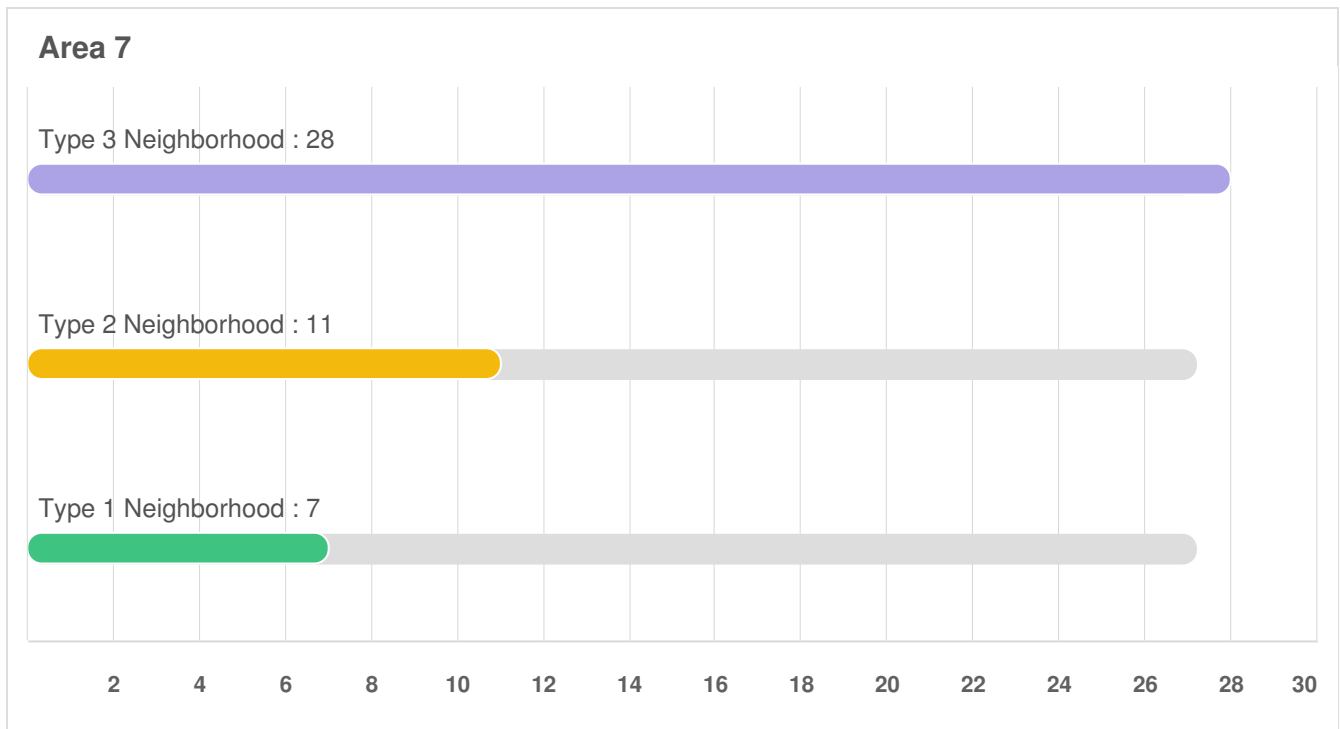
#### Area 4



## Area 5







**Q10** Rank the locations in the neighborhoods from most preferred location (1) to least preferred location (7) for the Type 1 Nei...

OPTIONS	AVG. RANK
Area 1	2.46
Area 3	3.40
Area 4	3.71
Area 6	4.36
Area 2	4.60
Area 5	4.62
Area 7	4.82

Optional question (46 response(s), 0 skipped)  
Question type: Ranking Question

**Q11** Rank the locations in the neighborhoods from most preferred location (1) to least preferred location (7) for the Type 2 Neighborhood design type. (optional)

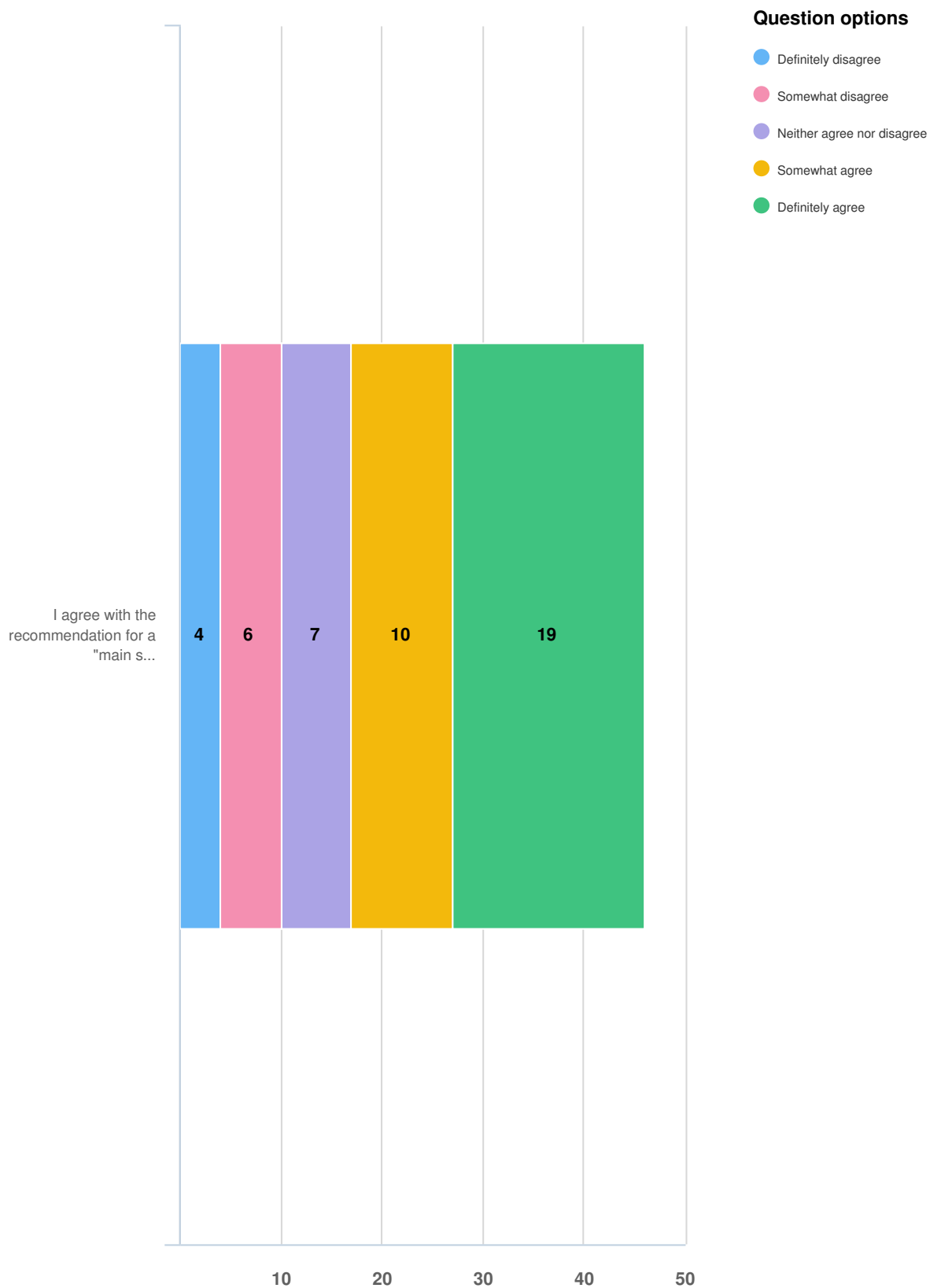
OPTIONS	AVG. RANK
Area 3	3.23
Area 4	3.44
Area 1	3.58
Area 2	4.16
Area 5	4.44
Area 6	4.56
Area 7	4.58

*Optional question (43 response(s), 3 skipped)*  
*Question type: Ranking Question*

**Q12 Rank the locations in the neighborhoods from most preferred location (1) to least preferred location (7) for the Type 3 Neighborhood design type. (optional)**

OPTIONS	AVG. RANK
Area 7	3.21
Area 5	3.48
Area 2	3.81
Area 6	3.81
Area 4	4.02
Area 3	4.62
Area 1	5.05

*Optional question (42 response(s), 4 skipped)*  
*Question type: Ranking Question*

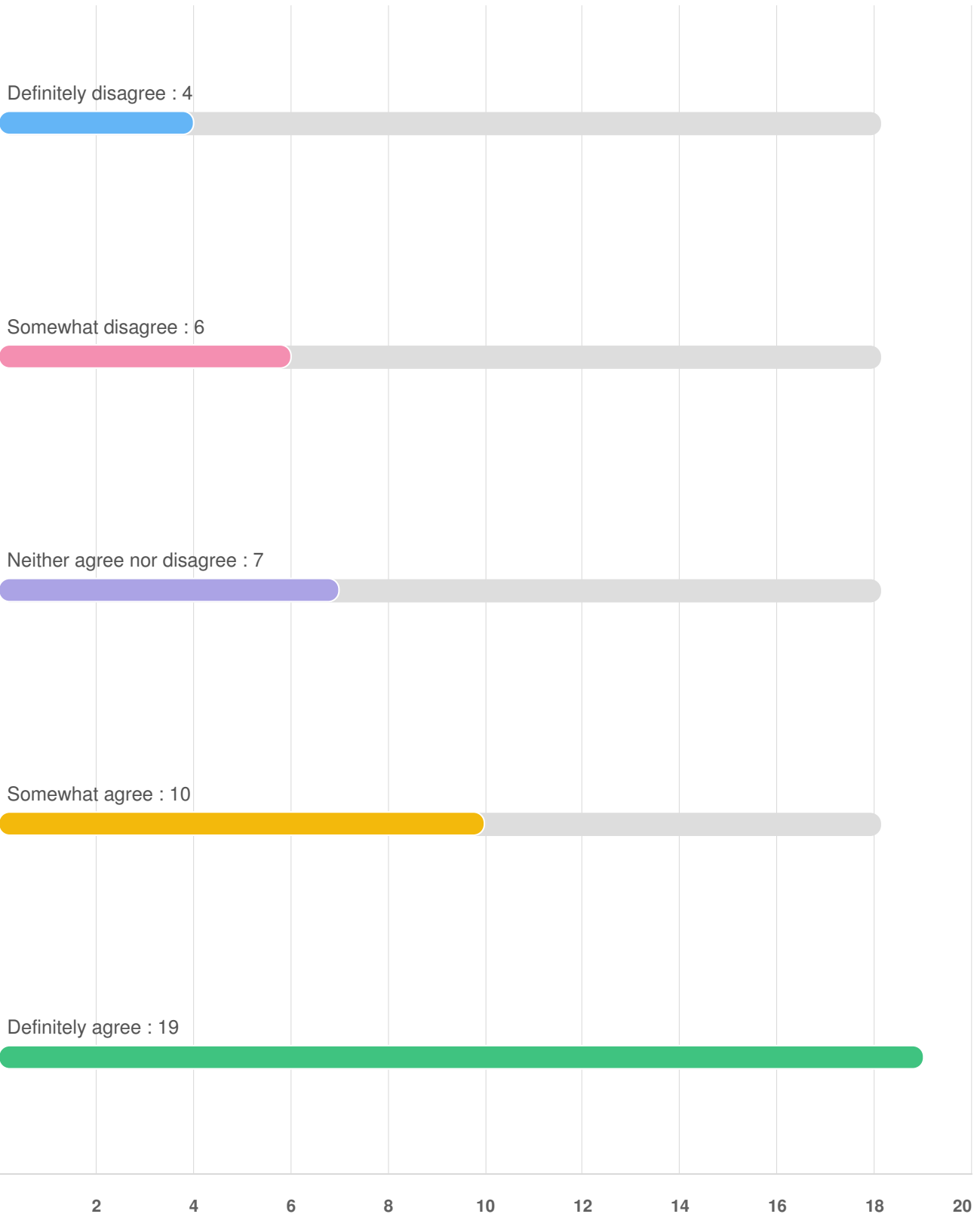
**Q13** Indicate the degree to which you agree with the following statement:

Mandatory Question (46 response(s))

Question type: Likert Question

**Q13** | Indicate the degree to which you agree with the following statement:

**I agree with the recommendation for a "main street style" neighborhood commercial center on Brisband Street off Stafford Road.**



***Wilsonville Wildcats Week Proclamation***  
**June 20-24, 2022**

**WHEREAS**, Wilsonville residents honor the faculty and administration of Wilsonville High School for providing a well-rounded education that includes extra-curricular activities that aid in the development of life skills, and;

**WHEREAS**, The Wilsonville Wildcats Girls Varsity Golf team is representative of the High School's commitment to sportsmanship, excellence and personal development, and;

**WHEREAS**, These Wildcats have excelled in the classroom, where they were named the 5A Academic State Champions, and;

**WHEREAS**, This 2022 Wildcat team earned the Northwest Oregon Conference (NWOC) championship, and;

**WHEREAS**, Wilsonville's dominance continued into the 5A State Championship at the Emerald Valley Golf Club in Creswell, as the Wildcats took charge on day one to build a commanding 21-stroke lead and;

**WHEREAS**, The team retained its focus on the second and final day of the tournament, and cruised to a 31-stroke victory to secure the State title, and;

**WHEREAS**, Senior Paris Wilhelm achieved a third-place finish among all individuals competing to lead the Wildcats to victory, and;

**WHEREAS**, Wilhelm was joined on the leaderboard by senior Emma Dougherty (9<sup>th</sup> place), junior Mia Combs (11<sup>th</sup> place), freshman Madeline Downie (19<sup>th</sup> place) and freshman Malia Kaleikilo (46<sup>th</sup> place), and;

**WHEREAS**, Wilhelm and Combs earned first-team all-NWOC honors, and;

**WHEREAS**, Dougherty and Downie earned second-team all-NWOC honors, and;

**WHEREAS**, Wilhelm was recognized as the Northwest Oregon Conference Player of the Year, and;

**WHEREAS**, On Tuesday, May 17, 2022, under the guidance the NWOC's 5A Coach of the Year, Chris Bense, and assistant coach Cindy Anderson, these Wildcats joined the 2017 team as just the second Wilsonville team to capture the girls State Championship title, and;

**WHEREAS**, This Wildcats Girls Varsity golf team displayed exemplary sportsmanship and excelled against 5A competition, while their success on the course and in the classroom generated positive attention, excitement and community pride, and inspired the Wilsonville community.

**NOW, THEREFORE, the Wilsonville City Council proclaims  
 June 20-24, 2022, as: "WILSONVILLE WILDCATS WEEK"**

The Wilsonville City Council commends the passion, resilience, and sportsmanship demonstrated by Wilsonville High School students, parents, and community members; and we congratulate the members of the 2021 Wildcats Girls Varsity Golf team for winning a State Championship.

**IN WITNESS WHEREOF**, We set our hands and cause the seal of the City of Wilsonville to be affixed this 20th day of June, 2022.

\_\_\_\_\_  
**Mayor Julie Fitzgerald**

\_\_\_\_\_  
**Council President Kristin Akervall**

\_\_\_\_\_  
**Councilor Charlotte Lehan**

\_\_\_\_\_  
**Councilor Joann Linville**

\_\_\_\_\_  
**Councilor Ben West**

**CITY COUNCIL ROLLING SCHEDULE**  
**Board and Commission Meetings**  
**Items known as of 06/14/22**

Item 5.

**June**

Date	Day	Time	Event	Location
6/21	Tuesday	5:00 p.m.	Municipal Traffic Court	City Hall
6/22	Thursday	6:30 p.m.	Library Board Meeting	Library
6/27	Monday	6:30 p.m.	DRB Panel B	Council Chambers

**July**

Date	Day	Time	Event	Location
7/5	Tuesday	5:00 p.m.	Municipal Traffic Court	City Hall
7/7	Thursday	7:00 p.m.	City Council Meeting - <b>Cancelled</b>	City Hall
7/11	Monday	6:30 p.m.	DRB Panel A	Council Chambers
7/12	Tuesday	6:00 p.m.	Diversity, Equity and Inclusion Committee	Virtual
7/13	Wednesday	6:00 p.m.	Planning Commission	City Hall
7/18	Monday	7:00 p.m.	City Council Meeting	City Hall
7/19	Tuesday	5:00 p.m.	Municipal Traffic Court	City Hall
7/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers
7/27	Thursday	6:30 p.m.	Library Board Meeting	Library

**Community Events:**

**6/1–8/31** Summer Reading Program

**6/1–8/23** Candidate filing declaration period of candidacy or nominating petition for office

- 6/21** Ukulele Jam from 9:00 a.m. – 11:00 a.m. at the Parks & Rec Admin Building
- 6/21** Quilters from 9:00 a.m. – 11:45 a.m. at the Tauchman House
- 6/21** VR Fitness – Beat Saber from 1:00 p.m. – 2:00 p.m. at the Community Center
- 6/21** Women’s Golf Lessons from 6:00 p.m. – 7:00 p.m. at Kohl Creek Gold Course
- 6/21** Gentle Flow Yoga from 7:15 p.m. – 8:15 p.m. at the Community Center
- 6/22** Healthy Bones and Balance from 8:30 a.m. – 9:20 a.m. at the Community Center
- 6/22** Advanced Healthy Bones and Balance from 9:30 a.m. – 10:20 a.m. at the Community Center
- 6/22** Digital Photography from 10:00 a.m. – 11:30 a.m. at the Community Center
- 6/22** Lunch at the Community Center noon at the Community Center
- 6/22** Walk at Lunch meet at noon at Nicholas Family Agency
- 6/22** Pinochle/Cribbage from 1:00 p.m. – 4:00 p.m. at the Community Center
- 6/23** Ladies Afternoon Out from 1:00 p.m. – 4:00 p.m. at the Community Center
- 6/23** Beginning Tai Chi from 2:00 p.m. – 3:00 p.m. at the Community Center
- 6/23** Restorative Yoga from 5:30 p.m. – 6:30 p.m. at the Community Center
- 6/24** Lunch at the Community Center noon at the Community Center
- 6/24** Healthy Bones and Balance from 8:30 a.m. – 9:20 a.m. at the Community Center
- 6/24** Advanced Healthy Bones and Balance from 9:30 a.m. – 10:20 a.m. at the Community Center



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 20, 2022		<b>Subject: Resolution No. 2983</b> Authorizing the City Manager to Execute a Second Amendment to the Professional Services Agreement with Murraysmith, Inc. for Construction Inspection Services for the Corral Creek and Rivergreen Lift Stations project (CIP No. 2105)  <b>Staff Member:</b> Mike Nacrelli, Senior Civil Engineer  <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends City Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Wastewater Collection System Master Plan 2014	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving a Second Amendment to the Professional Services Agreement (Amendment) with Murraysmith in the amount of \$56,819 for construction

### Resolution No. 2983 Staff Report

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inspection services for the Corral Creek and Rivergreen Lift Stations Rehabilitation (CIP #2105) project (Project).

#### **EXECUTIVE SUMMARY:**

The 2014 Wastewater Collection System Master Plan identified the Corral Creek and Rivergreen lift stations as needing major improvements in the near term. A subsequent condition assessment completed in 2018 confirmed this finding and identified additional required improvements to ensure the continued functionality and reliability of these lift stations.

City Council adopted Resolution No. 2841 on October 19, 2020 authorizing the award of a Professional Services Agreement (PSA) with Murraysmith for design of the Project. On February 24, 2022, City Council adopted Resolution No. 2952 authorizing the award of a construction contract with R.L. Reimers Co. for construction of the Project. The City seeks additional construction inspection support as part of the construction administration services to be provided by Murraysmith under the current PSA. Inspection support services will help ensure adequate oversight of construction activities and compliance with approved plans and specifications. An amendment to the Murraysmith PSA is necessary to add this work to the contract.

#### **EXPECTED RESULTS:**

The pumping, electrical, and control systems will be upgraded, and corroded concrete and metal assets will be repaired or replaced. Site access for operation and maintenance will be improved, and a permanent standby generator will be installed at one of the lift stations to reduce the risk associated with power outages.

#### **TIMELINE:**

Construction is expected to begin in July 2022 with a final completion date scheduled for January 31, 2023.

#### **CURRENT YEAR BUDGET IMPACTS:**

CIP 2105 is funded through sewer operating fees and system development charges. The proposed FY 2022-23 Wilsonville budget includes \$1,582,173 for engineering, construction, contract administration and overhead for the entirety of the project. A supplemental budget adjustment will be needed to add Sewer Operating funds to the Project in FY 2022-23. In review of the sewer fund account balance, additional funds are available to support addition of construction inspection support services to the Project.

#### **COMMUNITY INVOLVEMENT PROCESS:**

Outreach to residents in the immediate vicinity of the lift stations was provided by City staff through direct mail. An online meeting was held on July 20, 2021 to solicit input on proposed changes to the lift stations and address concerns pertaining to site access, visual aesthetics, noise, and odor control.

Coordination and outreach to the surrounding community and adjacent property owners will continue throughout construction, providing regular updates and notifications through the use of flyers, door hangers, social media posts, press releases, and Boones Ferry Messenger articles.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The Project will benefit the community by providing more reliable critical wastewater infrastructure and minimizing the risk of failure.

**ALTERNATIVES:**

Not authorizing the proposed amendment will result in reduced oversight of construction activities and less verification of compliance with approved plans and specifications, increasing project risks.

**CITY MANAGER COMMENT:**

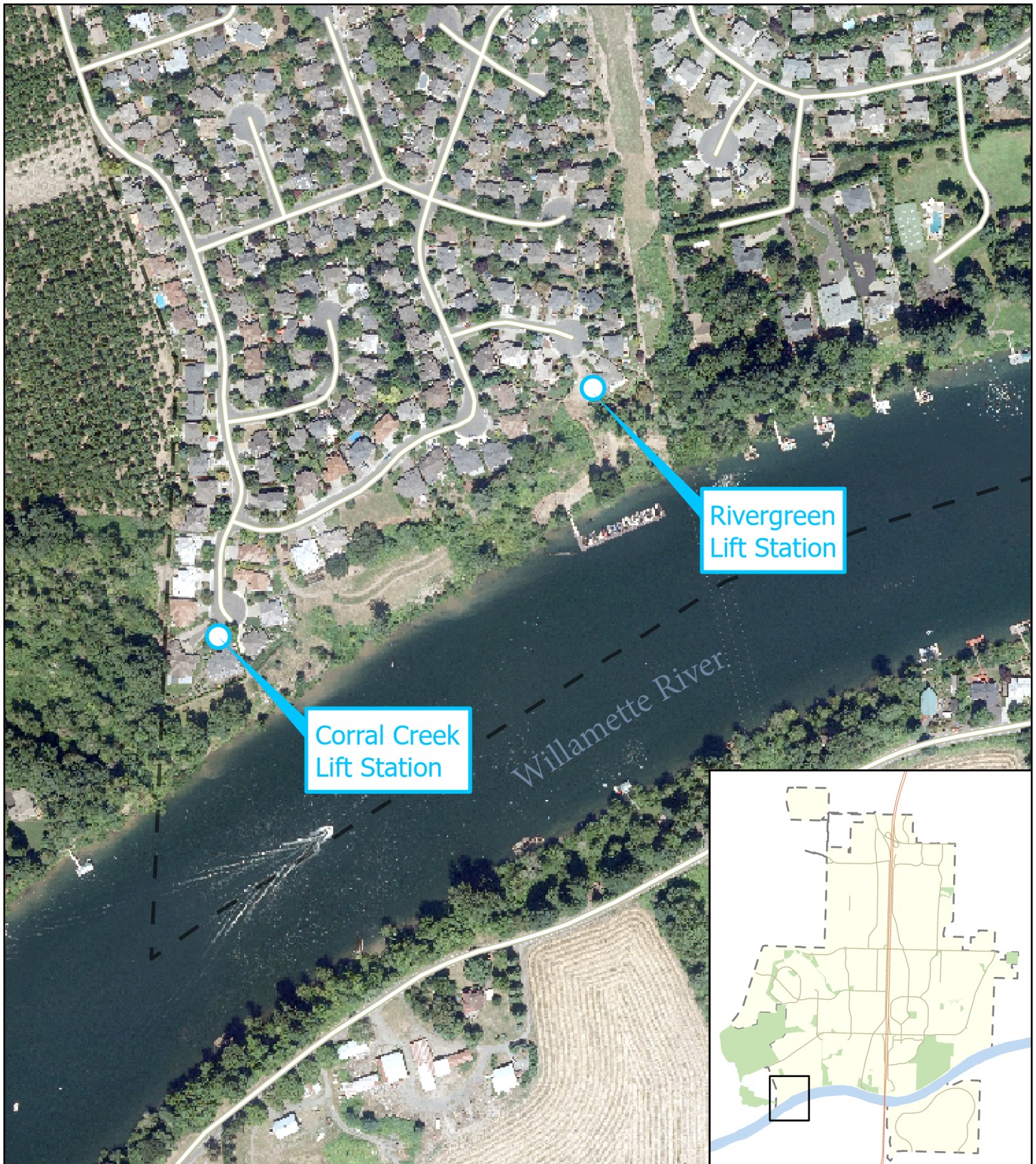
N/A

**ATTACHMENTS:**

1. Vicinity Map
2. Resolution No. 2983
  - A. Second Amendment Corral Creek and Rivergreen Lift Stations Rehabilitation Professional Services Agreement

# Attachment 1

## Corral Creek and Rivergreen Lift Stations - Vicinity Map



**RESOLUTION NO. 2983****A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MURRAYSMITH, INC. TO PROVIDE CONSTRUCTION INSPECTION SERVICES FOR THE CORRAL CREEK AND RIVERGREEN LIFT STATIONS REHABILITATION PROJECT (CAPITAL IMPROVEMENT PROJECT #2105)**

WHEREAS, the City has planned and budgeted for engineering consulting services for Capital Improvement Project #2105, known as the Corral Creek and Rivergreen Lift Stations Rehabilitation project (the Project); and

WHEREAS, the City solicited proposals from qualified consulting firms for the Project that duly followed State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, Murraysmith was selected as the most qualified consultant, was awarded a contract for engineering design services, and performed and completed services to the satisfaction of the City; and

WHEREAS, the City desires to amend the Professional Services Agreement contract with Murraysmith to perform construction inspection services for the Project; and

WHEREAS, a detailed scope of work for construction inspection services was prepared, and the fee for the scope was negotiated and found to be acceptable and appropriate for the services to be provided.

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

Section 1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and Murraysmith has provided a responsive and responsible proposal for engineering consulting services.

Section 2. The City Council, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Professional Services Agreement contract amendment with Murraysmith, Inc. for a not-to-exceed amount of \$56,819, which is substantially similar to Exhibit A attached hereto.

Section 3. In order to allow future minor contract amendments, if needed, to occur without having to come back to City Council, the authorized Professional Services Agreement contract total is hereby adjusted up to \$263,302, allowing for continued Contracting Agency approval of contract amendments that exceed this adjusted amount by fifteen percent (15%) in accordance with City Code requirements.

Section 4. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20<sup>th</sup> day of June, 2022, and filed with the Wilsonville City Recorder this date.

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JULIE FITZGERALD, MAYOR

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBITS:

- A. Second Amendment to Corral Creek and Rivergreen Lift Stations Rehabilitation Professional Services Agreement

**CITY OF WILSONVILLE  
SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

**Corral Creek & Rivergreen Lift Stations Rehabilitation Project**

This Second Amendment to Professional Services Agreement (“Second Amendment”) is effective the \_\_\_\_\_ day of \_\_\_\_\_ 2022 (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **Murraysmith, Inc.**, an Oregon corporation (“Consultant”), upon the terms and conditions set forth below.

**RECITALS**

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on November 10, 2020, relating to the Corral Creek & Rivergreen Lift Stations Rehabilitation Project (“Project”); and

WHEREAS, the City entered into a First Amendment to Professional Services Agreement (“First Amendment”) with Consultant on September 8, 2021; and

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

WHEREAS, the City and Consultant anticipate that additional time is needed to complete the Services stated in the Agreement and the Additional Services described in this Second Amendment; and

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

WHEREAS, Consultant is prepared to provide such Additional 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**

The Agreement is amended as follows:

**Section 1. Term**

The term of the Agreement is hereby extended to January 31, 2023.

**Section 2. Additional Services To Be Provided**

Consultant will perform the Additional Services more particularly described in **Exhibit A**, attached hereto and incorporated by reference herein, for the Project pursuant to all original terms of the Agreement, except as modified herein.

### Section 3. Time for Completion of Additional Services

The Additional Services provided by Consultant pursuant to this Second Amendment shall be completed by no later than January 31, 2023.

### Section 4. Compensation

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed FIFTY-SIX THOUSAND EIGHT HUNDRED NINETEEN DOLLARS (\$56,819), for performance of the Additional Services ("Second Amendment Compensation Amount") which, when totaled with the Total Compensation Amount from the First Amendment, equals a total not-to-exceed amount of TWO HUNDRED SIXTY-THREE THOUSAND THREE HUNDRED TWO DOLLARS (\$263,302) for the performance of the Services and Additional Services ("Total Compensation Amount"). The term "Total Compensation Amount," as defined in the First Amendment, is hereby deleted and replaced with the term "Total Compensation Amount" as defined above. Consultant's estimate of time and materials is attached hereto as **Exhibit B**, and incorporated herein by reference.

### Section 5. All Other Terms

All of the other terms and conditions of the Agreement shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement shall apply to this Second Amendment.

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

#### CONSULTANT:

MURRAYSMITH, INC.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

Employer I.D. No. \_\_\_\_\_

#### CITY:

CITY OF WILSONVILLE

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Ryan Adams, Assistant City Attorney  
City of Wilsonville, Oregon

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## EXHIBIT A

# AMENDMENT 2 SCOPE OF WORK CORRAL CREEK & RIVERGREEN LIFT STATION REHABILITATION CITY OF WILSONVILLE

## Project Overview and Understanding

The City of Wilsonville (City) is improving their Rivergreen and Corral Creek Lift Stations to provide condition-based improvements and improve reliability with on-site standby power at Rivergreen Lift Station. The City has identified that they would like the Consultant to provide additional construction phase services to include additional construction observations.

This scope of work includes the amended services as described below.

## Amended Scope of Services

Additional work described in this Amendment is included as activities added to existing subtasks and are identified in **bold**. Where applicable, amended assumptions listed in the original Scope of Services are also described, with obsolete assumptions deleted (indicated by ~~strike-out~~) and new assumptions added (shown in **bold**).

The tasks that are affected by this amendment are listed below and followed by a detailed scope of work.

- Task 1 – Project Management
- Task 7 – Construction Phase Services

The Consultant will perform the following services.

## Task 1 - Project Management

### *Amended Activities*

#### *1.1 Invoices/Status Reports*

Consultant will prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports will accompany each invoice. **Additional effort for this task is required to accommodate the additional work performed under this Amendment.**

### 1.3 Staff and Subconsultant Management (Amended Existing Task)

Consultant's Project Manager will manage the project staff and subconsultants to comply with the project scope, schedule, and budget. **Additional effort for this task is required to accommodate the additional work performed under this Amendment.**

## Task 7 – Construction Phase Services

### Amended Activities

#### 7.4 Periodic Construction Observation and Weekly Meetings (Amended Existing Task)

A project representative will be provided to periodically monitor the progress and quality of the executed work up through final testing and acceptance. Provide observation reports of the executed work to the City. Attend weekly construction meetings during active construction or as requested by the City. **Additional effort for this task is required to accommodate the additional scope of work performed under this Amendment.**

### Amended Assumptions

- City will provide a project manager ~~and designated inspector~~ that will be the primary contact for the contractor and coordinate with Murraysmith for work under this task.
- Up to ten (10) construction observations are listed below will be performed by the consultant. The budget assumes five (5) hours for each visit to account for travel time, on-site time, and reporting for Subtask 7.4.
  - Site piping installation
  - Electrical conduit layout (pre-cover)
  - Generator foundation form work
  - Three-side enclosure foundation form work and reinforcing Structural Observation
  - Three-sided enclosure reinforcement Structural Observation
  - Three-sided enclosure final completion Structural Observation
  - Wet well and valve vault piping complete prior to coating
  - Electrical cabinet installation review
  - Substantial completeness inspection
  - Final inspection of corrective work

In addition to the above construction observations, the consultant will provide two (2) construction observations per week during the 24-week active construction period. In addition to the five (5) hours assumed for each visit, one (1) hour per week is assumed for documentation quality control and quality assurance.

## Project Schedule

The Project Schedule is amended as follows.

Final Design Complete .....	December 2021
Construction Complete .....	November 2022
Project Complete .....	January 2023

CORRAL CREEK AND RIVERGREEN LIFT STATIONS REHABILITATION  
CITY OF WILSONVILLE  
PROPOSED FEE ESTIMATE-CONSTRUCTION SERVICES-AMENDMENT #2

LABOR CLASSIFICATION (HOURS)									
Staff Name	Principal Engineer IV	Professional Engineer VII	Construction Manager V	Construction Manager V	Technician II	Hours	Labor	Expenses	Total
	\$270 Carr	\$206 Kreipe	\$197 Hedberg	\$197 Bollinger	\$130 Ramos				
Task 1 - Project Management									
Task 1.1 - Invoices/Status Reports	2	6				8	\$ 1,776	\$ -	\$ 1,776
Task 1.3 - Staff and Subconsultant Management	2	6	6			14	\$ 2,958	\$ -	\$ 2,958
Task 1 Subtotal	4	12	6	0	0	22	\$ 4,734	\$ -	\$ 4,734
Task 7 - Construction Phase Services									
Task 7.4 - Periodic Construction Observation and Weekly Meetings									
Task 7 Subtotal	0	0	0	240	24	264	\$ 50,400	\$ 1,685	\$ 52,085
TOTAL - ALL TASKS	4	12	6	240	24	286	\$ 55,134	\$ 1,685	\$ 56,819



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> June 20, 2022		<b>Subject: Resolution No. 2984</b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Professional Services Contract With Moore Iacofano Goltsman, Inc. For Frog Pond East And South Master Planning.  <b>Staff Member:</b> Daniel Pauly, AICP, Planning Manager  <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends that Council adopt the consent agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the consent agenda.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Expand home ownership	<input type="checkbox"/> Adopted Master Plan(s):		<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:** Council to decide whether to approve a contract amendment with MIG for professional services for the Frog Pond East and South Master Plan to incorporate additional funding from a State grant.

**EXECUTIVE SUMMARY:**

The City continues work on the Frog Pond East and South Master Plan. The \$540,000 master-planning effort was initially funded by a combination of a Metro grant of \$350,000 and a City contribution of \$190,000. The Metro and City-funded scope of this master-planning project includes three specific housing affordability components: an affordable housing needs assessment and production strategy for the area, exploring methods to encourage more Accessory Dwelling Units (ADU) and exploring variable rate System Development Charges (SDC) to reduce costs for smaller housing units. Approximately \$127,000, or 23.5%, of the total project cost are dedicated to these project components.

City staff saw budget constraints affecting these important affordable housing project components, as they need to be balanced with other project requirements. Accordingly, with City Council support via Resolution No. 2912 in July 2021, City staff applied for additional State funding dedicated to these project components that would enable the City to enhance the amount of research, analysis, and targeted outreach for the work. Gratefully, the State saw the benefit of the request and awarded the grant to the City in the amount of \$81,000. If adopted by Council, Resolution No. 2984 will approve an amendment to the existing \$350,000 consultant contract to add \$57,000 funded by the grant. The remaining \$24,000 of the State grant will cover City staff time. City Council approved the original contract with Angelo Planning Group via Resolution No. 2888 in March 2021. The City Manager signed a First Amendment to the Professional Services Agreement in January for \$12,000 to cover the affordable housing component of the State grant. This resolution authorizes a Second Amendment to the Professional Services Agreement for \$45,000 to cover the SDC rate exploration portion of the grant.

**EXPECTED RESULTS:**

Council approval of a contract amendment funded by State grant funds to support additional work on the Frog Pond East and South Master Plan.

**TIMELINE:**

The work under the existing contract is underway. The additional work will be incorporated into the current project timeline. Adoption of the Frog Pond East and South Master Plan is planned at the end of 2022.

**CURRENT YEAR BUDGET IMPACTS:**

The additional contract amount is fully funded by a grant from the Oregon Department of Land Conservation and Development (DLCD).

**COMMUNITY INVOLVEMENT PROCESS:**

The enhancement of certain project components includes an increase in community involvement.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The additional grant-funded work will allow improvement of important components of the Frog

Pond East and South Master Plan that relate to the City's housing affordability efforts and Equitable Housing Strategic Plan priorities.

**ALTERNATIVES:**

The alternative is to not pursue the additional work and return the funds to the State.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 2984
  - A. Contract amendment including updated project scope

**RESOLUTION NO. 2984****A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT WITH MOORE IACOFANO GOLTSMAN, INC. FOR FROG POND EAST AND SOUTH MASTER PLANNING.**

WHEREAS, City Council adopted Resolution No. 2888 in March 2021 to authorize the City Manager to enter into a professional services contract with Angelo Planning Group for the Frog Pond East and South Master Plan in the amount of \$350,000; and

WHEREAS, following execution of the contract, City staff saw budget constraints affecting important affordable housing project components, as the work program was balanced with other project requirements; and

WHEREAS, the 2021 Oregon Legislature made funds available for the Oregon Department of Land Conservation and Development (DLCD) to award technical assistance grants to local jurisdictions; and

WHEREAS, City staff applied for an technical assistance grant to enhance the affordable housing and infrastructure financing related components of the Frog Pond East and South Master Plan with City Council support via Resolution No. 2912 in July 2021; and

WHEREAS, DLCD awarded the City a grant in the amount of \$81,000 to enable the City to enhance the amount of research, analysis, and targeted outreach for the affordable housing components of the Frog Pond East and South Master Plan as well as additional work related to infrastructure planning and financing; and

WHEREAS, \$57,000 of the grant funds is intended for consultant work with the remaining \$24,000 covering City staff time; and

WHEREAS, on January 31, 2022 the City Manager signed a First Amendment to the Professional Services Agreement to add \$12,000 to the contract amount to cover the affordable housing components of the DLCD grant award; and

WHEREAS, the City Council desires to authorize a Second Amendment to the Professional Services Agreement to add the remaining \$45,000 of the grant award related to the infrastructure financing component.

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

- Section 1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and Angelo Planning Group, Inc. which has subsequently merged with Moore Iacofano Goltsman, Inc who assumed existing contracts, submitted the most qualified proposal.
- Section 2. The City of Wilsonville City Council acting as the Local Contract Review Board authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, an amendment to the contract with Moore Iacofano Goltsman, Inc. increasing the stated value by \$45,000 for a cumulative \$57,000 (16.29%) change from \$350,000 to \$407,000 which amended contract must be substantially similar to Exhibit A attached hereto and incorporated herein.
- Section 3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 20th day of June 2022, and filed with the Wilsonville City Recorder this date.

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JULIE FITZGERALD, MAYOR

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan  
Councilor West  
Councilor Linville

EXHIBITS:

- A. Amended Professional Services Agreement between the City of Wilsonville and Angelo Planning Group, Inc., Frog Pond East and South Master Planning

**CITY OF WILSONVILLE  
SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

**Frog Pond East and South Master Plan**

This Second Amendment to Professional Services Agreement (“Second Amendment”) is effective the \_\_\_\_ day of June 2022 (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **Moore Iacofano Goltsman, Inc.**, an Oregon corporation (“Consultant”), upon the terms and conditions set forth below.

**RECITALS**

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Angelo Planning Group, Inc. (“APG”) on May 11, 2021, relating to the Frog Pond East and South Master Plan Project (“Project”); and

WHEREAS, the City entered into a First Amendment to Professional Services Agreement (“First Amendment”) with APG on January 31, 2022; and

WHEREAS, APG entered into an Assignment agreement with Consultant on February 1, 2022, whereby Consultant assumed APG’s role as the prime consultant on this Project; and

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

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

WHEREAS, Consultant is prepared to provide such Additional 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**

The Agreement is amended as follows:

**Section 1. Additional Services To Be Provided**

Consultant will perform the Additional Services more particularly described in **Exhibit A**, attached hereto and incorporated by reference herein, for the Project pursuant to all original terms of the Agreement, except as modified herein.

**Section 2. Time for Completion of Additional Services**

The Additional Services provided by Consultant pursuant to this Second Amendment shall be completed by no later than December 31, 2022.

### Section 3. Compensation

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed FORTY-FIVE THOUSAND DOLLARS (\$45,000), for performance of the Additional Services ("Second Amendment Compensation Amount") which, when totaled with the Total Compensation Amount from the First Amendment, equals a total not-to-exceed amount of FOUR HUNDRED SEVEN THOUSAND DOLLARS (\$407,000) for performance of the Services and Additional Services ("Total Compensation Amount"). The term "Total Compensation Amount," as defined in the First Amendment, is hereby deleted and replaced with the term "Total Compensation Amount" as defined above.

### Section 4. All Other Terms

All of the other terms and conditions of the Agreement shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement shall apply to this Second Amendment.

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

#### CONSULTANT:

MOORE IACOFANO GOLTSMAN, INC.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

Employer I.D. No. \_\_\_\_\_

#### CITY:

CITY OF WILSONVILLE

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Ryan Adams, Assistant City Attorney  
City of Wilsonville, Oregon

Frog Pond East and South Master Plan  
Angelo Planning Group (MIG) Team  
Scope of Work – Updated For DLCD-Funded Work

## Scope of Work, and Deliverables

### Phase 3: Implementation Strategies and Adoption

#### Task 3.1: Infrastructure Plan and Funding Strategy

##### *Task 3.1.4 - Infrastructure Funding Strategy and Explore SDC Options*

LCG will lead the team's preparation of an Infrastructure Funding Strategy, which will incorporate the high-level cost estimates described above for infrastructure projects including transportation, utilities, and parks. Consistent with the Frog Pond Area Plan and Frog Pond West funding strategy, these costs will be categorized into different scales of infrastructure (e.g., major off sites, framework, and local projects), subdivided into the cost of the minimum infrastructure required vs. oversizing cost, and identified if already on an existing capital facilities or improvement plan.

Consistent with the Frog Pond West funding strategy, this scope assumes that the primary new funding source generated by Frog Pond East and South will be a supplemental fee. This supplemental fee will likely be combined with City CIP funds and potentially other funding sources. The funding strategy will identify the cost and sources of funding for each major infrastructure element, and a fee revenue schedule that shows a projection of fees to be collected over an approximately 20-year period, broken down into 5-year increments based on likely construction timelines. The infrastructure costs will be adjusted based on expected year of construction assuming continued inflation of construction costs.

Concurrently with the funding analysis and strategy development, FCS will review both the City's current SDC policies as well as receive direction from City staff on alternative methods, including new methods for establishing variable-rate SDCs by dwelling size and type (see deliverables below). FCS will evaluate the impact-based SDC assessment designated by the City in terms of: legal barriers, feasibility of administration, equitable burden on specific unit types (identified by City), and ability to collect revenue necessary to fund all anticipated unfunded framework infrastructure projects. The team will also explore using an updated similar approach for the supplemental infrastructure fee in lieu of a blanket per door fee used in Frog Pond West using the same evaluation criteria.

FCS and APG (MIG) will prepare recommended draft SDC Methodology Report for the City's consideration for any method selected by the City for implementation. With additional State funds FCS and APG (MIG) will take a detailed look on the implementation options for updated SDC regulations and supplemental infrastructure fee from a timing and feasibility viewpoint. Special attention will be paid to alignment with fee updates that typically happen with infrastructure master plan updates and similar complexities. The team will identify what can be implemented immediately and what will need to happen at a later date and the triggers for the later implementation.

LCG, FCS and APG (MIG) will participate in City-led meetings with property owners and developers (including market-rate and affordable housing developers) regarding the Infrastructure Funding Strategy and SDC options.

**Leveraging the additional DLCD funding, LCG, FCS, and APG (MIG) will expand the SDC options research through the following steps:**

- **Reviewing existing SDC and special assessment methodologies being applied in Wilsonville currently with respect to transportation, parks, water, wastewater and**

stormwater systems to determine current charge bases (meter equivalents, equivalent service units, PM peak-hour vehicle trips, and residents).

- Conducting research of current SDC scaling practices in Oregon and nationally to establish correlation between house size and capacity needed. This review shall include 4 to 6 case study evaluations of scaling practices that have been deemed legally defensible.

The research is likely to involve a mix of customer data from the City and data that is available from the U. S. Census Bureau and other public sources.

- Determining and evaluating advantages and disadvantages regarding alternative approaches to SDC scaling methodologies. This evaluation shall take into account ease of implementation, legal precedence, administrative costs, potential impact on home price, and other factors.
- Calculating a sized-based fee schedule for single-family residences (including detached, attached, plexes, and ADUs) for each SDC imposed, based on current rates and charges.
- Gather and summarize any available information on the varying rates of impact of different housing types compared to detached single-family on varying types of infrastructure especially transportation, sanitary sewer, and parks. Analysis to include assumptions regarding relative infrastructure demand (e.g., vehicle trips, water/sewer demand, parks usage, etc.) based on dwelling unit size. Types of units to explore are the following (as defined by in Wilsonville's Development Code):
  - Apartments/condos (stacked units)
  - Townhouses
  - Duplexes, triplexes, and quadplexes
  - Cottage clusters
  - Multiple detached units on a lot
  - ADUs
- Participate in up to three planning commission and three city council work sessions to review the case study research, discuss evaluation criteria and goals, present research findings, discuss developer interview feedback, and refine draft SDC policy language.
- Participate in four internal cross-disciplinary city team meetings to review research and collaborate on potential models for Frog Pond East and South.
- Describe adoption process, including potential phased approach with some phases contingent on broader city-wide SDC studies and infrastructure master plan updates.
- Provide recommendations of when to do necessary quantitative analyses to support an updated SDC methodology.
- Incorporate above research into the SDC Options Evaluation Memorandum and explicitly summarize the impacts of the DLCD grant on this research (which may include detailed appendices with meeting minutes, financial models, and other documentation).
- The findings prepared by FCS shall be in the form of Administrative Procedures that can easily be incorporated into future SDC or Assessment Fee methodology updates.

**Deliverables:**

1. Infrastructure Funding Strategy
2. Meetings with property owners/developers (up to 4 one-on-one or group interviews)

3. SDC Options Evaluation Memorandum and SDC code and policy language The SDC optionsevaluation and code language will be delivered together with the Infrastructure Funding Strategy.
4. ***Additional DLCD-funded tasks including case study research, planning commission and city council work sessions, cross-disciplinary team meetings, SDC financial modeling, and documentation of DLCD impacts in SDC Options Evaluation Memorandum.***



## CITY COUNCIL MEETING MINUTES

June 06, 2022 at 7:00 PM

City Hall Council Chambers & Remote Video Conferencing

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### CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, June 6, 2022. The Council President called the meeting to order at 7:04 p.m., followed by roll call and the Pledge of Allegiance.

### PRESENT

Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

### ABSENT

Mayor Fitzgerald

### STAFF PRESENT

Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Cricket Jones, Finance Operations Supervisor  
Jeanna Troha, Assistant City Manager  
Katherine Smith, Assistant Finance Director  
Keith Katko, Finance Director  
Kimberly Veliz, City Recorder  
Robert Wurpes, Chief of Police  
Zoe Mombert, Assistant to the City Manager  
Bill Evans, Communications & Marketing Manager

3. Motion to approve the following order of the agenda.

**Motion:** Moved to approve the order of agenda as amended.

Motion made by Councilor West, Seconded by Councilor Lehan.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West, Councilor Linville

**Vote:** Motion carried 4-0.

Before the start of the formal part of the agenda, the Council President requested that the audience observe a moment of silence to honor those at Robb Elementary School in Uvalde, Texas.

**MAYOR'S BUSINESS**

4. Wilsonville Wildcats Week Proclamation

The Council President read into the record a proclamation declaring June 6-10, 2022 as Wilsonville Wildcats Week. Next, Councilor Linville presented the Wilsonville Wildcats girls's soccer team and coaches with proclamations. Council then took photos with the team.

5. Library Board Appointment

**Library Board - Appointment**

Appointment of Richard (Dick) Spence to the Library Board for a term beginning 6/6/2022 to 6/30/2025.

**Motion:** Moved to ratify the appointment of Richard Spence to the Library Board for a term beginning 6/6/2022 to 6/30/2025.

Motion made by Councilor Linville, Seconded by Councilor Lehan.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West, Councilor Linville

**Vote:** Motion carried 4-0.

Council appreciated Mr. Spence for his continued service.

Mr. Spence shared it is his pleasure to serve on the Library Board and thanked City Council for the nomination and appointment.

## 6. Upcoming Meetings

The Council President reported on the following:

### Summer Reading Program

- The latest Boones Ferry Messenger included a flyer for the Summer Reading Program and other Library happenings.

### Events at the Oregon Korean War Memorial in Town Center Park

- Visit by National Credit Union Federation of Korea
  - On behalf of the City Council, the Council President had the pleasure of welcoming Members of the National Credit Union Federation of Korea to Wilsonville on May 24, 2022.
  - The President of the Worldwide Foundation for Credit Unions accompanied this delegation.
  - Greg Caldwell, Honorary Consul for the Republic of Korea in Portland, and members of Korean War Veterans Association and Korean War Memorial Foundation of Oregon also attended the event.
- Memorial Day Observance Ceremony
  - Councilor West and the Council President had the opportunity to attend the annual Memorial Day Observance Ceremony at the Korean War Memorial.
  - Sponsored by the Korean War Veterans Association and Korean War Memorial Foundation of Oregon, this event is always one of solemn remembrance.
  - Various organizations participated in the Laying of the Wreaths in Memory of the Fallen, including:
    - American Legion Post 65
    - Civil Air Patrol Aurora Squadron
    - Korean War Memorial Foundation
    - K W V A Oregon Trail Chapter
    - Oregon National Guard
    - City of Wilsonville
  - Together, we are able to preserve the memory of America's sacrifice in defense of the freedom of the peoples of South Korea, and to improve cultural ties between Oregonians and Koreans.

### Wilsonville Family Fairy Dance event

- The prior weekend on Friday and Saturday nights, the Parks and Recreation Department hosted the ever-popular Wilsonville Family Fairy Dance event. Formerly known as the Daddy-Daughter Dance, the City is embracing a wider number of community members to participate.
- The Family Fairy Dance events were held at Stein Boozier Barn in Murase Plaza of Memorial Park. The evening featured a live DJ, photo booth, and prize giveaways.

### Skate Park Opening Event

- This event was postponed due to the weather.

### Budget Committee Meetings

- The Council President reported that City Council and the Budget Committee wrapped up the Fiscal Year 2022-23 City Budget in May 2022.
- The Budget Committee reviewed and approved the Budget, which is before City Council later in the meeting.

### Wilsonville PRIDE Month

- Mentioned in the City Council packet was a proclamation declaring June 2022 as “Pride Month” for Wilsonville.
- This is an opportunity to show support for our community’s Lesbian, Gay, Bisexual, Transgender, Questioning, Queer, Asexual and Allied members, also known as L G B T Q I A +.
- The Council President noted that the June edition of The Boones Ferry Messenger city newsletter features the Pride Month rainbow flag for this month’s masthead.

### Juneteenth Community Celebration

- Also in the City Council packet was a proclamation declaring June 19, 2022, as “Celebration of Juneteenth in Wilsonville.”
- To celebrate the abolition of slavery on this new national holiday, the City’s Diversity, Equity and Inclusion Committee has helped to organize a Juneteenth Celebration.
- The Wilsonville Juneteenth Celebration is on Saturday, June 18, 2022, 10:00 a.m. to 12:00 p.m., at Town Center Park.
- The event, underwritten with a Wilsonville Community Opportunity Matching Grant Program, features:
  - Live music from the 10-piece Afro-Beat band JuJuBa
  - Ethiopian food tastings from Dar Es Salaam restaurant
  - Presentations, educational materials, health-screenings, and more

### Ribbon Cutting Ceremonies

- The Wilsonville Chamber of Commerce would be hosting a few ribbon cutting ceremonies for new businesses.

### Wilsonville Business Summit

- The City of Wilsonville and Clackamas Community College are hosting the Wilsonville Business Summit on Wednesday, June 15, 2022, at the College’s Wilsonville campus.

### City Council Meeting

The next City Council meeting is scheduled for Monday, June 20, 2022 at 7:00 p.m.

## COMMUNICATIONS

### 7. Clackamas County Sherriff's Office New Online Database

Chief Wurpes introduced the presentation and Ashley Calhoun. The Chief then publicly thanked Ashley for the work she has done on the Clackamas County Sherriff's Office New Online Database project.

During, the presentation City Council heard details of the project, which consisted of updating reports, and incorporating new technologies to create the new online reporting system. The system allows Wilsonville residents to report minor crimes online. City Council was also shown the new Call Activity Dashboards that allow the public to view and analyze details of the last four (4) years of City of Wilsonville call activity.

City Council questions and comments followed the presentation.

### 8. Wilsonville Community Sharing Update

Wilsonville Community Sharing (WCS) representatives Carlos Salazar, President of the Board of Directors; Jerri Bohard, Vice President; and Nicole Hendrix, Secretary presented to City Council. The WCS Board members explained how City's grant funding helps Wilsonville residents in need. Furthermore, the WCS Board President detailed the non-profit's recent and upcoming activities, including the appointment of Leigh Crosby as Executive Director and their upcoming move into a City of Wilsonville owned building.

Council appreciated Wilsonville Community Sharing for their ongoing efforts.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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

There was none.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

### 9. Council President Akervall

Report provided under Mayor's Business.

## 10. Councilor Lehan

Shared updates on the following events since the last City Council meeting:

- Charbonneau Art Festival held at the new activity center
- Skate Park Dedication to be rescheduled
- Memorial Day preparations at Pleasant View Cemetery

## 11. Councilor West

Reported on the following events attended since the last City Council meeting:

- Memorial Day Observance Ceremony of the Korean War Memorial
- Charbonneau Art Festival

In closing, Councilor West congratulated all the high school seniors on their upcoming graduations.

## 12. Councilor Linville

Reported on the following meetings and/or events she attended since City Council last met:

- Clackamas County Coordinating Committee (C4) Subcommittee on May 18, 2022
- Willamette Falls Locks Commission on June 6, 2022
- Charbonneau Arts Festival held in the new activity center

Announced the following upcoming events:

- Chamber of Commerce ribbon-cutting events:
  - June 8, 2022 at Soak Box in Old Town Square shopping center
  - June 15, 2022 at Chug Coffee at Subaru dealership
- June 15, 2022 at the Willamette Falls Locks a tour and joint gathering of the Willamette Falls Locks Commission and Willamette Falls Locks Authority
- June 15, 2022 the Wilsonville Business Summit would take place at the Wilsonville Clackamas Community College campus

## CONSENT AGENDA

The City Attorney read the titles of the Consent Agenda items into the record.

### 13. **Resolution No. 2963**

A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2022/2023.

**14. Resolution No. 2972**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Wallis Engineering For Engineering Design and Construction Support Services For the Charbonneau Utility Repair: Village Greens Circle And Edgewater Lane Project (Capital Improvement Projects 1500, 2500, 4500, And 7500).

**15. Resolution No. 2975**

A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing.

**16. Resolution No. 2976**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Progressive Design Build Agreement With Tapani | Sundt A Joint Venture For Design And Construction Of The Boeckman Road Corridor Project (Capital Improvement Project #2102, 4205, 4206, 4212, 7067).

**17. Resolution No. 2978**

A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of Delta Connects Inc. To Supply And Service Delta Controls HVAC Controllers For All City Facilities.

**18. Minutes of the May 16, 2022 City Council Meeting.**

**Motion:** Moved to adopt the Consent Agenda as read.

Motion made by Councilor Lehan, Seconded by Councilor West.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West, Councilor Linville

**Vote:** Motion carried 4-0.

**NEW BUSINESS**

None.

**CONTINUING BUSINESS**

None.

**PUBLIC HEARING**

The City Attorney read the title of Resolution No. 2973 into the record.

**19. Resolution No. 2973**

A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2021-22.

The Council President read the public hearing script, and opened the public hearing at 8:44 p.m.

The Assistant Finance Director summarized the staff report for Resolution No. 2973.

The Council President invited public testimony, there was none.

The Council President closed the public hearing at 8:49 p.m. and called for a motion on Resolution No. 2973.

**Motion:** Moved to adopt Resolution No. 2973.

Motion made by Councilor Lehan, Seconded by Councilor West.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West, Councilor Linville

**Vote:** Motion carried 4-0.

The City Attorney read the titles of Resolution No. 2980, 2981 and 2982 into the record.

The Council President read the public hearing script and opened the public hearing for Resolution Nos. 2980, 2981 and 2982 at 8:54 p.m.

The Finance Director presented the staff report and PowerPoint for Resolution Nos. 2980, 2981 and 2982.

The Council President invited public testimony, there was none.

Councilor Lehan recalled for the audience the reason Councilors were not asking questions, was not that they were not interested. It was because, as mentioned by the Finance Director, City Council had reviewed the budget in much more detail during the Budget Committee hearings.

The Council President closed the public hearing at 8:59 p.m. and called for a motion on Resolution No. 2980, 2981 and 2982.

The City Attorney clarified the motion language needed for Resolution No. 2982 was as follows, "I move to approve Resolution No. 2982."

**20. Resolution No. 2980**

A Resolution Declaring The City's Eligibility To Receive State Shared Revenues.

**Motion:** Moved to approve Resolution No. 2980.

Motion made by Councilor Lehan, Seconded by Councilor Linville.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West, Councilor Linville

**Vote:** Motion carried 4-0.

**21. Resolution No. 2981**

A Resolution Declaring The City's Election To Receive State Shared Revenues.

The Council President called for a motion on Resolution No. 2981.

**Motion:** Moved to approve Resolution No. 2981.

Motion made by Councilor Lehan, Seconded by Councilor West.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West, Councilor Linville

**Vote:** Motion carried 4-0.

The Council President called for a motion on Resolution No. 2982.

**22. Resolution No. 2982**

A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2022-23.

**Motion:** Moved to approve Resolution No. 2982.

Motion made by Councilor West, Seconded by Councilor Lehan.

Councilor Linville reiterated the comments made by Councilor Lehan about the Budget Committee hearings. Ms. Linville further added that the Budget Committee is made up of City Councilors as well as five (5) citizens who spend two (2) evenings going thru the budget in detail. The Budget Committee approved the budget after many questions and discussion about how the expenditures were planned.

Councilors collectively thanked the Budget Committee members for their work on the Fiscal Year (FY) 2022-23 budget.

**Voting Yea:**

Council President Akervall, Councilor Lehan, Councilor West, Councilor Linville

**Vote:** Motion carried 4-0.

**CITY MANAGER'S BUSINESS**

There was no report.

**LEGAL BUSINESS**

There was no report.

**ADJOURN**

The Council President adjourned the meeting at 9:08 p.m.

Respectfully submitted,

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Kimberly Veliz, City Recorder

ATTEST:

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Julie Fitzgerald, Mayor

## From The Director's Office

Greetings!

City staff recently conducted a Request for Proposals (RFP) process to solicit quality consultant/contractor teams to design and build the Boeckman Road Corridor Project (BRCP). This is a five part capital improvement project that is utilizing an alternate project delivery system called Progressive Design Build (PDB). Progressive Design-Build facilitates involvement of the design-build team during the earliest stages of the project development, ensuring they are part of the project team developing design solutions. This promotes the greatest amount of collaboration between the three key players in a construction contract – the owner, the designer, and the contractor.

While a project design is usually fully complete by the time a construction contractor is procured in the traditional design-bid-build process, PDB adds the design-builder to the owner's team at the beginning of the design phase. When the design is somewhere between 50 and 75 percent complete, the design-builder issues a Guaranteed Maximum Price (GMP) that is then locked in through contracts with the owner.

Four very high quality teams responded to the RFP. Following written proposals and in-person interviews, the City's project team, including our owner's representatives from Murraysmith, selected the PDB team at Sundt/Tapani/KPFF to partner with the City to complete this very important project. This will be the city's very first PDB project. The five projects include traffic control at the intersection of Canyon Creek and Boeckman Road (a roundabout will be explored), the Boeckman Bridge, a sewer line along the frontage of Frog Pond West, a storm drainage culvert upsizing for Meridian Creek crossing under Boeckman Road, and the road improvements to Boeckman Road from the east side of the bridge to Stafford Road. The project will also include removal of fish barriers, restoration of the Boeckman Creek channel, removal of fill, planting of natives, and construction of wildlife passages and a connecting section of the Boeckman Creek Regional Trail that will ultimately connect Frog Pond West with Memorial Park.

The winning team's attention to detail and thoughtfulness toward the project specifics were unparalleled. The team identified the project as a natural resource restoration project, with a road and bridge, which is surely an interesting way to characterize the project. Our collective goal will be to deliver a quality multi-modal experience on-time and under budget, drastically improving the natural environment while minimizing impacts to community members.

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director



## Building Division

### Whatcha Lookin' At – The Inspection Process

Building Inspectors are trained and certified to identify construction defects throughout the progression of a project. When an Inspector identifies an issue it is added to the correction notice and provided to the contractor in a list format. Every item on the correction notice must be addressed and corrected before the project can progress. Some deficiencies are more prominent than others and may vary between compromised structural elements or missing energy conservation components.

It is estimated to take around 2,500 man hours to build a new dwelling from start to finish. The City's Building Inspectors and Plans Examiners likely contribute less than 20 hours of the estimated 2,500. During the development of a project it is unrealistic to witness every saw cut or driven nail, which is why projects are often divided into inspection phases. Each phase of work typically ends with a 'request to cover' inspection, such as 'Floor Post & Beam' or 'Framing' inspection. In the case of a Floor Post & Beam inspection, if a contractor receives a passing inspection, the next step for the builder is to conceal the underfloor space with sub-flooring and to begin framing walls, floors, and roof.

The photos in this article show an attic space during a 'Final Building' inspection, the very last inspection necessary before the dwelling can be legally occupied. In the left photo, blown-in insulation equal to R-49 (Typically 16-18 inches deep) is missing. The photo on the right shows the follow up inspection, confirming the insulation was added.

Dwellings are substantial investments for individuals and families in our community and we spend large portions of our lives inside these built environments. It is the responsibility of the City Building Division to preserve the public trust pertaining to structures. The Building Code minimum requirements intend for a reasonable level of safety, health, and general welfare through affordability, structural strength, a means of escape, stability, sanitation, light and ventilation, energy conservation, safety of life and property from fire (and other hazards attributed to the built environment), and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations. Because of this, residents have come to sensibly expect long-lasting and reliable structures.

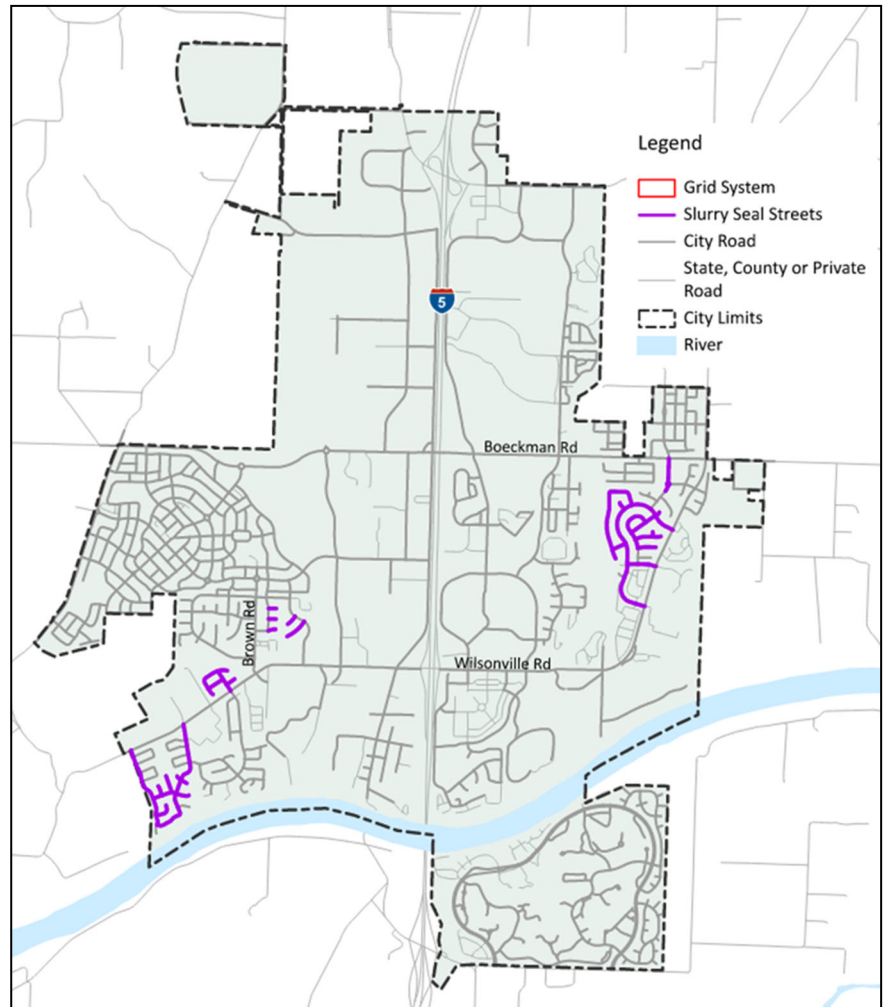
Carl Brown  
Building Inspector/Plans Examiner II



## Engineering Division, Capital Projects

### 2022 Street Maintenance

- Curb Ramp Replacement (4014/4118)** Curb ramp replacements and upgrades are currently under design for the 2023 Street Maintenance summer construction season. The Engineering Division has opted to construct all curb ramp replacements/upgrades in advance of street maintenance work to streamline in-street maintenance and restoration work. Curb ramp work is tentatively planned to begin fall 2022 and complete by spring 2023.
- Slurry Seal (4014)** The City of Wilsonville, along with various other local jurisdictions, has partnered with City of Hillsboro in a Joint Cooperative Procurement to find savings in economies of scale to secure a contractor to complete the 2022 Slurry Seal project, a child project of the City's Street Maintenance program. Wilsonville City Council awarded a construction contract to Blackline, Inc., the lowest, responsive, and responsible bidder, in April. Slurry seal work is tentatively scheduled to occur in the first part of August 2022.



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

This project involves the design and construction of the extension of 5th Street and Kinsman Road between Boones Ferry Road and Wilsonville Road, including water, sewer, storm, franchise utility extension, and installation of a portion of the Ice Age Tonquin Trail. Overhead utility undergrounding and curb installation on 5th Street is complete. Sidewalk and bike lane construction is underway on 5th Street (pictured). Construction of the 5th Street Bridge over Coffee Creek continues. Grading for Kinsman Road extension to Wilsonville Road is underway. Construction will continue through January 2023.



## Engineering Division, Capital Projects

### **95th Avenue Storm Pipe Repairs (7062)**

This project replaces collapsed and crushed portions of existing storm pipeline on 95th Avenue. The goal of this project is to replace these sections of pipe prior to work being performed by Willamette Water Supply Program for the construction of PLM\_1.3 which is scheduled for the middle of 2022. The project's construction contract was executed with Braun Construction in March 2022 and construction will start and be completed before June 30, 2022.

### **Boberg Diversion Structure Replacement (2100)**

This project replaces the outdated Boberg Road wastewater diversion structure to improve wastewater collection system functionality and ensures available capacity for upstream development in the Coffee Creek and Basalt Creek areas into the future. Due to contractor delay issues, construction is being postponed to spring 2022 when weather is better suited for sanitary sewer bypass pumping and permanent asphalt repair work.

### **Boeckman Road Corridor Project (4212/4206/4205/2102/7065)**

This project involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road – Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The Progressive Design Build (PDB) Agreement was awarded to Tapani-Sundt Joint Venture by City Council on June 6. Upon award of the PDB Agreement, a project kickoff meeting with the design team is scheduled at the end of June.

### **I-5 Pedestrian Bridge (4202)**

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. The Mobility Advisory Committee (MAC), in coordination with ODOT, recently approved the traffic control plan that will be used during construction. The design team is wrapping up this phase of the design work until construction funding is identified.

### **Raw Water Facility Improvements**

This project is a capital improvement project under management of the Willamette Water Supply Commission and Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment and installation of a 66-inch raw water pipe and 8-inch domestic City water pipe. Phase I work is complete. The contractor has demobilized until summer 2022.

### **Rivergreen and Corral Creek Lift Stations (2105)**

This project involves upgrading the Rivergreen and Corral Creek wastewater lift stations. The design contract was awarded to Murraysmith in October 2020 and design was completed in December 2021. The construction contract was awarded to R.L. Reimers in February 2022, with construction anticipated for completion by December 2022.

## Engineering Division, Capital Projects

### Village Greens Circle & Edgewater Lane (1500/2500/4500/7500)

Village Greens Circle and Edgewater Lane are the next two rounds of Charbonneau Utility Repair in the Charbonneau District of Wilsonville. The City has selected Wallis Engineering as the design consultant in April with scope negotiations complete as of early May. Design work for these two projects will begin in July 2022 and continue through the end of the 2022 calendar year with construction of the Village Greens Circle project starting in early 2023 and Edgewater Lane construction work tentatively occurring in early 2024.

### Water Treatment Plant Expansion to 20 MGD (1144)

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements. A Construction Manager/ General Contractor (CMGC) alternative contracting method was approved by City Council in March 2020. An engineering contract was awarded to Stantec in July 2020. The CMGC contract was awarded to Kiewit in August 2021. City Council approved an early work package for ozone generator replacement in October 2021. Final design was completed in coordination with the CMGC in March 2022. Construction will begin in June 2022 with completion expected in 2024.

### Willamette Water Supply Program Coordination (1127)

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

- **Phase 1, Wilsonville Road (PLM\_1.1)**  
Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM\_1.2)**  
Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM\_1.3)**  
This is the WWSP's last section of transmission pipeline to be constructed in the City of Wilsonville and is scheduled to begin Summer 2022, with completion in 2024. It will connect the remaining portion of the pipeline through Wilsonville and follows Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road. (see image). The Engineering Division is currently in the process of reviewing final plans. Also, selection of an inspection services consultant to perform inspection of all City-owned public improvements throughout the project work areas is underway.



### Waste Water Treatment Plant (WWTP) Master Plan (2104)

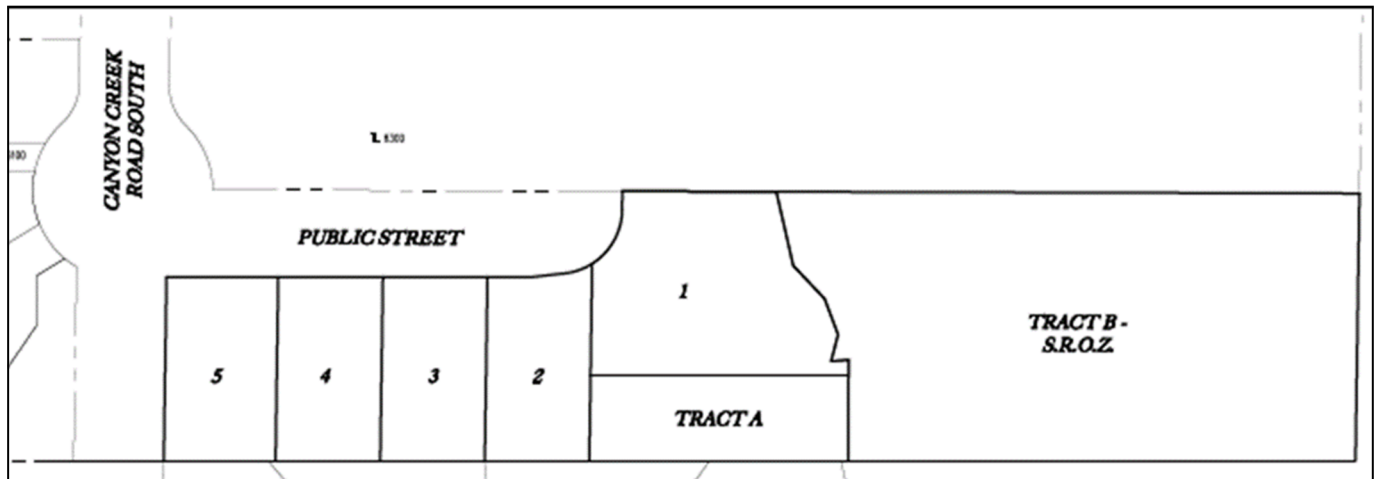
This project will evaluate capacity of WWTP processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. The engineering contract was awarded in May 2020, and the project is anticipated to be completed by the end of 2022.

## Engineering Division, Private Development

### Residential Construction Activities

#### *Canyon Creek South Phase 3*

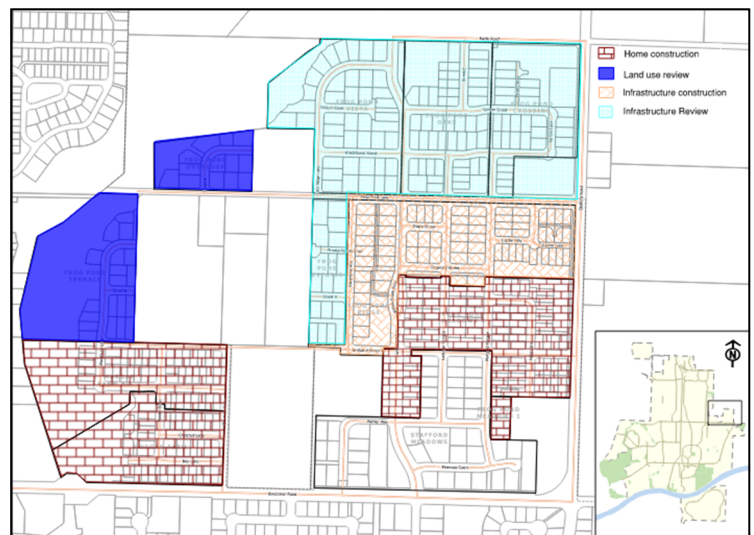
This is a five lot subdivision on Canyon Creek Road South. A pre-construction meeting with the developer, contractor, and City was held. Construction on this five lot subdivision on Canyon Creek Road south began mid-May.



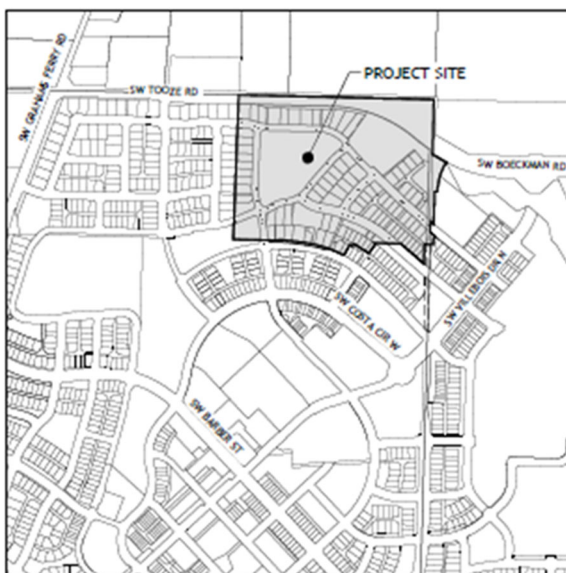
Canyon Creek South Phase 3

#### *Frog Pond West*

The Frog Pond West Master Planned area continues to see active construction. Four subdivisions were recently approved by the DRB and infrastructure plans are under review by Engineering. The Frog Pond Ridge subdivision is under active infrastructure construction and one phase is nearing completion. Three previously approved subdivisions have after home construction. Two new proposed subdivisions have started the land use process.



Frog Pond West



Villebois Clermont

#### *Villebois Clermont*

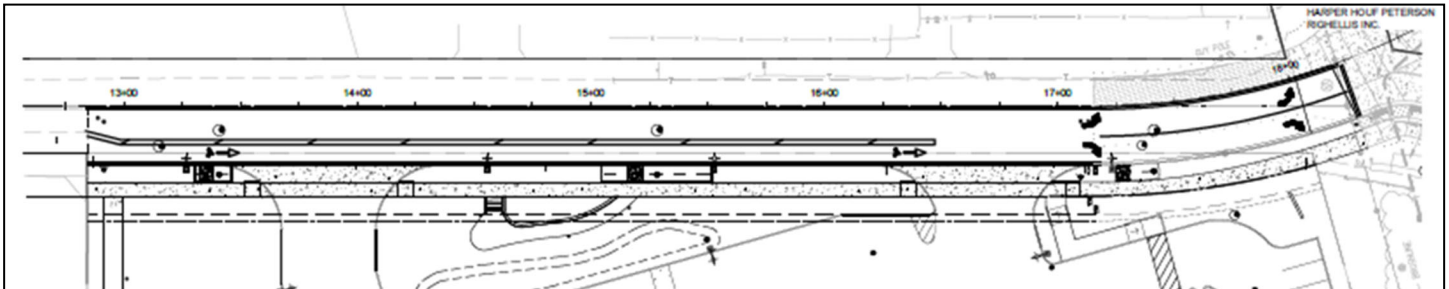
The last piece of the Villebois puzzle, this 87 lot subdivision is nearing substantial completion of the public infrastructure and will soon move on to home construction. Plans for Villebois Clermont Regional Park 5 & 6 are under review by the City and construction of park amenities should begin soon.

## Engineering Division, Private Development

### **Commercial/Industrial Construction Activities**

#### *Coffee Creek Logistics Center (Panattoni Warehouse)*

This project is located on the southwest corner of Clutter Road and Garden Acres Road. This project includes half street improvements along Clutter Road (improvements along Garden Acres were completed by the City in 2020). Utilities in the right-of-way have been installed and street reconstruction began at the end of May.



### **Northstar Contractor Establishment—Clay Street**

This project is located in Washington County and onsite improvements are subject to the Washington County permit process. The street improvements are under the City of Wilsonville permit. The contractor is working on final items before a final walk-through for punch list items.

### **Parkway Woods**

This project involves a parking lot update and building modifications at the Xerox campus (formerly Tektronix). A series of stormwater planters will be included to bring the parking lot up to today's standards. Construction of stormwater facilities continues.

### **SSI Shredding**

Site plans were submitted for two additional buildings on the existing site, along with sidewalk, sanitary, and water additions. Onsite work continues. Offsite utilities have been installed. Pavement restoration in the right-of-way occurred in May.

### **Wilsonville High School Auditorium**

The school district will be adding a new water line, sanitary force main, and storm facilities. Onsite work continues.

### **Wood Middle School**

Additions to Wood Middle School will require a new stormwater facility. Building modifications are nearing completion. The stormwater facility has been constructed and planted.

## Engineering Division, Natural Resources

### Clackamas County Climate Action Plan – Public Involvement

The City Council goals and strategies for FY 2021-23 include developing a Wilsonville climate action strategy in alignment with Clackamas County's planning efforts. In 2020, Clackamas County began the process for developing their Climate Action Plan, which will have specific recommendations to reach the goal of being carbon neutral by 2050.

Based on the outcome of the County's planning effort, the City Council will determine the most appropriate path for moving forward, such as developing a Wilsonville climate action strategy in alignment with the County's Plan. City staff will monitor the progress of the Climate Action Plan, and provide periodic updates to the City Council.

Community engagement for the climate action plan is underway, and they would like to hear from residents and businesses in Wilsonville and other communities in Clackamas County. A community survey is posted until June 30 at <https://www.surveymonkey.com/r/ClackCoClimate> and on the project webpage at <https://www.clackamas.us/sustainability/climateaction>. City Staff will be posting this information on Wilsonville's social media.

The survey takes about 10-30 minutes, depending on how many segments of the survey one chooses to respond to. Each optional segment looks at a different type of climate action: buildings/energy, transportation, consumption/waste, water/wastewater, and carbon sequestration.

The County will also host community conversations on climate (dates TBD) for people to ask questions and offer their opinions. They will post those dates and locations as soon as they are scheduled.



## Planning Division, Current

### **Construction Permit Review, Development Inspections, and Project Management**

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

- Clermont Subdivision (Villebois Phase 5 North)
- Panattoni Development Company warehouse on Clutter Road
- Parkway Woods industrial campus
- Residential subdivisions in Frog Pond West

### **Development Review Board (DRB)**

DRB Panel A did not meet in May.

During their May 23 Meeting, DRB Panel B held a public hearing and unanimously approved the development of an industrial development between Grahams Ferry Road and Garden Acres Road in the Coffee Creek Industrial District.

### **DRB Projects Under Review**

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

- Two subdivisions in Frog Pond West
- Industrial building between Garden Acres Road and Grahams Ferry Road
- Gas Station and Convenience Store on Boones Ferry Road north of Wilsonville Road
- Storage yard and related improvements on Boones Ferry Road
- Industrial building and storage yard on Day Road
- New signs for existing automobile dealership



Perspective of Proposed Industrial Building from Garden Acres Road

## Planning Division, Long Range

### **Aurora Airport**

#### *Aurora Airport Good-Nighbor Policies*

As an affected jurisdiction, it is important to articulate the relevant land use issues, associated with being a neighbor to an airport, into local adopted policy for purposes of intergovernmental coordination and standing in state law. The applicable document in the City of Wilsonville is the Comprehensive Plan. This Comprehensive Plan update project aims to identify the potential positive and negative impacts of the Airport's current operations and planned future growth for Wilsonville residents and businesses, and to adopt Comprehensive Plan policies to memorialize and address the highest priority issues pertaining to the interrelationships between the Aurora Airport and City of Wilsonville. On May 2, the project team presented results of recent work and outreach results to the City Council in a work session and gathered the Council's feedback. During the remainder of the month, the project team continued to develop draft policies for City adoption later in the summer.



## FROG POND EAST & SOUTH MASTER PLAN

### **Frog Pond East and South Master Plan**

May was an important outreach month for the Frog Pond East and South Master Plan. The project team held a community workshop, a number of focus groups, and conducted an online survey. The project team also worked to prepare land use and urban design alternatives for Planning Commission and City Council work session in June as well as a memo outlining the existing conditions for the upcoming infrastructure evaluation.

### **Inclusive Outreach Framework Refinement**

Building upon outreach efforts during the Town Center and Middle Housing projects, the City is reviewing and refining an outreach framework that will be the basis of ongoing outreach efforts led by the Planning Division and is applicable to departments throughout the City. During May, the project team continued coordinated efforts with the Frog Pond East and South team and present draft framework and barriers and actions documents to City staff, the DEI Committee, Planning Commission, and City Council.

### **Planning Commission**

During their May meeting, the Planning Commission heard an update on the Town Center Infrastructure Funding Plan and Urban Renewal Strategic Plan. The Commission also held a work session regarding the Wilsonville Framework for Inclusive Engagement. For the work session, the Planning Commission received a presentation and provided feedback on the Framework, which will be an important resource for the City's future public engagement efforts. They also provided feedback on the draft outline for the associated Barriers and Actions memo, which looks at current barriers to participation of individuals historically underrepresented in public engagement efforts and actions to address the barriers. This feedback will be used along with input from the DEI Committee, City Council, and City staff to further refine the documents.

## Planning Division, Long Range

### **Transit-Oriented Development at the Wilsonville Transit Center**

The Equitable Housing Strategic Plan identifies exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. During May, the City reviewed Statements of Qualifications (SOQ) from interested project developers based on the Request for Qualifications (RFQ) document released in March. Three proposals were submitted from teams led by Gorman & Company, Palindrome, and Reach Community Development Inc. with Farmworker Housing Development Corporation. Based upon this review, all three teams were shortlisted to respond to a Request for Proposals (RFP), anticipated later this spring.

General project information is available on the project website:

<https://ci.wilsonville.or.us/planning/page/wilsonville-transit-center-tod>

### **Vertical Housing Development Zones**

The Equitable Housing Strategic Plan identifies creation of tax abatements to create diversity and affordability in the City's housing supply as a near-term implementation action. Additionally, the Town Center Plan identifies exploration of Vertical Housing Development Zones (VHDZ) as a short-term implementation action to encourage mixed-use development. After nearly a year of assessing the benefits and best practices associated with this tax abatement program, on May 2, City Council approved Resolution No. 2971 adopting a VHDZ Program in Villebois Village Center and Town Center. To supplement minimum eligibility requirements as defined in state statute, the program also includes local criteria to ensure that eligible projects include non-residential ground floor spaces that are publicly accessible and support active street frontages. Staff began producing program materials, including application forms and marketing materials, which will be available in early summer.

General project information is available on the project website:

<https://ci.wilsonville.or.us/economic/page/vertical-housing-development-zones>

### **Wilsonville Town Center Plan**



**WILSONVILLE TOWN CENTER PLAN**

### ***Infrastructure Funding Plan and Urban Renewal Analysis***

The Town Center Plan identifies an Infrastructure Funding Plan and Urban Renewal Analysis as two important economic development strategies to support Plan implementation. This work will guide the City in determining how infrastructure investments in Town Center will be funded and will assess if Urban Renewal is a desirable tool to use. During May, the project team continued the review of updated cost estimates for infrastructure projects to be included within the funding analysis. The updated cost estimates will serve as the basis for development of the funding plan. Staff also presented an overview of the Infrastructure Funding Plan to the Planning Commission at their May 11 meeting, sharing details on the project process and timing along with information on how this project will be informed by the ongoing Urban Renewal Strategic Plan update. Work to explore funding strategies will continue throughout the summer.

- **2022-23 BUDGET ... “THAT’s A WRAP!”** This of course is a huge collaborative affair within and beyond the Finance Department. Special thanks this year to department staff Katherine Smith, Dillon Jenkins, Cricket Jones, and as well as IS staff Beth Wolf for their significant efforts in creating another vibrant budget process and book. The budget book will be submitted again this year to the national Governmental Finance Officers Association for consideration of a Distinguished Budget Presentation Award. That process, application, and recognition is a best practice and a performance measurement expectation for the department.
- **UTILITY BILLING IMPLEMENTATION:** The City’s migration to a new utility billing system (MUNIS) continues. Estimated Go Live is now anticipated for early Fall 2022. In the interim, this is an ongoing project requiring significant department resources involving fee calculation set up, data migration and testing, working with third party contractors involving bill printing changes and merchant processing improvements as well as, training and establishing workflow process (roles, permissions, approvals) internally for staff.
- **CREDIT CARD POLICY UPDATE:** The City is preparing to institute a 3% charge on credit cards for permitting, business licensing, and transit tax, which will go into effect July 1, 2022. In order to avoid the charge, customers will be able to remit payments online by E-check or though mail by regular check or in person with cash or check. Credit Card use for Utility payment will continue to be free. In preparation, we’re updating the City’s website to ensure customers are aware of all the available payment options.
- **STAFF DEVELOPMENT** At the end of April, Amanda Bryant, Accounting Specialist (Municipal Court) attended the Oregon Association of Court Administrators (OACA) Spring Conference, and in mid-May, Mari Mendez-Sanchez, Accounting Specialist (Accounts Payable) attended the Munis Conference in Indianapolis. These both proved to be invaluable opportunities, to network with other organizations, full of bountiful/applicable learning opportunities. In support of our recent systems implementations, we look forward to sending additional staff to both of these events next year.
- **ATTACHED Monthly (MAY) FINANCIALS:** FINANCE continues to monitor all departments for on-going budget compliance.

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 12,450,940	\$ 12,228,658	\$ 222,282	98%
Intergovernmental	2,685,330	5,060,811	(2,375,481)	188%
Licenses and permits	169,850	164,729	5,121	97%
Charges for services	699,990	483,682	216,308	69%
Fines and forfeitures	315,000	142,814	172,186	45%
Investment revenue	91,000	10,120	80,880	11%
Other revenues	16,349,824	16,494,896	(145,072)	101%
Transfers in	4,637,855	3,642,705	995,150	79%
<b>TOTAL REVENUES</b>	<b>\$ 37,399,789</b>	<b>\$ 38,228,415</b>	<b>\$ (828,626)</b>	<b>102%</b>
Personnel services	\$ 10,076,512	\$ 7,837,840	\$ 2,238,672	78%
Materials and services	26,678,542	23,315,804	3,362,738	87%
Capital outlay	20,000	7,703	12,297	39%
Transfers out	5,874,077	1,450,696	4,423,381	25%
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,649,131</b>	<b>\$ 32,612,043</b>	<b>\$ 10,037,088</b>	<b>76%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,489,124	\$ 1,365,018	\$ 124,107	92%
Investment revenue	7,500	2,407	5,093	32%
Other revenues	-	69,958	(69,958)	-
<b>TOTAL REVENUES</b>	<b>\$ 1,496,624</b>	<b>\$ 1,437,382</b>	<b>\$ 59,242</b>	<b>96%</b>
Personnel services	\$ 826,900	\$ 698,006	\$ 128,894	84%
Materials and services	671,135	664,888	6,247	99%
Capital outlay	43,000	43,294	(294)	101%
Transfers out	2,400	2,200	200	92%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,543,435</b>	<b>\$ 1,408,388</b>	<b>\$ 135,047</b>	<b>91%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,060,463	\$ 2,276,229	\$ (1,215,766)	215%
Charges for services	11,700	9,165	2,535	78%
Investment revenue	12,000	5,334	6,666	44%
Transfers in	41,545	38,082	3,463	92%
<b>TOTAL REVENUES</b>	<b>\$ 1,125,708</b>	<b>\$ 2,328,809</b>	<b>\$ (1,203,101)</b>	<b>207%</b>
Personnel services	\$ 1,132,650	\$ 812,623	\$ 320,027	72%
Materials and services	176,948	190,935	(13,987)	108%
Transfers out	522,520	325,830	196,690	62%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,832,118</b>	<b>\$ 1,329,388</b>	<b>\$ 502,730</b>	<b>73%</b>
<b>231 - Community Development Fund</b>				
Intergovernmental	\$ 161,200	\$ 101,265	\$ 59,935	63%
Licenses and permits	593,446	1,195,259	(601,813)	201%
Charges for services	787,080	617,903	169,177	79%
Investment revenue	8,500	7,228	1,272	85%
Other revenues	250	79,677	(79,427)	31871%
Transfers in	2,684,204	1,585,310	1,098,894	59%
<b>TOTAL REVENUES</b>	<b>\$ 4,234,680</b>	<b>\$ 3,586,642</b>	<b>\$ 648,038</b>	<b>85%</b>
Personnel services	\$ 3,379,050	\$ 2,384,767	\$ 994,283	71%
Materials and services	783,614	620,517	163,097	79%
Transfers out	676,038	547,532	128,506	81%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,838,702</b>	<b>\$ 3,552,816</b>	<b>\$ 1,285,886</b>	<b>73%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 1,995,223	\$ 1,593,486	\$ 401,737	80%
Investment revenue	12,500	5,399	7,101	43%
Other revenues	-	16,040	(16,040)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,007,723</b>	<b>\$ 1,614,925</b>	<b>\$ 392,798</b>	<b>80%</b>
Personnel services	\$ 434,340	\$ 261,173	\$ 173,167	60%
Materials and services	495,930	371,898	124,032	75%
Capital outlay	13,000	-	13,000	0%
Debt service	27,400	8,934	18,466	33%
Transfers out	900,602	482,457	418,145	54%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,871,272</b>	<b>\$ 1,124,463</b>	<b>\$ 746,809</b>	<b>60%</b>

**City of Wilsonville - Fund Summaries**  
**Reporting Month: May FY 2022**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,150,000	\$ 2,106,889	\$ 43,111	98%
Investment revenue	20,000	11,611	8,389	58%
<b>TOTAL REVENUES</b>	<b>\$ 2,170,000</b>	<b>\$ 2,118,500</b>	<b>\$ 51,500</b>	<b>98%</b>
Transfers out	\$ 3,443,559	\$ 2,845,687	\$ 597,872	83%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,443,559</b>	<b>\$ 2,845,687</b>	<b>\$ 597,872</b>	<b>83%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 5,000,000	\$ 5,857,469	\$ (857,469)	117%
Intergovernmental	3,964,104	2,825,687	1,138,417	71%
Charges for services	-	40,484	(40,484)	-
Fines and forfeitures	5,000	97,856	(92,856)	1957%
Investment revenue	75,000	10,595	64,405	14%
Other revenues	16,000	-	16,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,060,104</b>	<b>\$ 8,832,091</b>	<b>\$ 228,013</b>	<b>97%</b>
Personnel services	\$ 4,386,050	\$ 3,391,892	\$ 994,158	77%
Materials and services	2,153,188	1,794,502	358,686	83%
Capital outlay	2,012,500	1,477,636	534,864	73%
Transfers out	669,447	536,750	132,697	80%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,221,185</b>	<b>\$ 7,200,779</b>	<b>\$ 2,020,406</b>	<b>78%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 9,411,000	\$ 8,898,812	\$ 512,188	95%
Investment revenue	150,000	39,098	110,902	26%
Other revenues	12,000	66,836	(54,836)	557%
<b>TOTAL REVENUES</b>	<b>\$ 9,573,000</b>	<b>\$ 9,004,746</b>	<b>\$ 568,254</b>	<b>94%</b>
Personnel services	\$ 647,150	\$ 393,243	\$ 253,907	61%
Materials and services	4,566,421	3,201,737	1,364,684	70%
Capital outlay	311,400	72,835	238,565	23%
Debt service	28,500	9,292	19,208	33%
Transfers out	12,858,541	1,338,013	11,520,528	10%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,412,012</b>	<b>\$ 5,015,120</b>	<b>\$ 13,396,892</b>	<b>27%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,275,000	\$ 7,359,493	\$ 915,507	89%
Investment revenue	160,000	33,458	126,542	21%
Other revenues	30,000	25,976	4,024	87%
Loan proceeds	-	7,270	(7,270)	-
Transfers in	600,000	600,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,065,000</b>	<b>\$ 8,026,197</b>	<b>\$ 1,038,803</b>	<b>89%</b>
Personnel services	\$ 394,580	\$ 281,747	\$ 112,833	71%
Materials and services	3,740,830	2,923,319	817,511	78%
Capital outlay	369,100	-	369,100	0%
Debt service	2,642,900	179,929	2,462,971	7%
Transfers out	5,711,762	1,305,232	4,406,530	23%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,859,172</b>	<b>\$ 4,690,228</b>	<b>\$ 8,168,944</b>	<b>36%</b>
<b>550 - Street Lighting Fund</b>				
Intergovernmental	\$ -	\$ 65,812	\$ (65,812)	-
Charges for services	536,650	509,237	27,413	95%
Investment revenue	8,500	3,020	5,481	36%
<b>TOTAL REVENUES</b>	<b>\$ 545,150</b>	<b>\$ 578,068</b>	<b>\$ (32,918)</b>	<b>106%</b>
Materials and services	\$ 384,030	\$ 235,300	\$ 148,730	61%
Transfers out	1,045,000	67,027	977,973	6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,429,030</b>	<b>\$ 302,327</b>	<b>\$ 1,126,703</b>	<b>21%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,440,000	\$ 3,219,260	\$ 220,740	94%
Investment revenue	15,000	10,417	4,583	69%
Other revenues	-	9,256	(9,256)	-
<b>TOTAL REVENUES</b>	<b>\$ 3,455,000</b>	<b>\$ 3,238,932</b>	<b>\$ 216,068</b>	<b>94%</b>
Personnel services	\$ 283,420	\$ 191,810	\$ 91,610	68%
Materials and services	788,536	497,661	290,875	63%
Capital outlay	107,000	-	107,000	0%
Debt service	542,700	523,154	19,547	96%
Transfers out	2,337,434	1,485,168	852,266	64%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,059,090</b>	<b>\$ 2,697,793</b>	<b>\$ 1,361,297</b>	<b>66%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits	\$ 3,058,188	\$ 975,519	\$ 2,082,669	32%
Investment revenue	3,000	3,593	(593)	120%
<b>TOTAL REVENUES</b>	<b>\$ 3,061,188</b>	<b>\$ 979,112</b>	<b>\$ 2,082,076</b>	<b>32%</b>
Materials and services	\$ 8,320	\$ 19,054	\$ (10,734)	229%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,320</b>	<b>\$ 19,054</b>	<b>\$ (10,734)</b>	<b>229%</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 1,202,131	\$ 1,501,860	\$ (299,729)	125%
Investment revenue	43,500	19,860	23,640	46%
<b>TOTAL REVENUES</b>	<b>\$ 1,245,631</b>	<b>\$ 1,521,720</b>	<b>\$ (276,089)</b>	<b>122%</b>
Materials and services	\$ 41,470	\$ 14,563	\$ 26,907	35%
Transfers out	8,566,934	1,143,741	7,423,193	13%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,608,404</b>	<b>\$ 1,158,304</b>	<b>\$ 7,450,100</b>	<b>13%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 554,418	\$ 305,140	\$ 249,278	55%
Investment revenue	35,000	7,367	27,633	21%
<b>TOTAL REVENUES</b>	<b>\$ 589,418</b>	<b>\$ 312,507</b>	<b>\$ 276,911</b>	<b>53%</b>
Materials and services	\$ 16,890	\$ 4,410	\$ 12,480	26%
Transfers out	2,097,960	474,254	1,623,706	23%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,114,850</b>	<b>\$ 478,664</b>	<b>\$ 1,636,186</b>	<b>23%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 873,600	\$ 695,719	\$ 177,881	80%
Investment revenue	37,500	16,030	21,470	43%
Other revenues	7,000,000	7,046,000	(46,000)	101%
<b>TOTAL REVENUES</b>	<b>\$ 7,911,100</b>	<b>\$ 7,757,749</b>	<b>\$ 153,351</b>	<b>98%</b>
Materials and services	\$ 25,940	\$ 10,973	\$ 14,967	42%
Debt service	485,000	26,000	459,000	5%
Transfers out	10,022,053	652,491	9,369,562	7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,532,993</b>	<b>\$ 689,465</b>	<b>\$ 9,843,528</b>	<b>7%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 506,270	\$ 705,843	\$ (199,573)	139%
Investment revenue	50,000	8,535	41,465	17%
<b>TOTAL REVENUES</b>	<b>\$ 556,270</b>	<b>\$ 714,377</b>	<b>\$ (158,107)</b>	<b>128%</b>
Materials and services	\$ 22,050	\$ 5,971	\$ 16,079	27%
Transfers out	3,175,646	1,694,081	1,481,565	53%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,197,696</b>	<b>\$ 1,700,053</b>	<b>\$ 1,497,643</b>	<b>53%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 213,310	\$ 239,214	\$ (25,904)	112%
Investment revenue	15,000	6,208	8,792	41%
<b>TOTAL REVENUES</b>	<b>\$ 228,310</b>	<b>\$ 245,422</b>	<b>\$ (17,112)</b>	<b>107%</b>
Materials and services	\$ 5,750	\$ 2,015	\$ 3,735	35%
Transfers out	366,224	129,222	237,002	35%
<b>TOTAL EXPENDITURES</b>	<b>\$ 371,974</b>	<b>\$ 131,236</b>	<b>\$ 240,738</b>	<b>35%</b>

**City of Wilsonville - URA Fund Summaries**  
**Reporting Month: May FY 2022**



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>800 - Year 2000 Program Income</b>				
Investment revenue	\$ 6,500	\$ 2,109	\$ 4,391	32%
Other revenues	150,000	35,990	114,010	24%
<b>TOTAL REVENUES</b>	<b>\$ 156,500</b>	<b>\$ 38,099</b>	<b>\$ 118,401</b>	<b>24%</b>
Materials and services	\$ 90,200	\$ 57,869	\$ 32,331	64%
<b>TOTAL EXPENDITURES</b>	<b>\$ 90,200</b>	<b>\$ 57,869</b>	<b>\$ 32,331</b>	<b>64%</b>
<b>805 - Year 2000 Capital Projects</b>				
Investment revenue	\$ 75,000	\$ 36,412	\$ 38,588	49%
Other revenues	9,811,524	9,811,524	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,886,524</b>	<b>\$ 9,847,936</b>	<b>\$ 38,588</b>	<b>100%</b>
Materials and services	\$ 690,160	\$ 442,009	\$ 248,151	64%
Capital outlay	11,762,798	2,447,022	9,315,776	21%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,452,958</b>	<b>\$ 2,889,030</b>	<b>\$ 9,563,928</b>	<b>23%</b>
<b>807 - Year 2000 Debt Service</b>				
Taxes	\$ 4,074,200	\$ 3,923,381	\$ 150,819	96%
Investment revenue	40,000	667	39,333	2%
<b>TOTAL REVENUES</b>	<b>\$ 4,114,200</b>	<b>\$ 3,924,048</b>	<b>\$ 190,152</b>	<b>95%</b>
Debt service	\$ 10,412,524	\$ 9,905,079	\$ 507,445	95%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,412,524</b>	<b>\$ 9,905,079</b>	<b>\$ 507,445</b>	<b>95%</b>
<b>810 - Westside Program Income</b>				
Investment revenue	\$ 1,000	\$ 67	\$ 933	7%
<b>TOTAL REVENUES</b>	<b>\$ 1,000</b>	<b>\$ 67</b>	<b>\$ 933</b>	<b>7%</b>
<b>815 - Westside Capital Projects</b>				
Investment revenue	\$ 6,500	\$ 10,435	\$ (3,935)	161%
Other revenues	6,400,000	6,400,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 6,406,500</b>	<b>\$ 6,410,435</b>	<b>\$ (3,935)</b>	<b>100%</b>
Materials and services	\$ 368,780	\$ 280,305	\$ 88,475	76%
Capital outlay	470,000	-	470,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 838,780</b>	<b>\$ 280,305</b>	<b>\$ 558,475</b>	<b>33%</b>
<b>817 - Westside Debt Service</b>				
Taxes	\$ 5,084,500	\$ 4,889,253	\$ 195,247	96%
Investment revenue	77,500	36,322	41,178	47%
<b>TOTAL REVENUES</b>	<b>\$ 5,162,000</b>	<b>\$ 4,925,575</b>	<b>\$ 236,425</b>	<b>95%</b>
Debt service	\$ 18,809,044	\$ 17,035,583	\$ 1,773,461	91%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,809,044</b>	<b>\$ 17,035,583</b>	<b>\$ 1,773,461</b>	<b>91%</b>
<b>825 - Coffee Creek Capital Projects</b>				
Investment revenue	\$ 13,500	\$ 1,095	\$ 12,405	8%
<b>TOTAL REVENUES</b>	<b>\$ 13,500</b>	<b>\$ 1,095</b>	<b>\$ 12,405</b>	<b>8%</b>
Materials and services	\$ 173,880	\$ 145,955	\$ 27,925	84%
Capital outlay	175,000	4,800	170,200	3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 348,880</b>	<b>\$ 150,755</b>	<b>\$ 198,125</b>	<b>43%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 350,700	\$ 308,610	\$ 42,090	88%
Investment revenue	1,000	(284)	1,284	-28%
<b>TOTAL REVENUES</b>	<b>\$ 351,700</b>	<b>\$ 308,326</b>	<b>\$ 43,374</b>	<b>88%</b>
Debt service	\$ 280,000	\$ 139,335	\$ 140,665	50%
<b>TOTAL EXPENDITURES</b>	<b>\$ 280,000</b>	<b>\$ 139,335</b>	<b>\$ 140,665</b>	<b>50%</b>

### *From the Director*

Youth programs for the spring season came to an end in May. The in-person programs of Family Storytime and the weekly Teen events were well attended. Toddler & Baby Time completed its run as an online program. Youth programs will return in late June including in-person programs at Memorial Park. Youth Services team planned and prepared for the upcoming Summer Reading Program, which begins June 1.

Adult programs included a combination of online and in-person events. Local attorney Ben Rasche gave an online presentation of "A Will Is Not Enough in Oregon"; fifteen people attended the program and praised the attorney's helpfulness and clarity. Librarian Malia Laughton held an online demonstration for making tissue paper carnations, and provided fifty free supply kits that residents could pick up at the Library. Adult in-person programs resumed with the return of the popular "First Friday Films" on May 6. Program attendees appreciated the new library furniture.

A new "Young Teen" collection is now available. These books are aimed at readers 10-14 years old, and include fiction, non-fiction, as well as graphic novels. They are perfect for readers ready to step up from our Children's collection. The Young Teen collection is located inside the Children's Room.

In coordination with Oregon Department of Human Services (DHS), a representative from DHS will be available to assist residents in need of services at the library weekly starting in June.

We have opened the meeting rooms at the Library for public use. There are five meeting rooms, including three smaller study rooms and two larger conference rooms. The study rooms can be reserved in-person or by calling the Library. The conference rooms can be reserved online at the Library website.

As part of emergency preparedness, the Library held an earthquake drill on May 20 during library open hours, with staff and library patrons participating.

After long-time Library Director, Pat Duke retirement in October, I served as the Interim Library Director and I am excited that after a national recruitment process I was selected as the new Library Director. I am excited to serve in this role and look forward to continued service to the Wilsonville community.

*-Shasta Sasser, Library Director*





## Parks and Recreation Report | May 2022

### Recreation Updates:

May is the official start to our busy season; a time when you might find us running around a little frantic with our shirts on backwards. Shelter reservations pick up, the water features turn on, special events get busy, and more of the community is outside enjoying our parks. It always feels like summer when the sound of the laughter from the water feature in Town Center Park carries into the office.

#### **Wilsonville Family Dance:**

The recreation team was gearing up for the annual Wilsonville Family Dance this month. This dance has evolved out of the Wilsonville Daddy Daughter Dance in an effort to be more inclusive. This year featured two nights at the Stein-Boozier Barn, with a theme of woodland fairy wonderland! Each evening saw about 65 participants, and featured a live DJ, professional photo booth, a craft table, dancing, prize giveaways, snacks, and a scavenger hunt!

#### **Summer Camps:**

Summer camps and classes are beginning to fill, as the school year comes to a close. With over 70 camp options to choose from this summer, community members are sure to find something to keep their little ones busy! The parks and rec department does offer a financial assistance program, with a limit of up to \$300 per calendar year.

#### **Pride Month:**

As we move into June, the Parks and Rec Department is celebrating pride month! Free Wilsonville Pride stickers can be found at the Parks and Rec Admin Office, the library and City Hall. A pride month chalk art installation can also be found at Town Center Park.



**National Credit Union Federation of Korea (NACUFOK) visits Korean War Memorial:** The six-member Korean team, along with officials from the World Council of Credit Unions, traveled to Seattle, Las Vegas, and Southern California before coming to Oregon. While in Oregon the group stopped at the Oregon Korean War Memorial where they presented wreaths in memory of those lost in the Korean War and met two Korean War veterans, Chuck Lusardi and Burnie Jarvis, who shared stories of their experiences during the Korean War.

## 2022 Movies in the Park Series:

Encanto: July 22, Town Center Park, ~9:20pm

Soul: August 5, Town Center Park, ~9:00pm

The Goonies: August 19, Memorial Park River Shelter, ~8:45pm

Luca: September 2, Memorial Park River Shelter, ~8:15pm

A big thank you to Wilsonville Subaru for their continued support as title sponsor for this event series!



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Wilsonville  
Subaru

# MOVIES IN THE PARK





<b>July 22</b> <b>Town Center Park</b> <b>Encanto</b> <b>~9:20pm</b>	<b>Aug. 5</b> <b>Town Center Park</b> <b>Soul</b> <b>~9:00pm</b>	<b>Aug. 19</b> <b>Memorial Park River Shelter</b> <b>The Goonies</b> <b>~8:45pm</b>	<b>Sept. 2</b> <b>Memorial Park River Shelter</b> <b>Luca</b> <b>~8:15pm</b>
			



## Community Center Updates:

**Lunch Returns to the Community Center:** On May 18, the Community Center's in-person congregate lunch returned for the first time since the pandemic. The program is averaging 30 seniors per day and is currently operating on Wednesdays and Fridays, with the goal of returning to the pre-pandemic frequency of four days per week some time later this year.

**Virtual Reality Fitness Classes Begin:** Community Center staff has transitioned from drop-in programs to a more formalized approach to the virtual reality fitness program spearheaded by Fitness Specialist, Brad Moore. The average age of class members is 75, with the oldest being 90, showcasing that older adults are not afraid to jump into exploring modern technology.

**Memorial Day Remembrance Ceremony:** 150 community members, veterans and military families honored those who gave the ultimate sacrifice during a Memorial Day ceremony at Town Center Park. Reflective speeches were given by Council President Akervall and by members of the Oregon Air National Guard and the Korean War Memorial Foundation of Oregon. A flyover by the West Coast Ravens flight team graced the event in the Missing Man Formation with one pilot exiting the formation to the west, and heading towards the sunset – honoring those who have died.



## Board Highlights

**Wilsonville Community Seniors Inc. (WCSI)** – Wilsonville Community Seniors Inc has begun collecting recipes for their WCSI Heritage Community Cookbook. The Cookbook will feature the favorite recipes of community members, be professionally published and serve as a fundraiser for the WCSI and their associated activities.

**Parks and Rec Advisory Board**— The Parks and Rec Advisory board met this month to discuss future goals and receive a park projects update presentation.

**Korean War Memorial Foundation of Oregon** – The Korean War Memorial Foundation of Oregon continues to finalize the design for the Interpretive Center. The project which was initially expected to be completed by this summer is now targeting a November completion.

**Kitakata Sister City Advisory Board**—Board Chair Ashleigh Sumerlin, and board member Adrienne Scritsmier attended various school functions this month to help spread awareness about the sister city relationship. Board Chair Ashleigh Sumerlin attended the International Festival hosted by Lowrie Primary, and board member Adrienne Scritsmier hosted Wood Middle School Social Studies classes for a day during their planned Japanese curriculum.

**Arts Culture & Heritage Committee**— The newly formed Arts, Culture, and Heritage Commission held its second meeting on May 18. Just two meetings in, Commission members have already elected a Chair and Vice Chair and identified priorities for the first year's work plan. We are also very fortunate to have Mayor Fitzgerald as our Council liaison. The Commissions next meeting will be held in person at the Wilsonville Public Library on Wednesday, June 15 at 5 PM where they will learn about and discuss Public Art 101 and the former Community Tourism Matching Grant Program to the renamed Community Cultural Events and Programs Matching Grant Program.

## Parks Team

### City of Wilsonville and School District Collaboration

May brought an opportunity for the Parks Team to collaborate with the West Linn-Wilsonville School District on the revitalization of a storm water garden at Boones Ferry Primary School. The project, which began pre-pandemic, was in its final phase when the team had the great privilege of helping out. The team was tasked with renovating the storm water garden by excavating and reinstalling 100 yards of soil media. This full team project allowed the students who started the project in 2019 to complete it before they headed off to High School next year.



**Removal of Material Begins**



**Loading Out Old Fill**



**Students and City Teammates Replanting**

## Parks Team

### Memorial Park Central Restroom

Projected Completion—Late June 2022

- Project's Remaining Items—Electrical and Concrete



**Nearing Completion Awaiting Electrical Connection**

### River Fox Park Playground Project

Project to be Completed— Mid June 2022



**Nearly Complete River Fox Park Playground**

**From The Director's Office:**



The week of May 15 to May 21, 2022 marked the 62nd annual **National Public Works Week**.

Celebration of Public Works Week is meant to raise awareness with our community about role of public works in creating and keeping our city a great place to live and work.

Within every public works professional lies a superhero, which is dramatically represented in this year's poster. Public works professionals are always **READY** to serve their communities and **RESILIENT** as ever in their abilities to swiftly respond after encountering challenges.

This year's theme of "**Ready and Resilient**" highlights the ability of public works professionals to perform regular public works duties and be ready at a moment's notice to react as first responders during natural disasters and other emergencies.

Public works superheroes help keep communities strong by providing services related to the operations and maintenance of water, wastewater and stormwater systems, public facilities and grounds, roadways, right-of-ways, emergency management and first response.

These services could not be provided without the enthusiastic, timely and dedicated efforts of our public works professionals.

A big thank you to the public works superheroes.



**Best Regards,**

**Delora Kerber, Public Works Director**

## Facilities

### Annual Water Feature Maintenance

Facilities crew assisted our Parks team to complete annual maintenance on the ever-popular interactive water features at Murase Plaza in Memorial Park and at Town Center Park. This process can take several days and requires special safety precautions. To prepare for safe summer fun, staff thoroughly flushes and clears the features of any debris. Each feature has a water filtration system that uses special sand filters to keep the water clean.

At Town Center Park, staff were required to complete a confined space entry to access the underground surge tanks to ensure that they are in proper working order. When the person enters, fresh air is forced down into the workspace. Consistent gas monitoring ensures that the atmosphere is safe for the worker and a rescue winch is standing-by in case personnel needs assistance to exit the confined space.

City staff completed all necessary maintenance in time for the scheduled June 1 opening.



*Trevor cleaning at Murase Plaza*



*Baker entering the vault at Town Center*

## Facilities

### Bulky Waste Day 2022

This hugely popular event took place on Saturday, May 14 at the Republic Services yard. Each year, Republic Services teams up with Public Works to offer free disposal of large items, such as home appliances and furniture, for Wilsonville residents. At every event, donations are accepted in-lieu of payment and the items go to the Wilsonville Community Sharing Food Bank. For the first time, we requested donations of gift cards for local businesses in small denominations.

Thanks to Republic Services for another successful Bulky Waste Day event!



*A huge "Thank you!" to all our volunteers!*



## Operations

### Parking Lot Resurfacing

In the middle of May, the parking lots near the Public Works/Police Department building, Community Center, and the Art Tech building along with portions of the WES Transit lot were temporarily closed for maintenance. The WES parking lot was heavily used after the 2021 Ice Storm as it served as a debris drop-off site for our community which caused additional damage to the pavement.

To minimize disruption to visitors, City staff and commuters, some work was completed on Saturdays and Sundays. A paving company was contracted to apply crack seal, slurry seal, restripe and apply new ADA decals. This kind of maintenance is highly weather dependent, because it requires days with no precipitation forecasted. Conditions need to be dry and warm enough for all the sealant and decals to adequately adhere to the paved surface.



*Aerial photo of the WES lot after the 2021 ice storm*



*Fresh striping and surface at WES*

## Stormwater

### Lending a Helping Hand

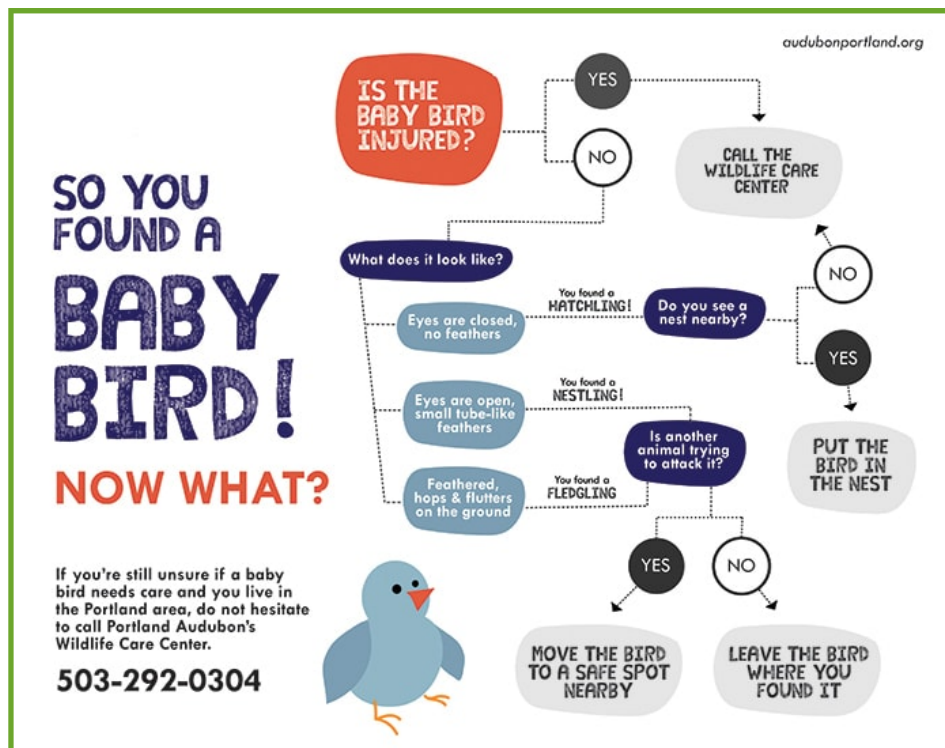
The Public Works department received a call from a concerned resident about ducklings that had fallen into a storm catch basin. Our Stormwater team, Konnen Bell and Jay Herber, diverted from their nearby project to lend a hand.

Upon arrival, Good Samaritans had already recovered three ducklings from the basin, but one duckling escaped into the underbrush. Konnen had the idea to play a recording of duck calls from a mother duck on YouTube, hoping to draw it out from the blackberry bushes. It worked! The little duckling wandered close enough for Konnen to catch and reunite it with the other two siblings. All three ducklings were kept safe at a distance from humans until the mother duck returned to claim them.

Our staff are not always able to recover wildlife in the storm system due to the potential safety risks. Recovery may be considered a 'confined space' entry which requires special training, equipment and permitting. We caution citizens from taking any heroic measures that could put anyone's safety at risk. If you find injured or abandoned wildlife, contact Oregon Department of Fish and Wildlife (ODFW) or the Portland Audubon for guidance.



*Konnen with rescued duckling*



## Utilities—Water

### Annual Hydrant Flushing

The Water crew's primary focus in May was on flushing the distribution system. Water main flushing is one of the most important preventative maintenance activities that the water crew performs. Over time, water settles, ages and is affected by mineral deposits and loose sediment that slowly build up inside water mains, which could ultimately result in discolored water and reduced capacity in the pipe. These factors affect the quality and taste of the water. Flushing also allows the operators to verify the proper operation of the hydrants. If a hydrant is found to be malfunctioning it is promptly repaired in order to restore its fire protection capabilities.



## Utilities—Wastewater

### Commercial Drivers License Training

This month, two Public Works employees obtained their Commercial Driver License (CDL). A CDL is required for all Public Works Maintenance Specialists, Technicians, and Supervisors. Obtaining a CDL is a significant achievement in a Public Works employee's career. Significant preparation and training is required to successfully pass the knowledge test and skills assessment, which includes demonstrating a pre-trip inspection of the vehicle and safe vehicle operation.

The City is very fortunate that SMART Transit has very skilled and knowledgeable CDL trainers on staff. The CDL training is two hours per day for approximately four weeks. Drivers learn all of the necessary skills using a City bus and come out of the training with the knowledge and confidence to pass the exam which is conducted through a third party testing company.



*Congratulations, David!*



# City of Wilsonville Police

May 2022



Howard



Gilbert

## WE REGULARLY PUT CPR SKILLS TO USE

On May 24, Wilsonville Police were called to a scene where CPR, a necessary life-saving measure, was needed. Deputies Aaron Gilbert and Glen Howard responded to a citizen in distress who had stopped breathing. The two worked in tandem until Tualatin Valley & Fire arrived.

Thank You

## CHIEF OF POLICE ROB WURPES AND SERGEANT BRIAN PEARSON

met with members of Kiwanis International during May 2022. Kiwanis International is in the process of re-establishing a group in the Wilsonville area, and is interested in community and youth engagement.



## CLACKAMAS COUNTY'S WATER RESCUE TEAM

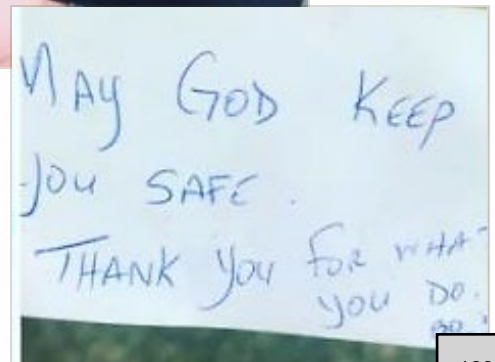
The Clackamas County Sunrise Rotary Club presented the County's Water Rescue Team with a "Certificate of Honor" during May, recognizing the team of 13 for its outstanding service.

The Wilsonville Police Department proudly supports Sergeant Brian Pearson (pictured below), along with Deputies Dan Blair, Robbie Nashif—Traffic and Josh Chapman. We're proud to have you four on deck.



## THIS TOUCHED OUR HEARTS

Given to one of our Sergeants by a young community member, this meant a lot. Thank you.





# City of Wilsonville

## Call Activity

# 5,393

Total Calls

### YEAR-TO-DATE 2022

#### Public-Initiated

**265**  
Alarm

**370**  
Assist

**313**  
Civil

**1,049**  
Crime

#### Deputy-Initiated

**1,481**  
Disorder

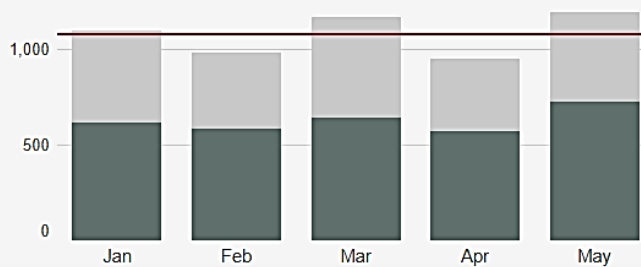
**445**  
Follow-Up

**290**  
Other

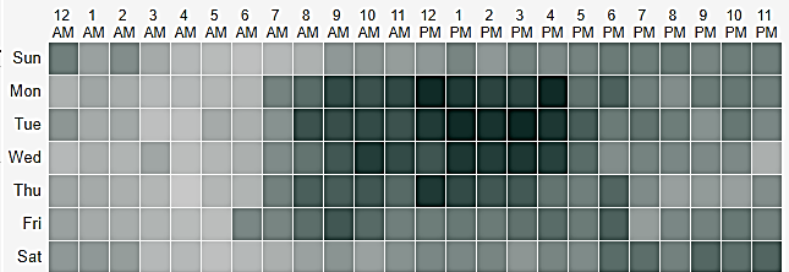
**1,180**  
Traffic

Call Activity by Month & Year

2022



Call Activity by Day of Week & Hour of Day



### MAY 2022

<b>Alarm</b>	Alarm	51
<b>Civil</b>	Civil	42
	Behavioral Health	14
<b>Other</b>	Other	72
<b>Assist</b>	Assist Public	50
	Assist Fire/Medical	16
	Assist Other Agency	7
	Missing Person	6
	Assist Law Enforcement	2
	Warrant	2
<b>Follow-Up</b>	Follow-Up	97
<b>Traffic</b>	Traffic Stop	180
	Traffic Crash	20
	Traffic Disorder	15
	DUII	6
	Hazard	6

<b>Crime</b>	Theft	47
	Harassment/Menacing	39
	Domestic Violence	31
	Criminal Mischief	22
	Fraud	22
	Trespass	21
	Stolen Vehicle	17
	Hit & Run	11
	Assault/Abuse	10
	Vice	10
	Burglary	8
	Violation of Restraining Order	8
	Robbery	4
	Sex Offense	2
	Littering	1

<b>Disorder</b>	Suspicious Activity	129
	Welfare Check	74
	Parking Disorder	37
	Juvenile Disorder	27
	Unwanted Person	14
	Subject Contact	13
	Animal Disorder	12
	Disturbance	10
	Extra Patrol	9
	Premise Check	9
	Recovered Stolen Vehicle	9
	Noise Disorder	6
	Shots Fired	3
	Prowler	1

[Dashboards](#) | [Clackamas County](#)

# SMART

SOUTH METRO AREA  REGIONAL TRANSIT

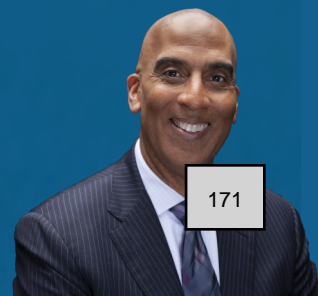
May 2022 Report

**WALK  
BIKE  
& ROLL  
TO SCHOOL**

The best career advice I was ever given, came to me by way of a transit consultant. He was part of a consulting team that our agency hired early in my career to help us with some much needed house cleaning. This gentleman shared with me his opinion on what I now refer to as The Hierarchy of Importance. He said, "Dwight, if you don't drive a bus, if you don't repair, fuel, or clean a bus, then your primary function is to support those individuals who do."

Servant Leadership. I went forth with these two words tucked neatly into my front pocket. Having to set my ever-growing ego aside, I would spend the next three decades believing this simple concept to be true and absolute. Does servant leadership really work, you might ask? Indeed, I believe it does. I'm still here doing what I love to do, but what do I know?

**Dwight Brashear**  
Transit Director



## Fleet Services – Scott Simonton - Fleet Services Manager

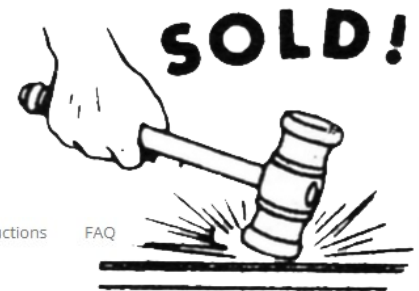
When it comes time to retire vehicles and equipment from the fleet, we generally use an online auction site. Recently, we needed to dispose of our old combination sewer cleaning truck (Vactor truck). In this case, we felt that a more specialized auction location might yield better value for the City. We sent the truck to Bar None Auction, in Woodburn, as they sell a large amount of construction equipment and heavy trucks. The agreement was 5% of the final sale price to the auction house, with the City retaining the remainder of the proceeds.

This truck, a 1993 model year, served us well, remaining in use five years past its anticipated

lifespan. It had been parked for roughly four years at the time of sale. We had hoped to see a sale price in the \$10,000-\$15,000 range due to age and condition.

At the close of the auction, bids had risen to \$56,000. This resulted in net proceeds of \$53,200 to the City. These funds are returned to the vehicle replacement reserve, to offset the cost of future vehicle purchases.

This sale far exceeded expectations, and provided us with another option for future vehicle and equipment disposal.



[Login / New Bidder](#)
[Current Auctions](#)
[Past Auctions](#)
[FAQ](#)

[← Back to Catalog](#)
Result: 320 of 651
[← Previous Lot](#)
[Next Lot →](#)

### Lot # : 352 - 1993 Kenworth T/A Vacuum Truck

Type Online-Only Auction

Price Realized 56,000.00 USD

Date Sold 1/28/2022

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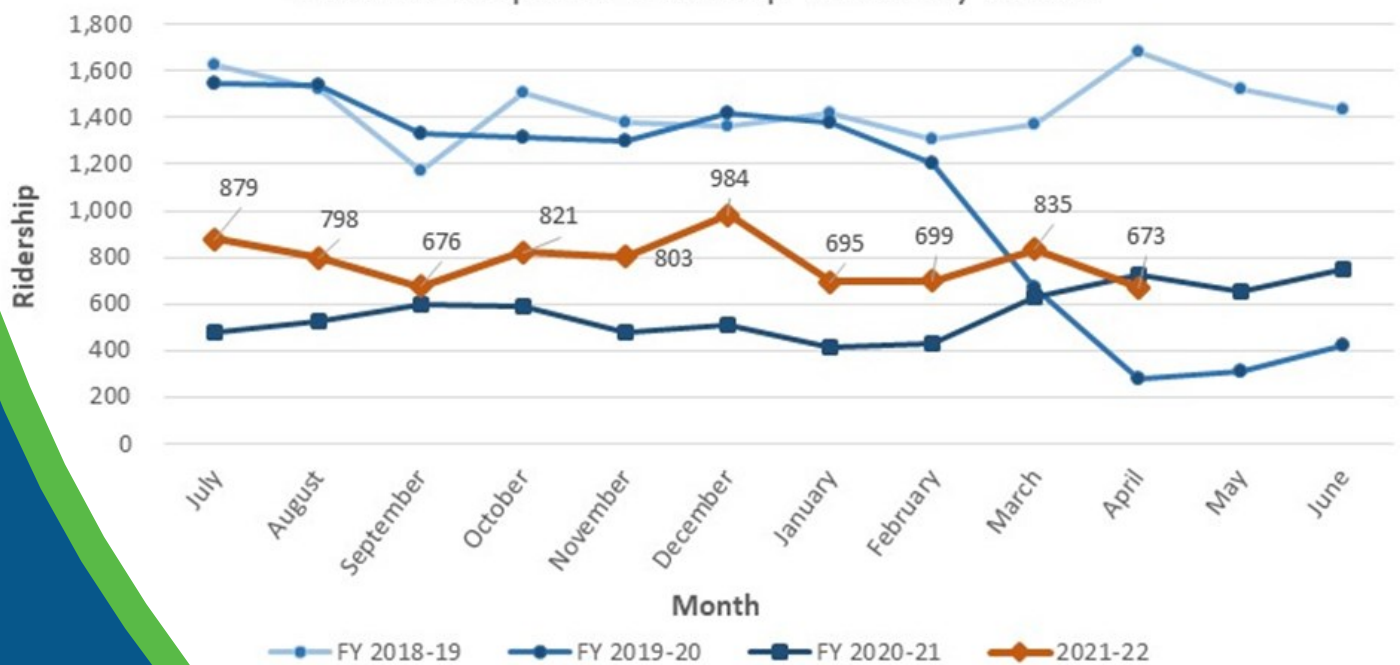
Click Main Image For Fullscreen Mode

## Operations - Eric Loomis - Operations Manager

Fixed Route Ridership Trends by Month



Demand Response Ridership Trends by Month



## Operations - Eric Loomis - Operations Manager



This spring has been a time for SMART to update policies, procedures, and processes to ensure industry best practices are being implemented and integrated throughout the department. Two years ago SMART, in collaboration with Oregon Department of Transportation (ODOT), created our first Public Transportation Agency Safety Plan (PTASP); a formal document to ensure all

aspects of safety are integrated into SMART's operations. This year, the Federal Transit Administration (FTA) has expanded requirements to the PTASP that SMART is working to implement this year.

Although the City already has a robust Safety Committee made up from employees of all departments, the FTA is requiring a transit specific Safety Committee. The committee will identify hazards and recommend strategies to mitigate risk. The Committee will be formulated and begin meeting in July. The FTA is also requiring a safety training program along with continuing safety education and training. SMART and Fleet already meet these standards with a robust training program with continuing monthly, quarterly, and semiannual training events for both operations and maintenance personnel. City Council will see an updated PTASP to certify before the end of this calendar year.



Photo credit: FTA

## Grants & Program Manager - Kelsey Lewis



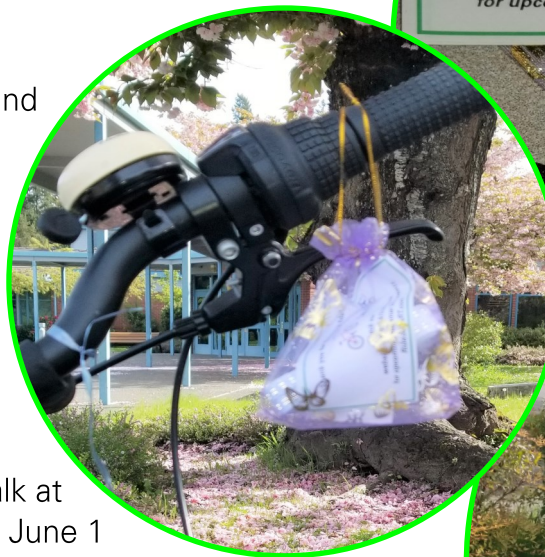
We are happy to report that our American Rescue Plan Act (ARPA) grant has been executed. This approximately \$4 million grant supports transit operations as we continue to experience effects from the pandemic. We are also nearing completion of a grant that will help SMART purchase and install a replacement bus wash unit and pay for ongoing transit scheduling software. Both of these items assist in meeting our standards for quality and effective service.

## Transportation Options - Michelle Marston Program Coordinator

May 4 was national Bike and Walk to School Day. In Wilsonville, the SMART Bike Fairies (staff) visited five schools and found 53 student bikes and 8 scooters who rolled to school to celebrate May Walk and Roll Day!

Each fairy bag included reflective helmet stickers and reflective white or black shoe laces. A short note was included directing recipients to check our social media pages as well as the website for more upcoming bike/walk events.

Get ready for Walk at Lunch to return June 1 at Wilsonville Transit Center. Walk begins promptly at noon.



*Kelsey Lewis, attaching Fairy Bags*