



# WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE AGENDA

February 27, 2024 at 6:30 PM

Wilsonville City Hall & Zoom Link: <https://us02web.zoom.us/j/85731711721>

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## **PARTICIPANTS MAY ATTEND THE MEETING AT:**

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

Zoom Link: <https://us02web.zoom.us/j/85731711721>

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

Register with Zoe Mombert:

[Mombert@ci.wilsonville.or.us](mailto:Mombert@ci.wilsonville.or.us) or 503-570-1503

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

Zoe Mombert - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

## **CALL TO ORDER**

1. Roll Call

## **CONSENT AGENDA**

2. [Wilsonville - Metro CEC Minutes 9/14/2023](#)

## **PROGRAM UPDATES & DISCUSSION**

3. [Metro-CEC Memo](#)

## **PROJECT APPLICATION PRESENTATION**

4. [Art Stories CCCF PSU](#)
5. [Client Services Accessibility Project HOC](#)
6. [Many Cultures, One Heart - Hearts Public Art Project COW](#)
7. [Music at Murase COW](#)
8. [Tranquil Park Stewardship & Community Engagement](#)
9. [Wilsonville Field Guide COW](#)

Wilsonville – Metro Community Enhancement Committee

February 27, 2024

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## **PROJECT APPLICATION DISCUSSION & RECOMMENDATION**

### **ADJOURN**

### **NEXT MEETING**

Tuesday, March 19, 2024 at 6:30 pm

*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 Zoe Mombert, Assistant to the City Manager at 503-570-1503 or [Mombert@ci.wilsonville.or.us](mailto:Mombert@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1503.*



# WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE MINUTES

September 14, 2023 at 6:30 PM

Wilsonville City Hall & Zoom: <https://us02web.zoom.us/j/85731711721>

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**CALL TO ORDER** – Meeting was called to order at 6:30 pm

1. **Roll Call**

**In Attendance:**

- Councilor Berry
- Amy Day
- Devon Thorson
- Nik McGee

**Excused:**

- Councilor Linville
- Metro Councilor Gerritt Rosenthal
- Maripat Hensel

**Staff**

- Ronak Sameer-Asita, Intern
- Zoe Mombert

**CONSENT AGENDA**

- 2. CEC Minutes - August 29, 2023 – Councilor Berry made a motion to approve the August 29, 2023 Minutes. Nik McGee seconded the motion. Motion passed.

**PROGRAM UPDATES & DISCUSSION**

- 2. Program Overview – Staff provided the following updates:
  - As an update, the preferences have been removed
  - The workshop is set for November 28, 2023 at the Library
  - The application packet shared in your packet is up-to-date
  - IGA does not require reimbursement, but it provides accountability
  - Grant support project is possible as an application during the upcoming grant cycle
  - City team reaching out to area non-profits for updated contact information
  - Examples of past projects are on the web
  - Will advertise (\$80,000-\$90,000 expected for this cycle)
- 4. Application Material Review – Staff shared the updated changes based on their last meeting.
- 5. Outreach Plan – The committee asked that the city notify non-profits, school district and Civics Academy past participants about the grant. Committee members will also share the information with possible applicants.

**ADJOURN** – Meeting adjourned at 7:21 pm

**NEXT MEETING**

Wednesday, September 26 at 6:30 PM



## MEMO

**To:** Wilsonville- Metro Community Enhancement Committee

**From:** Zoe Mombert, Assistant to the City Manager

**Date:** February 20, 2024

**RE:** 2024 Project Update and Forecast

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The Wilsonville – Metro Community Enhancement program is entering its ninth funding cycle. Over the past eight years, the committee has received \$593,407.71 from Metro’s Rehabilitation and Enhancement payments (as of January 2024). During the life of this program, 41 projects were allocated funding; 31 projects have been completed, six additional are making progress and are expected to be completed by the end of fiscal year 2023-2024, and four projects were not completed and the funds were reallocated to other projects\*.

During the last fiscal year, the City started to receive revenue from the new Community Investment Fee (CIF) program. The \$61,000 CIF revenue included funds from 2022 and 2023. These funds were not allocated during the last funding cycle. Thus far, CIF revenues are coming in as slightly lower than anticipated, however, Metro indicated that there may be additional funds for the last quarter. It is anticipated that the City will receive a total of \$36,000 (CIF) funds this year. The City also anticipates a total of \$72,000 (CEP) in revenue. The revenue projection is lower than past years due to changes in the amount of wet waste tonnage that Republic Services can process.

Staff continues to increase efforts to encourage community participation in the application process. The program was advertised in the Boones Ferry Messenger. Additionally, Staff reached out to a number of local non-profits by mail and email inviting them to apply for this grant opportunity. There are three non-profit and three city lead projects for your consideration.

For the 2024 cycle, it is anticipated that there will be approximately \$169,000 available to fund projects beginning July 1, 2024. *The committee is not required to allocate CEP funds for up to three years.* Metro continues to evaluate the program and revise allocations to the private transfer stations such as Republic Services, therefore the CEP revenues could continue to decrease and Metro could allocate CIF funds to other priorities in the future.

This grant program has provided for new programming and provided funding for needed projects over the years. This funding cycle staff is presenting six projects for committee consideration ranging from \$11,000 to \$29,000 totaling \$109,876. The committee is encouraged to review each application and only fund those projects that do not have another funding source, project managers have the capacity to complete the project, the project is achievable within one year, and the project has a clear scope with a reasonable budget. The committee has a copy of each application, along with a staff review/questions and some responses from applicants. The

\*Changes have been made to the program to reduce or eliminate incomplete projects.

committee will have the opportunity to ask questions and hear more about each project proposal from the project applicants at your February 27 meeting.

<b>CEP Project Nominations 2024</b>		
	<i>Project Title</i>	<i>Project Cost</i>
1	Heart of the City Client Services Accessibility	\$ 13,260.00
2	Tranquil Park Stewardship & Restoration	\$ 19,929.00
3	Hearts Public Art Project	\$ 29,000.00
4	Murase Music Garden	\$ 17,000.00
5	Wilsonville Field Guide	\$ 19,500.00
6	Art and Stories from Behind the Walls	\$ 11,187.00
	Total	\$ 109,876.00

The projects are all very different and meet various program goals. This memo outlines the requests and items to consider with each project. We look forward to getting together to discuss this year’s projects. And, as always, if you have any questions please contact me directly via email ([mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us)) or by phone (503-570-1503).

Published on *City of Wilsonville Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [2024 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #6

#### Submission information

Form: [2024 Project Nomination Form–Community Enhancement Program](#) [1]  
Submitted by Visitor (not verified)  
Fri, 01/12/2024 - 2:49pm  
76.144.94.80

#### Applicant Information

**Sponsor:**

Portland State University

**Tax ID#**

36-4776757

**Contact Person:**

Deborah Arthur

**Daytime Phone:**

503-725-5831

**Email Address:**

debs@pdx.edu

**Address:**

28500 SW McGraw Ave

**City:**

Wilsonville

**State:**

Oregon

**Zip code:**

97070

**Type of Organization:**

A school or institution of higher learning

#### Project Information

**Project Title:**

We Are All Bound Up Together: Art and Stories From Behind the Walls

**Amount Requested:**

\$ 11,187

**Mark all of the goals below which your project meets and explain how in the boxes below:**

- Reduce the amount or toxicity of waste

- Result in improvement in safety
- Benefit youth, seniors, low income persons and/or underserved populations

### **How project meets 'Reduce the amount or toxicity of waste' (be clear & specific)**

We are proposing to use recycled materials in the visual art project, which will display at the Wilsonville Library. We intend to use a combination of recycled materials including newspapers and printed materials from the hometowns of the Coffee Creek residents. Organic materials, such as leaves and grasses from the area surrounding Coffee Creek Correctional Facility will also be incorporated into the visual creations. When the residents of CCCF create the display, we will encourage their ideas in using recycled materials in the project - and work with their ideas. We may bring in recycled materials from the facility as well.

### **How project meets 'Result in improvement in safety' (be clear & specific)**

One of the goals of this project is to share the stories and perspectives of incarcerated women at Coffee Creek with their non-incarcerated neighbors in Wilsonville. We hope to highlight stories that offer insight and understanding into the humanity of these women and their perspectives on belonging and community. By highlighting our shared humanity, this project will improve the safety of both incarcerated/formerly incarcerated individuals, as they are acknowledged as residents of a community and citizens of a place, and likewise will create safer communities as a sense of belonging will in turn reduce recidivism.

### **How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)**

This arts display will serve multiple populations. Because of its location in the Wilsonville Public Library, all public will have access to read, watch and experience the art and stories. In its effort to highlight the humanity of the incarcerated women, this project also serves the underserved population of women in prison - through multiple outlets: access to art, access to education and the opportunity to be recognized as residents of Wilsonville.

### **Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:**

With this grant we are seeking funds to engage Wilsonville residents who live at Coffee Creek correctional facility in an art class and project, using recycled waste materials, and including a public display of the project in the city of Wilsonville. This is a collaborative project with the HEP (Higher Education in Prison) at PSU, The Artist as Citizen Initiative at PSU, The Arts and Culture committee at Wilsonville Parks & Rec, teaching artists and CETI (Creative and Emerging Technologies Institute). Through the Artist as Citizen class and curriculum from PSU, residents at Coffee Creek will engage in creating an artistic display that showcases stories and artwork. CEP funds will cover the costs of materials, the stipend for the teaching artist, the course offering at Coffee Creek and additional costs of display and signage in the community of Wilsonville. The project will begin in late June of 2024 and end by late June of 2025.

### **Where would the project be located and who owns the property if applicable?**

The project will be on display at the Wilsonville Library on the gallery wall in the room with the laptops. We also may showcase the work at City Hall for a 3 month period. Erika Valentine, the Arts and Culture Coordinator from Wilsonville Parks and Recreation is collaborating with us to assist in bringing this project to the public spaces.

**For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.**

N/A



**What impact might the project have on nearby homes and businesses?**

We do not anticipate any impact on homes and businesses.

**What kind of on-going maintenance needs and costs might be required by the project?**

We do not anticipate any on-going maintenance needs. If the project moves to City Hall from the Library for a period of time, we will need to prepare and budget for the installation change.

**Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.**

In Oregon roughly 15,000 adults and 600 youth are incarcerated on any given day. Women are the fastest growing segment of the prison population. However, as noted in national studies by the Prison Policy Initiative, only 4% of formerly incarcerated adults (ages 25+) complete a bachelor's degree or higher (compared to 29% in the general population), and the unemployment rate among formerly incarcerated people is 27% (and even higher when combined with race, gender, and a lack of educational credentials—e.g., 60% of formerly incarcerated Black women without a high school diploma/GED are unemployed).

**How does the project serve diverse or traditionally underserved populations?**

Because of its institutional commitment to equity and strategic urban location, Portland State University is uniquely positioned to create and strengthen educational opportunities that support incarcerated and reentering students, and to create pathways to degree completion. Our educational program inside CCCF allows students to work towards a degree while experiencing incarceration and to be able to quickly and easily matriculate to the PSU campus upon release, while receiving the support needed to be successful.

**Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.**

This project specifically addresses issues for women, trans-identified and gender nonconforming individuals in the criminal legal system, and reflects their experiences and collective voices . These are residents of the City of Wilsonville. Their presence is counted in the number of residents yet they cannot access city services, do not have the ability to vote, etc. Through this project we seek to bridge the divide created by the walls of the prison.

**Project Budget**

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep) [2]

**Upload Budget:**

[psu\\_project\\_budget\\_sponsor\\_worksheet.xlsx](#) [3]

**How were these costs estimated (quotes, catalog, previous projects, etc.)?**

These costs were calculated using the rates for adjunct faculty at Portland State University, and in consultation with the guest Artist.

Community Enhancement Program grant application: City of Wilsonville: We Are All Bound Up Together: Art and Stories From Behind the Walls

Budget Justification

Portland State University; PI: Deborah Arthur

A. Personal Services (\$9,187)

All personnel salaries below include a 3.5% annual cost of living increase per Portland State

## University budgeting policies.

### Instructor – Suzanne Savaria (\$5,287)

Funds are requested for Suzanne Savaria (effort of 0.6 person months) with a total project salary cost of \$3,813 + \$1,474 (OPE) = \$5,287. Portland State University charges the actual cost of each fringe benefit direct to Federal projects. However, it uses a fringe benefit rate, which is applied to salaries and wages in budgeting fringe benefit costs under project proposals. The following fringe benefits are treated as direct costs: FICA, workers compensation, medical/dental/health insurance, unemployment, long-term disability, employee liability insurance, and retirement. We have applied the following rates:

- Suzanne Savaria - 38.65%

For this project, Savaria will be responsible for teaching the 3-credit course at the prison, supporting the student artists at the prison, and surrounding the community-based art project with academic content regarding artist as citizen.

Teaching Assistant Guest Artist Stipend (\$1,500) - Funds are requested for a guest artist stipend who was formerly incarcerated and housed in CCCF. This funding will provide benefit to this project supporting the art project in Savaria's 3 credit art course, with a very real expertise, based on lived experience in the prison, on what is allowable in creating the art project, helping s

Guest Artist Stipend – \$1,200 in funding is requested to provide 6 hours of time for a guest artist to meet with residents of Coffee Creek Correctional Facility. This stipend will be paid at the rate of \$200/hour for 6 hours, with a total cost of \$1,200. The guest artist will support the project by bring expertise in developing community art proejcts utilizing recycled and reused materials.

CETI Partnership (1,200) – Funding is requested for a partnership with CETI to provide an augmented reality art display for this project. The cost of this is estimated at \$200/hour for 6 hours for a total cost request of \$1,200). Partnership with CETI is important to this project as they have the expertise in the technological part of the project: creating and embedding QR codes into the art so that by pointing a smart phone at the project, viewers will also be able to learn more about the artists and the project.

### B. Supplies (\$1,500)

Art Materials - \$500 in funds are requested for art supplies to purchase specifically for this project. These funds are essential for our project instruction and work with CCCF residents. Signage Materials - \$1,000 in funds are requested for the cost of producing and distributing signage materials for the art display. All funds are lowest estimated costs and will exclusively benefit the costs of this project.

### C. Capital (\$0)

### D. Materials (\$0)

### E. Other (\$500)

Installation of Art Display - Funds are requested for the cost of the installation of an art display. The cost for this installation is \$500. The art will be housed, consecutively at both the Wilsonville Public Library and Wilsonville City Hall.

### H. Total Direct Costs (\$11,187)

### I. Indirect Costs (\$0)

Indirect costs (F&A) at PSU are based on Modified Total Direct Costs (first \$25k) of each subcontract, minus tuition, equipment over \$5k, and participant support costs) over the project period per Portland State University's federally negotiated indirect cost rate agreement dated June 22nd, 2022. The rate utilized in this proposal is the sponsor limited rate of 0% on indirect costs.

### J. Total Direct and Indirect Costs (\$11,187)

**Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Yes, the Higher Education in Prison Program at PSU has secure funding for this project, from charitable giving.

**Will the project be completed with the proposed funding or will future funding be necessary?**

Completed with CEP funding

**Funds are available for projects after July 1, 2024. Is this project compatible with that timing? How and when might this project be implemented?**

Yes. Summer course, after July 1, creation of art during the course, implementation over the fall, exhibits fall through spring

**Project Management****Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

Summer / Fall 2024; July 1 2024-June 30 2025

Preparation for course work specific to the art project and gathering materials

Three 3-hour teaching seminars at CCCF for 2 credit course, The Artist as Citizen 335 with PSU Faculty Suzanne Savaria

3 Saturdays in the month of July & August

Teaching stipend for teaching-artists covering 8 hours of engagement

4 hours with CCCF residents

4 hours for prep, display

Creation of signage materials for the display

Installation of the display

Attend Arts, Culture and Heritage Meetings for the City of Wilsonville at the beginning and the end of the project

**Describe prior experience managing similar projects. Include prior Community Enhancement Projects:**

The Higher Education in Prison Program received a previous CEP grant in 2019, in order to purchase books and supplies for these underserved residents of Wilsonville.

Suzanne Savaria, co-director and founder of the Artist as Citizen Initiative has been managing and facilitating creative projects in the community for seven years. Projects have included but not limited to street fairs, music festivals, school events, panel presentations and discussions, creative projects in response to social justice issues and film festivals. Community events have included students ages kindergarten to college, local community centers and the general public. Work has included managing people, budgets, timelines and teaching the curriculum. The Artist as Citizen Initiative, in collaboration with Montavilla Jazz and Vestal Elementary was the recipient of the Metro Community Placemaking Grant for 25K for "Vestal Social Justice Night and Storytelling Project."

**Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

We have full support from Erika Valentine, the Arts and Culture Coordinator from Wilsonville Parks and Recreation. Erika has taken the lead in discussions with the staff at Wilsonville Library and has offered to support the project as needed. We have discussed and plan on attending two of the Wilsonville Arts Council meetings at the beginning and end of the project. These meetings are held on Wednesday evenings and we hope to engage the council in feedback and meet in a collaborative spirit.

Item 4.

**If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:**

N/A

**Do you have currently have an active CEP grant?**

No

**If yes, will you be seeking and exception?**

No, an exception is not needed or requested.

**Project Certifications:**

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

**Signature:**

Jennifer Robe, Grants & Agreements Analyst

**Date Signed:** Fri 1/12/24

**Electronic signature agreement.** By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

**I accept:** Yes

**Source URL:**<https://www.ci.wilsonville.or.us/node/127436/submission/61389>

**Links**

- [1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2024-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] [https://www.ci.wilsonville.or.us/system/files/webform/psu\\_project\\_budget\\_sponsor\\_worksheet.xlsx](https://www.ci.wilsonville.or.us/system/files/webform/psu_project_budget_sponsor_worksheet.xlsx)

<b>Project Budget</b>				
	CEP	Sponsor	Other #1	Other #2
Personal Services	9187			
Supplies	1500			
Capital				
Materials				
Other (please explain)	500			
<b>Total</b>	<b>11187</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total Estimated Cost** **11187**

% of Total Budget provided by Sponsor 100

Personal Services:

Instructor - \$3,813 (+ OPE of \$1474) (adjunct faculty) = \$5,287;

Teaching Assistant Guest Artist Stipend \$1,500;

Guest Artist Stipend - 6 hours with CCCF residents at \$200/hour = \$1,200

Partnership with CETI to create Augmented Reality display

6 hours at \$200/hour - \$1,200;

Supplies:

Art Materials: \$500

Signage materials - \$ 1,000

Other:

Installation of Art Display - \$500~~0~~ hours at \$200/hour - \$1,200;      Supplies:

Art Materials: \$500

Signage materials - \$ 1,000;

Other Cost: Installation of Art Display

## Project Assessment by City Staff

Project Title Art Stories

Reviewed By Dustin S, Erika V, Shasta S, Mark O, Kelsey L, Chris N, Dan P, Brian S, Zach W, Zoe M, Kerry R.  
 \_\_\_\_\_ Date 1/30/24

### Assessment Summary

***Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:***

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

***Based on the assessment of additional issues for consideration, the project appears to be:***

**Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

**Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

### 1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

***Bold \* items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.***

- (a) \* The project location is in the city limits of the City of Wilsonville
- 
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
  - A school or institution of higher learning; or
  - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- 
- (c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) \* The project must not promote or inhibit religion.
- (e) \* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f)  For a project located on private land, project establishes a clear public benefit and documents landowner permission.

### 2. Assessment of Project to Program Goals (Metro Code 5.06.080)

***An eligible project must meet at least one of the goals listed below.***

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

- (h)  Benefit youth, seniors, low income persons or underserved populations

**3. Assessment of Additional Issues for Consideration**

***Additional criteria to evaluate a project.***

Issue 1 Does the project demonstrate a clear community benefit?

Response *Need more information.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *There is a match.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *This appears to be a temporary class and temporary art installation therefore no maintenance is needed.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *The community is supportive of additional art.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *N/A*

***4. Does the applicant have any active Community Enhancement Grant projects, if applicable, and do they require an exemption?***

*No.*

*Staff concerns, questions and suggestions.*

Integration of arts and technology? Where did this element end up?

Gallery space – concern about size of the gallery wall

What are recycled materials? What is the durability?

Should it be inside or outside?

Suggested that written material might be a better way to tell stories?

More detail would be needed before the library would be able to commit to hosting the art?

Concerns:

Concern about use of funds and benefiting the community. How will this benefit the community?

More certainty about the project (what, when, how long will it be displayed)?

What type of art would be provided?

Duration of the project?



## **Community Enhancement Grant: Responses to Supplemental Questions**

### ***We Are All Bound Up Together: Art and Stories From Behind the Walls***

**Deborah Arthur, Wilsonville resident; Advisor to the Higher Education in Prison Program at PSU [debs@pdx.edu](mailto:debs@pdx.edu)**

#### Integration of arts and technology?

Our project has full support from the Creative Emerging Technology Institute (CETI) at PSU. The Executive Director of CETI, Nandini Ranganathan, will collaborate with Suzanne Savaria, the Instructor for this course. Suzanne and Nandini have met to discuss scope and costs of bringing an augmented reality experience to this project. This augmented reality technology allows the viewer to hold their phone to a part of the art project and hear a story and learn more information. CETI is interested in supporting this work - both with the technology and the creative side. We are excited to share this emerging technology with the City of Wilsonville.

#### Gallery space – concern about size of the gallery wall, what will the estimated size of the project be?

The Gallery wall space and location of the Library are ideal for the scope of the project. We will tailor the size of the project to meet specifications of the space. The Arakawa Hanging System on the gallery wall will be ideal for showcasing the art created for this project.

#### What are recycled materials? What is the durability?

We plan to collect recycled newspapers, photographs and other materials from the hometowns of the Coffee Creek students who are participating in the project. We will use these materials in a collage style, overlapping materials on a durable surface. Selected materials on the collage will be the links to the augmented reality art - functioning like a QR code.

#### Should it be inside or outside?

The pieces will be hung and showcased inside.

#### Suggested that written material might be a better way to tell stories?

We are excited to share stories through this augmented reality technology. A viewer can hold their phone to the art, similar to a QR code, and hear the story of / the perspective of an incarcerated Wilsonville resident. We are excited to share this technology and these stories in this way. This is an emerging technology and we are excited to share this with the city of Wilsonville.

#### More detail would be needed before the library would be able to commit to hosting the art?

We are happy to meet with the library to discuss the project in detail. Suzanne Savaria did inspect the space, and we also met with Erika Valentine, Art and Culture Program Coordinator with the City of Wilsonville, who supports the project and agreed that the Library space would work well.

Please discuss the need for all of the staff positions identified.

This project will be created as part of a for-credit art course, offered as part of the Higher Education in Prison program (HEP) at Portland State University at Coffee Creek Correctional Facility. The HEP offers a Bachelor's Degree for people incarcerated at Coffee Creek. Our mission is to provide access to rigorous, quality higher education to incarcerated women, helping students to build a college transcript, as well as support for student success post-release. We believe education is transformational and has the power to change lives, open doors, reduce recidivism and enhance community safety and well-being.

Bachelor's degrees are also tools of community safety and well being. It "is nearly impossible for formerly incarcerated job seekers to compete in an economy that increasingly demands highly skilled, credentialed workers" ([Prison Policy Initiative](#)). "56% of formerly incarcerated persons in Oregon are arrested within three years of release from prison or from a felony jail sentence" ([The Contingent](#)). However, one study found that recidivism dropped to 13.7% with an Associate degree, 5.6% with a Bachelor's degree, and effectively 0% with a Master's degree ([GTL](#)).

We are excited to use this course as an opportunity to bridge the divide between incarcerated residents and non-incarcerated residents of Wilsonville. Abundant research confirms that projects like these reduce recidivism and enhance community safety and well-being.

The staff positions we are asking for include:

One **instructor** to teach the course, Art as Social Practice, focused on the academic content. The HEP currently funds all classes through grants and donations.

One **guest artist** will oversee the art project that is produced by students in the course, including working on the display. They will be able to share their expertise and perspective.

One **teaching assistant** will be a current undergraduate art student at PSU who was formerly incarcerated at Coffee Creek. The teaching assistant will bring a wealth of lived experience in the prison setting and can help frame the limits of the project, assist with gathering the necessary materials from the various locales, and otherwise support the logistics of the project.

The **partnership with CETI** is essential to be able to bring the augmented reality component of the art. CETI has the technology to support this part of the project.

We have attempted to keep stipends low. If the Committee feel that the expenses associated with these positions are not justified, we would be willing to forgo the guest artist, if necessary.

Concern about use of funds and benefiting the community, please provide more detail about how this will directly benefit the community?

Whether we always remember it or not, those who live at Coffee Creek are residents of Wilsonville. It is easy to forget this fact as the prison sits behind a hill, tucked away out of sight. But those who live at CCCF are, in fact, a part of the city of Wilsonville. This is an opportunity to allow non incarcerated residents of Wilsonville to be reminded of and introduced to the humanity of those behind the walls, to be reminded that they exist and they matter. Likewise it allows incarcerated residents to share their voices and perspectives. The whole

community benefits when we recognize, support and create a sense of belonging for our most marginalized neighbors.

More certainty about the project (what, when, how long will it be displayed)?

If funded, we will offer the course during summer term of 2024, complete the art project by fall, and work with the Library to determine the best schedule for display of the art.

What type of art would be provided?

Multimedia collage with an augmented reality element.

Duration of the project?

We expect to complete the project from start to finish between July 1 2024-June 30 2025.



Published on *City of Wilsonville Oregon* (<https://www.ci.wilsonville.or.us>)

Home > [2024 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #4

Submission information

Form: [2024 Project Nomination Form–Community Enhancement Program](#) [1]  
Submitted by Visitor (not verified)  
Thu, 01/11/2024 - 3:57pm  
23.141.176.72

Applicant Information

**Sponsor:**

Grace Chapel

**Tax ID#**

93-1251371

**Contact Person:**

Lyn Whelchel

**Daytime Phone:**

503-582-8680

**Email Address:**

info@theheartofthecity.org

**Address:**

28925 SW Boberg Rd

**City:**

Wilsonville

**State:**

OR

**Zip code:**

97070

**Type of Organization:**

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

**Project Title:**

Client Services Accessibility Project

**Amount Requested:**

\$ \$13,259.49

**Mark all of the goals below which your project meets and explain how in the boxes below:**

- Improve the appearance or environmental quality of the community
- Increase reuse and recycling opportunities
- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code
- Result in improvement in safety
- Benefit youth, seniors, low income persons and/or underserved populations

**How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)**

The Heart of the City is a non-profit organization based in Wilsonville, Oregon. Our mission is to care for and support community members needing assistance, utilizing a holistic approach that treats the whole individual. The front office of The Heart of the City serves as a welcome area for visitors, a place of rest for the physically and emotionally exhausted, and a refuge for vulnerable individuals seeking safety and support.

Our clients, particularly our transient clients, are regularly invited to sit and rest on the couches in our front office area. A moment of reprieve allows our clients to refresh, mentally and physically regroup, and prepare to engage actively with our service providers. These individuals sit on our couches as they share personal, sensitive information about their lives and request necessities, such as shoes, clothing, and food.

When clients feel comfortable and welcome, their demeanor shifts, their problem-solving skills improve, and they experience a sense of belonging. They feel safe with our staff and become more receptive to receiving assistance and resources offered at The Heart of the City.

Our clients must feel safe, comfortable, and respected to establish rapport and engage in constructive communication with our providers. New couches greatly enhance the warm, inviting atmosphere we are attempting to create and communicate to our clients that we care.

Currently, the used furniture in our waiting area is insufficient to meet the needs of our organization. The couches are worn out, fragile, and difficult to keep clean. We need furniture that is easy to clean, inviting, and professional in appearance. We plan to utilize the funds from this grant to purchase faux leather couches due to their durability, longevity, and ease of maintenance.

**How project meets 'Increase reuse and recycling opportunities' (be clear & specific)**

Our organization has experienced a significant uptick in service requests. New computers and iPads would provide immeasurable value to both our clients and staff. This technology would allow The Heart of the City to simplify the client intake process, enhance our organization's operational efficiency, and improve the overall client experience.

Using iPads in our waiting room would greatly benefit our clients directly and indirectly. Many of the individuals we serve do not have reliable access to computers, mobile phones, or other forms of technology. The availability of iPads and computers in our office will allow these individuals to fill out electronic forms and access digital systems from other organizations, including medical and financial documents.

The availability of iPads and computers would significantly reduce our environmental impact by decreasing our reliance on paper. Our staff regularly prints, stores, and transports physical documents, including data input and inventory tracking forms. iPads and computers would drastically decrease paper use in our office as we work to transfer our records online.

Furthermore, our staff members are frequently approached by individuals outside of the office setting to request additional services. Hard copies of the required forms are not always readily

available, and these requests risk being delayed, overlooked, or lost. For example, during the Gear Up 4 School event in August, a client spoke with a Heart of the City representative and expressed a need for financial assistance. The availability of technology at our events would have allowed us to address the client's concern immediately on-site. Technology enables quick initiation of the assistance process during the event, which makes the client feel attended to in real-time, enhances their experience, and aligns with a client-centered approach. The portability and convenience of iPads would allow us to access necessary documents at any time, record important information with ease, increase the accessibility of resources, streamline administrative tasks and systems, and allow staff to focus more of their time and attention on serving clients.

**How project meets 'Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code' (be clear & specific)**

The proposed project involves the addition of Safe Lock Mailboxes to the Heart of the City, a property owned and operated by Grace Chapel and a 501(c)(3) nonprofit organization. These mailboxes measure 10 inches by 14 inches and will be affixed to the building, facilitating secure document transfer and check pickup for clients.

We contacted the Wilsonville building division to ensure compliance, anticipating a Class 1 permit requirement. The associated paperwork, estimated at \$409, will be promptly submitted upon confirmation. Sarah Pearlman from the City is working to verify if the permit is required. The approval process typically takes 7-10 business days if a permit is deemed necessary. The need for a permit was discussed with both Becky White and Sarah Pearlman from the City of Wilsonville's Planning Division to determine if we need a city permit. Both informed us the scope of this project does not require a permit. We did not include the fees in our final financial request. That correspondence is available per request.

This modest upgrade aligns with our mission to enhance client services at Heart of the City and contributes to the rehabilitation and functionality of our property. Your support will directly facilitate this improvement, enabling us to safely and efficiently serve the Wilsonville community.

**How project meets 'Result in improvement in safety' (be clear & specific)**

Upgraded technology and the introduction of smart lock mailboxes contribute significantly to increased safety and security at our location. Both ensure the confidentiality of client information. Digital storage allows for improved organizational systems and electronic record keeping, which reduces environmental impact and the risk of breaches in confidential information.

Smart lock mailboxes provide a secure location for clients to pick up checks, mail, and other documents and act as a safeguard against theft. Installation of lock mailboxes aligns with our client-centered approach, as their use provides our clients increased flexibility, security, and convenience.

The furniture in our waiting room serves as a safe space for clients to center themselves and experience a sense of community. A welcoming environment contributes to a sense of security and fosters a positive and supportive atmosphere, both critical elements in initiating solution-based thinking. Comfortable and supportive furniture reduces the risk of accidents or injuries while clients wait for resources or assistance. Our current furniture is not ideal, as it is old and unstable.

By leveraging technology, implementing secure smart lock mailboxes, and providing a safe and welcoming environment with supportive furniture, the Heart of the City seeks to enhance safety measures for our clients. This comprehensive approach protects sensitive information and

ensures physical and psychological safety, contributing to an overall positive and secure experience for individuals and families seeking assistance.

### **How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)**

The Heart of the City clientele comprises low-income individuals or families or experiencing housing instability. The funds from this grant will be used to purchase a locker system, iPads, computers, and furniture for the office waiting area. The benefits of each item are outlined in the sections below:

1. Furniture: Our organization regularly engages with vulnerable individuals experiencing challenging, stressful circumstances. We aim to ensure everyone who walks through the door feels like they have come home. To achieve this, our office must embody an atmosphere of safety, competence, and stability to promote emotional and mental well-being. It is equally important that our clients feel welcome and respected. The environment of our waiting area is an essential part of communicating this message to our clients. When clients arrive at The Heart of the City, they are invited to sit down on our couches while waiting. In this space, they can rest, visit with office staff and other patrons, and build rapport with our service providers. We hope every client feels a sense of belonging and support when they enter our offices. New, quality furniture will provide a comfortable place to sit and convey that help is available, that all are welcome, and that each of our clients matters and is worthy of care and assistance.

2. Technology: Nearly all communication and information systems are accessed through technology. Many of our clients lack reliable, consistent mobile phone, iPad, or computer access. This places them at a significant disadvantage, as many healthcare and financial systems are electronic. The iPads we seek to purchase will be used to increase accessibility for clients who cannot access a computer. Many of our clients experience anxiety when using technology and become overwhelmed at the prospect of filling out online forms. These individuals require assistance and support as they learn new skills and work towards increased independence. iPads are more conducive to providing proximity assistance than computers and allow staff to support individual clients appropriately as they complete intake paperwork or fill out forms for other organizations that they cannot access otherwise.

Computers are a necessary administrative tool for event planning, community outreach, client services, volunteer coordination programs, inventory tracking, and monitoring finances and donations. Currently, our office possesses two computers and a small laptop for the entirety of The Heart of the City personnel. Due to the limited number of computers, staff and volunteers cannot promptly access our database to assist with client services, retrieve information, enter data, or research resources. Adding additional computers to our offices will improve administrative function, increase efficiency, and allow our organization to promptly deliver quality services and resources to our clients.

Additionally, although we intend to reduce overall waste with technology, we require a new printer. Our current printer is an outdated model that is unreliable and often malfunctions. This results in delayed services as we attempt to repair our printer and a lack of necessary materials due to an inability to print documents promptly. We often resort to printing documents at other locations.

Increased accessibility, reliability, and efficiency are integral to the success of The Heart of the City. The funds from this grant will be partially used to streamline and augment our organization's administrative components and enhance the client experience. A functional printer and updated technology allow the organization to function optimally, increase our reach in the community, and provide more efficacious services for individuals and families.



3. Locker System: A secure mailbox locker system is necessary for the convenience and security of our clients. Currently, our organization does not have a system that allows for the safe exchange of financial assistance checks or other materials after the building is closed. Our clients must come by our offices during hours of operation to pick up their checks, often requiring that they leave work. A secure locker system allows for greater security and flexibility, allowing clients to pick up their financial assistance at the most convenient time. A locker system also allows The Heart of the City to leave supplies for families and individuals, such as gift cards or important documents. We would like to purchase a locker that permits us to change the code and/or allows access to multiple people. This will simplify the process for our clients and streamline the service delivery model for our staff and volunteers.

**Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:**

The purpose of the Heart of the City's Client Services Accessibility Project is to ensure the process of accessing services and securing resources is convenient and efficient for our clients. CEP funds will streamline services for increased efficiency and accessibility, enhance technological resources to meet growing program needs and create a welcoming environment for clients through a functional sitting area. An outline of the purposes and the benefits has been included below. A breakdown of items, costs, and place of purchase has also been included for the benefit of the committee

**Locker System - Smart Mailboxes:**

**Purpose:** Provide secure after-hours access for clients to pick up rental assistance checks and mail.

**Benefits:** Increases accessibility and convenience for clients.

**Items to purchase:**

4 WeHere Mailbox with Electronic Lock, Wall Mount Mailbox for Outside Waterproof Design, One Time Code/Permanent code/Spare Keys Unlock, Medium Capacity for Collect Letters, Magazines 14x10x4 Inch from Amazon - \$99.99 each for a total of \$400  
 WeHere Wi-Fi Bridge (W100) & Door Sensor Suitable Smart Key Box & Smart Parcel Box, Record Door Opening/Closing Status- Amazon- \$69.99  
 Cost: 469.99

**iPads:**

**Purpose:** Increase availability of technology for clients who may need more regular access to a computer, streamline events, and reduce paperwork.

**Benefits:** Enhances client services, enables mobile data entry, and supports partnerships with other organizations.

**Items to purchase:**

2 iPad 10 generation Personalized 10.9-inch iPads Wi-Fi 256GB for Client Services from the Apple Store for \$599.00 for a total \$1,198.00  
 iPad10 generation Personalized 10.9-inch iPad Wi-Fi 256GB for Events from the Apple Store for \$599.00  
 iPad 10 generation Personalized 10.9-inch iPad Wi-Fi 256GB for Inventory from the Apple Store for \$599.00  
 Pad 10.9" 10th Gen PowerMove Core Counter Stand or Wall Mount for security of iPad from Maclocks by Compulocks for \$399 with a Swivel Base and VHB Pad for Core Stand at \$19.95 for a total of \$418.95  
 4 Universal Tablet Lock Adhesive Security Plate for security iPads from Maclocks by Compulocks for \$39.95 for a total of \$159.80  
 4 Anchor point for security cable for security iPads from Maclocks by Compulocks \$12.95 for a total of \$51.80  
 2 iPad Pencils (USB-C) 12345678910+ for iPads from the Apple Store- at \$79.00 each for a total of \$158.00

2 Magic Keyboard Folio for iPad (10th generation) US English for iPads from the Apple Store-  
\$249.00 each for a total of \$498.00  
Cost: \$3682.55

#### Technology (Desktops, Laptop, and Printer):

Purpose: Expand technology for staff and volunteers, allowing for better client services, research, and administrative tasks.

Benefits: Increases efficiency in program management, event planning, and volunteer coordination.

#### Items to purchase:

Mac Computer 15-inch MacBook Air with M2 chip -Inventory/Events Laptop from the Apple Store for \$1,499.00

Mac Computer Blue iMac 12345678910+ for New Staff from the Apple Store for \$2,299.00

Mac Computer iMac 12345678910+ for Volunteer from the Apple Store for \$2,299.00

Brother® Business MFCL8905CDW Wireless Laser All-In-One Color Printer Item # 8330987 from Office Depot for \$699.99

2 Brother® Genuine TN437BK Ultra High-Yield Black Toner Cartridge from Office Depot for \$123.49 for a total of \$246.98

2 Brother® Genuine TN437C Ultra High-Yield Cyan Toner Cartridge from Office Depot for \$231.99 for a total of \$463.98

Cost: \$7,507.95

#### Sitting Area Furniture:

Purpose: Create a welcoming environment for clients to rest and engage with staff in a comfortable space.

Benefits: Promotes dignity and a sense of community.

#### Items to purchase:

LLappuil Faux Leather Fabric Modular Sectional Sofa 3 Piece Furniture Sofa Set with Storage, Modern Reversible 6 Seater Couch Sets for Living Room, Office, Dark Grey from Amazon- \$1599.99

Cost: \$1,599.99

Total Budget: \$13,259.49

The project timeline would start July 1st, 2024, with an estimated completion date within six months, depending on product availability and installation timelines. As a sponsor, Grace Chapel in Wilsonville financially supports the project with the intention of reimbursement from the Community Enhancement Program's grant. The Client Accessibility Project aims to address the community's evolving needs, providing a more efficient and welcoming environment for clients. The proposed budget of \$13,259.49 will contribute to the purchase, delivery, and installation of the essential components outlined in this project plan.

The rationale for our Client Services Accessibility Project is to provide quality services to our clients. The expansion of technology is crucial to meet the community's growing needs. As our organization grows, documentation and program requirements become more complex, necessitating additional computers. iPads streamline event planning and inventory, reduce paperwork, and improve efficiency. The sitting area creates a welcoming space, promoting dignity and community. The smart mailboxes enhance after-hours accessibility for clients. These improvements reflect the client-centered approach to the central client service program.

The Heart of the City operates on a modest budget of \$8,500 to run the Resource Center. Other funds from Grace Chapel are allocated to cover the cost of two paid staff. Funds for the Client Service program to assist with financial services come from Grace Chapel's benevolence fund.

**Where would the project be located and who owns the property if applicable?**

The project is located at The Heart of the City building at 28925 SW Boberg Rd, Wilsonville, OR, 97070. Grace Chapel, a nondenominational church in Wilsonville, owns and operates the property. The Boberg campus serves as a community outreach and services hub, aligning with Grace Chapel's vision of "giving itself away."

Grace Chapel is the proprietor of the Boberg campus, providing spaces for professionals to offer counseling services to the community and hosting The Heart of the City's Resource Center. The benevolence funds allocated by Grace Chapel are specifically designated to support The Heart of the City's vision, focusing on direct community outreach and assistance to individuals and families in vulnerable circumstances.

The collaboration between Grace Chapel and the Heart of the City underscores the commitment of both organizations to act as good stewards of resources and to create a positive impact in the community by providing financial assistance, resource connections, and counseling services.

**For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.**

The project is located at the Heart of the City in Wilsonville, at 28925 SW Boberg Rd. The Heart of the City operates as the Resources Center for Grace Chapel Church, primarily serving the Wilsonville community. As a key hub for community programs and services, the Heart of the City supports the city's vulnerable population.

It's important to note that Grace Chapel owns the building where the Heart of the City operates. Given this ownership structure, we have diligently sought and obtained written permission from Grace Chapel to implement our project. An attachment containing the approval letter from Grace Chapel, which confirms their authorization for the proposed project on their property, has been included.

**What impact might the project have on nearby homes and businesses?**

The proposed project at the Heart of the City in Wilsonville is meticulously designed to have no adverse impact on nearby homes and businesses. Our goals align seamlessly with our services, specifically focusing on increasing accessibility and streamlining our operations.

The project entails no structural changes or alterations to the property, ensuring the physical integrity of nearby homes and businesses remains unaffected. Our project objectives perfectly harmonize with the ongoing services the Heart of the City offers. This ensures a seamless integration of the proposed changes with our existing operations. The project's overarching goal is to enhance accessibility by optimizing our service delivery. This strategic enhancement is designed to benefit the community without causing any disruption to the surrounding environment. While we anticipate a potential increase in clients accessing our services, this is a positive outcome. It reflects a heightened responsiveness to community needs and a strengthened commitment to our mission.

Our commitment to professionalism, efficiency, and community welfare underscores every aspect of this project. The proposed changes will fortify our ability to serve the community and contribute positively to the surrounding neighborhood.

**What kind of on-going maintenance needs and costs might be required by the project?**

The Client Services Accessibility Project has been strategically planned to minimize ongoing maintenance needs and costs. Here's a breakdown of the approach:

**Technology Setup and Maintenance:**

**Responsibility:** Grace Chapel, our sponsor, will manage the setup and programming of all technology devices.

**Staff Expertise:** Grace Chapel has dedicated staff who will provide ongoing maintenance for the technology devices.

**Volunteer Assistance:** Grace Chapel will mobilize volunteers to assist with the setup of technology and furniture.

**Furniture Setup and Maintenance:**

**Setup Assistance:** Grace Chapel staff will facilitate furniture setup upon delivery.

**Volunteer Support:** Volunteers from Grace Chapel will be involved in the setup process, ensuring efficient installation.

**Smart Lock Mailboxes:**

**Equipment Setup:** Grace Chapel staff will assist with installing the equipment related to smart lock mailboxes.

**App Usage:** The app associated with the smart lock mailboxes is deemed to be included as part of the service, eliminating any anticipated ongoing costs.

**Printing Supplies:**

**Ink Costs:** Ongoing costs for printer ink are included in the budget allocated for supplies under the Heart of the City.

**Financial Coverage:** The Heart of the City has accounted for the continual financial obligation of ink costs within its overall budget.

The project has been designed to focus on sustainability and cost-effectiveness. The use of Grace Chapel staff and volunteers to address ongoing technology and property maintenance issues negates the need for additional funding. Including printing supplies within the budget ensures continued operational efficiency and guards against unexpected financial obligations. This proactive approach aims to maintain the longevity and effectiveness of the Client Services Accessibility Project.

**Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.**

If funded, the Client Services Accessibility Project at the Heart of the City in Wilsonville will benefit many residents facing financial challenges and/or seeking essential resources. The estimated population in need is approximately 2,519 Wilsonville residents, according to the 2021 U.S. Census, and a poverty rate of 9.5%. Our recent engagement in the community highlights the impactful work we've achieved in the past year, with 332 clients receiving financial assistance, 439 seeking services, and significant support from 57 community volunteers. During a recent event planned and hosted by the Heart of the City, more than 330 backpacks were distributed to local students, and 900 items were collected for families in the area.

Our primary service area includes Wilsonville, West Linn-Wilsonville School District, and North Marion School District, focusing on at-risk groups, low-income families, and individuals with limited income. The project's potential impact extends to houseless individuals, offering assistance with mail, supplies, and support in finding stable housing resources.

Our commitment to collaboration and resource access has allowed us to serve individuals from diverse backgrounds. Although we aim to assist anyone passing through the community, our primary service area remains Wilsonville.

In conclusion, funding this project would empower us to continue and expand our vital services,

positively impacting the lives of the estimated 2,519 residents in need. Your support will contribute to the ongoing success of Heart of the City and its mission to serve the Wilsonville community.

### **How does the project serve diverse or traditionally underserved populations?**

The Heart of the City partners with individuals, families, and communities to serve the whole person and the whole community. The Heart of the City is an extension of Grace Chapel, a nondenominational church in Wilsonville, Oregon. Grace Chapel uses this location to provide community outreach services and fulfill their vision of “giving itself away.”

As good stewards of our resources, we create spaces for professionals to provide counseling services to people in the community, along with a resource center for vulnerable individuals and families. Grace Chapel designates its benevolence funds to support The Heart of the City’s vision, going directly to underserved community members. Significantly, The Heart of the City has provided financial assistance to those in need on multiple occasions. We also utilize other resource connections with organizations that can assist.

The Heart of the City serves all people: youth, seniors, low-income, and/or underserved populations. Grace Chapel owns the Boberg building and funds the operations of its campus. There are no expectations or requirements for community members to participate in, affiliate with, or attend religious meetings to receive services through The Heart of the City. We do not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

Our Resource Center assists clients needing financial support, basic supplies, community resources, and access to professional counseling. We plan and hold family-centered events that provide backpacks and school supplies for children, gift card drives, winter clothing drives, and Christmas gifts. Our yearly events, such as Gear Up 4 School and Share the Warmth, provide opportunities for community involvement in a volunteer capacity or as attendees to build community rapport. Sometimes, community members who could not participate will contact us and request supplies months after the event. These families will visit our Resource Center, be welcomed into our building, and leave with their needs fulfilled. Our building is a resource for community meetings. We have offered our Resource Center as a space to hold community services, such as support groups, community collaboration meetings, and service projects. Although our Resource Center is utilized for all these services, our main program is Client Services.

We recognize the need for family support services in Wilsonville and surrounding communities due to the increased cost of living and limited affordable housing options. Our Client Service program will continue to grow throughout 2024. In 2023, the Heart of the City had 439 individuals/families reach out seeking financial assistance. We were able to serve 332. We’ve had 33 people seek to volunteer with the Heart of the City. We have 12 regular volunteers who have completed over 168 hours of service time this year. Forty-five individuals volunteered to help with our events; two organizations participated in service projects last year. Our main yearly event is Gear Up 4 School, at which we gave away 300 backpacks filled with school supplies before running out. We gave additional backpacks to 33 families we could not serve at the event. During our “Share the Warmth” event, we collected over 900 winter items to donate to families and various organizations.

On December 1st, we hired our second full-time staff member to help meet our growing demands. Currently, one employee is responsible for directing support services, performing all administrative tasks, and event planning.

As mentioned above, the Heart of the City has provided 332 clients with financial assistance this year and has 439 clients seeking services. We work with individuals from diverse backgrounds in the Wilsonville community. We serve families that are at risk of homelessness, low income, or on a limited income. We help individuals obtain resources and supplies as they pass through our community. We assist houseless individuals with mail and supplies and provide support as they seek stable housing resources. We attempt to assist anyone who walks through our doors. We have set limitations on our service area due to the increased needs in the surrounding community. We primarily serve individuals in Wilsonville, as well as students and families in the West Linn-Wilsonville School District and North Marion School District. We will direct other individuals to resources in their local area or assist financially in specific circumstances. However, our services are intended to provide support for Wilsonville residents. If the Heart of the City is awarded the CEP grant, it will be the first time we have received funding from this program.

**Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.**

This project serves the Wilsonville community without focusing on any particular cultural or ethnic group. We cater to a diverse range of individuals, including those facing financial vulnerability, houseless individuals seeking resources, and families at risk of financial instability or homelessness.

The Heart of the City mission aims to provide temporary solutions while connecting families and individuals with long-term support, aiming to prevent home loss. Our services are open to everyone, spanning across age groups, from youth to seniors, encompassing all income levels and underserved populations.

Owned by Grace Chapel, a nondenominational Wilsonville church, the Boberg building serves as the Heart of the City's operational campus. It's important to note that there are no expectations or requirements for community members seeking assistance in participating in religious activities or meetings. Our commitment to non-discrimination ensures that we serve all cultures in the Wilsonville community. We do not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

Enhancements to our services will benefit anyone who seeks assistance from the Heart of the City, reinforcing our dedication to inclusivity and providing a welcoming environment for the entire community.

**Project Budget**

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep) [2]

**Upload Budget:**

[cep\\_grant\\_2024\\_project\\_budget\\_worksheet\\_2.pdf](#) [3]

**How were these costs estimated (quotes, catalog, previous projects, etc.)?**

The costs for the proposed project were estimated through comprehensive research utilizing reputable sources such as Amazon, Apple, Maclocks by Compulocks, and insights from City Planning. The pricing breakdown was developed after thoroughly examining the specific goods and services integral to the project. We ensured accuracy and transparency in estimating the associated costs by leveraging information from these reliable sources.

**Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Grace Chapel is committed to sponsoring the initial costs of our Client Services Accessibility Project, utilizing funds from their benevolence fund allocated to support individuals in need. This financial support will enable us to purchase the necessary items for the project, contributing to the overall success of our mission.

The funds provided by Grace Chapel will serve as an essential resource, initially covering project expenses. However, understanding that these funds are designated for client services, including financial assistance, is imperative. We intend to seek reimbursement through the CEP grant, allowing us to replenish the benevolence fund and continue providing vital assistance to the community.

We do not require matching funds, and the attached detailed budget outlines the project's allocation. By securing this sponsorship from Grace Chapel, we are confident in our ability to successfully implement the project and redirect the allocated funds back to client services for financial assistance. This strategic approach ensures sustained support to the Wilsonville community's needy individuals.

**Will the project be completed with the proposed funding or will future funding be necessary?**

The project will be fully completed with the proposed funding. No future funding will be necessary for the maintenance or care of the items, as they will be overseen and managed by the property owners, Grace Chapel. Maintenance responsibilities will be addressed directly by Grace Chapel or through their dedicated technology services, ensuring continued functionality of these enhancements without the need for additional funding.

**Funds are available for projects after July 1, 2024. Is this project compatible with that timing? How and when might this project be implemented?**

The project is fully compatible with the available funds after July 1, 2024. Grace Chapel has designated funding to initiate the project on or after July 1, 2024. The Heart of the City's Executive Director and staff will promptly purchase the required items at or below the grant allocations. If the cost exceeds the grant allocation, approval will be sought from Grace Chapel to cover the difference or a less expensive option will be procured.

Upon purchase, the estimated timeline for receiving the items is no longer than six months, subject to shipping schedules. The project's initiation, including the assembly of items and application for the Class 1 permit, is expected to occur promptly after July 1, 2024. According to Wilsonville's Planning Development, permit approval typically takes 7-10 business days. After discussions with Wilsonville's Planning Development department, a permit for the mailboxes is not needed. Thus, the project is estimated to be completed within a maximum six-month timeframe, ensuring efficient implementation and adherence to the grant guidelines.

**Project Management**

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

The Client Services Accessibility Project includes purchasing essential equipment to enhance our services. The major tasks and projected timeframe for completing each task are as follows:

**Purchase of Apple Equipment:**

15-inch MacBook Air with M2 chip for Inventory/Events Laptop - \$1,499.00

Blue iMac for New Staff - \$2,299.00

iMac for Volunteer - \$2,299.00

2 iPad 10th generation for Client Services - \$1,198.00

iPad for Events - \$599.00  
 iPad for Inventory - \$599.00  
 iPad security accessories from Maclocks by Compulocks - \$1,048.75  
 iPad accessories (Pencils, Magic Keyboard Folio) - \$656.00

**Purchase of Printer and Toner Cartridges:**

Brother MFCL8905CDW Wireless Laser All-In-One Color Printer - \$699.99  
 2 Brother Genuine TN437BK Ultra High-Yield Black Toner Cartridge - 246.98  
 2 Brother Genuine TN437C Ultra High-Yield Cyan Toner Cartridge - \$463.98

**Purchase of Mailboxes and Wi-Fi Bridge:**

4 WeHere Mailboxes with Electronic Lock - \$400.00  
 WeHere Wi-Fi Bridge (W100) & Door Sensor - \$69.99

**Purchase of Furniture:**

LLappuil Faux Leather Fabric Modular Sectional Sofa - \$1,599.99

**Projected Timeline:**

Purchase items on or around July 1, 2024, following grant guidelines.  
 Assemble and set up items in coordination with the building administrator.  
 Engrave or label items as per grant requirements.  
 Complete all required paperwork.  
 Aim to complete the project within six months of the start date, allowing for any potential shipping delays or assembly logistics.  
 This comprehensive plan guarantees timely implementation of the Client Services Accessibility Project, which will optimize resources and enhance services for the Wilsonville community.

**Describe prior experience managing similar projects. Include prior Community Enhancement Projects:**

The Heart of the City and our sponsor, Grace Chapel, are seeking the CEP grant for the first time. If awarded, it would mark our inaugural participation in this program. Although we have yet to receive Community Enhancement funding in the past, it's essential to note that Grace Chapel has completed several projects in various Wilsonville locations. Our collective commitment to community service and history of successful project execution has provided the experience necessary to utilize grant funds efficiently and responsibly.

**Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

This project primarily requires coordination with Grace Chapel Church, our sponsor. The collaboration involves assistance with the delivery, assembly, and mounting of items and the setup of technology by the Building Administrator for Grace Chapel. Communication with Grace Chapel has been established to allow for the successful implementation of the Client Services Accessibility Project.

**If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:**

The Client Services Accessibility Project, located on private land at the Heart of the City building owned by Grace Chapel Church, significantly benefits the community by enhancing its citizens' quality of life and well-being. Our focus on client services, including financial assistance for rent, unexpected expenses, and community events, directly contributes to overall community morale, health, and sustainability. These efforts prevent homelessness and foster a sense of togetherness and support within the community. The smart mailboxes further contribute to client security and accessibility, reducing stress during challenging times. The support and



endorsement from Grace Chapel underscore the belief that the project will positively impact and benefit the Wilsonville community. The owner's permission is attached.

Item 5.

**Do you currently have an active CEP grant?**

No

**If yes, will you be seeking an exception?**

No, an exception is not needed or requested.

**Project Certifications:**

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

**Signature:**

Lyn Whelchel

**Date Signed:** Sun 1/7/24

**Electronic signature agreement.** By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

**I accept:** Yes

**Source URL:** <https://www.ci.wilsonville.or.us/node/127436/submission/61384>

**Links**

- [1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2024-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] [https://www.ci.wilsonville.or.us/system/files/webform/cep\\_grant\\_2024\\_project\\_budget\\_worksheet\\_2.pdf](https://www.ci.wilsonville.or.us/system/files/webform/cep_grant_2024_project_budget_worksheet_2.pdf)

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services				
Supplies				
Mac Computer-Inventory/Events-Laptop	\$1,499.00			
Mac Computer-New Staff	\$2,299.00			
Mac Computer-Volunteer	\$2,299.00	0	0	0
2 iPad 10 generation- Client Services	\$1,198.00			
iPad10 generation-Events	\$599.00			
iPad 10 generation- Inventory	\$599.00			
2 iPad Pencil	\$158.00			
2 Magic Keyboard Folio for iPad (10th generation) - US English	\$498.00			
<a href="#">Brother® Business MFCL8905CDW Wireless Laser All-In-One Color Printer</a> Item # 8330987 from Office Depot	\$699.00			
Pad 10.9" 10th Gen PowerMove Core Counter Stand or Wall Mount for security of iPad from Maclocks by Compulocks	\$399.00			
Swivel Base and VHB Pad for Core Stand form Maclocks by Compulocks	\$19.95			

4 Universal Tablet Lock Adhesive Security Plate from Maclocks by Compulocks	<b>\$159.80</b>			
4 Anchor point for security cable from Maclocks by Compulocks	<b>\$51.80</b>			
4 WeHere Mailbox with Electronic Lock, Wall Mount Mailbox for Outside Waterproof Design, One Time Code/Permanent code/Spare Keys Unlock, Medium Capacity for Collect Letters, Magazines 14x10x4 Inch-Amazon	<b>\$400.00</b>			
WeHere Wi-Fi Bridge (W100) & Door Sensor Suitable Smart Key Box & Smart Parcel Box,Record Door Opening/Closing Status-Amazon	<b>\$69.99</b>			
LLappuil Faux Leather Fabric Modular Sectional Sofa 3 Piece Furniture Sofa Set with Storage, Modern Reversible 6 Seater Couch Sets for Living Room, Office, Dark Grey- Amazon	<b>\$1,599.99</b>			
Capital				
Materials				
2 Brother® Genuine TN437BK Ultra High-Yield Black Toner Cartridge	<b>\$246.98</b>			

2 Brother® Genuine TN437C Ultra High-Yield Cyan Toner Cartridge	463.98			
Grace Chapel- Assemble/Set Up			\$0.00	
Other				
Class 1 Permit	0.00			
Total	\$13,259.49			
Item # 7496949				

January 8, 2024

City of Wilsonville  
Attn: Zoe Mombert  
Project Coordinator  
29799 SW Town Center Loop E  
Wilsonville, OR 97070

Re: Community Enhancement Program Grant for Grace Chapel

To the Community Enhancement Committee:

Jeff Chase, the lead Elder, and Mike Tatlock, the lead Pastor of Grace Chapel, approve of our Community Outreach Center, The Heart of the City, to apply for the CEP Grant to assist in the Heart of the City Client Services Accessibility Project with the City of Wilsonville.

Our heartbeat for Heart of the City is to be a resource for our entire community. There are no expectations or requirements for community members seeking assistance from The Heart of the City to participate in, affiliate with, or attend religious meetings to receive our services. We do not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations.

We are excited to begin this project in the summer of 2024 and are available if you have any questions.

With gratitude,



Jeff Chase  
Elder Chair



Mike Tatlock  
Lead Pastor

## Project Assessment by City Staff

**Project Title** Client Services - Heart of the City

**Reviewed By** Dustin S, Erika V, Shasta S, Mark O, Kelsey L, Chris N, Dan P, Brian S, Zach W, Zoe M, Kerry R.  
 \_\_\_\_\_ Date 1/30/24

### Assessment Summary

**Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:**

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

**Based on the assessment of additional issues for consideration, the project appears to be:**

**Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

**Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

### 1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

***Bold \* items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.***

- (a) \* The project location is in the city limits of the City of Wilsonville
- 
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
  - A school or institution of higher learning; or
  - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- 
- (c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) \* The project must not promote or inhibit religion.
- (e) \* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f)  For a project located on private land, project establishes a clear public benefit and documents landowner permission.

### 2. Assessment of Project to Program Goals (Metro Code 5.06.080)

***An eligible project must meet at least one of the goals listed below.***

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

- (h)  Benefit youth, seniors, low income persons or underserved populations

**3. Assessment of Additional Issues for Consideration**

***Additional criteria to evaluate a project.***

Issue 1 Does the project demonstrate a clear community benefit?

Response *HOC client services are needed.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *The project is scalable and there is a match.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *Maintenance of the lock boxes and ipads would be needed.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *The community seems supportive of client services programs.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *N/A*

***4. Does the applicant have any active Community Enhancement Grant projects, if applicable, and do they require an exemption?***

*No.*

*Staff concerns?*

*Quantify Wilsonville community members served (97070 zip)?*

*The lockboxes, client ipads and client printer appear to serve the HOC clients. Otherwise, it is unclear how the other items directly serve clients.*





Published on *City of Wilsonville Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [2024 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #2

#### Submission information

Form: [2024 Project Nomination Form–Community Enhancement Program](#) [1]  
Submitted by Visitor (not verified)  
Thu, 01/11/2024 - 1:06pm  
143.244.98.165

#### Applicant Information

**Sponsor:**

Erika Valentine, City of Wilsonville Arts & Culture Program Coordinator

**Tax ID#****Contact Person:**

Erika Valentine

**Daytime Phone:**

503-570-1629

**Email Address:**

evalentine@ci.wilsonville.or.us

**Address:**

29600 Park Pl.

**City:**

Wilsonville

**State:**

OR

**Zip code:**

97070

**Type of Organization:**

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

#### Project Information

**Project Title:**

"Many Cultures, One Heart" - Hearts Public Art Project

**Amount Requested:**

\$ 29,000

**Mark all of the goals below which your project meets and explain how in the boxes below:**

- Improve the appearance or environmental quality of the community
- Benefit youth, seniors, low income persons and/or underserved populations

**How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)**

Public art improves the appearance and quality of community by creating community identity, enlivening spaces, and providing accessible/free artwork to all. The project will add visual interest to the community.

**How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)**

The project theme is to showcase and hi-light diverse cultures. The hope would be that underserved populations may be represented through the artwork. Additionally, the project is open and accessible to any artist who wants to apply and the installation will be viewable by everyone in the community.

**Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:**

The project is a public art project that involves commissioning artists to paint large fiberglass hearts. The hearts will then get installed throughout the City for people to view. The CEP funds go towards purchasing the actual hearts and the payment to the artists for their time, design, labor, etc. I anticipate the project to be installed sometime during summer of 2025. The City's Arts, Culture and Heritage Commission would be involved in the selection process and project.

**Where would the project be located and who owns the property if applicable?**

The hearts would get installed on City Property such as at City facilities and in City Parks.

**For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.**

This project is said to be the pilot program, if successful future rounds of the project could be done which might be featured on private property and local businesses, however for this round it will all be in City property.

**What impact might the project have on nearby homes and businesses?**

Based on location of hearts, this should not impact the above.

A positive would be if local businesses are positively impacted due to tourism the project may bring.

**What kind of on-going maintenance needs and costs might be required by the project?**

The project will be installed temporarily so on-going maintenance should not come up. The hearts will be clear coated to help if any get vandalized by graffiti. They may need to be cleaned one per year.

**Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.**

Public art is viewable by all so the entire community benefits.

**How does the project serve diverse or traditionally underserved populations?**

The project theme focusing on celebrating diverse cultures should represent the many diverse populations in Wilsonville. By providing visual representation to those groups, the hope would be that they feel uplifted and welcomed in the community.

**Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.**

No - it serves everyone.

### Project Budget

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep) [2]

#### Upload Budget:

[project\\_budget\\_worksheet\\_3.xlsx](#) [3]

#### How were these costs estimated (quotes, catalog, previous projects, etc.)?

I reached out to other public art administrators that have done similar projects. I received quotes from multiple fiberglass companies that produce the hearts.

#### Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

The Sponsor funding includes the staff time of Erika Valentine to oversee the implement the project which will include writing the Call for art, working with the ACHC, working with other City departments, oversight of the artists, overall project management, publicity, etc. It also includes staff time from the Parks maintenance team who will help with installation and site prep. Supplies will also be covered through the arts and culture GL line item.

#### Will the project be completed with the proposed funding or will future funding be necessary?

The project will be completed with the proposed funding.

#### Funds are available for projects after July 1, 2024. Is this project compatible with that timing? How and when might this project be implemented?

I anticipate the project be installed sometime in summer of 2025.

### Project Management

#### Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

Purchase hearts (July/ Aug)

Staff write Call for Art Application and have ACHC Review (Sept)

Publicity and posting the Call for Art (Oct)

ACHC/Panel review the applications and make their selections (Jan)

Artist contracts (Jan/Feb)

Artists can pick up the hearts and begin working (Feb - April)

Installation sometime summer (May - July)

Staff create map of hearts and market the program

#### Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

As the City's arts and culture program coordinator, I have a background in public art and arts management, and have implemented several temporary public art projects. At my former City I started the Utility Box Public Art Project. The Skatepark Mural is in process which is a CEP Project.

**Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

Coordination will need to take place with Parks Maintenance and Public Works depending on installation and locations. Additionally staff is looking into auctioning off the pieces after one year, so coordination with finance is necessary to see if this is feasible. Coordination has not yet occurred.

Staff will also coordinate with City Committees - ACHC and DEI

**If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:**

N/A

**Do you currently have an active CEP grant?**

Yes

**If yes, will you be seeking an exception?**

Yes, an exception is requested since we have an active grant and the project will not be complete by May 24, 2024.

**Project Certifications:**

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

**Signature:**

Erika Valentine

**Date Signed:** Thu 1/11/24

**Electronic signature agreement.** By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

**I accept:** Yes

**Source URL:** <https://www.ci.wilsonville.or.us/node/127436/submission/61377>

**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2024-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] [https://www.ci.wilsonville.or.us/system/files/webform/project\\_budget\\_worksheet\\_3.xlsx](https://www.ci.wilsonville.or.us/system/files/webform/project_budget_worksheet_3.xlsx)

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services (staff)		5,000		
Supplies anti graffiti coating, installation supplies		5000		
Capital				
Materials (1350 / per heart, 10 hearts)	13500			
Other (please explain) -Artist Stipend	13500			
Shipping for Hearts/ Freight, etc.	2000			
<b>Total</b>	<b>29000</b>	<b>10000</b>	<b>0</b>	<b>0</b>

**Total Estimated Cost** **39,000**  
 % of Total Budget provided by  
 Sponsor **34%**



## Project Assessment by City Staff

**Project Title** Many Cultures one heart

**Reviewed By** Dustin S, Erika V, Shasta S, Mark O, Kelsey L, Chris N, Dan P, Brian S, Zach W, Zoe M  
 \_\_\_\_\_  
 \_\_\_\_\_ Date 1/30/24 \_\_\_\_\_

### Assessment Summary

**Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:**

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

**Based on the assessment of additional issues for consideration, the project appears to be:**

**Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

**Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

### 1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

***Bold \* items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.***

- (a) \* The project location is in the city limits of the City of Wilsonville
- 
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
  - A school or institution of higher learning; or
  - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- 
- (c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) \* The project must not promote or inhibit religion.
- (e) \* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f)  For a project located on private land, project establishes a clear public benefit and documents landowner permission.

### 2. Assessment of Project to Program Goals (Metro Code 5.06.080)

***An eligible project must meet at least one of the goals listed below.***

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

(h)  Benefit youth, seniors, low income persons or underserved populations

**3. Assessment of Additional Issues for Consideration**

***Additional criteria to evaluate a project.***

Issue 1 Does the project demonstrate a clear community benefit?

Response: *Provides art to the community and “improves” appearance around the community (on city property).*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response: *Yes it is scalable.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *Installation and parks team would maintain.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response: N/A

Issue 5 Does the project appear to have community support?

Response: *Support for public art and previous discussion at the ACHC regarding desire for temporary art.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response: *Art strategic plan (Support public art), Town Center Plan, Villebois Village Center.*

*5 – 10 Hearts*

*Temporary (4 – 6 year lifespan)*

***4. Does the applicant have any active Community Enhancement Grant projects, if applicable, and do they require an exemption?***

*Yes, there is an active project.*

*Staff concerns and questions*

*Graffiti – there is funding from the parks team to handle graffiti on future.*

*Why isn't the original CEP project complete?*

*Concern about temporary installation and material may not be sustainable (fiberglass material).*

*Can the art be auctioned off?*

*Are there How will fiberglass be disposed of?*

*more permanent products?*



*Staff Suggestions:*

## Zoe Mombert

---

**From:** Erika Valentine  
**Sent:** Tuesday, February 20, 2024 10:04 AM  
**To:** Zoe Mombert  
**Subject:** RE: Community Enhancement Grant Follow Up and Next Steps - Response Requested

Hi Zoe –

Here's my responses below in red. Sorry for being last minute!  
 Some I have not had time to research – with the timing of receiving the 50 mural RFQ's I have been swamped getting all of that together to move forward. Hope this is sufficient but do let me know.

I left Keith a voicemail today about the auctioning. I also Emailed the provider of the hearts to see if they had additional info.

Thanks,

**Erika Valentine**  
 Arts & Culture Program Coordinator  
 Wilsonville Parks and Recreation

503.570.1629 Direct  
[EValentine@ci.wilsonville.or.us](mailto:EValentine@ci.wilsonville.or.us)  
[WilsonvilleParksandRec.com](http://WilsonvilleParksandRec.com)



Admin Building  
 29600 SW Park Place, Wilsonville, OR 97070

*Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.*

---

**From:** Zoe Mombert <mombert@ci.wilsonville.or.us>  
**Sent:** Monday, February 12, 2024 3:14 PM  
**To:** Erika Valentine <evalentine@ci.wilsonville.or.us>  
**Subject:** Community Enhancement Grant Follow Up and Next Steps - Response Requested

Hello Erika,

Thank you for submitting your Community Enhancement application. Staff reviewed your application and we have some questions before we advance the application to the committee for review. Overall, we need to ensure that all of the projects serve the community, the budget is reasonable and realistic, the timeline and scope are realistic and the project can be completed on time and on budget. Please send me a response to the questions below by Tuesday, February 20.

Staff Questions:

*Graffiti – is there funding from the parks team to handle graffiti on future? Yes, there is funding for reputable anti-graffiti coating which gets applied to finished product and makes it so graffiti can easier be wiped off.*

*Why isn't the original/ previous project complete? The City did not have a public art policy or guidelines. Longer process than anticipated for the ACHC to review and edit (3 separate meetings). I went to Council twice as well (Work Session and then back for final approval). I did not want to move on such a large project like the mural without the policy adopted.*

*Concern about temporary installation and material may not be sustainable (fiberglass material). How long would the installation be on display and is the material suitable for the climate? The project can be easily scaled, so instead of 10 hearts we can do 5 – 6 (which I am leaning towards). Fewer hearts would be more sustainable simply due to less material. Installation should look good for 1-3 years. Should not have issues due to climate.*

*Can the art be auctioned off? I am waiting on confirmation from Keith.*

*How will fiberglass be disposed of? By auctioning off, that would be the new owners responsibility. I asked the manufacturer of the hearts for more information.*

*Are there more permanent products? That would change the nature of the project. For example, metals take a certain skill of artists versus community involvement. Budget would be different as well.*

Additionally, the Community Enhancement Committee will be meeting on February 27 at 6:30pm in the City Council Chambers (City Hall - 29799 SW Town Center Loop E) to hear program updates and review the applications. Each applicant will have 3 minutes to present their proposal before answering committee member’s questions. Please focus your presentation on explaining the specific project you are applying for, timeline, budget, scope and community benefits. The committee may or may not make a recommendation to City Council that evening. The meeting agenda and packet will be posted at <https://www.ci.wilsonville.or.us/bc-mce/page/wilsonville-%E2%80%93-metro-community-enhancement-committee-4> next week.

Please contact me with any questions or concerns.

Kind regards,

**Zoe Mombert**  
Assistant to the City Manager  
(she/her/hers)

City of Wilsonville/ Explore Wilsonville  
503.570.1503  
[mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us)  
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[www.ExploreWilsonville.com](http://www.ExploreWilsonville.com)  
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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[Home](#) > [2024 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #1

#### Submission information

Form: [2024 Project Nomination Form–Community Enhancement Program](#) [1]  
Submitted by Visitor (not verified)  
Fri, 01/05/2024 - 3:05pm  
143.244.98.165

#### Applicant Information

**Sponsor:**

Tommy Reeder

**Tax ID#****Contact Person:**

Tommy Reeder

**Daytime Phone:**

503-572-8121

**Email Address:**

reeder@ci.wilsonville.or.us

**Address:**

29600 SW Park Place

**City:**

Wilsonville

**State:**

OR

**Zip code:**

97070

**Type of Organization:**

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

#### Project Information

**Project Title:**

Murase Music Garden

**Amount Requested:**

\$ 17,000

**Mark all of the goals below which your project meets and explain how in the boxes below:**

- Improve the appearance or environmental quality of the community
- Result in improvement to, or an increase in, recreational areas and programs
- Benefit youth, seniors, low income persons and/or underserved populations

**How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)**

The project would include the installation of three unique pieces of outdoor musical equipment. The authentic handcrafted, perfectly tuned sound sculptures would improve the appearance of the location they are installed in.

**How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)**

The musical equipment will offer a new recreation amenity that is not currently offered in our park inventory. Music and art in the parks was identified as the number two interest in the 2018 parks and recreation comprehensive master plan.

**How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)**

With the musical equipment being located in the Murase Plaza it will be accessible to persons of any age, ethnicity, and socioeconomical background. Playing, practicing, or listening to music improves reading and comprehension, promotes social skills, fosters self expression and relieves stress.

**Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:**

The proposed Murase Music Garden will bring a beautiful ensemble of outdoor musical equipment to the Wilsonville community. Music and art in the parks was identified as a priority in the 2018 Parks and Recreation Comprehensive Master Plan, ranking second of most desired amenities. The Murase Music Garden would allow users of all ages and abilities to be able to experience the health benefits of learning and playing music in this unique garden setting located in the existing Show Garden near the Murase Splash Pad. Studies have shown that playing music increases memory and concentration as well as promoting social skills and relieving stress. The Murase Show Garden was transformed in the spring of 2023 by community members at WERK Day, the City's annual community volunteer day. The show garden consists of four different landscape beds with mass perennial flower plantings that provides blooms from early spring to late fall. Adding these musical components to this space will provide an opportunity to blend music and nature at one of Wilsonville's most cherished parks. This grant request will fund the purchasing of three pieces of musical equipment. An in-kind match will be funded by the Parks operations budget for installation materials, team salaries, and ongoing maintenance. This project would not be attainable without the Metro Community Enhancement Grant funding for the purchase of the equipment. Installation of Wilsonville's Music Garden would begin in July 2024 with the purchase of the musical equipment. Upon equipment arrival, Parks team members would install the pieces in desired locations in the garden. If funded, the project is expected to be completed by the end of December 2024.

**Where would the project be located and who owns the property if applicable?**

The project will be located at Murase Plaza Park, and it's owned by the City of Wilsonville.

**For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.**

The project will be on property owned by the City of Wilsonville.

**What impact might the project have on nearby homes and businesses?**

The nearest homes are located 500 feet away and would not be impacted from the noise of the equipment. The nearest business is the Wilsonville Library and would not be impacted.

**What kind of on-going maintenance needs and costs might be required by the project?**

This project would require minimal maintenance over the life span of the musical equipment. Maintenance would be performed by the Parks Maintenance team and be funded by the parks operation budget.

**Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.**

While the Murase Music Garden does not specifically target any demographic or population it will be an amenity that all in the community will be able to enjoy and learn from.

**How does the project serve diverse or traditionally underserved populations?**

The Muisic Garden will be a place where all members of the community, regardless of background, can enjoy the health benefits of music and nature in one unique location.

**Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.**

While the Murase Music Garden does not specifically target any cultural group or ethnic population it will be an amenity that all in the community can participate and enjoy.

**Project Budget**

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep) [2]

**Upload Budget:**

[budget\\_worksheet\\_17000.xlsx](#) [3]

**How were these costs estimated (quotes, catalog, previous projects, etc.)?**

These cost were estimated with a quote from Allplay Systems for three unique pieces of equipment.

**Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

The funding would be provided through the parks maintenance operations budget with approval on July 2024.

**Will the project be completed with the proposed funding or will future funding be necessary?**

This project would be completed in full with funding, and no future funding will be needed.

**Funds are available for projects after July 1, 2024. Is this project compatible with that timing? How and when might this project be implemented?**

If this project is fortunate to be funded, the project will begin in July when the funds are made available. This project is expected to take 6 months.

## Project Management

Item 7.

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

Enter into contract for musical equipment – July 2024

Prepare and construct location of equipment – September 2024

Install musical equipment – October/November 2024

Open to the community – December 2024

**Describe prior experience managing similar projects. Include prior Community Enhancement Projects:**

The Wilsonville Parks Team and Wilsonville – Metro Community Enhancement Grant and Grant Committee have an excellent record of collaborative community focused projects. These past projects

continue to be exemplary grant projects that are loved by the community and have even received recognition through state agency awards. Recent successful projects include The Nature Play Area in Memorial Park, The Pollinator Garden in Murase Plaza and The Community Stump Grinding project following the 2021 ice storm.

**Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

This project requires no coordination with other parties.

**If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:**

N/A

**Do you currently have an active CEP grant?**

Yes

**If yes, will you be seeking an exception?**

Yes, an exception is requested since we have an active grant and the project will not be complete by May 24, 2024.

**Project Certifications:**

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

**Signature:**

Tommy Reeder

**Date Signed:** Fri 1/5/24

**Electronic signature agreement.** By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party



verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

Item 7.

**I accept:** Yes

**Source URL:** <https://www.ci.wilsonville.or.us/node/127436/submission/61341>

**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2024-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] [https://www.ci.wilsonville.or.us/system/files/webform/budget\\_worksheet\\_17000.xlsx](https://www.ci.wilsonville.or.us/system/files/webform/budget_worksheet_17000.xlsx)

<b>Project Budget</b>				
	CEP	Sponsor	Other #1	Other #2
Personal Services		\$ 2,000.00		
Supplies		\$ 1,000.00		
Capital				
Materials	\$ 17,000.00			
Other (please explain)				
<b>Total</b>	<b>\$ 17,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Estimated Cost</b>	<b>\$ 20,000.00</b>
% of Total Budget provided by Sponsor	15.0%

## Project Assessment by City Staff

**Project Title** Music At Murase

**Reviewed By** Dustin S, Erika V, Shasta S, Mark O, Kelsey L, Chris N, Dan P, Brian S, Zach W, Zoe M  
 \_\_\_\_\_  
 \_\_\_\_\_ Date 1/30/24 \_\_\_\_\_

### Assessment Summary

**Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:**

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

**Based on the assessment of additional issues for consideration, the project appears to be:**

**Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

**Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

### 1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

***Bold \* items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.***

- (a) \* The project location is in the city limits of the City of Wilsonville
- 
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
  - A school or institution of higher learning; or
  - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- 
- (c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) \* The project must not promote or inhibit religion.
- (e) \* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f)  For a project located on private land, project establishes a clear public benefit and documents landowner permission.

### 2. Assessment of Project to Program Goals (Metro Code 5.06.080)

***An eligible project must meet at least one of the goals listed below.***

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

(h)  Benefit youth, seniors, low income persons or underserved populations

**3. Assessment of Additional Issues for Consideration**

***Additional criteria to evaluate a project.***

Issue 1 Does the project demonstrate a clear community benefit?

Response *Providing a new amenity to the park and park system.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *The quotes were provided by vendor and a match was provided.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *Ongoing maintenance would be provided by the parks department.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *Confirm that the project is at least 500 feet from homes.*

Issue 5 Does the project appear to have community support?

Response *Highly rated in the overall parks comprehensive plan.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *Music/ Art are identified in the parks master plan.*

***4. Does the applicant have any active Community Enhancement Grant projects, if applicable, and do they require an exemption?***

*Staff concerns?*

*Make sure that they are at least 500 feet from Homes.*

*Do they need cover or are they weather resilient?*

*Will the instruments harmonize?*

*Questions for the applicant:*

*Staff Suggestions:*

## Zoe Mombert

---

**From:** Tommy Reeder  
**Sent:** Thursday, February 15, 2024 10:35 AM  
**To:** Zoe Mombert  
**Subject:** RE: Community Enhancement Grant Follow Up and Next Steps - Response Requested

Hello Zoe,

Thank you for the update and for the questions and concerns. Please see answers below.

*Make sure that they are at least 500 feet from Homes.*

The musical equipment is located just over 500 feet from the nearest homes. With Murase water feature located in close proximity I don't anticipate a major difference in typical noise levels.

*Do they need cover or are they weather resilient?*

The equipment is made from a durable material and is intended to withstand all weather. No covers are necessary.

*Will the instruments harmonize?*

Yes the instruments will harmonize. They are all on a C Major Pentatonic allowing them to be played in a way that no real harmonic mistakes can be made. There is also a blend of soprano, alto, and bass notes.

Please let me know if there are any future questions or concerns.

Thank you,

**Tommy Reeder**  
*Parks Lead Maintenance Specialist*  
 Wilsonville Parks & Recreation

503.783.PLAY  
 503.682.2995 Fax  
[reeder@ci.wilsonville.or.us](mailto:reeder@ci.wilsonville.or.us)  
[WilsonvilleParksandRec.com](http://WilsonvilleParksandRec.com)



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**From:** Zoe Mombert <mombert@ci.wilsonville.or.us>  
**Sent:** Monday, February 12, 2024 3:14 PM  
**To:** Tommy Reeder <reeder@ci.wilsonville.or.us>  
**Subject:** Community Enhancement Grant Follow Up and Next Steps - Response Requested

Hello Tommy,

Thank you for submitting your Community Enhancement application. Staff reviewed your application and we have questions before we advance the application to the committee for review. Overall, we need to ensure that all of the projects serve the community, the budget is reasonable and realistic, the timeline and scope are realistic and the project can be completed on time and on budget. Please send me a response to the questions below by Tuesday, February 20.

Staff Questions and Concerns:

*Make sure that they are at least 500 feet from Homes.*

*Do they need cover or are they weather resilient?*

*Will the instruments harmonize?*

Additionally, the Community Enhancement Committee will be meeting on February 27 at 6:30pm in the City Council Chambers (City Hall - 29799 SW Town Center Loop E) to hear program updates and review the applications. Each applicant will have 3 minutes to present their proposal before answering committee member’s questions. Please focus your presentation on explaining the specific project you are applying for, timeline, budget, scope and community benefits. The committee may or may not make a recommendation to City Council that evening. The meeting agenda and packet will be posted at <https://www.ci.wilsonville.or.us/bc-mce/page/wilsonville-%E2%80%93-metro-community-enhancement-committee-4> next week.

Please contact me with any questions or concerns.

Kind regards,

**Zoe Mombert**  
Assistant to the City Manager  
(she/her/hers)

City of Wilsonville/ Explore Wilsonville  
503.570.1503  
[mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us)  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)  
[www.ExploreWilsonville.com](http://www.ExploreWilsonville.com)  
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Submission information

Form: [2024 Project Nomination Form–Community Enhancement Program](#) [1]  
Submitted by Visitor (not verified)  
Thu, 01/11/2024 - 2:48pm  
73.240.210.7

Applicant Information

**Sponsor:**

Friends of Trees

**Tax ID#**

93-0999999

**Contact Person:**

Michelle

**Daytime Phone:**

Yasutake

**Email Address:**

michelley@friendsoftrees.org

**Address:**

3117 NE Martin Luther King Jr Blvd

**City:**

Portland

**State:**

OR

**Zip code:**

97212

**Type of Organization:**

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

**Project Title:**

Tranquil Park Stewardship & Community Engagement

**Amount Requested:**

\$ 19,929

**Mark all of the goals below which your project meets and explain how in the boxes below:**



- Improve the appearance or environmental quality of the community
- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them
- Result in improvement to, or an increase in, recreational areas and programs
- Result in improvement in safety

**How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)**

In its current state, Tranquil Park is overrun with invasive Himalayan Blackberry and English Ivy. This project aims to restore one acre of the park by removing the invasive species and planting over 1,000 native plants. Not only will this project improve the appearance of the community park, but it will also result in many environmental benefits for both humans and wildlife, including improved soil structure, erosion control, storm water management, and improved habitat and food sources for wildlife and pollinators.

**How project meets 'Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them' (be clear & specific)**

This project will directly result in the enhancement of forest lands through the removal of invasive species and planting of beneficial native species. Additionally, we will improve the public awareness of Tranquil Park and opportunities to enjoy it through hosting two public volunteer events at the park.

**How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)**

Tranquil Park is a community hub for hikers and bird watchers. The restoration of this park will improve the recreational space by creating a safer, healthier trail system for people to walk, and improving habitat for birds and other wildlife.

**How project meets 'Result in improvement in safety' (be clear & specific)**

Currently, the presence of invasive species throughout the park is a threat to the existing tree canopy. When left to grow untended, English Ivy can climb trees and over time, this growth can weaken the health of the tree, making it more susceptible to disease, breakage, and even falling. As Tranquil Park is an active recreation area for community members, this poses a significant safety risk to park-goers. Through this project, we aim to kill and/or remove all ivy that is growing throughout the project area which will improve the health of the existing tree canopy.

**Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:**

The Community Enhancement Program (CEP) funds will be utilized to support the "Tranquil Park Stewardship & Community Engagement Project." The 4.5 acre park currently faces challenges associated with invasive plant species, particularly Himalayan Blackberry and English Ivy. This initiative aims to restore one acre of Tranquil Park where previous restoration efforts have occurred. This project will focus on community engagement and the revitalization of native plants and trees, with a special emphasis on those crucial for pollinator habitat.

The funds will be allocated to cover the costs associated with site preparation by a contractor, including invasive species removal, and any necessary landscaping activities. Additionally, a significant portion of the budget will be dedicated to community engagement and education efforts. This involves hosting two key volunteer events over the course of one year.

The first event will be a volunteer planting event, where community members will actively participate in planting native plants and trees throughout the project area. The second event will be a volunteer stewardship event, focusing on the ongoing care and maintenance of the project

area. These events are designed not only to physically contribute to the restoration of the site, but also to educate and raise awareness about the importance of preserving native plant species and creating habitat for pollinators. Volunteers will have the opportunity to learn about proper planting and care practices, the benefits of trees and native shrubs and their long-term care, safety in the outdoors, and how to be a community steward.

Through this comprehensive approach, the Tranquil Park Stewardship & Community Engagement Project aims to enhance the environmental quality of the park, foster a sense of community involvement, and educate residents on the significance of preserving biodiversity and supporting pollinator species in the local ecosystem. The CEP funds will play a crucial role in making this initiative a reality and ensuring its success.

The project will begin in July of 2024, with site preparation by contractors. We anticipate multiple visits by contractors during the latter half of 2024 to ensure the site is ready for planting, with the goal of hosting both volunteer events in the Spring of 2025. We will continue maintenance through June of 2024 funded by this project, and coordinate with the City to ensure the project continues to be maintained beyond the duration of the grant.

**Where would the project be located and who owns the property if applicable?**

Tranquil Park; City of Wilsonville

**For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.**

n/a

**What impact might the project have on nearby homes and businesses?**

This initiative is expected to have several positive impacts on local homes and businesses:

**Community Engagement and Social Cohesion:** The volunteer events and educational programs associated with the project can foster a sense of community engagement and social cohesion. FOT aims to recruit residents throughout the neighborhood surrounding Tranquil Park to engage them in the project and inspire them to steward their community space together. A connected and engaged community often contributes to a positive local environment, making it an attractive place for businesses and residents alike.

**Educational Opportunities:** The educational component of the project can lead to increased environmental awareness within the community. This heightened awareness can translate into more environmentally-conscious practices among residents and businesses, potentially influencing sustainable practices and eco-friendly initiatives. Further, the emphasis on pollinator plants within the project provides an opportunity to educate the community about the critical role of pollinators in the environment. As Wilsonville is designated as a Bee City, increasing the awareness can lead to a greater understanding of the interdependence between plant and animal species, fostering a sense of environmental stewardship among local residents.

**Environmental Benefits:** The restoration of native plants and trees, along with the removal of invasive species, can have many positive environmental effects that benefit area residents. Improved biodiversity and healthier ecosystems can contribute to better air and water quality, creating a more sustainable and desirable living and working environment for local residents and businesses. Native plants help enhance soil structure, reduce erosion, promote better water retention, and improve uptake of toxins from runoff. This contributes to the overall health of Tranquil Park's ecosystem and can have positive downstream effects on water quality.

**Recreational Opportunities:** A restored Tranquil Park can become a more inviting space for recreational activities for area residents. This could attract more visitors, potentially benefiting local businesses such as cafes, restaurants, and shops in the area that cater to park-goers.

Initiatives that improve the quality of local green spaces and foster community engagement generally have positive ripple effects on the surrounding residential and business areas. By creating a habitat that supports pollinators, the project promotes biodiversity, ecosystem resilience, and environmental sustainability. These environmental benefits extend beyond the park boundaries, positively impacting the broader community and contributing to a healthier and more sustainable local ecosystem.

### **What kind of on-going maintenance needs and costs might be required by the project?**

In order to ensure successful establishment of planted trees and shrubs, the planting area will require follow up maintenance. Through our volunteer stewardship event in the spring of 2025, volunteers will help set the plants up for success through their first summer in the ground by applying mulch and hand-pulling invasive re-growth throughout the project area. During summer 2025, FOT staff will coordinate with contractors and NYC crews to support our site maintenance efforts. While we select plants that are hardy and have high survival rates and design site preparation to minimize future competition, there will still be significant competition from weedy species and likely a need for infill planting in future years. To be able to ensure a higher success rate and improve the return on investment, some vegetation management treatments may be required, including manual cutting of invasive vegetation around established plants. We intend to work with the City to find supplementary funding sources in order to continue this work into the future.

### **Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.**

Volunteers, local residents, and the Wilsonville community at large will benefit from this project. FOT aims to engage 100-150 volunteers across two public events. At these events, attendees will have the opportunity to connect with fellow neighbors and community members while learning about how to properly plant and care for trees and native shrubs, the benefits of trees and native shrubs and their long-term care, safety in the outdoors, and how to be a community steward. Additionally, there are approximately 100 residences within 250' of the park, and many more within walking distance. Residents within walking distance will experience benefits associated with restoration projects such as a more enjoyable place to hike and improved mental and physical health, in addition to the many environmental benefits of a healthy, diverse natural area. Lastly, this project will bring greater awareness about this park to the larger Wilsonville community and invite people from outside the immediate neighborhood to enjoy this community space.

### **How does the project serve diverse or traditionally underserved populations?**

As a community-centered organization, our programming is designed to serve diverse or traditionally underserved populations in several ways. Through this project, we aim to foster inclusivity and break down barriers that have historically prevented access to healthy green spaces and their benefits for historically marginalized people. One such way we plan to do so is through making our programming more accessible for individuals who speak English as a second language. Information and communication about the project will be made accessible in English and in Spanish to ensure that language barriers do not hinder community members from understanding and participating in the volunteer events. As 14% of Wilsonville residents identify as Hispanic, and 13% of households report more than one language spoken at home (data from census.gov), this promotes engagement among those with diverse linguistic backgrounds. Many of our crew leaders and some of our Green Space staff have experience or proficiency in languages besides English, which will facilitate further inclusion during the course of the volunteer events.

Additionally, Tranquil Park is walking distance from at least 5 large apartment complexes, several smaller apartment buildings and a mobile home park. Of these complexes, at least one provides affordable housing and another serves seniors aged 62 or more earning no more than 60% of the area median income. People who live in apartment complexes tend to have limited access to outdoor spaces and the benefits they provide due to the lack of private yards. Access to green spaces has been linked to improved mental and physical health. Physical health benefits include a reduction of airborne pollutants and a reduction in pollutants in run-off. This may, in turn, help improve the quality of surface waters in the area. Not only will this project help improve a valuable neighborhood resource for individuals who live in these complexes, but they will also have the opportunity to engage in the project during the public events and foster a sense of community stewardship together.

FOT also recognizes that historically, our outreach methods may not always reach our desired audiences. Through this project, FOT is committed to connecting directly with culturally diverse groups in the area with the goal of forming connections with them and engaging them in our work. We are committed to creating inclusive spaces where people of all identities feel safe and comfortable working together in the outdoors.

Through intentionally considering and incorporating these aspects into the project design and implementation, this project strives to be inclusive, ensuring that the benefits of the initiative are accessible and meaningful to all members of the community, particularly those who may have been historically underserved or marginalized.

**Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.**

This project does not serve a single specific cultural group. Ideally all groups with access to the park will benefit. However, Friends of Trees plans to reach out to multiple cultural groups with the goal of forming relationships and engaging them in the volunteer events. We ensure that all of our outreach materials are available in both English and Spanish, so that a wider audience is reached.

**Project Budget**

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep) [2]

**Upload Budget:**

[fot\\_project\\_budget\\_worksheet.pdf](#) [3]

**How were these costs estimated (quotes, catalog, previous projects, etc.)?**

FOT has managed many similar projects to this in the past across the Portland Metro region. The costs included in this bid are estimated based on the time and materials needed to coordinate and implement two community events, in addition to developing site plans and coordinating site preparation. The billable rate is the standard rate used for FOT staff working on this type of project, and the additional cost covers tools, plants, outreach materials, contractor services, rentals, educational handouts, and other event supplies.

**Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**

Friends of Trees' share of the total costs is provided by individual donations and corporate sponsorship funds, as well as in-kind donations for event day.

**Will the project be completed with the proposed funding or will future funding be necessary?**

The scope outlined in this proposal will be completed with the proposed funding. However, additional funding will be needed in the future to actively maintain the project area and prevent regrowth of undesirables, as well as to expand the project into other areas of the park.

**Funds are available for projects after July 1, 2024. Is this project compatible with that timing? How and when might this project be implemented?**

Yes, this project is compatible with that timeline. Site preparation efforts will begin as soon as possible, likely in July 2024. Between July 2024 and January 2025, contractors will visit the site multiple times to perform site preparation activities, including the use of manual and chemical methods to reduce weed competition near areas that are to be planted. Also during that time, FOT staff will be performing community outreach to recruit volunteers and connect with residents in the area ahead of the public events. Planting will occur in March 2025, and a follow up stewardship event in April of 2025 will focus on plant care and weed management to ensure enhanced survival of native plants. Maintenance efforts will continue through the end of this funding period by FOT staff.

## Project Management

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

The implementation of this project will consist of the following phases: initial project planning, site preparation, community outreach, event coordination, event implementation and follow up maintenance.

**Initial Project Planning (July 2024):** In July 2024, FOT will coordinate with the City and independent contractors to develop a more comprehensive project plan and timeline of activities for the year. FOT will work with the City to schedule both volunteer events, which will occur in the winter/early spring of 2025.

**Site preparation (July 2024 to January 2025):** This phase of the project will be conducted between July of 2024 and January of 2025. It will be completed by a local contractor over the course of multiple visits, and will consist of manual and chemical treatments to reduce weed competition near areas that are to be planted.

**Community Outreach (August 2024 to March 2025):** FOT will spend the fall and winter leading up to the event engaging with the community. Outreach could include canvassing the immediate neighborhood, attending local HOA meetings, tabling at community events, and/or sending postcards. All public volunteer events will be listed on FOT's online planting calendar, and FOT will coordinate with the City to advertise through their social networks. The goals of these engagement strategies will be to recruit volunteers, as well as to educate the community about the benefits of healthy, diverse natural areas and community stewardship.

**Event Planning (August 2024 to March 2025):** During the months leading up to the first event, FOT will coordinate with the City on all aspects of event preparation and logistics. FOT will develop a species list and site design plan in accordance with City goals for the park, with a specific emphasis on pollinator-friendly plants. Once species lists are approved, FOT will oversee plant procurement. FOT will lead on all other event logistics, including restroom procurement, snacks and refreshments, educational materials, and tools/supplies.

**Event Implementation (March 2025 to April 2025):** FOT will host two volunteer events, one planting in March 2025 and one stewardship event in April 2025. FOT will have at least one program staff at each event to ensure volunteer needs are being met and the event is facilitated on time. FOT will provide trained, volunteer Crew Leaders to manage the volunteer pool in

smaller subgroups to ensure all participants safely and properly install plant material. Attendees will have the opportunity to connect with fellow community members while engaging in stewardship activities and learning about the benefits of a diverse native plant assemblage and the importance of pollinator habitat. At the planting event, volunteers will learn about proper planting practices while helping plant over 1,000 native trees and shrubs. At the stewardship event, volunteers will learn about how to care for their newly planted plants while performing stewardship activities, including applying mulch to every new native plant and hand pulling the regrowth of any undesirable weeds.

**Follow Up Maintenance (April 2025 and beyond):** Following the completion of the volunteer events, FOT will continue to actively maintain the project area for the duration of the funding period. If scheduling allows, FOT will coordinate with a Northwest Youth Corps crew to perform maintenance activities before the end of June 2025. Additionally, if there is funding remaining in their budget, FOT may schedule an additional contractor treatment to spot treat any regrowth areas. Beyond the funding period, FOT will coordinate with the City to continue to maintain the project area, and potentially identify additional funding to expand into other areas of the park in future years.

**Describe prior experience managing similar projects. Include prior Community Enhancement Projects:**

Friends of Trees has over twenty years of experience managing similar projects within the City of Wilsonville, the most notable being natural area enhancement and pollinator garden construction within the City's Memorial Park. FOT is well known throughout the region for our educational, safe and inclusive community based events, wherein we prioritize meaningfully engaging community members and encouraging community stewardship. We work alongside over 4,000 volunteers annually to implement over 70 community planting and stewardship events. Our Green Space Program, which works specifically to enhance parks and natural areas, plants over 35,000 trees and native plants annually and manages many projects similar to this one. This year, we are actively planting in 22 parks and natural spaces throughout the greater Portland Metro area, and maintaining several more.

**Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

This project will require coordination with the City of Wilsonville, as well as private contractors to complete site preparation at the park. FOT has permission from the City to pursue this project, and FOT plans to maintain frequent contact with City partners once the project is underway. FOT will coordinate with the City on all aspects of project planning and implementation, including species list development and site plan, volunteer recruitment, and day-of event logistics.

FOT will also maintain frequent contact with the private contractors hired to complete site preparation. FOT has received a bid from Ash Creek Forest Management to complete the required work. FOT and Ash Creek will develop the treatment plan together, and Ash Creek will keep FOT apprised of their plans and status of the park as the project progresses.

Lastly, FOT also plans to coordinate with community members in the area once the project begins. Not only do we want to make sure they are aware of the project, but we want to engage them in the planting and throughout the process. We plan to do so through various means, including attending Neighborhood meetings, canvassing, and posting outreach materials throughout the park.

**If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:**

n/a

**Do you currently have an active CEP grant?**

No

Item 8.

**If yes, will you be seeking an exception?**

No, an exception is not needed or requested.

**Project Certifications:**

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

**Signature:**

Michelle Yasutake

**Date Signed:** Thu 1/11/24

**Electronic signature agreement.** By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

**I accept:** Yes

**Source URL:** <https://www.ci.wilsonville.or.us/node/127436/submission/61380>

**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2024-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] [https://www.ci.wilsonville.or.us/system/files/webform/fot\\_project\\_budget\\_worksheet.pdf](https://www.ci.wilsonville.or.us/system/files/webform/fot_project_budget_worksheet.pdf)

Friends of Trees: Wilsonville CEP Proposal 2024  
Tranquil Park Stewardship Community Engagement

Item 8.

<b>Project Budget</b>				
	CEP	Sponsor	Other #1	Other #2
<b>Personal Services</b> <i>Personnel time coordinating and implementing the project, including partner coordination, site design, community engagement and volunteer recruitment, and event implementation</i>	\$ 9,809.00	\$ 2,500.00		
<b>Supplies</b> <i>Planting supplies, including tools, stakes, event snacks and refreshments</i>	\$ 500.00	\$ 500.00		
<b>Capital</b>				
<b>Materials</b> <i>Plants &amp; mulch</i>	\$ 2,950.00			
<b>Other - Rentals</b> <i>Restroom rentals for two volunteer events</i>	\$ 700.00			
<b>Other - Contractor Services</b> <i>Ash Creek site preparation services</i>	\$ 5,970.00			
<b>Total</b>	\$ 19,929.00	\$ 3,000.00	\$ -	\$ -

**Total Estimated Cost**                                 **\$                 22,929.00**

% of Total Budget provided by Sponsor                                 13.08%



## Project Assessment by City Staff

**Project Title** Tranquil Park

**Reviewed By** Dustin S, Erika V, Shasta S, Mark O, Kelsey L, Chris N, Dan P, Brian S, Zach W, Zoe M  
 \_\_\_\_\_ Date 1/30/24

### Assessment Summary

**Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:**

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

**Based on the assessment of additional issues for consideration, the project appears to be:**

**Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

**Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

### 1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

***Bold \* items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.***

- (a) \* The project location is in the city limits of the City of Wilsonville
- 
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
  - A school or institution of higher learning; or
  - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- 
- (c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) \* The project must not promote or inhibit religion.
- (e) \* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f)  For a project located on private land, project establishes a clear public benefit and documents landowner permission.

### 2. Assessment of Project to Program Goals (Metro Code 5.06.080)

***An eligible project must meet at least one of the goals listed below.***

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

(h)  Benefit youth, seniors, low income persons or underserved populations

**3. Assessment of Additional Issues for Consideration**

***Additional criteria to evaluate a project.***

Issue 1 Does the project demonstrate a clear community benefit?

Response *Yes, a portion of the park would be improved which has often gone without needed maintenance.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *It appears to be reasonable.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *The area will require ongoing maintenance.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *This will improve the walking trail for nearby residents.*

Issue 5 Does the project appear to have community support?

Response *The community generally supportive of this type of project.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *N/A*

***4. Does the applicant have any active Community Enhancement Grant projects, if applicable, and do they require an exemption?***

*No.*

*Supported by staff.*

*Staff concerns?*

*Residents in this area have participated in the past – in other events.*

*Trail network only – no other activities (1 acre of 4 acre parcel)*

*Walkable/ near apartments and near low income living areas*

*Continued work would be needed*

*Removing invasives, prep work and spraying back – allows for more control over time and planting will help.*

*Marketing is needed – can add into Wilsonville media (BFM, Activity Guide, etc) aware of project*

*Reasonable cost, could the project be increased in size*

**Zoe Mombert**

---

**From:** Michelle Yasutake <michelley@friendsoftrees.org>  
**Sent:** Wednesday, February 21, 2024 12:33 PM  
**To:** Zoe Mombert  
**Subject:** Re: Community Enhancement Grant Follow Up and Next Steps - Response Requested

[This email originated outside of the City of Wilsonville]

Hi Zoe,

Thanks for touching base. Apologies for the delay, I've been sick with COVID and am just catching up on emails. Below are responses to your questions:

*Continued work would be needed, how will this be achieved?* Restoration is a multi-year process. Beyond the scope of this grant period, FOT will need to conduct regular visits over the following couple of years to the site to address the regrowth of undesirable species (primarily Himalayan Blackberry and English Ivy). We plan to work with City partners and seek additional funding sources in following years so that we are able to continue protecting this investment as well as expand our work throughout the rest of the park.

*Marketing is needed to ensure community member participation – can add into Wilsonville media (BFM, Activity Guide, etc) aware of project. Will this be done?* Yes! We plan to utilize City networks to advertise this project and recruit community involvement.

*Reasonable cost, could the project be increased in size (only 1 acre out of 4 acre site)?* Given the one year time limit on the grant and the significant blackberry and ivy growth throughout the site, we cannot confidently commit to more than one acre. The restoration of this park will need to be tackled in a multi-year, multi-phase effort in order to ensure successful establishment and mitigate the regrowth of undesirable species. This grant will help us achieve phase one of the project while we work to secure additional funds for future years.

Please let me know if you have any other questions! I look forward to seeing you next week at the meeting.

Best,



**Michelle Yasutake** (*she/her/hers*)  
 Green Space Program Manager  
 O (503) 467-2520 | C (925) 550-4547

On Mon, Feb 12, 2024 at 3:14 PM Zoe Mombert <[mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us)> wrote:

Hello Michelle,

Thank you for submitting your Community Enhancement application. Staff reviewed your application and we have some questions before we advance the application to the committee for review. Overall, we need to ensure that all of the projects serve the community, the budget is reasonable and realistic, the timeline and scope are realistic and the project can be completed on time and on budget. Please send me a response to the questions below by Tuesday, February 20.

Staff Questions and Concerns:

*Continued work would be needed, how will this be achieved?*

*Marketing is needed to ensure community member participation – can add into Wilsonville media (BFM, Activity Guide, etc) aware of project. Will this be done?*

*Reasonable cost, could the project be increased in size (only 1 acre out of 4 acre site)?*

Additionally, the Community Enhancement Committee will be meeting on February 27 at 6:30pm in the City Council Chambers (City Hall - 29799 SW Town Center Loop E) to hear program updates and review the applications. Each applicant will have 3 minutes to present their proposal before answering committee member's questions. Please focus your presentation on explaining the specific project you are applying for, timeline, budget, scope and community benefits. The committee may or may not make a recommendation to City Council that evening. The meeting agenda and packet will be posted at <https://www.ci.wilsonville.or.us/bc-mce/page/wilsonville-%E2%80%93-metro-community-enhancement-committee-4> next week.

Please contact me with any questions or concerns.

Kind regards,

**Zoe Mombert**  
Assistant to the City Manager

(she/her/hers)

City of Wilsonville/ Explore Wilsonville

503.570.1503  
[mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us)

[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

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

[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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Published on *City of Wilsonville Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [2024 Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #5

#### Submission information

Form: [2024 Project Nomination Form–Community Enhancement Program](#) [1]  
Submitted by Visitor (not verified)  
Fri, 01/12/2024 - 12:50pm  
143.244.98.165

#### Applicant Information

**Sponsor:**

City of Wilsonville

**Tax ID#****Contact Person:**

Kerry Rappold

**Daytime Phone:**

503-570-1570

**Email Address:**

rappold@ci.wilsonville.or.us

**Address:**

29799 SW Town Center Loop E

**City:**

Wilsonville

**State:**

Oregon

**Zip code:**

97070

**Type of Organization:**

A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

#### Project Information

**Project Title:**

Wilsonville Field Guide

**Amount Requested:**

\$ 19,500

**Mark all of the goals below which your project meets and explain how in the boxes below:**

- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them
- Benefit youth, seniors, low income persons and/or underserved populations

**How project meets 'Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them' (be clear & specific)**

The field guide will provide information about Wilsonville's geology, habitats and wildlife, which will inspire the public to explore the community and participate in conserving habitats and supporting local wildlife.

**How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)**

The field guide will reach a broad array of community members, especially within the school system, and focus on place- and nature-based learning opportunities throughout Wilsonville.

**Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:**

The Wilsonville Field Guide will be a 100-125 page print publication that reveals the rich biodiversity, natural heritage, and cultural history of Wilsonville for residents and visitors through engaging essays, maps, photographs, and student artwork. Contributors will include subject matter experts and individuals with local knowledge and expertise. Hard copies of the published field guide will be provided to local libraries, such as the school district, available at various public spaces and events, and possibly sold at retail outlets. The field guide will also be available on the City's web site.

**Goals**

- Showcase Wilsonville's diverse and unique ecosystems, geology, and geography.
- Highlight critical conservation initiatives protecting and restoring local habitats and wildlife.
- Celebrate indigenous history and pioneer roots through narrative profiles.
- Inspire appreciation and exploration of Wilsonville's outdoors.
- Offer opportunities for place-based learning.
- Encourage economic stimulus through cultural tourism.

A consultant, with experience in publishing books, will manage the project from development through printing. They will manage a team responsible for supplementing content, creative design, layout, editing, and printing. Developing and publishing the field guide will involve the following steps:

1. Content and artwork compiled;
2. Releases secured for contributions;
3. Manuscript editing and proofing completed;
4. Cover design and interior layout developed and finalized;
5. Indexing completed;
6. Final printer files submitted;
7. Print-on-demand set-up and ebook creation; and
8. Print copies published and delivered.

The project will commence on July 1, 2024 and will be completed within one year.

**Where would the project be located and who owns the property if applicable?**

Not applicable.



**For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.**  
Not applicable.

**What impact might the project have on nearby homes and businesses?**  
Not applicable.

**What kind of on-going maintenance needs and costs might be required by the project?**  
If more hard copies or future revisions are needed, there will be costs associated with updating and/or printing the field guide.

**Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.**  
The project will benefit the entire community because it provides an opportunity to learn about Wilsonville's biodiversity, natural heritage, and cultural history.

**How does the project serve diverse or traditionally underserved populations?**  
The project will reach a broad array of community members, including diverse or traditionally underserved populations.

**Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.**  
No.

## Project Budget

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep) [2]

**Upload Budget:**  
[wv\\_field\\_guide\\_-\\_project\\_budget\\_worksheet.xlsx](#) [3]

**How were these costs estimated (quotes, catalog, previous projects, etc.)?**  
Based on project proposal provided by consultant.

**Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?**  
The project is sponsored by the City of Wilsonville.

**Will the project be completed with the proposed funding or will future funding be necessary?**  
The project will be completed with the proposed funding.

**Funds are available for projects after July 1, 2024. Is this project compatible with that timing? How and when might this project be implemented?**  
Yes, the project will start on July 1, 2024.

## Project Management

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

See attached proposal from the consultant. The project will be administered by Kerry Rappold Natural Resources Manager.

**Describe prior experience managing similar projects. Include prior Community Enhancement Projects:**

Kerry Rappold has extensive experience with previous Community Enhancement projects, which have been successfully completed on schedule and within budget.

**Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.**

No.

**If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:**

Not applicable.

**Do you currently have an active CEP grant?**

Yes

**If yes, will you be seeking an exception?**

Yes, an exception is requested since we have an active grant and the project will not be complete by May 24, 2024.

**Project Certifications:**

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

**Signature:**

Kerry Rappold

**Date Signed:** Fri 1/12/24

**Electronic signature agreement.** By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

**I accept:** Yes

**Source URL:** <https://www.ci.wilsonville.or.us/node/127436/submission/61388>

**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2024-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] [https://www.ci.wilsonville.or.us/system/files/webform/wv\\_field\\_guide\\_-\\_project\\_budget\\_worksheet.xlsx](https://www.ci.wilsonville.or.us/system/files/webform/wv_field_guide_-_project_budget_worksheet.xlsx)

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services	13,750			
Supplies				
Capital				
Materials	2750			
Other (please explain)	3000			
Licensing, copyright, legal fees, launch event				
<b>Total</b>	<b>19,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total Estimated Cost** **19,500**  
 % of Total Budget provided by  
 Sponsor \$



## West Linn-Wilsonville School District 3Jt

Administration Building

22210 SW Stafford Rd • Tualatin, OR 97062 • (503) 673-7000 or Fax (503) 673-7001 • [www.wlww.k12.or.us](http://www.wlww.k12.or.us)

To: Wilsonville-Metro Community Enhancement Program  
 From: Amy E. S. Schauer, CREST Director, West Linn-Wilsonville School District  
 Date: 12 January 2024  
 Re.: Wilsonville Field Guide project

This memorandum pertains to the proposed natural and cultural history Wilsonville Field Guide Project, as described by the City's Natural Resources Department staff. The School District fully supports the proposed project, which integrates well with our teaching standards for science and social studies, and the Guide will be usable with science, social studies, and literacy curricula at primary, middle, and high school grade levels.

As Senegalese scientist Baba Dioum said, "In the end, we will conserve only what we love, we will love only what we understand, and we will understand only what we are taught."<sup>[1]</sup> The Wilsonville Field Guide will provide us, as teachers, with a unique, place-based means for students to learn about the rich cultural history of places around the City of Wilsonville, including indigenous history and knowledge, and about the flora, fauna, and geology of the City. Through that learning, we believe that our students and their families will develop a deeper understanding of and appreciation for the diverse ecosystems and rich history of the area in which they live, learn, and work - as well as the science and purpose behind current conservation projects around the City. In addition, the incorporation of student artwork with the writing and work of area experts in the Wilsonville Field Guide fits very well with CREST's goal to place student learning in authentic contexts, and integrate scientific thinking with other disciplines, including reading, writing and art. The District will support the project through CREST staff by facilitating teacher and student engagement with the project.

Director, Center for Research in Environmental Sciences and Technologies (CREST)  
 West Linn-Wilsonville School District

1. Dioum, B., 1968. Paper presented at the general assembly of the international union for the conservation of nature and natural resources, New Delhi, Seattle Public Library Archive.

## Project Assessment by City Staff

**Project Title** Wilsonville Field Guide

**Reviewed By** Dustin S, Erika V, Shasta S, Mark O, Kelsey L, Chris N, Dan P, Brian S, Zach W, Zoe M, Kerry R  
 \_\_\_\_\_ Date 1/30/24

### Assessment Summary

***Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:***

**Eligible:** Meets both eligibility criteria and program goals;  **Ineligible:** Does not meet both criteria and goals.

***Based on the assessment of additional issues for consideration, the project appears to be:***

**Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

**Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

### 1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

***Bold \* items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.***

- (a) \* The project location is in the city limits of the City of Wilsonville
- 
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
  - A school or institution of higher learning; or
  - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- 
- (c) \* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) \* The project must not promote or inhibit religion.
- (e) \* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f)  For a project located on private land, project establishes a clear public benefit and documents landowner permission.

### 2. Assessment of Project to Program Goals (Metro Code 5.06.080)

***An eligible project must meet at least one of the goals listed below.***

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

### 3. Assessment of Additional Issues for Consideration

#### *Additional criteria to evaluate a project.*

Issue 1 Does the project demonstrate a clear community benefit?

Response *Community environmental information and place based learning would be included.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *The consultant provided the estimate but it is unclear if the timeline is realistic. There is not a match.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *N/A*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *The project is supported by the school district.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *It will be complementary to existing plans.*

#### **4. Does the applicant have any active Community Enhancement Grant projects, if applicable, and do they require an exemption?**

*Yes, there is one ongoing project.*

*Staff concerns?*

*Will the consultant gather the materials, edit, etc?*

- *Develop outline, evaluate steps?*
- *Consultant has experience to prepare materials within the timeline and cost estimate?*

*Is the staff support/ coordination available?*

*-staff is available? Expected 40 -120 hours of staff time.*

*What is the school districts role?*

- *Field guide is intended to be a place based learning tool?*

*Concern about ensuring that is translated?*

- *Unclear if this is possible within the scope*

*Is there a match for this project?*

*How many copies will be published?*

*Will this meet professional publication standards?*

- *References will be included and of professional quality?*
- *Pictures from past project will be included*

*Staff Suggestions:*

Could these be small pieces rather than a book? Not possible ( 100 – 125 pages )

Could the existing materials be used?

Suggestion that there is a comprehensive park guide. (Chapter about parks – focus on nature play areas and trails, restoration and management in the community)

**Zoe Mombert**

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**From:** Kerry Rappold  
**Sent:** Wednesday, February 21, 2024 11:31 AM  
**To:** Zoe Mombert  
**Subject:** Fw: Community Enhancement Grant Follow Up and Next Steps - Response Requested

Zoe,

I made a minor edit to one of my responses.

Thanks.

Kerry

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**From:** Kerry Rappold <rappold@ci.wilsonville.or.us>  
**Sent:** Wednesday, February 21, 2024 11:19 AM  
**To:** Zoe Mombert <mombert@ci.wilsonville.or.us>  
**Subject:** Re: Community Enhancement Grant Follow Up and Next Steps - Response Requested

Hi Zoe,

I just got back from vacation, so I'm still trying to catch up on emails. Please see my responses below.

Let me know if you have any questions.

Thanks.

Kerry

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**From:** Zoe Mombert <mombert@ci.wilsonville.or.us>  
**Sent:** Monday, February 12, 2024 3:13 PM  
**To:** Kerry Rappold <rappold@ci.wilsonville.or.us>  
**Subject:** Community Enhancement Grant Follow Up and Next Steps - Response Requested

Hello Kerry,

Thank you for submitting your Community Enhancement application. Staff reviewed your application and we have some questions before we advance the application to the committee for review. Overall, we need to ensure that all of the projects serve the community, the budget is reasonable and realistic, the timeline and scope are realistic and the project can be completed on time and on budget. Please send me a response to the questions below by Tuesday, February 20.

Staff Questions and Concerns:

*Will the consultant gather the materials, edit, etc.? Kerry Rappold (City's project manager) will work with the consultant to compile the materials from the contributors and other sources. The consultant will be responsible for managing, editing, proofing, designing and publishing the field guide.*



- *Develop outline, evaluate steps?* The consultant will ensure the project milestones are met, including management of sub-consultants, such as a designer, proofreader, indexer, and publisher. Kerry will have regular meetings with the consultant to discuss the progress of the project and ensure all of the steps are completed in a timely and sufficient manner.
- *Consultant has experience to prepare materials within the timeline and cost estimate?* The consultant has extensive experience with successfully managing the production of nonfiction books and guides within the proposed timeline and cost estimate.
- *Experts have been identified to write the chapters* All of the contributors have been recruited for the project, which includes an array of experts in their fields, such as geology, wetland science, wildlife monitoring, and restoration ecology.

*What is the school districts role?*

- *Field guide is intended to be a place based learning tool?* The project will continue the City's partnership with the school district on place-based learning opportunities to highlight the rich cultural history of places around Wilsonville, including indigenous history and knowledge, and about the flora, fauna, and geology of the City. In addition, students may provide artwork for the field guide.

*Concern about ensuring that is translated?* The project scope and cost estimate does not include translating the field guide, but, based on future printing needs, translating the field guide will be an important consideration.

*Is there a match for this project?* Kerry will provide his staff time as a match for the project. Other City staff will contribute a limited number of hours to the project, too.

*How many copies will be published? Will they be available to the community? How?* The initial printing will be 100 copies, including an ebook version. The books will be available in the Wilsonville library, Wilsonville school libraries, and provided at various public events.

*Will this meet professional publication standards?* The field guide will meet all the standards of a professional publication.

- *References will be included and of professional quality?* The field guide will include all of the standard references, including licensing and registration requirements.
- *Pictures from past project will be included?* The field guide will incorporate a variety of images, graphics and photographs, including past projects.

*Staff Suggestions:*

*Could these be small pieces rather than a book?* A book, rather than separate pieces, is essential for creating a complete and informative field guide.

*Could the existing materials be used?* Existing materials will be considered for inclusion in the field guide.

*Suggestion that there is a comprehensive park guide. (Chapter about parks – focus on nature play areas and trails, restoration and management in the community)* A chapter in the field guide will address the City's park system, including nature play areas and trails.

Additionally, the Community Enhancement Committee will be meeting on February 27 at 6:30pm in the City Council Chambers (City Hall - 29799 SW Town Center Loop E) to hear program updates and review the applications. Each applicant will have 3 minutes to present their proposal before answering committee member's questions. Please focus your presentation on explaining the specific project you are applying for, timeline, budget, scope and community benefits. The committee may or may not make a recommendation to City Council that evening. The meeting agenda and packet will be posted at <https://www.ci.wilsonville.or.us/bc-mce/page/wilsonville-%E2%80%93-metro-community-enhancement-committee-4> next week.

Please contact me with any questions or concerns.

Kind regards,

**Zoe Mombert**

*Assistant to the City Manager*

(she/her/hers)

City of Wilsonville/ Explore Wilsonville

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