



## **AMENDED - CITY COUNCIL MEETING AGENDA**

May 16, 2022 at 7:00 PM

City Hall Council Chambers & Remote Video Conferencing

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

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

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

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

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

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

City Recorder - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

**CITY COUNCIL MISSION STATEMENT**

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

**REVIEW OF AGENDA AND ITEMS ON CONSENT [5:00 PM]**

**COUNCILORS' CONCERNS [5:05 PM]**

**PRE-COUNCIL WORK SESSION [5:10 PM]**

- A. [Community Enhancement Grant Recommendations \(Mombert\) \[20 min.\]](#)
- B. [Wilsonville Framework for Inclusive Engagement \(Pauly\) \[30 min.\]](#)
- C. Fireworks Ban (Cosgrove/Troha) [20 min.]
- D. WRWTP Operations and Maintenance Agreement (Kerber) [10 min.]

**ADJOURN [6:30 PM]**

## **CITY COUNCIL MEETING**

*The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, May 16, 2022 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on May 3, 2022. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.*

### **CALL TO ORDER [7:00 PM]**

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

### **MAYOR'S BUSINESS [7:05 PM]**

4. Fireworks Ban - Placeholder
5. [Upcoming Meetings](#)
6. Boards and Commissions Appointments/Reappointments

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

7. [2022 Public Works Week Proclamation \(Kerber\)](#)

### **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:30 PM]**

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

### **COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [7:40 PM]**

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

**CONSENT AGENDA [8:00 PM]**

12. **Resolution No. 2964**

A Resolution of the City of Wilsonville Adopting the FY 22/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy. (Mombert)

13. **Resolution No. 2974**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute The Third Amendment Of Operations And Maintenance Contract Between The City Of Wilsonville, Tualatin Valley Water District, And Veolia Water North America - West, LLC For The Willamette River Water Treatment Plant. (Kerber)

14. **Resolution No. 2977**

A Resolution Of The City Of Wilsonville Amending The 2012 Stormwater Master Plan Project List (Table 9-2 – Prioritized CIP Projects) To Add Project Mc-1: Meridian Creek Culvert Replacement. (Weigel)

15. **Minutes of the May 2, 2022 City Council Meeting. (Veliz)**

**NEW BUSINESS [8:05 PM]**

16. **Kiva Building Roof Truss Repair (Kerber)**

**CONTINUING BUSINESS [8:20 PM]**

17. **Ordinance No. 863 - 2nd Reading**

An Ordinance Of The City of Wilsonville Annexing Approximately 8.72 Acres of Property Generally Located Between SW Garden Acres Road And SW Grahams Ferry Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 100 and A Portion Of SW Grahams Ferry Road Right-Of-Way, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Gary S. Rychlick As Trustee Of The Eileen Rychlick Trust, Gary S. And Susan M. Rychlick, As Individuals, Petitioners. (Luxhoj)

**Ordinance No. 864 - 2nd Reading**

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Washington County Future Development - 20 Acre (FD-20) Zone To The Planned Development Industrial - Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 8.17 Acres Generally Located Between SW Garden Acres Road and SW Grahams Ferry Road; The Land Is More Particularly Described As Tax Lot 100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. BTC III Grahams Ferry IC LLC, Applicant. (Luxhoj)

**PUBLIC HEARING [8:20 PM]**

**CITY MANAGER'S BUSINESS [8:20 PM]**

**LEGAL BUSINESS [8:25 PM]**

**ADJOURN [8:30 PM]**

**[INFORMATIONAL ITEMS – No Council Action Necessary](#)**

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The city will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the City Recorder at [CityRecorder@ci.wilsonville.or.us](mailto:CityRecorder@ci.wilsonville.or.us) or 503-570-1506: assistive listening devices (ALD), sign language interpreter, bilingual interpreter. Those who need accessibility assistance can contact the city by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

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



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 16, 2022		<b>Subject:</b> Community Enhancement Grant Recommendations	
		<b>Staff Member:</b> Zoe Mombert, Assistant to the City Manager	
		<b>Department:</b> Administration	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council provide feedback regarding the grant applications.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b> Wilsonville – Metro Community Enhancement Program.			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Provide feedback and direction regarding the 2022 grant applications.

**EXECUTIVE SUMMARY:**

The City of Wilsonville receives funds through Metro to offset the impacts of the waste processing plant operated by Republic Services in the City. The City receives \$1 per ton of waste processed at the Wilsonville location. The Wilsonville-Metro Community Enhancement Committee (CEC) meets annually to discuss the project nominations and make a recommendation to City Council.

This year, the City received four applications including;

- Community Wildlife Connection
- Hard Surface Trail
- Hazardous Waste Collection Event
- Wilsonville Boones Ferry Historical Society Oral History Preservation

The committee met on March 29, 2022 to conduct annual business and review the applications. After a thorough review of the applications, the committee made two separate motions to recommend two of the four applicants. The Committee, made up of two city councilors, four community members and Metro District 3 Councilor, recommend awarding funds to the following projects:

Wilsonville Boones Ferry Historical Society (WBFHS) Oral History Preservation Project– The WBFHS will work to preserve the existing collection of oral histories. The WBFHS has two active community enhancement grants at the moment which were delayed due to the pandemic. The project allocation will be \$8,250. The committee also recommended that the WBFHS not be awarded any additional funding until they have completed all of their community enhancement projects.

City of Wilsonville’s Hard Surface Trail connecting the Old Town Neighborhood to Boones Ferry Park. The project allocation will be \$40,000.

**Discussion Questions:**

- 1) Does the City Council need any additional information regarding the process or applications?
- 2) Would the City Council prefer to review the applications together (one resolution) or separately (two resolutions)?

**Community Enhancement Program Projects Background**

City Resolution No. 2543 (July 2015) that created the Community Enhancement Program (CEP) provided for City Council approval of the project recommendations made by the Wilsonville-Metro Community Enhancement Committee.

Project nominations were accepted from the public and public agencies in January 2022. A total of four projects were nominated.

Community Enhancement Funds may be used immediately on smaller projects or accumulated for up to three years to underwrite a larger project; Metro provides flexibility for communities to design a local version of the program.

The Community Enhancement Program funding is used for “enhancing the host community of the facility from which the fees have been collected” to fund projects that “rehabilitate and enhance the area within the city.” Eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs.

**Goals for community enhancement projects include:**

- 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 501(c)(3) status under the Internal Revenue Code.
- e) 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.
- 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.

For the 2022 grant cycle, the committee added additional preferences:

- Grant requests that do not exceed \$20,000,
- Meet more than one goal,
- Projects including a financial or in kind match, and/or
- Benefit diverse or traditionally underserved populations

Proposals are scheduled to be accepted again in the late fall and early winter 2023 with additional project award recommendations in the spring by the committee. Staff generally begins advertising the program in early to mid-fall.

**EXPECTED RESULTS:**

Completion of the funded projects by June 30, 2024.

**TIMELINE:**

After receiving City Council direction, staff will bring a resolution forward at the June 6, 2022 City Council meeting.

**CURRENT YEAR BUDGET IMPACTS:**

The Wilsonville- Metro Community Enhancement Program is funded through a Metro program. The City receives revenue on a quarterly basis, which can only be used for these projects.

**COMMUNITY INVOLVEMENT PROCESS:**

The Wilsonville- Metro Community Enhancement Committee is made up of four community members, two city councilors, and a Metro Councilor. The meetings were advertised and open to the public.

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

The community will benefit from all of these projects in different ways.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Wilsonville Boones Ferry Historical Society Oral History Preservation Application (recommended)
2. Hard Surface Trail Application (recommended)
3. Community Wildlife Connection Application
4. Hazardous Waste Collection Event Application





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# Submission #2

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## Submission information

Form: **2022 Public Project Nomination Form-Community Enhancement Program**

Submitted by Visitor (not verified)

Wed, 01/05/2022 - 4:10pm

76.27.218.180

## Applicant Information

**Sponsor:**

Wilsonville Boones Ferry Historical Society

**Tax ID#**

93-1174080

**Contact Person:**

Susan Schenk

**Daytime Phone:**

5035052115

**Email Address:**

schenk.susan3@gmail.com

**Address:**

11010 SW Morey court

**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:**

Oral History Video Preservationn

**Amount Requested:**

\$ 8250

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

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

**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 Wilsonville Boones Ferry Historical Society has collected a number of Wilsonville oral histories over the past 25 years. Twenty-six have been transcribed into print but the videos are stored on archaic media such as VHS cassette tapes and Hi8 video cassettes. These will soon be lost as the media disintegrates or becomes irretrievable. This grant would fund converting them to digital format, and making the stories accessible to citizens and researchers. We would also integrate our 2020-2022 CEP contemporary oral histories into the digitized collection and develop informative and educational activities based on the oral histories.

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

This grant funds the conversion, preservation and broadcast of 80+ oral histories currently on VHS tapes, integrates contemporary oral histories and initiates the idea of using the oral histories to celebrate our history. Many of these tapes have been transcribed into print but are stored on archaic media such as VHS cassette tapes and Hi8 video cassettes. These will soon be lost as the media disintegrates or becomes unretrievable. Stories from these families and individuals are waiting to be heard: Boozier, Lehan, Boone, Langor, Eilers, DeGroote, Boeckman, Aden, Clark, Montague, Wiedemann, Young, Missal, Waggoner, Crisell and more. Once converted to digital storage, they will be broadcast on local cable and used to create learning opportunities. Project starts August 1, 2022 and ends June 30, 2023.

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

Wilsonville Library

**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.**

NA

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

NA

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

None

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

Current and future citizens. Researchers. Historians. Archivists.

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

This project will introduce today's young and diverse population to Wilsonville's past as seen through the eyes of influential citizens of the past. Incorporating contemporary oral histories collected in 2021 will add new voices to the mix, capturing ideas from today's senior citizens as interviewed by high school students as part of our 2020-2022 grant. When we extract vignettes and make them available for researchers and educators for telling Wilsonville's evolving story, we hope to inspire future projects. We will have the capacity to record and preserve more diverse voices and stories using equipment from a previous grant and the digital records of this grant. We hope to work with the city's Diversity, Equity and Inclusion Committee to find and add the oral histories of under-represented Wilsonville residents.

**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)

**Upload Budget:**

[2022project\\_budget\\_worksheet\\_5.xlsx](#)

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

Quotes, prior contracts, previous projects

**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?**

Sponsor contribution is volunteer hours researching the recordings and printed transcripts

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

No future funding needed.

**Funds are available for projects after July 1, 2022. Is this project compatible with that timing? How and when might this project be implemented?**

Project will start when the funds are available.

### Project Management

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

1. July-Oct 2022: Review existing inventory of oral history video cassettes and transcriptions. Execute the following plan to preserve and use the Wilsonville Boones Ferry Historical Society's (WBFHS) oral histories.
2. August 2022: Contract with Willamette Falls Media Center, a 501 ( c ) 3, to convert 80 "edited" VHS interviews and 46 Hi8 cassettes to digital format. Purchase additional digital storage capacity. Review other VHS and Hi8 cassettes in collection for duplicates and untranscribed gems.
3. Dec 2022: Where possible, merge the photo digitization project with the oral histories to create a visual to accompany the digital oral history. The photo digitization grant wraps up December 31, 2022.
4. Jan 2023: Make bound paper copies of the existing transcribed interviews. Many of the interviews on the VHS tapes have already been transcribed into digitally stored documents and are printed out in a 850 page binder format. By printing and binding several copies, we can start mining them for stories as the VHS full interviews are transferred to a more stable and more accessible digital format. The books can be used by researchers, library patrons and society members.
5. Feb 2023: Society volunteers review printed transcripts and stored digital materials to extract highlights to create a series of historical vignettes. Hire writer and artist to develop the vignettes to create fun, educational resources that introduce children and others to Wilsonville's current and recent significant citizens. An example would be coloring book pages featuring the speaker's likeness or events described in the interview.
6. June 2023: Merge the oral histories being collected in our 2021 CEP grant with the older collection. Use recording equipment purchased in previous grant to plan additional oral history acquisitions, which would be funded in a future

grant. Work with Wilsonville's Diversity, Equity and Inclusion committee to identify new perspectives and voices to be added.

7. Apr-Jun 2023: Develop plan to partner with the City of Wilsonville and schools for educational use of this valuable resource once digitized. Connect with the newly established Arts, Culture and Heritage Commission.

8. Jan - Jul 2023: Willamette Falls Media Center starts broadcasting the oral histories on their cable network along with other City of Wilsonville government broadcasts. Society volunteers and friends of the society will screen to determine which stories are broadcast. The media company will provide additional backup storage of the digitized stories.

9. Mar-Jul 2023 provide stories to Boones Ferry Messenger and The Spokesman.

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

Wilsonville Boones Ferry Historical Society (WBFHS) has managed CEP grants for several years and the past grant manager will continue. These grants have allowed us to work with professionals and volunteers to inventory our artifacts, create a database of those artifacts, digitize photographs and collect contemporary oral histories tied to current events. This grant is a continuation of our volunteer membership working with professional archivists to preserve our collection and use it to celebrate our history. We have a track record of completing the work successfully and on time, other than requesting a six-month extension on one grant when the COVID lockdown and library closure prevented timely access to the project.

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

We continue to work with City of Wilsonville research librarians to house our collection and promote its educational value. Willamette Falls Media is on board and excited to be part of this project. Eventually we will be partnering with the recently established Arts, Culture and Heritage Commission to find ways to use the oral histories to tell and celebrate our history and heritage. And, as the Diversity, Equity and Inclusion committee finalizes its recommendations, we hope to work together to identify additional voices and perspectives to be recorded.

**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:**

NA

**Project Certifications:**

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

**Signature:**

Susan B . Schenk

**Date Signed:** Wed 1/5/22

**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

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Select Language ▾

## TOP REQUESTS

- Job Opportunities
- Utility Billing

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services: video conversation 80 VHS tapes x \$25 each	2000			
Personal services: digitizing 40 Hi8 video cassettes x \$25 each	1000			
Personal services: oversee saving digital records from hard drive to computer 50 hours X \$15	750			
Personal services with archivist to merge photo digitization project with oral history digitization \$30 x 40 hours	1200			
Personal services: artist/graphic designer 40 hours x \$30	1200			
Personal services: writer 40 hours x \$30	1200			
External digital storage hard drive	300			
Materials: publish transcriptions in bound copies	200			
Materials: publish educational vignettes for school or library use	250			
Training on Hi8 player	50			
volunteer hours value 40 x \$28.54/hr		1150		
Thumb drives for back up storage	100			
Total	8250	1150	0	0
<b>Total Estimated Cost</b>	<b>9400</b>			
% of Total Budget provided by Sponsor	13			



## Project Assessment by City Staff

**Project Title** Oral History Preservation

**Reviewed By** Delora Kerber, Kelsey Lewis, Zoe Mombert, Dan Pauly, Kerry Rappold, Shasta Sasser, Dustin Schull, Brian Stevenson, Zach Weigel Date 2/15/22

### 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 *Preserving the oral history collection – digital material should make it more accessible to community members.*

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

Response *\$8,250*

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

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

Response *N/A*

Meets 2 goals, under \$20,000, in kind match

*Questions for the applicant:*

*How will this be accessible to the community?*

*(Likely to share with the school and share on local public access)*

*How much Library staff assistance is needed?*

*How is the Historical Society going to manage this project with two additional open project at the same time? Should the WBFHS wait until the other projects are complete.*

*Suggestion:*

Attachment 2



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# Submission #4

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## Submission information

Form: **2022 Public Project Nomination Form-Community Enhancement Program**

Submitted by Visitor (not verified)

Fri, 01/28/2022 - 3:55pm

143.244.98.165

## Applicant Information

**Sponsor:**

City of Wilsonville - Parks and Recreation

**Tax ID#**

**Contact Person:**

Dustin Schull

**Daytime Phone:**

503-570-1544

**Email Address:**

dschull@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:**

Boones Ferry Park ADA Trail Connectivity Project

**Amount Requested:**

\$ 40,000

**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 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)**

The proposed project would pass through two and a half (2 ½) acres of old growth forest. This old growth forest contains many large native trees which would be preserved during this project. The forest currently has a significant population of noxious and undesirable plants including blackberries and holly. The Parks team would mitigate the undesirable plants and revitalize the native understory as a part of this project.

**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 proposed trail will also provide access and trail connectivity to the existing Boones Ferry Park Trail system and old growth forest. This trail system provides access from Boones Ferry Park under I-5 to Memorial Park, connecting two parks along the Willamette River.

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

The roughly eight hundred foot, hard surface ADA accessible, linear trail system will give citizens a safe, ADA route to access Boones Ferry Park which has many amenities. The hard surface goes above and beyond the minimum ADA trail guidelines to make the trail accessible to wheelchairs, walkers, strollers and any other assistance mechanism requiring a hard surface for safe travel.

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

The roughly eight hundred foot, hard surface ADA accessible, linear trail system will give citizens a safe, ADA route to access Boones Ferry Park. The hard surface goes above and beyond the minimum ADA trail guidelines to make the trail accessible to wheelchairs, walkers, strollers and any other assistance mechanism requiring a hard surface for safe travel. Hazard trees as well as dead trees would also be removed around the trail to ensure the safety of trail users.

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

The Boones Ferry Park ADA Trail Connectivity Project will connect the Old Town Neighborhood to Boones Ferry Park through a hard surface trail in a mature old growth forest. The hard surface trail is identified in The Boones Ferry Park Master Plan. The funding request for this project is \$40,000. This \$40,000 would elevate this project from soft surface ADA compatible trail to an Asphalt/Hard surface ADA Trail.

The proposed project would pass through two and a half (2 ½) acres of old growth forest. This old growth forest contains many large native trees which would be preserved during this project. The forest also has a significant population of noxious and undesirable plants including blackberries and holly. The parks team would mitigate the undesirable plants and revitalize the native understory as a part of this project. The team estimates the material cost and in-kind contribution of this work to be \$9,000.

Hazard trees as well as dead trees would also be removed around the trail to ensure the safety of trail users. This work would be done by a contractor and the parks team estimates that work to cost \$10,000.

The asphalt trail work will be completed by an outside contractor. The quote received for that work is \$56,000. The parks team will utilize general fund dollars to pay the remaining \$16,000 to ensure we bring forward a meaningful match for this project.

The estimated match for this project from the parks team is \$35,000 or roughly 47% of the total projected project cost. This project would be scheduled from August of 2022 and July of 2023. This gives the project the best weather window for success and will help to limit additional costs.

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

The project would take place in Boones Ferry Park, which is 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.**

This project is located on public land owned by the City of Wilsonville.

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

The impact on nearby homes and businesses would be very limited, and would primarily consist of noise from machinery while the hazardous trees are being removed and the asphalt trail is being installed. Noise would only occur during approved construction work hours.

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

As a part of this project standard trail maintenance and upkeep would be applicable. The Parks team currently manages over 17 acres of trail and this would fit well into that portfolio.

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

This project would provide a connection corridor for citizens in neighborhoods on both sides of I-5. Additionally, Boones Ferry Park is a regional park, so expanding accessibility and connectivity in this park would benefit the wider community who might use this regional park.

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

This project serves not only those with mobility issues and those citizens in the Old Town neighborhood, but it also provides a connection corridor for citizens in neighborhoods on both sides of I-5.

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

N/A

**Project Budget**

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

**Upload Budget:**

[cep\\_boones\\_ferry\\_ada\\_trail\\_project\\_budget\\_worksheet.xlsx](#)

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

The asphalt and tree work estimates are based on contractor quotes. The team time estimate is based on past projects.

**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?**

Funds provided by the Sponsor organization will come out of the general fund and Parks operating budget.

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

The project will be completed with the proposed funding. No additional funding will be necessary.

**Funds are available for projects after July 1, 2022. Is this project compatible with that timing? How and when might this project be implemented?**

Yes, the project is compatible with fund availability. This project would be scheduled from August of 2022 and July of 2023. This gives the project the best weather window for success and will help to limit additional costs.

## Project Management

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

The Boones Ferry Park ADA Trail Connectivity Project will connect the Old Town Neighborhood to Boones Ferry Park through a hard surface trail in a mature old growth forest. The hard surface trail is identified in The Boones Ferry Park Master Plan. The funding request for this project is \$40,000. This \$40,000 would elevate this project from soft surface ADA compatible trail to an Asphalt/Hard surface ADA Trail.

The roughly eight hundred foot, hard surface ADA accessible, linear trail system will give citizens a safe, ADA route to access Boones Ferry Park, which has many amenities. The hard surface goes above and beyond the minimum ADA trail guidelines to make the trail accessible to wheelchairs, walkers, strollers and any other assistance mechanism requiring a hard surface for safe travel. The trail access to Boones Ferry Park will feature a new inclusive playground in 2022/2023. It also has limited river access, sweeping natural views, a rentable building, a restroom facility, a basketball court and open green spaces.

The proposed trail will also provide access and trail connectivity to the existing Boones Ferry Park Trail system. This trail system provides access from the Boones Ferry Park, under I-5 and to Memorial Park, is primarily off street ADA trail.





## Project Assessment by City Staff

**Project Title** ADA Trail Connection from Old Town to Boones Ferry Park

**Reviewed By** Kelsey Lewis, Zoe Mombert, Dan Pauly, Kerry Rappold, Shasta Sasser, Dustin Schull, Brian Stevenson, Zach Weigel  
**Date** 2/15/22

### 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, increased safety and accessibility to Old Town and Boones Ferry Park.*

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

Response *\$40,000*

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

Response *The trail would be included in the City's infrastructure maintenance plan.*

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

Response *Increased accessibility in Old Town and to Boones Ferry Park. (Will not improve the entire pathway connection.)*

Issue 5 Does the project appear to have community support?

Response *Boones Ferry Master Plan*

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

Response *Included in the Boones Ferry Park master plan.*

Meets more than two goals, financial match (Master plan CIP, invasive removal, native planting/ old growth forest)

*Questions for the applicant:*

*Gravel portion of Fir Ave. – impacts?*

*The current plan will connect to the existing gravel area at this time.*

*Is the quote recent? Yes, recent. ¾ base with asphalt (ADA compliant). No stormwater concerns.*

*Existing Trail?*

*Created by individuals walking in the area – not currently improved.*

*Should this be multi-use path?*

*Pedestrian access only, funding restraints and existing bike paths available. Boones Ferry Master Plan identifies a pedestrian path(“walking trail in natural area”), does not identify a multi – use path.*

*Does this connect to the archeological project at Boones Ferry? This project area likely low impact and will take place after the study.*

*Suggestion:*

The proposed trail would also serve as a connection for the neighborhoods around Memorial Park to the areas around Fred Meyer. The trail would reduce the on-street connection through the Old Town neighborhood which has limited or no sidewalks.

The proposed project would pass through two and a half (2 ½) acres of old growth forest. This old growth forest contains many large native trees which would be preserved during this project. The forest also has a significant population of noxious and undesirable plants including blackberries and holly. The parks team would mitigate the undesirable plants and revitalize the native understory as a part of this project. The team estimates the material cost and in-kind contribution of this work to be \$9,000

Hazard trees as well as dead trees would also be removed around the trail to ensure the safety of trail users. This work would be done by a contractor and the Parks team estimates that work to cost \$10,000.

The asphalt trail work will be completed by an outside contractor. The quote received for that work is \$56,000. The parks team will utilize general fund dollars to pay the remaining \$16,000 to ensure we bring forward a meaningful match for this project.

The estimated match for this project from the Parks team is \$35,000 or roughly 47% of the total projected project cost. This project would be scheduled from August of 2022 and July of 2023. This gives the project the best weather window for success and will help to limit additional costs.

The funds for this project are not available from other sources. The Parks team has no designated funding identified for projects in the parks system. The team utilizes the general fund, parks operations, and with other priority projects this project would remain unfunded indefinitely if we are not fortunate enough to receive the grant.

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

The Wilsonville Parks team has an outstanding track record managing prior Community Enhancement Projects. The most recent projects include Memorial Park Nature Play and the Community Pollinator Demonstrator Garden. The Parks team has a proven track record of being responsible stewards of grant funds. We are diligent to ensure that the awarded dollars are utilized in a manner to make them go the furthest.

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

The Parks team has already connected with needed contractors to ensure pricing is reflective of work to be done.

**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:**

This project is located on public land.

### **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:**

Dustin J. Schull

**Date Signed:** Fri 1/28/22

**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

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# Submission #5

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## Submission information

Form: **2022 Public Project Nomination Form-Community Enhancement Program**

Submitted by Visitor (not verified)

Fri, 01/28/2022 - 4:36pm

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:**

Community Wildlife Connection

**Amount Requested:**

\$ 18,834

**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 project will raise the public's awareness of local wildlife, including their abundance and distribution within Wilsonville.

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

The project will be available to any member of the community, including youth, seniors, and underserved populations. Due to the involvement of the School District, we will be able to engage a wide variety of students in the project.

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

The project will monitor wildlife year-round using a network of city owned and managed motion detect cameras.

Community members, including students, will learn about the diversity and abundance of Wilsonville's wildlife through media content and access to the wildlife monitoring data.

A consultant, Samara Group, will install and maintain the cameras located on city-owned and School District property. In addition, the consultant will collect, review, and organize the photos, and then make the monitoring data available through media content and a distribution plan.

To document the progress of the project, the consultant will provide an annual summary of wildlife data collected. These updates will be designed to be public facing and engaging to a wide range of audiences. The consultant will also work with the city to ensure the updates are useful in the various outreach methods (newsletter, city website, social media etc).

For more than a decade, in cooperation with Portland State University and Samara Group, the City has documented through wildlife monitoring the extensive use and effectiveness of the Boeckman Road and Kinsman Road wildlife passages. This project will extend the network of wildlife monitoring, including cameras recently installed within the Boeckman Creek corridor, and provide community members with a unique opportunity to learn about Wilsonville's



wildlife.

The project will commence on July 1, 2022 and run for two years. It's anticipated the project will continue in subsequent years. Future funding and support may include the City, School District, grant programs, and/or sponsorships (e.g., local businesses).

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

The motion detect cameras will be installed on city-owned and School District property, including Memorial Park, Boones Ferry Park, Boones Ferry Primary School, and Boeckman Creek Primary School. Working with City and School District staff, the consultant will determine the best locations for the four cameras, taking into consideration viewshed, wildlife activity, and potential for theft/vandalism. Once locations are approved, the consultant will securely install the cameras.

**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 include School District property. Written permission will be obtained from the School District before the installation of the cameras.

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

There will be no impact to nearby homes and businesses.

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

The consultant will maintain the motion detect cameras. These costs are included in the consultant's proposal.

**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 offers an opportunity to learn about Wilsonville's wildlife and participate in the project.

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

It doesn't specifically target these populations, but they will certainly benefit through participation in the project.

**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)

**Upload Budget:**

[project\\_budget\\_worksheet\\_-\\_2022\\_cwc.xlsx](#)

**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, but future funding sources will be explored to continue the project.

**Funds are available for projects after July 1, 2022. Is this project compatible with that timing? How and when might this project be implemented?**

Yes, the project will start on July 1, 2022.

### Project Management

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

Fee Estimate

Scope Item Cost (\$80/hr)

Coordination and Planning Meetings \$2,600

Community Member Engagement \$3,600

Installation of Cameras \$640

Camera Maintenance & Photo Data Management \$5,850

Documented Engagement & Monitoring Process \$2,000

Reporting (Annual Reports x2) \$1,600

Cameras, Equipment & Accessories:

Cameras x4 (\$459.99 each): \$1840, Memory cards x8 (\$30 each): \$240, Rechargeable Batteries x64 AAs (16perpack/\$41 each): \$164, Security housings x4: \$200, Combo/python locks x4 each: \$100 \$2,544 (flat fee)

Total: 18,834

All items will be completed within the two year funding period.

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

As previously noted, the City has worked with Samara Group on wildlife monitoring for more than a decade. In addition, Kerry Rappold has successfully managed previous Community Enhancement projects, which have included partnering with the School District.

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

City staff has coordinated with School District staff on the installation of the cameras at the school sites chosen for the 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:**

NA

**Project Certifications:**

- This project will not promote of 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 1/28/22

**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

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## TOP REQUESTS

- Job Opportunities
- Utility Billing



## Project Assessment by City Staff

**Project Title** Community Wildlife Connection

**Reviewed By** Delora Kerber, Kelsey Lewis, Zoe Mombert, Dan Pauly, Kerry Rappold, Shasta Sasser, Dustin Schull, Brian Stevenson, Zach Weigel Date 2/15/22

### 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 *Available to any interested community members. Educate community members through the school district and share info on web/ BFM. Will work with a high school class/ program*

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

Response *\$18,834*

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

Response *Two sites on school district property – maintenance for SD.*

*Two sites in the parks – staff will maintain with existing contracts or business sponsorship.*

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 *School district connection*

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

Response *N/A*

Previous budget for pilot. Not available as an ongoing program.

Timing requires one-year program CEP with one year extension.

Meets two goals, under \$20,000

*Questions for the applicant:*

*Funding?*

Camera maint. And image preservation/ Camera install/ camera – bulk of the budget

Work with existing partners for education

*Location? Will this be an issue/ be of interest to community members to take?*

Location selection will be near wildlife

*What will the ongoing annual costs be to continue the programming? How will this be paid?*

*Subscriptions – city will teach them how to use and then the teachers will continue programs*

*Ongoing staff support.*

*Suggestion:*

*Use little free library example to seek business sponsorship.*



Search

# Submission #3

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## Submission information

Form: **2022 Public Project Nomination Form-Community Enhancement Program**

Submitted by Visitor (not verified)

Fri, 01/28/2022 - 2:10pm

143.244.98.165

## Applicant Information

**Sponsor:**

City of Wilsonville

**Tax ID#**



**Contact Person:**

Mark Ottenad

**Daytime Phone:**

503-570-1505

**Email Address:**

ottenad@ci.wilsonville.or.us

**Address:**

29799 SW Town Center Loop E

**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:**

Hazardous Waste Collection Day Event

**Amount Requested:**

\$ 23,000

**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
- Reduce the amount or toxicity of waste
- Result in improvement in safety

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

The event will improve the environmental quality of by providing an opportunity for residents to property dispose of paints, solvents, antifreeze, brake fluid, pesticides, herbicides, fluorescent light bulbs and mercury-containing batteries rather than placing them in their normal trash collection.

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

The event will reduce hazardous waste by providing an opportunity for residents to property dispose of paints, solvents, antifreeze, brake fluid, pesticides, herbicides, fluorescent light bulbs and mercury-containing batteries rather than placing them in their normal trash collection.

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

Provides an opportunity for residents to dispose of hazardous waste which could otherwise negatively impacting the environment.

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

Project would be a one-day, 6-hour-long hazardous waste collection event marketed to City of Wilsonville residents. Traditionally, Metro regional government sponsored and operated in each Metro-area city a hazardous waste collection event; however, due to Covid and other operational issues, Metro has not held hazardous waste collection events for the past two years, in 2020 and 2021. Currently, Metro is unclear if 2022 hazardous waste collection events are to be held.

City has received requests from residents for hazardous waste collection service, that otherwise requires residents to drive over 30 miles round-trip to Metro South Transfer station in Oregon City that has recently been closed to the public due to staffing issues and delays in transporting accumulated solid waste.

Hazardous waste products for collection include: paints, solvents, antifreeze, brake fluid, pesticides, herbicides,

fluorescent light bulbs and mercury-containing batteries. However, medical waste products, contaminated gloves, sharps and so forth are Not accepted.

As sponsor of the 2022 hazardous waste collection event, City would:

- Contract with DEQ-licensed hazardous waste collection and disposal firm Clean Harbors, Inc., for turn-key operation of event, including providing City with liability insurance. Estimated costs of \$18,000.
- Provide two Public Works Dept. staff members for 8 hours on a Saturday to assist only with traffic control, including placing as needed traffic cones. Budget amount of \$1000.
- Supply marketing for the event, including mailing a postcard to every Wilsonville resident and notification to select email distribution lists. Marketing material will note that proof of City of Wilsonville residency is required. Budget amount of \$4,000.

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

Hold event likely in City Hall parking lot, site of prior collection events; or possibly the Wilsonville Transit Center if desired and feasible.

**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?**

Possibly some traffic congestion near City Hall parking lot.

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

None.

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

Wilsonville residents who have hazardous waste products at home that should be disposed of safely.

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

Residents are currently required to drive a 30-plus-mile round-trip to the Metro South Transfer Station in Oregon City for safe disposal of hazardous waste. By having a local collection event, residents will have a mile or two at most to drive.

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

No, the event is open to all regardless of culture or ethnicity.

Project Budget

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

**Upload Budget:**

[project\\_budget\\_-\\_hazardous\\_waste\\_collection\\_event.docx](#)

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

Vendor quotes for collection and printing/ mailing and Public Works Director staffing cost estimate.

**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?**

No.

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

No future funding.

**Funds are available for projects after July 1, 2022. Is this project compatible with that timing? How and when might this project be implemented?**

At a time convenient for Clean Harbors vendor and Public Works Dept. that is optimal for a collection event.

## Project Management

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

May-June 2022: City staff develop and sign contract with Clean Harbors for event collection and disposal with specific target date for event.

July-Sept 2022: City staff work with Clean Harbors on notification marketing plan, including design and printing locally of postcards for mailing to City residents approximately 2 or 3 weeks in advance of event. Hold event during First Quarter of FY22-23.

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

Project Manager has coordinated successfully prior CEP projects, including 2020-22 Residential Food-Scraps Collection Compost Buckets Project and 2016-17 Commercial Fluorescent Lamp Recycling Project and 2016-17 Multifamily Recycling Project.

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

Yes – coordination with vendor Clean Harbors and City Public Works Dept.

### **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:**

No.

### **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:**

Mark Ottenad

**Date Signed:** Fri 1/28/22

**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

[Previous submission](#)   Next submission

Select Language ▾

## TOP REQUESTS

- Job Opportunities
- Utility Billing
- Bids & Proposals
- Permits & Licenses
- Police
- Mayor & City Council
- City Projects
- Contact Us

<b>Hazardous Waste Collection Event Project Budget</b>	
Personal Services - Clean Harbors vendor collection/disposal costs	\$57,000
Personal Services – PW Dept staff time costs for traffic control	\$1,000
Supplies	-
Capital	-
Materials – Admin Dept marketing costs – postcards printing/mailing	\$4,000
Other (please explain)	-
<b>Total</b>	<b>\$62,000</b>

**Total Estimated Cost** **\$62,000**

% of Total Budget provided by Sponsor City of Wilsonville 100%

## Project Assessment by City Staff

**Project Title** Hazardous Waste Program

**Reviewed By** Delora, Kerber, Kelsey Lewis, Zoe Mombert, Dan Pauly, Kerry Rappold, Shasta Sasser, Dustin Schull, Brian Stevenson, Zach Weigel Date 2/15/22

### 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, provides a service to residents, which is not currently available.*

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

Response *\$20,000 – may be low, still gathering information*

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

Response *None, one-time event.*

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

Response *Opportunity to dispose of hazardous materials.*

Issue 5 Does the project appear to have community support?

Response

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

Response N/A

*Questions for the applicant:*

*Staff participation? Traffic control*

*Is this service available through Metro transfer station? Yes – in Oregon City.*

*Are we setting a precedent? Would residents expect this? How would it be funded over time?*

*Why overtime?*

*Likely items to be accepted?*

*Do other cities do this?*

*Can we have Metro look at this and provide a second opinion or narrow the request?*

*Suggestion:*

<b>Hazardous Waste Collection Event Project Budget</b>	
Personal Services - Clean Harbors vendor collection/disposal costs	\$57,000
Personal Services – PW Dept staff time costs for traffic control	\$1,000
Supplies	-
Capital	-
Materials – Admin Dept marketing costs – postcards printing/mailing	\$4,000
Other (please explain)	-

Total	\$62,000
<b>Total Estimated Cost</b>	<b>\$62,000</b>
% of Total Budget provided by Sponsor City of Wilsonville	100%



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 16, 2022		<b>Subject:</b> Wilsonville Framework for Inclusive Engagement	
		<b>Staff Member:</b> Daniel Pauly, Planning Manager	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Provide requested feedback regarding draft Framework and outline of draft Barriers and Actions.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Diversity, Equity + Inclusion	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Provide feedback on the draft Wilsonville Framework for Inclusive Engagement (Attachment 1) which will be an important resource for the City’s future public engagement efforts. Also provide feedback on the draft outline for the associated Barriers and Actions document (Attachment 2), which looks at current barriers to participation of individuals historically underrepresented in public engagement efforts and actions to address the barriers. Feedback will be used along with input from the Diversity, Equity and Inclusion Committee, Planning Commission, and City staff to further refine the documents.

**EXECUTIVE SUMMARY:**

The City has long valued public input and included public engagement as a key part of its work, especially for legislative and policy items. Policy 1.1.1 of the Comprehensive Plan states “The City of Wilsonville shall provide opportunities for a wide range of public involvement in City planning programs and processes.”

Recent projects, exemplified by the Town Center Plan, have made substantial efforts to hear a wide range of voices using a variety of public engagement methods. Currently, efforts are being redoubled to make sure historically underrepresented groups have meaningful impact on City decision making. This is driven locally by Council and others, exemplified by the efforts to set up and support the Diversity, Equity, and Inclusion (DEI) Committee. It is also driven by requirements of grant funding agencies including Metro and the State of Oregon. Strong momentum exists to do the best ever on public engagement to understand historic inequities, address them, and remove barriers historically faced by different minority groups.

Demonstrating local and regional alignment on the issue of broader and more meaningful public engagement, the City applied for and received grant funding from Metro for Latinx-specific public engagement during the Middle Housing in Wilsonville project during 2021. The funding helped broaden the public engagement and bring a perspective from the Latinx community that influenced decisions such as how to address parking and whether to allow certain types of detached middle housing. Once the middle housing project was complete, a portion of the Metro grant funding remained, and the City desired to further develop the ideas from that project beyond Latinx engagement into a framework for broad, inclusive public engagement that could be applied by various City departments and initiatives.

The intent of this current project is to provide a strong foundation on which City public engagement efforts can be based across a variety of projects to substantially increase diversity, equity, and inclusion in decisions by bringing meaningful engagement to all members of the community, particularly members of the community historically marginalized and underrepresented in public engagement efforts.

Bill de la Cruz and Pat Noyes are providing technical assistance and support to City staff for the completion of the framework. Mr. de la Cruz has worked with the City and the school district on DEI efforts over the last year plus, including facilitating much of the work of the City’s DEI Committee. Mr. de la Cruz is joined by Ms. Noyes who has extensive public engagement experience on a variety of public projects.

Since beginning work in February, Mr. de la Cruz and Ms. Noyes reviewed the City’s past public engagement efforts including the Town Center and Middle Housing projects, coordinated with and advised the team working on Frog Pond East and South public engagement, and drafted the attached drafts of a Framework for Inclusive Engagement (Attachment 1) and a document discussing barriers to involvement paired with actions to address them (Attachment 2).

The Framework document (Attachment 1) intends to provide resources, steps, and questions to consider to answer how to do improved public engagement. The Barriers and Actions document (Attachment 2) intends to raise awareness of prior or existing barriers to involvement of underrepresented groups and offer specific actions the City can take to remove or minimize those barriers. With awareness of the barriers, the City can more readily identify where they exist and have clear actions to address.

The attached are early drafts of the documents. In addition to the City Council discussion, the public engagement consultant team gathered input from the DEI committee on May 10 and Planning Commission on May 11. Following the feedback period, the project team will pilot a number of the framework principles in the Frog Pond East and South public engagement efforts. After which, a refined version of the framework as well as the Barriers and Actions document will come back to City Council and others for a report out and to gather final input. Future projects are then anticipated to reference these documents to plan and conduct public engagement.

***Discussion Questions:***

**Framework for Inclusive Engagement (Attachment 1):**

1. Is there any portion of the framework you feel is incorrect or missing?
2. What specific aspects of the framework could use further detail, guidance, and/or clarification?

**Barriers and Actions (Attachment 2):**

1. Are there any other barriers you would suggest adding to the Barriers and Actions outline?
2. What additional ideas might you have to address listed barriers?

**EXPECTED RESULTS:**

Feedback from the City Council to improve future drafts of the Wilsonville Framework for Inclusive Engagement and the Barriers and Actions document.

**TIMELINE:**

The project is scheduled to conclude by the end of June.

**CURRENT YEAR BUDGET IMPACTS:**

The total consultant contract for the work is \$28,800. The majority of the cost, approximately \$27,000 is funded through a Metro grant, with the remainder funded by Planning Division professional services budget.

**COMMUNITY INVOLVEMENT PROCESS:**

The intent of the work is to improve the community involvement process. The project team plans interviews with select participants in prior and current public engagement efforts to gain their insights.

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

A strong foundation on which City public engagement efforts can be based across a variety of projects to substantially increase diversity, equity and inclusion in decisions by bringing meaningful engagement to all members of the community, particularly members of the community historically underrepresented in public engagement efforts. This work can help the City further its values of equity and inclusion through the reversal and establishment of policies and programs that enable, support, and celebrate diversity.

**ALTERNATIVES:**

At this early point in the project, the City Council may provide a range of suggestions and alternatives to the project team to consider.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Wilsonville Framework for Inclusive Engagement Draft (dated April 28, 2022)
2. Draft Outline for Inclusive Public Engagement: Barriers and Actions memo (dated April 22, 2022)

# Wilsonville Framework for Inclusive Engagement

Draft April 28, 2022

## Purpose

The City of Wilsonville is committed to engaging residents, businesses, property owners, and other stakeholders in planning and decision making that impacts them. This includes planning, policy, and project decisions related to land use, housing, parks and recreation, transportation, and other community issues. The City is also committed to increasing and supporting the involvement of historically underrepresented community members through consistent, fair, and accessible public engagement activities that encourage participation by all members of the community.

This framework was developed to provide a foundation on which City outreach and involvement efforts can be based across a variety of projects to substantially increase diversity, equity, and inclusion in decisions by bringing meaningful engagement to all members of the community.

## Benefits of Engaging the Public

Broad community involvement in City decisions provides a number of significant benefits:

- *Legitimacy and increased support for plans and projects.* With the substantive engagement of affected communities, developed plans will reflect legitimacy, community support, and incorporate equity outcomes. Legitimacy builds trust, political will, and ownership for effective implementation.
- *Improved community/government relations.* Community engagement can build trust between diverse stakeholders and help improve the quality of difficult discussions about racial disparities, economic conditions, and community development needs. By creating a multifaceted process built upon relationship building, trust, respect, and affirmation of community knowledge and power, more effective ways of dealing with difference will emerge.
- *Deeper understanding of the issues.* Regional housing plans will be stronger with the input of the people who are facing and addressing housing challenges. Regional economic opportunity plans will benefit by significant engagement of residents and organizations that have knowledge of the barriers to job access and experience in creating solutions to these challenges.
- *Increase in community capacity.* A meaningful engagement strategy will improve capacity for problem solving. Engagement builds stronger networks across racial, ethnic, generational, gender, and socioeconomic divides, an essential component to achieving equitable outcomes and leveraging additional resources, outside of public processes.
- *Reduced long-term costs.* Plans and development projects often end up in litigation when lack of or poor community engagement has not effectively crafted consensus. While conflicts may arise during planning (especially when there is a history of failed projects or unrealized promises), the community engagement process creates an environment of positive communication where creative and inclusive solutions can be found to resolve conflicts.
- *Democracy in action.* Community engagement is, in many ways, a microcosm of our American democratic system of government. It is one of the best ways that community residents can connect to and shape local and regional decision-making processes.

## Principles for Effective Outreach

Community engagement should take a comprehensive approach, creating practices and institutionalized mechanisms that share power and vest decision-making control in all members of the community, including historically overlooked and marginalized groups and individuals. When utilized for the purpose of increasing community power and agency for problem solving, community engagement is guided by a few key principles:

- Honor the wisdom, voice, and experience of the community
- Treat participants with integrity and respect
- Be transparent about the process, motives and power dynamics
- Share decision making and initiative leadership
- Engage in continuous reflection and willingness to change course

Effective engagement can be the difference between a successful initiative and one that falls well short of its potential. It enables highly technical or routine projects and processes to produce real, tangible, and lasting benefits for communities. Effective engagement is:

- Collaborative – work together to generate ideas and develop solutions
- Outcome-driven – focus on solving a problem
- Inclusive – involve stakeholders in defining the problem, the desired outcome, and the process for decision making
- Fair – clearly define decision-making process
- Trackable – document all input and decisions
- Accessible – make meetings and information accessible for all

## How to Use the Framework

The framework provided here offers general guidance for effective public outreach. It includes a six-step process that guides the focus of public engagement at each step of the process. It is intended to be a flexible, principle-driven process that can be easily followed by the City and the public to track the decisions and focus of each step, creating a fair and transparent process. The framework can be used as the foundation for designing public outreach for all City activities that include a public outreach or engagement component. The process is flexible and adaptable to the complexity and timeframes of different types of policy, planning, and project initiatives.

## Questions to Consider

In applying the framework to your planning effort, it may be helpful to consider the following questions to set the context for the public outreach design:

- What would a successful public engagement effort look like for this initiative?
- Is the City starting from a relatively blank slate to understand the full set of needs or is it focused in on specific outcomes or constraints?
- What is the timeline and decision-making structure that will drive the process?
- What is your understanding of the community landscape? Who is affected? Which community groups or other stakeholders can help engage the most affected community members?



- What are the core questions and tradeoffs associated with the project? What are the most important questions and tradeoffs stakeholders and decision makers must consider? Are there segments of the community that will be particularly interested in those questions?

## Designing the Process

### Establish Goals for Community Engagement

It is important to be clear about why you are doing public engagement to ensure that the public outreach effort is designed to meet your intended outcome. The purpose can range from providing information to public, to obtaining input on a project or decision, to involving the community in decisions. It is always better to look to a more inclusive approach if you are unsure how much interest or controversy there is around a decision. Starting with more outreach and then backing off if the level of interest is not there is better than starting with an information campaign and being met with community resistance or controversy; such an approach does not engender trust in the process.

Establishing goals for engagement is not focused on a solution, it is focused on what the public process brings to developing a solution. The goal of community engagement is to provide opportunities for the public to gain information, provide input, and influence the outcome at whatever level necessary to support the final recommendation. Understanding the nature of the decisions being made, the opportunities to enhance decisions through community dialogue, and awareness of the challenges and community concerns is essential to designing an effective engagement process.

### Framework for Engagement

The framework outlined below is easily adapted to a wide variety of applications to provide a structure to public engagement on a City-wide basis. Consistency in the approach allows the community to recognize the steps of the process and how their participation will be used in the City's decision making. This builds trust and confidence in the process and encourages public involvement.

### Key Steps, Strategies, and Considerations

The steps outlined here are general in nature and can be adapted to meet the complexity and context of any decision. They are designed to make the process transparent and understandable to all interested parties, focus on developing a fair process that reflects community values from a broad range of interests, facilitate creative problem solving, and engage the community in weighing tradeoffs and values.

The framework for engaging the community in a fair and transparent decision-making process is developed around the six steps for public decision making, shown in Table 1.

*Table 1: Steps for Public Decision Making*

<b>Step 1</b>	Define the problem and identify desired outcome for a planning project
<b>Step 2</b>	Determine criteria and measures for the desired outcomes
<b>Step 3</b>	Brainstorm alternative solutions to the problem
<b>Step 4</b>	Evaluate the alternatives using the agreed upon criteria
<b>Step 5</b>	Consider tradeoffs between alternatives
<b>Step 6</b>	Develop recommendations to the decision makers

Step 1: Define the problem and identify desired outcome for a planning project

The first step of any process is to define the problem to be addressed. For most planning and policy decisions, it is important for the City to explore a problem through the broader lens of public engagement. Gaining the perspective of directly and potentially affected parties adds depth and dimension to the problem definition. What may seem like a problem for City officials may have unseen benefits to the community. Similarly, information gathered by the City about an issue may not include challenges obvious to those who live and work in or with the issue. By mutually defining a problem, the City is better prepared to develop solutions that are supported by the community and those directly affected by them.

Similarly, a mutually defined desired outcome is important to knowing what is important to the community in developing a plan or project that all parties can support. Answering the question: This project/plan will be success if... helps to frame community values and desired outcomes. It also provides the basis for developing an evaluation process in Step 2. It is important to discern between interests and solutions when exploring desired outcomes, and to redirect suggested solutions to a discussion about what they achieve or deliver. For example, in a planning effort someone might say that a new park is the desired outcome. The underlying interest may be a place for children to play or friends to gather or the creation of green space or aesthetics. Teasing out the underlying interests creates an opportunity to achieve an outcome without limiting it to a single solution.

Step 2: Determine criteria and measures for the desired outcomes

Mutually defining the desired outcome(s) in Step 1 provides the foundation for developing criteria and measures for comparing and selecting alternative solutions or ideas. It is important to design and gain endorsement for an evaluation process that reflects community values before brainstorming potential solutions. This demonstrates the City’s commitment to a fair and transparent process and a way to track and evaluate what is most important to the community.

The purpose of the evaluation process is to provide a structure for comparing options across values. It is not intended to numerically rank each option or alternative; rather, it is designed to provide information on the tradeoffs across several key values and criteria. The evaluation process is a tool for understanding the tradeoffs and looking for a balance the community can support. What might be a disadvantage to one person or group may be an advantage to another. Through this process all interested parties have an opportunity to share their perspective and look for ways to find mutually beneficial solutions.

Step 3: Brainstorm alternative solutions to the problem

The process of brainstorming alternative solutions is generally the most fun part of a planning process and one stakeholders want to jump into from the beginning of the process. In most cases, the City has identified a range of options before going to the public in a planning process. It is important to complete Steps 1 and 2 before getting into potential solutions to provide an opportunity for solutions to evolve out of a broader perspective based on the desired outcomes and community values identified in Step 1. Brainstorming should be as creative as possible and not be incumbered by discussion of why things will or will not work. On plans or projects where the City is looking for public input and involvement, the structure of this activity would be as inclusive and interactive as possible. It is best that the City does not present their ideas until after the brainstorming phase. If the City has made

decisions or commitments, or there are parameters or limitations to what is to be considered, those should be shared. If there are examples from other plans, projects, or communities the City would like to present to generate ideas or get feedback, those can also be shared to stimulate discussion.

There are several techniques for engaging the community in the brainstorming phase. These include workshops, charrettes, online interactive activities, interactive displays in public areas, surveys, and others. As with other activities, the more interactive the better with opportunities for the community to share and hear a wide range of perspectives and interests.

After the initial brainstorming, the City develops alternative solutions for evaluation. These can include any ideas the City had coming into the process and should include the ideas generated by the public brainstorming process. They should also be distinctive from each other to test alternatives against different criteria and values. Ideas should be tracked and mapped to alternatives so the public can easily see how their ideas were incorporated into alternatives. If some ideas are not viable or realistic and cannot be used, they should also be documented with the rationale for not moving them into an alternative.

#### Step 4: Evaluate the alternatives using the agreed upon criteria

In Step 4, alternatives are evaluated in the preestablished evaluation process. For more complex projects, this may need to be a multistep process or ideas may need to be combined into packages of improvements that can be added to different alternatives. For most decisions, a range of three to five alternatives can be evaluated to provide a comparison between them. Criteria may be quantitative or qualitative, as designed in Step 2. The purpose of this step is to provide enough information about how each alternative addresses the values and criteria, and to share the evaluation results in a clear way. The easiest way to provide these results for comparison is in a matrix or table that allows the public and decision makers to see and compare how well each alternative meets the desired outcomes.

#### Step 5: Consider tradeoffs between alternatives

Step 5 shares the evaluation of the alternatives to open discussion and understanding of how different options impact desired outcomes. It helps the community see where ideas are mutually exclusive or contradictory and how they may positively or negatively affect interest groups or stakeholders. The goal of this step is not to rank or vote on an alternative, it is to use what it learned through discussions of tradeoffs to guide the selection of a preferred alternative, either one of the existing alternatives or one that evolves out of the community dialogue. If this step leads to the development of one or more new alternatives, Steps 4 and 5 are repeated to identify community preferences and determine a preferred alternative.

#### Step 6: Develop recommendations to the decision makers

The preferred alternative will be the basis for a recommendation to City decision makers. City interests and limitations should be included in Steps 1 through 5 to ensure that they are considered throughout the process. Recommendations should document the process the City followed to develop the recommended alternative, including the activities for involving the community, a summary of each step of the process, and any unresolved issues or challenges. If the process was followed and City and community criteria were addressed, the recommendation should meet the City's desired outcomes and limitations.

### Modular and Flexible

Each of the steps is critical to a fair and transparent decision process; however, the time needed for each step and the number of meetings or activities devoted to each step should be adapted to the nature and complexity of the project or decision. For example, if the problem is well understood and agreed upon by all stakeholders, Step 1 can be a quick review and confirmation of the problem definition and desired outcomes, accomplished in the same meeting as developing the evaluation criteria and measures. For more complex and potentially controversial projects, several outreach activities and discussions may be needed to develop consensus on the problem definition and desired outcomes. Process design should consider the appropriate and reasonable number of meetings and activities needed to move the process forward in a way that keeps stakeholders engaged and does not feel like it is missing any of the key steps.

### In-person and Virtual Community Engagement

Community engagement should be structured to encourage the sharing of perspectives across interest groups and individuals. In-person events are easily structured to encourage dialogue and conversation. Where in-person meetings are not feasible or appropriate, efforts should be made to create virtual environments that are as interactive as possible to encourage the community to share and understand a broad range of perspectives. It is important to provide interpretation services as needed to reduce language barriers and support communication between stakeholders.

There are times when virtual meetings, or a combination of virtual and in-person meetings provide greater flexibility to working families with children, who have limited time, transportation, or child care. Virtual meetings were also essential to continue public engagement during the COVID-19 pandemic, providing a safe option for participation. Whether in-person or virtual, forums should be structured to encourage interaction between community members and groups. Formal presentations by agency and subject experts should be minimized and opportunities to share ideas and perspectives should be maximized.

### Identifying Key Stakeholders and Audiences

Effective community engagement is broad and deep. It allows all potentially interested or affected parties to be involved at the level appropriate to their interests. It should cast a broad net to identify stakeholders and meet the full range of levels of interest. Some residents or businesses may want to be kept informed while others have a vested interest in the outcome and want to influence the decisions that are made. It is important to understand the range of audiences, stakeholder, and interested and affected parties to develop outreach activities that meet their needs.

Some of the critical considerations for identifying stakeholders include:

- What level of interest does the general community have in this policy, plan or project, and how does that vary across different groups?
- What groups or individuals are potentially affected by the development of this policy, plan, or project?
- How can we engage the most affected community members from the beginning?
- What is the City asking of participants in the public process (e.g. time, input, resources, expertise, etc.) and is it clear to the participants what they are being asked to provide?

### Considerations for Engaging Underrepresented Stakeholders

Engaging traditionally marginalized communities in decision-making processes is critical to realizing the full and authentic potential of sustainability and prosperity in Wilsonville. Public participation processes that are perfunctory and superficial do not include opportunities to share stories, access community assets and knowledge, or include all community members and organizations in shaping the agenda, the process, and the ultimate decisions. To be truly inclusive, the City must treat all members of the community as an asset and understand that community-based organizations bring important capacities and relationships that the City can leverage to produce more effective community outcomes. However, not all underrepresented members of the community are part of an organization. It is important to identify and engage all potentially interested or affected parties during outreach design and throughout the process. One way to do that is to continually ask, “who are we missing, who else should be involved,” in the early public meetings and as new issues arise.

It is essential to build bridges to underrepresented groups by creating a safe space conducive to sharing experiences, ideas, and preferences. Overcoming cultural and language challenges that may limit engagement should be a priority in the design and implementation of public outreach and engagement. This can be done through identifying and working with community ambassadors or advocates to directly address obstacles to participation. Clearly defining the purpose of involvement and how community involvement will be used to shape decisions is important.

It may be necessary to engage intermediaries to facilitate the inclusion of traditionally underrepresented parties. Intermediaries can help bridge the gap between the groups who trust them and other stakeholders. They can also support coalition building and information sharing between experts and partners to reach underrepresented communities. Implementing this approach will require that City officials invest their time in the process and appreciate that meaningful community engagement requires commitment to the principles outlined in this framework.

Some barriers to engaging traditionally underrepresented stakeholders and potential actions for overcoming the barriers are provided in 2 below.

Table 2: Barriers and Actions

Barrier	Potential Action
<b>Participant resources</b>	
Time needed to participate	Offer a variety of times and amount of time required
Ability to travel to meetings	Locate activities close to underrepresented communities, provide or subsidize transportation to meetings; provide a hybrid model for online and in person engagement
Childcare	Provide onsite childcare and activities to engage youth in the project
<b>Limited knowledge of, or access to technology</b>	
Internet access	Provide computer and internet access at public facilities
Comfort with online platforms	Simplify access and provide support
<b>Lack of trust in government</b>	
Past experiences with government	Document the range of past negative experiences and actively address concerns

<b>Barrier</b>	<b>Potential Action</b>
Fairness of the process	Clearly define the process and maintain transparency
Fear of government	Hold meetings in safe environments (schools, churches, neighborhood meeting places)
<b>Language</b>	Provide translation services and community liaisons
<b>Cultural</b>	Make accommodations for cultural and religious holidays and norms
<b>Physical</b>	Provide accommodations for varying physical abilities and limitations
<b>Lack of project awareness</b>	Provide information across a wide range of media, formal and informal
<b>Power differentials and dynamics</b>	Assess, document, and address full range of potential power dynamics related to initiative

### Questions to Consider

In developing an outreach strategy and identifying tools, consider the following questions:

- How does the overall demographic makeup of those who are engaged in the public process compare to the overall makeup of the city?
- Who is underrepresented and how does the proposed policy, plan, or process potentially affect them?
- What are the historic and current power dynamics of the group in relation to the rest of the community?
- Who are the key organizational partners and intermediaries? Are specific community leaders, business associations, or activists engaged? Are these partners aware of and actively addressing historic inequities?
- What background information will underrepresented groups need to participate effectively? How will that information be prepared and delivered?

### Strategies for Outreach and Engagement

This section discusses a range of strategies for public outreach and engagement. In addition to the tools described below, the City should consider the capacity of staff and the community to engage in an effective outreach effort. Outreach and engagement activities should be included in the scope of work for all City initiatives to ensure that it is a formal part of the process and adequate resources are available for effective engagement.

From the City's perspective, the following questions should be considered in designing and implementing a public outreach process:

- Does the City have the resources to design and facilitate an effective public process?
- Does the staff have the appropriate training and skillset to engage a diverse set of community members in the decision-making process?
- Does the staff need trainings on racial disparities, equitable practices, and other topics to help understand and respond to what they are hearing from community groups?
- Does the staff represent and/or have a history of working with the community groups that need to be included in the process?

An honest assessment of these questions at the outset can prepare the City for challenges and allow additional resources and capabilities to be brought into the process from the beginning.

Similarly, the City should consider the community's capacity to engage effectively in a process. If the issues are complex or historically underrepresented groups with little experience engaging in public processes are involved, there may be a need to support them. The City should consider:

- What kinds of training or materials will community members need to engage in the decision-making process comfortably and meaningfully?
- How will the materials and information be delivered in a way that ensures accessibility for a diverse range of community groups?
- Are translation services or other communication supports needed to engage a broader community?

### Menu of Outreach Activities

The following is a list of public outreach activities that can be used to inform, solicit input, or engage the public. There is a general description of each and discussion of how and when they are applicable. A summary table of the application of each tool is shown in Table 3. In selecting tools for public outreach, it is important to consider the average age or digital literacy of targeted groups and potential barriers of each tool to engaging historically underrepresented groups.

#### Public Meetings

Public meetings can be used to provide information, solicit input, and engage the public depending on how they are structured. They can vary in the size and formality of the meeting. Meetings that are intended to engage the public in a dialogue and sharing of ideas and perspectives should minimize presentations by the City (talking at the public) and maximize opportunities for interaction (dialogue, brainstorming, breakout groups – listening to the public). Specific types of public meetings are discussed below. Each brings a different focus or structure to enhance interaction with the community.

#### Workshops

Workshops are a particular type of public meeting used to encourage collaboration between the City and the community. They are generally focused in terms of their scope and structured to allow cooperative problem solving. Workshops can be designed using a wide variety of interactive formats: breakout group, stations focused on specific issues or aspects of a plan or project, tabletop exercises, brainstorming sessions, presentations and videos, community-driven dialogues, and others. The main purpose of workshops is for the City and the community to work together and to share ideas and perspectives.

#### Focus/Community Interest Groups

Focus groups or interest groups are smaller public meetings focused on a specific issue, interest, or stakeholder group. These groups can be formed to engage a specific or diverse set of interests throughout a planning process or can be formed ad hoc as issues arise that need input and involvement by targeted groups. Focus groups can also be used to engage traditionally underrepresented stakeholders to ensure that their interests are included in the process.

### Charettes

Charettes bring together City officials, planners, designers, and public stakeholders in a collaborative working meeting to address planning and design issues. Charettes may be time intensive, bringing stakeholders together to solve problems over one or more days. These can be held at key steps in the process to support the problem definition or the development and revision of alternative solutions.

### Visioning Workshop

Visioning or future search workshops are useful in identifying community values and preferences. They should include a broad range of interests and disciplines in support of strategic planning or policy development. These workshops allow participants to share what is important to them, what they want to change, and what they want to build on in the future.

### Open Houses

Open houses are one of the least structured public meeting options. They allow the public to drop-in and interact at their level of interest. Open houses should provide information about a policy, plan, or project; include opportunities for the public to ask question and give input on what is presented; and allow participants to interact with City officials involved in the process. Open houses should provide a variety of ways for gaining and documenting input through comment forms or recorders to capture comments. Information is provided through displays and handouts, with opportunities to discuss issues directly with City officials involved in the policy, plan, or project development.

### Social/Community Events

Information about City initiatives can be brought to social and community events to provide information about policies, plans, or projects the City is working on. Information displays at community events increase the visibility of the initiative and allow interested citizens to learn about the effort, talk to City staff, provide input, and follow-up by accessing online information or getting involved in community engagement activities. Targeting a variety and diversity of events, the City can inform and potentially engage interested parties that are not traditionally engaged in policy and planning activities. An important event to focus on is the City's annual block party which in the past has brought diverse members of the community.

### Websites

Websites specific to City initiatives can provide 24/7 access to information. They can be designed to include surveys, subscription push notifications of updates and key decisions, and interactive tools that allow the public to engage in the project. For complex policy issues, agencies have developed games that allow users to make choices and indicate priorities through fun and simple exercises. The results can be compiled to give decision makers a better sense of community values. Websites should be up to date and clearly track the status of the process. Let's Talk, Wilsonville is a "virtual City Hall" that features City projects and provides opportunities to provide input. Project sites on Let's Talk, Wilsonville! Include a brief description and survey questions that change over the life of the project to allow interested parties to provide focused input.

### Surveys

Surveys are a tool for sharing information with, and gaining input from, the public. They can be conducted in-person, by phone, online, and by mail. Surveys can be included in other activities such as community events, open houses, project websites, or newsletters. Surveys are most helpful when there



is a need to gain input on what is important to the community. Surveys should be short, focused, and easy to complete. They should be designed to collect input rather than as a voting tool and should include opportunities for comments or open-ended questions.

### Mailings

Mailings can be targeted or general to provide information on a project or invite participation in public engagement activities. Targeting mailings about a policy, plan, or project can be used to reach groups that may have a specific potential interest, those who may need additional encouragement to participate, or those who do not have internet access or have language limitations. Developing targeted mailings in Spanish or other languages, and mailing lists of those who are unlikely to receive emails or visit websites is important to reaching those who are traditionally underrepresented in City processes.

### Emails

The City maintains a number of public email lists that can be used to provide updates on City activities. These should be used to deliver information on policies, plans, and projects with an option to opt out of future emails. Email can be used to notify the public of outreach activities and linked to project websites.

### Newsletters

Newsletters can be electronic and delivered through email and websites, or printed and mailed or distributed at public meetings, community events, or public venues such as libraries and recreation centers. Newsletters provide information to the public and should document the public process and direct readers to websites, events, and City contacts. The City can also work with homeowners associations, business groups, and community organizations to include project updates in their member newsletters.

### Social Media

Social media provides a format for quick updates and information about events and key milestones in a public process. It can be used to augment other information sources and direct readers to more comprehensive sources such as project websites. Social media is a good way to reach younger community members.

### News Articles

Articles in the Spokesman can help disseminate information about policies, plans, and projects that are newsworthy. Media releases should be coordinated through the City's Public and Government Affairs Director.

### Wilsonville TV

Wilsonville TV provides an opportunity to share information through live and recorded videos of committee meetings and planning efforts, such as this video on the [Frog Pond planning conversation](#). This information is easily accessed on the Wilsonville YouTube channel 24/7 and can be more engaging than a static website. Links to process-specific videos should be included on the project website and in other information pieces.

Table 3: Application of Outreach Tools

Activity	Information	Input	Engagement
Public Meetings	✓	✓	✓
Workshops	✓	✓	✓
Focus/Community Interest Groups	✓	✓	✓
Charettes	✓	✓	✓
Visioning Workshop	✓	✓	✓
Open Houses	✓	✓	✓
Social/Community Events	✓	✓	
Websites	✓	✓	
Surveys	✓	✓	
Mailings	✓		
Emails	✓		
Newsletters	✓		
Social Media	✓		
News Articles	✓		
Wilsonville TV	✓		

Public hearings are not included in this list. Although a formal public hearing may be a required final step to adopt or approve a policy or plan, public hearings should not be considered a tool for public outreach. By working collaboratively throughout the process, the City should be able to address public concerns in developing a final policy or plan. This should lead to final recommendations that are accepted or supported by the community. There should be no surprises by the time a policy or plan gets to final approval or adoption. Time should be provided during the hearing for public comment for interested parties to express their concerns or support; however, if issues are raised that were not addressed during the public process, the process itself was not as robust as it needed to be.

## Measure Success

After each public outreach or engagement process, it is important to assess effectiveness and document what worked, what could have worked better, what did not work, and why. This information can be used to improve the outreach framework and future outreach efforts. Some of the questions to consider in determining how success the public outreach process was include:

- Did Wilsonville officials learn new information about the needs or priorities of the community, particularly from segments of the community that have historically been excluded from, or marginalized in, government decision making?
- Did community participants learn about the constraints Wilsonville officials face, such as limited resource or legal barriers, the unintended consequences of certain policies, or conflicting community needs?
- Were the organizations, participants, and City officials involved able to explore new and creative solutions through dialogue, listening, and learning from each other?
- Are there concrete ways that the community involvement influenced the final strategy?
- Did the City explain why some community recommendations or requests were not included?

- Did participants, especially those from low-income communities of color and other vulnerable or disinvested communities, build political power and gain more access to government decision makers that they can leverage for influencing future processes or decisions?
- Was the recommended policy, plan, or project adopted and implemented?

## MEMORANDUM

### Inclusive Public Engagement: Barriers and Actions

*DRAFT*

This memorandum provides an initial outline of potential barriers and opportunities to inclusive public engagement on planning and policy initiatives. These barriers and potential actions to address them will be expanded and fleshed out through the Frog Pond project public engagement process.

#### Barriers to Public Involvement

- Participant resources
  - Time needed to participate -> offer a variety of times and amount of time required
  - Ability to travel to meetings -> locate activities close to underrepresented communities, provide or subsidize transportation to meetings, provide a hybrid model for online and in person engagement.
  - Childcare -> provide onsite childcare and activities to engage youth in the project
- Limited knowledge of, or access to technology
  - Internet access -> provide computer and internet access at public facilities
  - Comfort with online platforms -> simplify access and provide support
- Lack of trust in government
  - Past experiences with government initiatives -> document the range of past negative experiences and actively address concerns
  - Fairness of the process -> clearly define the process and maintain transparency
  - Fear of government -> hold meetings in safe environments (schools, churches, neighborhood meeting places)
- Language barriers -> provide translation services and community liaisons
- Cultural -> make accommodations for cultural and religious holidays and norms
- Physical -> provide accommodations for varying physical abilities and limitations
- Lack of project awareness -> provide information across a wide range of media, formal and informal
- Power differentials and dynamics -> assess, document, and address full range of potential power dynamics related to initiative. Consider:
  - Organized groups vs individuals
  - Regular participants vs infrequent or underrepresented participants
  - Politically connected participants vs general public

#### Actions to Overcome Barriers

The following are general principles to guide City actions to overcome barriers to inclusive public engagement:

- Create welcoming, safe environments by asking the underrepresented communities how this can be achieved
- Design a process that is friendly to working families
- Go to the community (work places, public gatherings, social and religious organizations, schools)

- Be transparent and open throughout the process by engaging the community in how the city can build trust in the engagement processes
- Explain how public engagement is used in decision making
- Be accessible and responsive
- Use a variety of low-tech/high touch and high-tech opportunities to participate
- Provide information through a wide range of media
- Build community connections for ongoing engagement

**CITY COUNCIL ROLLING SCHEDULE**  
**Board and Commission Meetings**  
**Items known as of 05/09/22**

Item 5.

**May**

Date	Day	Time	Event	Location
5/17	Tuesday	5:00 p.m.	Municipal Traffic Court	City Hall
5/18	Wednesday	4:30 p.m.	Arts, Culture, and Heritage Commission	Library
5/18	Wednesday	6:00 p.m.	Budget Committee Meeting	Virtual
5/19	Wednesday	6:00 p.m.	Budget Committee Meeting	Virtual
5/19	Wednesday	6:00 p.m.	Urban Renewal Budget Committee Meeting	Virtual
5/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
5/24	Wednesday	6:00 p.m.	Budget Committee Meeting (If Needed)	Virtual
5/25	Thursday	6:30 p.m.	Library Board Meeting	Library

**June**

Date	Day	Time	Event	Location
6/6	Monday	7:00 p.m.	City Council Meeting	City Hall
6/7	Tuesday	5:00 p.m.	Municipal Traffic Court	City Hall
6/8	Wednesday	6:00 p.m.	Planning Commission	City Hall
6/8	Wednesday	6:00 p.m.	Kitakata Sister City Advisory Board	Parks and Rec Admin Office
6/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
6/14	Tuesday	6:00 p.m.	Diversity, Equity and Inclusion Committee	Virtual
6/20	Monday	7:00 p.m.	City Council Meeting	City Hall
6/21	Tuesday	5:00 p.m.	Municipal Traffic Court	City Hall
6/22	Thursday	6:30 p.m.	Library Board Meeting	Library
6/27	Monday	6:30 p.m.	DRB Panel B	Council Chambers

**Community Events:**

- 5/17** Ukulele Jam from 9:00 a.m. – 11:00 a.m. at the Parks & Rec Admin Building
- 5/17** Quilters from 9:00 a.m. – 11:45 a.m. at the Tauchman House
- 5/17** Watercolor: Through Artist Eyes from 10:10 a.m. – 12:10 p.m. online
- 5/17** Toddler and Baby Time from 10:30 a.m. – 11:00 a.m. online
- 5/17** VR Fitness from 6:00 p.m. – 7:00 p.m. at the Community Center
- 5/17** Dance Fitness from 6:00 p.m. – 7:00 p.m. at the Community Center
- 5/17** Gentle Flow Yoga from 7:15 p.m. – 8:15 p.m. at the Community Center
- 5/18** Healthy Bones and Balance from 8:30 a.m. – 9:20 a.m. at the Community Center
- 5/18** Older Adult Golf Lessons (55+) from 9:00 a.m. – 10:00 a.m. at Kohl Creek Golf Course
- 5/18** Advanced Healthy Bones and Balance from 9:30 a.m. – 10:20 a.m. at the Community Center
- 5/18** Digital Photography from 10:00 a.m. – 11:30 a.m. at the Community Center

All dates and times are tentative; check the City's online calendar for schedule changes at [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us).

- 5/18** Tai Chi Chih Basics from 10:55 a.m. – 11:55 a.m. at the Community Center  
**5/18** Lunch at the Community Center noon at the Community Center  
**5/18** Bingo from 1:00 p.m. – 2:00 p.m. at the Community Center  
**5/18** Pinochle/Cribbage from 1:00 p.m. – 4:00 p.m. at the Community Center  
**5/18** Teen Event from 3:00 p.m. – 6:00 p.m. at the Library  
**5/19** Bridge for Beginners: Drop-In Lessons from 10:00 a.m. – 11:30 a.m. at the Community Center  
**5/19** Ladies Afternoon Out from 1:00 p.m. – 4:00 p.m. at the Community Center  
**5/19** Beginning Tai Chi from 2:00 p.m. – 3:00 p.m. at the Community Center  
**5/19** Restorative Yoga from 5:30 p.m. – 6:30 p.m. at the Community Center  
**5/20** Healthy Bones and Balance from 8:30 a.m. – 9:20 a.m. at the Community Center  
**5/20** Advanced Healthy Bones and Balance from 9:30 a.m. – 10:20 a.m. at the Community Center  
**5/20** Bridge for Advancing Players: Drop-In Lessons from 10:00 a.m. – 11:30 a.m. at the Community Center  
**5/20** Lunch at the Community Center noon at the Community Center  
**5/20** Bridge Group from 1:00 p.m. – 4:00 p.m. at the Community Center  
**5/21** Soccer Shots from 9:00 a.m. – 12:10 p.m. at Memorial Park  
**5/21** Learn to Skate Day from 10:00 a.m. – 1:00 p.m. at Memorial Park  
**5/23** Healthy Bones and Balance from 8:30 a.m. – 9:20 a.m. at the Community Center  
**5/23** Advanced Healthy Bones and Balance from 9:30 a.m. – 10:20 a.m. at the Community Center  
**5/23** Bridge Group from 1:00 p.m. – 4:00 p.m. at the Community Center  
**5/24** Ukulele Jam from 9:00 a.m. – 11:00 a.m. at the Parks & Rec Admin Building  
**5/24** Quilters from 9:00 a.m. – 11:45 a.m. at the Tauchman House  
**5/24** Watercolor: Through Artist Eyes from 10:10 a.m. – 12:10 p.m. online  
**5/24** Toddler and Baby Time from 10:30 a.m. – 11:00 a.m. online  
**5/24** Beginning Tai Chi from 2:00 p.m. – 3:00 p.m. at the Community Center  
**5/24** VR Fitness from 6:00 p.m. – 7:00 p.m. at the Community Center  
**5/24** Dance Fitness from 6:00 p.m. – 7:00 p.m. at the Community Center  
**5/24** Gentle Flow Yoga from 7:15 p.m. – 8:15 p.m. at the Community Center  
**5/25** Healthy Bones and Balance from 8:30 a.m. – 9:20 a.m. at the Community Center  
**5/25** Older Adult Golf Lessons (55+) from 9:00 a.m. – 10:00 a.m. at Kohl Creek Golf Course  
**5/25** Advanced Healthy Bones and Balance from 9:30 a.m. – 10:20 a.m. at the Community Center  
**5/25** Digital Photography from 10:00 a.m. – 11:30 a.m. at the Community Center  
**5/25** Tai Chi Chih Basics from 10:55 a.m. – 11:55 a.m. at the Community Center  
**5/25** Lunch at the Community Center noon at the Community Center  
**5/25** Pinochle/Cribbage from 1:00 p.m. – 4:00 p.m. at the Community Center  
**5/25** Teen Event from 3:00 p.m. – 6:00 p.m. at the Library  
**5/26** Bridge for Beginners: Drop-In Lessons from 10:00 a.m. – 11:30 a.m. at the Community Center  
**5/26** Ladies Afternoon Out from 1:00 p.m. – 4:00 p.m. at the Community Center  
**5/26** Beginning Tai Chi from 2:00 p.m. – 3:00 p.m. at the Community Center  
**5/26** Restorative Yoga from 5:30 p.m. – 6:30 p.m. at the Community Center  
**5/27** Healthy Bones and Balance from 8:30 a.m. – 9:20 a.m. at the Community Center  
**5/27** Advanced Healthy Bones and Balance from 9:30 a.m. – 10:20 a.m. at the Community Center  
**5/27** Bridge for Advancing Players: Drop-In Lessons from 10:00 a.m. – 11:30 a.m. at the Community Center  
**5/27** Lunch at the Community Center noon at the Community Center  
**5/27** Bridge Group from 1:00 p.m. – 4:00 p.m. at the Community Center  
**5/30** City Offices, Library & SMART Closed in Observance of Memorial Day  
**5/30** Memorial Day Remembrance Ceremony at 11:00 a.m. at Town Center Park / Korean War Memorial  
**5/31** Ukulele Jam from 9:00 a.m. – 11:00 a.m. at the Parks & Rec Admin Building  
**5/31** Quilters from 9:00 a.m. – 11:45 a.m. at the Tauchman House  
**5/31** Watercolor: Through Artist Eyes from 10:10 a.m. – 12:10 p.m. online  
**5/31** VR Fitness from 6:00 p.m. – 7:00 p.m. at the Community Center  
**5/31** Dance Fitness from 6:00 p.m. – 7:00 p.m. at the Community Center  
**5/31** Gentle Flow Yoga from 7:15 p.m. – 8:15 p.m. at the Community Center



**2022  
National Public Works Week  
Proclamation**

WHEREAS, public works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of the City of Wilsonville; and

WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and stormwater systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Wilsonville to gain knowledge and maintain ongoing interest and understanding of the importance of public works first responders and public works programs in their respective communities; and

WHEREAS, the year 2022 marks the 62<sup>nd</sup> annual National Public Works Week sponsored by the American Public Works Association; and

WHEREAS, this year’s theme is **“Ready and Resilient”**

NOW, THEREFORE, I, Julie Fitzgerald, Mayor of the City of Wilsonville in the State of Oregon, hereby, designate the week of May 15–21, 2022 to be

**Public Works Week**

in Wilsonville and encourage Wilsonville citizens to pay tribute to our public works professionals and recognize the substantial contributions they make to protecting our City’s health, safety, and quality of life.

Signed this 16<sup>th</sup> day of May, 2022

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





**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> May 16, 2022</p>	<p><b>Subject: Resolution No. 2964</b>                  A Resolution of the City of Wilsonville Adopting the FY 22/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.</p> <p><b>Staff Member:</b> Zoe Mombert, Assistant to the City Manager</p> <p><b>Departments:</b> Administration</p>
<p><b>Action Required</b></p> <p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:</p> <p><input type="checkbox"/> Ordinance 2<sup>nd</sup> Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p>Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input checked="" type="checkbox"/> Consent Agenda</p>	<p><b>Advisory Board/Commission Recommendation</b></p> <p><input checked="" type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input type="checkbox"/> Not Applicable</p> <p><b>Comments:</b> N/A</p>
<p><b>Staff Recommendation:</b> Staff recommends Council approve the consent agenda.</p>	
<p><b>Recommended Language for Motion:</b> I move to approve the consent agenda.</p>	
<p><b>Project / Issue Relates To:</b></p> <p><input checked="" type="checkbox"/> Council Goals/Priorities    <input checked="" type="checkbox"/> Adopted Master Plan(s)    <input type="checkbox"/> Not Applicable</p>	

**ISSUE BEFORE COUNCIL:**

Adoption of Resolution No. 2964 approving proposed FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.

**EXECUTIVE SUMMARY:**

The Tourism Promotion Committee unanimously recommended on April 5, 2022, adoption by Council of FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.

The FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy is known by the shorthand “1/5-Year Action/Implementation Plan” or also just the “Tourism promotion business plan.” This plan summarizes the past year’s tourism promotion program, provides a longer-range five-year plan, and details specific components and activities for the upcoming 2022/23 fiscal year.

The Tourism Promotion Consultant, JayRay, increased social media and marketing efforts over the last year. JayRay has continued to expand the trip itineraries, produced regular blog posts, and recently contracted with Datafy, geofencing analytics consultant, on the City’s behalf. Datafy will help the Tourism Promotion Committee better understand our visitors and improve our marketing efforts. As the area re-opened from the Covid 19, Pandemic Wilsonville was positioned to start encouraging visitors to come to the area. In 2022, the Tourism Promotion Committee awarded Tourism Promotion Grants for the final time. In 2023, the new Arts, Culture and Heritage Commission will assume responsibility for the grant program.

The “1/5-Year Action/Implementation Plan” or “Tourism promotion business plan” is then implemented by a corresponding tourism promotion marketing plan, now formally titled the Tourism Promotion & Destination Marketing Services Plan. This plan includes a Scope of Work that provides extensive details and information on specific marketing promotion programs are utilized by the Explore Wilsonville tourism promotion program.

**Background Information**

The year 2022 marks the seventh, rolling version of the Tourism promotion business plan, which is updated annually as required by Resolution No. 2541 that created the City’s tourism promotion program and formed the Tourism Promotion Committee. Essentially, this update to the Tourism promotion business plan continues to advance the longer-term five-year strategy of the action plan. That is, the short-term one-year implementation plan seeks to advance the top priorities of the larger five-year action plan.

The FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy lists Tourism Promotion Committee Members and Committee Meetings, summarizes the past year’s accomplishments and lays out a longer-range five-year action plan and a short-term annual one-year implementation plan for FY 2022/23.

**EXPECTED RESULTS:**

The City’s Explore Wilsonville tourism promotion program continues to operate through FY 2022/23.

**TIMELINE:**

The City's Explore Wilsonville tourism promotion program continues operation through June 30, 2022.

**CURRENT YEAR BUDGET IMPACTS:**

The proposed FY 2022/23 Promotion & Destination Marketing Services Plan is within budget. The City's FY 2022/23 total Park & Recreation Tourism budget includes \$150,000 for tourism promotion.

**COMMUNITY INVOLVEMENT PROCESS:**

Development of the underlying Tourism Development Strategy had considerable public engagement during the 2013/14 timeframe that included participation by a large citizen task force and interviews/surveys with residents and tourism stakeholders. Subsequently, the Tourism Promotion Committee has overseen development of four annual business plans, adopted by Council, and supervision of the City's community tourism matching grant program.

**CITY MANAGER COMMENT:**

City Council adoption of Resolution No. 2964 for the FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy appears to be in alignment with and advance both the Tourism Development Strategy adopted by Council in May 2014.

**ATTACHMENTS:**

## A. Resolution No. 2964

1. FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy, April 5, 2022 and attachments

**RESOLUTION NO. 2964****A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE FY 2022/23 FIVE-YEAR ACTION PLAN AND ANNUAL ONE-YEAR IMPLEMENTATION PLAN FOR THE WILSONVILLE TOURISM DEVELOPMENT STRATEGY.**

WHEREAS, the City Council adopted on May 5, 2014, Resolution No. 2468 approving the *Wilsonville Tourism Development Strategy* (“Strategy”), which set forth a blueprint for implementing a tourism strategy for the greater Wilsonville community, including forming a Destination Marketing Organization (DMO) or committee to develop and promote tourism; and

WHEREAS, the City Council adopted on June 15, 2015, Resolution No. 2541 to establish the Tourism Promotion Committee that, among other duties, is to oversee the implementation of the Strategy and develop an annual business plan; and

WHEREAS, the City Council adopted on April 4, 2016, the first annual *FY 2016/17 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, the City Council adopted on June 19, 2017, the second annual rolling *FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, the City Council adopted on Feb. 22, 2018, Resolution No. 2669, which approved the *FY 2017/18 & 18/19 Tourism Promotion Marketing Plan* composed of the “FY 2017/18 & 18/19 Marketing Playbook” Plan, dated February 2018, and supporting “Scope of Work 2018/2019 Advertising & Marketing Services,” dated January 19, 2018, to implement the *Wilsonville Tourism Development Strategy*; and;

WHEREAS, the City Council adopted on July 16, 2018, Resolution No. 2699 the third annual rolling *FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, the City Council adopted on July 15, 2019, Resolution No. 2758 the fourth annual rolling *FY 2019/20 Five-Year Action Plan and Annual One-Year Implementation Plan for the*

*Wilsonville Tourism Development Strategy* (“Plan”), a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on June 15, 2020, Resolution No. 2825 fifth annual rolling *FY 2020/21 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, The City Council adopted on May 17, 2021, Resolution No. 2898 sixth annual rolling *FY 2020/21 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program; and

WHEREAS, the Tourism Promotion Committee has fulfilled during FY 2021/22 all of the requirements set forth in the founding charter of the Tourism Promotion Committee as described in Resolution No. 2468; and

WHEREAS, the Tourism Promotion Committee worked to produce and voted unanimously on April 5, 2022, to recommend to the City Council adoption of the updated, seventh annual rolling *FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, a business plan for the tourism promotion program;

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

1. The City Council adopts *FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*, attached hereto as Exhibit 1.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 16<sup>th</sup> day of May, 2022, and filed with the Wilsonville City Recorder this date.

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Julie Fitzgerald, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

1. FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy, April 5, 2022



# FY 2022/23 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy



April 5, 2022

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**Attachment:**

1. JayRay 2021 Annual Report

## A. Introduction

The Wilsonville Tourism Promotion Committee on April 5, 2022, recommended for adoption to the City Council the seventh rolling Five-Year Action Plan and Annual One-Year Implementation Plan (also known as the “1/5-Year Action/Implementation Plan”) for FY 2022/23. Each year, the committee updates the plan to account for work accomplished during the prior year and to plan for the following year-plus time period.

Members of the committee have worked diligently to advance the objectives of the City Council as outlined in the past year’s FY 2021/22 Five-Year Action Plan and Annual One-Year Implementation Plan as provided for under the authority of Resolution No. 2541 (2015), which created the City’s Tourism Promotion Program; and the *Wilsonville Tourism Development Strategy* adopted by Council in May 2014.

## B. Tourism Promotion Committee Members

Supported by the City Manager’s Office, the Wilsonville Tourism Promotion Committee is composed of 12 members total, with seven voting positions and five ex-officio advisory positions, as established by Resolution No. 2541, sorted descending alphabetically by last name.

### The seven voting members of the committee include:

- **Brian Everest:** Manager at Vitis Ridge Winery in Silverton. Reappointed in July 2021 to Position No. 6 to full three-year term ending 6/30/24.
- **Jennifer Gage:** General Manager of Abella Italian Kitchen; appointed to Position No. 5 in July 2021 to full three-year term ending 6/30/24.
- **Al Levit:** Retired resident, former bike club coordinator and former City of Wilsonville Planning Commissioner; reappointed to Position No. 4 in on July 1, 2020 to full three-year term ending 6/30/23
- **Elaine Owen:** Owner of Lady Hill Winery was appointed to Position No. 3 in July 2021 to a partial term ending 6/30/23
- **Beth Price, Chair:** Director of Sales and Marketing for Holiday Inn Hotel & Convention Center Portland South/Wilsonville; reappointed mid-term in July 2021 to Position No. 7 with term ending 6/30/2024.
- **Brandon Roben:** CEO of Oaks Amusement Park, Portland; reappointed mid-term in July 2019 to Position No. 2 with term ending 6/30/22.
- **Rohit Sharma, Vice Chair:** Owner, RR Hotels Portland, LLC; appointed mid-term in March 2020 to Position No.1 with term ending 6/30/22.

### The committee includes five non-voting, ex-officio advisory members composed of:

- **Clackamas County Tourism and Cultural Affairs**, dba Oregon’s Mt Hood Territory: Samara Phelps, Executive Director, or designee Jim Austin, Development & Community Relations Lead.
- **Washington County Visitors Association (WCVA):** Dave Parulo, President/CEO, or designee Sylke Neal-Finnegan, Vice President of Marketing & Communications.



- **Wilsonville Area Chamber of Commerce:** Kevin Ferrasci O’Malley, CEO.
- **City of Wilsonville Parks and Recreation Department:** Kris Ammerman, Director, or designee Brian Stevenson, Recreation Manager.
- **City of Wilsonville City Council:** Councilor Charlotte Lehan, who serves as the City Council liaison to the committee.

### C. Committee Meetings

The committee met on four occasions in FY 2021/22, meeting the minimum required four meetings per fiscal year pursuant to Resolution No. 2541. Meeting of the committee were held on September 30 and November 10, 2021, and January 13 and April 5, 2022.

### D. Advancing Tourism Development Priorities

The committee continued to work on the Top-16 priorities, as determined by the committee during the first year of work during FY15/16, of 50 total potential ‘actions for success’ outlined in the *Tourism Development Strategy* adopted by Council in May 2014.

**Tourism Development Strategy:  
 Top Priorities and “Themed Issues” for Additional Work**

Strategy No.	Strategy Title / Description
1.1	Establish an Independent 501 (c) (6) Not-for-Profit DMO to be named Visit Wilsonville, now Explore Wilsonville. <i>[Create the organizational framework]</i>
1.3	Increase the Allocation of the Hotel/Motel Transient Lodging Tax (TLT).
1.5	Review Wilsonville Tourism Grants Program.
1.7	Initiate ongoing partnership and relationship-building programs.
2.1	Develop a destination branding strategy for Wilsonville.
5.1	Establish a stand-alone Wilsonville tourism website.
5.2	Introduce an ongoing internet marketing campaign.
5.3	Develop social media programs relevant to key markets.
5.4	Develop database and email marketing programs.
5.5	Optimize the online use of video.
5.6	Optimize linking strategies.
5.11	Develop and maintain a library of high-quality images and videos.
5.12	Optimize the use of website and social media analytics.
5.13	Develop an active content management and co-op marketing program.
5.14	Increase public awareness of the benefits of tourism.
5.16	Conduct ongoing visitor-satisfaction research.

### E. Past Year’s Accomplishments, FY 2021/22

The Tourism Promotion Committee has had a successful year, advancing key objectives as set-out in the prior fiscal year’s plan, the FY 2021/22 Five-Year Action Plan and Annual One-Year Implementation Plan adopted by the City Council through Resolution No. 2898 on May 17, 2021.

Following is an accounting of accomplishments achieved towards meeting FY 20/21 objectives.

- **Recruit to fill all voting positions for the Tourism Promotion Committee.**

In July 2021, Mayor July Fitzgerald appointed with Council consent Jennifer Gage to Position No. 5 and Elaine Owen to Position No. 6. Beth Price was reappointed to Position No. 7.

- **Elect chair/vice-chair leadership positions.**

Beth Price, was elected as Chair and Rohit Sharma as Vice Chair during the first meeting of the new fiscal year in September 2021.

- **Committee continues to oversee tourism grant programs.**

The committee continued to oversee the tourism grant program for FY 2021-22. The committee met to review and award tourism grants on April 5, 2022. Due to the creation of the new Arts, Culture and Heritage Committee (ACHC), the grant program will be transferred to the ACHC in 2023 per Resolution No. 2941 (2021). The Tourism Promotion Committee has recommended revisions to their bylaws to reflect this modification of committee duties.

- **Tourism Promotion and Destination Marketing Consultant contractor advances components of the Tourism Promotion Marketing Plan.**

JayRay, the City's Tourism Promotion and Destination Marketing Consultant, provided social media posts three times weekly to encourage people to "recreate responsibly." The posts have promoted the updated itineraries, Parks and Recreation programming and local businesses. The intent is to continue to engage and grow social media followers. The social media posts encourage potential travelers to plan their stay in Wilsonville now and explore Wilsonville when they feel comfortable doing so.

In 2021, the website was updated and outreach increased as the State opened up to visitors. In addition to increased social media posts, JayRay invited our first Influencer to Wilsonville to introduce new visitors to Wilsonville and surrounding area activities.

In the second half of the fiscal year, JayRay worked with Datafy, using a geolocation platform to better understand visitors. This information was used to create targeted marketing approaches.

- **The committee monitors implementation of the Tourism Promotion Marketing Plan, including features and operation of the tourism website.**

Staff worked with the Tourism Promotion and Destination Marketing Consultants to continue to enhance ExploreWilsonville.com. Specifically, the event calendar was regularly updated and maintained as needed, graphic images were modified quarterly, itineraries and promotional packages were added as well.

- **Internet/website and social media products are researched and reviewed by staff/contractor with committee to target product recommendation and selection.**

The pocket trips continue to be promoted on the ExploreWilsonville.com website. JayRay has created ten itineraries. They focus on ten types of travelers such as outdoors, wineries, foodies or family fun. The itineraries focus on areas of interest and can be combined with other itineraries. JayRay has continued to focus on increasing the social media posts and growing the number of social media followers. Gifs, low-resolution/fast-loading graphics interchange format digital files, were used as a way to increase social media engagement.

Our first Influencer visited Wilsonville in the fall. The Influencer was selected based on the number of followers, content they post on social media, ability to connect with our target audience. JayRay developed itineraries that would introduce the Influencer's followers to Wilsonville and the benefits of making it their travel basecamp.

- **Request for Proposal (RFP).**

Staff worked with committee members to advance a Request for Proposal (RFP), consistent with the 2019 RFP for contract services with a Tourism Promotion and Destination Marketing Consultant starting in FY 22/23. The City is required to seek RFPs for ongoing work for projects or services over \$100,000. The 2021 RFP and associated draft contract outline the need for a one-year contract with up to two contract extensions.

The City received two bids by the close of the RFP deadline. The Tourism Promotion Committee, acting as the selection review committee, evaluated the proposal at their November 15 meeting and unanimously selected JayRay of Tacoma, WA.

The scope of work was updated before it was approved by City Council to include GeoLocation services, which were being developed concurrent with the RFP for work to be performed in the second half of FY 21/22. The City Council authorized the City Manager to sign the contract at the January 20, 2022, City Council meeting.

- **Continue tourism promotional programs are implemented with key partners.**

The Tourism Promotion and Destination Marketing Consultant is working with regional/state tourism partners for marketing promotion efforts, including Travel Oregon, Travel Portland, Travel Oregon, Willamette Valley Visitors Association, Clackamas County Tourism and Cultural Affairs (dba Oregon's Mt. Hood Territory) and Washington County Visitors Association. These joint efforts include purchase of print and online advertising and sharing of travel research.

The Tourism Promotion and Destination Marketing Consultant continued the advertisement at the Interstate 5 French Prairie northbound rest area.

- **Committee develops and recommends to City Council for adoption the update to the FY 22/23 Five-Year Action Plan and Annual One-Year Implementation Plan.**

The committee developed and recommended on April 5, 2022, to City Council adoption of the FY22/23 update to the tourism business plan formally named the FY22/23 Five-Year Action Plan and Annual One-Year Implementation Plan (also known as the "1/5-Year Action/Implementation Plan").

## F. Five-Year Action Plan for Tourism Development: FY2022/23 – FY2026/27

The longer-range five-year plan recommended by the committee focuses on developing the organizational infrastructure, advancing the marketing/promotion program for Explore Wilsonville tourism-development efforts, and researching larger study-efforts to advance tourism.

This seventh, rolling annual one-year implementation action plan follows directly from the committee’s review of the most-pressing, “Top Priorities.” While the committee recognizes that adjustments are to be made to the longer-range plan via annual ‘course corrections’—especially given the COVID-19 pandemic—the five-year plan is outlined below in fiscal years, July 1 of one year to June 30 of the following year.

### Year 1 FY 2022/23

#### 1. Conduct Tourism Promotion Committee Business

- **Leadership, Meetings:** Continue recruitment efforts to fill all voting positions for the Tourism Promotion Committee. Elect committee chair/vice-chair leadership positions.
  - **Business and Marketing Plans:** Tourism Promotion and Destination Marketing Consultant contractor advances components of the Tourism Promotion and Destination Marketing Plan that the committee monitors implementation. The Committee develops and recommends to City Council for adoption the update this business plan as the new FY22/23 Five-Year Action Plan and Annual One-Year Implementation Plan.
- #### 2. Implement the FY22/23 Tourism Promotion Program:
- Committee finalizes evaluation criteria for Consultant work performance and Benchmark tourism metrics to establish baseline for future quarterly reports. The visitor profile study (item G 3.1) summer and winter survey report results are analyzed with consideration given to modifying components of the Tourism Promotion Marketing Promotion Plan based on results of the survey.
- #### 3. Advance Study Effort for City to Enhance Tourism Development:
- If the COVID-19 pandemic comes to pass timely, consider updating to the *Tourism Development Strategy*.

### Year 2 FY 2023/24

- Tourism Promotion and Destination Marketing Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan.
- Request line-item budget of \$50,000 to develop RFP for tourism marketing/management consultant service to update the Tourism Development Strategy adopted by Council in May 2014.
  - Substantial changes in the tourism and hospitality industry due to Covid-19 and a 10-year-old plan provide impetus to reevaluate tourism strategy.
- New tourism promotional programs are implemented with key partners

---

**Year 3  
FY 2024/25**

- Tourism Promotion and Destination Marketing Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan.
- Internet/website and social media products are researched and reviewed by staff/contractor with committee to target product recommendation and selection.
- Commence the destination marketing strategy plan (item G.3.3)
- Feasibility study for a year-round, multi-purpose facility (item G 3.2)

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**Year 4  
2025/26**

- Tourism Promotion and Destination Marketing Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan.
- Website is further refined and major marketing promotion continues.
- New tourism promotional programs are implemented with key partners.
- Committee recommends to Council to advance formation of nonprofit DMO.

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**Year 5  
2026/27**

- Tourism Promotion and Destination Marketing Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan.
  - Committee obtains legal assistance; reviews federal and state requirements for forming 501(c)(6) nonprofit DMO called “Explore Wilsonville”; creates bylaws.
-

## G. Annual One-Year Implementation Plan: FY22/23, July 2022 – June 2023

The seventh, rolling one-year implementation plan seeks to advance the top priorities of the larger five-year action plan. Next fiscal year’s work plan is segmented into three main sections:

**1. Conduct Tourism Promotion Committee Business:** The committee executes all Council-mandated activities, including:

- **Leadership:** Elect a chair and vice chair at the first meeting of the new fiscal year.
- **Meetings:** Hold at least four meetings with quorum attendance during the fiscal year.
- **Business and Marketing Plans:** Work with staff and consultant to draft for City Council adoption an updated version of the Five-Year Action Plan and Annual One-Year Implementation Plan and the Tourism Promotion and Destination Marketing Plan for FY22/23. The full, complete FY22/23 marketing plan is to be developed by JayRay, the Tourism Promotion and Destination Marketing Consultant, at a later date due to the uncertainty and timing of the COVID-19 pandemic, likely focusing on a back-to-normal level of activity.

**2. Implement the FY22/23 Tourism Promotion Program:** The committee works with staff of the City Manager’s Office and Parks & Recreation Dept. and Tourism Promotion and Destination Marketing Consultant to advance both the larger FY22/23 Five-Year Action Plan and Annual One-Year Implementation Plan and the more specific FY22/23 Tourism Promotion and Destination Marketing Plan.

Specific components of the FY22/23 Tourism Promotion Program include:

- **Target Marketing Refinement:** Refining as needed the marketing promotional elements and online/Internet website products and processes. Send regular e-newsletters, create a new marketing content strategy and encourage signups on social media. Package offerings and promotions will be explored to increase social followers and hotel bookings.
- **Focused Day Trips:** Focusing sets of themed “Pocket Trips,” with clear information about their proximity to Wilsonville and map routes. “Pocket Trips” are to achieve stronger brand positioning and a focus on being in “the middle of it all.”
- **Performance Metrics:** Refining the specific metrics/evaluation criteria to gauge effectiveness of tourism marketing efforts.
- **Public Awareness:** Cultivating increased local residents’ knowledge and interest in learning more about local attractions and the value of tourism to the economy and community-development efforts. Promote Wilsonville’s brand position as “in the middle of it all” with locals and build brand ambassadors.

The proposed Tourism Promotion budget for FY22/23:

Tourism Promotion and Destination Marketing Contract	\$ 150,000
TOTAL Tourism Promotion Budget	<u>\$ 150,000</u>

The committee saw an increase in transient lodging tax collections, as well as tourism-related and hospitality businesses in 2021. Although, the changing restrictions and COVID -19 variants changed throughout the year, there was a rebound in both business and leisure travel.

The FY 22/23 budget includes funds to continue increased social media, influencer campaigns among other marketing efforts and an investment in geolocation data to target advertising.

The Community Tourism Grant Program funds will be managed by the ACHC.

## **H. Components of FY22/23 Annual One-Year Implementation Plan of the Tourism Promotion Program in Relation to the 2014 Tourism Development Strategy**

Following are more details on the top priorities summarized above for FY22/23 Tourism Promotion Program in relation to the *2014 Tourism Development Strategy's* Top Priorities and "Themed Issues" for Additional Work listed on page 3.

### **1. Tourism Promotion Committee Business**

**1.1 Staffing/Contractor Resource:** In order to advance components of the Explore Wilsonville tourism development strategy and the Plan, the committee continues advancing work with staff of the City Manager's Office and Parks & Recreation Dept. to examine a potential new Tourism and Cultural Affairs Coordinator position and to collaborate with the Tourism Promotion and Destination Marketing Consultant contractor to advance the tourism promotion program. The committee may seek to discuss how a City-staffed program could evolve into an independent Destination Marketing Organization.

**Authority for recommendation:** *Wilsonville Tourism Development Strategy, May 2014, Action Item 1.1:* Establish an Independent 501 (c) (6) Not-for-Profit DMO to be named Visit Wilsonville, now known as Explore Wilsonville. [Create the organizational framework]

**1.2 Budget Allocation:** The City reduced the funding for tourism promotion considerably due to the Covid- 19 pandemic. The budget was \$125,000 for FY 20/21 for the Tourism Promotion Marketing Plan and the Community Tourism Grant Program. The budget is increased to \$150,000 for FY22-23.

**Authority for recommendation:** *Wilsonville Tourism Development Strategy, May 2014, Action Item 1.3:* Increase the Allocation of the Hotel/Motel Transient Lodging Tax (TLT).

**1.3 Tourism Grants Programs:** The committee has successfully assumed responsibility from the Parks & Recreation Advisory Board over the past four years to oversee the City's Community Tourism Matching Grants Award Program and Clackamas County's Community Partnership Tourism Grants Program, with assistance from Parks & Recreation staff.

During FY 19/20 and FY 20/21, the grant cycle was put on hold due to the pandemic. It did not appear to be appropriate to offer grants for programs and projects, which could not meet the Governor's Covid-19 gathering restrictions. Community Tourism Matching Grants were awarded in FY 21/22. The new Arts, Culture and Heritage Committee will assume responsibility for this program in FY 22/23.

*Authority for recommendation: Wilsonville Tourism Development Strategy, May 2014, Action Item 1.5: Review Wilsonville Tourism Grants Program.*

## **2. Implement the FY 22/23 Tourism Promotion Program**

**2.1 Tourism Branding Strategy:** The Tourism Promotion and Destination Marketing Consultant contractor has developed an Explore Wilsonville tourism branding strategy. New research information may lead to modifications to the larger, over-arching tourism branding strategy that control key messages, marketing content and design and the look and feel of other promotional advertising products for print or online media.

**3.2 Destination marketing strategy plan:** The committee recommends that a focused tourism and visitor destination-marketing strategy is developed that complements the City's larger branding strategy in order to maximize branding integration and marketing expenditures. The committee recommends advancing this study during FY24/25 if funds become available.

*Authority for recommendation: Wilsonville Tourism Development Strategy, May 2014, Action Item 1.1: Develop a destination branding strategy for Wilsonville.*



# EXPLORE WILSONVILLE 2021 ANNUAL REPORT

MARCH 10, 2022

**EXPLORE  
WILSONVILLE**.COM

A POCKET (OF FUN)



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# DASHBOARD

2021 was a baseline year—we continued to measure during the pandemic, and at a reduced budget level. The PR program began July 2021.

## ANNUAL RESULTS TO DATE 2021

GOALS	2021 RESULTS	2020 RESULTS	YOY % Change
<b>Earned media</b> (number of articles)	2	2	n/a
<b>New website users</b>	10,544	7,611	+39%
<b>Social media reach</b> (Facebook, Instagram and Pinterest)	71,320	69,675	+2%
<b>Social media followers</b> (Facebook, Instagram)	1,777	1,214	+46%
<b>Tourism packages</b> (# developed)	4	1	+300%



# 2021 ACTIVITY SUMMARY

## ONGOING

- Website maintenance and social media (homepage design, events and listings, 3 social accounts posting 3x a week)

### JANUARY-MARCH

- Developed five new trip itineraries with interactive Google MyMaps
- Designed five landing pages, one for each itinerary
- Created graphic locator itinerary maps, themed icons and suite of banners for foodie itinerary
- Developed media fact-sheet for PR program
- Renewed STR destination report

### APRIL-JUNE

- Developed five more interactive trip itineraries
- Designed central itinerary page
- Developed seasonal editorial calendar for PR and blogs
- Updated website to reflect more unique restaurant attractions

### JULY-SEPTEMBER

- Pitched PR editorial calendar for FY 21-22
- Hosted content partner: Gemini Connect
- Wrote Four Newly Reopened Activities for Summer Blog
- Wrote Fall Activities You Can't Miss in Wilsonville Blog

### OCTOBER-DECEMBER

- Identified locations to geofence to begin collecting geolocation data in January 2022
- Hosted travel writer: Adam Sawyer
- Wrote Winding Down to Winter Blog
- Ran Fall Getaway promo on social media



# WEBSITE REPORT



# WEBSITE OVERVIEW

- Ongoing event management
- Ongoing listings management
- Alert management, monitoring tourism closures, health and safety impacts
- Itinerary and map development (10)
- Homepage Instagram integration
- Re-organize pocket trip pages as blog
- Updated hotel packages page
- Updated featured events
- Updated featured blogs (3)

**EXPLORE WILSONVILLE** STAY ▾ EXPLORE ▾ EAT & DRINK ▾ GET HERE ▾ Q

Events & Meetings  
Press & Media  
Blog

REQUEST A  
POCKET GUIDE  
HERE

## OUTDOORSY TRIP

Stay in the heart of it all: Wilsonville. Whether you're visiting for a few hours or a few days, you'll find Outdoorsy Trip itineraries here packed with ideas to help you plan your trip.

**HIGHLIGHTS:**

- 500-Acre Family Farm
- Oregon State Parks
- Wetlands with 130+ Bird Species
- Willamette River
- Iconic Mt. Hood

**MAP YOUR ITINERARY**

### DAY 1

Begin your journey outdoors at French Prairie Gardens<sup>(A)</sup>, a 500-acre working family farm in the beautiful Willamette Valley, with picturesque views in every direction. Each season offers a new experience from flowering annuals to fresh berries and tractor loads of fun.

Willamette River  
Iconic Mt. Hood

**Outdoorsy Trip Itinerary**  
Discover the outdoors—the Wilsonville way.  
2-3 days | 15+ miles | 19 stops  
[VIEW MAP LEGEND](#)

Item 12.



SIGNIFICANT INCREASED WEBSITE USERS AND VIEWS. POPULAR PAGES REFLECT NEWLY ADDED CONTENT.

# WEBSITE ANALYTICS: SUMMARY

2021													2021 TOTAL
Metric	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
New Users	380	394	1,372	1,151	959	1,006	1,377	1,297	771	712	609	516	10,544 TOTAL
Users	386	405	1,393	1,225	976	1,025	1,522	1,322	1,513	725	621	527	11,640 TOTAL
Page Views	905	1,208	3,254	2,855	2,350	2,259	3,631	2,885	1,819	1,995	1,646	1,271	26,078 TOTAL

*Users/New Users: A user is a person who has come to your website. A new user is a first-time visitor to the website during the selected date range.*  
*Page Views: Page views is the total number of pages viewed. Repeated views of a single page are counted.*

## 2021 MOST POPULAR PAGES

- |  |  |
|--|--|
| 1. /   | 6. /wineries/                                |
| 2. /restaurants-wilsonville-oregon/                            | 7. /pocket-trips/tulip-and-flower-festivals/ |
| 3. /pocket-trips/a-day-on-the-willamette-river-in-wilsonville/ | 8. /pocket-trips/shopping-in-wilsonville/    |
| 4. /events/  | 9. /itineraries/                             |
| 5. /pocket-trips/wandering-through-wilsonvilles-history/       | 10. /meet/                                   |

METRIC	2020	YOY CHANGE	2021 % CHANGE
New Users	7,452	+3,092	+41%
Users	7,510	+4,130	+55%
Page Views	18,398	+7,680	+42%



# WEBSITE ANALYTICS: VISITORS

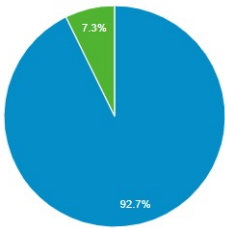
INCREASED RETURNING VISITORS BY ~3%  
INCREASED DIRECT TRAFFIC ~7%  
INCREASED SOCIAL TRAFFIC ~5%

2020

2021

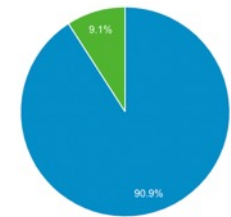
### VISITOR TYPE 2020

■ New Visitor ■ Returning Visitor



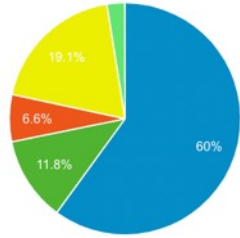
■ New Visitor 92.7%  
■ Returning Visitor 7.3%

### VISITOR TYPE 2021



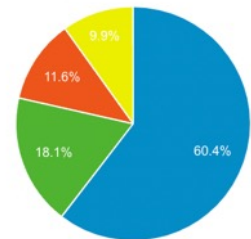
■ New Visitor 90.9%  
■ Returning Visitor 9.1%

### TOP SOURCES 2020



■ Organic Search 60%  
■ Direct 11.8%  
■ Social 6.6%  
■ Referral 19.1%  
■ (Other) nominal  
■ Display 2.5%

### TOP SOURCES 2021



■ Organic Search 60.4%  
■ Direct 18.1%  
■ Social 11.6%  
■ Referral 9.9%  
■ (Other) nominal  
■ Display nominal

\*other indicates traffic sources that do not fall into other categories





# WEBSITE ANALYTICS: TOP CITIES

ADDED SAN FRANCISCO TO TOP CITIES WEBSITE REACH AS A DRIVE MARKET GOAL

2020

2021



- 1. Portland
- 2. Wilsonville
- 3. Tualatin
- 4. Seattle
- 5. (not set)
- 6. Beaverton
- 7. Tigard
- 8. Salem
- 9. Sherwood
- 10. Irvine

- 1. Portland
- 2. Wilsonville
- 3. Tualatin
- 4. (not set)
- 5. Seattle
- 6. Tigard
- 7. San Francisco
- 8. Beaverton
- 9. Salem
- 10. Sherwood

Most website users were from Oregon.



# SOCIAL MEDIA REPORT



# SOCIAL MEDIA OVERVIEW

- Posted 3-4 posts per week on Facebook, Pinterest and Instagram
- Provided ongoing social media engagement as part of follower growth strategy
- Developed Wine Country GIF to promote wine country trails near Wilsonville and grow Facebook page followers
- Earned high Facebook reach due to paid promotions
- Instagram page consistently performed in both follower growth and engagement
- Pinterest strategy resumed
- Social media reach more than doubled on every platform compared to 2020 (FB, IG and Pinterest)
- Total social following increased by 32%



Item 12.

**Explore Wilsonville**  
Sponsored · 🌐

Plan a future trip and getaway to Oregon—the Wilsonville way. Stay in the heart of it all: wine country, bike trails, tax-free ...See More

**Explore Wilsonville**  
February 23 · 🌐

Try a bulgogi burrito from KOI Fusion. This Korean fusion restaurant will be a staple in your take-out rotation.  
📍 KOI Fusion

**Explore Wilsonville**  
Make Wilsonville, Oregon your basecamp for ...

Like Comment Share

Celebrate Oregon Craft Brew Month with a pint of Wilsonville's best beers! Stop by Vanguard Brewing, Ordnanace Brewing, Benedictine

**EXPLORE WILSONVILLE**

99

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# FACEBOOK ENGAGEMENT

Facebook													
Metric	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	RESULTS
Engagement* (Engagement %)	2.44%	2.94%	2.73%	7.83%	6.00%	5.67%	8.88%	3.83%	4.44%	8.05%	3.30%	4.81%	<b>5.08% AVG</b>
Post Total Reach**	16,969	9,690	25,096	460	779	11,598	890	32,857	1,937	882	10,761	1,415	<b>113,334 TOTAL</b>

\*Engagement is post total reach divided by the number of people who clicked anywhere on Explore Wilsonville posts. Industry standard is .13% (above 1% is good).

\*\*Reach is the total number of people the page's posts were served to

## TAKEAWAYS

Between January 1-December 31, 2021:

- Engagement increased 97%
- Followers increased 35%

Change in yearly total:

- Post total reach increased 171%

Total Followers 2021	
Jan	Dec
<b>800</b> Followers	<b>1,078</b> Followers

\*total social follower growth on page 16

METRIC	2021	2020	YOY CHANGE	2021 % CHANGE
Engagement* (Engagement %)	5.08% AVG	6.20% AVG	-1.12%	-18.12%
Post Total Reach**	113,334 TOTAL	41,789 TOTAL	<b>+71,545</b>	<b>+171%</b>



# INSTAGRAM ENGAGEMENT

Instagram													
Metric	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	RESULTS
Engagement* (Engagement %)	4.56%	4.53%	5.11%	4.16%	4.42%	3.04%	2.23%	4.42%	3.04%	2.24%	2.66%	2.06%	<b>3.54% AVG</b>
Average number of likes	23.3	23.6	28.14	23.5	33.7	23.5	12.7	11	13	10.7	17.6	13.1	<b>19.5 AVG</b>
Post Total Reach**	3,076	3,054	3,573	3,358	4,604	4,091	2,155	5,328	2,594	2,377	2,252	2,652	<b>39,114 TOTAL</b>

\*Engagement rate is based on the likes and comments received divided by the number of followers. Industry standard is 3.31%

\*\*Reach is the total number of people the page's posts were served to

## TAKEAWAYS

**Between January 1-December 31, 2021:**

- Instagram followers increased by 27%

**Change in yearly total:**

- Engagement slightly decreased due to the adverse relationship between engagement and reach
- Post total reach increased 78%

METRIC	2021	2020	YOY CHANGE	2021 % CHANGE
Engagement* (Engagement %)	3.54% AVG	5.53% AVG	-1.99%	-36%
Average number of likes	19.5 AVG	20.4 AVG	-0.9	-4%
Post Total Reach**	39,114 TOTAL	22,009 TOTAL	<b>+ 17,105</b>	<b>+78%</b>



# PINTEREST ENGAGEMENT

Pinterest													
Metric	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	RESULTS
Engagement* (Engagement %)	2.15%	1.90%	0.80%	3.90%	8.14%	3.36%	2.97%	2.41%	3.01%	1.49%	6.94%	3%	<b>3.34% AVG</b>
Post Total Reach**	605	422	376	666	1,155	1,190	807	705	1,096	739	605	1268	<b>9,634 TOTAL</b>

\*Engagement is the percentage of your pins with at least one repin  
 \*\*Reach is the total number of people the page's posts were served to

## TAKEAWAYS

Between January 1-December 31, 2021:

- Significant increase in Pinterest performance after a year of consistent presence, following a 3-month pause in 2020

METRIC	2021	2020	YOY CHANGE	2021 % CHANGE
Engagement* (Engagement %)	3.34% AVG	3.11% AVG	<b>+0.23%</b>	<b>+7.37%</b>
Post Total Reach**	9,634 TOTAL	5,877 TOTAL	<b>+3,757</b>	<b>+64%</b>



# SOCIAL MEDIA TOP CONTENT 2021

## JANUARY-MARCH

### PINTEREST



Wine & Dine

### FACEBOOK



KOI Fusion

### INSTAGRAM



Tulip Festival

## APRIL-JUNE

### PINTEREST



Wine & Dine

### FACEBOOK



San Blas

### INSTAGRAM



Champoeg State Park

## JULY-SEPTEMBER

### PINTEREST



Fall Fun

### FACEBOOK



Clackamas Fair

### INSTAGRAM



Canby Rodeo

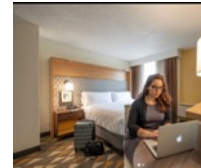
## OCTOBER-DECEMBER

### PINTEREST



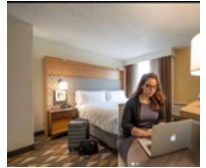
Winter in Wilsonville

### FACEBOOK



Travel Packages

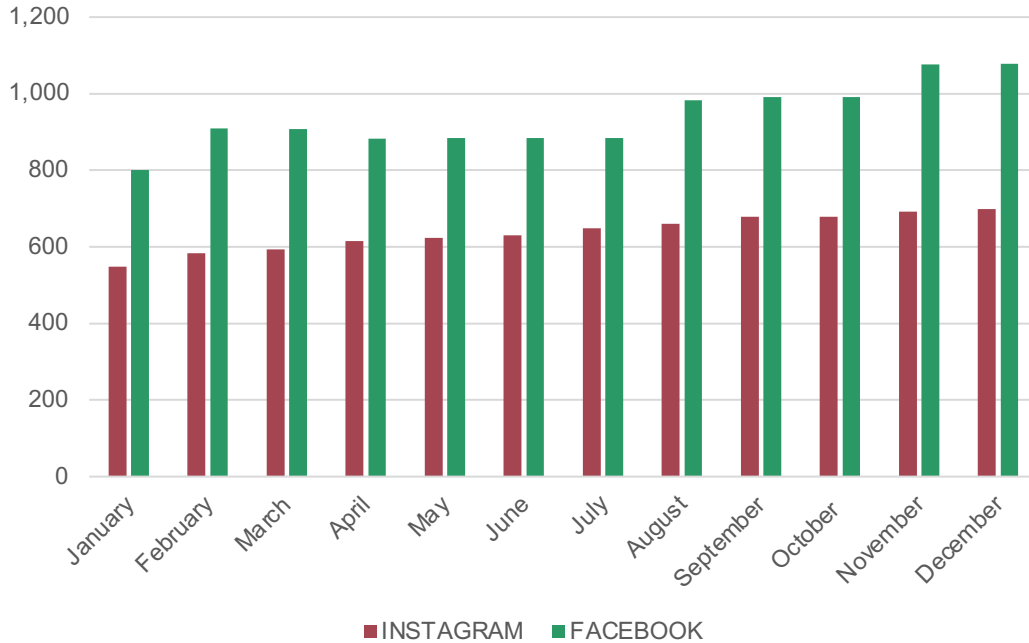
### INSTAGRAM



Travel Packages



# SOCIAL MEDIA FOLLOWERS 2021



**TOTAL FOLLOWERS: 1,777**

*\*as of December 31, 2021*

**INCREASE BETWEEN JAN - DEC**

**Instagram: +27%**       
**Facebook: +35%**

METRIC	January 2021	December 2021	YOY CHANGE	2021 % CHANGE
Social Media Followers	1,349	1,777	+428	+32%

*\*Pinterest followers are not tracked or measured. Due to the nature of the platform, it is not an accurate reflection of efforts*





# PAID SOCIAL MEDIA (MARKETING)

## JANUARY-MARCH

Explore Wilsonville Sponsored

Plan a future trip and getaway to Oregon—the Wilsonville way. Stay in the heart of it all: wine country, biking trails, Farmstead Farm Loop and more.

Explore Wilsonville Sponsored

Spend the winter wine tasting. Wilsonville is conveniently located near the Willamette Valley and Cascade Foothills. Save on lodging and spend more on wine. Don't forget to #MaskUp.

LOCAL & TRAVEL WEBSITE  
Explore Wilsonville  
889 people like this

## APRIL-JUNE

Explore Wilsonville Sponsored

Stay in the heart of it all: Wilsonville. Whether you have a few hours or a few days, you'll find itineraries packed with ideas to ...See More

EXPLOREWILSONVILLE.COM  
Plan Your Trip to Wilsonville

## JULY-SEPTEMBER

Explore Wilsonville Sponsored

Road-trip ready? Stay in the heart of it all—Wilsonville, Oregon. Just 16 miles south of Portland, explore local hidden spots, outdoor adventures, wine country and more.

Explore Wilsonville Sponsored

Road-trip ready? Stay in the heart of it all—Wilsonville, Oregon. Just 16 miles south of Portland, play outside and discover ...See More

EXPLOREWILSONVILLE.COM  
Plan Your Trip

EXPLOREWILSONVILLE.COM  
Plan Your Outdoor Trip

## OCTOBER-DECEMBER

Explore Wilsonville Sponsored

Plan a future trip and getaway to Oregon—the Wilsonville way. Stay in the heart of it all: wine country, bike trails, tax-free ...See More

Explore Wilsonville  
Make Wilsonville, Oregon your basecamp for ...

**TOTAL SPEND:** \$950  
**TOTAL REACH & IMPRESSIONS:** 78,588  
**TOTAL ENGAGEMENTS & PAGE LIKES:** 14,016

### TARGET MARKETS:

- Q1: Adults in Wilsonville and within 50 miles
- Q2: Adults in San Francisco and Seattle and within 25 miles of Wilsonville
- Q3 & Q4: Adults in Wilsonville, Portland, Salem, Eugene and within 25 miles of Wilsonville



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# FACEBOOK DEMOGRAPHICS

Data on people reached. This is the number of people who had any content from Explore Wilsonville or about Explore Wilsonville enter their screen, grouped by age and gender. These numbers are an estimate.

## AGE RANGE

Most of Explore Wilsonville's Facebook content reaches people who are above the age of 35, and between ages 35-44.

## GENDER

Approximately 69% of Explore Wilsonville's Facebook content reached women, and 31% reached men.

## COUNTRY

A majority are from the United States, followed by Canada

## CITIES

The top five cities outside of Wilsonville for Explore Wilsonville Facebook content are:

1. Wilsonville, OR
2. Portland, OR
3. Hillsboro, OR
4. San Antonio, TX
5. Houston, TX



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# INSTAGRAM DEMOGRAPHICS

This is the number of people who currently follow Explore Wilsonville on Instagram. These numbers are an estimate.

## AGE RANGE

Most of Explore Wilsonville's Instagram followers are above the age of 24, and between ages 35-44.

## GENDER

Approximately 69% of Explore Wilsonville's Instagram followers are women. 26% are men, 5% prefer not to say.

## COUNTRY

A majority (96%) are from the United States, followed by Mexico (.6%).

## CITIES

The top five cities for Explore Wilsonville's Instagram are:

1. Wilsonville, OR (38%)
2. Portland, OR (12%)
3. Canby, OR (6.7%)
4. Sherwood, OR (3.1%)
5. Oregon City, OR (2.4%)



# PINTEREST DEMOGRAPHICS

Data on Explore Wilsonville's total Pinterest audience. This includes all users who have seen or engaged with Explore Wilsonville pins. These numbers are an estimate.

## AGE RANGE

Most of Explore Wilsonville's Pinterest audience are between the ages of 24-44, with ages 25-34 leading at 42% followed by ages 35-44 at 19.5%.

## GENDER

Approximately 73% of Explore Wilsonville's Pinterest audience are women. 17.8% are men and approximately 8.5% are unspecified.

## CITIES

The top five metro areas for Explore Wilsonville's Pinterest audience are:

1. Portland, OR (11.2%)
2. Los Angeles, CA (7.1%)
3. San Francisco, CA (6.6%)
4. New York, NY (3.8%)
5. Sacramento, CA (3.3%)

## CATEGORIES AND INTERESTS

The most popular categories for this audience.

*\*Affinity indicates how this audience is interested in a particular category compared to the general Pinterest audience*

Category	Affinity ↓ ⓘ	% of audience
finance	3.75x	16.0%
vehicles	2.26x	40.2%
children's fashion	2.18x	7.5%
architecture	1.93x	39.7%
design	1.70x	73.7%





# PR REPORT

Item 12.

# PR OVERVIEW

- Monitored media clips and mentions monthly in Cision Media software
- Developed PR plan and annual editorial calendar
- Active pitching began in the summer
- Published three blogs in fall and winter
- Developed and designed a media fact sheet for media pitching program. Includes facts, figures and story starters for media.
- Hosted Suzi Pratt “Gemini Connect,” Content Partner
- Hosted Adam Sawyer, Travel Writer



DISCOVER TRAVEL  
THE WILSONVILLE WAY

EXPLORE WILSONVILLE

ROAD TRIP READY

- 20 minutes from Portland
- 30 minutes from Salem
- 2 hours from Seattle
- 2 hours from Eugene
- 10 hours from San Francisco

WHY WILSONVILLE

- Comfortable and convenient lodging from budget-friendly to upper-class
- 16 miles south of downtown Portland (about a 20-minute drive)
- Easy access to 300+ wineries in the Willamette Valley, including two tasting rooms in Wilsonville

STAY IN THE HEART OF IT ALL. JUST 16 MILES SOUTH OF PORTLAND

Enjoy tax-free shopping, family fun, affordable accommodations and the gateway to Oregon's wine country.

ITINERARIES FOR EVERYONE

- OUTDOORSY TRIP**  
Soak up wide open space in Wilsonville's great outdoors. Explore nearby state parks, a 500-acre family farm and the Willamette River.
- FOODIE TRIP**  
Feast on Oregon's bounty. Try farm-fresh food, family-style Italian—or even learn to cook for a romantic date ideal! Wash it all down with handcrafted beer, wine and spirits.
- SHOPPING TRIP**  
Skip the sales tax. Wilsonville is j Oregon's biggest shopping center Outlets and Bridgeport Village. H Aurora, named one of the "Best /
- WINE COUNTRY TRIP**  
Get centered in wine country, well in the Willamette Valley. Expand palate and become a Pinot Noir a
- HISTORY & HERITAGE TRIP**  
Push through the boundaries of t history from the Ice Age to prese at Champoeg State Heritage Area and challenge your nerves at hist

Looking for more? EXPLOREWIL

Item 12.

+ Follow

A Weekend in Wilsonville, Oregon

When you think of the state of Oregon in the USA, what comes to mind? You might think of farm-to-table food, Pinot noir wine, and heavily forested nature. You can find all of this and more in the town of Wilsonville. Martin and I packed up our Jeep and took Julian on his first out-of-state road trip for a weekend in Wilsonville. Here's everything we did during our weekend adventure!

WILSONVILLE, OREGON

WHERE IS WILSONVILLE?

Part of the Portland metro, Wilsonville is 30 minutes south of Portland, and 30 minutes north of Salem, the capital of Oregon. Thus, Wilsonville has become a desirable place to sending to commute to Portland or Salem. It is also a good base for travelers who want to explore the region and stay in a small town.

# PUBLIC RELATIONS

	Number of Articles	Circulation	Earned Media
January	3	420,304	-
February	3	494,958	-
March	6	661,731	-
April	2	164,986	-
May	2	165,486	-
June	1	6,809,640	-
July	3	329,972	-
August	14	14,664,313	1
September	2	13,619,280	-
October	6	13,801,066	1
November	6	8,507,386	-
December	2	180,200	-
<b>TOTAL</b>	<b>50</b>	<b>59,819,322</b>	<b>2</b>

**PR program began in Q1 (July-September)**



# CONTENT PARTNER: GEMINI CONNECT

## OVERVIEW:

- 2-day itinerary: Sept. 25-26
- Focus on outdoor adventures and farms

## ITINERARY:

- Hilton Garden Inn
- Parkway Grille
- Lady Hill Winery
- Historic Butteville General Store
- Boones Ferry Park
- Graham Oaks Park
- Middleground Farms Dinner
- Lux Sucre Bakery
- Frog Pond Farm
- Tollen Farm
- Memorial Park

## HELLO! WE'RE SUZI & MARTIN!

Based in the Pacific Northwest, we are professional photographers turned travel and lifestyle YouTubers. By documenting our journeys with quality, engaging content, we aim to inspire others to lead a life of adventure. We capture a wide variety of experiences in our videos, but our favorite activities are trying new foods and cultural experiences, and seeking out adventure in the outdoors.

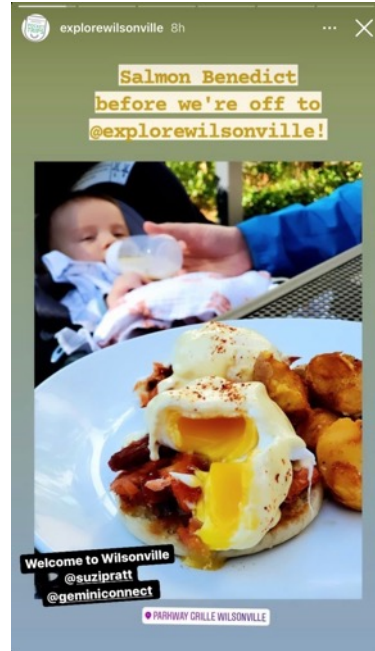
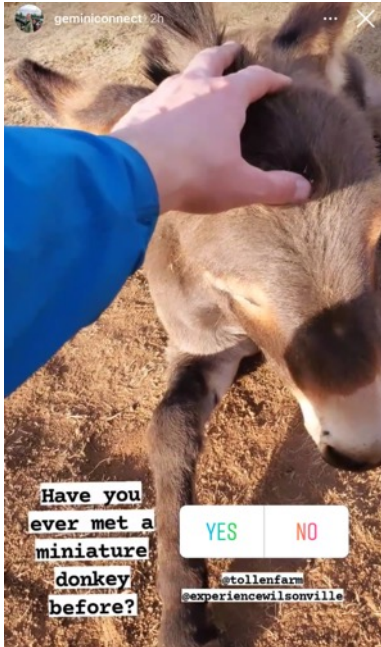


[Don't Go to Portland - Go to Here Instead! Wilsonville, Oregon Travel Vlog](#)





# CONTENT PARTNER: GEMINI CONNECT



# CONTENT PARTNER: GEMINI CONNECT



# TRAVEL WRITER: ADAM SAWYER

**Adam Sawyer**

+ Follow

Follow to get new release updates

Hiking Waterfalls Oregon

BEST EASY DAY HIKES Salem and Eugene

UNIQUE EATS AND EATERIES PORTLAND OREGON

Hiking Waterfalls Washington

Hiking Waterfalls in Washington

Best Outdoor Adventures Near PORTLAND, OREGON

Adam Sawyer is an outdoor and travel writer, photographer, published author, guide, and public speaker based in the Northwest. Locally, he has written stories for the Oregonian, Willamette Week, Portland Mercury, Edible Seattle and Portland Monthly. In addition to online writing for Men’s Journal, Travel Oregon, Eater and Visit Tillamook Coast, his work has appeared in numerous publications including Northwest Travel & Life, 1859 Magazine, 1889 Magazine, Alaska Beyond, Journey AAA, Sip Northwest, Backpacker, British Columbia, Canoe & Kayak and Bend Magazines.

He is the author of the guidebooks *Hiking Waterfalls in Oregon*, *Best Outdoor Adventures Near Portland*, *25 Hikes on Oregon’s Tillamook Coast*, *Unique Eats and Eateries: Portland, Oregon*, *Best Easy Day Hikes Salem and Eugene* and the forthcoming titles *Urban Hikes Oregon* and *Hiking Waterfalls Idaho*. Adam also co-authored the guidebook *Hiking Waterfalls in Washington*.



---

# TRAVEL WRITER ADAM SAWYER IN WILSONVILLE FOR CHRISTMAS

## OVERVIEW:

- 4-day itinerary Dec. 23-26.
- Focus on shopping/antiques and outdoor adventures

## GOAL:

To inspire a trip to Wilsonville. Seeing Wilsonville through the eyes of a trusted authority delivers an authentic message and establishes Wilsonville as a destination among the content partner's followers.

- Tumwater Vineyard
- Hilton Garden Inn
- Dar Essalam
- Corner Coffee Shoppe
- Town Center Park
- Abella Italian Kitchen
- Aurora Antiques
- Woodburn Premium Outlets
- Kirin Ramen
- Parkway Grille
- Coffee Lake Wetlands
- Graham Oaks Nature Park
- Memorial Park
- Mollala River State Park
- Champoeg State Heritage Area
- Boone's Ferry Park
- Boeckman Creek
- Sourdough Bakery



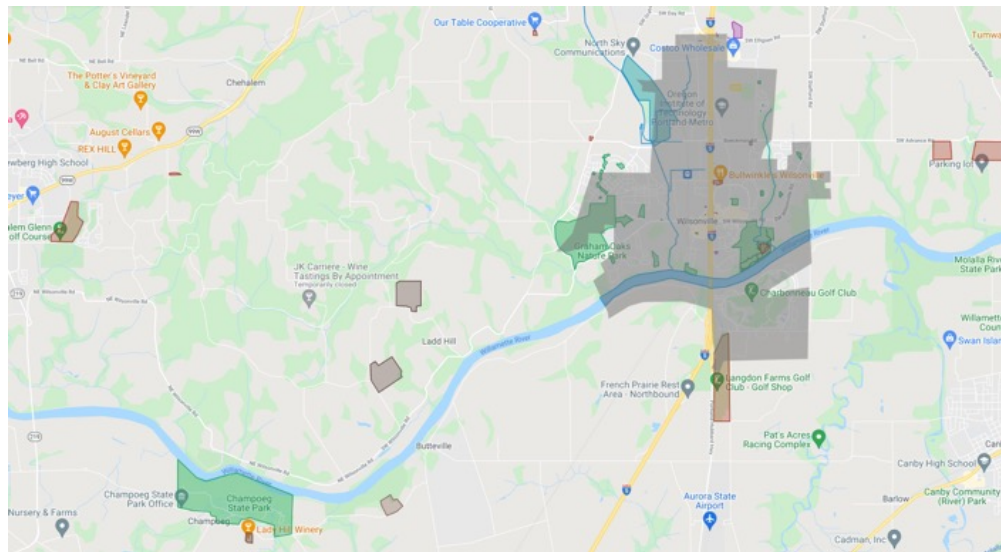
# GEOLOCATION REPORT

Item 12.

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# GEOLOCATION & OVERVIEW

- Identified the most popular points of interests and categories of visitors
- Clusters proposed and approved by Tourism Promotions Committee
- Measurement and data being measured in early 2022



# GEOLOCATION & GEOFENCING UPDATE

Hotel Cluster
Best Western Wilsonville Inn & Suites
Holiday Inn Portland - I-5 (Wilsonville)
Hilton Garden Inn Wilsonville Portland
Motel 6 Wilsonville
Best Western Plus Parkway Inn
Quality Inn and Suites
Snoozinn
Pheasant Ridge RV Park
Aurora Acres RV Park

Outdoor Rec Cluster		
PARKS		RIVERS/LAKES
Arrowhead Creek Park	New Wilsonville Skatepark	Boeckman Creek
Boones Ferry Park	Oak Park	Coffee Lake Wetlands
Canyon Creek Park	Palermo Park	Coffee Lake Creek
Cedar Park	Park at Merryfield	Willamette River
Courtside Park	Piccadilly Park	
Edelweiss Park	River Fox Park	
Engelman Park	Sofia Park	
Graham Oaks Nature Park	Town Center Park	
Green Acres Park	Tranquil Park	
Hathaway Park	Triangle Park	
Memorial Park (including Murase Plaza)	Willow Creek - Landover Park	
Montague Park	Champoeg State Park / Heritage Area	
Memorial Park Forest Trail		



# GEOLOCATION & GEOFENCING UPDATE

## Liquid Tourism Cluster

WINERIES	BREWERIES	DISTILLERIES
Blakeslee Vineyard Estate	McMenamins Wilsonville Old Church & Pub	Vinn Distillery
Carabella Vineyard	Ordnance Brewing - Taproom	
Champoeg Wine Cellars	RAM Restaurant & Brewhouse	
J Rallison Cellars	Vanguard Brewing Company	
Lady Hill Winery		
Tumwater Vineyard		
Aurora Colony Vineyard		
Sineann Winery		
St. Josef's Winery		
Terra Wines Vineyard		

## Business Cluster

Mentor Graphics Corporation HQ/Siemens EDA	SSI Shredding Systems
Xerox Corporation	Express Personnel Services (labor source)
Swire Coca-Cola	Precision Countertops
Sysco	OptiMIM
Rockwell Collins	OrePac Building Products
Precision Interconnect	Oregon Glass Company
Dealer Spike	ESS Inc.
FLIR Systems	
Southern Glazer Wine and Spirits	
DW Fritz	
Rite Aid Distribution Center	





# GEOLOCATION & GEOFENCING UPDATE

Attractions Cluster		
ATTRACTIONS	GOLF COURSES	FARMS
Woodburn Premium Outlets	Disc Golf (Memorial Park)	French Prairie Gardens
Bullwinkle's Family Fun Center	Topgolf	Fir Point Farms
Butteville Store	Charbonneau Golf Club	Tollen Farm
Washington Square	Kohl Creek Golf Course	Frog Pond Farm
Bridgeport Village	Langdon Farms Golf Club - Golf Shop	The Kitchen at Middleground Farms
SIM Golf	King City Public Golf Course	Boxwood Gardens
	Chehalem Glenn Golf Course	Barn Owl Nursery
	Tualatin Island Greens	Our Table Cooperative
	Milroy Golf Systems	Graham & Tooze Farm Store
	Sandelie Original 18-Hole Golf Course	
	Lake Oswego Municipal Golf Course	

City Limits Cluster
Wilsonville city limits



# STR REPORT



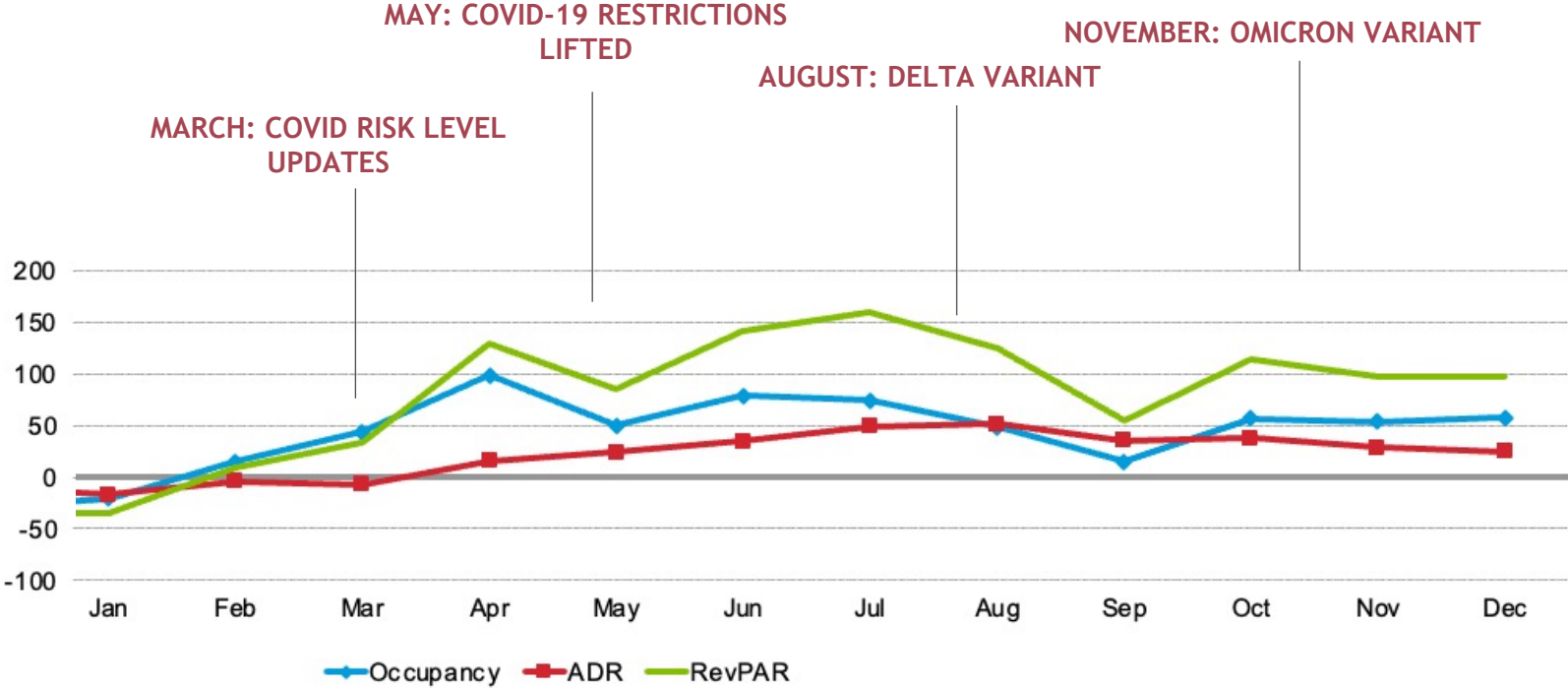
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# STR REPORT GLOSSARY

- **Occupancy:**
  - Percentage of available rooms sold during a specified time period. Occupancy is calculated by dividing the number of rooms sold by rooms available.  
Occupancy = Rooms Sold / Rooms Available
- **Revenue per available room (RevPAR):**
  - Total room revenue divided by the total number of available rooms. See Room Revenue, Rooms Available.  
Room Revenue/Rooms Available = RevPAR
- **Demand:**
  - The number of rooms sold in a specified time period (excludes complimentary rooms).
- **Revenue:**
  - Total room revenue generated from the guestroom rentals or sales.
- **Average daily room rate (ADR):**
  - A measure of the average rate paid for rooms sold, calculated by dividing room revenue by rooms sold.  
ADR = Room Revenue/Rooms Sold



# STR REPORT – WILSONVILLE



# STR REPORT – WILSONVILLE

 Total Properties Item 12.

 Total Rooms: **615**

JAN - DEC 2021		JAN - DEC 2020	
Occupancy %: 64.5% Avg	Demand: 144,781 Total	Occupancy %: 44.5% Avg	Demand: 86,371 Total
RevPAR (revenue per available room): \$61.61 Avg	Revenue: \$13,839,485 Total	RevPAR (revenue per available room): \$34.60 Avg	Revenue: \$6,652,340 Total

## TAKEAWAYS

- Insights on STR report show growth when benchmarked against the first pandemic year, 2020

METRIC	2021	2020	YOY CHANGE	% CHANGE
Occupancy % Average	64.50%	44.50%	<b>+20.00%</b>	<b>+45%</b>
RevPAR Average	\$61.61	\$34.60	<b>+\$27.01</b>	<b>+78%</b>
Demand Total	144781	86371	<b>+58,410</b>	<b>+68%</b>
Revenue Total	\$13,839,485	\$6,652,340	<b>+\$7,187,145</b>	<b>+108%</b>

*\*detailed monthly breakdown can be found on page 38*



# STR REPORT – WILSONVILLE

Occupancy												
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	42.4%	64.9%	59.9%	63.6%	65.5%	75.9%	77.6%	73.5%	69.0%	63.9%	61.2%	57.0%
2020	53.7%	56.7%	41.7%	32.0%	43.7%	42.4%	44.6%	49.6%	60.2%	40.9%	39.9%	36.1%
% change	-20.9%	+14.6%	+43.8%	+98.5%	+49.7%	+79.1%	+74.0%	+48.2%	+14.7%	+56.4%	+53.5%	+57.7%

RevPAR												
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	\$29.65	\$51.18	\$46.43	\$52.05	\$57.98	\$79.31	\$91.33	\$85.55	\$74.58	\$63.51	\$57.54	\$50.25
2020	\$45.11	\$46.56	\$34.68	\$22.64	\$31.17	\$32.92	\$35.20	\$38.18	\$48.09	\$29.57	\$29.19	\$25.47
% change	-34.3%	+9.9%	+33.9%	+130%	+86%	+140.9%	+159.5%	+124.1%	+55.1%	+114.8%	+97.1%	+97.3%

Demand												
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	8,089	11,176	11,425	11,736	12,482	14,000	14,793	14,008	12,734	12,181	11,298	10,859
2020	8,267	7,884	6,422	4,778	6,736	6,317	6,871	7,636	8,975	7,790	7,360	6,885
% change	-2.2%	+41.8%	+77.9%	+145.6%	+85.3%	+121.6%	+115.3%	+83.4%	+41.9%	+56.4%	+53.5%	+57.7%

Revenue												
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	\$565,210	\$881,370	\$885,226	\$960,357	\$1,105,386	\$1,463,298	\$1,741,255	\$1,631,032	\$1,375,987	\$1,210,793	\$1,061,555	\$958,017
2020	\$695,014	\$647,866	\$534,354	\$337,502	\$480,234	\$490,812	\$542,362	\$588,288	\$717,074	\$563,662	\$538,496	\$485,624
% change	-18.7%	+36%	+65.7%	+184.5%	+130.2%	+198.1%	+221.1%	+177.3%	+91.9%	+114.8%	+97.1%	+97.3%



# TOURISM DEVELOPMENT REPORT



# TOURISM DEVELOPMENT

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**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 16, 2022		<b>Subject: Resolution 2974</b> Third Amendment to Operations and Maintenance Contract for Willamette River Water Treatment Plant  <b>Staff Member:</b> Delora Kerber, Public Works Director  <b>Department:</b> Public Works	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

City of Wilsonville Resolution approving the third amendment of the Operations and Maintenance Contract for the Willamette Water Treatment Plant with Veolia North America – West, LLC in the amount of \$2,697,187 for Fiscal Year 22/23.

**EXECUTIVE SUMMARY:**

Veolia North America - West, LLC has performed Operations and Maintenance of the Willamette River Water Treatment Plant (WRWTP) since commissioning in April 2002.

Due to the complexities of the treatment plant and the lack of experience in running a water treatment plant, both the City and Tualatin Valley Water District (TVWD) who is a co-owner of the WRWTP decided to hire a private operator.

Veolia Water North America- West, LLC runs treatment plants worldwide and has expansive resources they bring to the project and have done an excellent job operating the plant for the past twenty years.

The contract sets water quality requirements for the finished water that are better than the minimum requirements set by the Environmental Protection Agency (EPA) for safe drinking water.

In 2006, our partner, TVWD sold 5 million gallons per day capacity in the water treatment plant to the City of Sherwood who now share proportionally in the costs to produce and distribute drinking water.

Due to upcoming work at the water treatment plant related to the Willamette Water Supply Program Raw Water Facility project and the City's 20 MGD Expansion project, it is in the best interest of Wilsonville and Sherwood to provide continuity of operation with Veolia Water North America- West, LLC.

In 2012, following a formal procurement process, TVWD, the City, and Veolia entered into the Operation and Maintenance Contract, which allows renews in five (5) year increments. The third amendment is another five-year renewal of contract, which allows for annual adjustments on fixed labor and not-to-exceed costs (utilities, licenses, lab services, etc.) per the employee cost index (ECI) and Portland-Salem consumer price index (CPI), respectively.

**EXPECTED RESULTS:**

Continued efficient and cost effective operation and maintenance of the Water Treatment Plant by Veolia Water to provide our citizens' safe, high quality drinking water.

**TIMELINE:**

This contract for the Operations and Maintenance of the Water Treatment Plant is for a five-year period.

**CURRENT YEAR BUDGET IMPACTS:**

Funding for the Operations and Maintenance Contract has been included in the FY 2022/2023 budget under the Water Treatment Fund. Estimated annual costs for FY 22/23 is \$2,697,187.

The City of Sherwood will reimburse actual costs for the production and distribution of water to Wilsonville based on consumption.

**COMMUNITY INVOLVEMENT PROCESS:**

Not Applicable.

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

With the renewal of the Water Treatment Plant Operations and Maintenance Contract, citizens and businesses will continue to receive cost-effective, safe, high quality water.

**ALTERNATIVES:**

Veolia Water North America – West, LLC has successfully operated the Water Treatment Plant for the past ten years without a permit violation or time loss accident at a reasonable price and no alternatives were considered for this contract.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 2974
  - A. Third Amendment to Operations and Maintenance Contract

**RESOLUTION NO. 2974****A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE THE THIRD AMENDMENT OF OPERATIONS AND MAINTENANCE CONTRACT BETWEEN THE CITY OF WILSONVILLE, TUALATIN VALLEY WATER DISTRICT, AND VEOLIA WATER NORTH AMERICA – WEST, LLC FOR THE WILLAMETTE RIVER WATER TREATMENT PLANT**

WHEREAS, the construction of the Willamette River Water Treatment Plant was completed and started producing potable water in April, 2002; and

WHEREAS, it is in the interest of the City and its water customers to have the Willamette River Water Treatment Plant staffed by personnel who have the appropriate experience to operate such a facility; and

WHEREAS, it is in the interest of the City and its water customers to have national experts available if and/or when needed to provide advice, oversight, and assistance in the operation of the Willamette River Water Treatment Plant; and

WHEREAS, Veolia Water North America - West, LLC, a firm with extensive national and international experience in water and wastewater treatment, was selected as the best qualified to perform the desired services for operation of the Willamette River Water Treatment Plant; and

WHEREAS, the continuity of operations of the water plant is necessary while work associated with the Raw Water Intake Facility and the 20 MGD Expansion projects are occurring over the next several years; and

WHEREAS, it is in the best interest of the City to have Veolia Water North America-West, LLC to continue to provide services while this work is taking place at the water plant; and

WHEREAS, a detailed description of the desired services and associated costs is contained in a comprehensive contract document, and incorporated by reference as if fully set forth herein; and

WHEREAS, said contract for the continuing services of Veolia Water North America - West, LLC to operate the Willamette River Water Treatment Plant at an estimated annual cost for Fiscal Year 2022/2023 of approximately \$2,697,187; and

WHEREAS, said contract contains provisions to protect public health and safety by assuring the Willamette River Water Treatment Plant is operated in a manner that achieves potable water of a quality that meets standards even stricter than required by federal and state drinking water regulations; and

WHEREAS, the Tualatin Valley Water District Board’s General Manager will also executed said contract on behalf of the Tualatin Valley Water District as co-owner of the Willamette Water Treatment Plant;

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

1. The Wilsonville City Council hereby authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, the Third Amendment to Operation and Maintenance Contract with Veolia Water North American-West., LLC.
2. EFFECTIVE DATE OF RESOLUTION.

This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 16<sup>TH</sup> day of May 2022, and filed with the Wilsonville City Recorder this date.

\_\_\_\_\_  
Julie Fitzgerald, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly Veliz, City Recorder, CMC

SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

- A. Third Amendment Operations and Maintenance Contract

THIRD AMENDMENT TO OPERATION AND MAINTENANCE CONTRACT  
BETWEEN THE CITY OF WILSONVILLE, TUALATIN VALLEY WATER DISTRICT,  
AND VEOLIA WATER NORTH AMERICA–WEST, LLC

This Third Amendment to Operation and Maintenance Contract (“Third Amendment”) is entered into between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“the City”), **Tualatin Valley Water District**, an Oregon domestic water supply district pursuant to ORS Chapter 264 (“the District”), and **Veolia Water North America–West, LLC**, a Delaware limited liability company (“Veolia”), effective the 1<sup>st</sup> day of July 2022. The City, the District, and Veolia may be referred to individually herein as a “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, on or about July 1, 2012, the Parties entered into an Operation and Maintenance Contract (“Contract”) regarding the Willamette River Water Treatment Plant (“Facility”), wherein the City and the District (the “Owners”) appointed Veolia as “Operator” of the Facility; and

WHEREAS, on or about July 1, 2017, the Parties entered into a First Amendment to the Contract to extend the Contract Term; and

WHEREAS, on or about July 1, 2019, the Parties entered into a Second Amendment to the Contract to designate a new Consumer Price Index for the CPI Adjustment; and

WHEREAS, continuity of operation of the plant is necessary while work associated with the Raw Water Facility and the 20 MGD water plant expansion are occurring;

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

AGREEMENT

The Contract is amended as follows:

**Section 1. Term**

The term of the Contract is extended to June 30, 2027.

**Section 2. Counterparts**

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

**Section 3. All Other Terms**

All of the other terms and conditions of the Contract, the exhibits attached thereto, and the First and Second Amendments shall remain in full force and effect as therein written. Unless otherwise defined herein, the defined terms of the Contract shall apply to this Third Amendment.

The Parties hereby agree to all provisions of this Third Amendment.



IN WITNESS WHEREOF, the undersigned Parties have duly executed this Third Amendment by and through their duly authorized representatives.

**OWNER:**

CITY OF WILSONVILLE

By: \_\_\_\_\_  
Bryan Cosgrove  
Title: City Manager

**OPERATOR:**

VEOLIA WATER NORTH AMERICA–WEST, LLC

By: \_\_\_\_\_  
Keith Oldewurtel  
Title: Chief Operating Officer,  
Municipal Water – Contract Operations

APPROVED AS TO FORM:

\_\_\_\_\_  
Ryan Adams, Assistant City Attorney

**OWNER:**

TUALATIN VALLEY WATER DISTRICT

By: \_\_\_\_\_  
Tom Hickmann, P.E.  
Title: Chief Executive Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Clark Balfour, General Counsel



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date: May 16, 2022</b>		<b>Subject: Resolution No. 2977</b> Amending the Adopted 2012 Stormwater Master Plan Project List to Add Project MC-1: Meridian Creek Culvert Replacement	
		<b>Staff Member:</b> Zachary J. Weigel, P.E., City Engineer	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Frog Pond West Master Plan, 2012 Stormwater Master Plan	<input type="checkbox"/> Not Applicable	

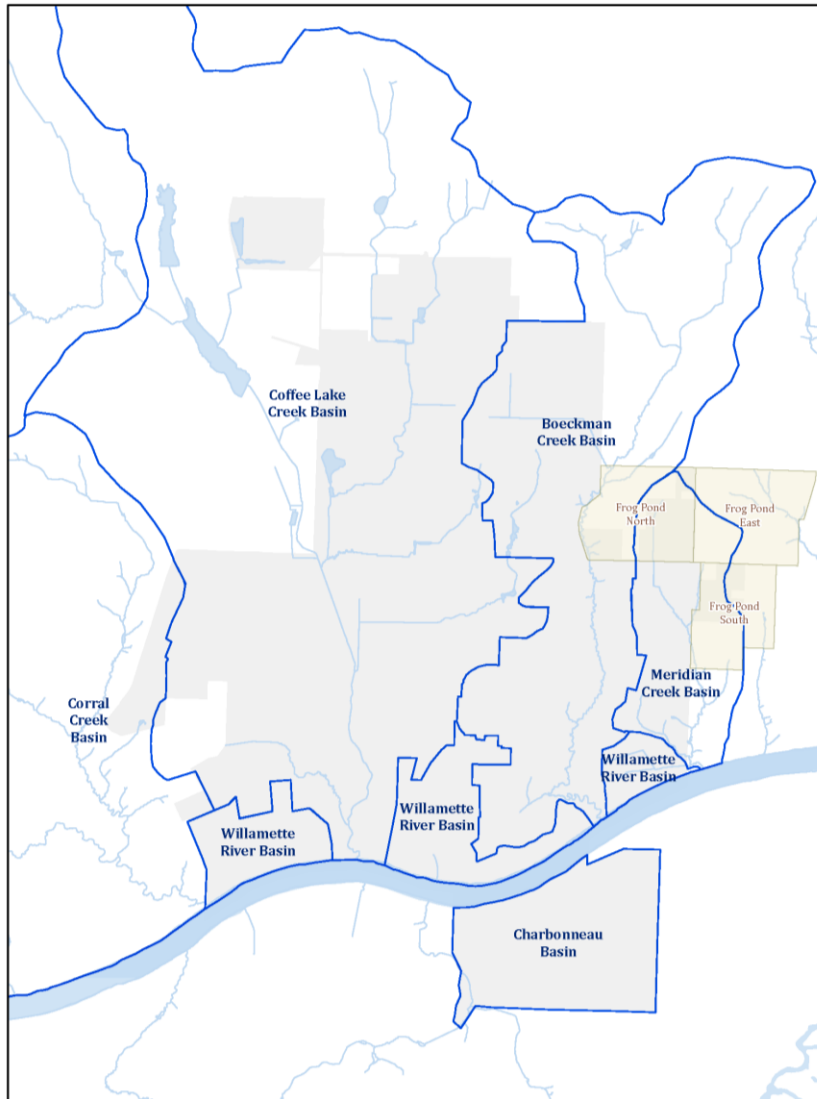
**ISSUE BEFORE COUNCIL:**

A City of Wilsonville Resolution amending the 2012 Stormwater Master Plan project list, under Table 9-2 Prioritized Capital Improvement Project (CIP) Projects, adding project MC-1: Meridian Creek Culvert Replacement. Addition of this project to the stormwater CIP list is needed to allocate stormwater Systems Development Charge (SDC) fees to the project funding.

**EXECUTIVE SUMMARY:**

The Meridian Creek drainage basin (Figure 1) is located in eastern Wilsonville, extending from the Willamette River to just north of Boeckman Road. The drainage basin (Figure 1) includes portions of neighborhoods on the west and east sides of Wilsonville Road, Wilsonville High School, Boeckman Creek Primary, and portions of Frog Pond neighborhoods. Drainage from Meridian Creek is currently conveyed from Frog Pond West to the south, under Boeckman Road through two existing 18-inch culverts (Attachment 1).

**Figure 1: Wilsonville Drainage Basin Map**



An update to the Wilsonville Stormwater Master Plan (CIP No. 7064) is currently underway and preliminary analysis of the City’s stormwater drainage system indicates that the existing culverts under Boeckman Road do not provide enough capacity at full build out of the Frog Pond West neighborhood. Stream flow in Meridian Creek north of Boeckman Road has been modeled and is predicted to overtop Boeckman Road during large rainfall events.

A capital improvement project, Meridian Creek Culvert Replacement (Attachment 1), will be identified in the updated Stormwater Master Plan to increase capacity at the Meridian Creek crossing of Boeckman Road. However, the Boeckman Road Corridor Project (BRCP), which includes roadway improvements between Canyon Creek Road and Advance Road, is scheduled to begin design in June 2022 and the Meridian Creek culverts are located within the BRCP project limits.

In order to allow construction of the Meridian Creek culverts with the Boeckman Roadway improvements as part of the BRCP project, the project needs to be added to the stormwater CIP list prior to completion and adoption of the Stormwater Master Plan update. By amending the 2012 Stormwater Master Plan project list, the Meridian Creek Culvert Replacement project will be eligible for Stormwater System Development Charge (SDC) funding and is then allowed to be constructed timely with the BRCP project.

**EXPECTED RESULTS:**

Adding capacity to the Meridian Creek crossing of Boeckman Road will support development of the Frog Pond neighborhoods and prevent creek flows from overtopping Boeckman Road during large rainfall events. Advancing the Meridian Creek Culvert Replacement project with the Boeckman Road Corridor Project will allow for coordinated design and construction activities and prevent removal and replacement of roadway improvements that will take place over the next two years.

**TIMELINE:**

The Boeckman Road Corridor Project (BRCP) is scheduled to begin design in June 2022 with construction completion anticipated for December 2024. The Meridian Creek Culvert Replacement project will be coordinated with the BRCP and is anticipated to follow the same design and construction timeframe.

**CURRENT YEAR BUDGET IMPACTS:**

There are no current year budget impacts by adding the Meridian Creek Culvert Replacement project to the 2012 Stormwater Master Plan project list. Addition of this project to the stormwater CIP list allows the design and construction of the project to advance and makes the project eligible for stormwater SDC funding.

**COMMUNITY INVOLVEMENT PROCESS:**

The Stormwater Master Plan Update project (CIP No. 7064) is currently underway and has included a community involvement and stakeholder engagement process with multiple meetings, on-line events and surveys through Let's Talk, Wilsonville!, as well as creation and distribution of public education materials. The public engagement feedback has been used to determine community values related to stormwater in Wilsonville and has helped build consensus on the stormwater management needs and services for Wilsonville.

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

Coordination between design and construction of the BRCP and the Meridian Creek Culvert Replacement project will result in reduced construction impacts to the traveling public and nearby residences, as well as cost savings to rate payers by avoiding removal and replacement of planned roadway improvements. Additionally, upsizing of the culverts will eliminate the potential for future flooding at this location, protecting people and property.

**ALTERNATIVES:**

As part of the Stormwater Master Plan update work, the consultant team lead by Brown and Caldwell assessed a number of alternatives to add capacity to the Meridian Creek crossing of Boeckman Road. The selected alternative (Attachment A) provides the best solution in consideration of cost, environmental and downstream impacts, and impacts to community and private property.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Meridian Creek Culver Replacement Capital Project Summary Sheet
2. Resolution No. 2977
  - A. 2012 Stormwater Master Plan – Replacement Table 9.2 – Prioritized CIP Projects

<b>Capital Project Name</b>	<b>Meridian Creek Culvert Replacement</b>
<b>Objective Addressed</b>	Resolve culvert misalignment. Increase system capacity.
<b>Contributing Drainage Area</b>	75.4 acres
<b>Statement of Need</b>	<ul style="list-style-type: none"> <li>Existing culverts underneath Boeckman Rd. are not aligned with the natural creek alignment, which directs flow towards the structure at 6920 SW Boeckman Rd. Per Public Works Operations staff, during peak flows, the water surface elevation is noted to be only 2-3 inches from the structure foundation.</li> <li>Existing culverts are undersized for future development conditions for the contributing drainage area.</li> </ul>
<b>Project Description</b>	<ul style="list-style-type: none"> <li>Remove the two existing 18-inch CMP culverts underneath Boeckman Rd.</li> <li>Install three 24-inch C900 culverts underneath Boeckman Rd. Install new culverts with revised alignment that avoids directing flow towards 6920 SW Boeckman Rd. by extending the culvert length beyond the property boundary.</li> <li>Abandon the two existing laterals and outfalls that convey roadway drainage to Meridian Creek on the southern side of Boeckman Rd.</li> <li>Reconnect roadway drainage to the new culverts with new laterals and manholes.</li> </ul>
<b>Estimated Total Project Cost</b>	\$471,000
<b>Design Considerations</b>	<ul style="list-style-type: none"> <li>Capital project sizing based on compliance with the City's Public Works Standards for culvert design. Key elements include:                             <ul style="list-style-type: none"> <li>Conveyance of the 100-year, 24-hour design storm, for unmitigated future land use conditions.</li> <li>Minimum 1 foot of clearance between the maximum headwater elevation of the design storm event and the road subgrade.</li> <li>Minimum 1 foot of pipe cover for C900 pipe material.</li> </ul> </li> <li>Capital project to be completed as part of the Boeckman Road Corridor Project. Road resurfacing costs assumed to be included as part of that project.</li> <li>Existing roadway elevations and invert elevations of culverts assumed to remain unchanged.</li> <li>A detailed survey of existing infrastructure, other utilities, and roadway elevations should be completed prior to final design.</li> <li>Oregon Department of Fish and Wildlife (ODFW) fish passage requirements assumed to be not required for this project.</li> <li>In-stream waterwork associated with this project may require additional permitting efforts.</li> </ul>



Figure X-X. Meridian Creek Culvert Replacement

**RESOLUTION NO. 2977****A RESOLUTION OF THE CITY OF WILSONVILLE AMENDING THE 2012 STORMWATER MASTER PLAN PROJECT LIST (TABLE 9-2 – PRIORITIZED CIP PROJECTS) TO ADD PROJECT MC-1: MERIDIAN CREEK CULVERT REPLACEMENT.**

WHEREAS, the 2013 Transportation Systems Plan (TSP, amended in 2020) includes Project UU-02 Boeckman Road Urban Upgrade to upgrade Boeckman Road to a three-lane minor-arterial with bike and pedestrian facilities; and

WHEREAS, the City has planned and budgeted for the completion of Capital Improvements Projects #201, 4205, 4206, and 4212, known collectively as the Boeckman Road Corridor Project (BRCP); and

WHEREAS, the Boeckman Road Urban Upgrade project is planned and budgeted as part of the BRCP; and

WHEREAS, the Meridian Creek crossing of Boeckman Road, and specifically the two 18” culverts, are located within the Boeckman Road Urban Upgrade project limits; and

WHEREAS, the existing stormwater capacity at the Meridian Creek crossing of Boeckman Road is not sufficient to serve ultimate development of the Frog Pond neighborhoods and a capital improvement project, Meridian Creek Culvert Replacement, is identified to provide the needed stormwater capacity; and

WHEREAS, new roadway design and construction typically includes stormwater system improvements, especially in the case where needed to serve future development; and

WHEREAS, adding the Meridian Creek Culvert Replacement project to the Stormwater Master Plan project list authorizes programming into the Wilsonville capital improvement program; and

WHEREAS, amending the Stormwater Master Plan project list to include the Meridian Creek Culvert Replacement project allows for use of Stormwater System Development Charge (SDC) funding to pay for the stormwater capacity portion of the project; and

WHEREAS, adding the Meridian Creek Culvert Replacement project at this time is important because design and construction of the Boeckman Road Corridor project is planned and budgeted for Fiscal Year 2022-23; and

WHEREAS, coordinating the design and construction of the Meridian Creek Culvert Replacement project with the BRCP will result in overall cost efficiencies and fewer long-term construction impacts; and

WHEREAS, replacement Table 9-2 is attached hereto as Exhibit A and is incorporated herein to replace Table 9-2 in the 2012 Stormwater Master Plan.

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

Section 1. Replace Table 9.2 in the 2012 Stormwater Master Plan with Exhibit A, attached hereto, which Exhibit A amends Table 9.2 – Prioritized CIP Projects of the 2012 Stormwater Master Plan to add Project MC-1: Meridian Creek Culvert Replacement with a total estimated cost of \$471,000, 60.7% apportioned to growth.

Section 2. The findings presented in this Resolution supporting the replacement of Table 9-2 are hereby adopted.

Section 3. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 16th day of May, 2022, and filed with the Wilsonville City Recorder this date.

\_\_\_\_\_  
JULIE FITZGERALD, MAYOR

ATTEST:

\_\_\_\_\_  
Kimberly Veliz, City Recorder



SUMMARY OF VOTES:

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

- A. 2012 Stormwater Master Plan – Replacement Table 9.2 – Prioritized CIP Projects

# EXHIBIT A

**Table 9-2  
Prioritized CIP Projects**



Project ID	Location	Land Acquisition Required? (Yes or No)	Total Cost Estimate <sup>1</sup>	Annual Maintenance Cost Estimate
<b>Short-Term Projects – Implementation in 0 to 5 Years</b>				
MC-1	Meridian Creek Culvert Replacement	Maybe	\$ 471,000	\$ 1,100
SD-2163-2167 & 2437-2446	Pipeline upsizing on Ridder Road and Peters Road	No	\$ 2,600,000	\$ 1,500
ST-7	Boeckman Creek at Boeckman Road stormwater study	No	\$ 90,800	N/A
WD-3	Rivergreen Repair Project	No	\$ 285,000	\$ 2,200
BC-7	Boeckman Creek Realignment	No	\$ 577,296	\$ 2,200
ST-5	Low Impact Development Design Standards and Implementation Guide	No	\$ 57,000	N/A
ST-8	Install Two Permanent Stormwater Flow Monitoring Stations and Two Rain Gauges	No	\$ 45,486	N/A
ST-9	Purchase InfoSWMM Model	No	\$ 18,240	N/A
ST-6	Charbonneau Infrastructure Replacement Study	No	\$ 142,500	N/A
BC-4	Gesellschaft Water Well Channel Restoration	No	\$ 135,774	\$ 1,800
LID1	Memorial Park Parking Lot Vegetated Swales (3)	No	\$ 203,148	\$ 6,500
BC-8	Canyon Creek Estates Pipe Removal	No	\$ 129,504	\$ 1,500
SD4208 & SD4209	Barber Street Pipe Replacement	No	\$ 213,196	\$ 1,200
LID3	SW Camelot Green Street Mid-Block Curb Extensions (2 extensions)	No	\$ 58,482	\$ 5,300
CLC-3	Commerce Circle Channel Restoration	No	\$ 564,071	\$ 5,700
ST-1	Study to analyze area north of Elligsen Rd/East of I-5	No	\$ 57,000	N/A
FP	Future Project Development and Implementation	No	\$ 285,000	N/A
<b>Short-Term Projects</b>	<b>Subtotal</b>	-	<b>\$ 5,933,497</b>	<b>\$ 29,000</b>

**Table 9-2  
Prioritized CIP Projects**

Project ID	Location	Land Acquisition Required? (Yes or No)	Total Cost Estimate <sup>1</sup>	Annual Maintenance Cost Estimate
<b>Mid-Term Projects – Implementation 5 to 10 Years</b>				
BC-2	Boeckman Creek Outfall Rehabilitation	Maybe	\$ 167,580	\$ 1,500
BC-6	Multiple Detention Pipe Installation	No	\$ 1,366,948	\$ 1,100
BC-5	Boeckman Creek Outfall Realignment	No	\$ 38,441	\$ 1,300
BC-3	Cascade Loop Detention Pipe Installation	No	\$ 810,109	\$ 1,100
BC-10	Memorial Park Stream and Wetland Enhancement	No	\$ 84,360	\$ 2,900
BC-9	Memorial Drive Pathway and Storm Drain Repair	No	\$ 111,720	N/A
LID3	SW Camelot Green Street Mid-Block Curb Extensions (18 extensions)	No	\$ 526,338	\$ 47,700
LID7	SW Wilsonville Road Stormwater Planters	No	\$ 362,794	\$ 6,700
CLC-2	SW Parkway Avenue Stream Restoration	Yes	\$ 279,420	\$ 4,900
CLC-9	Jobsey Lane Culvert Replacement	No	\$ 115,028	\$ 2,200
SD5707, 5709, 5714, 5719	SW Parkway Pipes Replacement	No	\$ 497,405	\$ 2,200
ST-2	Advance Road School Site Study	No	\$ 57,000	N/A
CLC-1	Detention/Wetland Facility near Tributary to Basalt Creek	Yes	\$ 3,516,900	\$ 4,900
SD9038; 9045; 9046; 9054-9058	French Prairie Road in NW Charbonneau Pipe Replacement	No	\$ 867,417	\$ 1,500
SD9052; 9053; 9059; 9061-9069	Curry Drive and French Prairie Road in NW Charbonneau Pipe Replacement	No	\$ 1,043,501	\$ 2,100
FP	Future Project Development and Implementation	No	\$ 285,000	N/A
<b>Mid-Term Projects</b>	<b>Subtotal</b>	-	<b>\$ 10,129,961</b>	<b>\$ 80,100</b>

**Table 9-2  
Prioritized CIP Projects**

<b>Project ID</b>	<b>Location</b>	<b>Land Acquisition Required? (Yes or No)</b>	<b>Total Cost Estimate<sup>1</sup></b>	<b>Annual Maintenance Cost Estimate</b>
<b>Long-Term Projects – Implementation in 10 to 20 Years</b>				
ST-4	Master Plan and Model Update	No	\$ 342,000	NA
ST-3	Survey of Open Channel Conveyance	No	\$ 57,000	NA
BC-1	Wiedeman Road Regional Stormwater Detention/ Stream Enhancement	Yes	\$ 5,446,350	\$ 4,900
CLC-4	Ridder Road Wetland Restoration	Yes	\$ 283,778	\$ 2,900
LID2	SW Hillman Green Street Stormwater Curb Extensions	No	\$ 236,938	\$ 4,000
CLC-5	Coffee Lake Creek Stream and Riparian Enhancement	Yes	\$ 339,844	\$ 2,900
CLC-6	Coffee Lake Creek South Tributary Wetland Enlargement	Yes	\$ 490,286	\$ 2,900
CLC-7	Coffee Lake Creek South Tributary Stream Restoration	Yes	\$ 496,114	\$ 2,900
SD4021 & SD4022	Boberg Road Culvert Replacement	No	\$ 65,393	\$ 2,200
CLC-8	Coffee Lake Creek Restoration	Yes	\$ 486,877	\$ 4,300
ST-7	Boeckman Creek at Boeckman Road Stormwater Study	No	\$ 57,000	NA
SD4025 - SD4028	Boberg Road Pipe Replacement	No	\$ 733,590	\$ 2,200
BC-6	Multiple Detention Pipe Installation – Bridge Creek Apartments	No	\$ 1,052,432	\$ 1,100
<b>Long-Term Projects</b>	<b>Subtotal</b>	<b>-</b>	<b>\$ 10,087,602</b>	<b>\$ 30,300</b>

**Table 9-2  
Prioritized CIP Projects**

<b>Project ID</b>	<b>Location</b>	<b>Land Acquisition Required? (Yes or No)</b>	<b>Total Cost Estimate<sup>1</sup></b>	<b>Annual Maintenance Cost Estimate</b>
<b>Unfunded Projects</b>				
SD9000-9012	Miley Road in S Charbonneau Pipe Replacement	No	\$ 3,198,175	\$ 3,900
SD9013-9021; 9060	French Prairie Road in NE Charbonneau Pipe Replacement	No	\$ 1,680,563	\$ 2,800
SD9022-9029	Old Farm Road in NE Charbonneau Pipe Replacement	No	\$ 1,015,021	\$ 1,600
SD9030-9037	Edgewater Drive E and French Prairie Road in NE Charbonneau Pipe Replacement	No	\$ 996,254	\$ 1,700
SD9039; 9044; 9047; 9051	Boones Bend Road in NW Charbonneau Pipe Replacement	No	\$ 855,395	\$ 1,600
LID4	SW Costa Circle Vegetated Swale and Stormwater Curb Extension	No	\$ 70,817	\$ 6,300
LID5	Wood Middle School Parking Lot Green Street	No	\$ 203,148	NA
LID6	Boones Ferry Primary School Parking Lot Green Gutters and Pervious Paving	No	\$ 130,945	NA
WD-1	Montgomery Way Culvert Replacement	No	\$ 44,354	\$ 600
WD-2	Rose Lane Culvert Replacement	No	\$ 51,254	\$ 1,100
<b>Unfunded Projects</b>	<b>Subtotal</b>	-	<b>\$ 8,245,926</b>	<b>\$ 19,600</b>
<b>All CIP Projects</b>	<b>Total CIPs</b>	-	<b>\$ 34,396,986</b>	<b>\$ 159,000</b>



## CITY COUNCIL MEETING MINUTES

May 02, 2022 at 7:00 PM

City Hall Council Chambers & Remote Video Conferencing

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### CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, May 2, 2022. Mayor Fitzgerald called the meeting to order at 7:04 p.m., followed by roll call and the Pledge of Allegiance.

### PRESENT

Mayor Julie Fitzgerald  
Council President Kristin Akervall  
Councilor Charlotte Lehan  
Councilor Joann Linville

### ABSENT

Councilor Ben West

### STAFF PRESENT

Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Cindy Luxhoj, Associate Planner  
Jeanna Troha, Assistant City Manager  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Mike Nacrelli, Civil Engineer  
Ryan Adams, Assistant City Attorney  
Zoe Mombert, Assistant to the City Manager  
Zach Weigel, City Engineer  
Dustin Schull, Parks Supervisor

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

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

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

**MAYOR'S BUSINESS**

4. Upcoming Meetings

The Mayor then reported on the following events that occurred since the City Council last met:

**Councilor Linville Appointment to Clackamas Workforce Partnership (CWP) Board As Ex-Officio**

- The Mayor recalled at the April 18, 2022 City Council meeting, Councilor Linville discussed interest in working with Clackamas County's designated workforce-improvement organization.
- Improving the skills and availability of Wilsonville's workforce is key to the community's employers and their ability to succeed.
- The board of the Clackamas Workforce Partnership has invited Councilor Linville to participate on the board as advisory, ex-officio member.
- The Mayor announced that by virtue of her role as Mayor, she desired to appoint Councilor Linville as the City Council's representative to the Clackamas Workforce Partnership board.
- City Economic Development Manager Matt Lorenzen, whom also collaborates with Clackamas Workforce Partnership on workforce issues, would be able to coordinate with Councilor Linville.
- Councilor Linville was thanked for taking on the additional responsibility.

**Arts, Culture, and Heritage Commission (ACHC) Meetings**

- The Mayor recalled she is the liaison for the Arts, Culture, and Heritage Commission.
- She reported that the first meeting of the new Arts, Culture, and Heritage Commission occurred in April. At the inaugural meeting, members introduced themselves, discussed briefly committee member's aspirations, and took assignments for the next meeting.
- The next meeting of the Arts, Culture, and Heritage Commission is scheduled for May 18, 2022. This meeting will feature an in-depth review of the strategy and prioritizing for action.

**Clackamas and Washington Counties Support for SMART**

- On April 19, 2022, the Clackamas County Commission approved an Intergovernmental agreement with Washington County and SMART for the Wilsonville transportation system for a new, east-west cross-regional transit system.

- The Counties are using \$720,000 of their State Transportation Improvement Funds (STIF) for the new “I-205 / Borland Rd / Bridgeport Village” pilot transit system service.
- This is a great example of SMART collaborating with other governments and leveraging community funds to improve regional transit service.

#### Washington County Coordinating Committee (WCCC) Meeting

- At the April Washington County Coordinating Committee meeting, all of the cities and county voted unanimously to send a letter to the Oregon Transportation Commission and Metro Council in support of ODOT’s I-5 Boone Bridge and Seismic Improvement Project. This included advocating for an auxiliary lane to keep traffic moving across the bridge.
- The Mayor thanked Hillsboro and Washington County for writing the letter and advancing regional support.

#### Metropolitan Mayors’ Consortium (MMC) Legislative Committee Meeting

- The Metropolitan Mayors’ Consortium Legislative Committee had a meeting to set up legislative priorities for the year.
- Discussed potential bill to modify House Bill 2017’s tolling requirement by delaying it until tolling could be covered on the entire system.

The Mayor announced the following upcoming meetings:

#### The Aurora State Airport Master Plan Planning Advisory Committee (PAC) Meeting

- The Aurora State Airport Master Plan Planning Advisory Committee was scheduled for May 3, 2022 via Zoom.
- The Mayor reminded that Councilor Lehan was the City’s representative to the Planning Advisory Committee.
- The City submitted detailed comments on draft chapters of the master plan. The Mayor shared the City looks forward to hearing more details.

#### Clackamas County Coordinating Committee (C4) Meeting

- The Clackamas County Coordinating Committee meeting scheduled for May 5, 2022 features a presentation by the Coalition of Communities of Color’s “Research Justice Study of Clackamas County.”
- This multi-year-long study project is looking at a number of Diversity, Equity, and Inclusion (DEI) issues for the County.

#### City Council Meeting

- The next City Council meeting is scheduled for Monday, May 16, 2022 at 7:00 p.m.



## COMMUNICATIONS

### 5. Metro Update

Metro Councilor Gerritt Rosenthal joined by Policy Advisor Eduardo Ramos provided a snapshot of Metro's progress on several regional policy initiatives, which include addressing homelessness, increasing affordable housing, cleaning up streets, improving regional transportation systems, and supporting addiction recovery. The PowerPoint has been made part of the record.

Throughout the presentation, City Council asked Metro Councilor Rosenthal questions about Metro's happenings.

### 6. Stump Grinding Community Enhancement Program Update

Dustin Schull, Parks Supervisor assisted by Zoe Mombert, Assistant to the City Manager summarized a project funded by the Wilsonville-Metro Community Enhancement Program. The Stump Grinding Community Enhancement Program aided residents in tree stump grinding following the ice storm of February 2021. The City received 56 applicants, which resulted in 48 tree stumps removed at no charge. The program utilized \$13,410 funded by the Community Enhancement Program. The PowerPoint has been made part of the record.

Clarifying questions followed the presentation.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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

There was none.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

### 7. Council President Akervall

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

- Willamette Intake Facilities Commission meeting on Monday, April 25, 2022
- Parks and Recreation Spring Fling events
- Nature Journaling class
- WERK Day on Saturday, April 30, 2022
- Moon Tree Planting on Saturday, April 30, 2022

Announced the following upcoming meetings:

- Boards/Commissions Retreat on May 14, 2022
- Bulky Waste Day on May 14, 2022

#### 8. Councilor Lehan

Councilor Lehan added that as a member of the Oregon Heritage Tree Board she suggested a moon tree be planted in the City of Wilsonville. Furthermore, Councilor Lehan worked with staff to meet the qualifications necessary to receive a moon tree.

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

- French Prairie Forum Meeting
- Tourism Promotion Committee
- Willamette Falls and Landings Heritage Area Coalition

Councilor Lehan reminded all that Rotary Summer Concerts would return July and August 2022 at Town Center Park.

Councilor Lehan explained she was not at WERK Day, because she is the president of the Pleasant View Cemetery and was participating in their workday. She reminded that it is cemetery season, time when cemeteries get ready for Memorial Day. She invited the audience to visit Pleasant View Cemetery and encouraged them if they do visit on Memorial Day to bring a flower to put on a grave.

#### 9. Councilor West- Excused

#### 10. Councilor Linville

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

- City of Wilsonville Volunteer Appreciation drive thru event on April 20, 2022
- Clackamas Workforce Partnership meeting on April 21, 2022

Announced the following upcoming meetings she plans to attend:

- Aurora Airport PAC meeting on May 3, 2022
- Monthly meeting with Representative Neron
- Clackamas Community College, higher education landscape study meeting

### **CONSENT AGENDA**

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

#### 11. Minutes of the April 18, 2022 City Council Meeting.

**12. Resolution No. 2970**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Construction Manager/General Contractor(CM/GC) Contract With Kiewit Infrastructure West Co. For A Guaranteed Maximum Price To Construct The Willamette River Water Treatment Plant Expansion Project (Capital Improvement Project 1144).

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

Councilor Lehan noted she was not in attendance to attest to the April 18, 2022 City Council meeting. However, she did read the minutes.

Motion made by Councilor Lehan, Seconded by Council President Akervall.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

**NEW BUSINESS**

The City Attorney read the title of Resolution No. 2971 into the record.

**13. Resolution No. 2971**

A Resolution Of The City Of Wilsonville Establishing The Wilsonville Vertical Housing Development Zone (VHDZ) Program And Local Criteria.

Kimberly Rybold, Senior Planner and Matt Lorenzen, Economic Development Manager presented the staff report and PowerPoint, both of which have been added to the record.

City Council discussion ensued.

**Motion:** Moved to approve Resolution No. 2971.

Motion made by Councilor Linville, Seconded by Councilor Lehan.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

## CONTINUING BUSINESS

The City Attorney read the titles of Ordinance Nos. 859 and 860 into the record on second reading.

The Mayor provided the second reading script.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor's participation.

There was no further input from staff or applicant.

The Mayor then requested a motion on Ordinance No. 859.

### 14. **Ordinance No. 859** - 2nd Reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 13.24 Acres Of Property Located Between SW Boeckman Road and SW Frog Pond Lane at 7070 SW Frog Pond Lane and 7151 SW Boeckman Road; The Land Is More Particularly Described As Tax Lot 1501, Section 12D, And Tax Lot 4500, Section 12DC, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Kathy Ludwig, Amy Thurmond, Gregory Cromwell, Matthew Hall, Matthew Kirkendall, Gary Moon, Jaelene Moon, Kurt Moon, Laurel Moon, Petitioners.

**Motion:** Moved to adopt Ordinance No. 859 on second reading.

Motion made by Councilor Lehan, Seconded by Council President Akervall.

### **Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

The Mayor read the appeal rights statement into the record.

The Mayor then requested a motion on Ordinance No. 860.

### **Ordinance No. 860** - 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 4.06 Acres, And To The Public Facility (PF) Zone On Approximately 9.18 Acres Located Between SW Boeckman Road and SW Frog Pond Lane At 7070 SW Frog Pond Lane and 7151 SW Boeckman Road; The Land Is More Particularly Described As Tax Lot 1501, Section 12D, And Tax Lot 4500, Section 12DC, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.

**Motion:** Moved to adopt Ordinance No. 860 on second reading.

Motion made by Councilor Lehan, Seconded by Council President Akervall.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

The Mayor read the appeal rights statement into the record.

The City Attorney read the titles of Ordinance Nos. 861 and 862 into the record on second reading.

The Mayor provided the second reading script.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor's participation.

There was no further input from staff or applicant.

The Mayor then requested a motion on Ordinance No. 861.

15. **Ordinance No. 861** - *2nd Reading*

An Ordinance Of The City Of Wilsonville Annexing Approximately 10.46 Acres Of Property Located West Of SW Stafford Road North Of SW Frog Pond Lane at 6725 SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 401 And 402, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Sheri Miller, James Mehus, Jeremiah Kreilich, Brian Powell, Petitioners.

**Motion:** Moved to adopt Ordinance No. 861 on second reading.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

The Mayor read the appeal rights statement into the record.

The Mayor then requested a motion on Ordinance No. 862.

**Ordinance No. 862 - 2nd Reading**

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 10.46 Acres Located West Of SW Stafford Road North Of SW Frog Pond Lane at 6725 SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 401 And 402, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.

**Motion:** Moved to adopt Ordinance No. 862 on second reading.

Motion made by Council President Akervall, Seconded by Councilor Linville.

The Mayor read the appeal rights statement into the record.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

**PUBLIC HEARING**

The City Attorney read the titles of Ordinance Nos. 863 and 864 into the record on first reading.

The Mayor provided the public hearing format and opened the public hearing at 8:52 p.m.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor's participation.

Cindy Luxhoj, Associate Planner provided the staff report and PowerPoint, which has been made a part of the record.

The City Attorney stated there was no legal comment.

Lee Leighton of Mackenzie spoke on behalf of the applicant and team in support of Ordinance Nos. 863 and 864.

The applicants Attorney Allison Reynolds noted no further comment.

The Mayor invited public testimony, seeing none the Mayor requested a motion to close the public hearing on Ordinance Nos. 863 and 864.

**Motion:** Moved to close the public hearing.

Motion made by Councilor Linville, Seconded by Council President Akervall.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

The Mayor declared the public hearing closed at 9:10 p.m.

The Mayor then requested a motion on Ordinance No. 863.

**16. Ordinance No. 863 - 1st Reading (Quasi-Judicial Hearing)**

An Ordinance Of The City of Wilsonville Annexing Approximately 8.72 Acres of Property Generally Located Between SW Garden Acres Road And SW Grahams Ferry Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 100 and A Portion Of SW Grahams Ferry Road Right-Of-Way, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Gary S. Rychlick As Trustee Of The Eileen Rychlick Trust, Gary S. And Susan M. Rychlick, As Individuals, Petitioners.

**Motion:** Moved to adopt Ordinance No. 863 on first reading.

Motion made by Councilor Lehan, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

The Mayor then requested a motion on Ordinance No. 864.

**Ordinance No. 864 - 1st Reading (Quasi-Judicial Hearing)**

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Washington County Future Development - 20 Acre (FD-20) Zone To The Planned Development Industrial - Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 8.17 Acres Generally Located Between SW Garden Acres Road and SW Grahams Ferry Road; The Land Is More Particularly Described As Tax Lot 100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. BTC III Grahams Ferry IC LLC, Applicant.

**Motion:** Moved to adopt Ordinance No. 864 on first reading.

Motion made by Councilor Lehan, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Lehan, Councilor Linville

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

**CITY MANAGER'S BUSINESS**

No report.

**LEGAL BUSINESS**

It was announced that the City Attorney and Assistant City Attorney planned to attend the Oregon City Attorney's annual conference on May 13-14, 2022.

**ADJOURN**

The Mayor adjourned the meeting at 9:12 p.m.

Respectfully submitted,

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ATTEST:

\_\_\_\_\_  
Julie Fitzgerald, Mayor





**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 16, 2022		<b>Subject:</b> Kiva Building Roof Truss Repair	
		<b>Staff Member:</b> Delora Kerber, Public Works Director	
		<b>Department:</b> Public Works	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council authorize roof truss repairs for the Kiva building under Option 2			
<b>Recommended Language for Motion:</b> I move to direct staff to move forward with Option 2 for the restoration of the Kiva Building.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Portions of the Kiva building roof support trusses have failed due to poor roof design. Repairs to the roof structure are needed in order to correct these issues and ensure the building is suitable for occupancy.

**EXECUTIVE SUMMARY:**

In October 2007, the City of Wilsonville purchased the buildings and grounds currently referred to as the “Art Tech Campus” from the Willamette Valley Wesleyan Church. The campus is located at 29796 SW Town Center Loop E and consists of the older Kiva sanctuary building (1979) and the Art Tech education building (1999). The Kiva building is a 7,280 square foot, two floor building which was built in 1979. The main floor consists of a large conference room, office space, restrooms and kitchen. The daylight basement has additional office space and restrooms.

For the past several years, the City leased both buildings to the West Linn-Wilsonville School District. The city assumed full property ownership and maintenance responsibilities when the School District lease expired in summer of 2021.

On March 17, 2021, facilities staff noticed a large opening in the ceiling of the large conference room located in the Kiva building as well as a gap between an interior wall and the eastern exterior wall. Staff accessed the attic space to determine the potential cause of the separation and discovered several of the scissor trusses, which support the roof and ceiling, had failed.

Staff closed off access to the facility and engaged a structural engineer to assess the damage. The structural engineer was tasked with providing an analysis of the failure and three options on how to remedy the failure. A 30 percent contingency is included in all three options due to the challenging construction environment.

**Option 1: Repair and Re-support the Existing Trusses.** This option calls for removing the ceiling of the main floor, repairing existing trusses in place, adding new footings in the basement as well as post and beam supports on both floors. This option would require additional foundation work to address the original engineering issues that resulted in the damage. This option would also retain the existing asphalt roof, which was installed in 2004. This option would hamper space flexibility, and programming options, of the large conference room on the main floor due to the installation of posts. **Estimated cost is \$ 233,880.**

**Option 2: Remove and Replace Damaged and Deficient Trusses.** This option calls for repairing the structural damage through the exterior by removing the roofing and the existing roof trusses, installing new trusses reframing the ceiling, and installing a new roofing system. This option calls for the installation of newly fabricated engineered trusses, but requires no modifications to the existing foundation. **Estimated cost is \$ 340,840.**

**Option 3: Raze the Entire Building.** Demolish the building and transfer the debris to an appropriate facility. **Estimated cost is \$ 284,163.**

This option would preclude the city from using the facility for expanded parks and senior programming, and would limit the ability to provide space for the newly formed Arts, Culture and Heritage Committee to provide enhanced programming.

**EXPECTED RESULTS:**

This project will address structural deficiencies to the Kiva Building.

**TIMELINE:**

Design and document preparation will take around 3 weeks, advertising for construction bids will take approximately 4 weeks with construction slated to begin as early as mid-summer 2022.

**CURRENT YEAR BUDGET IMPACTS:**

A FY 21/22 budget adjustment of \$340,840 would be needed for this project of which \$30,000 would be spent in FY 21/22 and the remaining funds spent in FY 22/23.

**COMMUNITY INVOLVEMENT PROCESS:**

Not Applicable.

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

This project would restore a valuable City asset that can be used for various City departments and local non-profits.

**ALTERNATIVES:**

Decline Option 2 to replace the trusses and instead pursue Option 1 to repair and re-support the existing trusses or choose Option 3 to raze the entire building.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

N/A



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 16, 2022		<b>Subject: Ordinance Nos. 863 and 864 – 2<sup>nd</sup> Reading Annexation and Zone Map Amendment for Black Creek Group Industrial Project</b>	
		<b>Staff Member:</b> Cindy Luxhoj, AICP, Associate Planner	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: May 2, 2022 <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: May 2, 2022 <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: May 16, 2022 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		<b>Comments:</b> The Coffee Creek Industrial Design Overlay District allows City Council adoption of the Annexation and Zone Map Amendment concurrent with or up to 120 days prior to the Development Review Board (DRB) applications (hearing scheduled for May 23, 2022).	
<b>Staff Recommendation:</b> Staff recommends that Council adopt Ordinance Nos. 863 and 864 on second reading.			
<b>Recommended Language for Motion:</b> In two separate motions, I move to adopt Ordinance Nos. 863 and 864 on second reading.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Coffee Creek Master Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Approve, modify, or deny Ordinance Nos. 863 and 864 to annex approximately 8.72 acres and rezone approximately 8.17 acres generally located between SW Garden Acres Road and SW Grahams Ferry Road in the Coffee Creek Industrial Area.

**EXECUTIVE SUMMARY:**

The City adopted the Coffee Creek Industrial Form-based Code and Pattern Book in February 2018, establishing clear and objective development standards for street design and connectivity, site design and circulation, building form and massing, and building design and architecture to substantially minimize judgment about compliance. As part of this adoption, the City modified procedures governing City Council review of annexation and Zone Map amendments in Coffee Creek, allowing for City Council review of these requests without prior review or recommendation by the Development Review Board. This modification allows for the concurrent processing of the annexation and Zone Map amendment requests with the other related development permit applications.

The applicant, BTC III Grahams Ferry IC LLC, a developer specializing in industrial real estate and warehouse/manufacturing development, wishes to construct the Black Creek Group Industrial project. The 148,279 square foot speculative warehouse/manufacturing facility contains accessory office space and is designed to accommodate a single tenant or two tenants. The applicant wishes to annex the 8.17-acre property and 0.55 acre of the adjacent SW Grahams Ferry Road right-of-way into Wilsonville and apply the City zoning designation of Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) to the property. This zoning designation is consistent with the site’s Comprehensive Plan designation of “Industrial” and Metro’s designation of the Coffee Creek Industrial Area as a Regionally Significant Industrial Area in Title 4 of the Urban Growth Management Functional Plan.

The Development Review Board will hold a public hearing on the application since the request includes waivers to the Form-based Code standards. The hearing is scheduled for May 23, 2022, for the proposed Stage I Preliminary Plan, Stage II Final Plan, Site Design Review, Waivers, Class 3 Sign Permit, and Type C Tree Removal Plan applications. The provisions of Section 4.022 (.03) allow for City Council call-up of any final action taken by the Development Review Board and remain in effect for projects within Coffee Creek. The annexation and Zone Map amendment ordinances will expire 120 days from Council adoption if the Stage II Final Plan application is not approved by the Development Review Board.

**EXPECTED RESULTS:**

Adoption of Ordinance Nos. 863 and 864 will bring this portion of the Coffee Creek Industrial Area into the City and zone the property for industrial development consistent with the Master Plan.

**TIMELINE:**

The Annexation and Zone Map Amendment will be in effect 30 days after the ordinances are adopted, pending approval of the Stage II Final Plan by the Development Review Board, and upon filing the annexation records with the Secretary of State as provided by ORS 222.180.

**CURRENT YEAR BUDGET IMPACTS:**

None.

**COMMUNITY INVOLVEMENT PROCESS:**

Staff sent the required public hearing notices and has made materials regarding the application readily available to the public.

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

The annexation and development of the subject land will provide additional industrial development consistent with the goals of the Coffee Creek Master Plan.

**ALTERNATIVES:**

The Council may modify or deny the ordinances.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

Attachment 1 – Ordinance No. 863:

Exhibit A – Legal Description and Sketch Depicting Land/Territory to be Annexed

Exhibit B – Petition for Annexation

Exhibit C – Annexation Findings

Attachment 2 – Ordinance No. 864:

Exhibit A – Zoning Order DB21-0084 Including Legal Description and Sketch Depicting  
Zone Map Amendment

Exhibit B – Zone Map Amendment Findings

**ORDINANCE NO. 863**

**AN ORDINANCE OF THE CITY OF WILSONVILLE ANNEXING APPROXIMATELY 8.72 ACRES OF PROPERTY GENERALLY LOCATED BETWEEN SW GARDEN ACRES ROAD AND SW GRAHAMS FERRY ROAD INTO THE CITY LIMITS OF THE CITY OF WILSONVILLE, OREGON; THE LAND IS MORE PARTICULARLY DESCRIBED AS TAX LOT 100 AND A PORTION OF SW GRAHAMS FERRY ROAD RIGHT-OF-WAY, SECTION 3D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, WASHINGTON COUNTY, OREGON. GARY S. RYCHLICK AS TRUSTEE OF THE EILEEN RYCHLICK TRUST, GARY S. AND SUSAN M. RYCHLICK, AS INDIVIDUALS, PETITIONERS.**

WHEREAS, a petition submitted to the City requests annexation of certain real property legally described and depicted in Exhibit A; and

WHEREAS, Gary S. Rychlick as Trustee of the Eileen Rychlick Trust, and Gary S. and Susan M. Rychlick, as individuals, together representing 100 percent of the property ownership within the annexation area signed the petition; and

WHEREAS, Gary S. Rychlick, representing a majority of the electors within the annexation area signed the petition; and

WHEREAS, ORS 227.125 authorizes the annexation of territory based on consent of all owners of land and a majority of electors within the territory and enables the City Council to dispense with submitting the question of the proposed annexation to the electors of the City for their approval or rejection; and

WHEREAS, the land to be annexed is within the Urban Growth Boundary and has been master planned as part of the Coffee Creek Industrial Area; and

WHEREAS, the land to be annexed is contiguous to the City and can be served by City services; and

WHEREAS, pursuant to Section 4.700 of the Development Code the City Council shall review quasi-judicial annexation requests in the Coffee Creek Industrial Design Overlay District without prior review or recommendation by the Development Review Board where concurrent with a quasi-judicial zone map amendment request as specified in Section 4.197 (.02) A; and

WHEREAS, pursuant to Section 4.700 of the Development Code this annexation ordinance expires 120 days from its effective date unless a Stage II Final Plan for the subject area is approved by the City; and

WHEREAS, on May 2, 2022, the City Council held a public hearing as required by Metro Code 3.09.050; and

WHEREAS, reports were prepared and considered as required by law; and because the annexation is not contested by any party, the City Council chooses not to submit the matter to the voters and does hereby favor the annexation of the subject tract of land based on findings and conclusions.

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

1. FINDINGS.

The tract of land, described and depicted in Exhibit A, is declared annexed to the City of Wilsonville.

2. DETERMINATION.

The findings and conclusions incorporated in Exhibit C are adopted. The City Recorder shall immediately file a certified copy of this ordinance with Metro and other agencies required by Metro Code Chapter 3.09.050(g) and ORS 222.005. Upon confirmation of a Stage II Final Plan approval, the annexation shall become effective upon filing of the annexation records with the Secretary of State as provided by ORS 222.180.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 2<sup>nd</sup> day of May, 2022, and scheduled the second reading on the 16<sup>th</sup> day of May, 2022 commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ENACTED by the City Council on the 16<sup>th</sup> day of May, 2022 by the following votes:

Yes: \_\_\_ No: \_\_\_



---

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this 16<sup>th</sup> day of May, 2022.

---

JULIE FITZGERALD, Mayor

**SUMMARY OF VOTES:**

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

**Exhibits:**

- A. Legal Description and Sketch Depicting Land/Territory to be Annexed
- B. Petition for Annexation
- C. Annexation Findings



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www.weddlesurveying.com

December 3, 2021

Job No. 6155

LEGAL DESCRIPTION - ANNEXATION

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 25, 1995  
MICHAEL D. RENNICK  
2718

RENEWS: DECEMBER 31, 2022

### EXHIBIT "A"

A tract of land for City Annexation purposes located in the SE 1/4 of Section 3, Township 3 South, Range 1 West, W.M., Washington County, Oregon, described as follows:

Being that tract of land described as Parcel I in Warranty Deed to the Eileen Rychlick Trust recorded 12/10/1998 as Document No. 98139844, a 50% interest of which was conveyed to Gary S. Rychlick and Susan M. Rychlick, in Warranty Deed recorded March 11, 2019 as Document No. 2019-013886, Washington County Deed Records, more particularly described as follows:

Beginning at the intersection of the Westerly right-of-way line of S.W. Garden Acres Road (20.00 feet from centerline) and the Southerly right-of-way line of S.W. Cahalin Road (20.00 feet from centerline), thence along said Southerly right-of-way line, North 88°18'06" West, 462.94 feet to a point on the Easterly right-of-way line of S.W. Grahams Ferry Road, 20.00 feet from centerline;

Thence leaving said Southerly right-of-way line along said Easterly right-of-way line, South 25°27'26" West, 604.87 feet to a point on the Northerly line of that tract of land described in Statutory Warranty Deed to JDF Properties, LLC, recorded July 1, 2019 as Document No. 2019-042152, said County Records;

Thence leaving said Easterly right-of-way line along said Northerly line and the Northerly line of that tract of land described in Statutory Warranty Deed to C & L Lang, LLC, recorded December 26, 2018 as Document No. 2018-086143, said County Records, South 81°17'56" East, 715.97 feet to the Westerly right-of-way line of said S.W. Garden Acres Road, 20.00 feet from centerline;

Thence along said Westerly right-of-way line, North 01°20'28" East, 640.91 feet to the Point of Beginning. Containing therein 8.166 acres, more or less.

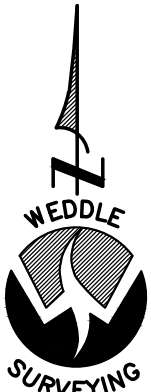
TOGETHER WITH that portion of the full width right-of-way of SW Graham's Ferry Road abutting the Westerly line of the above described tract of land.

The Basis of Bearing for this description is per Survey No. 34147, Washington County Survey Records.

# EXHIBIT "B"

A TRACT OF LAND LOCATED IN  
THE SE 1/4 OF SECTION 3  
T.3S., R.1W., W.M.  
WASHINGTON COUNTY, OREGON

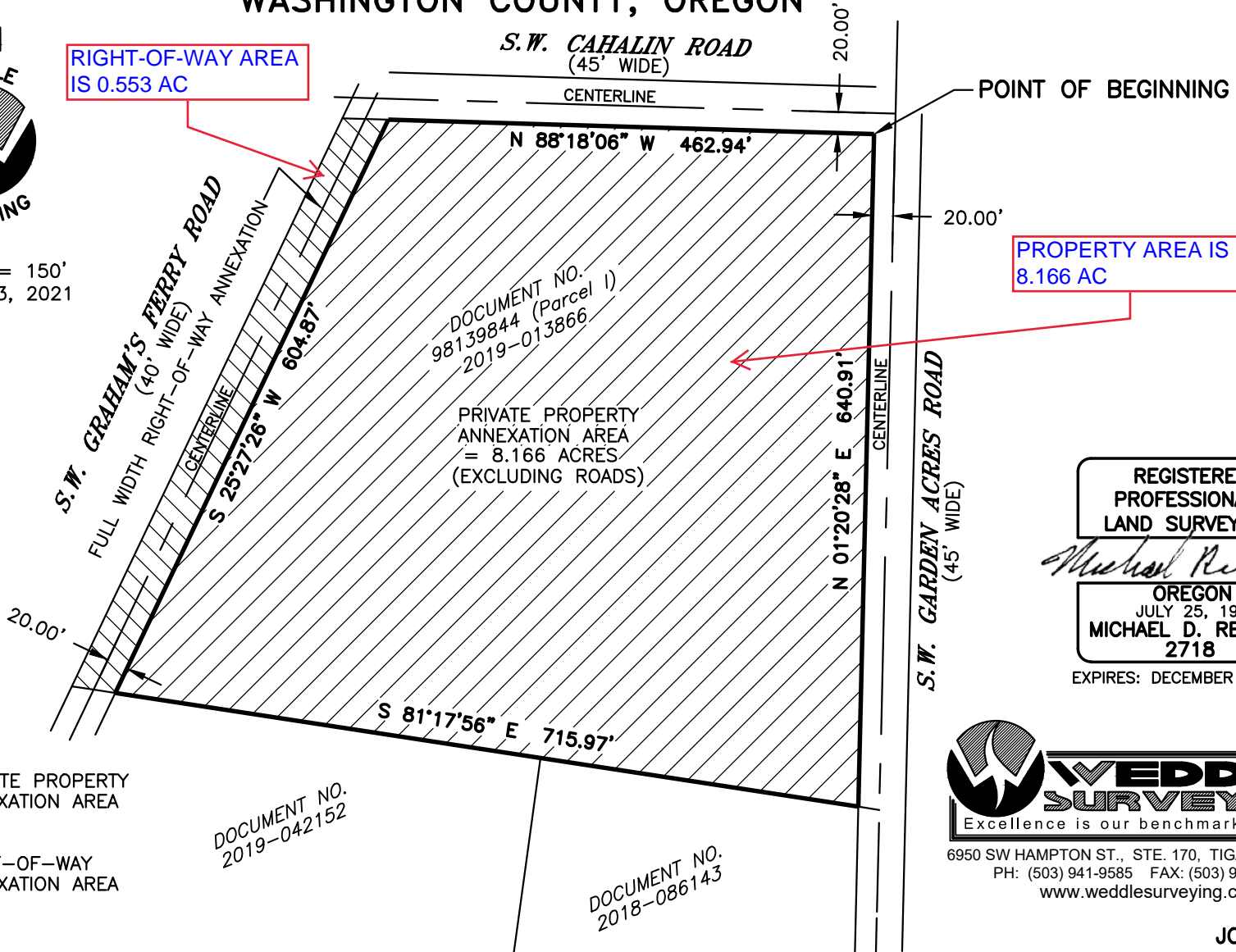
TOTAL ANNEXATION AREA IS 8.166 AC  
(PROPERTY) PLUS 0.553 AC (ROAD)  
= 8.719 ACRES



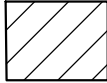

SCALE: 1" = 150'  
DECEMBER 3, 2021

RIGHT-OF-WAY AREA  
IS 0.553 AC

PROPERTY AREA IS  
8.166 AC



### LEGEND

-  PRIVATE PROPERTY ANNEXATION AREA
-  RIGHT-OF-WAY ANNEXATION AREA

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Michael Rennick*

OREGON  
JULY 25, 1995  
MICHAEL D. RENNICK  
2718

EXPIRES: DECEMBER 31, 2022



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JOB NO. 6154

CERTIFICATION OF PROPERTY OWNERSHIP  
FOR PETITION TO ANNEX TERRITORY INTO CITY OF WILSONVILLE

25190, 25020 SW Grahams Ferry Rd, Washington County, OR 97140  
Address (See attached Legal Description)

3S103D 000100  
Tax Map/Lot Numbers

I certify that Washington County Assessment records indicate that the territory proposed for annexation to the City of Wilsonville, as described in the attached legal description and map, is owned\* by the following entities:

Lillian E. Rychlick as Trustee of the Eileen Rychlick Trust dated September 21, 1998 as to an undivided 50% interest and Gary S. Rychlick and Susan M. Rychlick as to an undivided 50% interest

\*Owner means the owner of the title to real property or the contract purchaser of the real property.

TED FOSTER  
Printed Name

GIS TECH  
Title

  
Signature

12/10/21  
Date

CARTOGRAPHY  
Department

Washington County, Oregon  
County

**ANNEXATION CERTIFIED**

BY 

**DEC 10 2021**

**WASHINGTON COUNTY A & T  
CARTOGRAPHY**



**CERTIFICATION OF REGISTERED VOTERS  
FOR ANNEXATION PURPOSES\***

I hereby certify that the attached petition for the annexation of the territory listed herein to the City of Wilsonville contains, as of the date listed, the following information:

- 2 Number of signatures on petition.
- 1 Number of active **registered voters** within the territory to be annexed.
- 1 Number of **VALID signatures of active registered voters** on the petition.

Tax lot number(s): 3S103D 000100  
\_\_\_\_\_  
\_\_\_\_\_

DIVISION: ELECTIONS  
COUNTY: WASHINGTON  
DATE: December 16, 2021  
NAME: Lisa Power  
TITLE: Elections Supervisor

*Lisa Power*  
(Signature of Election Official)



\*This 'Certification of Registered Voters for Annexation Purposes' DOES NOT, in any way, make the determination if this petition meets the annexation requirements of the city/district listed.

Annexation certification sht rev2-032906

**Department of Assessment & Taxation, Elections Division**  
2925 NE Aloclek Dr, Suite 170 MS 3; Hillsboro OR 97124-7523  
Phone: (503) 846-5800 Fax: (503) 846-5810  
Email: [election@co.washington.or.us](mailto:election@co.washington.or.us) [www.co.washington.or.us](http://www.co.washington.or.us)





Ordinance No. 863 Exhibit C  
Annexation Findings

Black Creek Group Industrial Project

City Council  
Quasi-Judicial Public Hearing

---

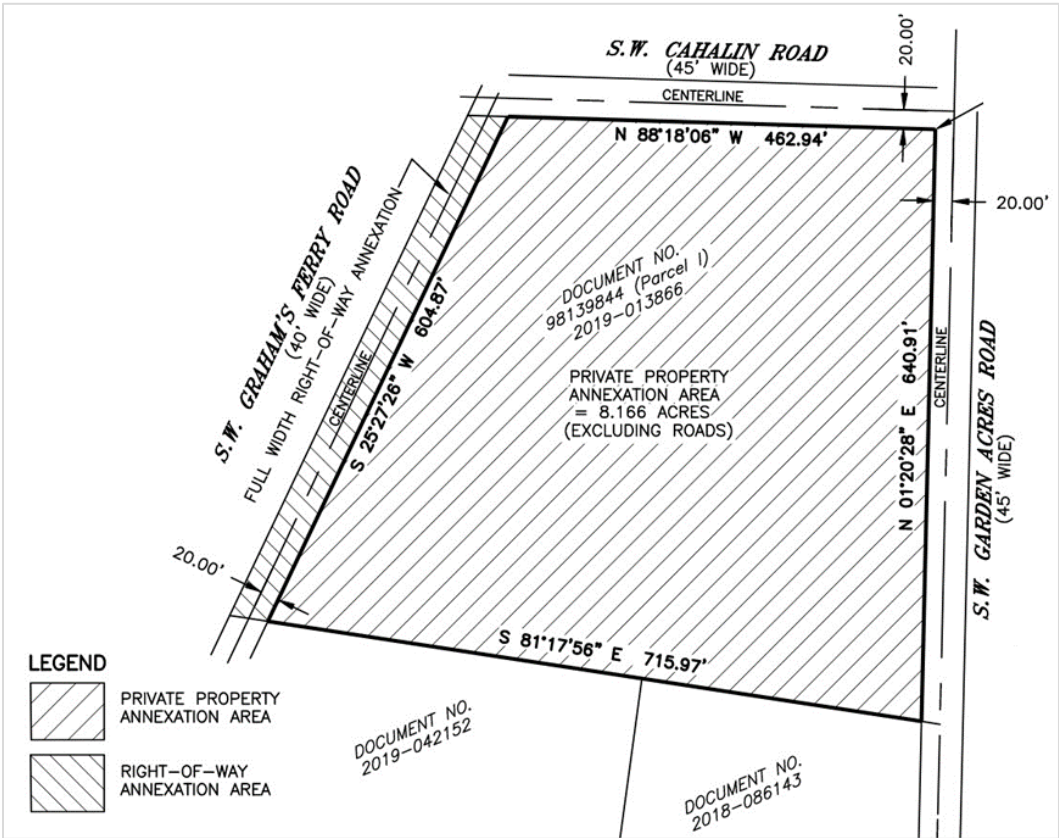
<b>Hearing Date:</b>	May 2, 2022
<b>Date of Report:</b>	April 25, 2022
<hr/>	
<b>Application Nos.:</b>	DB21-0083 Annexation
<b>Request/Summary:</b>	City Council Approval of a quasi-judicial annexation of approximately 8.72 acres.
<b>Location:</b>	25020 and 25190 SW Grahams Ferry Road. The property is specifically known as Tax Lot 100 and a portion of SW Grahams Ferry Road right-of-way, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon
<b>Owners/Petitioners:</b>	Gary S. Rychlick as Trustee of the Eileen Rychlick Trust, and Gary S. and Susan M. Rychlick as individuals
<b>Applicant:</b>	BTC III Grahams Ferry IC LLC (Contact: Chris Sanford)
<b>Applicant's Representative:</b>	Mackenzie (Contact: Lee Leighton, AICP)
<b>Comprehensive Plan Designation:</b>	Industrial
<b>Zone Map Classification (Current):</b>	FD-20 (Future Development – 20 Acre)
<b>Zone Map Classification (Proposed):</b>	PDI-RSIA (Planned Development Industrial – Regionally Significant Industrial Area)
<b>Staff Reviewer:</b>	Cindy Luxhoj AICP, Associate Planner
<b>Staff Recommendation:</b>	<u>Approve</u> the requested annexation.

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
Section 4.700	Annexation
<b><u>Comprehensive Plan and Sub-elements:</u></b>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Transportation Systems Plan	
Coffee Creek Master Plan	
<b><u>Regional and State Law and Planning Documents:</u></b>	
Metro Code Chapter 3.09	Local Government Boundary Changes
ORS 222.111	Authority and Procedures for Annexation
ORS 222.125	Annexation by Consent of All Land Owners and Majority of Electors
ORS 222.170	Annexation by Consent Before Public Hearing or Order for Election
Statewide Planning Goals	



### Vicinity Map



### Background / Summary:

The subject area has long been rural/semi-rural adjacent to the growing City of Wilsonville. Metro added the 216 +/- gross acre area now known as the Coffee Creek Industrial Area to the Urban Growth Boundary in 2002 to accommodate future industrial growth. To guide development of the area, the City of Wilsonville adopted the Coffee Creek Industrial Master Plan in 2007. In 2018, the City adopted the Coffee Creek Industrial Area Form-based Code and accompanying Pattern Book for future development in Coffee Creek. Annexation of the 8.17-acre subject property and approximately 0.55 acre of adjacent SW Grahams Ferry Road right-of-way will enable development consistent with the Coffee Creek Master Plan.

All property owners and a majority of electors in the annexation area have consented in writing to the annexation.

## Conclusion and Conditions of Approval:

Staff recommends the City Council annex the subject property with the following condition:

Request: DB21-0083 Annexation

**PDA 1.** The annexation ordinance will expire in 120 days without approval of a Stage II Final Plan for the subject property.

## Findings of Fact:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

### General Information

Application Procedures-In General  
Section 4.008

The City's processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application  
Section 4.009

The owners of all property included in the application signed the application forms. BTC III Grahams Ferry IC LLC initiated the application with their approval.

### Request A: DB21-0083 Annexation

#### Comprehensive Plan

Allowed Annexation  
Implementation Measure 2.2.1.a.

**A1.** The land proposed for annexation is located within the UGB and within the Coffee Creek Master Plan area. This area has been identified for industrial development and the applicant proposes to construct public services including roadway improvements, necessary infrastructure, and utility services to the site in accordance with City of Wilsonville standards.

Annexation Review Standards  
Implementation Measure 2.2.1.e.

**A2.** Metro and the City of Wilsonville have identified the Coffee Creek area for industrial and employment land uses. The City has undertaken years of planning work to adopt zoning and other regulations to guide and direct such annexation, development, and land use. The

applicant responds to applicable approval standards, guidelines, and criteria to demonstrate that the proposal is consistent with all the applicable Metro and State policies, plans, and regulations. The project will be developed with public facilities and services as identified in the City's Capital Improvement Plan, and which are adequate to serve the site. The project type and use matches the goals and objectives of the City within the Coffee Creek Industrial Area.

## Development Code

### Authority to Review Annexation

Subsections 4.030 (.01) A, 11, 4.031 (.01) K, and 4.033 (.01) F.

- A3.** The subject annexation request has been determined to be quasi-judicial and is being reviewed by the City Council consistent with these subsections.

### Annexation

Section 4.700

- A4.** The applicant has met all submittal requirements and procedures described in this Section including submission of a petition, legal descriptions describing the land to be annexed, an analysis of the relationship with the Comprehensive Plan, state statutes, Statewide Planning Goals, and Metro plans.

### Annexations in the Coffee Creek Industrial Design Overlay District

Subsection 4.700 (.02) A.

- A5.** The subject property is located within the Coffee Creek Industrial Design Overlay District and the applicant requests an annexation concurrently with a quasi-judicial Zone Map Amendment consistent with the requirements of Subsection 4.197 (.02) A. The annexation will be reviewed by City Council without prior review or recommendation by the Development Review Board. The ordinance adopting the annexation request states that the annexation expires 120 days after adoption unless a Stage II Final Plan receives final approval for the area subject to annexation. A Public Hearing is currently scheduled for May 23, 2022, for the Stage II Final Plan to be reviewed by the Development Review Board.

## Metro Code

### Local Government Boundary Changes

Chapter 3.09

- A6.** A public hearing was scheduled within 45 days of completeness. Notice has been mailed and posted on the property 20 days prior to the hearing and includes the required information. The decision will be mailed to Metro and other required parties. A petition has been submitted including property owner information, jurisdictional information, and a legal description of the property.

## Oregon Revised Statutes

### Authority and Procedure for Annexation ORS 222.111

- A7. The owners of the property have initiated the annexation. An election is not required pursuant to ORS 222.120.

### Procedure Without Election by City Electors ORS 222.120

- A8. The City charter does not require elections for annexation, the City is following a public hearing process defined in the Development Code, and request meets the applicable requirements in state statute including the facts that all property owners and a majority of electors within the annexed area consent in writing to the annexation. Annexation of the subject property thus does not require an election.

### Annexation by Consent of All Owners of Land and Majority of Electors ORS 222.125

- A9. All property owners and a majority of electors within the territory proposed to be annexed have provided their consent in writing. However, a public hearing process is being followed as prescribed in the City's Development Code concurrent with a Zone Map Amendment request and other quasi-judicial land use applications.

## Oregon Statewide Planning Goals

### Goals 1, 2, 5, 6, 8, 9, 11, 12, 13

- A10. The area requested to be annexed will be developed consistent with the City's Comprehensive Plan and the Coffee Creek Master Plan, both of which have been found to meet the Statewide Planning Goals.

**ORDINANCE NO. 864**

**AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A ZONE MAP AMENDMENT FROM THE WASHINGTON COUNTY FUTURE DEVELOPMENT – 20 ACRE (FD-20) ZONE TO THE PLANNED DEVELOPMENT INDUSTRIAL – REGIONALLY SIGNIFICANT INDUSTRIAL AREA (PDI-RSIA) ZONE ON APPROXIMATELY 8.17 ACRES GENERALLY LOCATED BETWEEN SW GARDEN ACRES ROAD AND SW GRAHAMS FERRY ROAD; THE LAND IS MORE PARTICULARLY DESCRIBED AS TAX LOT 100, SECTION 3D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, WASHINGTON COUNTY, OREGON. BTC III GRAHAMS FERRY IC LLC, APPLICANT.**

WHEREAS, certain real property within the Coffee Creek Industrial Area is being annexed into the City; and

WHEREAS, the City of Wilsonville desires to have the property zoned consistent with the Wilsonville Comprehensive Plan Map designation of “Industrial” and the Metro Title 4 Map Designation of Regionally Significant Industrial Area; and

WHEREAS, the Zone Map Amendment is contingent on annexation of the property to the City of Wilsonville, which annexation has been petitioned for concurrently with the Zone Map Amendment request; and

WHEREAS, the property is located within the Coffee Creek Industrial Area for which the City adopted the Coffee Creek Master Plan on October 15, 2007, and the Coffee Creek Industrial Design Overlay District on February 22, 2018, intended for application to the Master Plan area; and

WHEREAS, pursuant to Section 4.197 of the Development Code the City Council shall review quasi-judicial Zone Map Amendments in the Coffee Creek Industrial Design Overlay District without prior review or recommendation by the Development Review Board where only one option exists for a Zone Map Amendment consistent with the Comprehensive Plan Map; and

WHEREAS, pursuant to Section 4.197 of the Development Code this Zone Map Amendment ordinance expires 120 days from its effective date unless a Stage II Final Plan for the subject area is approved by the City; and

WHEREAS, the City of Wilsonville Planning Staff analyzed the Zone Map Amendment request and prepared a staff report for City Council, finding that the application met the

requirements for a Zone Map Amendment and recommending approval of the Zone Map Amendment, included as Exhibit B; and

WHEREAS, on May 2, 2022, the Wilsonville City Council held a public hearing regarding the above described matter, wherein the City Council considered the full public record, including the City Council staff report; took public testimony; and, upon deliberation, concluded that the proposed Zone Map Amendment meets the applicable approval criteria under the City of Wilsonville Development Code.

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

1. FINDINGS.

The City Council adopts, as findings and conclusions, the forgoing Recitals and the Zone Map Amendment Findings in Exhibit B, as if fully set forth herein.

2. DETERMINATION.

The official City of Wilsonville Zone Map is hereby amended, upon finalization of the annexation of the property to the City, by Zoning Order DB21-0084, attached hereto as Exhibit A, from the Washington County Future Development - 20 Acre (FD-20) Zone to the Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) Zone.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 2<sup>nd</sup> day of May, 2022, and scheduled the second reading on the 16<sup>th</sup> day of May, 2022, commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

---

Kimberly Veliz, City Recorder

ENACTED by the City Council on the 16<sup>th</sup> day of May, 2022, by the following votes:

Yes: \_\_\_ No: \_\_\_

---

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this 16<sup>th</sup> day of May, 2022.

---

JULIE FITZGERALD, Mayor

**SUMMARY OF VOTES:**

Mayor Fitzgerald

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

**Exhibits:**

- A. Zoning Order DB21-0084 Including Legal Description and Sketch Depicting Zone Map Amendment
- B. Zone Map Amendment Findings

**BEFORE THE CITY COUNCIL OF  
THE CITY OF WILSONVILLE,  
OREGON**

In the Matter of the Application of )  
BTC III Grahams Ferry IC LLC )  
for a Rezoning of Land and Amendment ) **ZONING ORDER DB21-0084**  
of the City of Wilsonville Zoning Map )  
Incorporated in Section 4.102 of the )  
Wilsonville Code. )

The above-entitled matter is before the Council to consider the application of DB21-0084, for a Zone Map Amendment and an Order, amending the official Zoning Map as incorporated in Section 4.102 of the Wilsonville Code.

The Council finds that the subject property (“Property”), legally described and shown on the attached legal description and sketch, has heretofore appeared on the Washington County zoning map Future Development – 20 Acre (FD-20).

The Council having heard and considered all matters relevant to the application for a Zone Map Amendment, finds that the application should be approved.

THEREFORE IT IS HEREBY ORDERED that The Property, consisting of approximately 8.17 acres generally located between SW Garden Acres Road and SW Grahams Ferry Road comprising Tax Lot 100, of Section 3D, as more particularly shown and described in the attached legal description and sketch, is hereby rezoned to Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA), subject to conditions detailed in this Order’s adopting Ordinance. The foregoing rezoning is hereby declared an amendment to the Wilsonville Zoning Map (Section 4.102 WC) and shall appear as such from and after entry of this Order. This Zone Map Amendment expires 120 days from adoption unless a Stage II Final Plan for the subject area is approved by the City.

Dated: This 16<sup>th</sup> day of May, 2022.

\_\_\_\_\_  
JULIE FITZGERALD, MAYOR

APPROVED AS TO FORM:

\_\_\_\_\_  
Amanda Guile-Hinman, City Attorney



ATTEST:

---

Kimberly Veliz, City Recorder

Attachment: Legal Description and Sketch Depicting Land/Territory to be Rezoned



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December 3, 2021

Job No. 6155

LEGAL DESCRIPTION - ANNEXATION

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 25, 1995  
MICHAEL D. RENNICK  
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RENEWS: DECEMBER 31, 2022

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TOGETHER WITH that portion of the full width right-of-way of SW Graham's Ferry Road abutting the Westerly line of the above described tract of land.

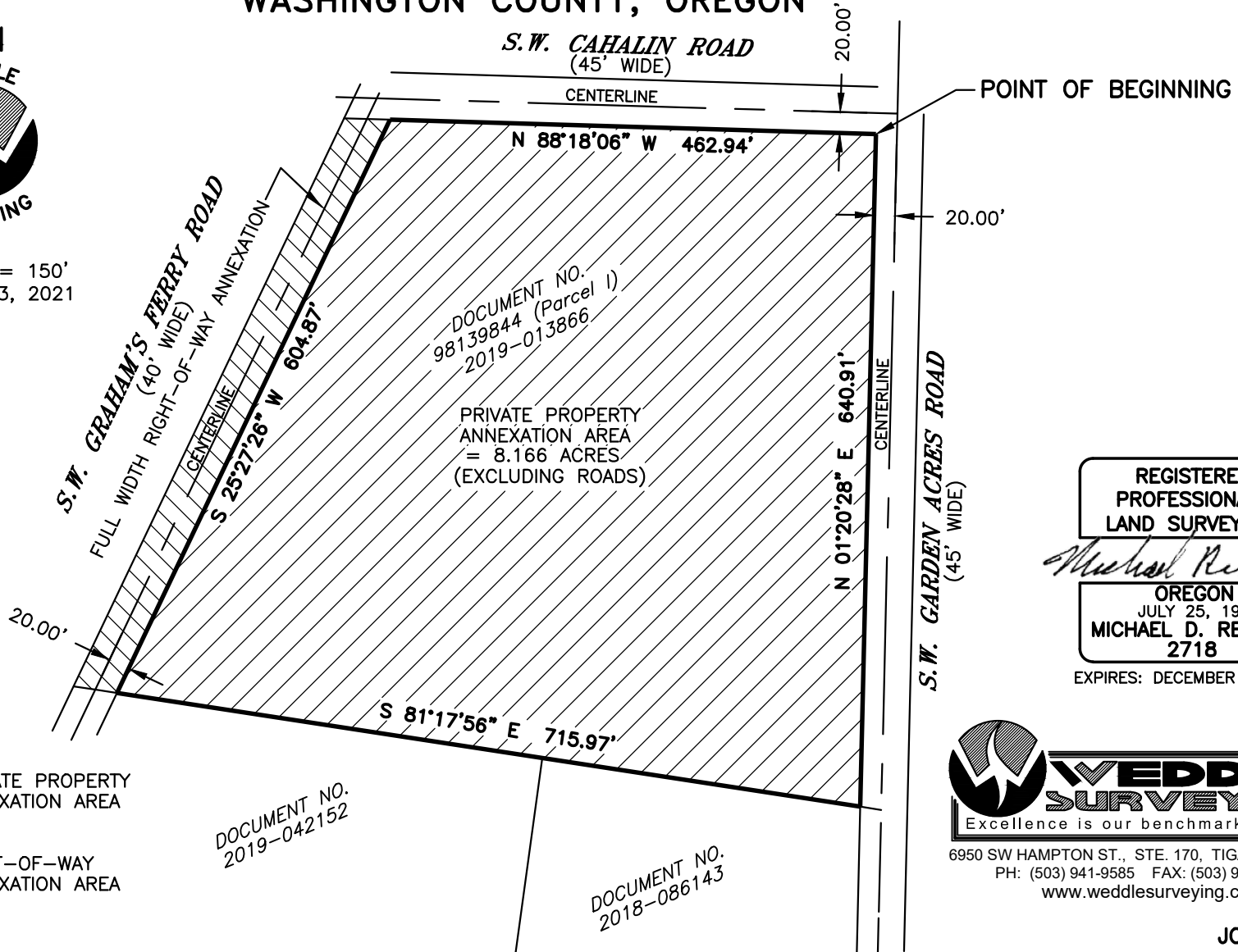
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# EXHIBIT "B"

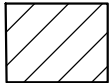

A TRACT OF LAND LOCATED IN  
THE SE 1/4 OF SECTION 3  
T.3S., R.1W., W.M.  
WASHINGTON COUNTY, OREGON



SCALE: 1" = 150'  
DECEMBER 3, 2021



### LEGEND

-  PRIVATE PROPERTY ANNEXATION AREA
-  RIGHT-OF-WAY ANNEXATION AREA

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 25, 1995  
MICHAEL D. RENNICK  
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EXPIRES: DECEMBER 31, 2022



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JOB NO. 6154



Ordinance No. 864 Exhibit B  
Zone Map Amendment Findings

Black Creek Group Industrial Project

City Council  
Quasi-Judicial Public Hearing

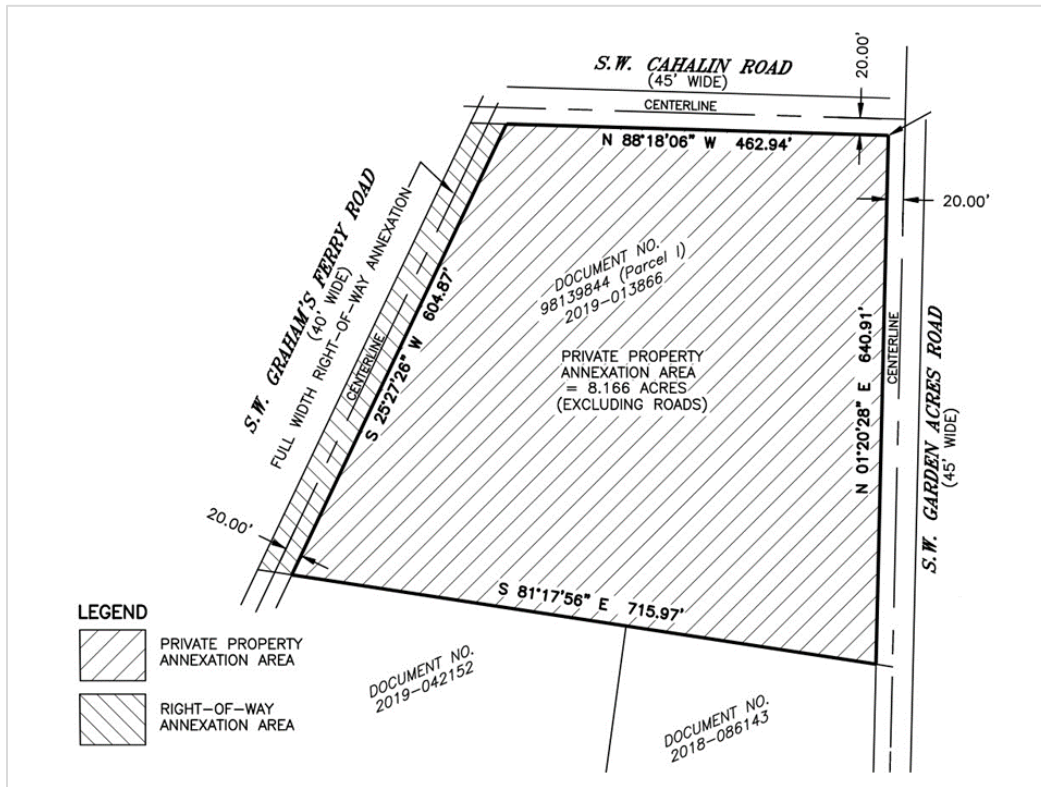
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<b>Hearing Date:</b>	May 2, 2022
<b>Date of Report:</b>	April 25, 2022
<hr/>	
<b>Application Nos.:</b>	DB21-0084 Zone Map Amendment
<b>Request/Summary:</b>	City Council Approval of a quasi-judicial zone map amendment of approximately 8.17 acres.
<b>Location:</b>	25020 and 25190 SW Grahams Ferry Road. The property is specifically known as Tax Lot 100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon
<b>Owner:</b>	Gary S. Rychlick as Trustee of the Eileen Rychlick Trust, and Gary S. and Susan M. Rychlick as individuals
<b>Applicant:</b>	BTC III Grahams Ferry IC LLC (Contact: Chris Sanford)
<b>Applicant's Representative:</b>	<b>Mackenzie (Contact: Lee Leighton, AICP)</b>
<b>Comprehensive Plan Designation:</b>	Industrial
<b>Zone Map Classification (Current):</b>	FD-20 (Future Development – 20 Acre)
<b>Zone Map Classification (Proposed):</b>	PDI-RSIA (Planned Development Industrial – Regionally Significant Industrial Area)
<b>Staff Reviewer:</b>	Cindy Luxhoj AICP, Associate Planner
<b>Staff Recommendation:</b>	<u>Adopt</u> the requested Zone Map Amendment.

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
Section 4.110	Zones
Section 4.134	Coffee Creek Industrial Design Overlay District
Section 4.135.5	Planned Development Industrial – Regionally Significant Industrial Area Zone
Section 4.197	Zone Changes
<b><u>Comprehensive Plan and Sub-elements:</u></b>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Transportation Systems Plan	
Coffee Creek Master Plan	
<b><u>Regional and State Law and Planning Documents</u></b>	
Statewide Planning Goals	

**Vicinity Map**



**Summary:**

The applicant, BTC III Grahams Ferry IC LLC, requests a zoning designation consistent with the proposed Comprehensive Plan Map designation of "Industrial". In addition to the Comprehensive Plan Map designation of "Industrial", Metro's Title 4, Industrial and Other Employment Areas Map shows the property as a "Regionally Significant Industrial Area." Consistent with this designation the applicant proposes the property be zoned as Planned Development Industrial - Regionally Significant Industrial Area (PDI-RSIA).

**Conclusion and Conditions of Approval:**

Staff recommends approval with the following conditions:

Request: DB21-0084 Zone Map Amendment

<b>PDB 1.</b>	This action is contingent upon annexation of the subject property to the City of Wilsonville (DB21-0083).
<b>PDB 2.</b>	The Zoning Order adopting this zone map amendment will expire in 120 days without approval of a Stage II Final Plan for the subject property.

## Findings of Fact:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

### General Information

#### Application Procedures-In General Section 4.008

The City's processing of the application is in accordance with the applicable general procedures of this Section.

#### Initiating Application Section 4.009

The owners of all property included in the application signed the application forms. BTC III Grahams Ferry IC LLC initiated the application with their approval.

### Request: DB21-0084 Zone Map Amendment

#### Development Code

#### Zoning Consistent with Comprehensive Plan Section 4.029

**B1.** The applicant is applying for a zone change concurrently with a Stage I Master Plan for the entirety of the subject property and Stage II Final Plan for a planned development on the property. The property is designated "Industrial" by the Comprehensive The applicant requests a zone change concurrently with a Stage I Master Plan, Stage II Final Plan, and other related development approvals. The proposed zoning designation of Planned Development Industrial - Regionally Significant Industrial Area (PDI-RSIA) is consistent with the Comprehensive Plan "Industrial" Designation. Metro's Title 4, Industrial and Other Employment Areas Map shows the property as a "Regionally Significant Industrial Area".

#### Base Zones Subsection 4.110 (.01)

**B2.** The requested zoning designation of Planned Development Industrial - Regionally Significant Industrial Area "PDI-RSIA" is among the base zones identified in this subsection.

Overlay Zones  
Subsection 4.110 (.02)

- B3.** The Coffee Creek Industrial Design Overlay District applies to properties zoned PDI-RSIA in the Coffee Creek Industrial Area and will apply to the subject property upon rezoning.

**Standards for Planned Development Industrial-Regionally Significant Industrial Area Zone**

Purpose of PDI-RSIA  
Subsection 4.135.5 (.01)

- B4.** The zoning will allow only industrial uses consistent with the purpose stated in this subsection.

Uses Typically Permitted  
Subsection 4.135.5 (.03)

- B5.** The proposed zoning will allow only uses consistent with the list established in this subsection.

**Zone Map Amendment Criteria**

Zone Change Procedures  
Subsection 4.197 (.02) A. 1.-3.

- B6.** The request for a zone map amendment has been submitted as set forth in the applicable code sections. The property is located within the Coffee Creek Industrial Design Overlay district and will be reviewed by City Council without prior review or recommendation by the Development Review Board. The Zoning Order adopting this zone map amendment will expire in 120 days without approval of the Stage II Final Plan. Expiration is not anticipated as a public hearing is scheduled for May 23, 2022, before the Development Review Board to approve the Stage II final plan and other development related approvals.

Conformance with Comprehensive Plan Map, etc.  
Subsection 4.197 (.02) B.

- B7.** The proposed zone map amendment is consistent with the Comprehensive Map designation of "Industrial".

Public Facility Concurrency  
Subsection 4.197 (.02) C. 4. and 8.

- B8.** As part of Stage II Final Plan reviews, concurrency standards are or will be applied to projects in the area being rezoned. Based on existing nearby utilities and utility master plans, the transportation master plan, and the Coffee Creek Master Plan, necessary facilities are or can be made available for development of the subject property consistent with the proposed zoning.



### Impact on SROZ Areas

Subsection 4.197 (.02) E.

**B9.** No Significant Resource Overlay Zone (SROZ) is within the area to be rezoned.

### Development within 2 Years

Subsection 4.197 (.02) F.

**B10.** Concurrently submitted land use approvals for the Black Creek Group Industrial project expire after two (2) years, so requesting the land use approvals assumes development would commence within two (2) years. However, in the scenario where the applicant or their successors do not commence development within two (2) years, allowing related land use approvals to expire, the zone change shall remain in effect. The applicant indicates they will begin development within two (2) years.

### Development Standards and Conditions of Approval

Subsection 4.197 (.02) G.

**B11.** As can be found in the findings for the accompanying requests, the applicable development standards will be met either as proposed or as a condition of approval.

WILSONVILLE  
CITY COUNCIL  
GOALS 2021-2023  
WORK PLAN



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*UPDATED – APRIL 2022*

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# Goal 1: Increase Mobility for all in Wilsonville

## *Strategy 1.1 Advocate at the federal, state and regional level to complete the Boone Bridge replacement.*

**Project Description:** Lobby key regional, state and federal leaders and agencies to raise awareness and for funding; communicate advancements with the community and provide council updates as needed.

**Project Lead:** Mark Ottenad / Bill Evans

### **Project Timeline:**

*Jan – Mar 2021:*

- Acting in advance of City-sponsored legislation, the Oregon Transportation Commission reallocates \$3.7 million of 2020-23 STIF funds in March 2021 to advance next phase on engineering design for I-5 Boone Bridge and Seismic Improvement Project. Complete study to provide required NEPA analysis and projected final cost.

*Apr – Jun 2021:*

- Legislature names in HB 3055/SB 5006 of June 2021 the I-5 Boone Bridge and Seismic Improvement Project as a priority ODOT project on par with I-205/Abernathy Bridge, I-5/I-84 Rose Quarter and Highway 217 highway improvement projects with access to a potential \$30 million/year of bonded funding authorized over a six-year period.

*FY2021-22*

*July – Sept 2021:*

- ODOT has proposed in July 2021 for the 2024-27 STIP to advance a \$9-11 million highway modernization project that is component of the I-5 Boone Bridge Seismic Improvement Project: to build a limited-segment northbound auxiliary lane from the Wilsonville-Hubbard Cutoff Highway 551 on-ramp to the Miley Road / Charbonneau on-ramp to I-5.
- City staff meet with Congressional staff in August 2021 to discuss surface transportation issues and prospective funding for transportation infrastructure.
- Schedule ODOT staff to appear in Sept 2021 before City Council to present on transportation issues. including proposed tolling and developments south of Wilsonville.

### **Previous Updates:**

Nov. 2021 - Compose articles for publication in The Boones Ferry Messenger updating community on various aspects of ODOT transportation improvements in South Metro I-5 Corridor.

Feb. 2022 - Compose articles for publication in The Boones Ferry Messenger updating community on various aspects of ODOT transportation improvements in South Metro I-5 Corridor. Metro advances Metropolitan Transportation Improvement Plan (MTIP) amendment to Joint Policy Advisory Committee on Transportation (JPACT) to advance I-5/Boone Bridge and Seismic Improvement Project.

### **Quarterly Update: In Progress**

*April 2022 -*

*On January 20, 2022, the Joint Policy Advisory Committee on Transportation (JPACT) approved*

*Resolution No. 21-5215, For the Purpose of Amending the FY 2021-22 Unified Planning Work Program (UPWP) to Amend the Funding and Add Detail to the Existing I-5 Boone Bridge Planning Project.*

*Mayor Fitzgerald provided testimony to the Oregon Transportation Commission and JPACT multiple times in January and February 2022.*

*On February 23, 2022, City staff met with ODOT staff to discuss elements of the I-5 Boone Bridge and Seismic Improvement Project, including Metro Council concerns.*

*On March 3, 2022, the Metro Council adopted Resolution No. 21-5215, which has the effect of providing \$200,000 to advance the NEPA study phase of the I-5 Boone Bridge and Seismic Improvement Project. Metro Councilors express concerns regarding the proposed I-5 Boone Bridge auxiliary lane as a system-wide highway capacity addition.*

## ***Strategy 1.2 Pursue a legislative strategy to support aligning the SMART service boundaries with the City limits.***

**Project Description:** *Work with Metro, FHWA, FTA, TriMet, Counties and other parties to elevate SMART to have a seat at the JPACT table and use leverage in 2026 when the WES agreement expires.*

**Project Lead:** *Mark Ottenad, Dwight Brashear*

### **Project Timeline:**

*Jan – Mar 2021:*

- *Successfully advance City/SMART request for SMART seat on JPACT before FHWA and FTA via Metro MPO TMA review process in Feb 2021 before the Clackamas County Coordinating Committee, seeking letter of support/endorsement.*

*Apr – Jun 2021:*

- *Joint Policy Advisory Committee on Transportation (JPACT) Chair writes to Clackamas County Coordinating Committee (C4) acknowledging need for better transit coordination, and intends to convene meetings in summer or fall 2021.*

*FY2021-22*

*July – Sept 2021:*

- *City/SMART follow-up with JPACT Chair and Metro staff for convening of meetings.*
- *City/SMART write letter of welcome to new TriMet General Manager (GM) and request a meeting.*

### **Previous Updates:**

*Nov. 2021 - City/SMART staff follow-up with C4 and Metro JPACT regarding proposed mediation.*

*City/SMART staff follow-up with TriMet on meeting request with GM.*

*Mayor meets with Metro Councilors to discuss various issues, including transit service boundary.*

Feb. 2022 - City/SMART staff follow-up with C4 and Metro JPACT regarding proposed mediation. City/SMART staff met with TriMet GM.

**Quarterly Update: In Progress**

*April 2022 - City staff followed up with TriMet GM after the meeting by relaying the draft term sheet presented previously in October 2021. Subsequently in February, Dwight Brashear confirmed that TriMet legal department was reviewing the draft term sheet.*

***Strategy 1.3 Work with ODOT to incorporate the French Prairie Bridge crossing into the Boone Bridge project.***

**Project Description:** *Work with ODOT to confirm the French Prairie Bridge as the alternative transportation facility for the I-5 Boone Bridge and Seismic Improvement Project and in the Regional Mobility Pricing Project / Comprehensive Congestion Management and Mobility Plan.*

**Project Lead:** *Mark Ottenad, Zach Weigel*

**Project Timeline:**

*Jan – Mar 2021:*

- *The City submitted letters in March 2021 to Oregon Transportation Committee and Legislature advocating for named inclusion of the French Prairie Bridge.*

*Apr – Jun 2021*

- *The City submitted letters in May 2021 to Legislative leadership advocating for named inclusion of the French Prairie Bridge.*

*FY2021-22*

*Jul – Sept 2021*

- *Schedule ODOT staff to appear in Sept 2021 before City Council to present on transportation issues, including status of I-5 Boone Bridge project and status of French Prairie Bridge as potential alternative transportation facility.*

**Previous Updates:**

Nov. 2021- ODOT presented an update on the Boone Bridge project to City Council in September.

Feb. 2022 – No Update.

**Quarterly Update: In Progress**

*April 2022 - On February 23, 2022, City staff met with ODOT staff to discuss elements of the I-5 Boone Bridge and Seismic Improvement Project, including the proposed French Prairie Bridge bike/ped alternative transportation facility. ODOT staff appear increasingly amenable to advancing concept of French Prairie Bridge as the I-5 Boone Bridge bike/ped alternative transportation facility.*

***Strategy 1.4 Leverage existing City funds to attract outside funding for the I-5 bike and pedestrian bridge.***

**Project Description:** *Work with Metro, ODOT, Counties, Congressional staff and other interested parties to seek complementary funds without overhead that advance project.*

**Project Lead:** *Mark Ottenad, Zach Weigel*

**Project Timeline:**

*FY2021-22*

*July - Sept 2021:*

- *Bring pedestrian walkway and plaza designs for August 2021 City Council meeting.*

*Oct – Dec 2021:*

- *Design should be complete in November 2021*

**Previous Updates:**

Nov. 2021 - Design team presented 60% design to Planning Commission and City Council for feedback in August. Design team is continuing with 90% design, incorporating feedback received to date.

Feb. 2022 - 90% design drawings were submitted in December. Design team is currently reviewing 90% construction drawings and specifications. Metro Intergovernmental Agreement requirements for funding design of the project have been satisfied. Staff continue to assess construction funding opportunities for the project.

**Quarterly Update: In Progress**

*April 2022 - 90% design is complete and the project is “construction ready”. Staff continues to set aside Transportation System Development Charges as part of the annual CIP budget to accumulate funds for construction. The unfunded portion of the project is included in the Town Center Infrastructure Funding Plan and Urban Renewal Analysis that is currently underway. Staff continue to assess other available construction funding opportunities for the project.*

***Strategy 1.5 Implement existing transportation plans and advance planning efforts to improve our local transportation network.***

**Project Description:**

**Project Lead:** *TBD*

**Project Timeline:**

Quarterly Update:



## Goal 2: Support local business recover post-pandemic

### Strategy 2.1 Develop programs for business support using ARPA funds.

**Project Description:** *Identify programs to support business.*

**Project Lead:** *Chris Neamtzu/ Bryan Cosgrove*

**Project Timeline:**

*Immediate work (business needs), to be complete by the end of 2021.*

*Work with Chamber of Commerce for Outreach.*

**Previous Updates:**

Nov. 2021- The Executive Team has been engaged in a brainstorming exercise to come up with various project ideas and evaluation criteria. The City Manager and Finance Director are initiating a conversation with the City Council regarding project ideas for eligible expenditures using ARPA funds at the September 20, 2021 City Council meeting.

Feb. 2022 – City Council agreed to add resources for the new Economic Development Manager after he does an analysis of what might be needed for additional business support.

**Quarterly Update: On Hold**

*April 2022 - At this time, Staff has not identified a need for ARPA funds to support economic development through small business assistance, grants, or otherwise, and is awaiting further direction from Council on the issue. Another round of small business grants does not appear to be necessary, nor a responsible use of funds.*

*Possible areas of focus, eligible under ARPA final rules, peripherally related to economic development, include physical infrastructure development, childcare, and affordable housing, and workforce development.*

### Strategy 2.2 Convene the Chamber of Commerce and Small Business Development Center (SBDC) to assess local business needs and available resources.

**Project Description:** *See Strategy 2.1 above.*

**Project Lead:** *Chris Neamtzu/ Matt Lorenzen*

**Project Timeline:**

*Immediate work (business needs), to be complete by the end of 2021.*

*Work with Chamber of Commerce for Outreach.*

### **Quarterly Update: In Progress**

Feb. 2022 - New Economic Development Manager (EDM), Matt Lorenzen, has held initial meeting with Chamber CEO and has established relationship with Clackamas SBDC Director, Rob Campbell. If additional small business support is desired by Council, beyond a potential ARPA-funded project (see Strategy 2.1), EDM will execute, as desired.

Until such time, EDM is coordinating with Sherwood, Tigard, and Forest Grove to hold bimonthly (every other month) [small business webinars/workshops](https://bit.ly/sml-biz-wbnr) (<https://bit.ly/sml-biz-wbnr>). EDM is working to establish a newsletter to Wilsonville business community to elevate and promote these webinars. In the interim, City communication channels will be utilized—website, social media, etc.

### **Quarterly Update: In Progress**

*April 2022 - EDM has launched a [small-business newsletter](#) that aims to deliver relevant economic data and news as well as free or inexpensive training opportunities for small business operators.*

*We continue our partnership with other Westside small cities to organize and hold bimonthly small business webinars/workshops. The intent is to continue this webinar/workshop series indefinitely, as long as it remains relevant and well-received by attendees.*

*At this time EDM has not engaged the Chamber directly in order to assess local business needs.*

## **Goal 3: Expand home ownership for lower income levels and first-time home buyers**

***Strategy 3.1 Continue implementation of the City's Equitable Strategic Housing Plan (ESHP) and explore funding options including Construction Excise Tax (CET), Vertical Housing Development Zone (VHDZ), etc.***

**Project Description:** *This project explores implementation of several EHSP actions and recommendations, including those on the Actions Requiring Further Exploration list. This includes work already underway to implement Vertical Housing Development Zones (VHDZ) as a means to incentivize mixed-use development in Villebois Village Center and Town Center (part of Action 1D). The City has contracted with ECONorthwest to assist with this work. Additional work on EHSP implementation will require City Council direction to determine if the City desires to implement CET to serve as a funding source for future activities in support of affordable housing, as well as which aspects of Action 1E (Facilitate Connections to Partners and Housing Resources through City Liaison) are of highest priority to Council. Direction on these items will allow for future implementation of items on the Actions Requiring Further Exploration list.*

**Project Lead:** *Kim Rybold*

**Project Timeline:** *Current project scope with ECONorthwest for VHDZ implementation*  
Q4 2021 – *Discuss commercial criteria and Town Center boundary options with City Council*  
Q1 2022 – *VHDZ adoption*

*Other activities*

*Q4 2021 – Council work session to gather input and direction on CET, ESHP Action 1E, and other items from the EHSP Actions Requiring Further Exploration list*  
*2022 – Work to implement additional EHSP actions. Exact timing will depend on Council prioritization of EHSP Actions and funding opportunities.*

**Previous Updates:**

Nov. 2021 - In August, the project team presented a memo to City Council to respond to questions and suggestions raised during a work session in May about potential VHDZ implementation in vertical, mixed-use areas of the City. Based on Council direction to examine criteria options for how to define eligible non-residential spaces as well as possible boundaries in Town Center, the project team conducted additional research and analysis on these topics during September in preparation for an upcoming Council work session in November.

Feb. 2022- The project team shared site design alternatives with City Council in November and gathered feedback on preferred options and possible development incentives. Based on this input, the team began drafting the RFQ with anticipated release in late Q1 2022.

**Quarterly Update: In Progress**

*April 2022- In February, the project team presented draft local criteria related to the definition and design of eligible non-residential spaces to City Council for confirmation that the criteria should be included in the City's VHDZ program. Based on Council's confirmation of the criteria, the project team began the process to adopt a VHDZ program, including notifying affected taxing districts of the proposed program and evaluation of potential displacement impacts as required by state statute. Adoption of a VHDZ program is scheduled for consideration by City Council on May 2.*

***Strategy 3.2 Explore examples of other programs to support home ownership for low-income residents and first-time homebuyers as part of the Frog Pond East and South Master Plan.***

**Project Description:** *The Frog Pond East and South Master Plan scope includes exploring affordable housing opportunities. This includes, per Council direction, a particular look at affordable home ownership opportunities.*

**Project Lead:** *Miranda Bateschell/ Dan Pauly*

**Project Timeline:** *Frog Pond East and South planning must be complete by December 2022.*

**Previous Update:**

Nov. 2021 - The Frog Pond East and South Master Plan project is under way, including the component

dealing with affordable housing and home ownership. EcoNW is the main consultant on this portion of the project. Council will hear more about the housing component of the project in a January work session.

Feb. 2022 – No Update.

**Quarterly Update: In Progress**

*April 2022- The Frog Pond East and South project team has completed and shared with City Council an Affordable Housing Analysis that discussed feasibility of programs to support affordable home ownership in the specific context of Frog Pond East and South. Efforts continue to do outreach around housing to learn more about potential solutions and programs. One recommendation to date is to adopt policies that allow a wide variety of housing in Frog Pond East and South to provide flexibility for different programs over the 10-15 year build out of Frog Pond East and South.*

***Strategy 3.3 Develop a concept plan, zoning strategy, public outreach, identify partners, pursue grant funding, and draft development agreement for a transit-oriented development (TOD) project at WES Transit Center site.***

**Project Description:** *This project explores implementation of Equitable Housing Strategic Plan Action 1A to evaluate options for transit-oriented development at the Wilsonville Transit Center. The first phase of this project will conduct a development opportunity study to establish the City’s vision for development on this site and identify preferred site design alternatives and funding sources. The City has contracted with Leland Consulting Group to assist with this work. Based on this information, the City and Leland will prepare a developer solicitation (RFQ and RFP). The second phase of this project will occur once a developer is selected and will include a development agreement, project funding, and land use approvals.*

**Project Lead:** *Kim Rybold/Dwight Brashear*

**Project Timeline:** *Current project scope with Leland Consulting Group*

- Q3 2021 – Goals and Vision discussion with Council*
- Q4 2021 – Site Design Alternatives and Funding Strategy*
- Q1 2022 – Release RFQ/RFP for Developer Solicitation*
- Q2 2022 – Developer Selection*

*Additional work outside of the current scope (but within the July 2021-April 2023 timeframe) potentially includes development agreement, project funding, and land use approvals. Exact timing of these items will depend on the selected developer and funding opportunity application deadlines.*

**Previous Updates:**

Nov. 2021- During July, the project team began an assessment of opportunities and constraints on the TOD project site, which was shared with City Council at a work session in September. The project team gathered Council’s input on vision, goals, and priorities for future development on the site, which the team will use as a basis to develop site design alternatives that illustrate options for development on this site. The project team will present these site design alternatives to City Council in November.

Feb. 2022 - The project team shared site design alternatives with City Council in November and gathered feedback on preferred options and possible development incentives. Based on this input, the team began drafting the RFQ with anticipated release in late Q1 2022.

**Quarterly Update: In Progress**

*April 2022- On March 18, the project team released a request for qualifications (RFQ) to solicit statements of qualifications (SOQs) from interested development teams for the TOD project. On March 31, the project team hosted a TOD site tour for potential developers, social service agencies, and nonprofit organizations, which was well-attended. The published due date for SOQs is April 26, after which the City will select a short list of development teams to respond to a Request for Proposals (RFP), anticipated later this spring.*

## Goal 4: Attract high quality industry and economic opportunity in Wilsonville

***Strategy 4.1 Leverage the Coffee Creek Urban Renewal District with the goal of attracting new industry that pays family-wage jobs in two years.***

**Project Description:** *Attract industry with family-wage jobs to Coffee Creek Urban Renewal District.*

**Project Lead:** *Chris Neamtzu/ Matt Lorenzen*

**Project Timeline:**

*Once the Economic Development Manager position is filled, tasks will include:*

- *Coffee Creek marketing brochure update will include the new road project (infrastructure, zoning regulations and future projects)*
- *Investigate creation of a GIS Story Map to assist with marketing this project.*
- *Share info with City Council when appropriate*
- *Share info with Economic Development groups such as Greater Portland Inc., Small Cities Consortium, brokers and industrial developers.*
- *Identify and investigate tools to assist with land aggregation strategies (i.e. horizontal development agreement)*

## **Previous Updates:**

Nov. 2021 - The Economic Development Manager recruitment is underway.

Feb. 2022- Matt Lorenzen started on December 28, 2021 as the city's new Economic Development Manager (EDM). EDM is working on marketing collateral concepts, which will be developed into digital and print product, including a brochure and GIS Story Map. EDM is establishing relationships with partners including GPI, brokers, and developers in order to assess and access the marketplace. EDM is researching best practices regarding Horizontal Development Agreements, with the aim of initially meeting with property owners individually, and then convening property owners as a group with a basic deal structure/proposal later in 2022.

Pannatoni Development Company is currently constructing a new 110,366 SF industrial warehouse along SW Clutter Road in the Coffee Creek Industrial Area called the Coffee Creek Logistics Center. This is the first significant investment in the Coffee Creek Urban Renewal Area. The building is planned to have two tenants, and will be comprised of warehouse, distribution and manufacturing uses. Building occupancy will be in spring 2022.

Mildren Design Group has submitted an application for an existing Wilsonville business, Precision Countertops, for a new 84,000 SF showroom, office, warehouse and fabrication space along the east side of Garden Acres Road.

Along the west side of Garden Acres Road, Black Creek Group of Newport Beach, CA is proposing development of a 148,000 SF flex warehouse. This project is scheduled to go to the DRB in early 2022

## **Quarterly Update: In Progress**

*April 2022 – After preliminary research and discussion with local brokers, Economic Development Manager (EDM) is skeptical that a so-called Horizontal Development Agreement is the answer. Further investment in critical infrastructure remains priority #1, but the obstacle of disparate land ownership cannot be overstated. The URTF will need to make recommendations aimed at overcoming this obstacle.*

*Panattoni Development Company building will have two tenants: A-dec, a dental office furniture equipment manufacturer, and Owens and Minor, a local medical supply company. Building occupancy will be in spring 2022.*

*Mildren Design Group has withdrawn their application for Precision Countertops so that additional work can be done value engineering the project. This project is anticipated to be re-submitted as an administrative review, the first land use application to propose to use the expedited path under the Form Based Code.*

*Black Creek Group's proposed project, along the west side of Garden Acres Road, is scheduled to go to the DRB and City Council for land use review in May of 2022. The project team anticipates initiating construction over the summer and into 2023.*

## ***Strategy 4.2 Advance the existing strategy for recruitment and expansion of the City's industrial areas.***

**Project Description:** *Develop a white paper for the existing strategy (i.e. no commercial uses in industrial zones, clean industry, story over time, etc.)*

**Project Lead:** *Chris Neamtzu (Mark Ottenad & Leo Consulting to assist)*

**Project Timeline:** *In writing and in presentation format, tell the story of Wilsonville's historic and successful industrial lands strategy. Research issues, summarize history, develop a white paper and create a presentation to share with City Council and the community. This is anticipated to be a living document that is updated as time goes on and circumstances change.*

### **Previous Updates:**

Feb. 2022- Staff have begun to assemble materials that will be the outline for the white paper and presentation, and are pulling information to assist with telling the historic story of industrial land development in Wilsonville. Early summer 2022 is tentatively targeted for the Council work session and public presentation on this topic.

### **Quarterly Update: In Progress**

*April 2022 - Staff have begun to assemble materials that will be the outline for the presentation, and are pulling information to assist with telling the historic story of industrial land development in Wilsonville. Summer 2022 is targeted for the Council work session and public presentation on this topic.*

## ***Strategy 4.3 Develop a land aggregation strategy and conduct outreach with property owners to explore long term plans in Basalt and Coffee Creek.***

**Project Description:** *Part of Strategy 4.1 above.*

## ***Strategy 4.4 Identify and convene key stakeholders for workforce development to understand challenges, gaps and opportunities to support local high-paying jobs for the Wilsonville community.***

**Project Description:** *Coordinate businesses outreach to gain a better understanding of specific business workforce needs; organize meetings between businesses and workforce development and educational partners.*

**Project Lead:** *Mark Ottenad, Matt Lorenzen*

**Project Timeline:** *With new, revamped economic-development program and staff, commence implementation in FY22-23.*

**Previous Updates:** *Project has not started.*

**Quarterly Update:**

*April 2022- City Public Affairs and Economic Development staff have attended workforce-oriented meetings of the Clackamas Workforce Partnership (CWP) and Washington County Economic Development Dept. Councilor Linville speaking with CWP regarding prospective participation as ex-officio on the CWP Board. Councilor Akervall has attended CWP and Washington County meetings focused on childcare-related issues as they affect workforce availability for employers.*

**Strategy 4.5 Conduct outreach to help us prioritize infrastructure investments in the industrial area to expedite private investment.**

**Project Description:** *Part of 4.1 – See above*

## **Goal 5: Align infrastructure plan with sustainable financing sources**

**Strategy 5.1 Conduct a financial analysis to explore costs and revenue options to fund the City's major infrastructure projects that are currently without identifiable funding.**

**Project Description:** *Staff to gather information and work with a consultant to identify revenue options, available funds, help council prioritize projects and identify funding plan for the next 5 – 10 years.*

**Project Lead:** *Kris Ammerman, Keith Katko, Delora Kerber, Jeanna Troha*

**Project Timeline:**

*Part 1- Staff to gather information (all projects, all project costs, saved revenue or known revenue sources/ options) and compile by the end of Dec. 2021.*

*Part 2 – Staff to meet with a consultant to discuss a scope of work*



*(SOW – identify revenue options and funds available, help council prioritize projects and identify funding plan for the next 5 – 10 years)*

*Part 3 – RFP for the scope of work.*

*Part 4 – Select a consultant to perform the analysis and help the council to prioritize/ identify funding sources.*

**Previous Update:**

Nov. 2021 - Staff has gathered a list of projects. Staff will work with the consultant to finalize the scope of work

*Feb. 2022 - Financial analysis to explore costs of the City’s major infrastructure projects is complete. Prioritization, rankings, and potential funding strategies are continuing to be examined before recommendations are presented to City Council. The City continues to work with FCS Group.*

**Quarterly Update: In Progress**

*April 2022- No update.*

***Strategy 5.2 Update the urban renewal strategic plan.***

**Project Description:** *Team meetings to be set with City’s urban renewal consultants to move forward investigation of potential geographies where a new Urban Renewal Area could be established. Begin with a clear plan for the sunset of current urban renewal areas (West Side and Year 2000) and look at new URA opportunities for Town Center.*

**Project Lead:** *Chris Neamtzu/ Keith Katko/ Bryan Cosgrove (Principal)*

**Project Timeline:** *Expedite - meeting to be set with Elaine Howard and Tiberius Solutions to move forward. The scope will be used to update the timeline.*

*Start with sunset of the current area and look at new URA for Town Center Project with new Economic Development Manager.*

**Previous Updates:**

*Nov. 2021 - A scope of work has been created by the consultant team to update the 2014 Urban Renewal Strategic Plan. The Economic Development Director position has been on the street since the middle of September, 2021. Once the new Economic Development Manager is hired, the new staff person will initiate the process with one of the first steps being to reconstitute the Urban Renewal Advisory Committee.*

Feb. 2022 – The Economic Development Manager is working to reconvene the Urban Renewal Task Force (TF), which was active during the development of the Wilsonville Investment Now (WIN) program. Members of the TF include residents, industry/employers, brokers/developers, business advocacy groups, and the affected taxing districts.

Scope of work for a consultant contract has been finalized. Staff is working with Legal to amend an existing consultant contract to include the strategic plan scope of work. First meeting with TF, staff, and consultant penciled for the week of February 14, 2022.

### **Quarterly Update: In Progress**

*April 2022 -*

*On March 2, 2022 Economic Development staff and consultants conducted Urban Renewal Task Force (URTF) meeting #1. Council President Akervall is the Chair of the URTF.*

*The 2<sup>nd</sup> Task Force meeting was conducted on April 7, where the Task Force went over the Wilsonville Investment Now (WIN) Zone program as well as the Coffee Creek URA.*

*The 3<sup>rd</sup> meeting is planned for late May, where discussions will continue on evaluating existing plan areas, a look at the use of UR for affordable housing projects and a look forward at other possible areas where this tool could be used to incent investment. It is anticipated that there will be 5-6 total meetings. Council will review and approve the final plan in Q4 2022.*

## **Strategy 5.3 Establish the Arts and Culture Board and fund a feasibility study for performing arts facility.**

**Project Description:** *Develop implementation plan and retain consultant to work on forming the Arts and Culture Commission; after establishing and seating the commission, work to prioritize ACHS Recommendations that develop a five-year action plan with annual one-year implantation plan to be presented to the council including funding a feasibility study for a performing arts facility.*

**Project Lead:** *Mark Ottenad/ Kris Ammerman*

### **Project Timeline:**

*FY2021-22*

*July – Sep 2021*

- *Develop multi-departmental Implementation Plan for the Formation of an Arts and Culture Commission and scope of work for PSA to retain consultant to advance plan.*
- *Consultant undertakes research on specific issues to be resolved for the commission's formation, including conducting community meeting, to help shape recommendations.*

*Oct – Dec 2021*

- *Public feedback and City Council direction sought for recommendations of key components of Arts and Culture Commission; resolution of formation brought to City Council.*

*Jan – Mar 2022*

- *Advertise openings on Arts and Culture Commission; arrange interviews.*

*Apr – Jun 2022*

- *City Council confirms appointment of Arts and Culture Commission.*
- *Initial meetings of Arts and Culture Commission to develop priority recommendations for City Council consideration, including funding feasibility study for a performing arts facility.*

### **Previous Updates:**

Nov. 2021 - Develop multi-departmental Implementation Plan for the Formation of an Arts and Culture Commission and scope of work for PSA to retain consultant to advance plan.

Conduct meeting with local-area arts and culture supporters to present on ACHS and Implementation Plan for forming an Arts and Culture Commission.

Consultant undertakes research on specific issues to be resolved for the commission's formation, including conducting community meeting, to help shape recommendations.

Feb. 2022 - Consultant and staff developed an initial proposal for consideration by management of structural components of Arts and Culture Commission. Public feedback and City Council direction was sought for recommendations of key components of Arts and Culture Commission formation. After receiving public comments and discussing the charter, City Council passed a resolution to formally establish the committee. City commences recruitment for new Arts, Culture, and Heritage Commission members.

### **Quarterly Update: In Progress**

*April 2022 - Recruitment for volunteers to serve on the new Arts, Culture and Heritage Commission took place during January 2022, followed by interviews with Mayor Fitzgerald and appointment of the ACHC on February 24, 2022.*

*Park and Recreation staff selected dates in April and May for first two meetings of the ACHC.*

## **Goal 6: Engage the community to support emergency preparedness and resiliency**

***Strategy 6.1 Work with emergency response providers to identify gaps and enhance Wilsonville's emergency preparedness planning for all types of emergencies/ disasters.***

**Project Description:** *Collaborate with partner agencies (Counties, TVF&R, PGE, NW Natural and Metro, RDPO) on how they are preparing for emergencies and their response plans. Participate in annual Emergency Preparedness exercises (e.g. Cascadia Rising Event). Present information to City Council.*

**Project Lead:** *Delora Kerber/ Martin Montalvo*

**Project Timeline:** *Complete by the second quarter of 2023*

- *Ground Truth the Hazard Mitigation Plan (Ice Storms, Wildfires, Debris Management)*
- *Update City's Emergency Management Plan*
- *Communicate with Council on information gathered from other emergency response agencies.*

- *Presentations to Council from other emergency agencies on their preparedness and response plans.*

**Previous Updates:**

Nov. 2021 - At the September 9 City Council meeting, PGE made presentation on their responses and mitigation to the February Ice Storm.

Feb. 2022 - No Updates.

**Quarterly Update: In Progress**

*April 2022 - Staff invited local and regional Emergency Services, and other agencies to become the City of Wilsonville’s partners in emergency management. Partners are requested to allocate staff time as needed for outreach coordination, participation in community events, sharing of existing outreach materials and co-branding.*

***Strategy 6.2 Connect the community (residents and businesses) with emergency response resources and educational materials to improve individuals' response planning.***

**Project Description:** *Educate community members on emergency preparedness through community events, publications, websites and Annual event “Fair”*

**Project Lead:** *Delora Kerber / Martin Montalvo with assistance from Bill Evans*

**Project Timeline:** *Complete by the end of 2022.*

- *Publish Quarterly messages in the Boones Ferry Messenger–  
Spring: Extreme Heat Safety; Fireworks Safety; Wildfire Preparedness  
Summer: Winter Weather Safety; Holiday Fire Safety; Rain/flooding Preparedness  
Fall: Winter Weather Safety; Spring & Flood Safety; Cyber Security Safety  
Winter: Wildfire Awareness; Pet Preparedness; Summer Safety and Extreme Heat Safety*
- *Publish special section in BFM for September – Emergency Preparedness month & October – Great Shakeout Earthquake Drill*
- *Develop Council narrated educational videos on emergency preparedness*
- *Develop scope and budget for the development of City’s Emergency Preparedness brand and messaging information for use on website, at events, etc.*
- *Update City’s Emergency Preparedness website. Add Council videos*
- *Organize an Emergency Preparedness Fair for September 2022. Include emergency response partners.*

- *Research incentive plans to encourage community members to prepare for disasters. Examples: 5 gallon water jug with emergency preparedness information; go Bag instructions; packaged Emergency Preparedness kits; phone battery chargers; first Aid kits; 30 days to prepare instructions*
- *Pursue grant opportunities to fund incentive plans.*

**Previous Updates:**

Nov. 2021 - Issued the September Boones Ferry Messenger as the first-ever newsletter dedicated fully to emergency preparedness

Over the past several months, 4-5 social media posts on Facebook (and other platforms) have been made encouraging preparedness and providing links to Federal Emergency Management Agency (FEMA) preparation resources

Drafted scope of work with consultant to develop Community Education Plan, Emergency Education Campaign, and messaging information for use on website, events, etc.

Feb. 2022 - In October, included an article about the Oregon Great Shakeout event held in the Boones Ferry Messenger. This event is a reminder of the actions to take during an earthquake. As part of the exercise at 10:21, participants were asked to “Drop, Cover and Hold on”.

In early December, an Emergency Preparedness survey was issued and advertised through various social media platforms, email newsletter and the Boones Ferry Messenger. The survey is a foundational public opinion survey which will inform the City’s emergency education plan, messaging and campaign content and was offered in English and Spanish languages. The survey period was completed in early January and the results are being compiled.

**Quarterly Update: In Progress**



April 2022 - *The emergency campaign brand was revealed.*

*At the March 21, 2022 Council Meeting staff presented information about Emergency Preparedness Program – Building a More Resilient Community. Included in the presentation were the results of the 155 responses to the Emergency Preparedness Survey along with proposed actions, communications, activities and themes for the Community Education Campaign.*

*A new webpage was created <https://www.ci.wilsonville.or.us/ready> to provide one location for citizens to find information related to preparedness and resiliency.*

*March website focus was Emergency Transportation Routes and Transportation Planning.*

*Phone recharge battery packs with the Wilsonville Ready logo were purchased and will be used as an incentive for participation in preparedness activities.*

## Goal 7: Protect Wilsonville’s environment and increase access to sustainable lifestyle choices

### Strategy 7.1 Update the City's Comprehensive Plan to include a section on the environmental impacts of the Aurora State Airport.

**Project Description:** City is currently engaged with HPR consulting to develop a scope of work for a citizen engagement process to update the Comprehensive Plan to include statements about the Aurora Airport. City staff has initiated this process and anticipates completion over the next 12 months.

**Project Lead:** Miranda Bateschell

**Project Timeline:** City staff has initiated this process and anticipates completion over the next 12 months.

#### **Previous Updates:**

Nov. 2021 - Scope and schedule completed. Kickoff meeting for the project team scheduled for mid-October. Work sessions with Planning Commission in November and City Council in December scheduled to cover project scope and goals as well as initial stakeholder feedback.

Feb. 2022 - Kickoff meeting for the project team occurred in mid-October followed by work sessions with Planning Commission in November and City Council in December. Project team began outlining initial outreach and stakeholder interviews for early 2022.

#### **Quarterly Update: In Progress**

*April 2022- Following work sessions with the Planning Commission and City Council last quarter, the project team conducted community outreach on airport good-neighbor issues and policies. Community outreach included interviews with key stakeholders, a survey, and online open houses. The team also researched the approaches used by other communities in adopting good-neighbor policies related to nearby airports. The project team is busy drafting policies and objectives for the Wilsonville Comprehensive Plan, which will be the topic of discussion at upcoming work sessions with the Commission and Council.*

### Strategy 7.2 Participate in the Aurora State Airport planning discussions to represent Wilsonville's environmental interests.

**Project Description:** Participate in the Aurora Airport Master Plan public agency stakeholder group and keep up to date on all aspects of the Master Plan update. Use memorandums to inform Council and obtain direction under City Managers business or Communications for updates. Consider engaging with specialized airport consultants to assist with reviewing and fact checking data.

**Project Lead:** Chris Neamtzu

**Project Timeline:** Staff will keep the Council updated on all meetings over the next few months. A memo under City Manager's business or communications will be provided. This also will be brought to City Council meetings, as direction is needed.

**Previous Updates:**

Nov. 2021 - On October 13, 2021 the Oregon Department of Aviation announced the first PAC Meeting for the Aurora State Airport Master Plan Project. The meeting will be held virtually Tuesday, November 16, 2021 from 3:00pm-5:00pm via Zoom Webinar. This meeting will provide an opportunity for the PAC, community, neighbors, and other project stakeholders to learn about the Airport Master Plan project and the vision for the Airport over the next 20-years.

Feb. 2022 - On Tuesday November 16, 2021 the Oregon Department of Aviation (ODA) initiated an 18 month process to complete a new airport master plan for the Aurora Airport by facilitating Policy Advisory Committee (PAC) meeting #1. The purpose of the meeting was to introduce the project, establish an understanding of the role/expectations of the PAC, and prepare for upcoming meetings as well as provide opportunities for public input.

Staff from Century West and JLA Public Involvement led the meeting, supported by staff from the Oregon Department of Aviation. The meeting included a summary of history of planning efforts at the airport, Federal Aviation Administration plan overview, airport master planning introduction, and a brief discussion of existing conditions.

At 32 members, the PAC is very large. Members will provide input at key decision points in an advisory capacity; as a sounding board. No recommendations will be made by the committee; the group will be asked for feedback through poll questions and break out room discussions. All viewpoints will be represented in the meeting summaries. Perhaps most notable is that as the airport sponsor, ODA staff will be the final decision-making authority. They will decide what is included in the Master Plan.

**Quarterly Update: In Progress**

*April 2022 -*

*Aurora Airport Master Plan PAC Meeting #2 and Public Open House #1*

*On Tuesday, March 1, 2022 the Oregon Department of Aviation (please note the new acronym ODAV) conducted Policy Advisory Committee meeting #2 on the Aurora Airport Master Plan. The meeting was attended by over 60 individuals. Following distribution of three draft chapters of the Master Plan document totaling over 75 pages three days prior to the PAC meeting, there was not sufficient time to read and absorb the substantial technical information contained in the materials prior to the PAC meeting. In response to concerns raised by staff, ODAV staff did offer to conduct an additional working session with interested PAC members and Century West Consultants to allow for PAC members to delve deeper into the presented materials. The working session is scheduled for April 5.*

*The first three chapters of material include:*

- Introduction*
- Existing Conditions Analysis (41 pages)*

- *Aviation Activity Forecasts (28 pages)*

*PAC meeting #2 was immediately followed by Public Open House #1, where an abbreviated presentation was made by the Century West consultant team, followed by citizen input and Q and A. The project team had very few answers to many of the questions raised, and stated that all questions would be written up with responses prepared as part of the summary notes and minutes that will be prepared for the two meetings.*

#### *Aurora Airport Master Plan Working Session on Chapters 1-3 of the Master Plan*

*On April 4, ODAV staff along with consultants from Century West conducted a two hour working session on chapters 1-3 of the draft Aurora Airport Master Plan. The purpose of the meeting was to continue conversations about existing conditions and preliminary forecasts (based aircraft and operations). The consultant briefly reviewed chapter 2 – existing conditions and chapter 3 – preliminary aviation activity forecasts. Each PAC member was given an opportunity to ask questions. Again, answers to most questions were not provided, and the ODAV team frequently deferred to the fact that “FAA will review” to determine adequacy.*

*ODAV also provided a very brief overview of the survey results that were collected as part of open house #1.*

*Several PAC members had concerns about the adequacy and accuracy of the data provided, and pointed out the flaws with the methodology that relies on a 2019 forecast that was based on information contained in the un-adopted 2012 Master Plan. Substantial comments on Chapters 1-3 were sent to ODAV on April 12. Staff submitted a 23 page letter with significant technical analysis and dozens of questions on the first three chapters of the master plan document.*

*Next PAC meeting is scheduled for Tuesday, May 3, 2022 from 3:00-5:00 pm on Zoom.*

### ***Strategy 7.3 Develop a Wilsonville climate action strategy in alignment with Clackamas County's planning efforts.***

**Project Description:** *Natural Resources Manager to track and participate in the Clackamas County process in developing a Climate Action Plan. Consider the creation of a local plan that represents Wilsonville’s interests. Report to City Council regarding work products and status of planning effort.*

**Project Lead:** *Chris Neamtzu/ Kerry Rappold*

**Project Timeline:** *TBD*

#### ***Previous Updates:***

*Nov. 2021 - The first meeting of the Cities Workgroup was held October 12, 2021. At the meeting, Staff, from cities in Clackamas County, provided information on their current climate goals and areas of action, and the County staff gave an overview of the planning process. During the development of*



the County's Climate Action Plan, the Natural Resources Manager will report to the City Council regarding work products and status of planning effort.

Feb. 2022 - At the December 20, 2021 Council work session, staff provided an overview of the County's planning process. During the development of the County's Climate Action Plan, the Natural Resources Manager will report to the City Council regarding work products and status of the planning effort.

### **Quarterly Update: In Progress**

*April 2022 - At the meetings, County Staff provided information about the current climate goals and areas of action, inventory data, and the planning process. Future meetings of the Cities Workgroup will be scheduled for late summer/early fall to learn about the feedback from the public involvement process, receive additional modeling information, and help finalize the draft Climate Action Plan. During the development of the County's Climate Action Plan, the Natural Resources Manager will report to the City Council regarding work products and status of the planning effort.*

## ***Strategy 7.4 Explore options to expand access to urban gardening and other sustainable lifestyle choices.***

**Project Description:** *Explore urban garden options at City Parks, such as Arrowhead Park, encourage Homeowner's Associations to do more community gardening, and provide annual programming for sustainable lifestyle choices.*

**Project Lead:** *Kris Ammerman, Jeanna Troha*

**Project Timeline:** *TBD*

### **Previous Updates:**

Nov. 2021 - Staff provided estimates the cost to be \$100,000 (hard costs only) based on a garden similar in size to our current one in Memorial Park. Actual size would be dictated by site restrictions. Labor will be provided by the park maintenance team.

- Irrigation - \$35,000
- Raised beds - \$35,000
- Fence - \$20,000
- Other - \$10,000

Staff identified these location considerations;

- West side of town (Geographical Equity)
- Initially we looked at locating a garden at Arrowhead park, but there were too many conflicts with existing infrastructure
- Exact location undetermined at this time: only potential City owned site is Boones Ferry Park (excessive shade is the biggest concern with this site)

- Other potential sites would require Partnerships with community organizations (Churches, HOA's, School District, CREST, others?)

Feb. 2022 - Staff changed the community garden policy to allow only one garden plot (formerly multiple) per household, which allows the garden to serve more residents. Staff also conducted several educational programs on the benefits of composting and gave away 500 composting buckets to Wilsonville residents to promote sustainable lifestyle choices. The compost buckets were funded by a Wilsonville-Metro Community Enhancement Grant. Staff are still exploring potential locations, partnerships and funding options to develop a new community garden location within the city.

**Quarterly Update: In Progress**

*April 2022- As of opening day (April 21, 2022) there are still garden plots available to community members. We will monitor the demand this season and continue to look for opportunities for additional garden sites based on need.*

***Strategy 7.5 Continue implementation of Wilsonville's existing environmental programs and practices***

**Project Description:**

**Project Lead:** TBD

**Project Timeline:**

**Quarterly Update:**

### From The Director's Office

Greetings!

It was June 2001, the City Council had just adopted sweeping natural resource regulations that addressed Statewide Planning Goal 5 - Natural Resources, Title 3 of Metro's Functional Plan related to water quality protection, and the listing of salmonids by the National Marine Fisheries Service (NMFS) as threatened in the upper Willamette River under the Endangered Species Act. The program that was created was called the Significant Resource Overlay Zone (SROZ) incorporating development regulations that addressed all three distinct requirements.

The SROZ has been in place for over 20-years now, replacing the old method that was incorporated into the Comprehensive Plan as Primary and Secondary Open Space. The maps that had guided natural resource protection up to the year 2000 had been crude and overly generalized, making administration at the site level a difficult task. With the advent of high-technology digital maps via Geographic Information System (GIS) software that were based on detailed high resolution aerial photos at a 6" pixel grid, the technology was a game-changer for this type of work, allowing for overlay zones to be drawn on top of aerial photos with topographic information down to the parcel or even the individual tree level.

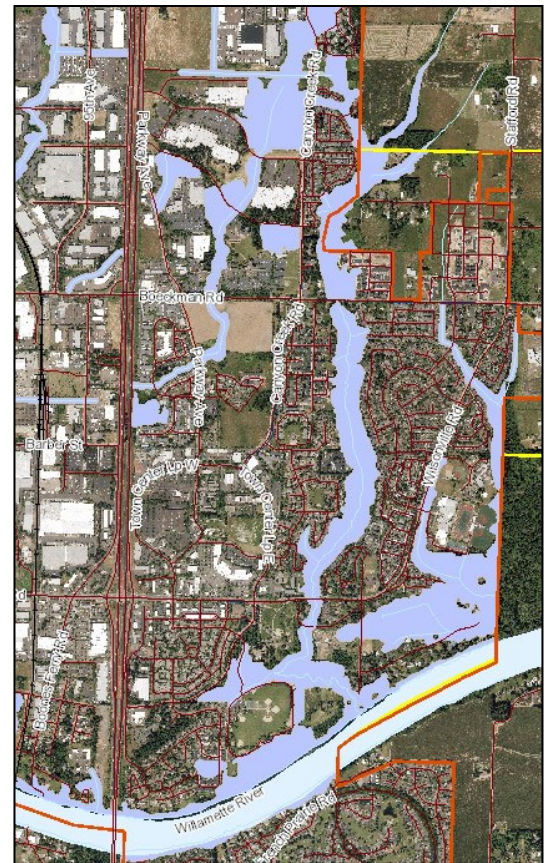
Over the course of the past twenty-plus years, the SROZ has proven to be an effective tool for protecting the highest quality natural resource areas community-wide. Covering wetlands, stream corridors, riparian areas, steep slopes, and upland forest groves, the SROZ code contains processes to address a wide variety of situations, including regulatory takings, boundary refinements, permitted areas of conflicting use, and resource impact reports. Kerry Rappold, Natural Resources Manager, who administers the program for the City estimates that there has been a total encroachment into the protected boundary of less than 2 acres through approved land use actions over the course of 20-plus years, with over 10 acres being restored to a natural state.

This program has stood the test of time and has served the citizens of Wilsonville well. Just as important, it has served the wildlife of the community with whom we peacefully coexist with daily, providing opportunities to experience wild in the City.

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director

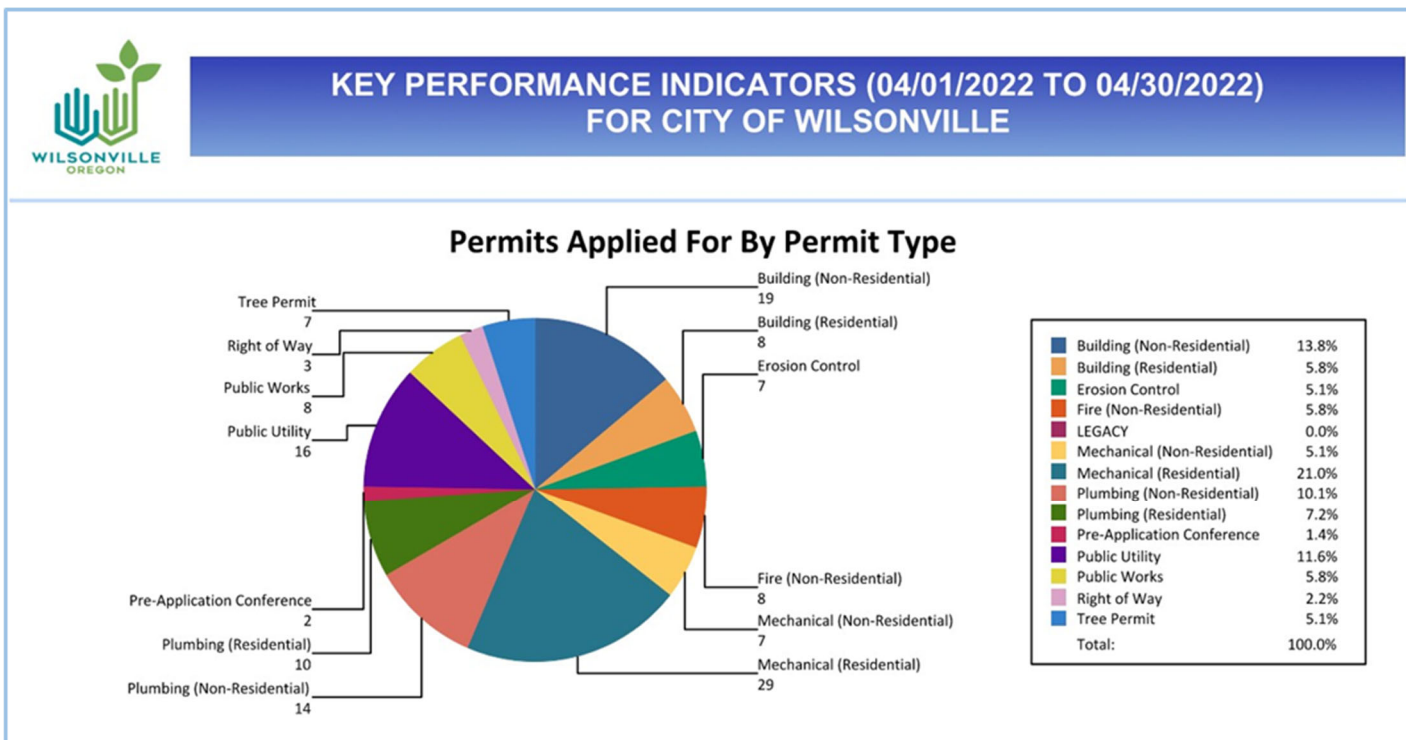


SROZ Areas of The City Mapped in COW Maps

## Building Division

### Building Division Update

The Building Division is continuing work on implementing Energov, the City’s new online permit system. One of the many features of the new system is that it provides a more comprehensive set of reporting tools to view the permits the department is working on. Below is a sample of permits applied for in April .



May is Building Safety Month. We typically spend a lot of time in buildings and it is important to ensure construction meets minimum building safety, energy efficiency, and ADA accessibility standards. Obtaining permits helps to ensure construction projects are inspected at key points along the way and meet minimum codes. If you have questions about a project, Building staff welcomes the opportunity to discuss with you. In addition, here is a link for more valuable information about Building Safety Month themes: <https://www.iccsafe.org/building-safety-month/>.

**BUILDING SAFETY MONTH 2022**  
Safety for All:  
BUILDING CODES IN ACTION

Building Safety Month is an international campaign celebrated in May to raise awareness about building safety. [Learn more.](#)

- WEEK 1** ENERGY AND INNOVATION
- WEEK 2** BUILDING SAFETY CAREERS
- WEEK 3** DISASTER PREPAREDNESS
- WEEK 4** WATER SAFETY

## Economic Development Division

Work continues on the projects mentioned last month: outbound marketing that highlights Wilsonville and its economic assets, including the WIN program. Staff meets regularly with brokers, regional developers, and local employers in order to match-make and connect businesses with support services offered by partners of the City.

### Business Summit

Plans are coming into focus for a Business Summit, to be held in person, in conjunction with Clackamas Community College at their Wilsonville Campus on the morning of June 15, 2022.

The Wilsonville Business Summit will convene local businesses, the city, and higher education in order to identify common goals and challenges and to establish and strengthen partnerships that meet the immediate and future needs of our community.



### Urban Renewal Task Force

The Urban Renewal Task Force has now met twice. They have reviewed past and current urban renewal plans of the city and now set their sights on potential new uses of urban renewal for critical infrastructure development, among potential other uses, in Town Center and Basalt Creek. They will also consider how urban renewal may be used flexibly across the city in order to facilitate the creation of affordable housing. Meetings of the Task Force will continue through the summer. The recommendations of the Task Force will inform the creation of a new Urban Renewal Strategic Plan, which Council will review and consider for adoption in the fall.

### Affordable Housing

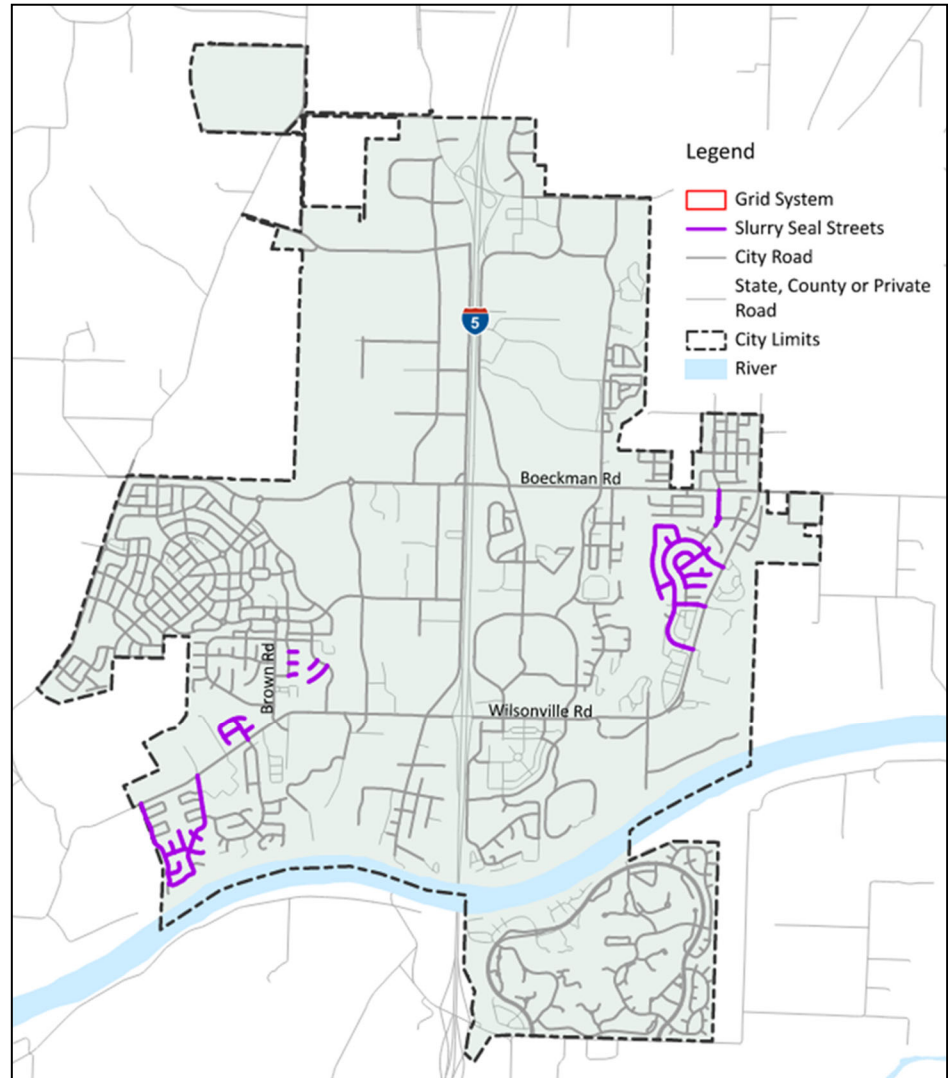
Economic development staff continue to support the Planning division with the creation of a Vertical Housing Development Zone program, which will offer tax-abatements for mixed-use development in parts of Villebois and Town Center. The program was considered for adoption by Council on May 2, 2022. The program, if adopted, will be administered primarily by the Economic Development division.

The Council has also expressed interest in a Construction Excise Tax (CET) in order to create a fund to incentivize affordable housing in the city. Staff has begun early stage research, revenue generation modeling and prepared a memo in order to inform further conversation around whether or not to pursue a CET in earnest.

## Engineering Division, Capital Projects

### 2022 Street Maintenance

- Curb Ramp Replacement (4014/4118)** Curb ramp replacements and upgrades are currently under design for the 2023 Street Maintenance summer construction season. The Engineering Division has opted to construct all curb ramp replacements/upgrades in advance of street maintenance work to streamline in-street maintenance and restoration work. Curb ramp work is tentatively planned to begin fall 2022 and complete by spring 2023.
- Slurry Seal (4014)** The City of Wilsonville, along with various other local jurisdictions, has partnered with City of Hillsboro in a Joint Cooperative Procurement to find savings in economies of scale to secure a contractor to complete the 2022 Slurry Seal project, a child project of the City's Street Maintenance program. Wilsonville City Council awarded a construction contract to Blackline, Inc., the lowest, responsive, and responsible bidder, at the April 18 Regular Council Session. Slurry seal work is tentatively scheduled to occur in the first part of August 2022.



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

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



## Engineering Division, Capital Projects

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

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

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

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

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

This project involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road – Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. Review of the progressive design build (PDB) proposals and interviews with PDB teams is complete. Tapani-Sundt Joint Venture has been identified as the successful proposer and a final scope of work and fee is under negotiation. Award of the PDB Agreement is scheduled before City Council on June 6, 2022.



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

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

### **Old Farm Road Phase I (1500/2500/4500/7500)**

This project includes paving, storm sewer, sanitary sewer, and water line improvements to Old Farm Road, Arbor Glen Loop, and Arbor Glen Court in the Charbonneau development. The contract was awarded to Braun Construction in April. Construction began in June and was completed in March 2022.

### **Raw Water Facility Improvements**

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

## Engineering Division, Capital Projects

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

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

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

Village Greens Circle and Edgewater Lane are the next two rounds of Charbonneau Utility Repair in the Charbonneau District of Wilsonville. The deadline for proposals for design and construction services was March 9, 2022 with proposal scoring completed on April 4 with Wallis Engineering as the selected design consultant. Scope negotiations are currently underway with design work tentatively scheduled to begin in June 2022. Design work for these two projects will continue through the end of the 2022 calendar year with construction of the Village Greens Circle project starting in early 2023 and Edgewater Lane construction work tentatively occurring in early 2024.

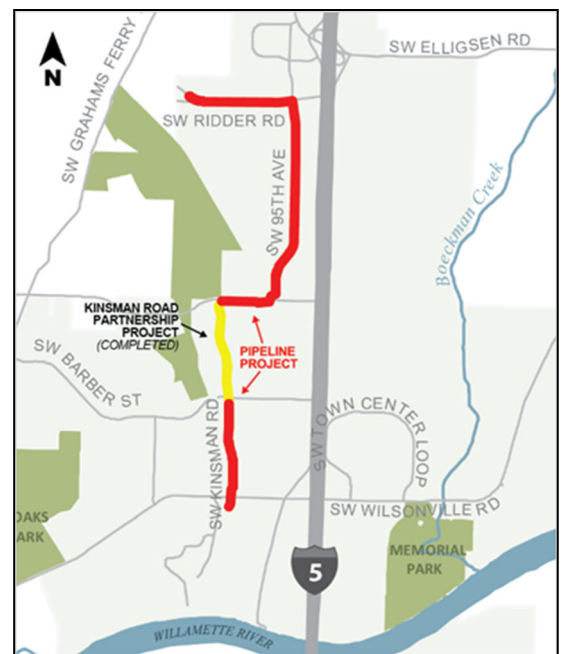
### WTP Expansion to 20 MGD (1144)

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

### WWSP Coordination (1127)

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

- **Phase 1, Wilsonville Road (PLM\_1.1)** Arrowhead Creek Lane to Wilsonville Road—**COMPLETE**
- **Phase 2, Garden Acres Road to 124th (PLM 1.2)** Ridder Road to Day Road—**COMPLETE**
- **Phase 3, Wilsonville Road to Garden Acres Road (PLM 1.3)** This is the WWSP's last section of transmission pipeline to be constructed in the City of Wilsonville and is scheduled to begin Summer 2022, with completion in 2024. It will connect the remaining portion of the pipeline through Wilsonville and follows SW Kinsman Road, SW Boeckman Road, SW 95th Avenue, and SW Ridder Road. (see image). The Engineering Division is currently in the process of reviewing final plans. Also, selection of an inspection services consultant to perform inspection of all City-owned public improvements throughout the project work areas is underway.



### WWTP Master Plan (2104)

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



# Engineering Division, Private Development

## Canyon Creek South Phase 3

This is a five lot subdivision on Canyon Creek Road South. Plans have been approved. The developer will select a contractor and schedule a pre-construction meeting with the city. An issue with the stormwater discharge location has been identified. And staff is working with the developer on a solution prior to allowing the commencement of construction.

## Coffee Creek Logistics Center (Panattoni Warehouse)

This project is located on the southwest corner of Clutter Road and Garden Acres Road. Onsite work continues and street improvements are underway. The contractor has installed sanitary sewer and storm and portions of the new water main in Clutter Road. Road work is anticipated to be completed by the end of May.

## Frog Pond Crossing

This is a 29-lot subdivision in Frog Pond West, located just north of Frog Pond Ridge and east of Frog Pond Oaks. The project was approved by the Development Review Board (DRB) on February 14, 2022 and annexed into the City by City Council on February 24, 2022. Construction plans have been submitted and are under review by staff.

## Frog Pond Estates

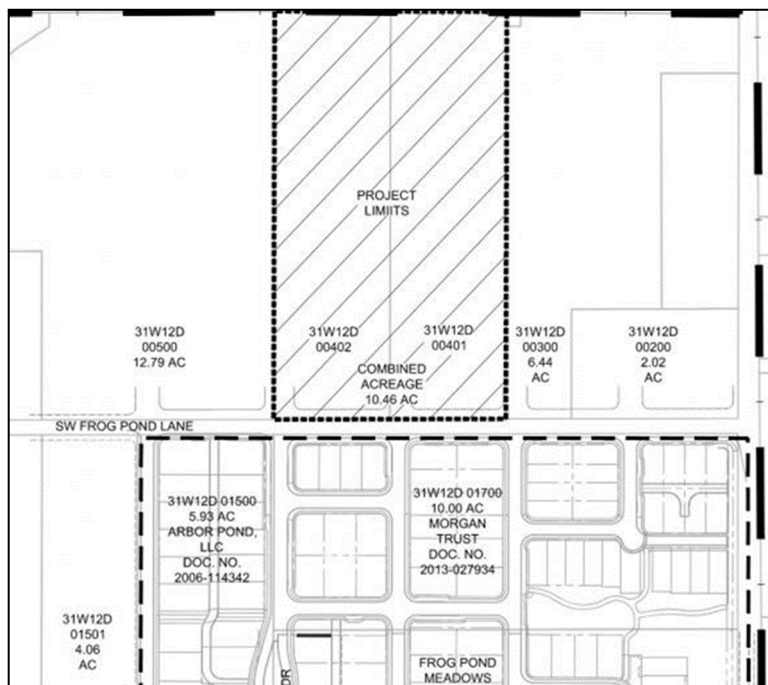
This is a 17-lot subdivision in Frog Pond West, located just west of Frog Pond Ridge. The project was approved by the DRB on March 28, 2022 and annexed into the City by City Council on April 18, 2022. Construction plans have been submitted and are under review by staff.

## Frog Pond Oaks

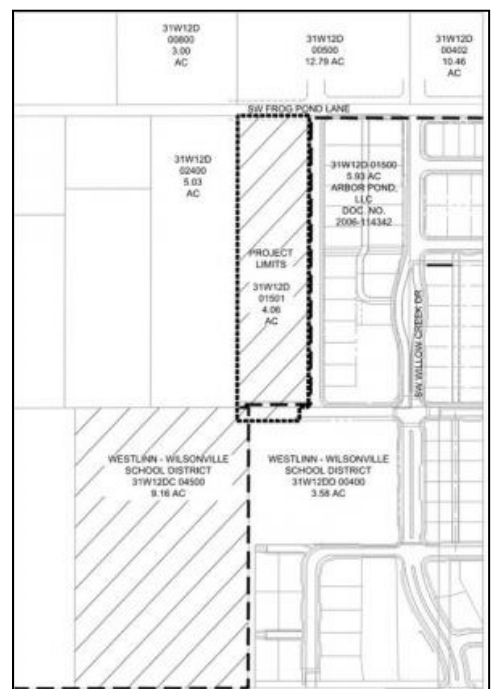
This is a 41-lot subdivision in Frog Pond West, located just north of Frog Pond Ridge. The project was approved by the DRB on April 11, 2022 and annexed into the City by City Council on April 18, 2022. Construction plans have been submitted and are under review by staff.



Frog Pond Crossing



Frog Pond Oaks



Frog Pond Estates

## Engineering Division, Private Development

### Frog Pond Ridge

This is a 71-lot subdivision north of Frog Pond Meadows. The contractor has installed majority of utilities in Phase I and has begun installing utilities associated with Phase II (pictured). Phase I paving of internal streets complete. Utility redesign of Phase II to accommodate connections for nearby future Frog Pond Oaks and Frog Pond Vista subdivisions is under review by the City.



### Magnolia 6-Plex

A small development in Old Town that will require sanitary, storm, and water facilities. Sanitary and water have been installed. The contractor has poured foundations and is working on site. Construction of storm facilities and final paving will occur next.

### Northstar Contractor Establishment—Clay Street

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

### Parkway Woods

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

### SSI Shredding

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

### Villebois Clermont

Grading and demolition have begun for Clermont, a 87-lot subdivision in Villebois. A portion of utilities have been installed and tested. A portion of the curbs have been installed. Paving of a portion of the development has occurred. Plans for Villebois Clermont Regional Parks 5 and 6 are under review by the City.

### Wilsonville High School Auditorium

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

### Wood Middle School

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

## Engineering Division, Natural Resources

### 2021 IPM Activity Report

In April, City staff completed the 2021 Activity Report for the Integrated Pest Management (IPM) Plan. The IPM Plan was adopted in 2018, and this is the third installment of the activity report. IPM offers a broad-based approach that relies on a combination of common sense practices. The IPM Plan identified management areas and key pests of concern and outlined approaches mindful of pest biology and the resources of the City while minimizing the risk associated with pest management.

Highlights from this year’s activity report include

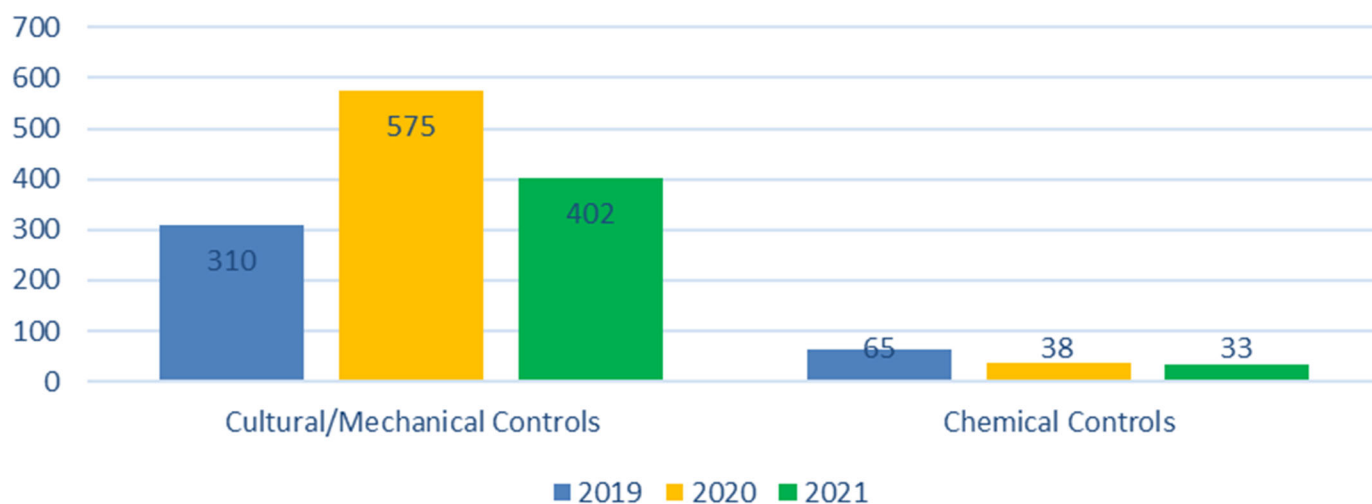
- The City’s continued reliance on cultural or mechanical controls over chemical practices
- The Parks and Recreation Department’s weed steamer, which uses saturated steam to kill weeds
- Goats browsed one acre of invasive plant species in Memorial Park



The IPM Plan and activity reports from 2019, 2020 and 2021 are available at:

<https://www.ci.wilsonville.or.us/natural/page/integrated-pest-management>

### Pest Control Practices - Acres Managed



## Planning Division, Current

### Welcome Mandi Simmons, Administrative Assistant III

During April Mandi Simmons joined the Planning team as an Administrative Assistant. Mandi has a strong customer service and administrative background, most recently serving as the Senior Administrative Assistant for a local tax and accounting firm for almost eight years. She is also a former Division 1 athlete for the Western Michigan University Varsity Softball Team, which makes her a great addition to our collaborative team here at the City. Mandi holds a Bachelor's Degree in Exercise Science from Western Michigan University and attended High School in Milwaukie, Oregon.

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

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

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

### Development Review Board (DRB)

During their April 11 Meeting, DRB Panel A held a public hearing for an additional 41-lot subdivision in Frog Pond West called Frog Pond Oaks. Following the hearing, the board members unanimously approved the proposal contingent on City Council approval of the required annexation and zone map amendment.

During their April 25 Meeting, DRB Panel B held a training session regarding making motions as well as the Coffee Creek Industrial District standards.

### DRB Projects Under Review

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

- Four subdivisions in Frog Pond West
- Industrial building between Garden Acres Road and Grahams Ferry Road
- Gas Station and Convenience Store on Boones Ferry Road north of Wilsonville Road
- Storage yard and related improvements on Boones Ferry Road
- Industrial building at the corner of Kinsman Road and Boeckman Road
- Industrial building and storage yard on Day Road



Perspective of Proposed Industrial Building on Day Road

## Planning Division, Long Range

### Aurora Airport

#### *Aurora Airport Master Plan PAC Meeting #3*

On Tuesday, May 3, 2022, ODAV conducted PAC meeting #3. The meeting was again challenged by technical difficulties, with the City's PAC alternative not receiving the link to the zoom meeting in a timely manner. The day after PAC/public comments were due to ODAV on 4/12 for the draft Aurora State Airport Master Plan Chapters 1-3, ODAV submitted to FAA on April 13 the draft Chapters along with the public comments. ODAV shifted the focus of PAC meeting #3 to revisit what is included in an Airport Master Plan and to respond to PAC member's requests to answer some of the questions raised at previous meetings.

Then, on April 29, ODAV requested FAA ignore ODAV's April 13 submission, and indicated that ODAV will be submitting an updated Draft Chapter 3 - Aviation Activity Forecasts in the coming weeks for FAA review. This updated draft chapter will include revisions and responses to comments received from the Planning Advisory Committee following PAC meeting #1 (February 25, 2022), PAC Meeting #2 and Open House (March 1, 2022), and the PAC work session (April 5, 2022). PAC comment period for Draft Chapter 3 closed on April 12, 2022. The reason for all of this appears to be the fact that the city's PAC member and staff raised significant concerns with the accuracy of the technical data included in the draft master plan leading to ODAV's request to withdraw the FAA review. The next PAC meeting is not scheduled, but is anticipated to be sometime this summer.

#### *Aurora Airport Good-Neighbor Policies*

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

### Frog Pond East and South Master Plan

April began with an April 11 Planning Commission Work Session to discuss placement and design of a neighborhood commercial center as well as recommended base design concepts to guide land use and urban design alternatives. During the remainder of the month, the project team worked to prepare for and begin outreach efforts, including an April 30 focus group meeting. Outreach efforts will continue to May including a May 12 design workshop and additional focus groups and stakeholder interviews. In addition, key work on infrastructure planning and financing got underway.



**FROG POND  
EAST & SOUTH  
MASTER PLAN**

### Inclusive Outreach Framework Refinement

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

## Planning Division, Long Range

### **Planning Commission**

During their April meeting, the Planning Commission held two work sessions. For the first work session the Planning Commission heard an update on the Aurora Airport Comprehensive Plan Policies, including community feedback, and offered input on draft airport good-neighbor policies to add to the Wilsonville Comprehensive Plan. Input included asking for more emphasis on explaining the reason of the policies, comments on the size of proposed area of special concern, surface transportation issues, and noise issues.

For the second work session the Planning Commission received a presentation on provided feedback on components of the master planning for Frog Pond East and South regarding a neighborhood commercial center and recommended design concepts for development of land use and urban design alternatives. Regarding the neighborhood commercial, the Planning Commission supported the hybrid main street approach recommended by the project team. The Planning Commission expressed how the proposed location and layout allowed for the necessary high visibility for retail while helping create a desirable gathering space. Regarding design concepts, the Planning Commission expressed unanimous support for the recommended design concepts. Additional considerations expressed by the Planning Commission are keeping the Grange building as close to the current location as possible if it needs to be moved for road construction and being mindful of potential health concerns from the high-voltage power lines.

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

The Equitable Housing Strategic Plan identifies exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. During April, the City received Statements of Qualifications (SOQ) from interested project developers based on the Request for Qualifications (RFQ) document released in March. Review of the SOQs will be the first step in developer solicitation process. After evaluating the SOQs, the City will select a short list of development teams to respond to a Request for Proposals (RFP), anticipated later this spring.

General project information is available on the project website: <https://ci.wilsonville.or.us/planning/page/wilsonville-transit-center-tod>

### **Vertical Housing Development Zones**

The Equitable Housing Strategic Plan identifies creation of tax abatements to create diversity and affordability in the City's housing supply as a near-term implementation action. Additionally, the Town Center Plan identifies exploration of Vertical Housing Development Zones (VHDZ) as a short-term implementation action to encourage mixed-use development. During April, the project team finalized the evaluation of potential displacement impacts as required by state statute and prepared a resolution for adoption of the VHDZ program, including local criteria, in portions of Villebois Village Center and Town Center. Adoption of a VHDZ program was held for consideration by City Council on May 2.

General project information is available on the project website: <https://ci.wilsonville.or.us/economic/page/vertical-housing-development-zones>

### **Wilsonville Town Center Plan**

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

The Town Center Plan identifies an Infrastructure Funding Plan and Urban Renewal Analysis as two important economic development strategies to support Plan implementation. This work will guide the City in determining how infrastructure investments in Town Center will be funded and will assess if Urban Renewal is a desirable tool to use. During April, the project team reviewed updated cost estimates for infrastructure projects to be included within the funding analysis. The updated cost estimates will serve as the basis for development of the funding plan.

- **BUDGET 2022-23 :** The train has arrived. Grab your ticket and your suitcase. Public notice of the upcoming May budget committee meetings were published in the Wilsonville Spokesman on 04/27/22 and 05/04/22. Instructions were provided with how to comment in advance or during the deliberations. Notice was also published in the Boones Ferry Messenger and on the City's website.
- **INVESTMENTS:** In late April, five year U.S. Treasuries trending just slightly above a 3% yield. With continuing federal reserve talk of additional rate hikes down the line rates are expected to keep climbing. The City of course is limited to an 18 month investment term which on the positive side is allowing us to cycle out of the really, really low investment rates of the past 2 year cycle into this uptick. We were recently able to invest in a five million, 18 month corporate bond yielding 2.4% interest. Bottom line, the interest rate rise should increase City investment earnings above budgeted expectations.
- **ARPA FUNDS:** As you may remember, the American Rescue Plan Act of 2021 (ARPA) allocated federal financial assistance to state and local government agencies to assist in the economic recovery from the COVID-19 pandemic. The City of Wilsonville's total allocation is \$5.5 million, which is delivered in two tranches. The City has already received the first \$2.7 million tranche and expected to receive the second in FY 2022-23. The ARPA rules allows local agencies to claim their allocation (up to \$10 million dollars) as standard allowance simply for use as revenue replacement. Election of this standard allowance allows small governments to significantly reduce reporting and compliance requirement that are normally associated with receiving federal funds. The City has elected to take the standard allowance. Additionally, SMART was separately awarded \$4 million by the Federal Transit Administration in American Rescue Plan Funds. That award is likely to materialize in FY 2022-23 to be put to use for transit operations.
- **NEW ACCOUNTING TECHNICIAN:** Please join us in welcoming Christina Woehl as our new Accounting Technician! Christina brings with her a strong customer service and administrative background, most recently with the Oregon Employment Department. She spends her time pampering her two dogs (Vizslas) - one of which demands to be covered up every night. She also loves gardening, and is looking forward to being part of a collaborative team. Welcome aboard! So glad to have her on our team.
- **ATTACHED Monthly (APRIL) FINANCIALS:** FINANCE continues to monitor all departments for on-going budget compliance.

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 12,450,940	\$ 11,676,244	\$ 774,696	94%
Intergovernmental	2,685,330	5,004,733	(2,319,403)	186%
Licenses and permits	169,850	155,865	13,985	92%
Charges for services	699,990	443,792	256,198	63%
Fines and forfeitures	315,000	132,393	182,607	42%
Investment revenue	91,000	9,317	81,683	10%
Other revenues	16,349,824	16,453,523	(103,699)	101%
Transfers in	4,637,855	3,355,419	1,282,436	72%
<b>TOTAL REVENUES</b>	<b>\$ 37,399,789</b>	<b>\$ 37,231,286</b>	<b>\$ 168,503</b>	<b>100%</b>
Personnel services	\$ 10,076,512	\$ 6,816,969	\$ 3,259,543	68%
Materials and services	26,678,542	22,225,839	4,452,703	83%
Capital outlay	20,000	7,703	12,297	39%
Transfers out	5,874,077	1,204,055	4,670,022	20%
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,649,131</b>	<b>\$ 30,254,566</b>	<b>\$ 12,394,565</b>	<b>71%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,489,124	\$ 1,240,925	\$ 248,199	83%
Investment revenue	7,500	2,407	5,093	32%
<b>TOTAL REVENUES</b>	<b>\$ 1,496,624</b>	<b>\$ 1,313,290</b>	<b>\$ 183,334</b>	<b>88%</b>
Personnel services	\$ 826,900	\$ 621,831	\$ 205,069	75%
Materials and services	671,135	592,533	78,602	88%
Transfers out	2,400	2,000	400	83%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,543,435</b>	<b>\$ 1,259,658</b>	<b>\$ 283,777</b>	<b>82%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,060,463	\$ 2,142,140	\$ (1,081,677)	202%
Charges for services	11,700	8,190	3,510	70%
Investment revenue	12,000	5,334	6,666	44%
Transfers in	41,545	34,620	6,925	83%
<b>TOTAL REVENUES</b>	<b>\$ 1,125,708</b>	<b>\$ 2,190,284</b>	<b>\$ (1,064,576)</b>	<b>195%</b>
Personnel services	\$ 1,132,650	\$ 699,478	\$ 433,172	62%
Materials and services	176,948	181,769	(4,821)	103%
Transfers out	522,520	295,663	226,857	57%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,832,118</b>	<b>\$ 1,176,911</b>	<b>\$ 655,207</b>	<b>64%</b>
<b>231 - Community Development Fund</b>				
Intergovernmental	\$ 161,200	\$ 101,265	\$ 59,935	63%
Licenses and permits	593,446	1,068,348	(474,902)	180%
Charges for services	787,080	556,855	230,225	71%
Investment revenue	8,500	7,228	1,272	85%
Other revenues	250	79,677	(79,427)	31871%
Transfers in	2,684,204	1,442,981	1,241,223	54%
<b>TOTAL REVENUES</b>	<b>\$ 4,234,680</b>	<b>\$ 3,256,354</b>	<b>\$ 978,326</b>	<b>77%</b>
Personnel services	\$ 3,379,050	\$ 2,048,423	\$ 1,330,627	61%
Materials and services	783,614	549,821	233,793	70%
Transfers out	676,038	498,442	177,596	74%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,838,702</b>	<b>\$ 3,096,686</b>	<b>\$ 1,742,016</b>	<b>64%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 1,995,223	\$ 1,427,918	\$ 567,305	72%
Investment revenue	12,500	5,399	7,101	43%
Other revenues	-	16,040	(16,040)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,007,723</b>	<b>\$ 1,449,357</b>	<b>\$ 558,366</b>	<b>72%</b>
Personnel services	\$ 434,340	\$ 246,994	\$ 187,346	57%
Materials and services	495,930	341,835	154,095	69%
Capital outlay	13,000	-	13,000	0%
Debt service	27,400	8,934	18,466	33%
Transfers out	900,602	439,193	461,409	49%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,871,272</b>	<b>\$ 1,036,957</b>	<b>\$ 834,315</b>	<b>55%</b>



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,150,000	\$ 1,909,728	\$ 240,272	89%
Investment revenue	20,000	11,611	8,389	58%
<b>TOTAL REVENUES</b>	<b>\$ 2,170,000</b>	<b>\$ 1,921,339</b>	<b>\$ 248,661</b>	<b>89%</b>
Transfers out	\$ 3,443,559	\$ 2,837,612	\$ 605,947	82%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,443,559</b>	<b>\$ 2,837,612</b>	<b>\$ 605,947</b>	<b>82%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 5,000,000	\$ 4,762,917	\$ 237,083	95%
Intergovernmental	3,964,104	2,805,170	1,158,934	71%
Charges for services	-	37,983	(37,983)	-
Fines and forfeitures	5,000	97,478	(92,478)	1950%
Investment revenue	75,000	10,595	64,405	14%
Other revenues	16,000	-	16,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,060,104</b>	<b>\$ 7,714,143</b>	<b>\$ 1,345,961</b>	<b>85%</b>
Personnel services	\$ 4,386,050	\$ 2,964,349	\$ 1,421,701	68%
Materials and services	2,153,188	1,592,628	560,560	74%
Capital outlay	2,012,500	1,477,636	534,864	73%
Transfers out	669,447	487,981	181,466	73%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,221,185</b>	<b>\$ 6,522,593</b>	<b>\$ 2,698,592</b>	<b>71%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 9,411,000	\$ 8,429,389	\$ 981,611	90%
Investment revenue	150,000	39,098	110,902	26%
Other revenues	12,000	64,443	(52,443)	537%
<b>TOTAL REVENUES</b>	<b>\$ 9,573,000</b>	<b>\$ 8,532,929</b>	<b>\$ 1,040,071</b>	<b>89%</b>
Personnel services	\$ 647,150	\$ 344,329	\$ 302,821	53%
Materials and services	4,566,421	2,928,811	1,637,610	64%
Capital outlay	311,400	72,835	238,565	23%
Debt service	28,500	9,292	19,208	33%
Transfers out	12,858,541	1,198,743	11,659,798	9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,412,012</b>	<b>\$ 4,554,009</b>	<b>\$ 13,858,003</b>	<b>25%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,275,000	\$ 6,666,379	\$ 1,608,621	81%
Fines and forfeitures	-	-	-	-
Investment revenue	160,000	33,458	126,542	21%
Other revenues	30,000	24,543	5,457	82%
Transfers in	600,000	600,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,065,000</b>	<b>\$ 7,331,649</b>	<b>\$ 1,733,351</b>	<b>81%</b>
Personnel services	\$ 394,580	\$ 235,559	\$ 159,021	60%
Materials and services	3,740,830	2,681,831	1,058,999	72%
Capital outlay	369,100	-	369,100	0%
Debt service	2,642,900	179,929	2,462,971	7%
Transfers out	5,711,762	1,202,460	4,509,302	21%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,859,172</b>	<b>\$ 4,299,779</b>	<b>\$ 8,559,393</b>	<b>33%</b>
<b>550 - Street Lighting Fund</b>				
Intergovernmental	\$ -	\$ 65,812	\$ (65,812)	-
Charges for services	536,650	462,631	74,019	86%
Investment revenue	8,500	3,020	5,481	36%
<b>TOTAL REVENUES</b>	<b>\$ 545,150</b>	<b>\$ 531,462</b>	<b>\$ 13,688</b>	<b>97%</b>
Materials and services	\$ 384,030	\$ 212,869	\$ 171,161	55%
Transfers out	1,045,000	67,027	977,973	6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,429,030</b>	<b>\$ 279,896</b>	<b>\$ 1,149,134</b>	<b>20%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,440,000	\$ 2,926,715	\$ 513,285	85%
Investment revenue	15,000	10,417	4,583	69%
Other revenues	-	9,256	(9,256)	-
<b>TOTAL REVENUES</b>	<b>\$ 3,455,000</b>	<b>\$ 2,946,388</b>	<b>\$ 508,612</b>	<b>85%</b>
Personnel services	\$ 283,420	\$ 166,637	\$ 116,783	59%
Materials and services	788,536	470,136	318,400	60%
Capital outlay	107,000	-	107,000	0%
Debt service	542,700	523,154	19,547	96%
Transfers out	2,337,434	1,394,507	942,927	60%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,059,090</b>	<b>\$ 2,554,433</b>	<b>\$ 1,504,657</b>	<b>63%</b>

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



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits	\$ 3,058,188	\$ 975,519	\$ 2,082,669	32%
Investment revenue	3,000	3,593	(593)	120%
<b>TOTAL REVENUES</b>	<b>\$ 3,061,188</b>	<b>\$ 979,112</b>	<b>\$ 2,082,076</b>	<b>32%</b>
Materials and services	\$ 8,320	\$ 19,054	\$ (10,734)	229%
Transfers out	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,320</b>	<b>\$ 19,054</b>	<b>\$ (10,734)</b>	<b>229%</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 1,202,131	\$ 1,662,989	\$ (460,858)	138%
Investment revenue	43,500	19,860	23,640	46%
<b>TOTAL REVENUES</b>	<b>\$ 1,245,631</b>	<b>\$ 1,682,849</b>	<b>\$ (437,218)</b>	<b>135%</b>
Materials and services	\$ 41,470	\$ 14,563	\$ 26,907	35%
Transfers out	8,566,934	786,754	7,780,180	9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,608,404</b>	<b>\$ 801,317</b>	<b>\$ 7,807,087</b>	<b>9%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 554,418	\$ 305,140	\$ 249,278	55%
Investment revenue	35,000	7,362	27,638	21%
<b>TOTAL REVENUES</b>	<b>\$ 589,418</b>	<b>\$ 312,502</b>	<b>\$ 276,916</b>	<b>53%</b>
Materials and services	\$ 16,890	\$ 4,410	\$ 12,480	26%
Transfers out	2,097,960	473,601	1,624,359	23%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,114,850</b>	<b>\$ 478,011</b>	<b>\$ 1,636,839</b>	<b>23%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 873,600	\$ 592,659	\$ 280,941	68%
Investment revenue	37,500	16,030	21,470	43%
Other revenues	7,000,000	7,046,000	(46,000)	101%
<b>TOTAL REVENUES</b>	<b>\$ 7,911,100</b>	<b>\$ 7,654,689</b>	<b>\$ 256,411</b>	<b>97%</b>
Materials and services	\$ 25,940	\$ 10,973	\$ 14,967	42%
Debt service	485,000	26,000	459,000	5%
Transfers out	10,022,053	345,933	9,676,120	3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,532,993</b>	<b>\$ 382,907</b>	<b>\$ 10,150,086</b>	<b>4%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 506,270	\$ 695,052	\$ (188,782)	137%
Investment revenue	50,000	8,535	41,465	17%
<b>TOTAL REVENUES</b>	<b>\$ 556,270</b>	<b>\$ 703,586</b>	<b>\$ (147,316)</b>	<b>126%</b>
Materials and services	\$ 22,050	\$ 5,971	\$ 16,079	27%
Transfers out	3,175,646	1,613,191	1,562,455	51%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,197,696</b>	<b>\$ 1,619,162</b>	<b>\$ 1,578,534</b>	<b>51%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 213,310	\$ 239,214	\$ (25,904)	112%
Investment revenue	15,000	6,208	8,792	41%
<b>TOTAL REVENUES</b>	<b>\$ 228,310</b>	<b>\$ 245,422</b>	<b>\$ (17,112)</b>	<b>107%</b>
Materials and services	\$ 5,750	\$ 2,015	\$ 3,735	35%
Transfers out	366,224	111,493	254,731	30%
<b>TOTAL EXPENDITURES</b>	<b>\$ 371,974</b>	<b>\$ 113,508</b>	<b>\$ 258,466</b>	<b>31%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>800 - Year 2000 Program Income</b>				
Investment revenue	\$ 6,500	\$ 2,109	\$ 4,391	32%
Other revenues	150,000	33,511	116,489	22%
<b>TOTAL REVENUES</b>	<b>\$ 156,500</b>	<b>\$ 35,620</b>	<b>\$ 120,880</b>	<b>23%</b>
Materials and services	\$ 90,200	\$ 56,090	\$ 34,110	62%
<b>TOTAL EXPENDITURES</b>	<b>\$ 90,200</b>	<b>\$ 56,090</b>	<b>\$ 34,110</b>	<b>62%</b>
<b>805 - Year 2000 Capital Projects</b>				
Investment revenue	\$ 75,000	\$ 36,412	\$ 38,588	49%
Other revenues	9,811,524	9,811,524	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,886,524</b>	<b>\$ 9,847,936</b>	<b>\$ 38,588</b>	<b>100%</b>
Materials and services	\$ 690,160	\$ 382,057	\$ 308,103	55%
Capital outlay	11,762,798	2,035,694	9,727,104	17%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,452,958</b>	<b>\$ 2,417,750</b>	<b>\$ 10,035,208</b>	<b>19%</b>
<b>807 - Year 2000 Debt Service</b>				
Taxes	\$ 4,074,200	\$ 3,906,338	\$ 167,862	96%
Investment revenue	40,000	230	39,770	1%
<b>TOTAL REVENUES</b>	<b>\$ 4,114,200</b>	<b>\$ 3,906,568</b>	<b>\$ 207,632</b>	<b>95%</b>
Debt service	\$ 10,412,524	\$ 9,905,079	\$ 507,445	95%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,412,524</b>	<b>\$ 9,905,079</b>	<b>\$ 507,445</b>	<b>95%</b>
<b>810 - Westside Program Income</b>				
Investment revenue	\$ 1,000	\$ 67	\$ 933	7%
<b>TOTAL REVENUES</b>	<b>\$ 1,000</b>	<b>\$ 67</b>	<b>\$ 933</b>	<b>7%</b>
<b>815 - Westside Capital Projects</b>				
Investment revenue	\$ 6,500	\$ 10,435	\$ (3,935)	161%
Other revenues	6,400,000	6,400,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 6,406,500</b>	<b>\$ 6,410,435</b>	<b>\$ (3,935)</b>	<b>100%</b>
Materials and services	\$ 368,780	\$ 255,234	\$ 113,546	69%
Capital outlay	470,000	-	470,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 838,780</b>	<b>\$ 255,234</b>	<b>\$ 583,546</b>	<b>30%</b>
<b>817 - Westside Debt Service</b>				
Taxes	\$ 5,084,500	\$ 4,868,064	\$ 216,436	96%
Investment revenue	77,500	35,821	41,679	46%
<b>TOTAL REVENUES</b>	<b>\$ 5,162,000</b>	<b>\$ 4,903,885</b>	<b>\$ 258,115</b>	<b>95%</b>
Debt service	\$ 18,809,044	\$ 17,035,583	\$ 1,773,461	91%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,809,044</b>	<b>\$ 17,035,583</b>	<b>\$ 1,773,461</b>	<b>91%</b>
<b>825 - Coffee Creek Capital Projects</b>				
Investment revenue	\$ 13,500	\$ 1,095	\$ 12,405	8%
<b>TOTAL REVENUES</b>	<b>\$ 13,500</b>	<b>\$ 1,095</b>	<b>\$ 12,405</b>	<b>8%</b>
Materials and services	\$ 173,880	\$ 133,550	\$ 40,330	77%
<b>TOTAL EXPENDITURES</b>	<b>\$ 348,880</b>	<b>\$ 138,350</b>	<b>\$ 210,530</b>	<b>40%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 350,700	\$ 307,702	\$ 42,998	88%
Investment revenue	1,000	(295)	1,295	-29%
<b>TOTAL REVENUES</b>	<b>\$ 351,700</b>	<b>\$ 307,407</b>	<b>\$ 44,293</b>	<b>87%</b>
Debt service	\$ 280,000	\$ 139,335	\$ 140,665	50%
<b>TOTAL EXPENDITURES</b>	<b>\$ 280,000</b>	<b>\$ 139,335</b>	<b>\$ 140,665</b>	<b>50%</b>

### *From the Director*

Youth programs in April saw some changes. While Toddler and Baby Time continued with their regular Tuesday morning online performances, Storytime at the Barn shifted from Thursday to Wednesday mornings, and a new weekly Teen afterschool drop-in program on Wednesday afternoons began. Youth Services staff attended the West Linn-Wilsonville School District's online "Family Literacy Night" on April 17, where they performed a storytime, shared information about library services in support of children, and conducted read-alouds in breakout rooms.

In support of "Cherry Blossom Week" at Parks & Recreation and as part of April as National Poetry Month, the library held "Haiku: Poetry for Everyone," an online adult program. Other April adult programs included the online Article Club and an American Red Cross Blood Drive. Staff are coordinating a variety of in-person and virtual programs that will start in May.

The pilot project "Books on the Bus," a partnership between the library and SMART, made its first trip on April 5 to Autumn Park Apartments. A SMART bus is loaded with books in crates, and visitors board the stationary bus to browse the books and select some to borrow. There are books in English and Spanish, for all ages. The books may be kept, returned, or shared with others. The next visit will be May 3 to Autumn Park Apartments.

The new furniture arrived, much to the delight of patrons and staff. The new furniture includes reading chairs, tables with charging outlets, seating for the Teen area, computer tables, standalone laptop tables, and charging stations. The new furniture is mobile and versatile, which will easily adapt to the changing needs of our library users.

Library patrons can now pay their overdue and lost book fees online from the comfort of home. This long-awaited service became available at the end of April for all Libraries in Clackamas County (LINCC) through the LINCC website or through the mobile app.

Civics Academy held its first in-person session at the library on April 28 to learn about the library and SMART. Three staff members presented the Academy participants with lively information about library functions and services.

Interviews of candidates for the Library Director position were held.

Library staff participated in verbal de-escalation training provided by Kathy Turner of Clackamas County Behavioral Health. Staff learned valuable tips to use when dealing with difficult situations.

*-Shasta Sasser, Interim Library Director*



## Parks and Recreation Report | April 2022

### Recreation Updates:

April was a very busy month for the recreation team with three special events taking place; community garden registrations, field and shelter reservations and Summer Registration opening! Check out [WilsonvilleParksandRec.com](http://WilsonvilleParksandRec.com) for a full listing of summer events and programs– including a wide variety of summer camps!

**Spring Fling:** The second annual Spring Fling series was hosted from April 25-30. This event series, focused on environmental awareness was comprised of a volunteer event, film screening, plant giveaway, goat petting, a photography contest, and more! We're blaming it on historic levels of rain but the event series seemed lower in attendance than it's inaugural year. The Recreation team will go back to the drawing board to see what new events and/or timeline can be added next year to make this event series more appealing for our community.

**Community Egg Hunt:** The community egg hunt returned to Memorial Park this year after several years on pause. The event was a huge success with an estimated 2,000+ in attendance. The rain even held off and the sunshine came out! Several lucky kiddos received a special prize egg which held a ticket to win a bicycle giveaway sponsored by Therapeutic Associates Physical Therapy of Wilsonville.

**Community Garden:** The community garden is OPEN and plots are still available! Each in-ground 10'x10' plot is \$22 for the year! The Parks and Recreation team planted a demonstration garden and had a blast planting together!





**Cherry Blossom Week:** April kicked off with the first ever Cherry Blossom Week Event Series hosted by the Kitakata Sister City Advisory Board. The overall purpose of the event series was to spread awareness about the sister city relationship to Wilsonville residents. The board plans to debrief the event series at the May meeting.

### 2022 Movies in the Park Series:

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

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

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

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

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



# MOVIES IN THE PARK




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

**Grants Awarded:** The Tourism Promotion Committee and the Parks and Recreation Advisory Board both awarded grants this month. The Community Tourism Grant provided an \$8,000 award to the Wilsonville Arts and Culture Council in support of the organization’s annual Wilsonville Festival of Art and Summer Performance Series, as well as, a \$5,000 award to the Wilsonville Rotary Foundation in support of the Rotary’s Wilsonville Summer Concert Series at Town Center Park. The Community Opportunity Grant provided a \$7,500 award to the City of Wilsonville’s Diversity, Equity and Inclusion Committee in support of the committee’s second annual Juneteenth Celebration and a \$3,000 award to Wilsonville Community Seniors, Inc., in support of a summer trip to the beach.

**Programs Returning:** As the Community Center continues to rebound from the pandemic, more and more programs are coming back. This month we were excited to bring back Duplicate Bridge, a once per week drop in group. Another sign interest in programs is returning, the two sessions of the Healthy Bones and Balance exercise class taught by Brad Moore both filled to capacity at their original maximum. We were able to add a few more spots and the programs are once again full with 20 participants in each class. Finally, the community center team is preparing for the return of in person meals on May 18. Meals will return on Wednesdays and Fridays at this time.

**Wilsonville Community Seniors Inc. –** The WCSI has begun their planning process for a senior bus trip to the beach which will take place this summer. The Board is also beginning preparations to host a BINGO fundraiser in the fall.

**Korean War Memorial Foundation of Oregon –** The KWMFO received 100% design plans for the Interpretive Center. The project is scheduled to be completed by the end of 2022.

## Board Highlights:

**Kitakata Sister City Advisory Board—**The Kitakata Sister City Advisory board hosted their first event series in early April– Cher Blossom Week. The event series featured a film screening, traditional tea ceremony demonstration, crafts, and more. The next board meeting will be held on Tuesday, May 10 at Kirin Ramen Wilsonville at 6pm.



**Arts Culture & Heritage Committee—** The Arts, Culture, & Heritage Committee held their first meeting in April – the board members introduced themselves and gave a brief background on their experience/interest in the arts. We also went over general expectations and a brief background of the last several years work in setting the Arts, Culture, and Heritage Strategy and the events leading up to the formation of the Commission. ACHC members were given an assignment to review the strategy and select their top priorities for the five year work plan and one year implementation strategy prior to the May meeting, which will be held in person at the Library on May 18.

## Parks Team

### Arrowhead Creek Park Revitalization

Arrowhead Creek Park is getting a landscape update. The Parks Team is working to remove invasive species and restore the water feature. The landscaping update is happening in collaboration with two major Water Treatment Plant Projects in the park.



Removing Invasive Plants



Invasive Plants in Water Feature

### Edelweiss Forest Invasive Removal

The Parks Team worked closely with a contractor to remove invasive plants in the wooded section of Edelweiss Park. This will be an ongoing project intended to restore a native forest floor to the area. The team will plant naive undergrowth in the late fall of 2022.



Before Cleanup



After Cleanup



# Parks Team Project Updates

## Memorial Park Central Restroom

Projected Completion—June 2022

- Currently experiencing delays



**Nearing Completion Awaiting Electrical Connection**

## River Fox Park Playground Project

Current Project Completed— June 2022



**Early Demolition**



**Old Playground Ready for Removal**



# City of Wilsonville Police

April 2022

## THE COUNTY BRINGS YOU DASHBOARDS

The Clackamas County Sheriff's Office recently revamped the way it provides statistical information to the public, making it more accessible. One is now able to visit <https://www.clackamas.us/sheriff/stats> and view Call Activity Dashboards for the contract cities of Estacada, Happy Valley, and Wilsonville, as well as Unincorporated Clackamas County and the Enhanced Law Enforcement District.

Information found on this site will be updated monthly and include call priority levels responded to, deputy and public-initiated calls, call activity by month and year, and call activity by day of the week/time of day, along with a map.



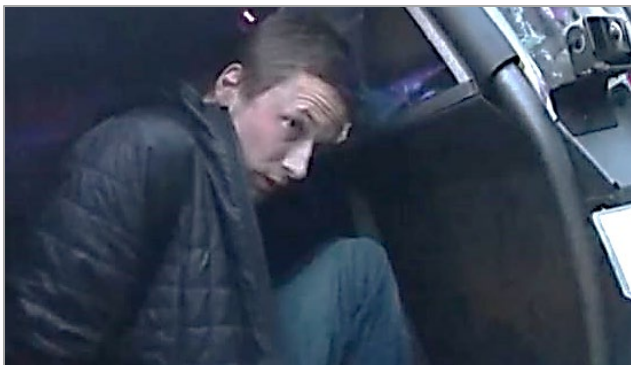
## CPR SAVES LIVES

On April 24, City of Wilsonville officers responded to Crossfit Wilsonville on SW Canyon Creek Rd where deputies Daniel Blair and Joshua Chapek performed CPR.

When they arrived on scene, the person who placed the call was giving chest compressions to an unresponsive male. Deputy Blair took over the compressions until AMR arrived. The male was stabilized and transported to an area hospital.

Coincidentally, April was the month Clackamas County's annual CPR refresher classes were held.

Thank you, Blair and Chapek!



## VEHICLE RECOVERED, ONE IN CUSTODY

William Thomas Fallon, 26, of Tigard, Oregon, was taken into custody by Wilsonville Police early on April 28.

Officers responded to a call for service regarding a male subject slumped over the steering wheel of a vehicle in the area of SW Mont Blanc St. and SW Costa Circle E.

The vehicle, stolen out of Portland, Oregon, was recovered after police pinned it in an effort to prevent its driver, identified as Fallon, from leaving. Fallon woke up during police contact and attempted fleeing by ramming the vehicle back and forth, trying to edge it into the roadway and drive off.

After being issued multiple commands to exit the vehicle, and the use of non-lethal methods, Fallon opened the driver's side door of the car and crawled out onto the ground, semi-compliant.

Fallon was taken into custody and lodged in Clackamas County's Jail on charges of Unauthorized Use of a Vehicle, Attempt to Elude Police, Possession of a Stolen Vehicle, Recklessly Endangering, Criminal Mischief, and a Parole Violation.



# City of Wilsonville

## Call Activity

# 4,201

Total Calls

### YEAR-TO-DATE 2022

#### Public-Initiated

#### Deputy-Initiated

**214**  
Alarm

**287**  
Assist

**257**  
Civil

**796**  
Crime

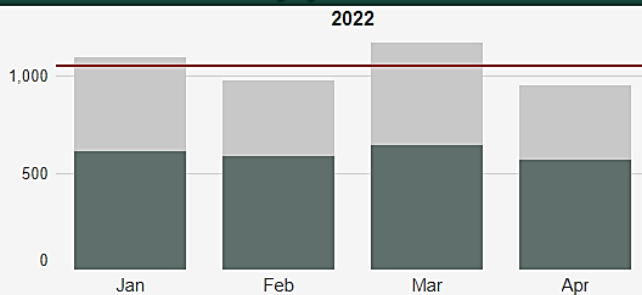
**1,128**  
Disorder

**953**  
Traffic

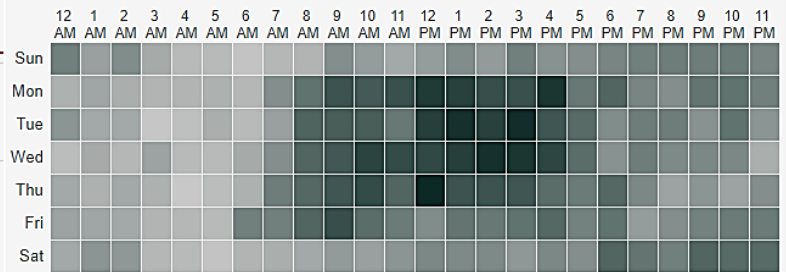
**348**  
Follow-Up

**218**  
Other

Call Activity by Month & Year



Call Activity by Day of Week & Hour of Day



This dashboard is maintained by CCSO's Strategic Analysis Unit. Data Source: TriTech Computer Aided Dispatch (CAD) software. This data was last updated on 5/2/2022 9:16:30 PM. These map layers were last updated on 1/26/2022.

### APRIL 2022

<b>Alarm</b>	Alarm	52
<b>Assist</b>	Assist Public	47
	Assist Fire/Medical	14
	Assist Other Agency	11
	Missing Person	3
	Warrant	3
	Assist Law Enforcement	2
	<b>Civil</b>	Civil
Behavioral Health		13
<b>Crime</b>	Theft	36
	Domestic Violence	32
	Trespass	24
	Harassment/Menacing	16
	Hit & Run	12
	Stolen Vehicle	12
	Assault/Abuse	10
	Fraud	8
	Criminal Mischief	7
	Violation of Restraining Order	4
	Burglary	3
	Vice	2
	Littering	1
	Sex Offense	1

<b>Disorder</b>	Suspicious Activity	121
	Welfare Check	48
	Parking Disorder	33
	Subject Contact	16
	Animal Disorder	15
	Premise Check	15
	Distrurbance	12
	Unwanted Person	12
	Recovered Stolen Vehicle	7
	Extra Patrol	5
	Juvenile Disorder	5
	Noise Disorder	3
	Ordinance Disorder	1
Shots Fired	1	
<b>Traffic</b>	Traffic Stop	124
	Traffic Disorder	27
	Traffic Crash	19
	Hazard	8
	DUII	5
<b>Follow-Up</b>	Follow-Up	66
<b>Other</b>	Other	46

**From The Director's Office:**

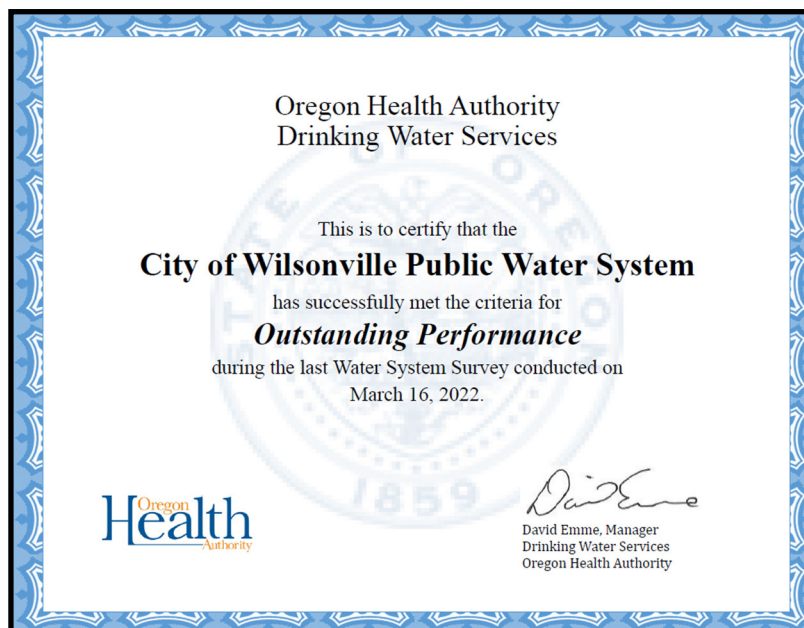
Congratulations to the City's Water Division and Veolia Water staff for being awarded an **"Outstanding Performance"** designation by the Oregon Health Authority Drinking Water Program.

This designation is given at the completion of a water system survey if a community public water system meets all the criteria set forth by the Oregon Health Authority (OHA) Drinking Water Program. A water system survey is an on-site review of a system's sources, treatment, storage facilities, distribution system, operation and maintenance procedures, monitoring, and management, for the purpose of evaluating the system's capability of providing safe water to the public.

Per the letter to the City of Wilsonville from the Regional Engineer of Oregon Health Authority—Drinking Water Program *"The water system was found to be well operated and maintained by experienced staff. No significant deficiencies were identified during the survey."*

Systems that are designated outstanding performers will have their water system survey frequency reduced from every 3 years to every 5 years.

This is the City's third time receiving an Outstanding Performance title.



**Best Regards,**

**Delora Kerber, Public Works Director**

## Backflow Prevention

### Annual Residential Backflow Testing

As the warmer weather arrives, residents are starting to turn on their irrigation systems. Pipes associated with irrigation, swimming pools and hot tubs are common potential 'cross connections' that require backflow prevention equipment which should be tested annually. Backflow is the reverse flow of water and other liquids or substances into distribution pipes in the water supply. Backflow prevention equipment stops any contamination of non-potable water and keep our drinking water free of contamination.



*Irrigation helps keep our city looking green*

Residents received a yearly reminder by mail with a unique ID number, called a TRAC number. TRAC numbers give testers information about the assembly at each location, such as make, model, and serial number. State and City Code also requires that all backflow assemblies be tested after the initial installation, and after any repair, replacement or relocation.

To comply with the annual requirements, residents need to contact a State of Oregon approved Certified Backflow Assembly tester to complete the test and submit the results using the TRAC number.

#### **REMINDER: Backflow Prevention Assembly(s) Annual Test**

Notice Date: March 5, 2020

Due Date: May 31

TRAC #: C421F4

Service Address: 29799 SW Town Center Loop E  
Wilsonville, OR 97070

*See reverse side for your backflow assembly details*

*Sample TRAC number*

## Roads & Stormwater

### Keeping Beauty and the Bridge Beautiful

We are proud to have the Beauty and the Bridge student art project in our City, on Wilsonville Road at the I-5 interchange. It features the artistic work of elementary, middle and high school students from our community, providing a unique view to commuters and pedestrians.

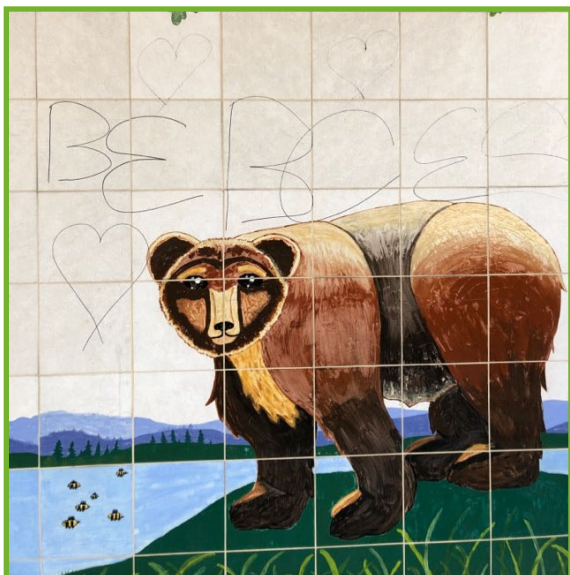
Recently, the Beauty and the Bridge art installation was vandalized with graffiti. Roads staff completed a clean up to restore the artwork. Graffiti on public property should be reported to Public Works. If citizens witness vandalism in progress, they should call the Wilsonville Police's non-emergency dispatch line immediately to intervene. This could save time and effort for City staff or private property owners.



*Before*



*Clean up complete!*



*Before*



*Clean up complete!*

## Utilities—Wastewater

### Root Removal & CCTV Inspections

The Utilities crew tackled root removal in a few manholes this month. Tree roots love nutrient-rich wastewater and hair-like drapes of roots can develop in a manhole. These drapes of roots could eventually cause blockage in the sewer system if they were to fall into the channel, so staff proactively address these issues as soon as they are discovered.



*Roots draping in a manhole*

The Wastewater crew assisted the Engineering Department with some CCTV work on the Old Farm Road project in Charbonneau. The crew inspected the sewer lines and storm lines as part of the final inspection of the project.



*Tim with the CCTV Van*



*Randy setting up the camera*

## Utilities—Wastewater cont.

### Manhole Repairs

The Wastewater crew has been performing a variety of manhole repairs. Most fixes require staff to make a confined space entry into the structure in order to execute the repair. Others repairs can be accomplished from the topside, such as when a manhole needs to be raised up to grade or when a manhole casting needs to be repaired to eliminate infiltration.



*Damaged casting*



*David sealing up the casting*



## Utilities—Water

### Exercising Valves

The Water crew has been hard at work performing the valve exercise program. Exercising valves ensures reliable operation and helps maintain water quality. Each valve is operated through a full cycle and returned to its normal position. The crew has been focusing on exercising all of the valves East of I-5 which equates to over 2,050 valves.

Turning valves can be a repetitive and physically demanding task. The crew utilizes a hydraulically operated valve actuator and an electric valve operator to assist with the turning. However, this equipment can be heavy and requires a lot of loading and unloading between valve clusters.



*Randal turning a valve*

## Facilities

### New Landscape Nursery

Due to labor shortages and prolonged winter weather, the Facilities crew was not able to complete their spring planting projects which intended to replace trees on City property landscapes damaged or destroyed in the 2021 Ice Storm. To keep the tree seedlings viable for planting until fall, the Facilities crew prepared a nursery in a back corner of the Elligsen Reservoir site. The site provided easy access to the trees, while being secure and sheltered from the wind and direct sunlight. Staff smoothed out the area, placed filter cloth on the ground and set the trees in rows so they could be secured by placing a 2X4 across the tops of the pots and staked to the ground in order to assure they stay up right during high wind events. Lastly, Daniel Morena, Facilities Maintenance Specialist installed a hose splitter with a two station irrigation timer on the nearby hose bib for future irrigation of the trees.



*Leveling the site*



*Setting up the rows*

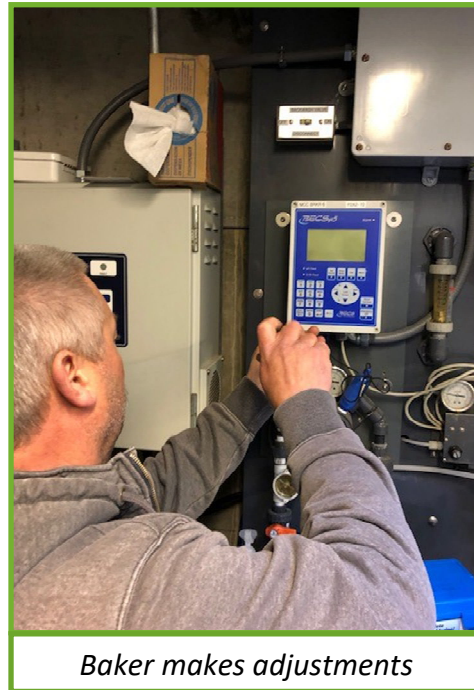


*Our finished tree nursery!*

## Facilities cont.

### Water Feature Maintenance

Facilities staff teamed up with Parks Maintenance to begin the spring wash-down of the hard surfaces around the water features. After cleaning the top surfaces, staff vacuumed out the collection pits located in the Murase runnel. Once the top side components are completely cleaned, the crew will start shipping water through the features and super chlorinate the system while working on any equipment repair or replacements need before the water feature season opens.



### Honors Program

The Janitorial staff participated in an online educational program known as the Buckeye Honors Program, which is provided by the International Sanitary Supply Association (ISSA). To receive their certification, staff must complete 14 different videos covering an array of cleaning procedures and pass an exam after each training video.





In the month of April, the City of Wilsonville/ South Metro Area Regional Transit (SMART/ Fleet) received the 2022 Oregon Public Transportation Award for System Innovation. *"The Oregon Transportation Association Public Transportation System Innovation Award honors a public transportation system that has demonstrated innovative concepts or effective problem-solving techniques not previously applied in the public transportation industry."*

The SMART/Fleet team is happy to share this special award with our friends at the Oregon Department of Transportation (ODOT). If there is a better partner out there, I have yet to meet them. ODOT has worked tirelessly to ensure that SMART has safe and consistent access to the shoulder of the Interstate for our Route 2X, and in doing so, SMART became the first Oregon public transit agency to be able to offer bus-on-shoulder as a travel option.

Finally, not to be braggadocios, but it is certainly worth noting that SMART/Fleet has won the Award for System Innovation two years in a row. I am proud of the entire SMART/Fleet team and I feel quite fortunate to have led this department since 2017. The moral of the story: An incredible team with an incredible partner will always produce incredible results.

**Dwight Brashear**  
Transit Director



# Fleet Services – Scott Simonton Fleet Services Manager

I'm happy to report that we have finally taken delivery of the compressor for our new Compressed Natural Gas fueling station. This is the main component of the system. While supply chain difficulties have slowed this project somewhat, the delivery and installation

of this compressor will lead us into project completion in the coming weeks. We now anticipate the new system going online in late May.



*New compressor enclosure being set in place.*



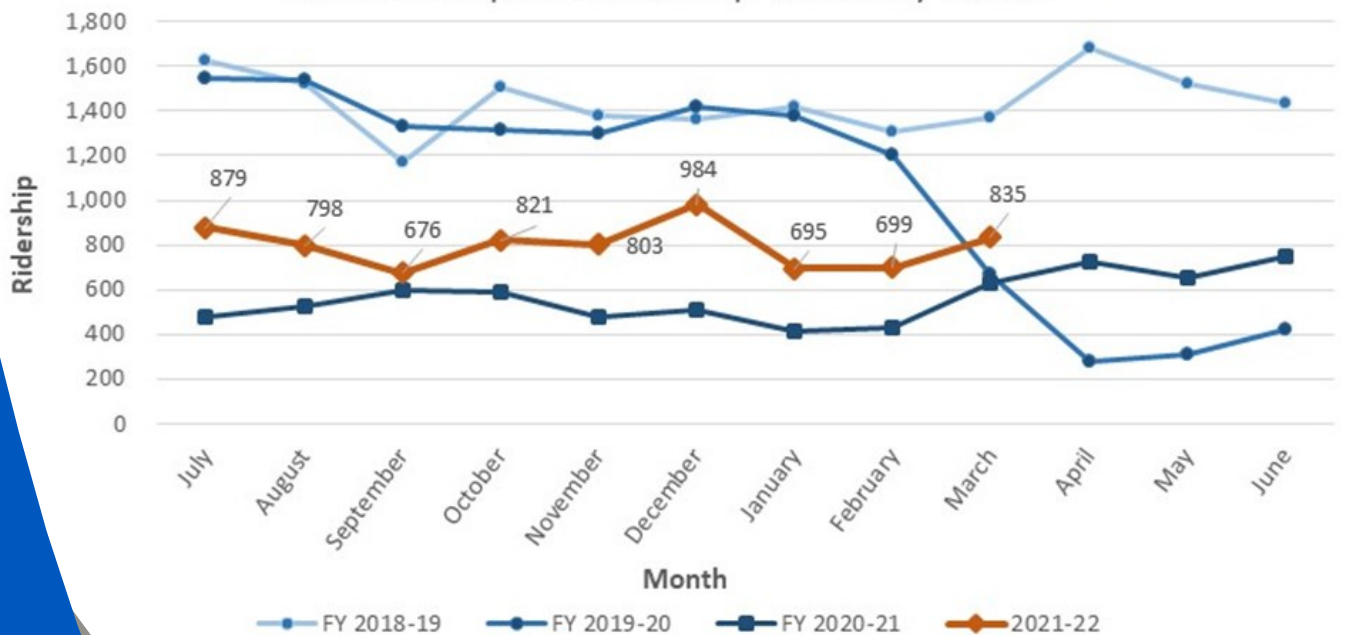
*New compressor after installation.*

Operations - Eric Loomis Operations Manager

Fixed Route Ridership Trends by Month



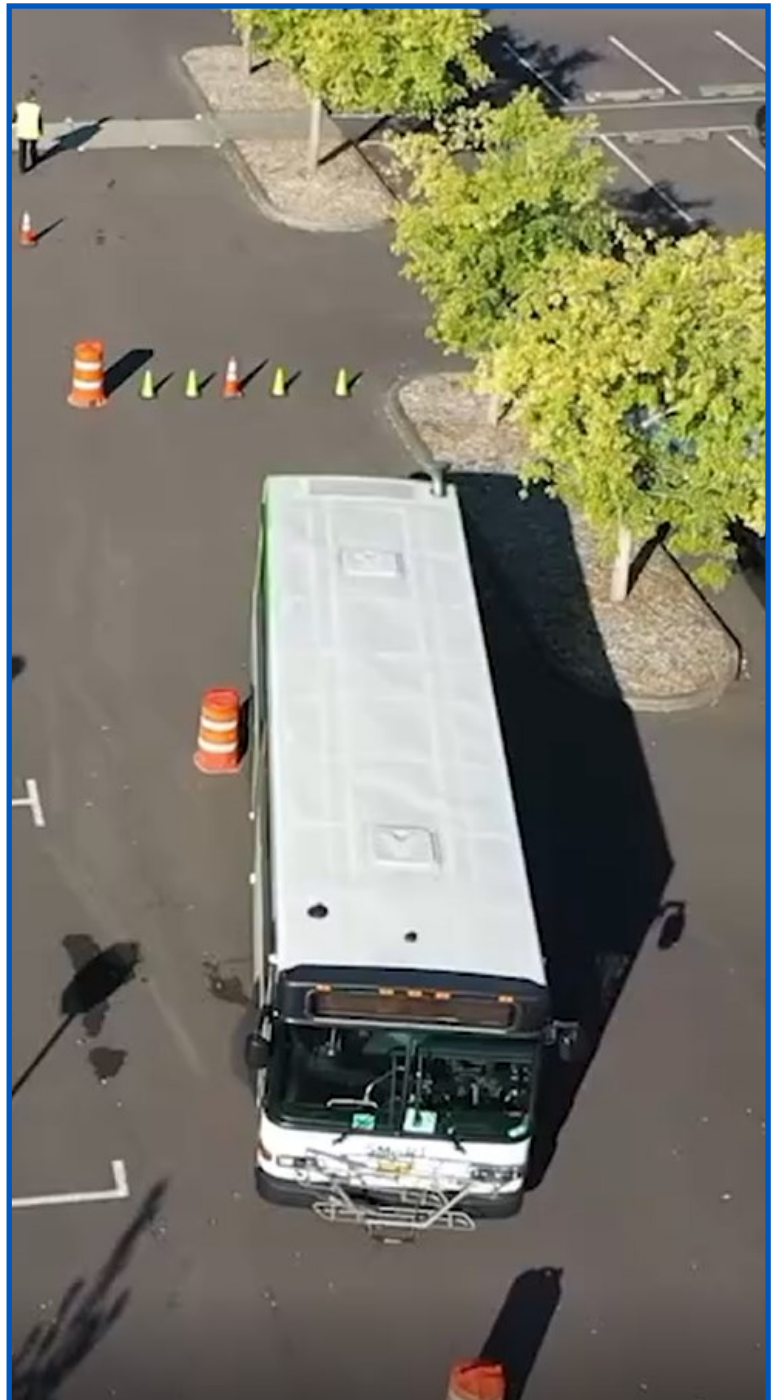
Demand Response Ridership Trends by Month



## Operations - **Eric Loomis** Operations Manager

SMART is built on the foundation of integrating safety in every aspect of operations. In 2019 the Federal Transit Administration (FTA) publicized new safety requirements. In a partnership with ODOT, SMART created a Public Transportation Agency Safety Plan (PTASP) that combined current safety systems and aligned them with the new requirements. In early 2022 the FTA brought forward new guidelines to add to our PTASP.

To meet the new guidelines, SMART will be forming a Safety Committee to identify and recommend risk-based mitigations to reduce the likelihood and severity of consequences through our safety risk assessment. An updated Risk Reduction Program will be implemented to provide assault mitigation infrastructure and technology on buses. Lastly, SMART's Safety Training program will be aligned with federal guidelines to give employees the proper tools for de-escalation and passenger safety.



### Grants & Program Manager - Kelsey Lewis

Our summer programming plans are shaping up!

We have two Transportation Options interns ready to begin in June, and more activities are being added to the calendar each week. The first Books on Bus outreach event, which is a collaboration with the Library and Northwest Housing, went very well, more details below.

Staff is currently learning more about a DEQ diesel emissions reduction grant opportunity and may have more to report on that in the coming months. As the City finalizes the annual proposed budget, SMART will publish its annual Program of Projects detailing our federal grant spending plan for next year and invites public comment. For full details visit

[www.ridesmart.com/transit/page/program-projects](http://www.ridesmart.com/transit/page/program-projects)



### Transportation Options - Michelle Marston Program Coordinator



Books on the Bus event launched this month! Together with the Library and NW Housing Alternatives we aimed to reach residents that may not know about the free bus and library services available in Wilsonville.

These outreach programs are designed to reach our vulnerable populations of limited English and mobility. We plan to move the bus to different locations each month to gain community interest and trust in the programs.

A separate book inventory is purchased and used to keep the books separate from traditional library books, as the program grows we intend to include books with large print and Spanish titles.

