



# CITY COUNCIL AGENDA

July 18, 2022 at 7:00 PM

Wilsonville City Hall

---

**PARTICIPANTS MAY ATTEND THE 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:**

Register with the City Recorder:

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

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

City Recorder - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

**CITY COUNCIL MISSION STATEMENT**

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

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

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

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

A. [Construction Excise Tax \(CET\) for Affordable Housing \(Lorenzen\) \[30 min.\]](#)

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

**ADJOURN [6:10 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, July 18, 2022 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10:00 a.m. on July 5, 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. Civics Academy Graduation (*Mombert*)
5. [Appointment of City Manager Pro Tem \(\*Cosgrove\*\)](#)
6. [Upcoming Meetings](#)

### **COMMUNICATIONS [7:45 PM]**

7. [City of Wilsonville Receipt of the Bronze Walk Friendly Communities Designation \(\*Neamtzu\*\)](#)

### **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [8:00 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 citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.*

### **COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [8:10 PM]**

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

### **CONSENT AGENDA [8:30 PM]**

12. [Resolution No. 2987](#)

[A Resolution of the City of Wilsonville Authorizing the City Manager to Execute the Tri-County Metropolitan Transportation District of Oregon \(TriMet\) Subrecipient Agreement \(\*Brashear/Guile-Hinman\*\)](#)

13. [Minutes of the June 20, 2022 City Council Meeting. \(\*Veliz\*\)](#)



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

14. [Resolution No. 2979](#)

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

**CONTINUING BUSINESS [8:45 PM]**

**PUBLIC HEARING [8:45 PM]**

**CITY MANAGER'S BUSINESS [8:45 PM]**

**LEGAL BUSINESS [8:50 PM]**

**ADJOURN [8:55 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 503-570-1506 or [CityRecorder@ci.wilsonville.or.us](mailto:CityRecorder@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

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



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> July 18, 2022		<b>Subject: Construction Excise Tax (CET) for Affordable Housing</b>	
		<b>Staff Member:</b> Matt Lorenzen, Economic Development 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 type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" 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> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Council Goals: 3.1 and 3.2	<input checked="" type="checkbox"/> Adopted Master Plan(s): Equitable Housing Strategic Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Should staff pursue further investigation into the establishment of a Construction Excise Tax for Affordable Housing as proposed in Attachment 1?

**EXECUTIVE SUMMARY:**

The City Council set a goal (3.1) as part of its biennial 2021-2023 goal-setting process to “Continue implementation of the City’s Equitable Housing Strategic Plan (EHSP) and explore funding options including Construction Excise Tax (CET), Vertical Housing Development Zone (VHDZ), etc.”

In May 2022, the Council voted to adopt Resolution No. 2971 “Establishing the Wilsonville Vertical Housing Development Zone (VHDZ) and Local Criteria”. With this program formally in place, staff is taking the next step, as prescribed by the Council goals and the City’s adopted plans—to begin exploration of a CET.

The City’s (2020) Equitable Housing Strategic Plan (EHSP) recommends in Section 5 (pg. 43), “Explore the Creation of a Construction Excise Tax.” Further, the EHSP provides an “Implementation Roadmap” as Appendix C. The attached memo (Attachment A) takes a closer look at the mechanics of a Construction Excise Tax program, as allowed by Oregon Revised Statutes (ORS) and Senate Bill (SB) 1533, in order to provide Council with sufficient information and context to provide staff with direction regarding the exploration and implementation of a CET in Wilsonville.

**EXPECTED RESULTS:**

At the work session, staff would like basic direction regarding whether or not to proceed with the “Next Steps” as described in the attached memo.

Revenue generation scenarios are explored in the attached memo.

Expected long-term results will need to be explored and presented in subsequent Council meetings, if that is the direction Council gives.

**TIMELINE:**

The exploration of a CET program will require both technical analysis as well as community/stakeholder outreach. As such, staff expects a timeline of 9-12 months before a program is fully vetted and ready for adoption.

**CURRENT YEAR BUDGET IMPACTS:**

Budget impact, at this time, is only in the form of economic development and planning staff time and internal resources.

**COMMUNITY INVOLVEMENT PROCESS:**

At this time, staff has not undertaken any community involvement efforts. However, the proposed “Next Steps” call for stakeholder input after the Council has heard and considered more technical analysis regarding potential program rates, fees, mechanics, uses of funds, etc.

It should be noted that there is a political element to the creation and adoption of a CET. Generally speaking, if Council proceeds after tonight, Council should expect to hear arguments in opposition from advocacy representatives of home builders and developers. Likewise, Council will hear arguments in favor of a CET from advocates of the houseless, disenfranchised, and historically-underrepresented members of the community.

There is not one solution that will fix the affordable housing crisis, but there are tools that can be added to the toolbox. Council will need to carefully and objectively consider which tools are feasible, appropriate, equitable, and fair in a Wilsonville context, and if CET is one such tool.

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

Excerpted from the EHSP:

##### Pros

- *Flexible funding source, especially for funds derived from commercial/industrial development.*
- *Can be blended with other City funds to maximize impact.*
- *Ability to link industrial or other employment investments, which generate new jobs and demand for new housing, with funding for housing development.*
- *Allows some use of funds for administration; can fund staff time needed to administer programs.*

##### Cons

- *CET increases development costs in an environment where many developers are already seeking relief from systems development charges, so it would have impact on (market-rate) project feasibility.*
- *Where demand is high relative to supply, may be passed on in whole or in part through higher housing costs or higher rents for tenants in new (market-rate) buildings.*
- *Revenue will fluctuate with market cycles and will not be a steady source of funding when limited development is occurring.*

#### **ALTERNATIVES:**

1. Direct staff to move forward with the exploration of CET using the “Next Steps” outlined in the attached memo.
2. Direct staff to move forward with the exploration of CET using a course of action other than the “Next Steps” outlined in the attached memo.
3. Direct staff to cease work on the exploration of CET at this time.

Alternative methods/concepts for facilitating the creation of affordable housing without CET are touched on in the attached memo.

#### **CITY MANAGER COMMENT:**

N/A

#### **ATTACHMENTS:**

- A. CET for Affordable Housing, with Revenue Forecasting Scenarios Memo



# Memo

DATE: 20 June 2022  
 TO: Wilsonville City Council  
 FROM: Matt Lorenzen, Economic Development Manager  
 SUBJECT: Construction Excise Tax

This memorandum provides an overview of Construction Tax, commonly referred to as “Construction Excise Tax” (CET), for Affordable Housing, as authorized by SB1533, and codified under ORS Chapter 320 – Miscellaneous Taxes. It focuses primarily on mechanics, with some attention to the politics of CET.

Staff is providing this memo in response to **Council’s 2021-2023 Goals**.

**3.1: Continue implementation of the city’s Equitable Housing Strategic Plan (EHSP) and explore funding options including Construction Excise Tax (CET).**

**3.2 Explore examples of other programs to support home ownership for low-income residents and first-time home buyers as part of the Frog Pond East and South Master Plan**

Further, the CET Revenue Forecast found at the end of this memo, provides a data-based model that can be used to estimate how much annual revenue the city *may* be able to realize if a CET were to be enacted in the City of Wilsonville.

In this memorandum, “Affordable Housing” means housing that is *affordable* to households with incomes equal to or higher than 80 percent of the median family income (MFI) for the county in which the housing is built. This is the definition used in SB1533. A unit of housing is said to be *affordable* if its cost is 30% or less of gross household income. Operationally, this means in order for a program or housing development project to be eligible to receive contributions from CET revenues, the units must be priced no higher than 30% of \$85,200 (annually) in the Portland-Vancouver-Hillsboro MSA. Monthly that is roughly \$2,062 monthly for a family of four.

## Why are we talking about a CET now?

- 1) The adopted Equitable Housing Strategic Plan (2020) calls out the exploration of a CET as a priority for year one of implementation of the plan.
- 2) Federal support of affordable housing has greatly diminished in recent years, putting more burden on local jurisdictions to come up with new solutions.
- 3) Locally generated funds can be leveraged in order to access other, limited state and federal funds for affordable housing.

- 4) Wilsonville is not yet large enough to support a dedicated housing program. There is a need for other creative actions the city can take in order to meet the housing needs of its residents—existing and prospective.
- 5) A CET would create a dedicated revenue source to support the creation of *new* affordable housing. It could also help support housing-cost-burdened residents, preserve existing affordable housing, and make first-time homeownership a reality for residents for whom it is currently out of reach.
- 6) Anecdotally, transportation to and from work is one of the biggest challenges many Wilsonville employers face with employee hiring and retention. More workforce housing in the community means more of Wilsonville’s workforce has the option to live *and* work in Wilsonville. This supports business and minimizes commute traffic.
- 7) There are few other politically-feasible options available that could generate revenue to support an affordable housing fund.

## What exactly is a CET?

---

Cities and counties are preempted from passing any taxes on construction unless otherwise allowed in statute. SB 1533, adopted in 2016, changes state law to allow cities and counties to pass a new construction tax designed to support affordable housing. A construction excise tax can be imposed on residential, commercial, and/or industrial construction, within certain parameters.

**Residential Construction Excise Tax:** A city or county may impose a construction excise tax set at 1% or less of the permit valuation on residential development, including both new structures and construction that results in additional square footage to an existing residential structure.

**Commercial and Industrial Construction Excise Tax:** A city or county may also impose a construction excise tax on commercial and industrial development, including the commercial portions of a mixed-use property that result in a new structure or additional building square footage. There is no cap on the rate of the tax.

## How are the revenues to be distributed?

---

The city or county may retain *up to* 4% of gross construction excise tax revenues as an administrative fee to cover its costs incurred in implementing the construction excise tax. After the administrative fee has been deducted from total revenues, the allocation of net revenue must be as follows:

### Residential construction excise tax

- All revenue is distributed toward affordable housing:
  - 50% for developer incentives\*
  - 35% for other affordable housing programs and incentives\*
  - 15% to Oregon Housing and Community Services (OHCS) to be used toward programs which offer down payment assistance

\* Further discussion and definition of these items follows below. See “How, specifically, can CET revenues be spent?”

### Commercial or industrial construction excise tax

- 50% of revenues must be dedicated toward programs of the city or county related to housing.
- The remaining 50% of revenue is unrestricted in its allocation.

## What is “inclusionary zoning” and how is it related to CET?

Inclusionary Zoning (IZ) policies incentivize or mandate developers to create a certain percentage of affordable housing units in a new or improved residential development. SB 1533 authorizes local jurisdictions to implement both a CET and inclusionary zoning. There is no requirement under SB 1533 that a city or county must adopt an inclusionary zoning ordinance (either voluntary or mandatory) in order to adopt a residential, industrial, or commercial construction excise tax. The design of the construction excise tax complements mandatory or voluntary inclusionary zoning, but CET can be adopted on its own.

At this time, Staff has not received direction to explore inclusionary zoning as a stand-alone or complementary program to a CET, in order to further incentivize or mandate the creation of affordable housing in the City.

## How, specifically, can CET revenues be spent?

### Residential

#### 50% Developer Incentives

Fifty percent of net revenues (gross revenues, less the city administrative fee, if any) may be spent on “Developer incentives.” Such incentives must increase the number of affordable housing units in a development, decrease the sale or rental price of affordable housing units in a development, *OR* build affordable housing units that are affordable to households with incomes equal to or *\*lower* than 80 percent of the median family income for the county in which the housing is built. Such incentives can come in multiple forms:

- Whole or partial permit fee waivers or reductions.
- Whole or partial waivers of system development charges or impact fees set by the city or county.
- Finance-based incentives. E.g. guarantees, in-house financing of city fees at low or no interest, and/or public equity or subsidy
- Full or partial exemption from ad valorem property taxes on the terms described in this subparagraph. For purposes of any statute granting a full or partial exemption from ad valorem property taxes that uses a definition of “low income” to mean income at or below 60 percent of the area median income and for which the multifamily structure is otherwise eligible, the city or county shall allow the multifamily structure of the developer to qualify using a definition of “low income” to mean income at or below 80 percent of the area median income.

\* Note that this differs from the definition of Affordable Housing in SB 1533, which requires affordability to households at or above 80% MFI. This goes a step further to say that tax abatement incentives can be offered

when developers provide units affordable to households with income below 80% MFI, rather than the 60% threshold which is typically required for low-income developments under HUD guidelines.

### **35% Other Affordable Housing Programs and Incentives**

Thirty-five percent of net revenues, as defined above, may be spent on “other affordable housing programs and incentives.” Statute allows the city to define and design such programs and incentives to meet local needs and market dynamics. Examples include, but are in no way limited to:

- Gap financing for the development of new affordable housing
- Acquisition of existing housing that will become affordable
- Acquisition of land for future affordable housing development
- Down payment assistance for home buyers
- Rental or security deposit assistance for people who rent their homes

### **15% OHCS Down-payment assistance**

Fifteen percent of net revenues is distributed to the Housing and Community Services Department (OHCS) to fund home ownership programs that provide down payment assistance. These funds, while distributed to a State agency, are used to fund down payment assistance in the community from which the revenues originated. In other words, the dollars that Wilsonville pays to OHCS will come back to help prospective Wilsonville homeowners.

## Commercial/Industrial

### **50% Programs of the city related to housing**

Fifty percent of net revenues may be used for housing-related programs. Staff is unaware of any guidance or administrative rules that specify what types of programs or activities this could include. As such, the city has broad license to determine how to interpret and expend these funds.

### **50% Unrestricted**

While these funds are completely unrestricted, political pressures would likely compel the city to use the funds for projects, programs, staffing and planning efforts that, in some way, support community, economic, and/or workforce development and/or serve the historically underserved in Wilsonville.

## When is the tax paid?

CET is not an annual tax. In jurisdictions that have enacted a CET, the tax is collected at the time of building permit issuance. One time and one time only.

## Which development projects/permits are subject to the CET?

ORS § 320.173 states, “Construction taxes may not be imposed on the following:

- 1) Private school improvements.
- 2) Public improvements as defined in ORS 279A.010.



- 3) *Residential housing that is guaranteed to be affordable, under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80 percent of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction of the residential housing.*
- 4) *Public or private hospital improvements.*
- 5) *Improvements to religious facilities primarily used for worship or education associated with worship.*
- 6) *Agricultural buildings, as defined in ORS 455.315 (2)(a).*
- 7) *Facilities that are operated by a not-for-profit corporation and that are:*
  - (a) *Long term care facilities, as defined in ORS 442.015;*
  - (b) *Residential care facilities, as defined in ORS 443.400; or*
  - (c) *Continuing care retirement communities, as defined in ORS 101.020.*
- 8) *Residential housing being constructed on a lot or parcel of land to replace residential housing on the lot or parcel of land that was destroyed or damaged by wildfire or another event or circumstance that is the basis for a state of emergency declared under ORS 401.165 or 401.309 or for the exercise of authority under ORS 476.510 to 476.610."*

Additionally, precedent in other Oregon jurisdictions is to **exempt** the following types of development projects from CET:

- Residential housing units, including detached housing, that are subject to a deed restriction or other mechanism acceptable to City ensuring that the unit(s) are affordable under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than eighty percent of the median household income for a period of at least thirty years following the date of issuance of the building permit on which the improvement value is based and that remain affordable.
- Accessory dwelling units (for a limited duration of time after the enactment of a CET)
- Improvements having a total improvement value of less than \$100,000.
- Improvements to religious facilities primarily used for worship or education associated with worship.

## What are the alternatives to CET?

The market for new housing functions fundamentally the same as a market for any other good. That is, pricing is set as a function of supply and demand, finding equilibrium at a point never lower than the cost of production.

Lowering the cost of production is one way to lower the cost of housing. While a jurisdiction cannot control things like the costs of building materials, there are a number of ways a jurisdiction can lower front-end and ongoing operating costs for developers and property investors, including the programs, fee waivers, incentives and subsidies discussed above, but those come at a cost. Zoning and development ordinances that are conducive to the creation of affordable forms of housing are also critical. However, a local policy or incentive can only do so much, particularly in Oregon where land is a very scarce resource due to the Urban Growth Boundary.

Generally speaking, the housing affordable to households earning incomes lower than the area MFI, without public subsidy, is housing that is affordable *de facto*. That is, factors such as the the age,

condition, or location of the housing set the price at affordable levels. But the inventory of such housing is limited, and certainly insufficient to meet growing demand, according to the EHSP.

To drive housing prices down to levels affordable to households earning area median wages and even below, some form of subsidy is required. Affordable housing (below market-rate) will not be built or sustained by the private sector without public subsidy as it is inherently unprofitable.

If the public must subsidize affordable housing, this begs the question: Where will the money come from? *None* of the policies or incentives mentioned above generates revenue—quite the contrary. A CET is one of few revenue-generating tools available to cities and counties for the creation and continuation of below-market-rate affordable housing. A general obligation bond and rate increase on all property owners is theoretically an alternative, but politically challenging—an understatement to be sure.

Without a revenue source to fill the gap that exists between market rate and affordable housing, there will be little if any affordable housing constructed, particularly in markets like Wilsonville (and the Portland Metro generally) where land is scarce and thus development costs are particularly high.

## How much revenue can the city expect if it enacts a CET?

Of course, it depends. The CET Revenue Forecasting table at the end of this memo attempts to forecast potential revenue, based on historic permit valuation data, 2007-2021. Several scenarios are provided. Preliminary estimates show the city could realize, on average, **+/- 750k-\$1.0M annually**, depending on final rates and administrative fees, which may be set by the enacting ordinance, up to maximum rates dictated by ORS.

**Methodology:** Staff procured historic permit valuation data from the city's Building Official and adjusted for inflation, using Consumer Price Indices. Because permit volume and valuation fluctuate from year to year, the statistical mean was derived from the inflation-adjusted valuation data in order to account for both high and low years. This averaged, inflation-adjusted permit valuation was then multiplied with hypothetical rate and fee percentages in order to forecast gross and net revenues. While there will inevitably be years with lower and higher permit valuations, volume trends steadily upward as the city grows, so while there may be years with revenue lower than the forecast, the general trend should be upward.

## Which Oregon jurisdictions have already enacted a CET?

Jurisdiction	Date Enacted	Rate(s)
Bend	2006 (predates SB 1533)	<b>0.33% on all permits</b>
Portland	2016	1% on all permits
Corvallis	2016	Residential – 1% <b>Comm/Ind – 1.5%</b>
Hood River County	2017	1% on all permits – 1%
City of Hood River	2017	1% on all permits
Cannon Beach	2017	1% on all permits

Tillamook County	2017 (subsequently repealed by voters)	1% on all permits
Newport	2017	1% on all permits
Milwaukie	2017	1% on all permits
Medford	2018	<b>0.33% on all permits (maximum \$50,000 on comm/ind)</b>
Eugene	2019	<b>0.5% on all permits (0.33% in year 1)</b>

## Next Steps

---

<b>Today</b>	Determine if interest and consensus exists among Councilors, sufficient to direct staff to continue work toward the development of a CET program.
<b>Next Meeting</b>	<p>Evaluate and discuss staff-provided analysis and information, looking at the following questions, among others:</p> <ul style="list-style-type: none"> <li>• Should the CET apply to both residential and commercial / industrial development?</li> <li>• What rate would be appropriate and sufficient for each type of development included, balancing revenue generation with impacts to development feasibility?</li> <li>• What exemptions might the City want to establish, in addition to those required under statute (see above)? For example, would the City want to exempt projects under a certain size or permit value, certain housing types, or a broader definition of affordable housing?</li> </ul>
<b>Beyond</b>	<p>Convene a task force of stakeholders to recommend how the city would use CET revenues (as allowed by ORS)</p> <p>Seek broad stakeholder input (developers, business leaders, affordable housing providers and advocates, residents)</p> <p>Adoption and Administration</p>

**[Revenue forecast scenarios follow]**

## CET Revenue Forecast Wilsonville, Oregon

### Scenario A

					<u>Net Revenues; statutorily required uses</u>		
Residential	Permit Valuation*	Allowable Rate 1% cap	Gross Annual Revenue	Admin. Fee (retained by City) 4.00%	Developer Incentives (local) 50%	Affordable Housing Programs (local) 35%	OHCS (State) 15%
New SFD	\$41,290,547	0.80%	\$330,324	\$13,213	\$158,556	\$110,989	\$47,567
SFD Additions/Alterations	\$856,539	0.00%	\$0	\$0	\$0	\$0	\$0
<b>Subtotals</b>	<b>\$42,147,086</b>		<b>\$330,324</b>	<b>\$13,213</b>	<b>\$158,556</b>	<b>\$110,989</b>	<b>\$47,567</b>
					Housing-related programs (local) 50%	Unrestricted (local) 50%	
Commercial/Industrial	Permit Valuation*	Allowable Rate no cap	Gross Annual Revenue	Admin. Fee (retained by City) 4.00%			
New Commercial/Industrial	\$34,533,216	1.25%	\$431,665	\$17,267	\$207,199	\$207,199	
Commercial/Industrial Additions/Alterations	\$26,450,997	1.25%	\$330,637	\$13,225	\$158,706	\$158,706	
<b>Subtotals</b>	<b>\$60,984,213</b>	-	<b>\$762,303</b>	<b>\$30,492</b>	<b>\$365,905</b>	<b>\$365,905</b>	
Total Annual City Admin. Fee				\$43,705			
<b>Total Local, Annual CET Revenue Forecast (Net)</b>					<b>\$1,001,355</b>		

\* inflate annually by a factor of ~2.89%

adjust rates to change total forecast

\* Permit valuation amounts were derived using methodology described in the memo that corresponds with this workbook.

## CET Revenue Forecast Wilsonville, Oregon

## Scenario B

					Net Revenues; statutorily required uses		
Residential	Permit Valuation*	Allowable Rate 1% cap	Gross Annual Revenue	Admin. Fee (retained by City) 4.00%	Developer Incentives (local) 50%	Affordable Housing Programs (local) 35%	OHCS (State) 15%
New SFD	\$41,290,547	0.00%	\$0	\$0	\$0	\$0	\$0
SFD Additions/Alterations	\$856,539	0.00%	\$0	\$0	\$0	\$0	\$0
<b>Subtotals</b>	<b>\$42,147,086</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Commercial/Industrial	Permit Valuation*	Allowable Rate no cap	Gross Annual Revenue	Admin. Fee (retained by City) 4.00%	Housing-related programs (local) 50%	Unrestricted (local) 50%	
New Commercial/Industrial	\$34,533,216	1.25%	\$431,665	\$17,267	\$207,199	\$207,199	
Commercial/Industrial Additions/Alterations	\$26,450,997	1.25%	\$330,637	\$13,225	\$158,706	\$158,706	
<b>Subtotals</b>	<b>\$60,984,213</b>	-	<b>\$762,303</b>	<b>\$30,492</b>	<b>\$365,905</b>	<b>\$365,905</b>	
Total Annual City Admin. Fee				\$30,492			
<b>Total Local, Annual CET Revenue Forecast (Net)</b>					<b>\$731,811</b>		

\* inflate annually by a factor of ~2.89%

adjust rates to change total forecast

\* Permit valuation amounts were derived using methodology described in the memo that corresponds with this workbook.

# CET Revenue Forecast Wilsonville, Oregon

## Scenario C

	Permit Valuation*	Allowable Rate 1% cap	Gross Annual Revenue	Admin. Fee (retained by City) 4.00%	Net Revenues; statutorily required uses		
					Developer Incentives (local) 50%	Affordable Housing Programs (local) 35%	OHCS (State) 15%
<b>Residential</b>							
New SFD	\$41,290,547	0.80%	\$330,324	\$13,213	\$158,556	\$110,989	\$48,553
SFD Additions/Alterations	\$856,539	0.80%	\$6,852	\$274	\$3,289	\$2,302	\$987
<b>Subtotals</b>	<b>\$42,147,086</b>		<b>\$337,177</b>	<b>\$13,487</b>	<b>\$161,845</b>	<b>\$113,291</b>	<b>\$49,540</b>
<b>Commercial/Industrial</b>							
	Permit Valuation*	Allowable Rate no cap	Gross Annual Revenue	Admin. Fee (retained by City) 4.00%	Housing-related programs (local) 50%	Unrestricted (local) 50%	
New Commercial/Industrial	\$34,533,216	0.80%	\$276,266	\$11,051	\$132,608	\$132,608	
Commercial/Industrial Additions/Alterations	\$26,450,997	0.80%	\$211,608	\$8,464	\$101,572	\$101,572	
<b>Subtotals</b>	<b>\$60,984,213</b>	-	<b>\$487,874</b>	<b>\$19,515</b>	<b>\$234,179</b>	<b>\$234,179</b>	
Total Annual City Admin. Fee				\$33,002			
<b>Total Local, Annual CET Revenue Forecast (Net)</b>					<b>\$743,495</b>		

\* inflate annually by a factor of ~2.89%

adjust rates to change total forecast

\* Permit valuation amounts were derived using methodology described in the memo that corresponds with this workbook.

# CET Revenue Forecast Wilsonville, Oregon

## Scenario D

					<u>Net Revenues; statutorily required uses</u>		
Residential	Permit Valuation*	Allowable Rate 1% cap	Gross Annual Revenue	Admin. Fee (retained by City) 4.00%	Developer Incentives (local) 50%	Affordable Housing Programs (local) 35%	OHCS (State) 15%
New SFD	\$41,290,547	1.00%	\$412,905	\$16,516	\$198,195	\$138,736	\$59,458
SFD Additions/Alterations	\$856,539	0.00%	\$0	\$0	\$0	\$0	\$0
<b>Subtotals</b>	<b>\$42,147,086</b>		<b>\$412,905</b>	<b>\$16,516</b>	<b>\$198,195</b>	<b>\$138,736</b>	<b>\$59,458</b>
					Housing-related programs (local) 50%	Unrestricted (local) 50%	
Commercial/Industrial	Permit Valuation*	Allowable Rate no cap	Gross Annual Revenue	Admin. Fee (retained by City) 4.00%			
New Commercial/Industrial	\$34,533,216	0.85%	\$293,532	\$11,741	\$140,896	\$140,896	
Commercial/Industrial Additions/Alterations	\$26,450,997	0.85%	\$224,833	\$8,993	\$107,920	\$107,920	
<b>Subtotals</b>	<b>\$60,984,213</b>	-	<b>\$518,366</b>	<b>\$20,735</b>	<b>\$248,816</b>	<b>\$248,816</b>	
Total Annual City Admin. Fee				<b>\$37,251</b>			
<b>Total Local, Annual CET Revenue Forecast (Net)</b>					<b>\$834,562</b>		

\* inflate annually by a factor of ~2.89%

adjust rates to change total forecast

\* Permit valuation amounts were derived using methodology described in the memo that corresponds with this workbook.



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> July 18, 2022		<b>Subject:</b> Frog Pond East and South Master Plan	
		<b>Staff Member:</b> Daniel Pauly, Planning Manager	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input checked="" type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		<b>Comments:</b> During a July 13 work session, Planning Commission provided input that will be provided to the Council at the work session.	
<b>Staff Recommendation:</b> Provide requested input regarding residential policies for Frog Pond East and South.			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Expand home ownership	<input checked="" type="checkbox"/> Adopted Master Plan(s): Frog Pond Area Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Provide feedback and input on residential policies for Frog Pond East and South. Specifically, provide guidance on variety of unit types to encourage and/or require. The policy discussion will also clarify what the different mapped colors (design types) mean on the draft preferred land use alternative (Attachment 1). The design types and policies, after further refinement in the coming months, will control the development of Frog Pond East and South.



**EXECUTIVE SUMMARY:**

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

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

This will be the Council's sixth work session on the Frog Pond East and South Master Plan. The previous work sessions and their content were as follows:

*Work Session 1-October 2021:* Focus on overall project scope and the outreach plan.

*Work Session 2-January 2022:* Initial feedback on the needs and opportunities for affordable housing and housing variety.

*Work Session 3-March 2022:* Continuation of the topic of housing needs for more detailed feedback and direction, introduction of the neighborhood commercial evaluation.

*Work Session 4-May 2022:* Further discussion of the neighborhood commercial center and discussion of the recommended design concepts for development of land use and urban design alternatives.

*Work Session 5-June 2022:* Review and direction on draft land use alternatives. This included mapping the locations of different housing design types and forms, which were grouped into Type 1, Type 2, and Type 3.

This *Work Session 6* will present a draft preferred land use alternative for Council review and discussion. This work session will focus on developing specific land use policies to guide housing development in Frog Pond East and South. Discussion of these policies will clarify what is meant by the three housing design type categories (Type 1, Type 2, Type 3) represented in the draft preferred alternative map (Attachment 1). The policies and design types presented will be further refined over the coming months to be adopted in the Frog Pond East and South Master Plan and into land use regulations that will control the development of this area.

In Work Session 4, the Council discussed design concepts to guide development of the land use alternatives, many of which focused on housing. The housing-focused design concepts are reflected in the draft preferred alternative and include:

- Housing variety throughout the plan area.
- Affordable housing integration (both subsidized affordable housing and market-rate units that are more financially attainable).
- A transect of density in the urban form. “Transect” means a fanning out of look and feel of density from a focal point to an edge. A prime example in Wilsonville is Villebois. In Villebois, the tallest buildings with little setback from the street are located around and near the piazza at the center of the development. The edges, such as in the Grande Pointe subdivision, are shorter buildings with more separation from the street. These two examples are Villebois’ center and its edge, with various housing forms in between that create a seamless transition between these different building forms.

### **Type 1, Type 2, and Type 3 housing design types and housing variety**

The draft preferred alternative shows Type 1, Type 2, and Type 3 housing design types in “transects”. This includes a “larger-scale transect” for the entire planning area radiating from larger focal points like the neighborhood park and neighborhood commercial center and “mini transects” operating within the larger transect that radiate from localized small greenspace focal points and minor intersections. The design types are defined by urban form, that is, the look and feel of each residential structure, how they relate to other buildings and to the public realm, such as streets, rather than what type of housing unit(s) is built within a given residential structure.

This approach intends to achieve variety in architectural style and neighborhood composition, providing a wider variety of housing options and a more mixed-income community. The approach further complies with House Bill 2001 and related housing variety policy adopted by the City Council this last fall.

Certain unit types do lend themselves towards building envelopes that would be typical in the different Type 1-3 design types. Attachment 2 includes photos of residential structures in both Villebois and Frog Pond West that help to illustrate the variety of unit types that could be built within each design type. Each photo is labeled with the design type it best represents, along with the type of unit or units within the structure.

To better define the different design types, it is also helpful to understand what they have in common and what is different.

Commonalities between design types:

- Variety of unit types allowed within each design type
- Residential structures with different unit types within an area have similar building bulk and appearance that integrate together well
- Limited separation or geographic isolation of different unit types

- Housing organized by blocks and around nearby greenspace or other focal points

Differences:

The following table highlights the main differences between housing design types. See Attachment 2 for photos that help illustrate the differences.

The dimensions below are preliminary and subject to change.

Urban Form Element	Type 1 Housing	Type 2 Housing	Type 3 Housing
Façade length facing street or public realm	75-200 feet (also can be 20–25-foot facades feet closely spaced that together have a similar appearance of a larger façade)	25-80 feet (front façade length is commonly 25-45 feet, however the range goes up to 80 feet to accommodate street-facing side facade length and longer front facade length on shallow lots)	45-100 feet
Typical building height	Primarily 2-3 stories, but some 1-story cottages/ADU's	Primarily 2 stories with some 3-story middle housing and 1-story cottages/ADU's	Primarily 1-2 stories, with 3-story allowed
Typical setbacks between buildings	10 or less feet between smaller buildings, more distance between large buildings	Approximately 10 feet	10-15 feet
Vehicle access and off-street parking	Access and parking almost all to the rear or side of building, alley access very common	Access and parking predominantly to the rear or side, alley access common. Some units may have front access and driveways/garages	Variety. Access and parking commonly from front with front access and driveways. Some rear and side access and parking, along with alleys, particularly for middle housing.
Typical front setbacks from street	Buildings typically close to the street	Further back than Type 1, but still fairly close to street unless front facing garage	20 feet with front vehicle access, similar to Type 2 with rear access

Typical lot size for individual residential structure	Less than 3,000 square feet for smaller structures containing single units. Larger for multi-unit structures	3,000-5,000 square feet	5,000-10,000 square feet
Example residential structures (see also Attachment 2)	Many in Villebois including: 5–6-unit townhouse buildings, detached homes closely spaced on approx. 2,500 square foot lots, condo buildings, apartment buildings	Alley-loaded single-family/townhomes in Villebois, Morgan Farm in Frog Pond West	Single-family detached lots in Frog Pond West and Grande Pointe in Villebois, two-story townhouse buildings in Villebois and Frog Pond West.

### Housing variety policy options

With an understanding of what each housing design type means and how much variety is allowed within each, the team desires Council direction on regulating variety within each of the three design types and to what extent.

The following are key points the project team recommends the Council consider during their review and discussion:

- Variety requirements regulate types of units rather than specific price points
- This type of regulation can help ensure that middle housing is built, which is supportive of House Bill 2001 and Wilsonville’s implementation of it
- Without variety requirements each development is likely to produce one or two different unit types
- Reasonable flexibility is important: too granular or detailed of regulations make implementation difficult and can unintentionally prevent development of needed housing the market is otherwise willing and able to deliver.
- Unit variety is better regulated by unit type groupings or “buckets” rather than by individual stand-alone unit types.<sup>1</sup>
- Regulations must be clear and objective, but a discretionary path may be made available as an option to developers.

The project team offers the following draft policy options for the Council to consider. Other policies can be explored per Council direction.

<sup>1</sup> For example, townhouses, plexes, and stacked-flat apartments/condos may be grouped in a bucket as they can be built in similar sized structures. A similar bucket approach was used in Villebois that helped implement urban design and architectural variety policies while still allowing reasonable flexibility to the development community.

1. Encourage But Not Require Variety: This policy option would encourage and allow variety, but not regulate. Developers would determine variety (or lack thereof) based on their preference and market conditions.
2. Minimum of Certain Housing Types: This policy option would require a certain amount of target unit types per subdistrict or block. Examples of potential targeted unit types to require:
  - a. Attached middle housing (townhouses, plexes)
  - b. Single-level units: in smaller homes (i.e., less than 1,200 sf livable floor area, this would include cottage clusters, ADUs [including those integrated into the ground floor of taller townhouse buildings], and in elevator-served multi-story buildings with single-level units.)
3. Maximum of Certain Housing Types: This policy option would require each subdistrict or block to have no more than a certain percent of one type of unit.
4. Maximum and Minimum of Certain Housing Types: This policy option would combine the requirement elements of policy option 2 and 3 to have no more than a certain percent of one type and ensure a certain amount of target unit types.

The project team recommends Option 4 as a feasible policy that will best help the City meet its goals around housing variety while still allowing a reasonable level of flexibility for developers. The size and scale of subdistricts is also an important implementing criterion, following this principle: the greater the number of potential units, the more variety that should be required.

#### Discussion Questions:

1. What additional questions, if any, does the City Council have about the three housing design types?
2. Which policy option would the City Council like the project team to pursue regarding housing variety in Frog Pond East and South? *Should the City require a certain mix of housing?*
3. What additional questions about housing variety policy would you like the project team to be prepared to answer for future work sessions?

#### **EXPECTED RESULTS:**

Feedback and direction from the Council on developing key residential policies for housing design types and unit variety in Frog Pond East and South.

**TIMELINE:**

This is the sixth in a series of work sessions for the City Council. The next work session is planned for September. The Master Plan is scheduled to be completed by December 2022, with some implementation elements extending into early 2023.

**CURRENT YEAR BUDGET IMPACTS:**

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

**COMMUNITY INVOLVEMENT PROCESS:**

The project has a community engagement plan which lays out a robust public engagement program that will include meaningful and impactful involvement of people who identify with historically marginalized communities.

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

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

**ALTERNATIVES:**

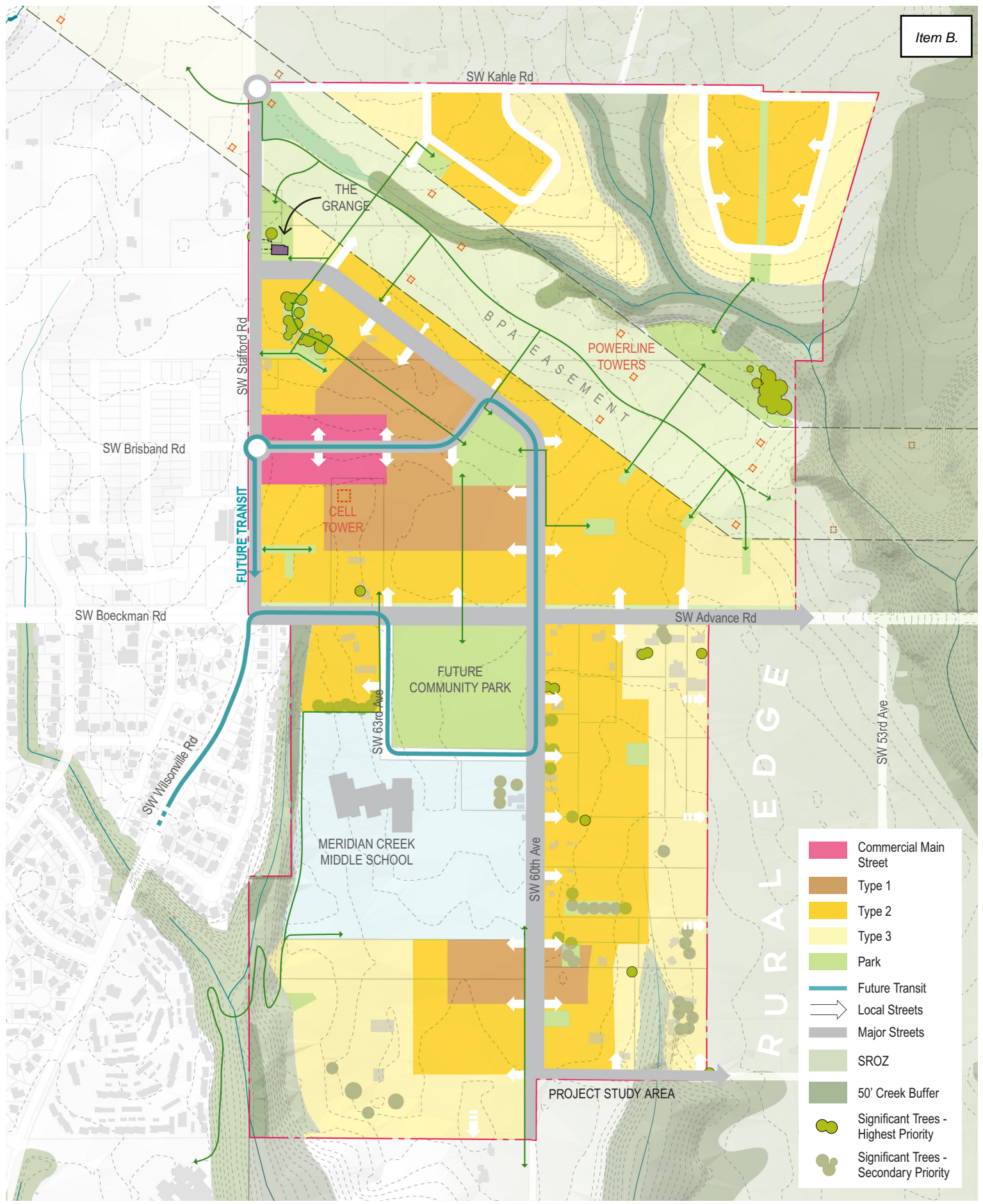
The City Council can continue to direct changes to the draft preferred land use alternative. In addition, the City Council continues to have a number of options for policy related to housing variety.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Draft Preferred Land Use Alternative for Frog Pond East and South (dated July 5, 2022)
2. Example Photos of the Three Housing Design Types proposed (dated July 5, 2022)



# Examples of Design Types Proposed for Frog Pond East and South

From Villebois and Frog Pond West



# Type 1 Design Type

Example Residential Structures from  
Villebois





**Type 1**  
**4-Unit Townhouse Building**





Type 1  
3-unit Townhouse Buildings





# Type 1

## 5-Unit Townhouse Building





# Type 1

Multi-story condo building with single-level units





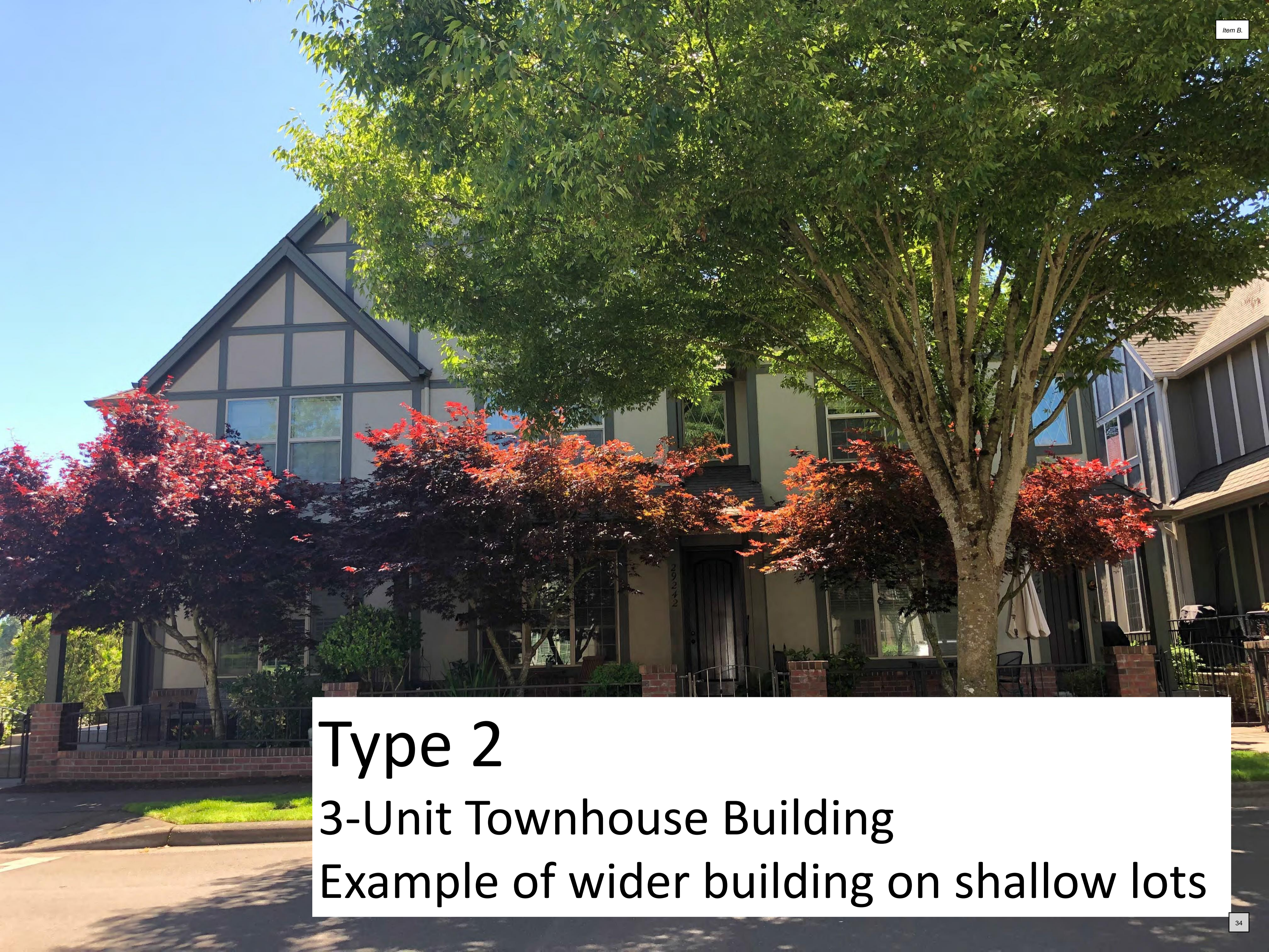
Type 1  
Detached single-family



# Type 2 Design Type

Example Residential Structures from  
Villebois and Frog Pond West





**Type 2**

**3-Unit Townhouse Building**

**Example of wider building on shallow lots**





**Type 2**  
**Detached Single-family**





**Type 2**  
**Detached Single-family**





# Type 2

## Detached Single-family





# Type 2

## Detached Single-family



# Type 3

# Design Type

Example Residential Structures from  
Villebois and Frog Pond West





Type 3  
4-Unit Townhouse Building





**Type 3**  
**2-unit Townhouse Building**





Type 3  
2-Unit Townhouse Building





**Type 3**  
**Detached Single-family**





# Type 3

## Detached Single-family



## Appointment of City Manager Pro Tem

### **RECOMMENDATION:**

It is recommended the City Council appoint Assistant City Manager Jeanna Troha as City Manager Pro Tem for the period July 19, 2022 through July 23, 2022 and then again, August 1, 2022 through August 14, 2022. It is also recommended the City Council appoint City Attorney Amanda Guile-Hinman as City Manager Pro Tem for the period July 24, 2022 through July 31, 2022.

### **BACKGROUND:**

Pursuant to Section 21(e) of the Wilsonville Charter, the City Council shall appoint a City Manager Pro Tem as appropriate. Assistant City Manager Jeanna Troha has agreed to serve in this Pro Tem capacity from July 19, 2022 through July 23, 2022 and then again, August 1, 2022 through August 14, 2022. City Attorney Amanda Guile-Hinman has also agreed to serve as City Manager Pro Tem for the period July 24, 2022 through July 31, 2022. The Pro Tem City Manager shall possess the powers and duties of the City Manager, as limited by the Charter.

### **MOTION:**

I move to appoint Assistant City Manager Jeanna Troha as City Manager Pro Tem from the period July 19, 2022 through July 23, 2022 and then again, August 1, 2022 through August 14, 2022 and appoint City Attorney Amanda Guile-Hinman as City Manager Pro Tem for the period July 24, 2022 through July 31, 2022.

**CITY COUNCIL ROLLING SCHEDULE**  
**Board and Commission Meetings**  
**Items known as of 07/01/22**

**July**

Date	Day	Time	Event	Location
7/19	Tuesday	5:00 p.m.	Municipal Traffic Court	City Hall
7/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers
7/27	Thursday	6:30 p.m.	Library Board Meeting	Library

**August**

Date	Day	Time	Event	Location
8/1	Monday	7:00 pm	City Council Meeting	City Hall
8/2	Tuesday	5:00 p.m.	Municipal Traffic Court	City Hall
8/8	Monday	6:30 p.m.	DRB Panel A	Council Chambers
8/9	Tuesday	6:00 p.m.	Diversity, Equity and Inclusion Committee	City Hall
8/10	Wednesday	6:00 p.m.	Planning Commission	City Hall
8/15	Monday	7:00 p.m.	City Council Meeting	City Hall
8/20	Wednesday	5:00 p.m.	Arts, Culture and Heritage Comm.	Library
8/22	Monday	6:30 p.m.	DRB Panel B	Council Chambers
8/24	Wednesday	6:30 p.m.	Library Board Meeting	Library
8/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers

**Community Events:**

**6/1–8/31** Summer Reading Program, Library

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

- 7/19** Mad Science – Radical Robots Camp 9:00 am, Tauchman House  
 Quilters 9:00 am, Tauchman House  
 Ninja Warrior Parkour Camp 9:00 am, Mary S. Young Park (West Linn)  
 Ukulele Jam 9:00 am, Parks & Rec Admin Building  
 DHS drop-in assistance 10:00 am, Library  
 Watercolor: Through Artist Eyes 10:10 am, Community Center  
 Toddler and Baby Time 10:30 am, Memorial Park’s Stein-Boozier Barn  
 VR Fitness – Beat Saber 1:00 pm, Community Center  
 Beginning Tai Chi 2:00 pm, Community Center  
 Dance Fitness 6:00 pm, Community Center  
 Gentle Flow Yoga 7:15 pm, Community Center

- 7/20** Healthy Bones and Balance 8:30, Community Center  
 Mad Science - Radical Robots Camp 9:00 am, Tauchman House  
 Ninja Warrior Parkour Camp 9:00 am, Mary S. Young Park (West Linn)  
 Advanced Healthy Bones and Balance 9:30 am, Community Center  
 Digital Photography 10:00 am, Community Center  
 Camp Science 11:00 am, Library  
 Walk at Lunch – Edwards Jones 12:00 pm, 29765 Town Center Loop W, Suite 2  
 Lunch at the Community Center 12:00 pm, Community Center  
 Camp Science 1:00 pm, Library  
 Pinochle/Cribbage 1:00 pm, Community Center  
 Bingo 1:00 pm, Community Center  
 Teen Event 2:00 pm, Library
- 7/21** Mad Science – Radical Robots Camp 9:00 am, Tauchman House  
 Ninja Warrior Parkour Camp 9:00 am, Mary S. Young Park (West Linn)  
 Thursday Fun Show: Red Yarn 11:00 am, Grove Shelter at Memorial Park  
 Ladies Afternoon Out 1:00 pm, Community Center  
 Beginning Tai Chi 2:00 pm, Community Center  
 Rotary Concert: Johnny Limbo and the Lugnuts 5:30 pm, Town Center Park  
 Restorative Yoga 5:30 pm, Community Center
- 7/22** Healthy Bones and Balance 8:30 am, Community Center  
 Mad Science – Radical Robots Camp 9:30 am, Tauchman House  
 Ninja Warrior Parkour Camp 9:00 am, Mary S. Young Park (West Linn)  
 Advanced Healthy Bones and Balance 9:30 am, Community Center  
 Lunch at the Community Center 12:00 pm, Community Center  
 Mexican Train Dominoes 1:00 pm, Community Center  
 Movie in the Park – “Encanto” 9:00 pm, Town Center Park
- 7/23** Skateboarding Lessons 9:00 am, Memorial Park, Skate Park  
 Soccer Shots 9:00 am, Memorial Park  
 Korean Armistice Day Ceremony 10:00 am, Town Center Park  
 Skateboarding Lessons 10:15 am, Memorial Park, Skate Park
- 7/24** Skateboarding Lessons 9:00 am, Memorial Park, Skate Park  
 Skateboarding Lessons 10:15 am, Memorial Park, Skate Park
- 7/25** Healthy Bones and Balance, Community Center  
 YMCA – Design and Build Camp 9:00 am, Tauchman House  
 YMCA – Soccer Camp 9:00 am, Memorial Park Basketball Court  
 Fish, Forage, Fire! Summer Camp 9:00 am, Mary S. Young Park (West Linn)  
 Advanced Healthy Bones and Balance 9:30 am, Community Center  
 Body Sculpt 10:00 am, Memorial Park – River Shelter  
 Bridge Group 1:00 pm, Community Center  
 Body Sculpt 6:00 pm, Memorial Park – River Shelter
- 7/26** YMCA – Design and Build Camp 9:00 am, Tauchman House  
 YMCA – Soccer Camp 9:00 am, Memorial Park Basketball Court  
 Fish, Forage, Fire! Summer Camp 9:00 am, Mary S. Young Park (West Linn)  
 Quilters 9:00 am, Tauchman House  
 Ukulele Jam 9:00 am, Parks & Rec Admin Building  
 DHS drop-in assistance 10:00 am, Library

Watercolor: Through Artist Eyes 10:10 am, Community Center  
 Toddler and Baby Time 10:30 am, Memorial Park Stein-Boozier Barn  
 VR Fitness – Beat Saber 1:00 pm, Community Center  
 Beginning Tai Chi 2:00 pm, Community Center  
 Outdoor Survival Skills 6:00 pm, Library – Oak Room  
 Dance Fitness 6:00 pm, Community Center  
 Gentle Flow Yoga 7:15 pm, Community Center

**7/27** Healthy Bones and Balance 8:30 am, Community Center  
 YMCA – Design and Build Camp 9:00 am, Tauchman House  
 YMCA – Soccer Camp 9:00 am, Memorial Park Basketball Court  
 Fish, Forage, Fire! Summer Camp 9:00 am Mary S. Young Park (West Linn)  
 Advanced Healthy Bones and Balance 9:30 am, Community Center  
 Digital Photography 10:00 am, Community Center  
 Camp Science 11:00 am, Library  
 Walk at Lunch 12:00 pm - Murase Plaza  
 Lunch at the Community Center 12:00 pm, Community Center  
 Camp Science 1:00 pm, Library  
 Pinochle/Cribbage 1:00 pm, Community Center  
 Teen Event 2:00 pm, Library

**7/28** YMCA – Design and Build Camp 9:00 am, Tauchman House  
 YMCA – Soccer Camp 9:00 am, Memorial Park Basketball Court  
 Fish, Forage, Fire! Summer Camp 9:00 am, Mary S. Young Park (West Linn)  
 Thursday Fun Show: The Reptile Man 11:00 am, Grove Shelter at Memorial Park  
 Ladies Afternoon Out 1:00 pm, Community Center  
 Beginning Tai Chi 2:00 pm, Community Center  
 Rotary Concert: Sister Mercy 5:30 pm, Town Center Park  
 Restorative Yoga 5:30 pm, Community Center

**7/29** Healthy Bones and Balance 8:30 am, Community Center  
 YMCA – Design and Build Camp 9:00 am, Tauchman House  
 YMCA – Soccer Camp 9:00 am, Memorial Park Basketball Court  
 Fish, Forage, Fire! Summer Camp 9:00 am, Mary S. Young Park (West Linn)  
 Advanced Healthy Bones and Balance 9:00 am, Community Center  
 Lunch at the Community Center 12:00 pm, Community Center  
 Mexican Train Dominoes 1:00 pm, Community Center

**7/30** Skateboarding Lessons 9:00 am, Memorial Park, Skate Park  
 Soccer Shots 9:00 am, Memorial Park  
 Skateboarding Lessons 10:15 am, Memorial Park, Skate Park

**7/31** Skateboarding Lessons 9:00 am, Memorial Park, Skate Park  
 Skateboarding Lessons 10:15 am, Memorial Park, Skate Park



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date: July 18, 2022</b>		<b>Subject: Receipt of the Bronze “Walk Friendly” Communities designation</b>	
		<b>Staff Member:</b> Chris Neamtzu, AICP, Community Development Director	
		<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 type="checkbox"/> Information or Direction <input checked="" 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> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Goal 1 – Increase mobility for all in Wilsonville		<input checked="" type="checkbox"/> Adopted Master Plan(s): 2020 Transportation System Plan	
		<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

For the third time, the City of Wilsonville has been recognized by the Walk Friendly Communities (WFC) program with a bronze level designation for prioritizing pedestrians and creating safe and inviting places to walk throughout the community.

**EXECUTIVE SUMMARY:**

The City of Wilsonville was originally named in 2011, re-designated in 2016 and now again in 2022 as a Bronze level Walk Friendly Communities (WFC) designee. The Walk Friendly Communities program recognized twenty-three cities and towns from across the U.S. for prioritizing pedestrians and creating safe and inviting places to walk. The WFC designation is awarded based on a detailed review of a community's sustained efforts to elevate the needs of pedestrians across all areas of transportation programs.

These communities also offer examples of steps that other cities and towns can take to improve walkability and safety. WFC issued two Platinum-level communities, four Gold-level, four Silver-level, and 12 Bronze-level designations.

WFC is a national recognition program developed to encourage cities and towns across the country to develop and support walking environments with an emphasis on safety, mobility, access, and comfort. Managed by the University Of North Carolina Highway Safety Research Center (HSRC), the program distinguishes communities leading the way in walkability and seeks to share their stories to inspire other communities to move toward their own innovative solutions.

"We are impressed by the commitments these communities have made to plan and design their communities around people on foot," said Dan Gelinne, WFC program manager. "We hope these communities can offer inspiration to others as they work to prioritize pedestrian safety and walkability."

The WFC program is the first national program to highlight walkability initiatives and programs. At the core of the WFC program is a comprehensive web-based assessment tool that evaluates community walkability and pedestrian safety related to engineering, education, encouragement, evaluation, and planning. The assessment tool is intended to both evaluate conditions for walking and provide communities with specific feedback and ideas for improving walkability. To learn more about Walk Friendly Communities, visit [www.walkfriendly.org](http://www.walkfriendly.org).

About the Walk Friendly Communities program:

- The Walk Friendly Communities program designates cities and towns across the country for their efforts in prioritizing pedestrians and creating safe and comfortable places to walk.
- Walk Friendly Communities is a national recognition program and the first in the country to highlight initiatives and programs.
- Cities and towns submit their information about their efforts via an assessment tool to evaluate conditions for walking and safety.
- In the 12 years since the program began, the Walk Friendly Communities program has recognized 82 cities and towns across 32 States.
- Walk Friendly Communities offer examples of steps that other cities and towns can take to improve walkability and safety.



**EXPECTED RESULTS:**

Receipt of the Bronze level WFC designation for the community will ensure a continued focus on the provision of functional multi-modal transportation facilities and quality pedestrian and bicycle facilities into the future.

**TIMELINE:**

The Bronze WFC designation is valid for a period of 5-years (2022-2027). It is the City's goal to achieve Silver status at the next opportunity for validation.

**CURRENT YEAR BUDGET IMPACTS:**

None.

**COMMUNITY INVOLVEMENT PROCESS:**

The community has participated in the creation of the Transportation System Plan (TSP) that includes the Capital Improvement Project list for streets and off-street trails.

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

Receipt of this designation will result in a continued focus to provide safe and functional pedestrian and bicycle facilities and programs. Other benefits include:

- Safety – designing streets for people instead of cars improves safety for all users.
- Health – regular physical activity reduces the risk of chronic disease and improves quality of life for people of all ages.
- Equity – prioritize and invest in travel modes that serve all members of the community.
- Environment – more walking, biking and transit use means less air pollution from motor vehicles and a reduced dependence on fossil fuels.
- Economic – walkable communities draw investment from residents, businesses, and tourists alike.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

- A. Press Release
- B. List of Walk Friendly Communities

## Attachment A

### New Cities Recognized with “Walk Friendly” Designation

CHAPEL HILL, North Carolina, June 21, 2022—The Walk Friendly Communities program (WFC) recognizes twenty-three cities and towns from across the U.S. for prioritizing pedestrians and creating safe and inviting places to walk. The WFC designation is awarded based on a detailed review of a community’s sustained efforts to elevate the needs of pedestrians across all areas of transportation programs. These communities also offer examples of steps that other cities and towns can take to improve walkability and safety.

Included among the designated communities are Arlington County, Virginia, and New York City, New York, with Platinum-level designations for their activities. WFC also issued four Gold-level, four Silver-level, and 13 Bronze-level designations.

WFC is a national recognition program developed to encourage cities and towns across the country to develop and support walking environments with an emphasis on safety, mobility, access, and comfort. Managed by the University of North Carolina Highway Safety Research Center (HSRC), the program distinguishes communities leading the way in walkability and seeks to share their stories to inspire other communities to move toward their own innovative solutions. In the 12 years since the program began, it has recognized 82 cities and towns across 32 States with WFC designations.

“We are impressed by the commitments these communities have made to plan and design their communities around people on foot,” said Dan Gelinne, WFC program manager. “We hope these communities can offer inspiration to others as they work to prioritize pedestrian safety and walkability.”

The WFC program is the first national program to highlight walkability initiatives and programs. At the core of the WFC program is a comprehensive web-based assessment tool that evaluates community walkability and pedestrian safety related to engineering, education, encouragement, evaluation, and planning. The assessment tool is intended to both evaluate conditions for walking and provide communities with specific feedback and ideas for improving walkability. To learn more about Walk Friendly Communities, visit [www.walkfriendly.org](http://www.walkfriendly.org).

## Attachment B



The complete list of WFC recipients is as follows:

Platinum:

Arlington County, VA  
New York, NY

Gold:

Ann Arbor, MI  
Chicago, IL  
Corvallis, OR  
Minneapolis, MN

Silver:

Alexandria, VA  
Cary, NC  
Lawrence, KS  
Ypsilanti, MI

Bronze:

Durango, CO  
Fayetteville, AR  
Fergus Falls, MN  
Flagstaff, AZ  
Gainesville, FL  
Mount Lebanon, PA  
Northampton, MA  
Rochester, MN  
Sitka, AK  
Stevens Point, WI  
**Wilsonville, OR**  
York, PA



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> July 18, 2022		<b>Subject: Resolution No. 2987</b> A Resolution of the City of Wilsonville Authorizing the City Manager to Execute the Tri-County Metropolitan Transportation District of Oregon (TriMet) Subrecipient Agreement  <b>Staff Member:</b> Dwight Brashear, Transit Director and Amanda Guile-Hinman, City Attorney  <b>Department:</b> Transit and Legal	
<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 checked="" type="checkbox"/> Adopted Master Plan(s): Transit Master Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Agreement for distribution of State funds between TriMet and SMART.

**EXECUTIVE SUMMARY:**

HB 2017 created the Statewide Transportation Improvement Fund (STIF). Each transit agency receives 90% of the STIF funds generated from employees working within its jurisdiction – referred to as STIF Formula Funds.

The STIF Formula Funds are collected by the State, which distributes the STIF Formula Funds to designated Qualified Entities. Despite the City’s efforts to have SMART designated as a Qualified Entity, the State designated TriMet as the Qualified Entity for the Portland metro region and SMART as one of the Subrecipients that will receive its STIF Formula Funds from TriMet.

Because of TriMet’s designation as the Qualified Entity and SMART’s designation as a Public Transit Service Provider (PTSP) and Subrecipient, TriMet and SMART must enter into an agreement for the disbursement of STIF Formula Funds from TriMet to SMART. TriMet, SMART, and the other Subrecipients under TriMet’s jurisdiction as a Qualified Entity, negotiated terms of the agreement with input from Oregon Department of Transportation (ODOT) regarding the disbursement of STIF Formula Funds.

The STIF Formula Funds will be used by SMART to fund its projects/programs listed in Transit Master Plan Appendix B – Route Priorities (updated in 2018), which was incorporated into SMART’s STIF Plan that was approved by the Oregon Transportation Commission. The STIF Plan was created to satisfy requirements set forth in the statewide plan process to receive and expend STIF Formula Funds.

This agreement is for the funding in Fiscal Years 2021- 2022 and 2022-2023. Negotiations for this agreement were recently finalized and therefore the agreement is coming before City Council mid-way through the project plan period.

**EXPECTED RESULTS:**

Upon execution of this agreement, TriMet will disburse funding that has accumulated since the beginning of the plan period. SMART will continue to implement its STIF Plan.

**TIMELINE:**

This agreement will be effective from July 1, 2021 to June 30, 2023, due to the recently finalized agreement negotiations. SMART is set to receive STIF Formula Funds collected in fiscal year 2021 -2022 upon execution of the agreement, and regularly through the terms of the agreement.

**CURRENT YEAR BUDGET IMPACTS:**

Year Collected	Projected Revenue
FY 2021 – 2022	\$2,360,164
FY 2022 - 2023	\$2,969,613
Total	\$5,329,776

**COMMUNITY INVOLVEMENT PROCESS:**

SMART conducted an extensive two-year public involvement process to develop the 2017 Transit Master Plan. Businesses and community members identified needs and desires through workshops, interviews, two community surveys, public events, a citizen task force, and several other formats. A complete list of public participation efforts is detailed in the Transit Master Plan Public Involvement chapter and Appendix F.

From the planning process described above, SMART developed a route priority list that was adopted as part of the 2017 Transit Master Plan as Appendix B. The Council adopted Resolution No. 2700 in July 2018 that clarified Appendix B as part of SMART's work in creating its STIF Plan.

SMART worked with other transit agencies that are also Subrecipients of TriMet to ensure the most equitable terms that meet the requirements and goals of HB 2017.

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

These service enhancements will respond to numerous public comments from the Transit Master Plan expressing a desire for more service. These enhancements will increase ridership, reduce traffic congestion, and improve the public transit experience for customers.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

- A. Resolution No. 2987
  - 1. Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement

## RESOLUTION NO. 2987

### A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) SUBRECIPIENT AGREEMENT.

WHEREAS, the City Council for the City of Wilsonville adopted the 2017 Transit Master Plan (“Transit Master Plan”) on June 19, 2017; and

WHEREAS, the Transit Master Plan outlines future goals for the City of Wilsonville’s (“City”) transit system through South Metro Area Regional Transit (“SMART”) and supportive transportation options to meet the City’s mobility needs; and

WHEREAS, Appendix B – Route Priorities to the Transit Master Plan identifies a prioritized list of service enhancements that SMART intends to undertake should additional funding become available; and

WHEREAS, the Oregon State Legislature passed House Bill (HB) 2017 in 2017 that projects to provide additional transit funding to transit agencies throughout the State of Oregon; and

WHEREAS, the City adopted a Statewide Transportation Improvement Fund (“STIF”) Plan in order to receive STIF Formula Funds pursuant to ORS 184.758 and OAR Chapter 732, Divisions 40 and 42; and

WHEREAS, the State has designated TriMet as the Qualified Entity that will receive STIF Formula Funds from the State for all transit agencies in the Portland metropolitan area, including STIF Formula Funds due to the City; and

WHEREAS, TriMet and the City, by and through SMART, have negotiated the Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement attached hereto as **Attachment 1** regarding TriMet’s disbursement of STIF Formula Funds to the City.

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

Section 1. The City of Wilsonville authorizes the City Manager to enter into, on behalf of the City of Wilsonville and SMART, a Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement in substantially similar form to **Attachment 1** attached hereto.

Section 2. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 18<sup>th</sup> day of July, 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

ATTACHMENT:

1. Tri-County Metropolitan Transportation District of Oregon Subrecipient Agreement



**TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON  
SUBRECIPIENT AGREEMENT GP220807EV  
DISBURSEMENT OF STATE OF OREGON, PUBLIC TRANSIT SECTION  
STATEWIDE TRANSPORTATION IMPROVEMENT FUNDS**

**PARTIES:**

1. Tri-County Metropolitan Transportation District of Oregon (TriMet), is a mass transit district organized under ORS Chapter 267. TriMet is acting as a Qualified Entity (QE) designated to distribute funds pursuant to ORS Chapter 184.751 *et seq* to authorized entities that provide Public Transportation Services from the State of Oregon Department of Transportation (ODOT), Public Transit Division, Special Transportation Improvement Fund (STIF) for the purposes set forth at ORS 184.758. Pursuant to Resolution No. 20-12-45, TriMet's Board of Directors authorized TriMet to disburse STIF Formula Funds received by TriMet to eligible Subrecipients in accordance with the STIF Plan.
2. [City of Wilsonville/SMART] (Subrecipient/PTSP).

**DEFINITIONS:**

As used in this Agreement, which includes all Exhibits:

1. "Americans with Disabilities Act" ("ADA") means section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008.
2. "Capital Asset" means real property or tangible items purchased or leased with STIF moneys, including without limitation vehicles and structures, with a purchase price of \$5,000 or more and a useful life of at least one year.
3. "Commission" means the Oregon Transportation Commission ("OTC") established under ORS 184.612.
4. "Fiscal Year" means the annual period which begins on July 1 and ends on June 30.
5. "Low-Income Household" means a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.
6. "Project" means a public transportation improvement activity or group of activities that is (i) eligible for STIF moneys; (ii) included in a STIF Plan adopted by the Commission; and (iii) funded by this Agreement.
7. "Project Manager(s)" means the individuals identified in Section 12 of this Agreement who are authorized by TriMet and Subrecipient respectively to send and receive communications regarding this Agreement.
8. "Public Transportation Services" means any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

9. “Public Transportation Service Provider” (“PTSP”) means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.
10. “Qualified Entity” means a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.
11. “Recipient” means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with ODOT to receive STIF Formula Funds.
12. “Representation Letter” means a letter prepared by a Subrecipient’s external auditors and sign by Subrecipient’s senior management that attests to the accuracy of the statements that the Subrecipient has submitted to the auditors for their analysis.
13. “Satisfactory Continuing Control” means the legal assurance that a Capital Asset will remain available to be used for its originally authorized purpose throughout its useful life or until disposition.
14. “STIF” or “Statewide Transportation Improvement Fund” means the fund established under ORS 184.751.
15. “STIF Formula Fund” means up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission’s approval of a STIF Plan, pursuant to ORS 184.758(1)(a).
16. “STIF Formula Fund Cycle” means the time period between Fiscal Years 2022 (July 1, 2021) through the end of Fiscal Year 2023 (June 30, 2023) that is programmed in the STIF Plan.
17. “STIF Plan” means a public transportation improvement plan that is approved by TriMet’s Board of Directors and submitted to the Oregon Department of Transportation for review and approval by the Commission in order for TriMet to receive a share of the STIF Formula Fund.
18. “Sub-Recipient” means an entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.

#### **RECITALS:**

1. ORS 184.751 establishes the Statewide Transportation Improvement Fund, which appropriates funds to the Oregon Department of Transportation to finance investments and improvements in public transportation services.
2. The STIF Formula Fund is intended to improve Public Transportation Services for current and potential future Oregon transit users by distributing moneys to Qualified Entities. STIF Formula Funds are not intended to supplant local funding sources to maintain existing services.
3. The Commission has approved TriMet’s multi-year Plan for use of STIF Formula Funds for the period of Fiscal Year 2022 (July 1, 2021) through the end of Fiscal Year 2023 (June 30, 2023). TriMet is a Recipient of STIF Formula Funds as it is authorized to receive STIF Formula Funds directly from the Oregon Department of Transportation. TriMet’s STIF Plan consists of numerous Projects to provide Public Transportation Services in TriMet’s area of responsibility based on anticipated STIF Formula Funds.

4. Subrecipient is authorized to receive STIF Formula Funds and provide Public Transportation Services in TriMet's Area of Responsibility as defined by OAR 732-040-0005(5).
5. TriMet's STIF Plan anticipates sufficient future STIF Formula Funds for Subrecipient for a Project or Projects that provides Public Transportation Services, as specified in this Agreement.
6. Pursuant to ORS Chapter 184 and OAR Chapter 732, Divisions 40 and 42, TriMet and Subrecipient enter into this Agreement for the sole purpose of disbursing the approved STIF Formula Funds to Subrecipient in order for Subrecipient to complete one or more projects specified in the approved FY2022-23 STIF Plan. **Funds shall be used solely for the Project(s) and shall not be used for any other purpose.**

## AGREEMENTS:

### 1. General

- 1.1. Subrecipient agrees to comply with and use the STIF Formula Funds in accordance with the terms of this Agreement, including the terms and conditions of ORS 184.751 through 184.766, the provisions of OAR Chapter 732 Divisions 40 and 42, as may be amended, TriMet's approved FY2022-FY2023 STIF Plan, and any ODOT guidance documents pertaining to the Statewide Transportation Improvement Funds Program, including but not limited to the QE – Subrecipient Oversight Compliance Guide and all amendments and addendums to such guide, all of which are incorporated into and made part of this Agreement. Specific contractual requirements applicable to Subrecipient under this Agreement are set forth in Exhibits A-F, which are incorporated into and made part of this Agreement. Any conflict among the terms of this Agreement shall be resolved in accordance with the following order of precedence: this Agreement form: Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, Exhibit F and Exhibit G. This Agreement is subject to any written agreements made between ODOT and TriMet regarding disbursement of the STIF Formula Funds, and shall be amended to incorporate those changes.
- 1.2. Subrecipient affirms that it has all the necessary policies and procedures in place to ensure compliance with OAR 732 Divisions 40 and 42, and to achieve the goals and outcomes described in the Project, including but not limited to program and project management; financial management; operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal civil rights laws, compliance with the Americans with Disabilities Act (ADA), compliance with FTA drug & alcohol regulations, charter and school bus, and safety and asset management.
- 1.3. Subrecipient shall not be relieved of any responsibility for performance of Subrecipient's duties under this Agreement, regardless of any lower tier subcontract/subaward entered into. Subrecipient shall require any subcontractor/subrecipient performing services under this Agreement to enter into a written agreement with Subrecipient before the commencement of services, which shall require the subcontractor to comply with ORS 184.75t1 through 184.766 and the provisions of OAR Chapter 732, Divisions 40 and 42, as may be amended, and the terms of this Agreement. Where provided in this Agreement, Subrecipient shall specifically include in all subcontracts a requirement that the subcontractor shall be bound as provided in this Agreement and exhibits thereto.
- 1.4. Subrecipient and TriMet agree that the percentages or set funding amount for Regional Coordination funds, if any, of STIF Formula Funds designated for Subrecipient in Exhibit E

represents, to the extent possible and using the best available data, an allocation method that is proportionate to the amount of employee payroll tax revenue generated within the geographic territory of the Subrecipient.

- 1.4.1. If Subrecipient receives STIF Formula Funds generated within TriMet's geographic district, Subrecipient agrees that the STIF Formula Funds in Exhibit E represent the allocation to Subrecipient approved by the Oregon Transportation Commission.
- 1.5. If the total amount of STIF Formula Funds transferred to Subrecipient pursuant to Section 1.4 exceeds the total amount in Exhibit D, the Subrecipient shall retain all excess funds in a restricted account for a future STIF Plan or for disbursement as otherwise approved by the Oregon Transportation Commission.
- 1.6. If the total amount of STIF Formula Funds received by TriMet from ODOT exceeds the total amount budgeted by Subrecipient for any fiscal year in Exhibit D, then TriMet shall retain all excess funds in a restricted account and will disburse the funds plus interest to Subrecipient for STIF Plan activities to be conducted in the following fiscal year until the maximum amount for the STIF Plan has been reached, or disbursed in accordance to the subsequent STIF Plan approved by the Commission. A Subrecipient cannot spend more than the amount budgeted for STIF Plan Period, whether from STIF Formula funds or interest earned on those funds.
  - 1.6.1. Any STIF Formula Funds, including interest, accrued at the end of the STIF Plan period in excess of the amount budgeted by Subrecipient for the STIF Plan period in Exhibit D will be retained by TriMet and disbursed in accordance to the subsequent STIF Plan approved by the Oregon Transportation Commission.
- 1.7. If the STIF Formula Funds transferred to Subrecipient pursuant to Section 1.4 are not sufficient to meet the funding schedule shown as "Plan Budget" on Exhibit D, TriMet will utilize the Subrecipient's percentage of STIF Formula Funds identified in Exhibit E relative to the total STIF Formula Funds received by TriMet, unless the Parties agree otherwise.
- 1.8. TriMet agrees to distribute STIF Formula Funds due to Subrecipient in accordance with the terms of this Agreement, ORS 184.751 *et seq.*, and OAR Chapter 732 Divisions 40 and 42.

## **2. Audit and Compliance Review**

- 2.1. All audit and compliance review requirements shall be based on the written guidance provided by ODOT regarding the responsibilities of the QE to conduct oversight activities. This guidance, currently captured in "QE- Subrecipient Oversight Compliance Guide" dated June 2021 and as amended in May 2022, shall be incorporated by reference and any subsequent amendments to that guide shall be incorporated into the audit and compliance processes as outlined in this agreement. In the event the parties cannot reach resolution, ODOT shall have responsibility to determine in writing any disagreements regarding implementation of the QE guidance. Subrecipient oversight should not duplicate oversight in areas already monitored by ODOT, FTA, or otherwise evaluated through the independent audit process.
- 2.2. Subrecipient shall conduct an agreed-upon procedure (AUP) to satisfy the annual financial audit of the STIF Formula Funds received and expended by the Subrecipient pursuant to this Agreement and OAR 732-040-0015. AUP will be carried out by an independent licensed public accountant contracted by the Subrecipient in conjunction with the Subrecipient's annual financial audit or as a separately contracted out independent ad-hoc audit carried out by a licensed public accounting firm



contracted by the Subrecipient. Subrecipient will adhere to financial management procedures in accordance with Oregon and other applicable laws and requirements, and specifically as provided by ORS 184.751 through 184.766 and OAR Chapter 732, Divisions 40 and 42 in addition to the requirements set forth in this Agreement.

- 2.3. All financial audits prepared pursuant to Section 2.1 shall include the AUP engagement requirements, developed by ODOT, as prescribed in ODOT's STIF Formula QE-Subrecipient Oversight Compliance Guide, and in accordance with Generally Accepted Government Auditing Standards (GAGAS), as well as annual expense testing as that meets the QE expense testing requirement as outlined in the QE- Subrecipient Oversight Compliance Guide. Those procedures, and related costs, will be included with the Subrecipient's annual financial statement audit as referenced in Section 2.1 and will be reimbursed to Subrecipient as a cost of the Project or Projects from the subrecipient's STIF allocation as included in the subrecipient's approved STIF Plan. The AUP and expense testing will be completed at the same time as the Subrecipient's annual financial audit if possible and results of the AUP and expense testing shall be submitted within 30 days of the submission of the finalized financial audit report, unless a change is mutually agreed by TriMet and Subrecipient.
- 2.4. In conjunction with the above-described audit and expense testing, as directed in writing by ODOT, TriMet may request additional information regarding specific projects or services. Provided, however, that it is the intent of the parties that TriMet will not request additional information if doing so would be duplicative of audits previously performed by Subrecipient or ODOT. As such, TriMet may not request an additional audit if either ODOT or Subrecipient has previously performed an audit (1) that covered the same time period as the audit requested by TriMet; (2) involved a review of the information required by OAR 732-040-015; and (3) was otherwise consistent with any audit procedures or requirements set forth in an ODOT-approved guidance document.
- 2.5. Subrecipient shall be subject to periodic on-site compliance reviews by TriMet, the QE, or third-party auditor, as prescribed in ODOT's STIF Formula QE-Subrecipient Oversight Compliance Guide, and any amendments and addendums to such guide. The purpose of the compliance site review is to ensure that Subrecipient has appropriate, adequate internal controls and management procedures to meet the terms and conditions of agreements governing the disbursement of STIF Formula Funds. Compliance reviews may include, but not be limited to the following, as applicable: program and project management, financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal civil rights laws, compliance with the Americans with Disabilities Act (ADA), compliance with FTA drug and alcohol regulations, charter and school bus, and safety and asset management. This review shall occur at a frequency outlined in the QE- Subrecipient Oversight Compliance Guide or in amended guidance and will not duplicate any materials that have already been tested as part of the completion of the annual AUP, the annual expense testing completed by a third party auditor and any audits completed by ODOT or FTA during the period of review.
- 2.6. The following reports are required as part of the Subrecipient's annual Financial Statement audit, in conjunction with the AUP engagement and expense testing:
  - 2.6.1. When conducting a financial statement audit in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS or the Yellow Book), written representations are provided in Subrecipient's Representation Letter

regarding STIF Formula Funds to complement the auditing procedures of the independent auditor. TriMet requires the following language to be included in the Representation Letter to account for STIF Formula Funds, regardless of materiality:

“We are responsible for complying, and have complied with, the requirements pursuant to ORS Chapter 184 and OAR 732, Divisions 40 and 42 for the use of STIF Formula funds identified in the approved FY2019-21 STIF Plan. We have all appropriate, adequate internal controls and management procedures to meet the terms and conditions of agreements governing the disbursement of STIF Formula Funds, including program and project management, financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal civil rights laws, compliance with the Americans with Disabilities Act (ADA), compliance with FTA drug & alcohol regulations, charter and school bus, and safety and asset management.”

- 2.6.2. No later than 30 days after receipt of the auditor’s financial report, Subrecipient will provide an electronic copy of the following documents to TriMet through the Nextcloud Dropbox:
- 2.6.2.1. Audited Financial Statement Report or Comprehensive Annual Financial Report or Annual Comprehensive Financial Report (ACFR) and Single Audit, when applicable;
  - 2.6.2.2. Report of Independent Auditors on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Oregon Municipal Auditing Standards;
  - 2.6.2.3. Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
  - 2.6.2.4. Report of Independent Auditors on Compliance for the Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance;
  - 2.6.2.5. Management Representation Letter with the representation described in 2.4.1;
  - 2.6.2.6. Agreed-Upon Procedures Report as required by ODOT.
  - 2.6.2.7. Written communications describing material weaknesses, significant deficiencies, or other matters, including written comments for opportunities for improvement;
  - 2.6.2.8. The results of any comprehensive review completed by the Federal Transit Administration or the Oregon Department of Transportation within 30 days of receipt, if applicable;
  - 2.6.2.9. The results of any STIF Formula Fund related reviews or audits within 30 days of receipt, if applicable.

2.7. If applicable, subrecipient will provide the asset inventory list as described in Exhibit C Capital Asset Requirements.

2.8. Subrecipient shall permit TriMet, ODOT, the Secretary of State of the State of Oregon, or their authorized representatives, upon reasonable notice, access to all data and records relating to STIF Formula Funds received or disbursed and to inspect the STIF Plans and Projects financed with STIF Formula Funds including, but not limited to, the financial records, physical premises, and Capital Assets used to deliver public transportation services.

Subrecipient shall ensure that its agreements or contracts with lower tier subrecipients or subcontractors include provisions which permit TriMet, ODOT, the Secretary of State of Oregon, or their authorized representatives, access to data and records held by the Subrecipient or contractor as described in this Section.

### 3. Accounting Requirements

- 3.1. Subrecipient shall account for STIF Formula Funds separately. Any interest accrued must be added to the moneys and reported to TriMet at the end of the Fiscal Year in which it was earned.
- 3.2. Subrecipient shall document the expenditure of all STIF Formula Funds disbursed by TriMet under this Agreement. Subrecipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles (GAAP) and in sufficient detail to permit TriMet to verify how the STIF Formula Funds were expended. Subrecipient shall comply with applicable federal, state and local laws for accounting, billing and reporting requirements with STIF Formula Funds.

### 4. Reporting Requirements

- 4.1. In addition to any other reporting required by this Agreement or by law, Subrecipient shall submit the following electronic documentation to TriMet:
  - 4.1.1. The Subrecipient's adopted annual budget for the upcoming Fiscal Year must be submitted, no later than 30 days after adoption and in the same format as published for the public. A lower tier subcontractor or subrecipient is not required to submit its organization's annual budget.
  - 4.1.2. The results of any relevant financial audits of the Subrecipient or any subcontractor, as required by a local, state or federal oversight agency for the purposes of statewide reporting including, but not limited to:
    - 4.1.2.1. Any other report concerning the financial and administrative activities of Subrecipient as required by law that affects the ability of Subrecipient or a subcontractor to perform the functions or programs funded by this Agreement.
- 4.2. Results of audits described in this Section 4.1.2 must be submitted to TriMet no later than 30 days after receipt of the final results. A copy of information submitted under this Section 4.1.2.1 must be sent to TriMet no later than 30 days after submittal to the requesting agency.
- 4.3. Subrecipient will provide TriMet with information that documents the benefits and discrete measurable outcomes associated with each Project as outlined in Exhibit F, the ODOT STIF Formula Fund Reporting Requirements Overview.

### 5. Withholding of Funds

- 5.1. Subrecipient shall assure that funds allocated hereunder are used only for the purposes permitted, and assumes responsibility for breach of conditions of the STIF Formula Funding requirements hereunder by Subrecipient. Upon breach of this Agreement by Subrecipient, TriMet may withhold future STIF Formula Fund payments to Subrecipient.
- 5.2. In addition to any other provisions of this Agreement TriMet may withhold payment of STIF Formula Funds, if:
  - 5.2.1. The Subrecipient or its subcontractor is not using STIF Formula Funds in accordance with the STIF Plan, this Agreement, or applicable laws or regulations;
  - 5.2.2. The Subrecipient or its subcontractor has not submitted reporting required by applicable law or this Agreement, subject to a reasonable cure period;
  - 5.2.2. TriMet determines that there are unresolved audit findings relating to the accounting for STIF Formula Funds as provided by Section 2 Audit and Compliance Review of this Agreement;

- 5.2.3. TriMet determines that there is any unresolved compliance review finding relating to the use of STIF moneys as provided by Section 2 Audit and Compliance Review of this Agreement;
- 5.2.3. If an audit or a review of Subrecipient under this Agreement determines that Subrecipient used STIF Formula Funds inconsistently with this Agreement, TriMet may withhold future STIF Formula Funds;
- 5.2.4. Federal or State laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement;
- 5.2.5. The Commission has withdrawn, modified, or limited its approval of Subrecipient's program as described in this Agreement;
- 5.2.6. Subrecipient terminates this Agreement; or
- 5.2.7. TriMet fails to receive funding, appropriations, limitations or other expense authority outside the control of TriMet, sufficient to allow TriMet, in the exercise of its reasonable administrative discretion or to continue to make payments for performance of this Agreement.

## **6. Discrimination Prohibited/Compliance with Laws**

- 6.1. Subrecipient certifies that no person shall, on the grounds of race, color, creed, religion, sex, age, national origin, or disability, be excluded from participation in, or be denied the benefits of, any activity for which Subrecipient receives STIF Formula Funds. Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, age, national origin, or disability.
- 6.2. Subrecipient shall comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project. Without limiting the generality of the foregoing, Subrecipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- 6.3. Subrecipient will include the terms of Sections 6.1-6.2 in any contract with a lower tier subcontractor or subrecipient for the use of STIF Formula Funds.

## **7. Indemnification**

- 7.1. The parties agree that TriMet shall have no liability of any nature in connection with the Subrecipient's use of the STIF Formula Funds or Subrecipient's provision of transportation services. To the fullest extent permitted by law, Subrecipient agrees to fully indemnify, hold harmless and defend, TriMet, its directors, officers, employees and agents from and against all claims, suits, actions of whatsoever nature, damages or losses, and all expenses and costs incidental to the investigation and defense thereof including reasonable attorney's fees, resulting from or arising, as between TriMet and Subrecipient, solely out of the Subrecipient's use of the STIF Formula Funds or Subrecipient's provision of transportation services by Subrecipient, its officers, directors, employees, agents, subcontractors and volunteers under this Agreement. If Subrecipient is a public body and the claim, suit, or action subject to indemnification under this section is limited by the Oregon Tort Claims Act (ORS 30.260 *et seq*), then Subrecipient's indemnification will not exceed an amount equal to the applicable tort claim limit for Subrecipient pursuant to the Oregon Tort Claims Act. Any claim, suit, or action not arising solely out of the Subrecipient's use of the STIF Formula Funds or Subrecipient's provision of transportation services shall be governed by Exhibit A(6), contribution.

7.2. In addition to any other remedies available to TriMet as provided for by law or under this Agreement, any Subrecipient receiving STIF Formula Funds, pursuant to this Agreement shall assume sole liability for that Subrecipient's breach of the conditions of this Agreement. The provisions set forth in this Section and related provisions in Exhibit A shall survive termination or expiration of this Agreement.

## **8. Vehicle/ Operator Requirements**

- 8.1. Subrecipient shall ensure that all drivers of vehicles purchased with STIF Formula Funds have a valid Oregon driver's license and shall have passed a defensive driving course or bus driver's training course. Per ORS 820.200, drivers of public passenger-carrying vehicles must be at least 21 years of age. Drivers of equipment designed to carry 16 or more passengers, including the driver, shall have a valid Commercial Driver's License (CDL). Subrecipient shall otherwise ensure that operation of the vehicles is performed in accordance with all applicable laws and regulations.
- 8.2. To the extent allowed by Oregon law, Subrecipient shall require criminal, Department of Motor Vehicles and employment background checks as part of the eligibility requirements for all drivers as provided by Subrecipient's own policy or as provided for in a contract with a vendor or contractor.
- 8.3. Subrecipient will include the terms of Sections 8.1-8.2 in any contract with a lower tier subcontractor or subrecipient for the use of STIF Formula Funds.

## **9. Reporting Requirements**

- 9.1. Quarterly Reports: Subrecipient shall prepare a quarterly report for TriMet which details Project progress, outcomes achieved, and expenditures of STIF Formula Fund moneys by itself and any subcontractors. The quarterly report must be submitted no later than 30 days following the end of a quarter.
  - 9.1.1. The quarterly reporting periods for each STIF Plan year are:
    - 9.1.1.1. January through March
    - 9.1.1.2. April through June
    - 9.1.1.3. July through September
    - 9.1.1.4. October through December
- 9.2. Quarterly progress reports should be remitted via TriMet's established process for posting on its website that meets the requirements of Exhibit A and Exhibit D. Reports must be in a format acceptable to TriMet.
- 9.3. TriMet reserves the right to request additional information as may be necessary to comply with state reporting requirements.
- 9.4. STIF Plan Period Reconciliation: Within 30 days of the end of an approved STIF Plan period, TriMet shall reconcile disbursements made to Subrecipient against the Subrecipient's reported expenditures. If disbursements are found to exceed the expenditures, the amount may be carried forward by the Subrecipient into the next STIF Formula Fund Cycle provided that the Commission approves of the funding plan any funds carried forward.
- 9.5. Capital Asset Reports: If the Subrecipient has acquired, purchased or leased Capital Assets using STIF Formula Fund moneys, Subrecipient shall provide TriMet with a report of the Capital Asset



inventory, described in Exhibit C Section 2, including, an identification of any sale, transfer or other disposition of the Capital Asset as described in Exhibit C. Capital Asset Reports must be submitted to TriMet on a quarterly schedule in a manner specified by TriMet.

## 10. Funding

- 10.1. Upon execution of this Agreement, TriMet shall disburse to Subrecipient funds quarterly as outlined in the schedule set forth in Exhibits A, D, and E.
- 10.2. Subrecipient shall document eligible use of STIF Formula Funds through the reports submitted to TriMet's Project Manager in accordance with this Agreement and the Exhibits.
- 10.3. The parties acknowledge that the schedule for disbursement of funds in Exhibits D and E are based on anticipated future tax revenue collected by the State of Oregon. The estimated disbursements are not guaranteed. Actual funds received may not be sufficient to provide Subrecipient the full amount of STIF Formula Funds in any quarter as anticipated by this Agreement.

## 11. Term

This Agreement shall be in effect from July 1, 2021 upon signature of both parties and through June 30, 2023, unless the Agreement is terminated earlier as provided in this Agreement. Subrecipient may use STIF Formula Funds for allowable costs incurred retroactive to July 1, 2021 and continuing through the term of this Agreement.

## 12. Communications

All communications between the parties regarding this Agreement shall be directed to the parties' respective Project Managers as indicated below:

### **TriMet:**

#### Program Manager for Reporting and Compliance:

Mailee Xiong, Senior Grants Compliance Analyst  
1800 SW 1st Ave., Suite 300  
Portland, OR 97201  
503.962.4888  
[STIFCompliance@trimet.org](mailto:STIFCompliance@trimet.org)

#### Program Manager for STIF Program Questions:

Tom Mills, Director of Planning and Policy  
1800 SW 1st Ave., Suite 300  
Portland, OR 97201  
503.962.4883  
[millst@trimet.org](mailto:millst@trimet.org)

### **Subrecipient:**

For all communications:

Dwight Brashear, Transit Director, South Metro Area Regional Transit  
29799 SW Town Center Loop, Wilsonville, OR 97070  
brashear@ridessmart.com  
503-682-7790 ext. 1576

If one party finds a need to designate a new Project Manager, it shall immediately notify the other party in writing, electronic mail, or other dated documentation.

### **13. Assignment/Subcontracts**

Except with regard to audit requirements, Subrecipient may not assign, delegate or subcontract any of its rights or obligations under this Agreement to any other party without the prior written consent of TriMet. Any assignment, delegation or subcontract in violation of this paragraph shall be null and void, and shall constitute grounds for immediate termination by TriMet. If the delegation to a specific entity has been made in the STIF Plan approved by ODOT, then TriMet consents to the delegation.

### **14. Mediation**

Should any dispute arise between the parties concerning this Agreement, which is not resolved by mutual agreement, it is agreed that it will be submitted to mediated negotiation prior to any party commencing litigation. In such an event, the parties to this Agreement agree to participate in good faith in a non-binding mediation process. The mediator shall be selected by mutual agreement of the parties, but in the absence of such agreement each party shall select a temporary mediator and those mediators shall jointly select the permanent mediator. All costs of mediation shall be borne equally by the parties. Notwithstanding the foregoing, either party may seek equitable relief, including, but not limited to, injunctive relief and specific performance, at any time prior to, during, or following mediation.

### **15. Entire Agreement/Authority**

- 15.1. This Agreement, which includes the attached Exhibits A-F constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made shall be effective only in the specific instance and for the specific purpose given. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by either party of that or any other provision.
- 15.2. If any term of this Agreement is determined by a court to be illegal or conflict with any law, the remaining terms shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- 15.3. This Agreement may be executed in two or more counterparts (by facsimile or scanned email PDF), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- 15.4. The individuals signing below represent and warrant that they have authority to bind the party for which they sign.

TRIMET

By: Nancy Young-Oliver

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subrecipient

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

As Its:

Date: \_\_\_\_\_

Approved as to form

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

[PTSP] Attorney

**EXHIBIT A****SPECIFIC AGREEMENT PROVISIONS**

**Subrecipient shall comply with the provisions as set forth in this Exhibit. Where provided in Exhibit A, Subrecipient shall require each of its subrecipients or subcontractors to comply with the provisions as set forth in this Exhibit.**

**1. Disbursement and Recovery of STIF Formula Funds.**

- A. Disbursement Generally.** TriMet shall promptly disburse STIF Formula Funds to Subrecipient after the Oregon Department of Transportation provides funding to TriMet in accordance with and subject to approval of the STIF Plan, the terms and conditions of this Agreement, and Subrecipient's compliance with this Agreement. As used in this Section, "promptly, means within 5 business days of TriMet's receipt of STIF Formula Funds from ODOT, absent a written notification from TriMet to Subrecipient explaining the reason(s) for any delay beyond 5 business days. Subject to the forgoing and based on the current and best available information, TriMet anticipates the following schedule for distribution of STIF Formula funds to Subrecipient:
- i. Upon execution of this Agreement and to the extent TriMet has received funds from ODOT, TriMet shall disburse funds to the Subrecipient as outlined in Exhibit E. TriMet will make disbursements quarterly following receipt from ODOT. ODOT expects to disburse funds to TriMet on January 15, April 15, July 15, and October 15 each year during the STIF Plan Period.
  - ii. TriMet will provide a written summary of total funds received and total funds disbursed with each disbursement made under this Agreement to all Subrecipients.
- B. STIF Plan Budget Revisions.** In the event that Subrecipient determines that funds need to be shifted between tasks within that Subrecipient's Project or between that Subrecipient's Projects as allowed under ODOT published guidance, Subrecipient's Project Manager will submit a transfer request to TriMet's Project Manager for Reporting and Compliance. TriMet will promptly request approval from ODOT on Subrecipient's behalf.

**2. Representations and Warranties of Subrecipient.** Subrecipient represents and warrants to TriMet as follows:

- A. Organization and Authority.** Subrecipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the STIF Formula Funds. Subrecipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Subrecipient of this Agreement (1) have been duly authorized by all necessary action of Subrecipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Subrecipient's Charter, Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Subrecipient is a party or by which Subrecipient may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Subrecipient of this Agreement.
- B. Binding Obligation.** This Agreement has been duly executed and delivered by Subrecipient and constitutes a legal, valid and binding obligation of Subrecipient, enforceable in accordance with

its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

- C. **No Solicitation.** Subrecipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to sub agreements, except as permitted by applicable law. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.
- D. **No Debarment.** Neither Subrecipient nor its principals is presently debarred, suspended, or voluntarily excluded from this transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Subrecipient agrees to notify TriMet immediately if it is debarred, suspended or otherwise excluded from this federally- assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.
- E. **Policies and Procedures.** Subrecipient represents and warrants that it has all of the policies and procedures in place to ensure compliance with OAR 732, Divisions 40 and 42, and to achieve the goals and outcomes specified in the Agreement, including but not limited to program and project management, financial management, operations management, procurement, use and maintenance of equipment, records retention, compliance with state and federal civil rights laws, compliance with the Americans with Disabilities Act (ADA), charter and school bus, and safety and asset management.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

### 3. Retention of Records and Audit Expenses

- A. **Retention of Records.** Subrecipient shall retain and keep and require its subcontractors to retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, the STIF Formula Funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the expiration date of this Agreement. If there are unresolved audit questions at the end of the six-year period, Subrecipient and its subcontractors shall retain the records until the questions are resolved.
- B. **Capital Asset Records.** For any Capital Asset purchased with STIF Formula Funds by Subrecipient or a subcontractor, all records relating to such Capital Assets shall be maintained for three years after disposition of the Capital Asset.
- C. **Audit Requirements.** Subject to the applicable limits of the Oregon Constitution and the Oregon Tort Claim Act, Subrecipient shall indemnify and hold harmless TriMet from the cost of any audits or special investigations to the extent arising from or related to Subrecipient's use of STIF Formula Funds in breach of this Agreement or applicable law. Subrecipient acknowledges and agrees that any audit costs incurred by Subrecipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this Agreement. This section does not apply to regular audit and compliance reviews that are conducted pursuant to Section 2 of this Agreement.

### 4. Subrecipient Sub agreement and Procurement

- A. **Sub agreements.** Subrecipient may enter into agreements with contractors or subcontractors (collectively, "sub agreements") for performance of the Project.
  - i. All sub agreements must be in writing executed by Subrecipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the sub agreement(s). Use of a sub agreement does not relieve Subrecipient of its responsibilities under this Agreement. Subrecipient agrees to provide TriMet with a copy of any signed sub agreement upon request by TriMet. Any substantial breach of a term or condition of a sub agreement relating to funds covered by this Agreement



must be reported by Subrecipient to TriMet within ten (10) days of its being discovered.

- B. Subrecipient's sub agreement(s) shall require the other party to such sub agreement (s) to indemnify, defend, save and hold harmless TriMet, and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including reasonable attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Subrecipient's sub agreement or any of such party's officers, agents, employees or subcontractors ("Claims"). The sub agreement shall specifically state that it is the specific intention that TriMet shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of TriMet, be indemnified by the other party to Subrecipient's sub agreement(s) from and against any and all Claims.**

Any such indemnification shall also provide that neither Subrecipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Subcontractors"), nor any attorney engaged by Subrecipient's Subcontractor(s), shall defend any claim in the name of TriMet nor purport to act as legal representative of TriMet without the prior written consent of TriMet. TriMet may, at any time at its election, assume its own defense and settlement in the event that it determines that Subrecipient's Subcontractor is prohibited from defending TriMet or that Subrecipient's Subcontractor is not adequately defending TriMet's interests, or that an important governmental principle is at issue or that it is in the best interests of TriMet to do so. TriMet reserves all rights to pursue claims it may have against Subrecipient's Subcontractor if TriMet elects to assume its own defense.

Subrecipient shall require the other party, or parties, to each of its sub agreements that are not units of local government as defined in ORS 190.003 to obtain and maintain insurance of the types and in the amounts provided in Exhibit B to this Agreement.

- C. Procurements.** Subrecipient shall make purchases of any equipment, materials, or services for the Project in compliance with all applicable procurement laws and policies.

## 5. Termination

- A. Termination by Subrecipient.** Subrecipient may terminate this Agreement or terminate or suspend any specific Project funded by this Agreement, effective upon delivery of written notice of termination to TriMet within 30 days, or at such later date as may be established by Subrecipient in such written notice, if:
- i. The requisite local funding to continue the Project becomes unavailable to Subrecipient; or
  - ii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- B. Effect of Termination.** The expiration or termination of this Agreement or any Project, for any reason, shall not release Subrecipient from any obligation or liability to TriMet, any requirement or obligation that:
- i. Has already accrued hereunder;
  - ii. Comes into effect due to the expiration or termination of the Agreement; or
  - iii. Otherwise survives the expiration or termination of this Agreement.

Following the termination of this Agreement or any Project as provided in this Section, Subrecipient shall promptly identify all unexpended funds and return all unexpended funds to TriMet. Unexpended funds are those funds received by Subrecipient under this Agreement that (i) have not been spent or expended to pay the costs or expenses of the Project or Projects; and (ii) are not required to pay costs or expenses of the terminated Project(s) that will become due and payable as a result of the termination of the Project(s).

Subrecipient's identification and calculation of unexpended funds in this Section is Subject to **Section 2, Audit and Compliance Review**, of this Agreement.

## 6. General Provisions

- A. **Contribution.** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against TriMet or Subrecipient with respect to which the other party may have liability, the notified party must promptly notify the other party in writing of the Third Party Claim and deliver to the other party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a party of the notice and copies required in this paragraph and meaningful opportunity for the party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which TriMet is jointly liable with Subrecipient (or would be if joined in the Third Party Claim), TriMet shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Subrecipient in such proportion as is appropriate to reflect the relative fault of TriMet on the one hand and of the Subrecipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of TriMet on the one hand and of Subrecipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. TriMet's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if TriMet had sole liability in the proceeding.

With respect to a Third Party Claim for which Subrecipient is jointly liable with TriMet (or would be if joined in the Third Party Claim), Subrecipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by TriMet in such proportion as is appropriate to reflect the relative fault of Subrecipient on the one hand and of TriMet on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Subrecipient on the one hand and of TriMet on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. If Subrecipient is a public body, Subrecipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, if Subrecipient had sole liability in the proceeding.

- B. **Duplicate Payment.** Subrecipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America, TriMet or any other party, organization or individual.
- C. **No Third Party Beneficiaries.** TriMet and Subrecipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.
- D. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, email, or mailing the same, postage prepaid, to Subrecipient's Project Manager or TriMet's Project Manager at the address or number set forth in Paragraph 12

Communications of the Agreement, or to such other addresses or numbers as either party may hereafter indicate. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given three days after the date of mailing. If email is used for communications pursuant to the following Sections, either mail or personal delivery must also be employed by the sender to the recipient and the later of the delivery dates is the date that will be used to calculate any timeframes for responses or cure periods for the recipient: Section 5.2; Exhibit A, Sections 1(A), 3(C), 5, and 6(A); and Exhibit C, Section 7.

- E. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between TriMet and Subrecipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Multnomah County in the State of Oregon. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.
- F. **Insurance; Workers' Compensation.** All employers, including Subrecipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Subrecipient shall ensure that each of its contractor(s) and subcontractor(s) complies with these requirements. Subrecipient shall include in any subcontracts to perform services pursuant to this Agreement a provision requiring a subcontractor to comply with this Subsection F, and that failure to do so is a material breach of the subcontract with Subrecipient.
- G. **Independent Contractor.** Subrecipient shall perform the Project as an independent contractor and not as an agent or employee of TriMet. Subrecipient shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement, including but not limited to PERS contributions, workers compensation, unemployment taxes and state and federal income tax withholdings. Subrecipient has no right or authority to incur or create any obligation for or legally bind TriMet in any way. TriMet cannot and will not control the means or manner by which Subrecipient performs the Project, except as specifically set forth in this Agreement. Subrecipient is responsible for determining the appropriate means and manner of performing the Project. Subrecipient acknowledges and agrees that Subrecipient, its officers, directors, employees, subcontractors or volunteers are not an "officer," "employee," or "agent" of TriMet, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary. Neither Subrecipient, nor its directors, officers, employees, subcontractors, or volunteers shall hold themselves out either explicitly or implicitly as officers, employees, or agents of TriMet for any purpose whatsoever. Nothing in this Agreement shall be deemed to create a partnership, franchise, or joint venture between the parties.

**EXHIBIT B**  
**SUBRECIPIENT INSURANCE REQUIREMENTS**

GENERAL

Subrecipient shall obtain and provide, and require in its first tier sub agreements with entities that are not units of local government as defined in ORS 190.003, if any, that the subcontractor obtain and provide the same insurance applicable to Subrecipient for subcontractor's performance under its sub agreement: i) insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance of this Agreement and of any sub agreement commences, and ii) maintain the insurance in full force throughout the duration of this Agreement and sub agreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to TriMet. Subrecipient shall not commence work under this Agreement, and shall not authorize work to begin under a sub agreement until the insurance is in full force. Thereafter, Subrecipient shall monitor continued compliance with the insurance requirements in its sub agreements on an annual or more frequent basis. Subrecipient shall incorporate appropriate provisions in the sub agreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Subrecipient permit work under a sub agreement when Subrecipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a sub agreement in which the Subrecipient is a party.

Subrecipient may be self-insured as long as the amount of insurance are equal to the amounts listed below. Subrecipient shall comply with any requirements of TriMet with respect to these insurance requirements, including but not limited to TriMet issued stop work orders (or the equivalent) until the insurance is in full force, or terminating the Contract as permitted by this Contract, or pursuing legal action to enforce the insurance requirements.

TYPES AND AMOUNTS

- I. **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employer's liability insurance with coverage limits of not less than \$500,000 must be included.
- II. **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to TriMet. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following amounts as determined by TriMet:
 

Bodily Injury, Death and Property  
Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

Insurance policy shall include Sexual Abuse/Molestation coverage with limits no less than \$500,000 per occurrence/aggregate.
- III. **AUTOMOBILE Liability Insurance: Automobile Liability.** Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and

"Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts as determined by TriMet:

Bodily Injury, Death and Property  
Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

#### ADDITIONAL INSURED

The Commercial General Liability Insurance and Automobile Liability insurance must include TriMet, and its respective officers, employees and agents as Additional Insureds but only with respect to the Subrecipient's activities to be performed under the Agreement and, with respect to subcontractors, activities to be performed under their sub agreements. Coverage must be primary and non-contributory with any other insurance and self-insurance.

#### "TAIL" COVERAGE

If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, the Subrecipient and the subcontractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of this Agreement for Subrecipient, and the effective date of the sub agreement for subcontractors, for a minimum of 24 months following the later of: (i) the Subrecipient's completion and TriMet's acceptance of all services required under this Agreement, and the subcontractors completion and Subrecipient's acceptance of all services required under the sub agreement or, (ii) the expiration of all warranty periods provided under this Agreement with respect to Subrecipient and the sub agreement with respect to the subcontractor. Notwithstanding the foregoing 24-month requirement, if the Subrecipient or subcontractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then the Subrecipient or subcontractor may request and TriMet may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If TriMet approval is granted, the Subrecipient or subcontractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

#### NOTICE OF CANCELLATION OR CHANGE

The Subrecipient or its insurer must provide 30 days' written notice to TriMet before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

#### CERTIFICATE(S) OF INSURANCE

Subrecipient shall submit to TriMet a certificate(s) of insurance for all required insurance before the commencement of performance of services. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage. In lieu of filing the certificate of insurance required herein, if Subrecipient is a local government as defined under ORS 190.003, Subrecipient may furnish a declaration that Grantee is self-insured for no less than the amounts required by applicable law.



## EXHIBIT C

### CAPITAL ASSET REQUIREMENTS

The terms of Exhibit C applies to all Recipients who purchased Capital Assets with STIF Formula Funds.

1. Subrecipient shall ensure Satisfactory Continuing Control of a Capital Asset purchased or leased in whole or part with STIF Formula Funding during the period of its useful life or until disposition.
2. Subrecipient shall inventory Capital Assets purchased or leased in whole or part with STIF Formula Funds. The inventory will include a description of the Capital Asset, date of purchase or lease, purchase price, amount of STIF Formula Funds contributed to the purchase or lease, the source of other funds, if applicable, the authorized use, the Subrecipient or subcontractor using the Capital Asset, and the condition of the asset.
  - i. If Capital Asset is a vehicle, the inventory must include the size of vehicle, the total number of passenger seats, the total number of ADA stations, the total number of seats when all ADA stations are deployed, the current mileage, and its current condition.
  - ii. If Capital Asset is an improvement to real property, such as a facility, building, or transit shelter, the inventory must include the location of the Capital Asset and its current condition.
3. Vehicles may be replaced using STIF Formula Funding if:
  - i. Subrecipient holds clear title to the vehicle(s) being replaced. Salvaged titles will not be accepted.
  - ii. The vehicle(s) has met or exceeded the applicable useful life guidelines established by the Oregon Department of Transportation (ODOT), or, if federal funds are used to purchase the vehicle, those established by the Federal Transit Administration (FTA), provided such FTA standards are no less stringent.
  - iii. The vehicle has not been previously replaced.
4. By executing an Agreement that includes the purchase of Capital Assets, Subrecipient commits to continually use the vehicle for the approved purpose for the useful life of the vehicle(s).
5. To be eligible to receive STIF Formula Funds for a real property Capital Asset, such as a transit facility, bus barn, maintenance facility, land, or administration building, Subrecipient shall demonstrate one or more of the following:
  - i. Subrecipient ownership of the property upon which the Capital Asset will be located;
  - ii. Subrecipient possession of an executed lease agreement for the property location that will be in place for the useful life of the Capital Asset;
  - iii. Subrecipient possession of an executed lien on the property for the useful life of the Capital Asset;
  - iv. In the case of a Project which will utilize property owned by a local city, county or government, an executed intergovernmental agreement with the property owner guaranteeing ongoing use for the duration of the useful life of the Capital Asset; or
  - v. In the case of a Project to purchase land, an option to purchase the land identified in the Project.

## 6. Subrecipient: shall:

- i. Comply with all useful life standards established by TriMet and ODOT for Capital Assets acquired pursuant to their STIF Plans, or, if federal funds are used to purchase the Capital Asset(s), those established by the FTA, provided such FTA standards are no less stringent.
  - ii. Use TriMet's and ODOT's established procedures for the disposition of Capital Assets acquired with STIF Formula Fund moneys, or, if federal funds are used to purchase the Capital Asset(s), those established by the FTA, provided such FTA standards are no less stringent.
  - iii. Retain the net proceeds from a sale or other disposition of a Capital Asset to reinvest in a future STIF Plan capital Project or return the net proceeds to ODOT. Net proceeds are the asset's original value less disposal proceeds, depreciation, and disposal costs. If non-STIF funds were used in the original purchase, then only the proportion representing STIF Formula Fund contribution to the purchase are subject to this rule.
  - iv. Comply with TriMet's and ODOT's written procedures to ensure that a Capital Asset is maintained in safe operating condition, or, if federal funds are used to purchase the Capital Asset(s), those established by the FTA provided such FTA standards are no less stringent.
  - v. Maintain insurance or self-insurance coverage, or require subcontractors to maintain insurance coverage, that meets or exceeds the standards in ORS 806.070.
  - vi. Ensure that vehicles purchased in whole or in part with STIF Formula Fund moneys are titled with the Oregon Department of Transportation Driver and Motor Vehicle Services Division pursuant to ORS 803.045 and supporting rules, with the Oregon Department of Transportation listed as the primary security interest holder, subject to the following additional requirements:
    1. If the vehicle is registered in the name of an entity that is not a Qualified Entity or Public Transportation Service Provider, then TriMet, as the Qualified Entity and as required by OAR 732-042-0040(6), must be listed on the vehicle title as the secondary security interest holder.
    2. If the vehicle was purchased with federal funds in addition to STIF Formula Fund moneys, and the federal funding source requires the vehicle to be titled otherwise than provided in this Agreement, then the federal titling requirements prevail.
7. Subrecipient shall notify TriMet of the sale, transfer or other disposition of a Capital Asset purchased with STIF Formula Fund moneys and shall report the use of proceeds, if any, from the sale to TriMet.
8. A Subrecipient may transfer its interest in a Capital Asset to an asset of equal or greater value if the transfer is proposed in a STIF Plan which is approved by the Commission.
9. When TriMet is a security interest holder in a Capital Asset, TriMet may exercise all of the rights provided to a secured lien holder under Oregon law, including without limitation, the ability to take control or possession of the Capital Asset if it determines either:
- i. that the asset is not being used for the purpose described in a STIF Plan under which it was funded in whole or part by STIF Formula Fund moneys; or

- ii. if, during a compliance audit conducted pursuant to **Section 2 Audit and Compliance Review** of this Agreement, TriMet determines the asset is not being maintained in a state of good operational repair.

## EXHIBIT D CITY OF WILSONVILLE/SMART SCOPE OF WORK

### Sub-Recipient Contact Information

- Name of Organization: City of Wilsonville
- Contact Person: Dwight Brashear, Transit Director, South Metro Area Regional Transit
- Address: 29799 SW Town Center Loop, Wilsonville, OR 97070
- Telephone: 503-682-7790 ext. 1576
- E-Mail: brashear@ridesmart.com
- FAX: 503-685-9180

### TriMet Contact for Reporting and Compliance:

- Contact Person: Mailee Xiong, Senior Grants Compliance Analyst
- Address: 1800 SW 1st Ave., Suite 300, Portland, OR 97201
- Telephone: 503.962.4888
- E-Mail: [STIFCompliance@trimet.org](mailto:STIFCompliance@trimet.org)

### TriMet Contact about HB2017 Program:

- Contact Person: Tom Mills, Director, Mobility Planning & Policy
- Address: 1800 SW 1st Ave., Suite 300, Portland, OR 97201
- Telephone: 503.962.4883
- E-Mail: [millst@trimet.org](mailto:millst@trimet.org)

### Term of Contract:

7/1/2021 thru 6/30/2023

Total FY22-23 STIF Formula Funds (with unspent funds/interest from FY19-21 STIF Plan): \$5,329,777

Total New FY22-FY23 STIF Formula Funds (no unspent funds/interest): \$4,103,455

### **DESCRIPTION OF PROJECTS**

City of Wilsonville will conduct the following activities with FY19-23 Oregon Statewide Transportation Improvement Funds received via TriMet:

<b>STIF Plan Project Number</b>	<b>Project Name</b>	<b>Project Description</b>	<b>Task Number &amp; Description</b>
53	Electric & CNG Fleet Procurement	Buy alternative fuel buses for destinations to enhance transportation options to include 2 electric buses, 3 CNG cutaways, and purchase & install of electric charging infrastructure.	Task 1: Vehicle purchase
			Task 2: Equipment purchase
			Task 3: Vehicle purchase
54	Regional Coordination Program: Route 2X Tualatin	Provide express service between Tualatin Park and Ride and Wilsonville Transit Center. Enhanced service would provide approximately 20-minute headway between 6:00 am -	Task 1: Operations

		9:00 am and 4:00 pm - 9:00 pm to Tualatin Park and Ride.	
55	Expanded Service Continuance	Continue funding for existing service on Route 1X midday service, Route 2X in-town service, Route 7 neighborhood shuttle, and Medical Shuttle service to Meridian Medical Center.	Task 1: Operations
			Task 2: Operations
56	Clackamas Town Center Express	Provide weekday service between Wilsonville Transit Center and Clackamas Town Center with limited stops. Provide outreach, advertising, bus wraps, and training for new route and bus-on-shoulder program.	Task 1: Operations
			Task 2: Communications
57	Transit Master Plan Update and Customer Survey	Update SMART's Transit Master Plan to include STIF funding sources and future planning. Conduct in-depth Customer/On-board survey.	Task 1: Planning
			Task 2: Planning
58	Administrative Costs	Approved category to cover the costs of administering the STIF program, including project/plan development, ongoing operating costs, procurement, expand facilities, and audit costs.	Task 1: Project Administration
			Task 2: Project Administration
			Task 3: Planning
59	Fare Elimination	Eliminating fares for Route 3X, giving equitable transportation connectivity from Wilsonville to Canby.	Task 1: Operations
60	Program Reserve	The Program Reserve project allows for up to an additional 10% of total projected agency funding to accrue. This project is designated to support current STIF plan projects if project expenses exceed total planned expenses or if other funding (match) sources are reduced.	Task 1: Program Reserve

**PLAN BUDGET:**

STIF Plan Project Number	FY22	FY23	FY19-21 Unspent	FY19-21 Interest
53	\$65,000	\$0	\$852,386	\$0
54	\$572,053	\$572,053	\$0	\$0
55	\$376,825	\$690,400	\$313,575	\$15,361
56	\$20,000	\$972,639	\$0	\$0
57	\$20,000	\$0	\$45,000	\$0
58	\$213,443	\$163,000	\$0	\$0
59	\$10,000	\$10,000	\$0	\$0
60	\$231,521	\$186,521	\$0	\$0
<b>Subtotal</b>	<b>\$1,508,842</b>	<b>\$2,594,613</b>	<b>\$1,210,961</b>	<b>\$15,361</b>
<b>Grand Total (all funds):</b>	<b>\$5,329,777</b>			
<b>Grant Total (new funds):</b>	<b>\$4,103,455</b>			



**REPORTING:**

<b>Plan Outcomes</b>	<b>FY22-23 Plan</b>	<b>Quarterly Report</b>	<b>Annual Report</b>
Revenue Miles	1,041,575	X	
Revenue Hours	33,395	X	
Rides	228,520	X	
Number of new shared stops with other transit providers	9	X	
Number of students in grades 9-12 served by demand response	n/a	X	
Number of students in grades 9-12 with free or reduced fares	1,211	X	
Number of individuals within a ½ mile of a transit stop for fixed route transit	81,907		X
Number of low-income households within a ½ mile of a transit stop for fixed route transit	8,813		X
Number of students in grades 9-12 attending a school served by transit	1,211		X
Number of rides to students in grades 9-12	n/a		X
<b>Program Criteria</b>			
Increased frequency to areas with a high percentage of low-income households			X
Expanded routes or services to areas with a high percentage of low-income households			X
Reduced fares in communities with a high percentage of low-income households			X
Procurements of low or no emission buses for use in areas with a population of 200,000 or more			X
Improved frequency and reliability of service between communities in and out of the Qualified Entity's area			X
Improved coordination among Public Transportation Service Providers to reduce fragmentation of service			X
Implementation of programs to provide student transit service for students in grades 9-12			X
<b>Capital Assets</b>			
Acquired, purchased or leased capital assets Qualified Entities and Public Transportation Service Providers using STIF funds		X	
<b>Low-Income Tax Mitigation</b>			
Report on mitigating the tax on low-income passengers			X

<b>Audit Reports</b>		
Copy of financial audits, including STIF procedures		X



**EXHIBIT E – STIF FUNDING DISBURSEMENT FORMULA**

FY22-23 STIF Disbursement					
FY22	Step 1:	Step 2:	Step 3:	Step 4:	
Direct Pass Through	Apply STIF Disbursement Factors to Total	Regional Coord. Disbursement per Quarter	Ride Connection/ Streetcar Disbursement per Quarter	RC/Streetcar Breakout per Quarter	Not to Exceed (FY22 plan amount)
FY22 STIF Revenues - TriCounty Area		Deduct off the top of TriMet disbursement	0.03522051 of TriMet Disbursement	Divide RC/Streetcar disbursement	
TriMet	0.944890802	\$ -			\$ 51,231,225
Clackamas County	0.010127918	\$ 177,433			\$ 1,303,495
Multnomah County	0.000982943	\$ 138,108			\$ 598,480
Washington County	0.006028997	\$ 301,824			\$ 1,364,194
City of Wilsonville - SMART	0.025186938	\$ 143,013			\$ 1,508,842
Canby Area Transit	0.005772675	\$ -			\$ 285,174
Sandy Area Metro	0.002721381	\$ -			\$ 157,120
South Clackamas Transportation District	0.004288347	\$ -			\$ 360,000
City of Portland - Portland Streetcar	N/A	\$ -		0.45529677 of RC/Streetcar Disbursement	\$ 721,000
Ride Connection	N/A	\$ -		0.54470323 of RC/Streetcar Disbursement	\$ 862,583
Columbia County	N/A	\$ 14,622			\$ 58,488

FY22-23 STIF Disbursement					
FY23	Step 1:	Step 2:	Step 3:	Step 4:	
Direct Pass Through	Apply STIF Disbursement Factors to Total	Regional Coord. Disbursement per Quarter	Ride Connection/ Streetcar Disbursement per Quarter	RC/Streetcar Breakout per Quarter	Not to Exceed (FY23 plan amount)
FY23 STIF Revenues - TriCounty Area		Deduct off the top of TriMet disbursement	0.03522051 of TriMet Disbursement	Divide RC/Streetcar disbursement	
TriMet	0.944890790	\$ -			\$ 36,692,648
Clackamas County	0.010127918	\$ 177,433			\$ 1,237,227
Multnomah County	0.000982955	\$ 138,108			\$ 602,798
Washington County	0.006028997	\$ 301,824			\$ 1,638,894
City of Wilsonville - SMART	0.025186938	\$ 143,013			\$ 2,594,613
Canby Area Transit	0.005772675	\$ -			\$ 462,628
Sandy Area Metro	0.002721381	\$ -			\$ 305,348
South Clackamas Transportation District	0.004288347	\$ -			\$ 118,000
City of Portland - Portland Streetcar	N/A	\$ -		0.45529677 of RC/Streetcar Disbursement	\$ 721,000
Ride Connection	N/A	\$ -		0.54470323 of RC/Streetcar Disbursement	\$ 862,583
Columbia County	N/A	\$ 14,622			\$ 58,488

**EXHIBIT F****Statewide Transportation Improvement Fund Formula  
Fund Reporting Requirements Overview FINAL, May 8, 2019****STIF REPORTING BACKGROUND**

This document provides an overview for both quarterly and annual reporting requirements for the Statewide Transportation Improvement Fund (STIF).

The quarterly reporting requirements are outlined in OAR 732-042-0035(1), which states “Quarterly Reports:

Using a form provided by the Agency, each Qualified Entity [(QE)] shall  
prepare a quarterly report to [ODOT] which details Project progress, outcomes achieved, and  
expenditures of STIF Formula Fund moneys by itself and its Sub-Recipients.”

The capital asset reporting requirements outlined in OAR 732-042-0035(3) and OAR 732-044-0040(2) will be completed by recipients in the Agency Periodic Report (APR) on a quarterly basis.

The annual reporting requirements outlined in OAR 732-040-0025 include the following three additional reports: 1) low-income mitigation actions, 2) annual QE budget, and 3) annual audit reports.

The purpose of this document is for QEs and Public Transportation Service Providers (PTSPs) to become familiar with the upcoming quarterly and annual reporting requirements for STIF Formula projects.

ODOT staff will develop separate reporting requirements for STIF Discretionary/Intercommunity funded projects and instructions will be provided to QEs and PTSPs in advance.



Contents

**ROLES AND RESPONSIBILITIES** .....3

**QUARTERLY VS. ANNUAL REPORTING REQUIREMENTS SUMMARY TABLE** .....3

**QUARTERLY REPORTING**.....5

*Quarterly Reporting Introduction* .....5

*Quarterly Reporting and Disbursements*.....5

*STIF Periodic Report vs. Agency Periodic Report*.....6

*STIF Periodic Report Template*.....6

*STIF Periodic Report Process*.....7

*Outcomes and Reporting Methods* .....8

**ANNUAL REPORTING** .....10

*SPR Annual Reporting Outcomes*.....10

*SPR Annual Reporting Program Criteria* .....11

*Annual Reporting Outside of the SPR* .....11

        Annual STIF Low-Income Tax Mitigation Reports.....11

        Annual QE Budget.....11

        Annual Audit Reports .....11

**STIF DISCRETIONARY/INTERCOMMUNITY REPORTING**.....12

ROLES AND RESPONSIBILITIES

QEs and PTSPs will have different roles and responsibilities for STIF reporting requirements.

The following are the QEs roles and responsibilities:

- Initiate and submit the quarterly report, STIF Periodic Report (SPR)
- Delegate relevant projects in the SPR to their PTSPs so that they can enter updates
- Report on STIF capital assets in the Agency Periodic Report (APR)
- Bundle and submit all low-income mitigation action reports from their PTSPs (including PTSPs that are only receiving STIF discretionary funds)
- Provide a copy of their adopted annual budget to ODOT
- Provide copies of their financial audits to ODOT, including STIF procedures

The following are the PTSPs roles and responsibilities:

- Receive SPR prompt from their QE and enter project updates
- Submit an annual low-income mitigation actions report to their QE
- Provide copies of financial audits to ODOT, including STIF procedures
- Report on STIF capital assets in the Agency Periodic Report (APR)

QUARTERLY VS. ANNUAL REPORTING REQUIREMENTS SUMMARY TABLE

Type of Reporting	Quarterly Basis	Annual Basis	Where to Submit
Outcomes	As applicable to individual projects as specified in an approved STIF Plan: <ul style="list-style-type: none"> <li>• revenue miles</li> <li>• revenue hours</li> <li>• rides</li> <li>• number of new stops shared with other providers</li> <li>• number of students in grades 9-12 served by demand response</li> <li>• number of students in grades 9-12 with free or reduced fares</li> </ul>	<ul style="list-style-type: none"> <li>• number of people within a half mile of transit stop</li> <li>• number of Low-Income Households within a half mile of transit stop</li> <li>• number of students in grades 9-12 attending a school served by transit</li> <li>• number of rides provided to students in grades 9-12</li> </ul>	STIF Periodic Report
Program Criteria	N/A	<ul style="list-style-type: none"> <li>• increased frequency to areas with high-percentage of low income households</li> <li>• expanded routes or services to areas with</li> </ul>	STIF Periodic Report



		<p>high-percentage of Low-Income Households</p> <ul style="list-style-type: none"> <li>• reduced fares in communities with high percentage of Low-Income Households</li> <li>• procurements of low-or no-emission buses for use in areas with population of 200,000 or more</li> <li>• improved frequency and reliability of service between communities in and out of QE's service area</li> <li>• improved coordination among PTSPs to reduce fragmentation of service</li> <li>• implementation of programs to provide student transit service for students in grades 9-12</li> </ul>	
Capital Assets	Acquired, purchased or leased Capital Assets by QEs and PTSPs using STIF funds	N/A	Agency Periodic Report
Low-Income Tax Mitigation	N/A	Report on mitigating the impact of the tax on low-income passengers	Attach to STIF Periodic Report
QE Budget	N/A	Copy of QE's adopted annual budget	Email hyperlink to <a href="mailto:ODOTPTDreporting@odot.state.or.us">ODOTPTDreporting@odot.state.or.us</a>
Audit Reports	N/A	Copies of financial audits, including STIF procedures	<a href="mailto:ODOTPTDreporting@odot.state.or.us">ODOTPTDreporting@odot.state.or.us</a>

QUARTERLY REPORTING*Quarterly Reporting Introduction*

The SPR is for QEs to report on their STIF Plan for a quarterly time period. ODOT staff and OGMA Consulting Corp. are developing the SPR template in the [Oregon Public Transit Information System \(OPTIS\)](#). This quarterly report template will be finalized in July 2019. It will be the responsibility of the QEs to gather all applicable information from their PTSPs and complete the SPR. The SPR template is designed for the QE to initiate the SPR and then delegate the appropriate projects to the PTSPs for reporting. The SPR will be auto-populated from the QE's STIF Plan. There will be fields and text boxes for entering status updates for each project and the associated tasks.

ODOT staff will track the completion of the SPR and whether a QE has substantially complied with its approved STIF Plan (see [STIF Guidance for Determining Whether Expenditures are Substantially Compliant and Consistent with STIF Plan](#)). Following ODOT staff review of each submitted SPR, staff will identify any compliance issues and work with the QE toward resolution. After the review, QEs will be notified that they 1) Have complied with the approved STIF Plan or 2) Failed to substantially comply with the approved STIF Plan. If there are three or more SPRs within the past two years that indicate the QE failed to substantially comply with its approved STIF Plan, the QE will be required to include a description of the QE's strategies to ensure that it will substantially comply with the proposed STIF Plan in the next biennium. (Remediation strategy requirements are specified in OAR 732-042-0015(2)(h).) Such a QE is at risk of the OTC rejecting its next proposed STIF Plan.

ODOT staff will review the submitted SPR and follow up with observations that could lead to a QE receiving technical assistance from its regional transit coordinator. For example, ODOT could share a current best practice to aid the QE. The SPR will also enable ODOT to track the QE's STIF Plan outcomes and the overall impact of the STIF formula funds.

*Quarterly Reporting and Disbursements*

Table 1 shows the general schedule for reporting and disbursement of STIF Formula funds. The transit tax is due from businesses to the Oregon Department of Revenue (DOR) approximately one month after the end of the tax assessment period. The DOR releases the revenues to ODOT approximately one month after they are due to DOR. ODOT then calculates the disbursement amounts and releases the funds to the QEs approximately one month later.

*Table 1. STIF Formula Disbursement Schedule*

<b>STIF Formula Fund Disbursement and Reporting Schedule</b>				
<b>Disbursement to QEs</b>	<b>Jan 15</b>	<b>Apr 15</b>	<b>Jul 15</b>	<b>Oct 15</b>
QE STIF Plan reporting period	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
QE STIF Plan reports due to ODOT	May 15	Aug 14	Nov 14	Feb 14

Tables 2 shows the disbursement and reporting schedules for QEs that submitted their STIF Plans in February 2021.

The first STIF report is due on November 14, 2021, and will cover expenditures and outcomes for Q1 of FY 2022.

<b>Disbursement to QEs</b>	July 15, 2021	Oct 15, 2021	Jan 15, 2022	April 15, 2022
----------------------------	---------------	--------------	--------------	----------------

QE STIF Plan reporting period	Jul-Sep 2021	Oct-Dec 2021	Jan-March 2022	Apr-June 2022
QE STIF Plan reports due to ODOT	Nov 14, 2021	Feb 14, 2022	May 14, 2022	Aug 14, 2022

*Table 2. Quarterly Reporting Schedule Fiscal Year 2022*

*Table 2. Quarterly Reporting Schedule Fiscal Year 2023*

<b>Disbursement to QEs</b>	Jul 15th, 2022	Oct 15, 2022	Jan 15, 2023	Apr 15, 2023
QE STIF Plan reporting period	Jul-Sep 2022	Oct-Dec 2022	Jan-Mar 2023	Apr-June 2023
QE STIF Plan reports due to ODOT	Nov 14, 2022	Feb 14, 2023	May 14, 2023	August 14, 2023



*STIF Periodic Report vs. Agency Periodic Report*

The SPR will have a similar design to the existing APR but is being developed to include STIF-specific items. Both the SPR and the APR are quarterly reports. The SPR will not replace the APR, but is a supplemental OPTIS document for reporting the additional information required under STIF. Unlike the APR, the details (e.g., expenditure, capital outcomes) reported on the SPR are at the project task level, not at the agency level. Also, the APR reports all sub-grants (including STIF) and the SPR reports only STIF grants. Currently, the SPR is for the STIF Formula fund only; it may be modified to include reporting for STIF Discretionary/Intercommunity funds. The APR can be downloaded as a PDF whereas the SPR can be downloaded as an Excel spreadsheet.

The SPR includes the following STIF-specific items:

- Project Status (with deliverables)
- Task Level Expenditures
- Measurable Benefits
- Capital Outcomes
- Program Criteria

The SPR does NOT include the following APR-specific items; these will continue to be reported at the agency level through the APR:

- Volunteer and Non-Cash Resources
- Assets
- Accidents
- Civil Rights

Note: STIF capital assets will be added to the asset register in OPTIS by ODOT.

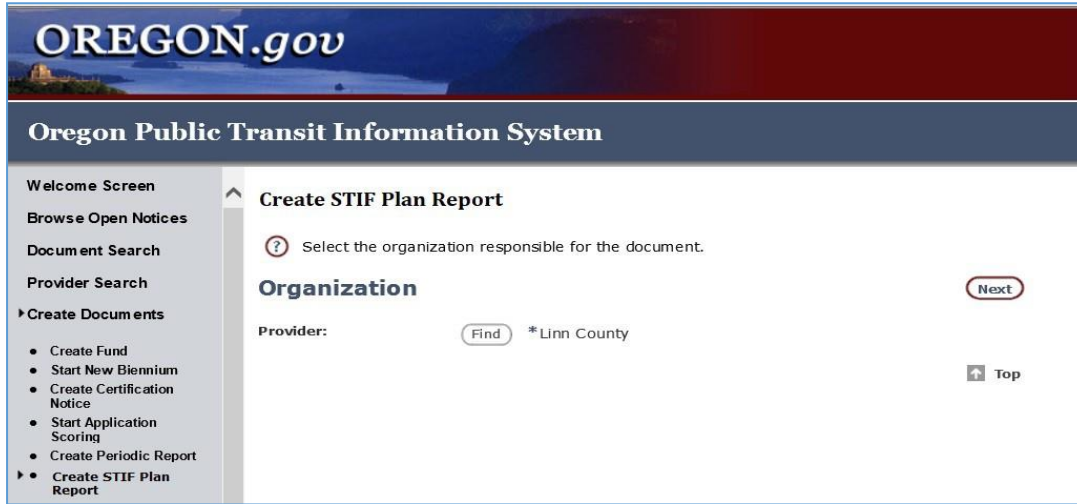
*STIF Periodic Report Template*

Final screenshots for the entire SPR and required information are in process and will be provided at a later date. (Please note the OPTIS and SPR figures included in this document are sample screenshots and are not from the final SPR template.) ODOT staff have provided additional context on what will be displayed and the required information in the next sections. As previously mentioned, the SPR will be auto-populated from the QE's STIF Plan. There will be fields and text boxes for entering status updates for each project and the associated tasks. ODOT will require the QE to report on all projects and associated tasks identified in its STIF Plan. Text boxes will be available for the projects and associated tasks to provide additional context on any changes and/or deviations from the STIF Plan. Rationales for changes or inactivity will be required in the SPR.

*STIF Periodic Report Process*

STIF Periodic Reports will be created from the OPTIS main navigation menu (see Figure 1). The OPTIS user will be prompted to select the QE for which it will be reporting. The QE will only be able to select their own STIF Plan in order to complete the SPR. Once the STIF Plan is selected, the QE is then presented with a page from which they can create the SPR. The QE can select the project tasks and send them to the relevant PTSPs for their completion in OPTIS. Also, if a QE is a PTSP, then it can only complete the report when prompted by its QE. For example, Crook County is a QE but if it is listed in the Confederated Tribes of the Warm Spring Reservation STIF Plan as a PTSP, it will need to enter project updates when the Confederated Tribes of the Warm Spring Reservation delegates the SPR items to Crook County.

Figure 1. OPTIS Main Menu



A completed SPR will provide an overview of the entire planned STIF Plan budget and remaining funding (see Figure 2).



Figure 2. SPR Project Task Report

**OPTIS**
Close

Print

Refresh

Help

---

**Complete Step**  
(Prepared)

---

**Maintain**

**Actions**

**Work Flow**  
History

### STIF Project Task Report

**Report for: FY2019 Qtr.1: July - September 2018**      **Number: SPR-19-0502-02**

<b>Public Transit Service Provider:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	
<b>Prepared by:</b>	<b>E-mail:</b>
<b>Phone No.:</b>	<b>Fax No.:</b>

**Provider**

**I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown below.**

<b>Authorized by:</b>	<b>Date:</b>

Attachments Exist

**Budget**

	Planned	Total To Date	Remaining
STIF Funds	\$160,000.00	\$82,440.00	\$77,560.00
Other Funds	\$20,000.00	\$7,820.00	\$12,180.00
<b>Total Expenditure</b>	<b>\$180,000.00</b>	<b>\$90,260.00</b>	<b>\$89,740.00</b>
Future Expenditure	\$32,460.00		

**Expenditures**

	Previous	Current	Total To Date
STIF Funds	\$12,340.00	\$70,100.00	\$82,440.00
Other Funds	\$7,820.00	\$0.00	\$7,820.00
<b>Total Expenditure</b>	<b>\$20,160.00</b>	<b>\$70,100.00</b>	<b>\$90,260.00</b>

**Project Status**

Project Task #	Title

As described in OAR 732-042-0035(1), QEs and PTSPs will be required to report project progress, including expenditures and outcome measures. Providers will enter the project status in an update field and enter the amount spent in an expenditures field.

*Outcomes and Reporting Methods*

The outcomes reported in the SPR will be reported either quarterly or annually depending on the type of project and activity included in the STIF Plan. The reported outcomes must reflect the QE’s progress on the outcomes and benefits, considering the estimated outcomes listed in the QEs OTC-approved STIF Plan. QEs must report on all estimated outcomes and/or benefits from a STIF Plan.

ODOT staff has developed guidance below to assist in reporting outcomes and identifying what is attributable to STIF for the following: revenue miles, revenue hours, rides, number of new stops shared with other providers, number of students in grades 9-12 served by demand response, and number of students in grades 9-12 with free or reduced fares.

A provider may have a direct charge accounting method with STIF funds to report their revenue miles, revenue hours, and rides. Otherwise, an acceptable method for reporting the following outcomes is to allocate the data by the funding percentage: revenue miles, revenue hours, and rides. The funding percentage is calculated as the actual expenditures for STIF as a percentage of total expenditures from other sources. The provider will also

EXHIBIT F

PAGE 9

94

calculate the total number of miles, number of hours, and the number of rides in the STIF Plan reporting period, then apply the STIF funding percentage. The provider will need to separate new and existing routes and indicate what is attributable to STIF funding. ODOT staff will be reviewing the fixed route and demand response service separately.

QEs should report when a new shared stop goes into service. A new shared stop may be a stop that was served by one provider and is now served by a second provider or a stop that was served by two or more providers and is now served by the QE.

Reporting methods may vary for reporting on number of students in grades 9-12 served by demand response and the number of students in grades 9-12 with free or reduced fares. The provider should use the most accurate method for counting student ridership such as onboard ridership surveys, passenger counts, and/or requesting age/grade information when scheduling demand response rides.

Figure 3. SPR Outcome Measures

The screenshot shows the OPTIS web application interface. At the top, there is a dark blue header with the word "OPTIS" on the left and a "Close" button with a red 'X' icon on the right. Below the header, the page title is "3. Outcome Measures". Underneath, it says "Item 1.1" and "Number: SPR-19-0502 -02" on the left, and "Control #: 10095225" on the right. A navigation bar contains five buttons: "Skip", "Back", "Save", "Next", and "Finish". On the left side, there is a vertical menu with four items: "1. Task Information", "2. Other Funds", "3. Outcome Measures", and "4. Annual Measures". The main content area is titled "Outcome Measures" and contains a question mark icon followed by the instruction "Enter the applicable measures for this task in this reporting period." Below this are several input fields: "Revenue Miles", "Revenue Hours", "Rides", "# of New Stops Shared with Other Providers", "# of Rides to Students in Grades 9-12", "# of Students in Grades 9-12 Served by Demand Response", "# of Students in Grades 9-12 with Free or Reduced Fares", and "Other Benefit" with a larger text area.

*Quarterly STIF Capital Assets*

The capital asset reporting requirements outlined in OAR 732-042-0035(3) and OAR 732-044-0040(2) will be completed by the provider in the APR on a quarterly basis. This reporting includes acquired, purchased, or leased capital assets by providers using STIF Formula fund and/or STIF Discretionary/Intercommunity funds. This capital asset reporting will be completed through the APR to fulfill the STIF requirements. ODOT will enter the STIF capital assets in OPTIS prior to beginning the APR.

The STIF capital assets for STIF Formula and STIF Discretionary/Intercommunity will then be populated when the provider begins the APR.



ANNUAL REPORTING

*SPR Annual Reporting Outcomes*

The following access to public transportation outcomes must be reported in the SPR as **part of the 4<sup>th</sup> quarter** SPR of each year: number of people within a half mile of transit stop, number of Low-Income Households within a half mile of transit stop, number of students in grades 9-12 attending a school served by transit, and number of rides provided to students in grades 9-12 served by fixed route services.

The method for calculating access to transit outcomes, as list above, may vary. QEs should use the same method for reporting as was used to estimate outcomes in the STIF Plan. Methods may have included using transportation tools, such as Remix or TNexT. QEs also may have used U.S. Census data to calculate the number of low-income households within a given geographic area. See the [STIF Methods for Calculating Low-Income Households](#) guidance document for more information.

The method may vary for calculating the number of rides provided to students in grades 9-12, depending on the type of service provided and other factors. The provider should use the most accurate method for counting student ridership such as onboard ridership survey, passenger counts, and requesting age/grade information when scheduling rides.

Figure 4. Annual Outcome Measures

The screenshot shows the OPTIS system interface for '4. Annual Measures'. At the top, there is a dark blue header with 'OPTIS' on the left and 'Close' with an 'x' icon on the right. Below the header, the main content area has a white background. On the left side, there is a vertical navigation menu with four items: '1. Task Information', '2. Other Funds', '3. Outcome Measures', and '4. Annual Measures', with '4. Annual Measures' being the active item. The main content area is titled '4. Annual Measures' and includes 'Item 1.1' and 'Number: SPR-19-0502 -02'. On the right side of the main content area, there is a 'Control #: 10095225'. Below the title, there are five buttons: 'Skip', 'Back', 'Save', 'Next', and 'Finish'. A question mark icon is followed by the text: 'These measures are required at the end of each fiscal year (4th & 8th quarters)'. There are three rows of input fields, each with a label and a text box: '# of People within a Half Mile of Transit Stop', '# of Low-Income Households within a Half Mile of Transit Stop', and '# of Students in Grades 9-12 Attending a School Served by Transit'. At the bottom left, there is a note: '\* indicates a required field'. At the bottom right, there is a 'Top' button with an upward arrow icon.

*SPR Annual Reporting Program Criteria*

The following program criteria must be reported in the SPR as part of the 4<sup>th</sup> quarter of each year. ODOT staff has developed guidance below to assist in reporting program criteria for the following: increased frequency to areas with high-percentage of low income households, expanded routes or services to areas with high percentage of low-income households, reduced fares in communities with high percentage of low-income households, procurements of low-or no-emission buses for use in areas with population of 200,000 or more, improved frequency and reliability of service between communities in and out of QE's service area, improved coordination among PTSPs to reduce fragmentation of service, and implementation of programs to provide student transit service for students in grades 9-12.

The method for reporting each program criterion is to review the percentage allocated in the STIF Plan and enter the same percentage as the STIF Plan allocates, unless there has been a variance. If the percentage has changed, enter the updated percentage and explain in the available text box why the change occurred. If there is STIF match for the procurement of low-or no-emission buses for use in areas with population of 200,000 or more, then the QE will need to update the percentage with what is attributable to STIF funding.

*Annual Reporting Outside of the SPR*

The reporting requirements include three additional documents that must be submitted on an annual basis: report on mitigating the impact of the tax on low-income passengers, QE budget, and audit reports. Instructions on how to submit these three documents to ODOT will be provided online and as part of ODOT's upcoming grant management training in July 2019.

*Annual STIF Low-Income Tax Mitigation Reports*

The annual low-income reporting requirements are required by statute and the details are outlined in OAR 732-040-0025(1). The report must consist of actions taken by any PTSP located within the area of the QE to mitigate the impact of the STIF tax on passengers who reside in low-income communities.

PTSPs will submit reports to their relevant QE and the QE will bundle the low-income reports from applicable PTSPs for submittal to ODOT. The QE will include reports from PTSPs located within their area of responsibility that receive STIF discretionary funds, even if they do not receive STIF formula funds.

The report must also explain how the QE defines and identifies passengers in low-income communities. The method used must be consistent with the definition of Low-Income Households from the QEs STIF Plan. This report will provide information on the overall dollars spent in improving and expanding transportation services to Low-Income Households. OAR 732-40-0005(17) defines Low-Income Households as those below 200% the federal poverty guidelines. This report is due as **part of the 4<sup>th</sup> quarter** SPR reporting and can be attached to the SPR in OPTIS.

*Annual QE Budget*

In accordance with the budget reporting requirements specified in statute and OAR 732-040-0025(2), a copy of the QE's adopted annual budget for the upcoming fiscal year must be submitted to ODOT. The deadline for ODOT receipt of each QEs' budgets is no later than 30 days after adoption.

*Annual Audit Reports*

Per the audit requirements articulated in statute and described in detail in OAR 732-040-0025(3), a QE or any PTSP located within the QE's area of responsibility must submit the results of any relevant financial audit, as required by a local, state, or federal oversight agency for the purposes of statewide reporting. ODOT is requesting submittal of any required local, state, federal, or any voluntarily submitted audits. This includes a) the state financial report required under ORS 291.040, b) the results of any comprehensive review completed by the Federal Transit Administration of the Agency; and c) any information submitted by the QE, and their PTSPs, as part of the



requirements of a statewide audit in accordance with the federal Single Audit Act of 1984, as amended by the Single Audit Act Amendments of 1996. A QE is not expected to audit their PTSPs. The QE's role is limited to compliance oversight.

Per the audit requirements articulated in statute and described in detail in OAR 732-040-0015(1), recipients shall conduct an annual financial audit of the STIF moneys received. See the [STIF Agreed-Upon Audit Procedures](#) for a list of audit items that must be included in STIF recipients annual audits. All financial audit reports shall be submitted to ODOT no later than 30 days after the receipt of the auditor's final report(s) per OAR 732-040-0015(2).

#### STIF DISCRETIONARY/INTERCOMMUNITY REPORTING

The STIF Discretionary/Intercommunity reporting requirements are currently being developed by ODOT staff. The reporting requirements will be explicit in the grant agreements. ODOT is exploring options for modifying the existing APR or SPR for reporting purposes. The report template will allow PTSPs to report on STIF Discretionary/Intercommunity funded projects directly to ODOT.

## EXHIBIT G

### **Statewide Transportation Improvement Fund Formula Addendum to QE - Subrecipient Oversight Compliance Guide, May, 2022**

#### Background

During the course of the first biennium of the Statewide Transportation Improvement Fund, some key areas for improvement have been identified. This document serves as a bridge until a formal update and review to the QE - Subrecipient Oversight Compliance Guide can be completed. Changes here and in the QE – Subrecipient Oversight Compliance Guide will be effective beginning fiscal year 2022 and applied retroactively for fiscal year 2019-21 STIF compliance monitoring activities where work has not been completed as of the publication of this guidance.

Areas that have been identified for update:

- Scenarios not covered in this guide or compliance guide
- Resolution for dispute to oversight implementation
- Recommendations around policy changes, but not findings
- AUP identifies missing supporting documentation
- Clarify AUP and Expense testing are reimbursable to the STIF program
- Cases where expenditures outside of STIF plan are identified
- Third party expenditure testing process

#### Introduction

For scenarios of oversight not covered in the QE - Subrecipient Oversight Compliance Guide, or this addendum, QEs are to contact ODOT's STIF team and Compliance Program Manager to discuss the situation, establish a resolution, and apply the action together with the subrecipient. In the event of a dispute in implementation of the oversight procedures, either the QE or Subrecipient may engage with ODOT to discuss the nature of the oversight activity. After a review of the disagreement, ODOT will issue a formal letter to the parties involved with the corrective action to be followed.

#### Section 3 Internal Controls

QEs may make recommendations for best practices but may not pursue changes to Subrecipient management policy. When a QE completes a test that results in a policy change recommendation, QEs will not consider these recommendations as compliance findings, but instead as observations. Subrecipient assumes all responsibility for the resolution and correction for any adverse audit findings.

During the on-site compliance review the internal controls section may be satisfied by a review of the internal control tests completed by third party auditors during the course of their annual financial, or single audit, or tests completed during STIF expense testing and AUP procedures.

#### Section 4 Financial Management

QE should notify ODOT when the Agreed-Upon Audit Procedures identify areas where supporting documentation is missing or not provided. ODOT will follow up with the Subrecipient to identify what documentation is missing and what, if any, documentation is



available. The amount and type of expenditure will determine what, if any, repayment of disbursed grant funds is necessary if documentation cannot be produced and authenticated. QE should notify ODOT if other matters related to the Agreed-Upon Procedures are identified. ODOT will follow up with the Subrecipient for corrective actions if deemed necessary. Subrecipient may elect to have the financial management component of this guide be conducted by a third-party auditor chosen by Subrecipient, at the Subrecipient's expense.

#### Section 5 Eligible Uses of STIF funds

Any costs associated with expense testing and/or Agreed-Upon Audit Procedures that are specific to STIF funds are the sole responsibility of the auditee. QEs are not responsible for paying for independent oversight costs of a Subrecipient. When oversight costs are applicable to the STIF fund, those costs are eligible expenditures of the STIF program and may be included in a STIF plan. General audits, such as a federal single audit and statewide annual financial audits, are not STIF specific and therefore are not eligible costs for STIF program expenditures. In the event that a QE or auditor identifies expenditures outside of the STIF plan, such as unallowable cost/activities or questioned costs, the QE shall notify ODOT. ODOT will review the expense documentation, STIF plan, and any requests for changes to the STIF plan. Expenditures outside the STIF plan must be resolved by journal entry to apply funds towards STIF allowable expenditures, or be repaid by the transportation provider.

#### Third-party auditor expense testing

Subrecipient may elect to have the annual expenditure testing component of the QE oversight activities conducted by a third-party auditor chosen by Subrecipient. If a Subrecipient opts to use an independent auditor for expense testing of STIF project expenses, and the auditor adheres to the procedures therein, ODOT shall consider the QE in compliance with OAR 732-042-0015(2)(g) with respect to ensuring that STIF funds have been used appropriately. Subrecipient assumes all responsibility for the resolution and correction for any adverse audit comments. Expense testing should, if possible, be conducted in conjunction with the annual financial audit or federal single audit to reduce the burden to both the auditee and auditor. This allows all the testing, expenditures, internal controls etc., to be completed at the same time. If a third-party auditor is engaged to conduct expenditure testing, the QE will review the expenditure test documents and will not conduct their own testing. The QE will not be held responsible for a perceived inadequacy in the level of expenditure sampling determined by the auditor. If the QE recommends additional procedures and tests be performed after review of the testing documents, the QE shall notify ODOT as to the need for additional testing. ODOT will review the need for the additional testing and communicate in writing with the subrecipient if the additional tests and procedures are deemed necessary to complete.

The auditor will conduct a risk assessment at their sole discretion to determine the appropriate level of sampling for expense testing. The auditor will prepare a separate report which shall include:

- The risk assessment process and assumptions
- A table showing a summary of expenditure testing which includes -
  - Allowable/ comply with STIF Plan, Proper authorization, Occurrence, completeness, classification, cut off, and accuracy
- For each project and task -
  - Written description of the procedures performed
  - Results from procedures

- Findings- written in a 5 part finding (criteria, condition, cause, effect, recommendations)
- Recommendation(s)/Corrective action(s) – should include person responsible, timeline, and contact information

The report will be submitted to the QE no later than 30 days after receipt of the auditor's final report. QE shall forward the report to ODOT who will follow up with the Subrecipient on any findings, recommendations, and corrective actions identified in the report by the auditor.





## CITY COUNCIL MINUTES

June 20, 2022 at 7:30 PM

Wilsonville City Hall

---

### 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 7:30 p.m. on Monday, June 20, 2022. The Council President called the meeting to order at 7:34 p.m., followed by roll call and the Pledge of Allegiance.

### PRESENT

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

### STAFF PRESENT

Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder  
Zoe Mombert, Assistant to the City Manager  
Bill Evans, Communications & Marketing Manager  
Katherine Smith, Assistant Finance Director  
Mark Ottenad, Public/Government Affairs Director

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

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

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

### **Voting Yea:**

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

### **Vote:**

Motion carried 5-0.

## **MAYOR'S BUSINESS**

### 4. Wilsonville Wildcats Week Proclamation

The Mayor read into the record a proclamation declaring June 20-24, 2022 as Wilsonville Wildcats Week. Next, Councilor Linville presented the Wilsonville Wildcats girls' golf team and coaches with proclamations. Coach Chris Bensel then shared some words about the season. Photos with the team and City Council followed.

### 5. Upcoming Meetings

The Mayor reported on the following meeting and/or events:

#### Juneteenth Celebration

- City's Diversity, Equity and Inclusion (DEI) Committee hosted the Second Annual Wilsonville Juneteenth Celebration at Town Center Park.
- Juneteenth is a newly designated federal and state holiday memorializing the end of slavery in the United States.
- The event was wonderful and well attended with great activities. Activities included speeches, Afro-pop music, and Moroccan cuisine.
- The DEI Committee, staff, and participants were thanked for their role in the event. It was shared the event was attended by people from all different backgrounds.

#### Wilsonville Business Summit

- The week prior to the City Council meeting the City and Clackamas Community College co-hosted the Wilsonville Business Summit at the college's campus here in Wilsonville.
- During the summit, a number of local businesses conversed about advantages of doing business in Wilsonville. Also, discussed were workforce issues that local businesses are facing in this economy.
- A number of businesses shared their concern for attracting and retaining employees.
- The Mayor attended with Matt Lorenzen, the City's Economic Development Manager, along with other elected and appointed officials and area employers.

#### French Prairie Forum Meeting

- Economic development was the theme for the June meeting of the French Prairie Forum. Participants of the forum include surrounding local governments such as Wilsonville, Woodburn, St. Paul, and Donald.
- At the meeting, housing and new businesses were discussed.
- The Mayor reminded the Boone Bridge serves all of the increasing local activity.



### Arts, Culture, and Heritage Commission Meeting

- The Mayor shared she is the City Council's liaison to the new Arts, Culture, and Heritage Commission.
- It was reported the Commission looked at priorities for the next year, which were identified at the last meeting.
- The Commission heard a presentation from the City of Hillsboro who is developing a public-arts program.
- In addition, the Commission heard from staff member Brian Stevenson of the Parks and Recreation Department regarding the new way the City would be deploying the Community Tourism Grant Program.
- It was recalled that the grant program had been modified to focus more on supporting cultural events and programs, and asked the Commission for recommendations on potential changes.

### City Council Meeting

- The Mayor announced due to July 4 holiday the first City Council meeting in July had been cancelled. The next, City Council meeting was scheduled for Monday, July 18, 2022 at 7:00 p.m.
6. Willamette Falls Locks State Commission Remaining Funds

The City Manager explained there was about \$900 in remaining funds that the City had committed to the Willamette Falls Locks Commission. The Willamette Falls Locks Commission has ended with a new entity being formed. The City Council must decide whether to request the remaining funds be returned or allow the funds to be used for ongoing efforts.

City Manager stated staff's recommendation is that City Council allows the funding to be used towards ongoing efforts. To do so City Council would need a motion and a second.

The Mayor requested a motion and a second to allocate the remaining \$900 to the Willamette Falls Locks Authority.

**Motion:** Moved to authorize the City Manager to communicate to Clackamas County the City Council's permission to advance the City's unspent Willamette Falls Locks Commission funds to the account of the new Willamette Falls Locks Authority.

Motion made by Councilor Linville, Seconded by Councilor Lehan.

Councilor Linville provided a brief narrative of the Commission's work and recommendation.

### **Voting Yea:**

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

**Vote:** Motion carried 5-0.

7. Fireworks Ban

The City Manager described the Fireworks Ban was added to the agenda as a placeholder. He added that during the last Council discussion of the topic there was no desire to move in any particular direction given the wetness of June. The City Manager explained staff would continue to educate residents about illegal fireworks.

The Mayor requested staff communicate with homeowner associations so they too can distribute education materials.

**COMMUNICATIONS**

None.

**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**

8. Council President Akervall

Council President Akervall mentioned she had also attended the Juneteenth event. She then appreciated Diversity, Equity and Inclusion Committee and staff for producing the event.

Council President Akervall shared some of the remarks received from Lowrie Primary School second grade students. The students had participated in a virtual presentation learning about the City of Wilsonville.

9. Councilor Lehan

Councilor Lehan recalled her past experience of presenting to the second grade students.

Councilor Lehan then informed City Council of the Willamette Falls Locks Commission and Willamette Falls Locks Authority joint meeting and tour.



## 10. Councilor West

Councilor West informed he also attended the Juneteenth event, which was a blast. He added the food was fantastic and he had many great interactions with participants.

## 11. Councilor Linville

Councilor Linville commented on Juneteenth. She then provided a summary of the recent Clackamas County Coordinating Committee (C4) Subcommittee meeting.

## CONSENT AGENDA

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

### 12. Resolution No. 2983

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

### 13. Resolution No. 2984

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

### 14. Minutes of the June 6, 2022 City Council Meeting.

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

Motion made by Councilor Lehan, Seconded by Councilor West.

**Voting Yea:**

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

**Vote:** Motion carried 5-0.

## NEW BUSINESS

None.

## CONTINUING BUSINESS

None.

**PUBLIC HEARING**

None.

**CITY MANAGER'S BUSINESS**

No report.

**LEGAL BUSINESS**

The City Attorney Reported on the below items:

Aurora Airport

The City Attorney shared for Council's consideration whether to authorize the City Attorney to voluntarily dismiss Marion County Circuit Court Case Number 19-CV-54498 against the Oregon Department of Aviation Board.

**Motion:** Moved to make a motion to the effect of information immediately shared by the City Attorney.

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

**Voting Yea:**

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

**Vote:** Motion carried 5-0.

Public Contract Code

The City Attorney explained the next two items for Council's consideration are concerning the City's public contracting code. These items involve some needed clarity and efficiency with regard to smaller up dollar amount public contracts. Council was informed the City's public contracting code has two implicitly conflicting provisions.

The first conflicting provision states the City Manager has the authority to sign contracts with a value of \$100,000 or less without Council approval. However, another provision in the code states that Council must approve any contract of amendment of more than 15% of the original contract amount with no consideration if the new current total contract amount is still under the City Manager's \$100,000 signing authority. In essence, this implicit conflict means that if a contract was originally \$25,000 and needs a \$5,000 amendment, there could be interpretations that that \$5,000 amendment would need to come to Council for approval.



The City Attorney further explained for efficiency and based on the City Manager's inherent \$100,000 signing authority for Council's consideration is whether to authorize the City Manager to sign contract amendments, where the total amount, including amendments is within the City Manager's contract signing authority.

**Motion:** Moved to make a motion to the effect of information immediately shared by the City Attorney.

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

**Voting Yea:**

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

**Vote:** Motion carried 5-0.

The last item for Council's consideration was also regarding the City's public contracting code. The City Attorney explained the City's public contracting code was open to interpretation regarding the authority to extend the term of a contract. The code states that the City Manager may extend a contract for a single term not to exceed the initial term. Read most narrowly this provision would prohibit extending a contract for a term longer than the initial term. Read more broadly, it could be interpreted to allow each extension to not be longer than the initial term. The contracts particularly impacted by this provision are the City's small on-call services contracts, which may initially be for only one year, but the contract amount has not been spent over that year or even over a second year. The City Attorney further explained for efficiency and since the City Manager has expressed limits to the contract amount that may be approved without Council Review. For the Council's consideration is whether to authorize the City Manager to sign extension of contract terms so long as such contracts, including any amendments that are still within the City Manager's signing authority of \$100,000.

**Motion:** Moved to make a motion to the effect of information immediately shared by the City Attorney.

Motion made by Councilor West, Seconded by Councilor Lehan.

**Voting Yea:**

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

**Vote:** Motion carried 5-0.

Lastly, the City Attorney shared she would be on vacation from July 4 through July 15, 2022.

**ADJOURN**

The Mayor adjourned the meeting at 8:20 p.m.

Respectfully submitted,

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

ATTEST:

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

DRAFT





**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date: July 18, 2022</b>		<b>Subject: Resolution No. 2979</b> Diversity, Equity and Inclusion Committee Strategic Plan  <b>Staff Member:</b> Zoe Mombert, Assistant to the City Manager  <b>Department:</b> Administration	
<b>Action Required</b>		<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 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> The Diversity, Equity and Inclusion Committee unanimously recommended approval of the strategic plan at their May 10, 2022 meeting.	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Diversity, Equity and Inclusion Committee Strategic Plan.			
<b>Recommended Language for Motion:</b> I move to adopt the Diversity, Equity and Inclusion Committee Strategic Plan.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Diversity, Equity and Inclusion		<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:**

Adoption of the Diversity, Equity and Inclusion Committee Strategic Plan.

**EXECUTIVE SUMMARY:**

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

**Mission**

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

**Vision**

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

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

The City Council discussed the draft strategic plan during their work session on June 20, 2022. During the discussion, council stressed the importance of sharing community members' stories to better understand one another. This will be accomplished under Objective 2: Communications & Education strategic action "highlight, share perspectives of community members to tie in with monthly themes. Interviews, columns (Boones Ferry Messenger).

Additionally, Council expressed a desire for the plan to recognize our cultural heritage. Based on the specific examples given by Council regarding the German settlers and Chinese workers who had a large impact on the early days of the area. To address this, an additional strategic action has been added under Objective 3: Inclusive Cultural Events, Celebrations and Holiday Recognitions which states "Acknowledge and recognize our multicultural heritage including; Kalapuya Natives, German and Greek settlers and Chinese laborers." The DEI Committee will collaborate with the Arts, Culture and Heritage committee on this work to ensure that there is not overlap in work.

**EXPECTED RESULTS:**

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



**TIMELINE:**

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

**CURRENT YEAR BUDGET IMPACTS:**

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

**COMMUNITY INVOLVEMENT PROCESS:**

The DEI Strategic Planning Subcommittee met February 15, March 1, March 16, April 26 and May 5 via zoom to discuss the strategic plan framework and develop the framework for focus groups and online survey. Focus groups, which were advertised on the Cities website, Boones Ferry Messenger and Facebook were held on April 13, April 16 and May 4 via zoom. There was also an online survey, which was available on the City's website from late March to late April. The feedback received at the focus groups and surveys was used to inform the strategic plan. The subcommittee reported back to the DEI Committee discussed the strategic plan at their February 8 and March 8 meetings before recommending the strategic plan to City Council for adoption at their May 10 meeting.

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

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

**ALTERNATIVES:**

The City Council could approve with modifications or choose not to approve the DEI Committee Strategic Plan.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 2979
  - A. Diversity, Equity and Inclusion Committee Strategic Plan.

**RESOLUTION NO. 2979**

**A RESOLUTION OF THE CITY COUNCIL ADOPTING THE DIVERSITY, EQUITY AND INCLUSION (DEI) COMMITTEE STRATEGIC PLAN.**

WHEREAS, the City Council unanimously passed Resolution 2626 in 2017 declaring Wilsonville as “an inclusive City that has and will continue to welcome the collective contributions of all persons, honoring and respecting people of every race, color, national origin, immigration or refugee status, heritage, culture.”; and

WHEREAS, Wilsonville City Council hosted a virtual public listening session on December 8, 2020 to allow residents to share personal experience, concerns, and needs to ensure that Wilsonville is working to provide a high quality of life for every resident regardless of race, gender identity, age, religion or ability ; and

WHEREAS, on January 14, 2021 City Council directed staff to establish a Diversity Equity and Inclusion (DEI) Committee to identify and address systemic barriers to inclusion that exist within the City’s practices, processes, regulations, events and other initiatives; and

WHEREAS, on May 3, 2021 City Council adopted Resolution 2893 which created the Diversity Equity and Inclusion Committee (DEI); and

WHEREAS, the committee developed a Strategic Plan which will serve as the work plan for the DEI Committee.

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

Section 1: The DEI Strategic Plan is the work plan for the Diversity, Equity and Inclusion Committee.

Section 2: This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting on July 18, 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

ATTACHMENT:

A. Diversity, Equity and Inclusion Strategic Plan



# DIVERSITY, EQUITY AND INCLUSION COMMITTEE STRATEGIC PLAN

City Council Update July 2022

CITY OF WILSONVILLE Diversity, Equity and Inclusion Committee



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

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

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

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

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

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

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

### Mission

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

### Vision

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

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



## Objective 1: Community Engagement

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

Assumptions:

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

Strategic Actions:

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

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

## Objective 2: Communications & Education

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

Assumption:

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

*Strategic Actions:*

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

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

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

Increase inclusive community events.

*Strategic Actions:*

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

Outcomes: Inclusive representation and community events.





## **Proclamation Designating July 2022 as Park and Recreation Month**

WHEREAS, parks and recreation programs are an integral part of communities throughout the country, including the City of Wilsonville; and

WHEREAS, parks and recreation are vitally important to establishing and maintaining the quality of life in our communities; and

WHEREAS, parks and recreation programs build and maintain healthy, active communities; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, the attraction and retention of businesses, and increased tourism; and

WHEREAS, community recreation programs at parks and recreation facilities provide children a safe refuge and place to play; and

WHEREAS, parks and natural recreation areas are fundamental to the environmental well-being and ecological beauty of our community; and

WHEREAS, our parks and natural recreation areas provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, parks and recreation facilities reduce fuel costs and commute times by providing places close to home to relax, exercise, and reduce stress; and

WHEREAS, the City of Wilsonville recognizes the benefits derived from parks and recreation resources:

NOW THEREFORE, I, Julie Fitzgerald, Mayor of Wilsonville do hereby declare July as Park and Recreation Month in the City of Wilsonville and encourage all citizens to visit our local parks and participate in our community's park and recreation programs.

---

Julie Fitzgerald, Mayor  
Dated: July 18, 2022

### From The Director's Office

Greetings!

Please join me in welcoming new Capital Projects Engineering Manager, Andrew Barrett!

Andrew Barrett has joined the City of Wilsonville Community Development Department as the new Capital Project Engineering Manager. Barrett brings 19 years of consulting and municipal engineering experience to Wilsonville, most recently serving as a Senior Project Engineer for Tualatin Valley Water District (TVWD).

At TVWD (2017-2022), Barrett was responsible for large contracted capital projects, including sanitary sewer pump stations, reservoirs, and miles of distribution and transmission mains. Additional duties included the refinement of design and construction standards, project management, and managing an employee team.

"It's already apparent that Wilsonville is a great place to work and live," Barrett said. "I'm looking forward to providing expertise where I can to keep things going in a great direction."

Previously (2009-2017), Barrett spent nine years as a Project Engineer with the City of Beaverton. His responsibilities included development review, permit compliance, customer service, and the management of capital projects, including three large trunk sewer extensions, storm water outfall treatment retrofits, street and bridge reconstruction, and the development of master plans for UGB expansion areas. Before that, he worked for consultants on land development and utility replacement projects.

Barrett earned his degree in Civil Engineering from Oregon Institute of Technology's Klamath Falls campus. His family resides in Tigard.

Respectfully submitted,

Chris Neamtzu, AICP

Community Development Director






## Economic Development Division

Beginning in April, we relaunched the popular recycling program for businesses. At no cost, Wilsonville businesses are able to recycle fluorescent bulbs and batteries. Businesses request boxes and buckets, for bulbs and batteries respectively, and staff delivers the requested materials directly to the business. After a handshake and well wishes from the City, the business fills the boxes and when full they call FedEx for a FREE pickup of the materials.

This program is a partnership between the City of Wilsonville and Republic Services. So far we have distributed 53 bulb boxes and 27 battery buckets to 12 Wilsonville businesses and the West Linn-Wilsonville School District.


### Free Recycling for Wilsonville Businesses

Batteries & Fluorescent Mercury-Lamps



**It's Easy!**

1. Request a box and/or bucket
2. Fill the box/bucket
3. Call FEDEX for pickup



### Business Summit at CCC Wilsonville

On June 15, the City co-hosted a Business Summit together with Clackamas Community College. There were approximately 50 attendees from local companies, cooperating agencies, and workforce development partners.

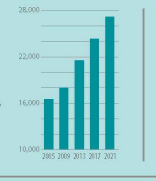
In addition to networking and celebrating the return to in-person events, the Summit aimed to identify opportunities and challenges facing local businesses with the idea that the college and City would take the information gleaned and identify ways the two organizations can support our local employers through collaboration and stronger partnership between local government, higher education, and industry. A debrief/post mortem meeting is set for July 11, to begin the conversation between the City and college regarding next steps and supports.

In preparation for the event, staff prepared the attached "By the numbers" infographic in order to spur table conversations around strengths and opportunities, as well as areas for improvement or focus.



## BY THE NUMBERS

**POPULATION**  
**27,186**




**GROWTH RATE**  
**14.5%**  
2016 - 2021

**4th FASTEST GROWING IN OREGON**  
CITIES OVER 25K

**36.5**  
**MEDIAN AGE**  
CLACKAMAS CITY - 41.7  
OREGON - 39.5

50% DETACHED / SINGLE-FAMILY  
50% MULTI-FAMILY COMMUNITY



**ANNUAL AGGREGATE PAYROLL**  
**\$1.4**  
BILLION

**1,200**  
BUSINESSES

**20,500 JOBS**  
**50%** IN FAMILY-WAGE INDUSTRIES

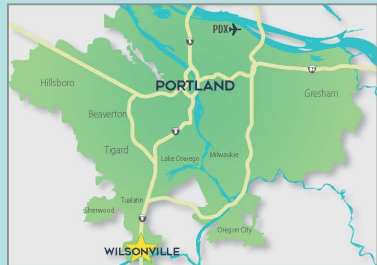
**2**  
INSTITUTIONS OF HIGHER EDUCATION

**BACHELOR'S DEGREE OR HIGHER**  
**45%**  
CLACKAMAS CITY - 38%  
OREGON - 34%

**#2**  
SCHOOL DISTRICT  
**WEST LINN-WILSONVILLE**  
SCHOOL DISTRICT

**97%**  
GRADUATION RATE  
OREGON - 80%  
USA - 86%

**LOCATION**



**18**  
MILES

**PORTLAND**  
CENTRAL BUSINESS DISTRICT

**29**  
MILES

**PDX**  
INTERNATIONAL AIRPORT

City of Wilsonville, Oregon | Matt Lorenzen, Economic Development Manager | 503.570.1539 | WilsonvilleEcDev.com

## Economic Development Division

### Continued work on Incentive Programs

#### Vertical Housing Development Zone (VHDZ)

The Vertical Housing Development Zone (tax abatement) program was approved by the City Council in late May. Through the month of June, we have been working to develop the administrative materials needed in order to field an application as soon as possible. A July 1 target was looking probable, but we have been delayed by the discovery of a problem in the abatement computation formulas prescribed by Oregon Revised Statutes. These formulas were modified in the 2021 Legislative Session (SB 141) and the Department of Revenue (DOR) is now working on a remedy to this issue. Evidently no other jurisdiction with a VHDZ program had detected this issue previously. The fix is simple, but the timeline for the issuance of an administrative rule from DOR remains unknown. They have requested a meeting with us on this issue on July 14. We have communicated with our one potential applicant for VHDZ regarding this delay and we will work with them to ensure this hiccup does not delay their project at Villebois. They expect to submit for public works permits as early as August or September.

#### Construction Excise Tax (CET)

Council is also interested in the investigation of a Construction Excise Tax for Affordable Housing. A "CET" would impose a one-time 1% tax on building permit valuation. Revenues would accumulate in an affordable housing trust fund, managed by the city, and fund developer incentives, land acquisitions, System Development Charge waivers, first-time homebuyer/down-payment assistance, and other programs to facilitate the development of affordable housing and provide pathways for aspiring first-time home owners. Staff has been working to develop a briefing presentation for Council, as well as some revenue forecasts and potential next steps, should Council communicate interest to pursue the program/tax further. In the coming weeks, staff will meet with the Mayor for a pre-meeting briefing, as well as other Councilors if they have interest. The formal presentation before Council will take place during the July 18 work session.

### Urban Renewal Task Force (URTF)

The URTF did not meet in June due to scheduling difficulties. It can be challenging to align the schedules of 15 working professionals, plus City staff and our two consultants.

The task force will meet next on July 13, for a discussion around potential new uses of tax increment finance in Wilsonville—Basalt Creek and site-flexible Affordable Housing.

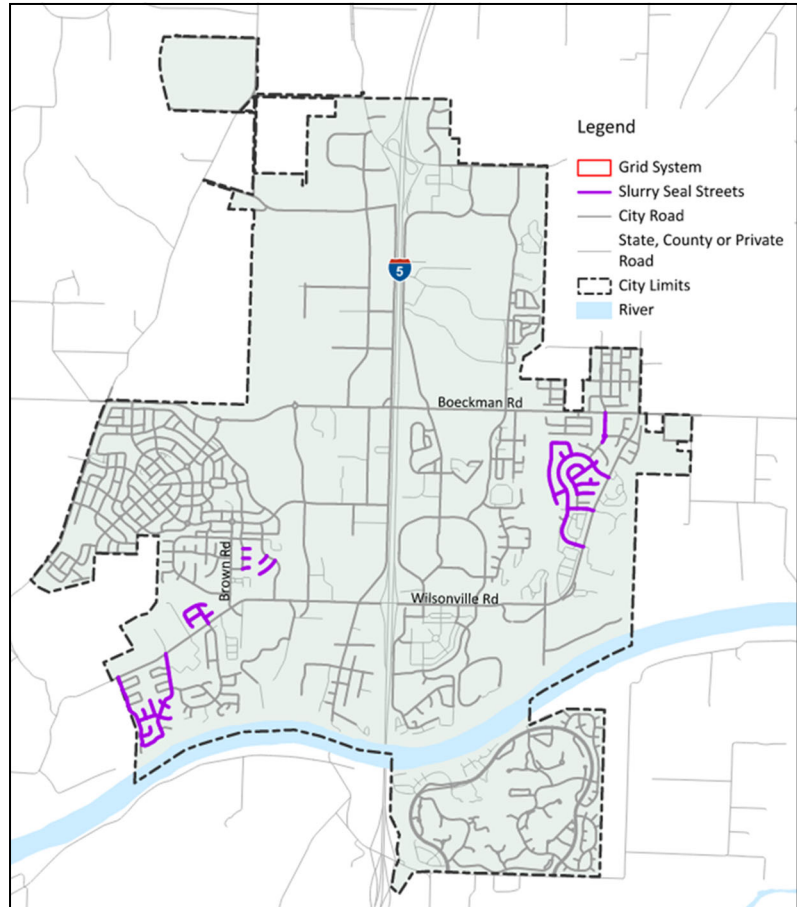
We are still on track to present the task force's recommendations to Council in fall 2022.



## 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. The selected contractor, Blackline, Inc., is scheduled to perform the slurry seal work the first week of August 2022 in the following neighborhoods: Willamette Way, Meadows, Guiss, and Montebello-Serenity. All residents have received advance notices and a map of the slurry seal work for each individual neighborhood. Furthermore, residents will receive door hanger notices and door-to-door verbal contact to ensure residents are aware of the work and that vehicles are moved outside of each day's work areas.



### 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. Work on 5th Street is nearly complete. Roadway construction of the Kinsman Road extension to Wilsonville Road is underway. Construction of the new Kinsman Road bridge over Coffee Creek is underway. Construction will continue through January 2023.



## Engineering Division, Capital Projects

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

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

### **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 until weather is better suited for sanitary sewer bypass pumping and permanent asphalt repair work.

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

This project involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road – Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The Progressive Design Build (PDB) Agreement was awarded to Tapani-Sundt Joint Venture by City Council on June 6 with Notice to Proceed issued on June 17. A project kickoff meeting with the design team occurred on June 21 to help the team begin the integration processes and to work towards a common goal of project delivery. Currently, Right of Entry Permits are being acquired and soil boring, survey, and field work will begin in July.

### **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 design team is coordinating with PGE on the utility undergrounding plans. Design work is wrapping up until construction funding is identified.

### **Raw Water Facility Improvements**

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

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

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

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

Village Greens Circle and Edgewater Lane are the next two rounds of Charbonneau Utility Repair in the Charbonneau District of Wilsonville. The City's selected engineering consultant, Wallis Engineering, will begin design work for these two projects starting July 2022 and continue through the end of the 2022 calendar year. Construction of the Village Greens Circle project is tentatively scheduled for early 2023 and Edgewater Lane construction work is tentatively scheduled for early 2024.



## Engineering Division, Capital Projects

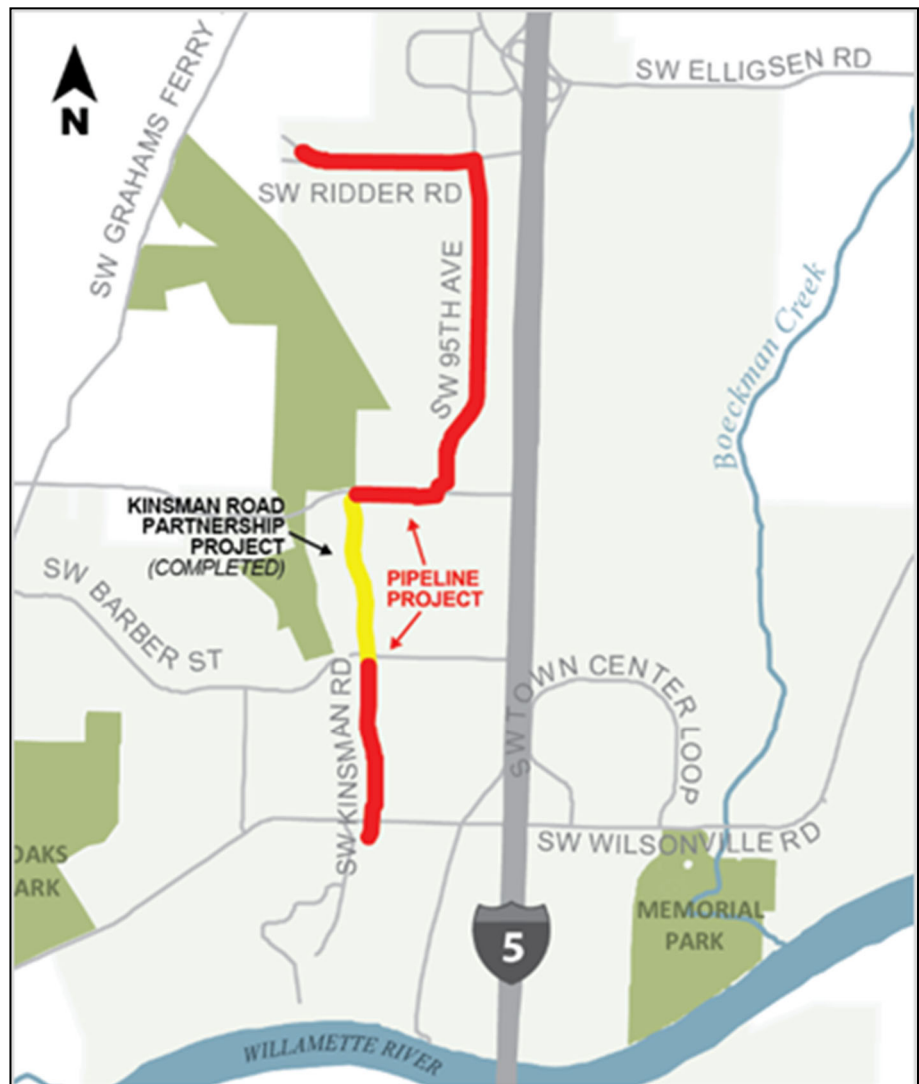
### Water Treatment Plant Expansion to 20 MGD (1144)

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

### Willamette Water Supply Program Coordination (1127)

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

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



### Wastewater Treatment Plant Master Plan (2104)

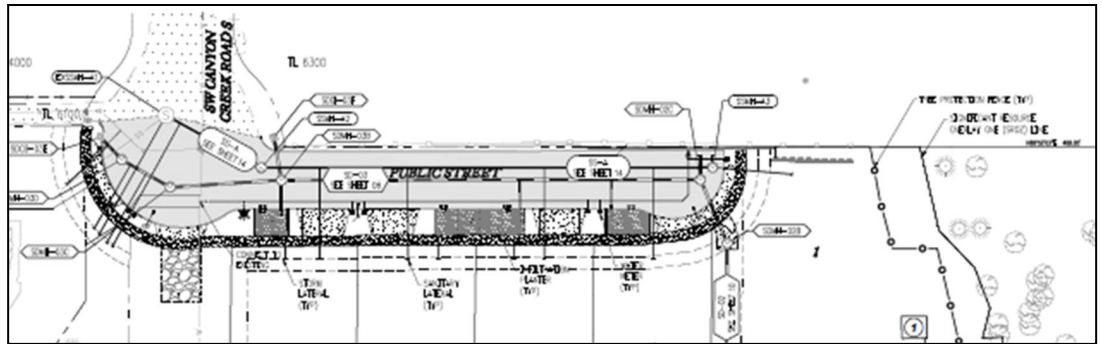
This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. The engineering contract was awarded in May 2020, and the project is anticipated to be completed by the end of 2022. A summary of the draft Master Plan findings is scheduled to be presented to the Planning Commission and City Council in summer/fall 2022.

# Engineering Division, Private Development

## Residential Construction Activities

### Canyon Creek South Phase 3

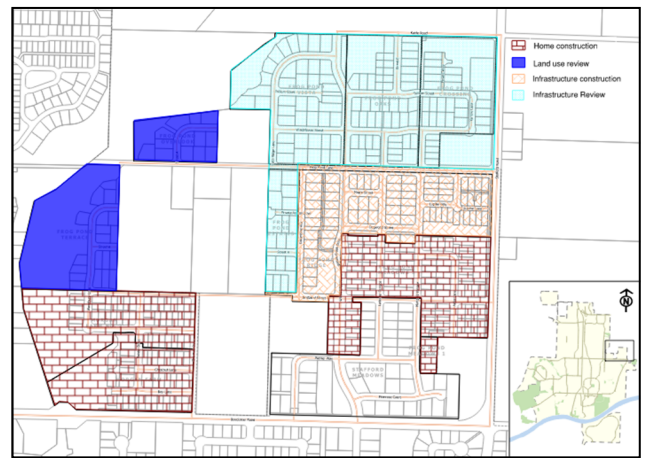
Construction is underway. The existing home was demolished. The contractor is working on grading and utility installation.



Canyon Creek South Phase 3

### Frog Pond West

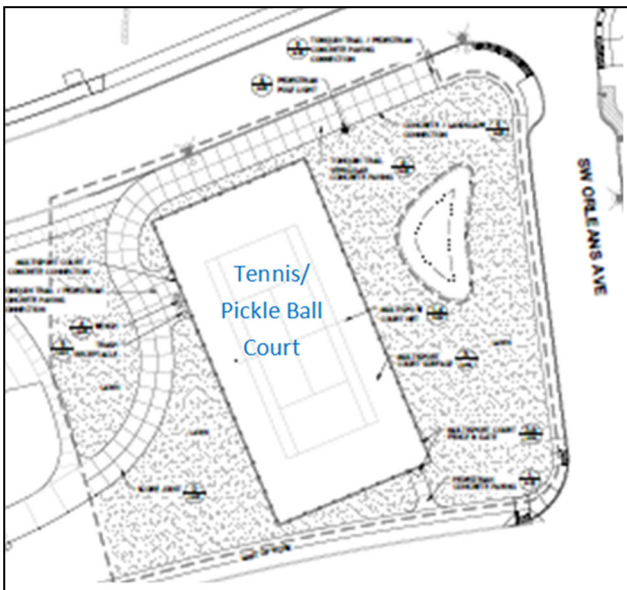
The Frog Pond West Master Planned area continues to see active construction. Four subdivisions were recently approved by the Development Review Board and infrastructure plans are under review by Engineering. The Frog Pond Ridge subdivision is under active infrastructure construction and one phase is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



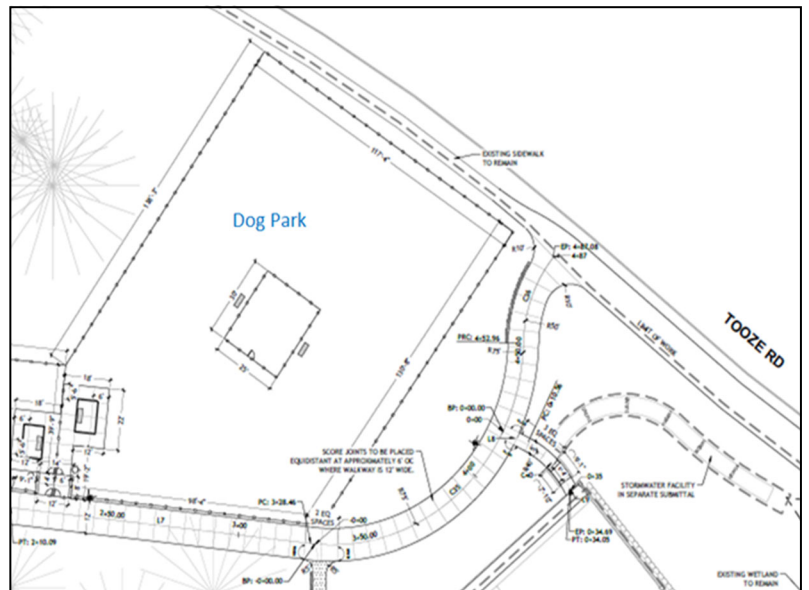
Frog Pond West

### Villebois Clermont

The last piece of the Villebois puzzle, this 87 lot subdivision is nearing substantial completion of the public infrastructure and will soon move on to home construction. Plans for Villebois Clermont Regional Park 5 & 6 are under review by the City. In addition to extending the Tonquin Trail, Regional Park 5 includes a new tennis/pickle ball court. Regional Park 6 includes a new dog park and play area and will extend the Tonquin Trail to Tooze Road.



Regional Park 5



Regional Park 6



## Engineering Division, Private Development

### Commercial/Industrial Construction Activities

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

This project is located on the southwest corner of Clutter Road and Garden Acres Road. This project includes half street improvements along Clutter Road (improvements along Garden Acres were completed by the City in 2020). Street improvements are substantially complete. The contractor is working on punch list items to close out the project.



Coffee Creek Logistics Center

#### 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. Pavement restoration in the right-of-way occurred in May. Offsite utilities have been installed. Onsite work continues.

#### 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. The stormwater facility has been constructed and planted. Building modifications are nearing completion.

## Natural Resources Division

### Celebrating Pollinators!

National Pollinator Week was June 20 – 26. However, it's never too late to celebrate pollinators and recognize the critical role they play in sustaining life on Earth. Birds, bats, bees, butterflies, beetles, and small mammals that pollinate plants are responsible for bringing us one out of every three bites of food. They also sustain our ecosystems and produce our natural resources by helping plants reproduce.

Some steps to help pollinators include:

- Add local native flowering plants in your landscape
- Choose plants with a variety of colors
- Choose flowers with different shapes and sizes
- Choose plants with different flowering times to provide forage all season
- Select plants with different heights and growth habits
- Include plants that are favored food for butterfly caterpillars; the loss of foliage is well worth it!
- Reduce or eliminate the use of pesticides (including herbicides)

*In August 2017, the City Council adopted a resolution designating Wilsonville a Bee City USA affiliate. Bee City USA is a nationwide effort to foster ongoing dialogue in urban areas to raise awareness of pollinators and the role they play in our communities and what each of us can do to provide them with healthy habitat. Bee City USA corresponds with many of the existing "Bee Stewards" program initiatives, such as creating pollinator habitat, adopting an integrated pest management plan for City properties and facilities, and raising community awareness and participation in pollinator conservation.*



**Pollinator WEEK**  
**June 20 - 26, 2022**





## Planning Division, Current

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

In June, 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)
- New industrial warehouse building between Garden Acres Road and Grahams Ferry Road in Coffee Creek Industrial Area
- Panattoni Development Company warehouse on Clutter Road
- Parkway Woods industrial campus
- Residential subdivisions in Frog Pond West

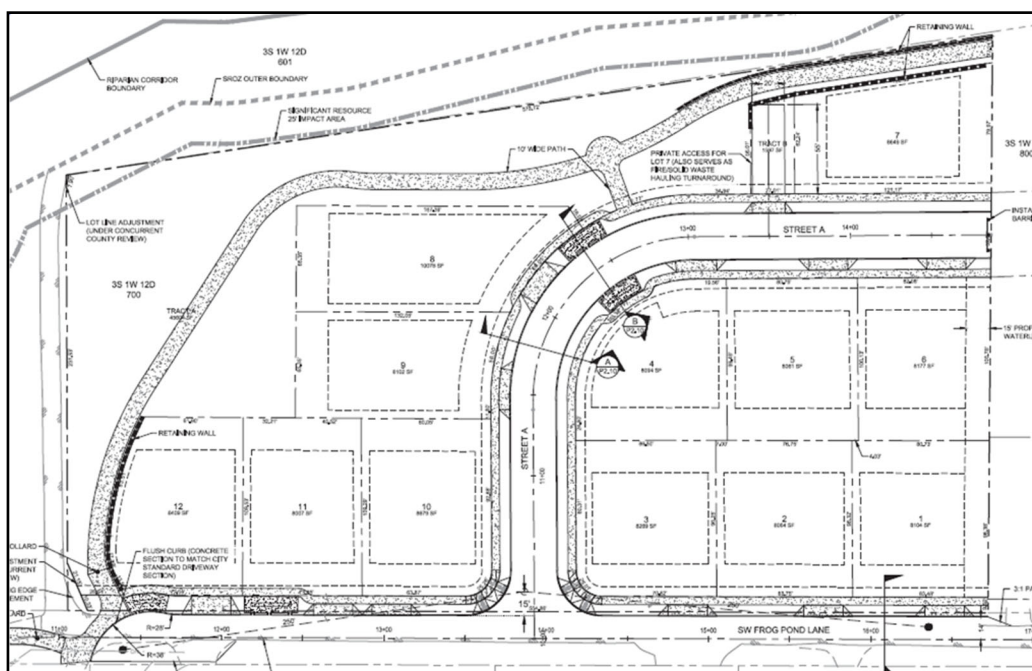
### Development Review Board (DRB)

Neither DRB Panel met in June. Their next meetings are scheduled for July.

### DRB Projects Under Review

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

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



Proposed Frog Pond Terrace Subdivision

### Notable Administrative Decisions

In addition to routine review of tree permits, building permits, sign permits, and other minor administrative reviews, the Planning Division issued administrative decisions on the following during June:

- The City's first Middle Housing Land Division enabled by new standards adopted by the City Council in October 2021. The action will enable additional detached units to be built in the Frog Pond Vista subdivision
- New architectural lighting for Holiday Inn

## Planning Division, Long Range

### Aurora Airport

#### *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. During June, the project team continued to develop draft policies for City adoption later in the summer.

### Frog Pond East and South Master Plan

June began with a June 8 Planning Commission Work Session to discuss recent public engagement efforts, infrastructure existing conditions, and land use and urban design alternatives. At the conclusion of the work session Planning Commission provided the project team with guidance to prepare a preferred land use and urban design alternative. Early in the month the City hosted an additional focus group with potential first time home buyers. During the remainder of the

month the project team worked on preparing the preferred alternative for review by Council and Planning Commission as well as kicking off additional infrastructure and public realm design work.



## 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 June, the project team held a number of interviews with past outreach participants, conducted four hours of training with City staff, and prepared their final draft of the engagement framework as well as a barriers and actions memo to share with the DEI Committee, Planning Commission, and City Council over July and August.

### Planning Commission

During their June meeting, the Planning Commission received a presentation and provided feedback on components of the master planning for Frog Pond East and South, specifically regarding land use and urban design alternatives. The Commission received a briefing on public engagement and how feedback from the public helped shape the alternatives presented. The Planning Commission provided feedback on which parts of each design alternative they preferred and why, to guide the development of a preferred alternative. They also received a briefing and offered any comments on an infrastructure existing conditions memo and an update on outreach efforts.



## Planning Division, Long Range

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

The Equitable Housing Strategic Plan identifies exploration of Transit-Oriented Development (TOD) at the Wilsonville Transit Center as a near-term implementation action. During June, the City released a Request for Proposals (RFP) to the three development teams that submitted Statements of Qualifications (SOQ) during the Request for Qualifications (RFQ) process. These teams, which are led by Gorman & Company, Palindrome, and Reach Community Development Inc. with Farmworker Housing Development Corporation, will provide more detailed proposals for development at the TOD site, including project design, a development program, pro forma information, and anticipated funding sources. Responses to the RFP are due to the City on July 1.

General project information is available on the project website:

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

### **Vertical Housing Development Zones**

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

General project information is available on the project website:

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

### **Wilsonville Town Center Plan**

#### *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 June, the project team finalized the review of updated cost estimates for infrastructure projects to be included within the funding analysis. These updated cost estimates serve as the basis for development of the funding plan. The project team also reviewed a preliminary evaluation of funding tools for possible inclusion within the funding plan. Exploration of these funding strategies will continue throughout the summer.



**WILSONVILLE TOWN CENTER PLAN**



# JUNE MONTHLY REPORT

*FINANCE—The department where everyone counts*

- **FISCAL YEAR END:** In what seems like the blink of an eye, June 30 brings to us the end of FY 2021-22. To ensure a clean cut-off, and that revenues and expenses are correctly accounted for in the correct fiscal year, through July and August we will be analyzing, reviewing, and reconciling accounts—leading up to the preparation of financial statements, including the Annual Comprehensive Financial Report.
- **FY 2021-22 AUDIT:** Audit season is here and the City’s annual audit has begun. The City has contracted with the independent certified public accounting firm of Grove Mueller & Swank (GMS), to carry out the annual and compliance audit for the City and Urban Renewal Agency (including for example ORS compliance related to purchasing and investment activity). The CPA firm also covers the federally mandated Single Audit required of the City covering compliance and use of federal funds. The Auditor’s performed their audit fieldwork the last week of June. This onsite visit serves as a preliminary audit for assurance testing, data collection, and compliance review in order to compress the period needed to complete their final audit, scheduled for November 2022.
- **UTILITY BILLING:** During the Covid-19 pandemic, utility billing suspended late fees and disconnection/restore fees for delinquent accounts. Utility billing also extended the grace period for disconnections from 30 days to 90 days past due. As the economy has become more on track we tried to do a phased in approach to get back to standard practice. First we changed the shut off to 60 days. Then, in June, we switched to 30 days. In August, we will go back to charging late fees and disconnect/restore fees. We continue to support our customers by offering payment plans and recommending Wilsonville’s Community Sharing. During this transition we provided bill messages two months prior to the change, updated the City website, provided a delinquent letter, emailed, issued two rounds of automated calls, and personal phone calls. Through these efforts, we were successfully able to reduce possible disconnections down from 292 to 27 for the month of June.
- **UTILITY BILLING SOFTWARE IMPLEMENTATION:** The City’s migration to a new utility billing system (MUNIS) is on tract for Go Live in fall 2022. The Department is working on a communication strategy to update and engage with utility customers as to the impending change. The most significant customer impacts will be: (1) The assignment of new utility account numbers, (2) Customers set-up on automatic payment will need to re-enroll, and (3) Customers using their bank’s bill pay service will need to login to their bank to update what utility account number is referenced. There will be special information sent to each targeted group. Stay tuned for more on this!



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



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>110 - General Fund</b>				
Taxes	\$ 12,450,940	\$ 12,418,966	\$ 31,974	100%
Intergovernmental	2,685,330	5,179,942	(2,494,612)	193%
Licenses and permits	169,850	258,666	(88,816)	152%
Charges for services	699,990	670,171	29,819	96%
Fines and forfeitures	315,000	153,402	161,598	49%
Investment revenue	91,000	12,474	78,526	14%
Other revenues	16,349,824	16,523,287	(173,463)	101%
Transfers in	4,637,855	3,912,061	725,794	84%
<b>TOTAL REVENUES</b>	<b>\$ 37,399,789</b>	<b>\$ 39,128,970</b>	<b>\$ (1,729,181)</b>	<b>105%</b>
Personnel services	\$ 10,076,512	\$ 8,541,744	\$ 1,534,768	85%
Materials and services	26,678,542	24,029,150	2,649,392	90%
Capital outlay	20,000	7,703	12,297	39%
Transfers out	6,284,917	3,586,927	2,697,990	57%
<b>TOTAL EXPENDITURES</b>	<b>\$ 43,059,971</b>	<b>\$ 36,165,524</b>	<b>\$ 6,894,447</b>	<b>84%</b>
<b>610 - Fleet Fund</b>				
Charges for services	\$ 1,489,124	\$ 1,489,110	\$ 14	100%
Investment revenue	7,500	2,407	5,093	32%
Other revenues	-	69,958	(69,958)	-
<b>TOTAL REVENUES</b>	<b>\$ 1,496,624</b>	<b>\$ 1,561,475</b>	<b>\$ (64,851)</b>	<b>104%</b>
Personnel services	\$ 826,900	\$ 746,105	\$ 80,795	90%
Materials and services	671,135	741,410	(70,275)	110%
Capital outlay	43,000	43,294	(294)	101%
Transfers out	2,400	2,400	-	100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,543,435</b>	<b>\$ 1,533,209</b>	<b>\$ 10,226</b>	<b>99%</b>
<b>230 - Building Inspection Fund</b>				
Licenses and permits	\$ 1,060,463	\$ 2,338,777	\$ (1,278,314)	221%
Charges for services	11,700	10,140	1,560	87%
Investment revenue	12,000	5,334	6,666	44%
Transfers in	41,545	41,544	1	100%
<b>TOTAL REVENUES</b>	<b>\$ 1,125,708</b>	<b>\$ 2,395,795</b>	<b>\$ (1,270,087)</b>	<b>213%</b>
Personnel services	\$ 1,132,650	\$ 890,619	\$ 242,031	79%
Materials and services	176,948	204,359	(27,411)	115%
Transfers out	522,520	354,679	167,841	68%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,832,118</b>	<b>\$ 1,449,657</b>	<b>\$ 382,461</b>	<b>79%</b>
<b>231 - Community Development Fund</b>				
Intergovernmental	\$ 161,200	\$ 101,265	\$ 59,935	63%
Licenses and permits	593,446	1,267,369	(673,923)	214%
Charges for services	787,080	676,516	110,564	86%
Investment revenue	8,500	7,228	1,272	85%
Other revenues	250	79,677	(79,427)	31871%
Transfers in	2,684,204	1,739,003	945,201	65%
<b>TOTAL REVENUES</b>	<b>\$ 4,234,680</b>	<b>\$ 3,871,058</b>	<b>\$ 363,622</b>	<b>91%</b>
Personnel services	\$ 3,379,050	\$ 2,617,506	\$ 761,544	77%
Materials and services	783,614	727,244	56,370	93%
Transfers out	676,038	596,622	79,416	88%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,838,702</b>	<b>\$ 3,941,372</b>	<b>\$ 897,330</b>	<b>81%</b>
<b>240 - Road Operating Fund</b>				
Intergovernmental	\$ 1,995,223	\$ 1,767,615	\$ 227,608	89%
Investment revenue	12,500	5,399	7,101	43%
Other revenues	-	16,409	(16,409)	-
<b>TOTAL REVENUES</b>	<b>\$ 2,007,723</b>	<b>\$ 1,789,424</b>	<b>\$ 218,299</b>	<b>89%</b>
Personnel services	\$ 434,340	\$ 276,019	\$ 158,321	64%
Materials and services	495,930	381,850	114,080	77%
Capital outlay	13,000	-	13,000	0%
Debt service	27,400	8,934	18,466	33%
Transfers out	900,602	519,864	380,738	58%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,871,272</b>	<b>\$ 1,186,666</b>	<b>\$ 684,606</b>	<b>63%</b>

	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>241 - Road Maintenance Fund</b>				
Charges for services	\$ 2,150,000	\$ 2,304,394	\$ (154,394)	107%
Investment revenue	20,000	11,611	8,389	58%
<b>TOTAL REVENUES</b>	<b>\$ 2,170,000</b>	<b>\$ 2,316,005</b>	<b>\$ (146,005)</b>	<b>107%</b>
Transfers out	\$ 3,443,559	\$ 2,875,029	\$ 568,530	83%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,443,559</b>	<b>\$ 2,875,029</b>	<b>\$ 568,530</b>	<b>83%</b>
<b>260 - Transit Fund</b>				
Taxes	\$ 5,000,000	\$ 4,898,198	\$ 101,802	98%
Intergovernmental	3,964,104	3,637,035	327,069	92%
Charges for services	-	41,635	(41,635)	-
Fines and forfeitures	5,000	116,089	(111,089)	2322%
Investment revenue	75,000	10,595	64,405	14%
Other revenues	16,000	-	16,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 9,060,104</b>	<b>\$ 8,703,551</b>	<b>\$ 356,553</b>	<b>96%</b>
Personnel services	\$ 4,386,050	\$ 3,677,099	\$ 708,951	84%
Materials and services	2,153,188	2,134,214	18,974	99%
Capital outlay	2,012,500	1,500,233	512,267	75%
Transfers out	669,447	585,519	83,928	87%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,221,185</b>	<b>\$ 7,897,065</b>	<b>\$ 1,324,120</b>	<b>86%</b>
<b>510 - Water Operating Fund</b>				
Charges for services	\$ 9,411,000	\$ 9,525,749	\$ (114,749)	101%
Investment revenue	150,000	39,098	110,902	26%
Other revenues	12,000	69,344	(57,344)	578%
<b>TOTAL REVENUES</b>	<b>\$ 9,573,000</b>	<b>\$ 9,634,168</b>	<b>\$ (61,168)</b>	<b>101%</b>
Personnel services	\$ 647,150	\$ 426,065	\$ 221,085	66%
Materials and services	4,566,421	3,531,666	1,034,755	77%
Capital outlay	311,400	111,982	199,418	36%
Debt service	28,500	20,981	7,519	74%
Transfers out	12,858,541	3,534,642	9,323,899	27%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,412,012</b>	<b>\$ 7,625,336</b>	<b>\$ 10,786,676</b>	<b>41%</b>
<b>520 - Sewer Operating Fund</b>				
Charges for services	\$ 8,275,000	\$ 8,001,802	\$ 273,198	97%
Investment revenue	160,000	33,458	126,542	21%
Other revenues	30,000	28,581	1,419	95%
Loan proceeds	-	7,270	(7,270)	-
Transfers in	600,000	600,000	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 9,065,000</b>	<b>\$ 8,671,110</b>	<b>\$ 393,890</b>	<b>96%</b>
Personnel services	\$ 394,580	\$ 312,799	\$ 81,781	79%
Materials and services	3,740,830	3,132,257	608,573	84%
Capital outlay	369,100	-	369,100	0%
Debt service	2,642,900	2,604,645	38,255	99%
Transfers out	5,711,762	3,442,149	2,269,613	60%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,859,172</b>	<b>\$ 9,491,850</b>	<b>\$ 3,367,322</b>	<b>74%</b>
<b>550 - Street Lighting Fund</b>				
Intergovernmental	\$ -	\$ 65,812	\$ (65,812)	-
Charges for services	536,650	555,832	(19,182)	104%
Investment revenue	8,500	3,020	5,481	36%
<b>TOTAL REVENUES</b>	<b>\$ 545,150</b>	<b>\$ 624,664</b>	<b>\$ (79,514)</b>	<b>115%</b>
Materials and services	\$ 384,030	\$ 258,903	\$ 125,127	67%
Transfers out	1,045,000	81,587	963,413	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,429,030</b>	<b>\$ 340,491</b>	<b>\$ 1,088,539</b>	<b>24%</b>
<b>570 - Stormwater Operating Fund</b>				
Charges for services	\$ 3,440,000	\$ 3,512,424	\$ (72,424)	102%
Investment revenue	15,000	10,417	4,583	69%
Other revenues	-	9,256	(9,256)	-
<b>TOTAL REVENUES</b>	<b>\$ 3,455,000</b>	<b>\$ 3,532,096</b>	<b>\$ (77,096)</b>	<b>102%</b>
Personnel services	\$ 283,420	\$ 211,964	\$ 71,456	75%
Materials and services	788,536	541,439	247,097	69%
Capital outlay	107,000	-	107,000	0%
Debt service	542,700	533,285	9,416	98%
Transfers out	2,337,434	1,554,889	782,545	67%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,059,090</b>	<b>\$ 2,841,577</b>	<b>\$ 1,217,513</b>	<b>70%</b>



	Current Year Budget	Year to Date Activity	Remaining Balance	% Used
<b>336 - Frog Pond Development</b>				
Licenses and permits	\$ 3,058,188	\$ 975,519	\$ 2,082,669	32%
Investment revenue	3,000	3,593	(593)	120%
<b>TOTAL REVENUES</b>	<b>\$ 3,061,188</b>	<b>\$ 979,112</b>	<b>\$ 2,082,076</b>	<b>32%</b>
Materials and services	\$ 8,320	\$ 3,937	\$ 4,383	47%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,320</b>	<b>\$ 3,937</b>	<b>\$ 4,383</b>	<b>47%</b>
<b>348 - Washington County TDT</b>				
Washington County TDT	\$ -	\$ 161,129	\$ (161,129)	-
Investment revenue	1,850	724	1,126	39%
Transfers in	394,715	394,715	-	100%
<b>TOTAL REVENUES</b>	<b>\$ 396,565</b>	<b>\$ 556,568</b>	<b>\$ (160,003)</b>	<b>140%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>346 - Roads SDC</b>				
System Development Charges	\$ 1,202,131	\$ 1,501,860	\$ (299,729)	125%
Investment revenue	43,500	19,860	23,640	46%
<b>TOTAL REVENUES</b>	<b>\$ 1,245,631</b>	<b>\$ 1,521,720</b>	<b>\$ (276,089)</b>	<b>122%</b>
Materials and services	\$ 41,470	\$ 19,625	\$ 21,845	47%
Transfers out	8,961,649	1,566,541	7,395,108	17%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,003,119</b>	<b>\$ 1,586,166</b>	<b>\$ 7,416,953</b>	<b>18%</b>
<b>396 - Parks SDC</b>				
System Development Charges	\$ 554,418	\$ 305,140	\$ 249,278	55%
Investment revenue	35,000	7,373	27,627	21%
<b>TOTAL REVENUES</b>	<b>\$ 589,418</b>	<b>\$ 312,514</b>	<b>\$ 276,904</b>	<b>53%</b>
Materials and services	\$ 16,890	\$ 7,993	\$ 8,897	47%
Transfers out	2,097,960	475,966	1,621,994	23%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,114,850</b>	<b>\$ 483,959</b>	<b>\$ 1,630,891</b>	<b>23%</b>
<b>516 - Water SDC</b>				
System Development Charges	\$ 873,600	\$ 747,277	\$ 126,323	86%
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>\$ 7,809,307</b>	<b>\$ 101,793</b>	<b>99%</b>
Materials and services	\$ 25,940	\$ 12,276	\$ 13,664	47%
Debt service	485,000	84,012	400,988	17%
Transfers out	10,022,053	755,164	9,266,889	8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,532,993</b>	<b>\$ 851,452</b>	<b>\$ 9,681,541</b>	<b>8%</b>
<b>526 - Sewer SDC</b>				
System Development Charges	\$ 506,270	\$ 711,678	\$ (205,408)	141%
Investment revenue	50,000	8,535	41,465	17%
<b>TOTAL REVENUES</b>	<b>\$ 556,270</b>	<b>\$ 720,213</b>	<b>\$ (163,943)</b>	<b>129%</b>
Materials and services	\$ 22,050	\$ 10,435	\$ 11,615	47%
Transfers out	3,175,646	1,718,086	1,457,560	54%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,197,696</b>	<b>\$ 1,728,521</b>	<b>\$ 1,469,175</b>	<b>54%</b>
<b>576 - Stormwater SDC</b>				
System Development Charges	\$ 213,310	\$ 240,014	\$ (26,704)	113%
Investment revenue	15,000	6,208	8,792	41%
<b>TOTAL REVENUES</b>	<b>\$ 228,310</b>	<b>\$ 246,222</b>	<b>\$ (17,912)</b>	<b>108%</b>
Materials and services	\$ 5,750	\$ 2,721	\$ 3,029	47%
Transfers out	366,224	137,344	228,880	38%
<b>TOTAL EXPENDITURES</b>	<b>\$ 371,974</b>	<b>\$ 140,065</b>	<b>\$ 231,909</b>	<b>38%</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	35,990	114,010	24%
<b>TOTAL REVENUES</b>	<b>\$ 156,500</b>	<b>\$ 38,099</b>	<b>\$ 118,401</b>	<b>24%</b>
Materials and services	\$ 90,200	\$ 59,516	\$ 30,684	66%
<b>TOTAL EXPENDITURES</b>	<b>\$ 90,200</b>	<b>\$ 59,516</b>	<b>\$ 30,684</b>	<b>66%</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	\$ 499,364	\$ 190,796	72%
Capital outlay	11,762,798	3,101,580	8,661,218	26%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,452,958</b>	<b>\$ 3,600,944</b>	<b>\$ 8,852,014</b>	<b>29%</b>
<b>807 - Year 2000 Debt Service</b>				
Taxes	\$ 4,074,200	\$ 4,001,651	\$ 72,549	98%
Investment revenue	40,000	1,940	38,060	5%
<b>TOTAL REVENUES</b>	<b>\$ 4,114,200</b>	<b>\$ 4,003,591</b>	<b>\$ 110,609</b>	<b>97%</b>
Debt service	\$ 10,412,524	\$ 10,403,473	\$ 9,051	100%
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,412,524</b>	<b>\$ 10,403,473</b>	<b>\$ 9,051</b>	<b>100%</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	\$ 309,519	\$ 59,261	84%
Capital outlay	470,000	-	470,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 838,780</b>	<b>\$ 309,519</b>	<b>\$ 529,261</b>	<b>37%</b>
<b>817 - Westside Debt Service</b>				
Taxes	\$ 5,084,500	\$ 4,986,757	\$ 97,743	98%
Investment revenue	77,500	37,863	39,637	49%
<b>TOTAL REVENUES</b>	<b>\$ 5,162,000</b>	<b>\$ 5,024,621</b>	<b>\$ 137,379</b>	<b>97%</b>
Debt service	\$ 18,809,044	\$ 17,917,310	\$ 891,734	95%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,809,044</b>	<b>\$ 17,917,310</b>	<b>\$ 891,734</b>	<b>95%</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	\$ 158,360	\$ 15,520	91%
Capital outlay	175,000	6,881	168,119	4%
<b>TOTAL EXPENDITURES</b>	<b>\$ 348,880</b>	<b>\$ 165,241</b>	<b>\$ 183,639</b>	<b>47%</b>
<b>827 - Coffee Creek Debt Service</b>				
Taxes	\$ 350,700	\$ 314,031	\$ 36,669	90%
Investment revenue	1,000	(254)	1,254	-25%
<b>TOTAL REVENUES</b>	<b>\$ 351,700</b>	<b>\$ 313,777</b>	<b>\$ 37,923</b>	<b>89%</b>
Debt service	\$ 280,000	\$ 278,345	\$ 1,655	99%
<b>TOTAL EXPENDITURES</b>	<b>\$ 280,000</b>	<b>\$ 278,345</b>	<b>\$ 1,655</b>	<b>99%</b>



### *From the Director*

The Summer Reading Program for all ages kicked off in June. The annual program encourages participants to read 20 minutes a day for 20 days, as well as try a variety of science explorations, and read across genres with a Bingo card. Participants who complete a Reading Log, Science Log, or a Bingo card get entered into prize drawings at the end of August.

Youth programs returned in June. Toddler and Baby Time is now performed at the Stein-Boozier Barn on Tuesday mornings. Youth librarians perform science demonstrations on the patio behind the Children's Room on Wednesdays as "Camp Science". Thursday Fun Shows at the Grove Shelter in Memorial Park featured bilingual comedian and juggler Angel Ocasio as well as Mo Phillips and Band, both were well-attended and livestreamed to YouTube. Teen programs included a drop-in event with games and activities, and a late night astronomy party.

Adult programs included a combination of online and in-person events. Local educator Donna Cohen gave an online presentation about issues related to voting, with an engaged conversation with participants afterwards. Genealogy Club met in-person at the library. Master Naturalist Rebecca Lexa led a Nature Walk through Memorial Park. First Friday Films showed the documentary "Summer of Soul" as part of the City's Juneteenth celebration.

Youth Services staff visited local primary schools and performed a skit to promote the library's Summer Reading Program. The skit brought much laughter and delight from the audience, especially when students were surprised with splashes of water at the end.

In early June, Libraries in Clackamas County (LINCC) performed a system upgrade to migrate the library catalog software and data to Unicode. The upgrade allows the software to process all text worldwide, so languages with characters that are not in English can be used.

In coordination with SMART, Books on the Bus visited SpringRidge and Autumn Park on June 7. On the stationary bus, residents were able to browse a collection of books and select some to borrow for as long as they like.

The Library Board welcomed their newly appointed member, Dick Spence. Members Natalie McNown and Yasmin Ismail will start their new terms in July.

*-Shasta Sasser, Library Director*



## Parks and Recreation Report | June 2022

It's hard to believe we're already in the swing of summer, with plans for Fall activities and events already in the works! Several summer camps kicked off in June including tennis camp, cheer camp, volleyball camp, and several soccer clinics. The majority of camps this summer are taking place on the Memorial Park sports fields, but a few others are utilizing the Tauchman House in Boones Ferry Park and Palermo Park in Villebois.

On June 3 and 4 the Parks and Recreation team hosted it's first Wilsonville Family Dance at the Stein-Boozier Barn. This event evolved out of the annual Daddy Daughter Dance to be more inclusive of all forms of families. The event was a hit, and as magical as ever! The Stein-Boozier Barn proved to be an excellent venue, and those in attendance loved spending time in it. The event featured a live DJ, prize giveaways, professional photo booth, scavenger hunt, and snacks.

The Community Garden got a little care from volunteers at a weeding event hosted by City staff. The rain in May and June made for some stubborn weeds. The Community Garden continues to be popular and is at capacity for this year.

Park shelter rentals are in very high demand. Popular shelters such as the River Shelter and Splash Shelter are booked most weekends in both June and July.





## Pride Month:

Parks and Recreation celebrated pride month a few different ways this year– the department provided free Wilsonville Pride stickers to the community at various locations throughout the Wilsonville community. The department also worked with Portland based artist, Jamie Latham to install two pride chalk art pieces in Town Center Park. Unfortunately, due to the unusual amount of rain this June, the first one didn't last very long, but the second one is still displayed (with pride) in Town Center Park.



## 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!

## Upcoming Block Party– Thursday, August 25

The 2022 Wilsonville Community Block Party will be held from 5:30pm—8:30pm on Thursday, August 25 in Town Center Park. The event will feature live music, food trucks, family friendly activities and more!



**FREE ENTRY**

# WILSONVILLE BLOCK PARTY

AUG. 25 | 5:30 PM - 8:30 PM | TOWN CENTER PARK

LIVE MUSIC FROM **NATE BOTSFORD**

**FOOD TRUCKS & GAMES**



For more information Visit [WilsonvilleParksandRec.com/BlockParty](http://WilsonvilleParksandRec.com/BlockParty)

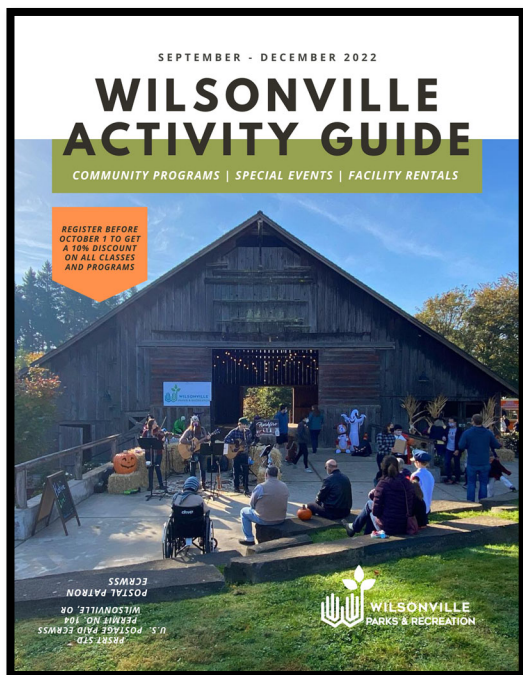




## Recreation Updates:

### Green Teen Event:

In collaboration with the Wilsonville Public Library, Parks Maintenance Specialist, Chris Delk plans to host a “Green Teen” event on July 13 from 2pm—4pm in Memorial Park. The event is geared for ages of 12-17. The group will be clearing invasive plants from an important drainage area, leaving space for replanting native species with better water filtration properties.



### Fall/Winter Activity Guide:

The Recreation team is already looking ahead to Fall/Winter of 2022! The Fall/Winter Activity Guide is being developed with several beloved events returning, as well as a few new ones. Registration for the Fall/Winter season will open on August 22.

### School Supply Drive July 1—August 10:

The Parks and Recreation Department is holding a School Supply Drive from July 1—August 10. All supplies collected will be donated to the West Linn-Wilsonville School District Family Empowerment Center for distribution for the 2022/23 school year. Supplies such as notebooks, binders, dividers, folders, pens, pencils, etc... can be donated to the Wilsonville Parks and Recreation Admin Office at 29600 SW Park Place, or the Wilsonville Community Center at 7965 SW Wilsonville Road, Monday through Friday from 8am to 5pm.





## Community Center Updates:

### Mexican Train Dominoes a Hit!

A new drop-in domino group at the Community Center is proving to be a popular addition. The program is the result of input from community members and has grown in popularity in just a few short weeks. The drop in domino group meets on Fridays, at 1pm. Take a late lunch and come join the fun!

### Home Delivered Meal Clients Receive Geraniums

New Leaf Greenhouse donated 1 gallon potted geraniums to be distributed to Wilsonville Home Delivered meal clients. With the help of three community volunteers, all clients on the home delivered meal routes received bright red geraniums just in time for the 4<sup>th</sup> of July.

### Community Center Hosts Korean War Lecture

Dr. Jong Woo Han, professor emeritus at Syracuse University and President of two Korean War related Foundations presented on the “Real Legacy of the Korean War and Korean War Veterans”. The lecture began with audience members introducing themselves and sharing what connection they had to Korea and the Korean War. In attendance were Korean War Veterans, a gentleman who was in middle school in Korea during the war and experienced the War first hand, Korean adoptees, parents who have adopted Korean Children, and family members of Korean War Veterans. The event was co-hosted by Wilsonville Parks and Recreation and the Korean War Memorial Foundation of Oregon.

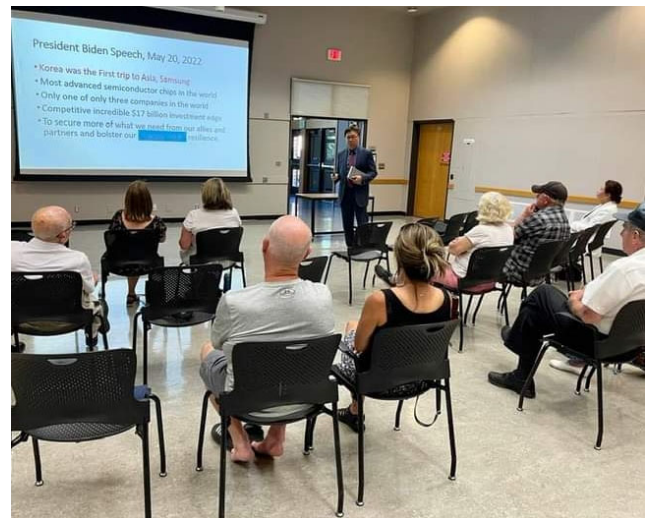
## Board Highlights

**Wilsonville Community Seniors Inc.**—In June the Wilsonville Community Seniors held their Board and Officer elections. Additionally, details for the senior Oregon Coast trip were finalized. The trip will take place on August 25th with registration beginning on July 5.

**Korean War Memorial Foundation of Oregon** – The Interpretive Center Sub Committee met again with Formations to discuss the details of the Topographical Map for the Interpretive Center. Final decisions were made on what events and locations to highlight on the map.

**City of Wilsonville’s Kitakata Sister City Advisory Board**—The Kitakata Sister City Advisory Board met in June to begin discussing an incoming delegation of high school students and chaperones from Japan. The group plans to travel to Wilsonville in December. Board members are putting together sample itineraries to share at their July meeting.

**City of Wilsonville’s Arts Culture & Heritage Committee**— In June the Arts, culture, and Heritage Commission held its third meeting. The Commission welcomed Hillsboro’s Public Art Supervisor, Karl LeClair who gave a Public Art 101 presentation to the group. It was an exciting presentation that offered Commission members examples of what a public art program could look like. The Commission also welcomed City staff member, Program Manager, Brian Stevenson. Brian presented a quick history and overview of the Community Tourism Grant that is will be rebranded as the Community Cultural Events and Program Grant. At the Commission’s July meeting they will discuss the grant program in greater detail and work towards making a recommendation to the City Council on program modifications.





## Parks Team

### Summer in Full Swing

The team is in full summer mode. Routine park maintenance is keeping the Parks team very busy. The team spent almost 900 hours mowing this year already. The cool wet weather has been a challenge as the team works to manage landscape beds and other areas with significant vegetation. The team continues to focus on keeping Wilsonville's parks in top condition.



### Mow Mow Mow



### Landscape Cleanup at Arrowhead Park



## Parks Team Project Updates

### Memorial Park New Central Restroom

Projected Completion—Mid July 2022



### River Fox Park New Playground

Completed— June 2022







# City of Wilsonville Police

June 2022



## WILSONVILLE HIGH SCHOOL, CLASS OF 2022

Senior Jair Gamez-Carrasco was able to graduate with his class on June 9, in part due to the quick actions of West Linn-Wilsonville Staff and the school's Resource Officer, Wilsonville Police Department's Deputy Zach Keirse.

On May 31, Gamez-Carrasco collapsed on an athletic field at the high school. Staff and Keirse immediately began CPR and continued administering it until Sergeant Matt Swanson arrived with an AED that restored Jair's heartbeat. Jair was transported to a hospital, where he was treated, and days later was able to graduate with his classmates.

Thank you, Swanson and Keirse. Your life-saving efforts made all the difference.



## SMALL GESTURES

We received a commendation and thank you this June for the actions of one of our officers. He'd seen a three-year old getting mail with his mom, turned his squad car around, and gave the little boy a Sheriff's star sticker. It took some research, but we were able to identify Deputy Josh Chapek as the culprit behind kindness. Thank you, Chapek, for making a little kid's day.



## TRAFFIC CONCERNS

In 2019, City Council approved the formation of a Traffic Concerns Team (TCT) comprised of staff members representing Engineering, Public Works, Code Compliance, and the Police Department. Ever since, it's met monthly to address various concerns brought to their attention, primarily through use of the City's "Ask the City" venue.

TCT has been well-received by the public and is now looking to broaden resources and make data more accessible. Soon, speed studies will be available online through the City's website, chronic parking issues will undergo review, and a number of other concerns will be getting a second look. Citizen safety and neighborhood livability are important.

The link for this page and for more information? It can be found at Traffic Concerns | Wilsonville Oregon: [www.ci.wilsonville.or.us/residents/page/traffic-concerns](http://www.ci.wilsonville.or.us/residents/page/traffic-concerns).







# City of Wilsonville

## Call Activity

# 6,594

Total Calls

### YEAR-TO-DATE 2022

#### Public-Initiated

#### Deputy-Initiated

**323**  
Alarm

**468**  
Assist

**373**  
Civil

**1,275**  
Crime

**1,806**  
Disorder

**515**  
Follow-Up

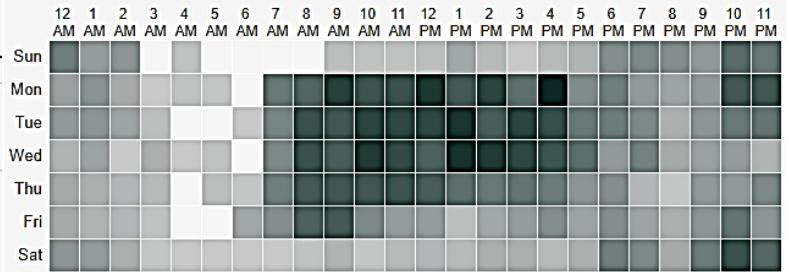
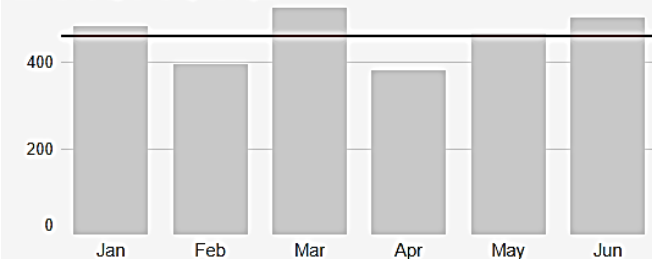
**349**  
Other

**1,485**  
Traffic

Call Activity by Month & Year

Call Activity by Day of Week & Hour of Day

\*Use filters at top to filter by month/year 2022



### JUNE 2022

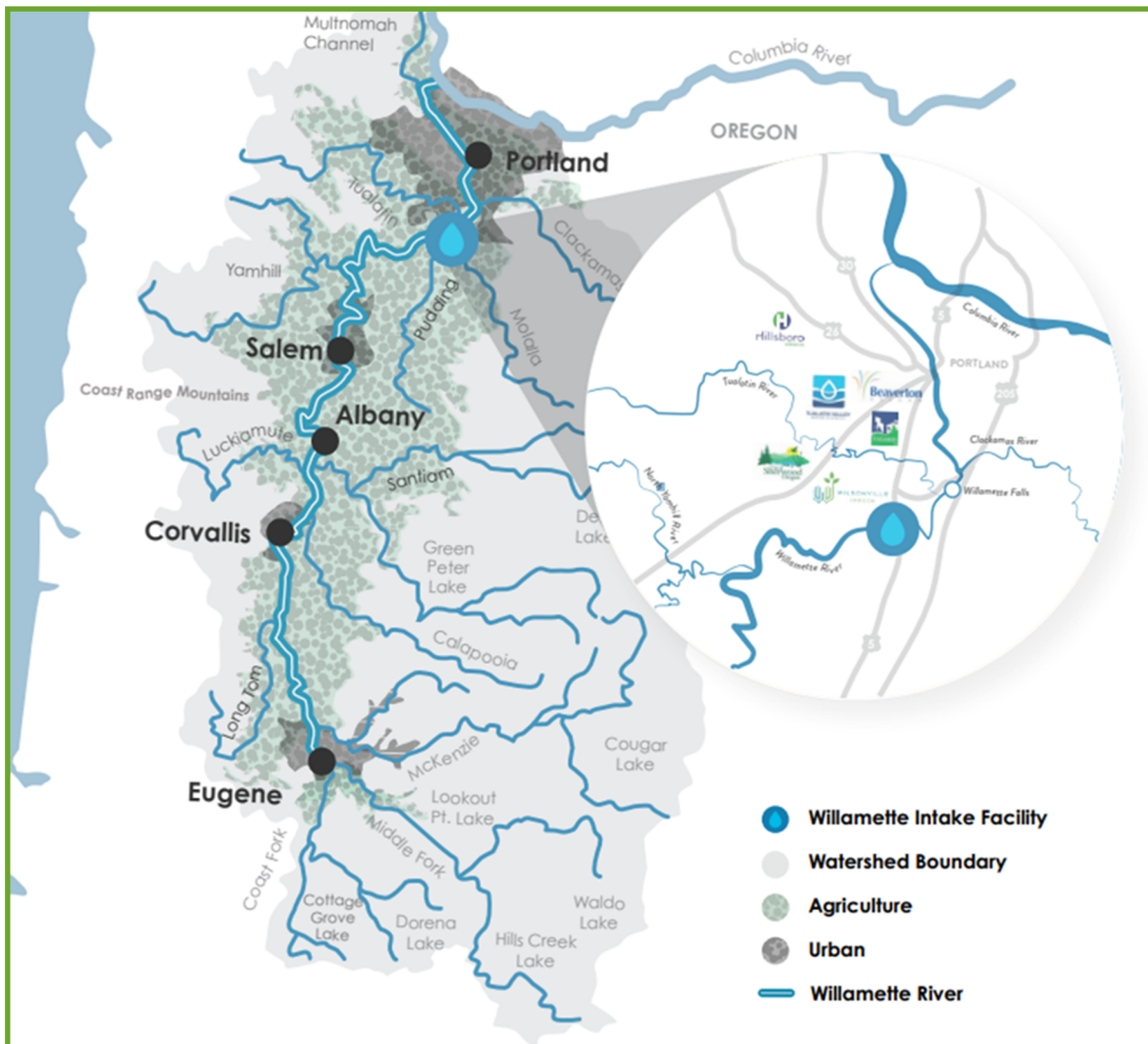
<b>Alarm</b>	Alarm	58
<b>Assist</b>	Assist Public	63
	Assist Fire/Medical	13
	Assist Other Agency	11
	Assist Law Enforcement	4
	Warrant	4
	Missing Person	3
	<b>Civil</b>	Civil
Behavioral Health		16
<b>Crime</b>	Theft	61
	Harassment/Menacing	40
	Trespass	23
	Domestic Violence	19
	Fraud	18
	Hit & Run	15
	Criminal Mischief	14
	Stolen Vehicle	13
	Burglary	8
	Assault/Abuse	6
	Vice	5
	Sex Offense	2
	Violation of Restraining Order	2

<b>Disorder</b>	Suspicious Activity	115
	Welfare Check	53
	Parking Disorder	46
	Subject Contact	26
	Animal Disorder	18
	Premise Check	15
	Juvenile Disorder	11
	Disturbance	9
	Extra Patrol	8
	Noise Disorder	6
	Unwanted Person	4
	Recovered Stolen Vehicle	3
	Shots Fired	3
	Fireworks	2
	Marine Patrol	2
	Ordinance Disorder	2
Prowler	2	
<b>Follow-Up</b>	Follow-Up	70
<b>Other</b>	Other	59
<b>Traffic</b>	Traffic Stop	234
	Traffic Crash	33
	Traffic Disorder	21
	DUII	9
	Hazard	8



From The Director's Office:

### Willamette River Source Water Protection Plan



Scope of the Source Water Protection Plan. Reproduced from WIF Commission, 2021.

An action item of the Willamette Intake Facility (WIF) Commission's Mission, Visions, Values and Goals (MVVG) is to develop and maintain a state and regionally supported source water protection plan.



## Willamette River Source Water Protection Plan, continued

One of the MVVG three strategic pillars which holds up the Mission and Vision and gives focus to the goals is Water Quality Protection -“We engage in addressing existing, emerging and potential risks that may impact water quality at the intake facility ahead of treatment”.

To accomplish this goal, WIF stakeholders of which the City of Wilsonville is a member are working with a consultant to create a Watershed Protection, Monitoring and Outreach Plan.

Overall, the goal of the Source Water Protection Plan (SWPP) is to identify risks and opportunities to allow for quick prioritization of projects and initiatives to protect source water quality and provide partner agencies with safe, reliable drinking water for their communities. The plan focuses primarily on the mid-Willamette basin immediately upstream of the intake facility, while also considering the full Willamette Basin and its far-reaching impacts.

The initial step of the SWPP is the Water Assessment Task which will summarize the Willamette River watershed history, characteristics and stakeholders. The Watershed Assessment will then be used to inform the Data and Risk Analysis Task of the SWPP.

Early this month, the project team participated in the Phase 1 Workshop for Stakeholder Analysis and Mapping. Content of the workshop included communication goals & approach, review of stakeholder inventory, stakeholder mapping summary and next steps.

Communication goals for the project are to create outreach strategies and master messaging, build public trust and build lasting relationships with community members, elected officials and business partners.

To establish an external stakeholder inventory, the following questions were asked: organization type—who do they serve and where is their jurisdiction; stakeholder type—what is the purpose of the organization and do their goals align with watershed protection; risk tier—how do their activities impact the watershed ; relative location—where are they located in relationship to the intake; priority issues—what are their priorities in the watershed; and mutual interests—how do the organization’s priorities align with source water protection efforts.

During the workshop the project team sorted the various stakeholders into one of four groups based on the level of interest and influence. Close Engagement—high influence/high interest; Keep Satisfied—high influence/low interest; Keep Informed—low influence/high interest or Monitor—low influence/low interest. This matrix will establish level of engagement between WIF and the stakeholders during the development and implementation of the SWPP.

Next step for this project is to conduct outreach to the identified stakeholders with the program messaging which will inform, engage and create partnerships to help protect our source water.



**Best Regards,**

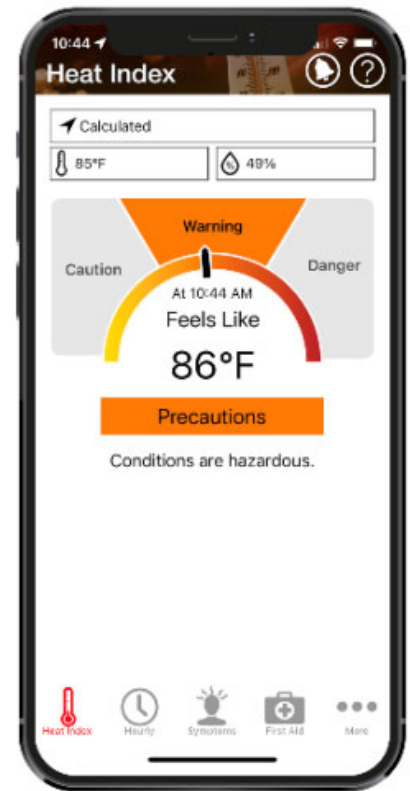
**Delora Kerber, Public Works Director**

## Operations

### Heat Illness Prevention Training

This year, Occupational Safety Health Administration (OSHA) introduced new safety measures for field staff working outdoors in high temperatures. All Public Works staff are now equipped with the OSHA and National Institute for Occupational Safety and Health (NIOSH) Heat Safety Tool application on their mobile devices. The app displays a visual indicator of the current heat index and potential risks based on the weather conditions. The Heat Safety Tool will help staff monitor risk throughout the workday so that they can adjust safety precautions accordingly.

Staff were briefed on the symptoms of heat-related illnesses, required prevention measures and how to respond in a medical emergency. Additional prevention procedures are necessary when temperatures exceed 90 degrees Fahrenheit and depend on the intensity of the work activity being performed. The presentation covered communication methods, monitoring for heat-related illness symptoms, the importance of shade, and the need for adequate rest periods for hydration.



*OSHA-NIOSH Heat Safety Tool*



*Andrea Villagrana leading a Q&A with Public Works staff*



## Roads & Stormwater

### Welcome Aboard, Brad!

This month, we welcomed a new Roads & Stormwater Maintenance supervisor, Brad Painter. Brad is a lifelong Oregonian and resident of Clackamas County. He brings with him over 20 years of experience working for the City of West Linn in the Environmental Services Department.

In his free time, Brad enjoys spending time outdoors with his wife and three children. He likes to kayak, read a good book, camp or grill up something delicious. He has hit the ground running and we are very happy to have him on the team.



Welcome, Brad!

### Wilsonville LED Lighting Project: Phase II


The City is set to kick off the initial residential phase of the LED Fixture Conversion project. The less efficient high-pressure sodium (HPS) streetlights are being replaced with Light Emitting Diode, or LED, lighting. Residents in project areas were sent an informational postcard this month in the mail, like the one below. For more information on the project, visit the [Wilsonville LED Lighting Project](#) webpage. An interactive map will provide installation updates in real time after work is underway.

### SHINE on Wilsonville

New Energy-Efficient LED Street Lighting is Coming to Your Neighborhood!

- Saves money – Long-lasting LED lights cut energy and maintenance costs.
- Helps protect the environment – LED lights emit less carbon dioxide and contain no lead or mercury.
- Increases safety and visibility – Wide, consistent light pattern improves visibility and causes less road glare.
- Night sky friendly – Dark Sky compliant to protect our nighttime environment and minimize light pollution.
- Energy-efficient – LED lights use less energy than existing lights and help the City reduce energy use.

Learn More:  
Visit: <https://bit.ly/LED-Conversion>  
Project Email: [LEDConvProj@ci.wilsonville.or.us](mailto:LEDConvProj@ci.wilsonville.or.us)



New globeless fixtures are similar to existing styles to maintain your neighborhood's character while providing the advantages of LED lighting



City of Wilsonville  
29799 SW Town Center Loop E  
Wilsonville, OR 97070

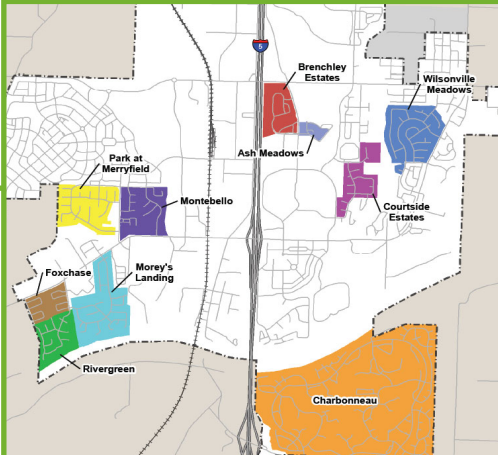
### LED Residential Street Lighting Installation

Coming Late Summer - Fall 2022

Temporary street parking impacts: On-street parking may be prohibited during installation. Signs notifying neighbors will be posted in advance.

Track installation in real-time: Scan the QR code for updates on when and where LED lighting is being installed.



## Utilities

### After Hours Response

Public Works staff provide vital after-hours emergency assistance for a wide variety of calls. Most recently, a meter reader spotted this active leak on Main Street during a routine read. Most leaks are not as readily apparent as this one. Our staff responded to perform temporary repairs and the issue was resolved the next day.

The Public Works and Parks Maintenance staff team up to provide coverage for after-hours calls, 365 days a year. Calls are relayed to one of two on-call staff—one covering Operations and the other covering Utilities. They provide a valuable service to the community and keep the City running smoothly.



*Leaky meter on Main Street*

### Leak Detection Survey

A leak detection survey was conducted by Utility Services Associates in the southeast portion of the city. Each year, a survey is conducted to test approximately a quarter of the City services in order to identify any active leaks. The technician utilizes specialized listening equipment to pick up the noise of a leak off of valves, meters, and hydrants. Fortunately, only a few small leaks were identified during the survey and have since been fixed by the water crew.



*Leak detection in progress*



## Utilities cont.

### Service Line Freeze

The Water crew needed to complete a replacement on a curb stop valve and used a freezing process. A 'service line freeze' isolates a small water line in order to perform repairs without doing a complete shutdown of the water main. Carbon dioxide is used to freeze the pipe and create an ice plug to stop the flow of water. This is a very effective method for performing repairs with minimal disruption to water customers.



*Replacing a curb stop valve*

### Routine Meter Replacements

The Utilities department schedules routine meter replacements each year targeting those that have been in service for over twenty years. Supply chain issues have reduced the number of meters our staff can swap out. First priority goes to new developments and installations. Meters that are no longer registering are next in priority and the lowest priority are the routine replacements for the older functioning units.

Supply is slowly improving but availability is still lower than it was prior to the pandemic.



*Swapping a meter*



## Utilities cont.

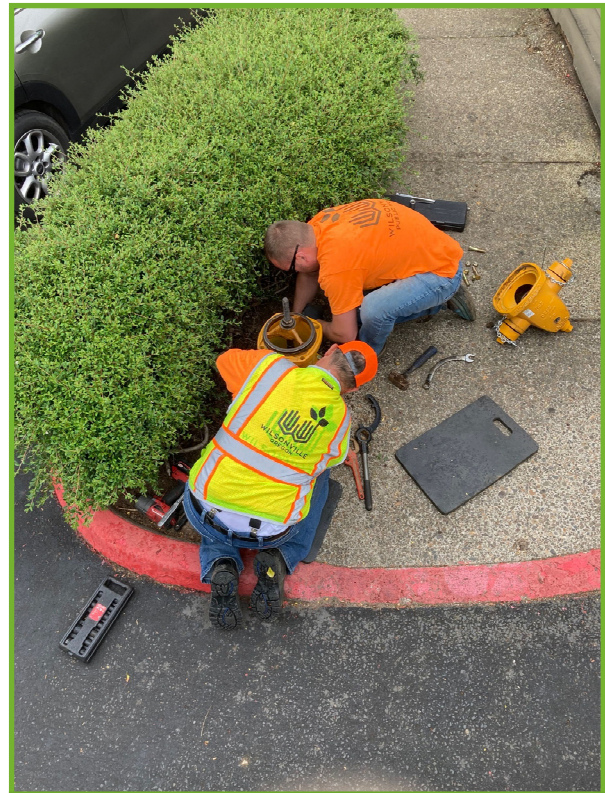
### Hydrant Repairs

The Water and Wastewater crew teamed up to rebuild two fire hydrants this month. One had been severely damaged after being run over by a truck and trailer. The second hydrant was not operating optimally.

Fire hydrants in the city are 'dry barrel hydrants', meaning that the water is held back by an underground valve. Dry barrel hydrants have a built in breakaway, which allows the hydrant to snap off when struck. No water sprays out since the valve in the ground remains shut. The breakaway feature also eliminates potential injury to a driver or damage if a vehicle were to hit it.



*Randal, Chris and Chad working together*



*Tim & Randy work on a dry barrel hydrant*



## Facilities

### Public Works/Police Building Roof Repairs

Summer has finally brought dry weather and an opportunity to get critical maintenance done on the roof of the Public Works/Police building. At some point during the rainy weather, the roof began to leak, causing water to drip down into the conference room below. The tarp and sandbags were effective for preventing any further issues while waiting for good weather conditions to perform repairs.



*Temporary leak solution: tarp and sandbags*

Contractors started work June 20, pressure washing the roof, sealing the seams and completing all preparations before applying the sealant. After a few days of intermittent noise and strong smells, the roof repair is complete.



*Day One: Pressure washing*



*Day 2: All prepped for sealing*

# SMART

SOUTH METRO AREA REGIONAL TRANSIT

June 2022 Report



Some three decades ago, I discovered that a life of public service does not lend itself to financial wealth. Having accepted the reality that I may never have a mansion on a hill, or a Bentley in my garage, but what I do have riches can never afford; a good name and a heart overflowing with love and respect for all humankind. To paraphrase the words of Shakespeare's Othello, "He who steals my purse steals trash, but who steals from me my good name robs me of that which not enriches him, and makes me poor indeed."

**Dwight Brashear**  
Transit Director





### Ongoing Projects:

#### Compressed Natural Gas fueling station:

Compressor startup and testing is scheduled for July 20. We are expecting to have all punch list items cleared up by the end of July, and have the new system fully operational.

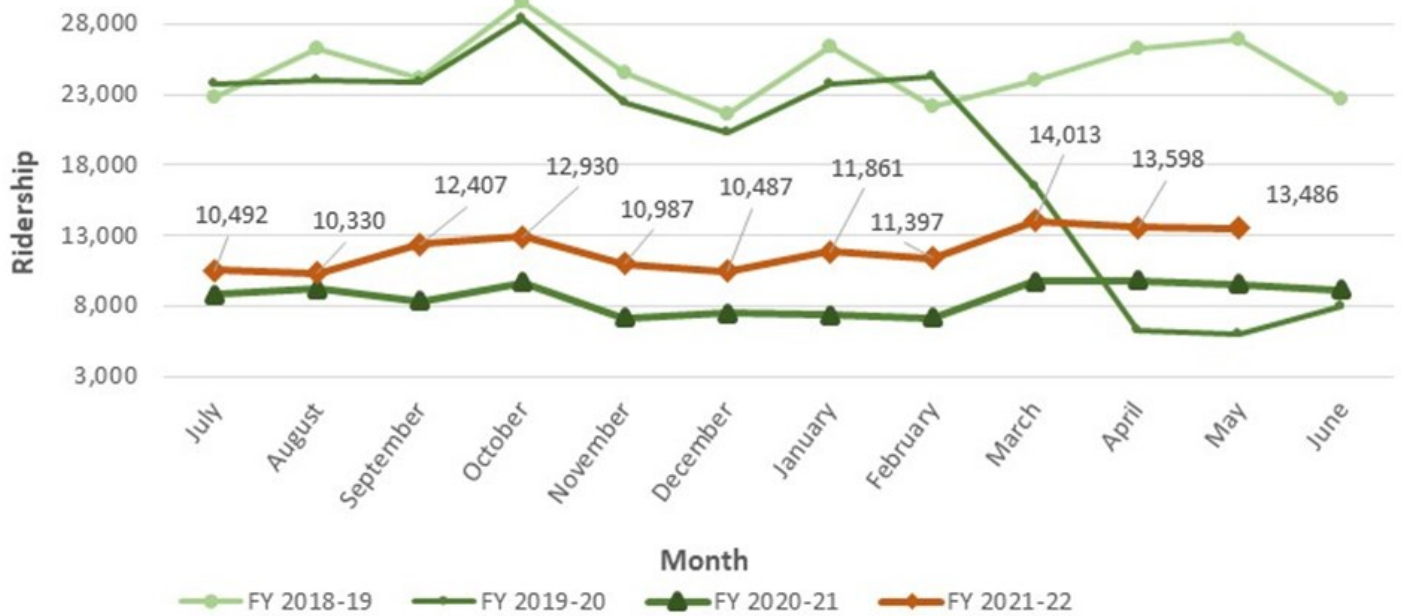
**Vehicle deliveries:** We continue to be plagued by long lead times on new vehicles and equipment. We expect to finally receive our new cleaning truck (Vactor) for Public Works toward the end of summer. This purchase was originally budgeted for and ordered in FY 21.

As we begin to procure vehicles and equipment included in our current budget, the timeline for deliveries continues to look challenging. One supplier recently quoted us a two year lead time for a bucket truck. Industry sources are warning that these types of production delays will likely last until 2025.

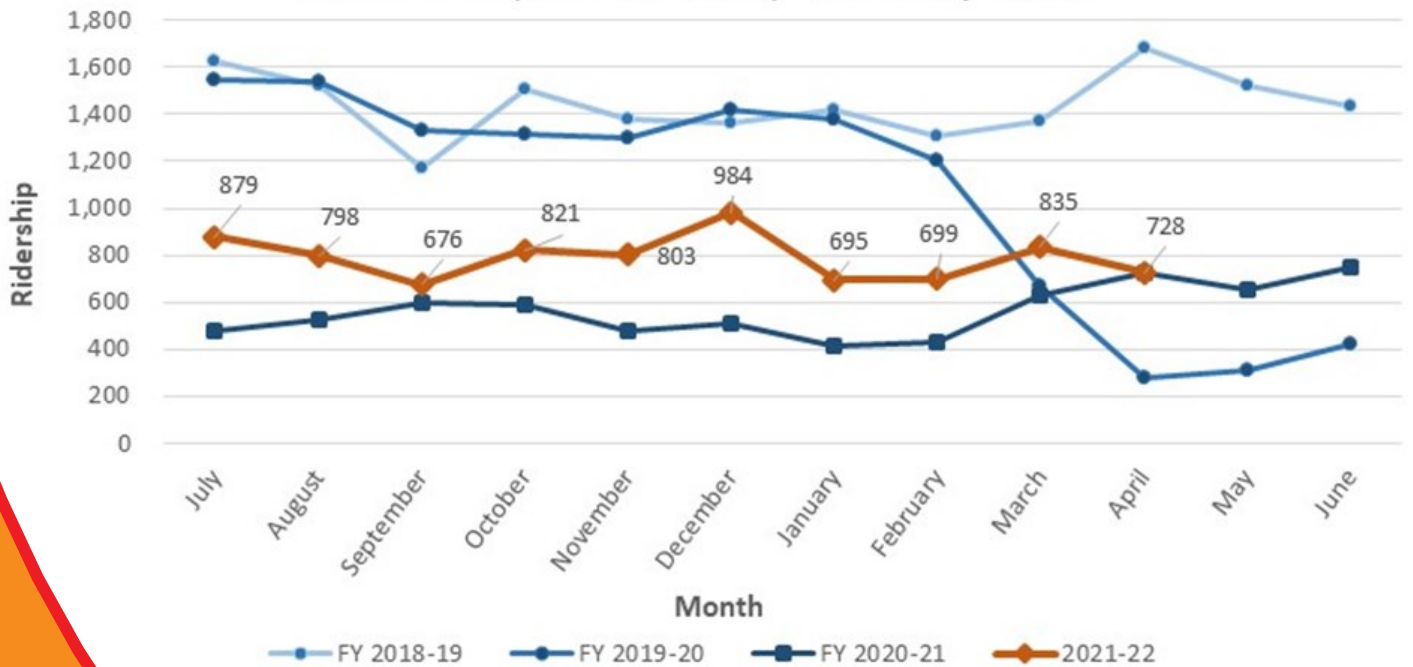


Operations - Eric Loomis Operations Manager

Fixed Route Ridership Trends by Month



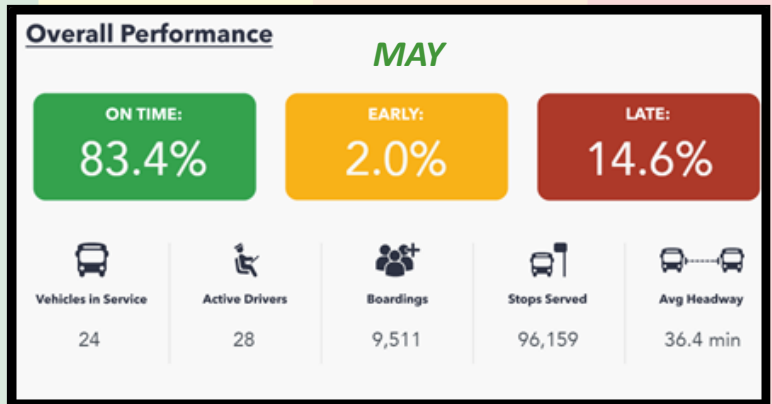
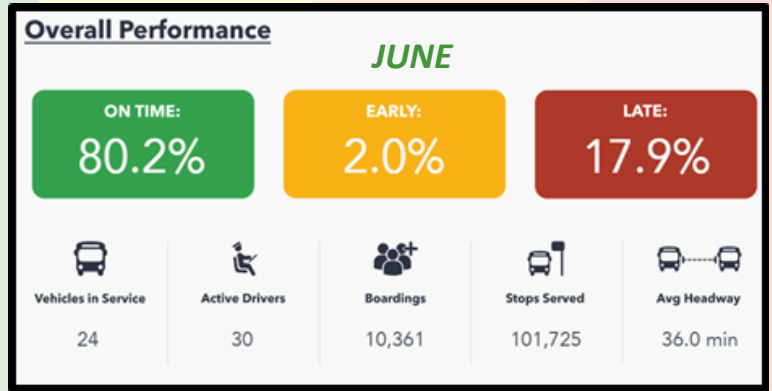
Demand Response Ridership Trends by Month





## Operations - Eric Loomis Operations Manager

As we enter the summer months, our onboard technology is giving us data to help make adjustments for future planning. SMART has a goal to increase on-time performance to 90%. The bus-on-shoulder project has greatly improved the Route 2X between Tualatin and Wilsonville. However, as post-COVID-19 pandemic traffic becomes normalized, SMART is seeing a decrease in on-time performance on other routes. Over the next several months and in harmony with the Transit Master Plan update, we will be reviewing frequencies of trips and making necessary adjustments to allow for the most reliable system that our customers can depend on.



### Route Performance

Top ON TIME Routes:		Top EARLY Routes:		Top LATE Routes:	
Route Name	% On Time	Route Name	% Early	Route Name	% Late
6 - Canyon Creek	90.2%	V - Villebois Shuttle	9.4%	5 - 95th Ave	23.8%
3X - Canby	83.1%	1X - Salem	8.5%	2X - Tualatin	20.2%
4 - Wilsonville Rd	81.8%	2X - Tualatin	2.5%	3X - Canby	16.6%
1X - Salem	80.9%	4 - Wilsonville Rd	1.6%	4 - Wilsonville Rd	16.5%
2X - Tualatin	77.2%	5 - 95th Ave	0.2%	V - Villebois Shuttle	14.9%
5 - 95th Ave	76%	3X - Canby	0.2%	1X - Salem	10.7%
V - Villebois Shuttle	75.7%	6 - Canyon Creek	0.1%	6 - Canyon Creek	9.7%

## Grants & Program Manager - **Kelsey Lewis**

This month we have three new additions to the SMART programs team!

Our summer interns Matt McCreary and Owen Christofferson join us to conduct outreach all around town this summer about SMART services and the Transit Master Plan update, and Patty Tiburcio will begin



as our Mobility Technician to work with the schools to promote safe and active transportation in Wilsonville.

On the grants side, we are now executing the grant agreement with the Oregon Department of Administrative Services for the Transit Oriented Development (TOD) project at Wilsonville Transit Center. This funding was granted by the Legislature to support the first floor amenities of the building, including the SMART regional customer service center. We are excited to make another step closer to building this project!

## Transportation Options - **Michelle Marston** Program Coordinator



Walk at Lunch launched this month, with many long time walkers returning to the group walks. As much of Wilsonville's workforce remains in telework mode, we have not noticed an increase of traditional workforce walkers.

The Book Bus was out for two visits this month. The first at SpringRidge in Charbonneau and the second at Autumn Park apartments where some new residents to Wilsonville found the Book Bus very informative for City events and found some books to take home.

