

City of Wilsonville

City Council Meeting

July 16, 2018



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
JULY 16, 2018
7:00 P.M.**

**CITY HALL
29799 SW TOWN CENTER LOOP
WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Kristin Akervall
Councilor Charlotte Lehan

CITY COUNCIL MISSION STATEMENT

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

Executive Session is held in the Willamette River Room, City Hall, 2nd Floor

- 5:00 P.M. EXECUTIVE SESSION** [25 min.]
- A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Litigation
- 5:25 P.M. REVIEW OF AGENDA** [5 min.]
- 5:30 P.M. COUNCILORS' CONCERNS** [5 min.]
- 5:35 P.M. PRE-COUNCIL WORK SESSION**
- A. ERP (Eden Replacement Program) Upgrade Approval (Stone) [30 min.] Page 5
 - B. Programs Enhancement Strategy Public Comment Results (Loomis/Brashear) [10 min.]
 - C. Tourism Business Plan Update (Ottenad) [10 min.]
 - D. LOC 2019 Legislative Priorities (Ottenad) [10 min] Page 110
 - E. Metro I-5 Bike/Pedestrian Crossing: SW Barber – SW Town Center Loop
Grant Fund Exchange IGA (Weigel) [15 min.]
- 6:50 P.M. ADJOURN**
-

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, Monday, July 16, 2018 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on July 3, 2018. 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.

7:00 P.M. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

7:05 P.M. COMMUNICATIONS

- A. Arts and Culture Strategic Plan Update presented by Taylor Consulting (Ottensad)

7:20 P.M. CITIZEN INPUT & 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.

7:25 P.M. MAYOR'S BUSINESS

- A. Upcoming Meetings

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7:35 P.M. COUNCILOR COMMENTS

- A. Council President Starr
- B. Councilor Stevens
- C. Councilor Lehan
- D. Councilor Akervall

7:45 P.M. CONSENT AGENDA

- A. **Resolution No. 2696**

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A Resolution Of The City Of Wilsonville Authorizing The Mayor To Sign An Intergovernmental Agreement With Metro For A Federal Fund Exchange Associated With The I-5 Pedestrian (And Bikeway) Bridge (Capital Improvement Project #4202).(Weigel)

- B. Minutes of the June 18, 2018 and July 2, 2018, Council Meetings.

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7:50 P.M. PUBLIC HEARING

- A. **Ordinance No. 823** – 1st Reading (*Land Use Public Hearing*)

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An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From Residential 0-1 Dwelling Units Per Acre To Residential 4-5 Dwelling Units Per Acre On Approximately 2.22 Acres Located At 28600 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For David Kersten – Owner. (Pauly)

- B. **Ordinance No. 824** – 1st Reading (*Land Use Public Hearing*)

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An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agriculture-Holding (Ra-H) Zone To The Planned Development Residential-3 (Pdr-3) Zone On Approximately 2.22 Acres Located At 28600 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For David Kersten – Owner. (Pauly)

8:20 P.M. NEW BUSINESS

A. Resolution No. 2699

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A Resolution Of The City Of Wilsonville City Council Adopting The FY 2018/19 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy. (Ottenad)

8:30 P.M. CITY MANAGER'S BUSINESS

8:35 P.M. LEGAL BUSINESS

8:40 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary.

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Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting: Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503) 570-1506 or cityrecorder@ci.wilsonville.or.us.



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: July 16, 2018	Subject: ERP Software Replacement Update	
	Staff Member: Andy Stone, Information Systems Manager	
	Department: Information Systems	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	Comments:
Staff Recommendation: Receive update on upgrading the City’s Enterprise Resource Planning Software.		
Recommended Language for Motion: N/A		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Council will receive an update on the City’s plans to upgrade the City’s Enterprise Resource Planning software that serves as the foundation for many of the City’s functions, including payroll, utility billing, accounting and permitting.

EXECUTIVE SUMMARY:

The City of Wilsonville started the implementation of its first Enterprise Resource Planning (ERP) software, known as Eden, in 2001 and substantial completion occurred in 2004. The software is used throughout the City for financial, permitting and administrative functions.

Eden was purchased in 2003 by Tyler Technologies, a company founded in 1966 that has evolved into a leading provider of municipal focused software. Tyler continues to support Eden but has acknowledged that other products in their portfolio will be the focus of future development.

In November of 2017, the City contracted with the L. Yeo Consulting, LLC group to perform a Needs and Solutions Assessment focusing on identifying the City's needs and analyzing the software that is available to municipal governments of Wilsonville's size. An ERP Steering Committee, formed from Directors and Managers that are directly impacted by the success of a new ERP, provided guidance and feedback to the consultant's process and work product.

L. Yeo Consulting worked with over 40 staff members to identify needs and document system requirements for a new ERP. Research into municipal government ERP's were performed and systems used by cities of similar size in the Pacific Northwest were examined. The City asked L. Yeo Consulting to perform a solutions assessment for vendors that are active in the region and best fit the criteria that was identified in the Needs Assessment. The three top companies identified and interviewed were:

- Accela Automation
- Superior ONESolution
- Tyler's Munis and EnerGov

Research into each company was performed by L. Yeo Consulting and compiled into a solutions report for the City. Each company has been providing municipal software for over 20 years. There has been significant acquisition and restructuring in this field over the last ten years and each company is at a slightly different phase of development.

Based on the consultant's research, as well as the significant cost savings associated with ongoing use of the Tyler product and the desire for a consistent and smooth software transition, staff recommends that the City renew and amend its agreements with Tyler Technologies to the products outlined below.

Tyler's Munis and EnerGov – Looking at Tyler's portfolio, Munis and EnerGov are considered outstanding programs for Financials and Permitting respectively. Several communities in our area that have Eden experience have migrated to one or both of these products, or are in the process of doing so. Tyler's products best met the majority of the requirements that were outlined in Wilsonville's needs assessment. It is also important to note that an ongoing benefit of Eden has been the large community of users in our area, resulting in strong customer support by Tyler. Another important factor to consider is Tyler's Evergreen Policy. This policy allows perpetual upgrades to a similar Tyler products. In the City's case, this will allow the transfer of the Eden financial licenses to Munis licenses at an estimated cost savings of over \$200,000. In addition, the Evergreen Policy provides discounts on data conversion of roughly 50%. These combined savings will give the City a much lower price compared to purchasing Tyler software as if we were a new customer and compared to the cost of purchasing from either of the other two above referenced companies.

L. Yeo Consulting recommends that the City move forward with upgrading Tyler's Eden to Tyler's Munis and EnerGov. The City's ERP Steering committee agrees with that recommendation.

Staff is seeking feedback and direction from Council as to whether to proceed with upgrading the City's ERP software to Tyler's products of Munis and Energov. The next step would be for staff to bring forward a resolution that authorizes the City to initiate contract negotiations with Tyler for the purchase and implementation of the two products.

EXPECTED RESULTS:

With Council direction, a resolution will be presented at the August 6, 2018 Council meeting to allow the City Manager to proceed with negotiations with Tyler.

TIMELINE:

The contracting portion is anticipated to take between six and eight months. Implementation would start after resources were assigned and a schedule agreed upon by the City and Tyler. Implementation length is being estimated at approximately three years.

CURRENT YEAR BUDGET IMPACTS:

Depending upon the timeline of negotiations, the upgrade could begin this fiscal year. The majority of this project is budgeted in FY18-19 in project #8126 for an approximate cost of \$1.1 million.

FINANCIAL REVIEW / COMMENT:

Reviewed by: SCole Date: 7/03/2018

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 7/9/2018

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

N/A

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Enterprise Resource Planning Software Needs Assessment Project Report
- B. Enterprise Resource Planning Software Solutions Report

**Enterprise Resource Planning Software
Needs Assessment Project Report
for**

City of Wilsonville, Oregon



May 2018



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INTRODUCTION

The City of Wilsonville is primarily in Clackamas County in the State of Oregon and has approximately 24,000 citizens; a small portion of Wilsonville is in Washington County. Wilsonville is an outer suburb of Portland, Oregon, and lies within Metro's Urban Growth Boundary. The City has been in a strong growth mode for the past 20+ years with both increased business/commercial development and increased citizenship. Wilsonville has departments of Community Development, Finance, GIS, Human Resources, Information Services, Law Enforcement, Library, Municipal Court, Parks and Recreation, Public Works, Utility Billing, and SMART Transit.

Wilsonville has used Eden, a Tyler Technologies (Plano, Texas) product, for 10+ years for its Enterprise Resource Planning (ERP) system. However, Tyler is no longer enhancing Eden and is actively attempting to convert its client base to other Tyler ERP systems. The City is open to a new Tyler product, but has chosen to do a Needs Assessment to ascertain and document its needs and to determine whether Tyler offers the best solution or whether the City may be better served by considering other alternatives.

Key goals of the new ERP system are:

- Modernize the ERP system for system and work process efficiency.
- Improve the tools and streamline procedures used by personnel citywide to facilitate collaboration between City departments and improve services to a growing community.
- Make it easier for the community to do business with the City of Wilsonville.

The objective of this document is to report on the findings of the Needs Assessment, specifically the City's requirements for a new system. See Appendix A for the City's Needs Assessment Request for Proposal (RFP). See Appendix B for L. Yeo Consulting's approach to the project. This report also provides some background on City of Wilsonville departments and current use of their existing ERP system, a description of issues and potential risks uncovered during the Needs Assessment and ends with our recommendations and conclusions.



EXECUTIVE SUMMARY

Tyler Technologies, the vendor of the City of Wilsonville’s current finance and permitting (aka “ERP”) system, announced that it plans no further enhancements to the Eden software used by the City for 10+ years. The City is concerned that support of the product will decline in the future. Staff interest has waned knowing the product is on a sunset path. Tyler is offering pricing incentives to customers who migrate from Eden to another Tyler product. The City has engaged L. Yeo Consulting, LLC, to document and assess the City’s business needs for a new system, and to help determine whether Tyler offers the best option or whether the City may be better served by considering ERP products from other vendors.

While the initial driver for system replacement was product end-of-life, the Needs Assessment uncovered some gaps in the capability of the Eden system to meet the City’s current requirements which have expanded since Eden was first implemented. The City can achieve some substantial advancements in moving to a new system including ease of use, automation of routine tasks, integration with other City systems, streamlining of business processes, improved reporting, increased capability via mobile devices for field staff, and improved web-based services for customers wanting to do more business with the City online. There is a lot of excitement about the new ERP system among personnel citywide. Those interviewed also recognize that significant business process change may be involved to take advantage of new system capabilities.

The City’s top needs for a new ERP system include a functional product to meet the various needs of running a mid-size municipal government, an intuitive user interface that most staff can readily use, and automated integration between software modules and other City systems enabling more collaboration across City departments and eliminating some manual entry of the same information into multiple systems. Ideally, the new system will provide secure access to information online for employees, business partners and citizens with the goal of meeting increasing demand for online, real-time services. The new system also must be scalable and configurable so that it can meet the changing business needs of this growing city. Additional system capabilities are needed in many functional areas. The highest priority areas identified by the City are: General Ledger, Payroll, Utility Billing, and Permitting. For more information about the City’s top needs, see the [“High Level Requirements Summary”](#).

There are three leading ERP solutions from well-established and reputable ERP vendors, designed for jurisdictions of similar size and with similar needs as the City of Wilsonville. These are:

- Tyler Technologies – *Munis* financial software, *Energov* permitting software
- Superion (formerly Sungard) – *ONESolution Finance*, *TRAKiT* permitting software
- Accela – *Accela Automation Finance* (formerly Springbrook) and permitting software.

With the City’s business requirements well understood and well documented, the next phase of the “Eden Replacement Project” can begin. Many other cities in Oregon and nationwide have conducted similar needs assessments and procurement activities in the past decade to select new ERP software. Wilsonville is in good company and can leverage recent research and experience.

This report provides the information needed to determine the “best fit” ERP solution for the City. It includes an overview of the City’s Organization and Current Technology in use, Needs Assessment Key Findings, detailed Business and Technical Requirements of all departments, and Recommendations and Conclusions.



BACKGROUND

City Organizational Overview

Wilsonville is a progressive, mid-sized municipality in Clackamas and Washington Counties in the State of Oregon. It was established in 1880 at the site of Boone's Ferry crossing of the Willamette River and incorporated in 1968 with a population of approximately 1,000. The City experienced dramatic growth between 1990-2010 both in citizen population and business employment. Its current population is approximately 24,000, with an equal number of employment opportunities within city limits.

Ideally situated on the Interstate 5 corridor 20 miles south of Portland, Wilsonville has been home to many large local and national companies. Mentor Graphics, Convergys, and Xerox are currently the largest employers. The city also hosts a number of manufacturing and regional distribution facilities such as those for Coca Cola and Rite Aid.

The City of Wilsonville manages an annual budget of approximately \$174 million with many different fund types and a variety of functions and programs. It has a council-manager form of government with five elected leaders -- a Mayor and 4 Councilor positions. The City Manager, Municipal Court Judge and City Attorney are appointed by the Council. The fiscal year runs from July 1st of one year to June 30th of the next.

Wilsonville has approximately 200 employees, of which approximately 150 are full time and 100 are represented by one of two unions. Three key municipal services are provided by contract employees – water treatment, sewage treatment and law enforcement. The City provides the following services:

- Community Development - Building, Engineering, and Planning.
- Public Works - Administration, Facilities and Landscape, Roads, Utilities, Water Treatment (contracted), and Wastewater Treatment (contracted).
- City Hall – Administration, Finance, Legal, Human Resources, Information Systems, and Municipal Court.
- The City operates its own Library, Parks and Recreation department, manages its own vehicle fleet and operates SMART Transit.
- Police services (contracted from Clackamas County).



City Technology Overview

The Information Systems (IS) department has 5 FTE including the IS Manager. They support all City systems and employees. A high-level overview of the City's technology architecture is provided below.

Current Infrastructure

- Desktop and Mobile Devices
 - 200 networked PCs, mostly Dell with 4-year replacement policy
 - Mobile devices - 40 laptops and 100 tablets, iPads, iPhones combined
 - 25% of City staff have City cell phones
 - Palo Alto VPN restricts access by user
 - City-issued laptops have Anti-Virus software
 - IS installs Mobile Device Management (MDM) on cell phones
- Network Connectivity
 - Standard network tools and procedures including firewall, routers, and switches
 - Upgrade some hardware (e.g. routers, switches, firewalls) every year
 - Current 1G fiber between buildings with active project to upgrade to 10G
- Disaster Recovery & Backups
 - Unitrends backup software backs up main databases to offsite location
 - Eden backups performed 3 times daily to flat files
 - Not using VMWare backup
 - Not backing up data to SaaS site due to lack of sufficient Internet connection
 - Considering backing up important data to Transit building
- Database:
 - Microsoft SQL Server 2014
 - Current Eden database is 37G and grows 1-2 GB per year. Eden does not store attached documents within its database.
 - Expectation is that new ERP system will grow database size 10x.
- Reporting engine:
 - Crystal Reports 11.5 aka XI Release 2 which creates files in a Crystal Reports 11.0.0 file format.
- Hardware:
 - 4 Core 3.00GHz
 - 16GB Memory
 - OS 2012 R2
 - 2014 SQL Server Enterprise (64-bit)
- Virtualization:
 - VMWare 5.5



NEEDS ASSESSMENT KEY FINDINGS

L. Yeo Consulting interviewed 40 people, including managers and staff from most City departments as well as two developers with construction projects in Wilsonville to assess needs for a new ERP system. A list of specific requirements for the new ERP system, both “needs” and “wants” for each department interviewed, are listed in the [BUSINESS and TECHNICAL REQUIREMENTS](#) section of this report. Below are common themes heard in multiple interviews with various groups.

Current Issues

Most Wilsonville departments agree that replacing Eden is a good idea. The need to replace Eden is not driven solely by the vendor ending enhancement of it. The ERP system needs to be modernized to better incorporate mobile functionality, on-line services and integration with software from other vendors.

The common challenges in using Eden can be summarized as follows.

- **Usability** – Eden is not intuitive for many staff and requires many multi-step processes. Staff has reported that Eden is less intuitive than other products that they have used.
- **Functionality** – Eden either lacks needed functionality, or the functionality is so cumbersome it is not used, such as including editing, uploading and reporting.
- **Integration** – Eden does not integrate effectively with other systems (e.g. GIS and Public Work’s system) and its import feature is cumbersome.
- **Access and Security** – Granting secure remote access is cumbersome and latency issues at times slow system responsiveness to users. Additionally, since Eden requires client software to be loaded on mobile devices and doesn’t offer web-based browser access, it increases the City’s risk and liability of mobile device use and potential loss.
- **Configurability** – Eden provides limited ability to reconfigure views, work flows and schematic data tables as needs change. Some important aspects of the external web portal cannot be changed without programming by the vendor, incurring additional cost.

Eden Usability Issues

Many employees have not had formal or ongoing training on Eden and do not use it frequently. Many feel it is not intuitive, not easy to learn, and not easy to use. Users must know workflow (where to go next in the system to complete a type of transaction) and enter “lots of clicks” to navigate to multiple screens to accomplish tasks. Many processes require multiple steps which must be restarted from the beginning to make an adjustment (e.g. payroll) and each step must be rolled back in turn to “undo” a transaction (e.g. refunds). However, many financial products require such steps to ensure system integrity and adherence to internal financial controls and to create an audit trail.

When Eden was first implemented and configured, the downstream effects of business process design were not completely understood, leading to some aspects of Eden use being overly complicated. Additionally, the lack of ongoing training requiring staff to learn on their own has kept many employees from using the system. Community Development staff have developed tracking sheets in Word, Excel, and via paper form on top of a physical file folders rather than try to track the application review process in Eden due to the complicated set up of work flows.



Eden Functionality Issues

In some sub-ledgers, edit checks in Eden are weak or missing which could lead to invalid account numbers and extra work by staff to reconcile accounts. For example, Eden allows the entry of less than or more than 9 digits for a bank's routing number when setting up autopay, where anything other than 9 digits is an invalid bank routing number. Another example in Utility Billing; Eden does not accept "5/8-inch" meters so they are entered as "0.75-inch" meters.

Eden's method of uploading and attaching information is cumbersome -- documents, pictures, data -- cannot be directly uploaded into Eden. Users must move documents to the City's shared network drive and execute several steps to establish a link from Eden to the documents. Other electronic data is re-entered in Eden, taking more time and introducing the opportunity for data entry error.

Eden's reporting capability through Crystal Reports is inadequate. Custom reporting requires specialized knowledge of Crystal Reports and of the Eden data schema -- if one does not understand the database structure and how Eden's data tables are linked, it is possible to create a report that does not accurately represent the data or meet the needs of the person requesting the report. Eden data is often extracted to Excel for performing analytics and reformatting for presentation. Several people noted that getting a report out of Eden requires help from someone who knows Crystal Reports and/or from Eden technical support staff.

In addition, there are quite a few gaps in functionality needed by specific departments, addressed later in the "[BUSINESS and TECHNICAL REQUIREMENTS](#)" section in this report.

Eden Integration Issues

Eden does not provide effective ways to establish interfaces with other systems to exchange data. Nor does Eden have a simple import format, such as from an Excel spreadsheet. Eden does provide a mapping component in its permitting module, but it is not used because accessing it causes system problems. In addition, Eden does not provide effective integration with the City's GIS database, so users simply access the City's maps separately (not from within Eden). Additionally, the system used by Public Works -- Cartegraph -- is not integrated with the Utility Billing module, leading to work arounds with PDF documents and hard copies. Currently the Utility Billing Specialist enters service requests in Eden, then completes a hand-written work order form, scans and emails it to Public Works, who re-enters the information in Cartegraph. When the service work is completed, Public Works staff enter completion notes in Cartegraph, then complete the hand-written work order with the same information, scan and email it back to the Utility Billing Specialist, who re-enters that same information in Eden.

A diagram of all required integrations between the new ERP system and other systems is provided later in the "[Integration Points](#)" section of this report.



Eden Access and Security

Key requirements for current ERP systems include the ability to access information remotely and to exchange information online with external customers. Due to Eden's technical architecture, remote performance is poor and creates security issues for the City. See the ["IT Changes to Support new ERP"](#) section for more information. Additionally, the current capability for providing information and exchanging information online with external customers is very limited. Staff are using an external service like DROPBOX currently to exchange information with external customers.

Different gradations of security by user is an important aspect of any ERP system, and Eden allows user-level security down to individual fields. This is preferred to a user security system that allows more blanket "read only" and "completely edit" security applied to entire components of the system. However, security in Eden can get confusing and contradictory with the use of a "default" user and various user groups. At times, conflicting security settings between an individual user, the "default" user, and a user group can cause inadvertent security blocks for certain fields and reports.

The new ERP system will need to offer different gradations of security among different users and modules, with the ability to hide fields, set individual fields to read only, and allow edit ability to both individual fields and entire modules as business needs and work flow dictate.

Eden Configurability Issues

It does not appear that Eden can be configured to improve the user interface or functionality. Some users are having to "click over" fields NOT used but that still show on their screens. Eden seems to have a static user interface that cannot be configured to present the user's desired view. Current ERP systems allow for highly configurable user interfaces, allowing the user to configure a view of the just the data they desire. For example, when looking at a Purchase Order in GL or Project Accounting, Eden shows only the PO number and vendor, and there is no ability to configure the Eden system to show additional PO data.

This section highlighted issues experienced by most Eden users. Additional gaps identified in specific areas will be described in the [BUSINESS and TECHNICAL REQUIREMENTS](#) section in this report.



Business Process Change

The implementation of a new system provides a perfect opportunity to streamline business processes, eliminating process steps no longer needed, using more efficient technologies in place of current methods to get things done. In fact, streamlining business processes is one of the greatest benefits of a new system. Insisting that a new system replicate exactly how things are done currently is a mistake but getting employees city-wide to let go of what is familiar and take time to learn new policies and procedures is not easy. **Successful business process change requires leadership and proactive change management during new system implementation.**

We discovered through the Needs Assessment that implementing a new permitting system (and taking advantage of its capabilities) will involve a substantial amount of business process change. We estimate that 75% of the work done by Planning, Engineering and Building staff currently happens outside of Eden (because staff report that Eden is difficult to use, and it lacks needed capability). Improvement in efficiency and capability can be gained by going to a new system, but it will require leadership and staff effort to achieve those gains. However, both internal staff and external customers will benefit. See the [Permitting and Public Works Requirements](#) section for details.

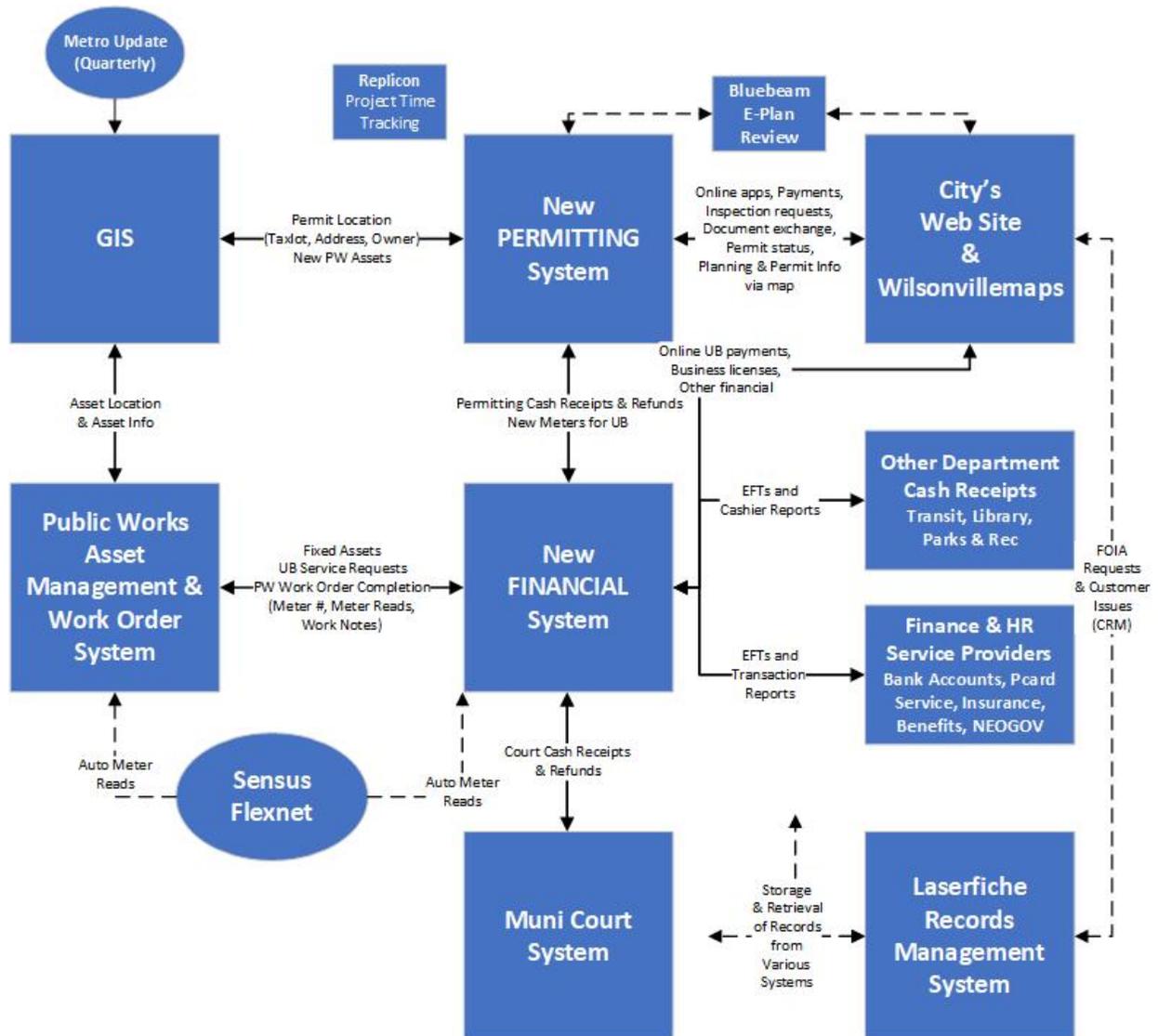
Employees interviewed for the Needs Assessment also identified some policy and procedural changes for consideration to improve internal processes and services to the community. For example, the City is considering moving from a monthly payroll cycle to twice per month pay cycle, purchasing procedures could be updated and clarified, and the Business License Fee structure could be simplified. Implementation of the new system is an opportune time to make these changes except for payroll changes (see below). **The optimal time to debate and decide the policy changes desired is BEFORE system implementation begins.** The policy and business process changes identified are documented in the [BUSINESS and TECHNICAL REQUIREMENTS](#) section within each functional area.

Regarding Payroll Changes. The move from a once per month pay cycle to a twice per month pay cycle (bi-weekly or semi-monthly) should be made on the current system BEFORE new system implementation. During implementation, payroll tests on the current and new systems need to produce the exact same results so that discrepancies can be identified and resolved. Making the change before new system implementation facilitates the troubleshooting process, as staff understand the current system and are not trying to simultaneously troubleshoot a new pay cycle at the same time they are getting used to a new ERP system.



Integration Points

An important requirement of the new system is the ability to integrate effectively to share data between various functional modules and between the new ERP and other City systems. The diagram below shows the integration points between modules and systems, and the data transfers needed to meet the business requirements described during the Needs Assessment interviews.



Each of these integration points is described in more detail in the [BUSINESS and TECHNICAL REQUIREMENTS](#) section of this report.



IT Changes to Support new ERP

Based on our interview with the Information Systems staff, it does not appear that significant technology infrastructure changes are needed to support a new ERP system. The four items listed below apply whether the new system is housed on City servers (“On Premise”) or whether a cloud-based ERP system (“Software as a Service” (SaaS)) is selected. The first item is more important for a SaaS solution. The second item is more important for an On-Premise solution. Both items will improve the City’s Internet connectivity and storage space.

- Increase internet bandwidth to 100MB with vendor redundancy
- Increase space in SAN particularly if onsite
- Upgrade VMWare servers to VMWare 6.5 or 7.0
- Revised remote access policy/plan



Project Risks

Concerns voiced by stakeholders during requirements interviews often become project risks that can be avoided through proactive management. The following issues were raised during interviews. In each case, we suggest a mitigating action that can address and prevent these risks from interfering with the success of the new system selection and implementation.

1. **CONCERN:** Converting to an entirely new system requires a lot of time and effort, and if previous experience is any indication, it may take many months of “tweaks” to the new system to have City finance and permitting operations working well and error-free. **A lateral move to a different system that is not *significantly* better will not be worth the cost.**
 - **PROJECT RISK:** Staff buy-in is crucial to the success of any new system. The staff who use the current system daily are the ones who will make implementation of the new system successful – or not.
 - **MITIGATION:** Engage these key staff in the evaluation of potential new systems and solicit their input into the decision regarding the best solution for the City of Wilsonville. They are the best measure of whether a new system is significantly better.
2. **CONCERN:** When Eden was implemented at the City, every department/division was not required to use it – many decided to use Eden minimally. Complex workflows were defined, and training was not consistent. In addition, changing from a DOS-based or in some cases a paper-based environment to a new Windows system was a significant change. **The real benefit to a department is only realized if everyone uses the new system and change is managed and acknowledged.**
 - **PROJECT RISK:** A system is only valuable if it is used, regardless of its cost.
 - **MITIGATION:** Set expectations regarding what the City is trying to accomplish by going to the new system and why it is important that the new system is used. For example, if enabling customers to know the status of their permit application/review is important, then all staff – not just administrative staff – involved in that process must track work using the same system.
3. **CONCERN: How will current Eden data be migrated into the new system? Will anything be lost?**
 - **PROJECT RISK:** Inability to access historical data, mapping of data and its integrity.
 - **MITIGATION:** Data conversion is part of every system implementation project. Before implementing a new system, know how many years of data you have in your current system and develop a strategy for data migration into the new system and ongoing data access for historical data not converted. Call out data migration requirements specifically in the vendor’s system implementation contract.



4. CONCERN: How long will it take to implement the new system? How will we maintain operations and City services at the same time as working to get the new system implemented?

- **PROJECT RISK:** System implementation projects require intensive focus and effort. It is difficult to maintain implementation project momentum over long periods of time.
- **MITIGATION:** Schedule implementation of software modules (or groups of modules) in short bursts (6-9 months) and attempt to avoid busiest times of the year for various operational areas. Let external customers know if your service to them may be impacted. If additional staff are needed, backfill current operations so full-time staff can start using the new system.



BUSINESS and TECHNICAL REQUIREMENTS

High Level Requirements Summary

Based on common themes we heard during interviews with City personnel across departments and functional areas, the top business requirements for a new ERP system at the City of Wilsonville are:

- A “user-friendly” system that mimics ease of use of other technologies widely available such as mobile devices; ideally requiring less time to learn and less time to use, facilitating training of new staff and consistent, updated training for current users on new features and capabilities; quicker completion of City processes; and a dashboard view of key metrics for staff to view without numerous or complicated drill downs or reports, or without having to ask another staff member for the information. Ease of use is critical to getting all Community Development staff using the same system to streamline work, determine permit status quickly, and provide consistent services to customers whether they are in the planning, building, or engineering stages of a project.
- Stronger system edits (with clear audit trails and without violating internal financial controls) and easier methods for getting data into and out of the system are needed to improve reporting and usability of information. For example, ensuring that bank account numbers manually entered contain the required number of digits to facilitate data uploads and reduce rejections, and allowing data to be uploaded versus re-entered saves time and reduces data entry errors. Streamlined processes such as ability to make simple edits to purchase orders without a Change Order being automatically created. This is especially important in Finance and Accounting, Payroll and Utility Billing.
- Better integration and import capability between the new system and other City systems is needed to eliminate manual re-entry of the same information into multiple systems, to enable City information to be viewed and accessed via GIS maps, and to establish a single repository for City records accessible from all City systems. A top priority for Utility Billing and Public Works staff is integration between the new system and Public Work’s asset management system to eliminate manual processes requiring significant process time.
- Secure remote access to City systems is needed by field staff such as permit inspectors using mobile devices as well as by employees needing access when not in City offices.
- Secure web-based services are needed for customers wanting to do business online with the City including paying utility bills, applying for permits, and requesting information. Submitting payments via the Internet is a separate issue related to the City’s contracts with credit card payment processing companies, but the new ERP needs to provide a portal enabling access to online payments for City business partners and citizens. Several building contractors interviewed noted that the ability to submit digital plans for City review and having online access to City-approved plans would save them substantial time and cost.



Additional specific functional capabilities are needed in many areas. The City identified General Ledger, Payroll, Utility Billing and Permitting as top priority areas. The successful new ERP system will meet all or most of the “NEEDS” in these areas, as well as meet as many other requirements (“NEEDS” and “WANTS”) in the other areas as possible.

The City’s detailed requirements for a new system are documented on the following pages:

- [Finance & Human Resources Requirements](#)
- [Permitting and Public Works Requirements](#)
- [Information Systems Services Requirements](#)
- [Other City Services Requirements](#)



Finance & Human Resources Requirements

Finance and Human Resources includes 10 functional areas. The City's priorities (See ["Appendix A -- Wilsonville Needs Assessment SOW"](#)) for automating these functions in the new system are:

High Priority

- Accounts Payable
- General Ledger
- Payroll
- Purchasing
- Utility Billing

Medium Priority

- Budget Preparation
- Capital Project Accounting
- Fixed Assets
- Human Resources

Low Priority

- Accounts Receivable

The High and Medium priority functions are managed or tracked to varying degrees within Eden. The one low priority item, Accounts Receivable, is not un-important. There are 40-50 different revenue sources. However, Accounts Receivable is managed outside of Eden, and depending upon the new system, may be managed outside of the new system as well.

The City's requirements for the new system in each of these functional areas is described below – areas are listed alphabetically. Described for each functional area:

- Background – information about the department, transaction volume and current system use
- Requirements – identified as Needs (must have) or Wants (would like to have) and listed in the following groups: Functional, Integration, Business Process Change, Reporting, Mobility, and Citizen Access.



Accounts Payable

From the perspective of personnel in the Finance Department

Background

- The AP system requirements were obtained through interviews with the Assistant Finance Director and several personnel from Accounting. See “[Appendix C -- Wilsonville Personnel Interviewed.](#)”
- FY 15/16 actuals - \$46.7M expenses
- Approximately 5,000 invoices paid yearly; about 75% via checks and 25% via ACH
- AP is performed daily in Eden
- Invoice Payment Authorization Process:
 - Finance AP receives invoice in US mail
 - Invoice scanned into PDF
 - Paper invoice filed
 - Invoice data entered in Eden
 - Finance AP emails scanned PDF invoice to department head
 - Department approves or authorizes payment by filling out Payment Authorization form
 - Payment Authorization form is a paper form
 - Some departments complete a Word version of Payment Authorization form and email back to AP
 - Payment Authorization forms are not stored in Eden
 - Upon receipt of Payment Authorization form, AP marks the invoice for payment in Eden
 - When Community Development receives invoice from Finance or direct in US mail
 - CD matches invoice to PO
 - Tracks invoices in Excel
 - Sends invoice with associated PO to AP
- Check Run Process:
 - Two check runs per week (one check and one ACH); many more checks than ACH
 - Eden generates list of invoices to be paid, based on initial set up of preferences
 - Edit/Post/Print checks
 - Accountant reviews check run
 - This whole process is performed within Eden and it appears to function well



Functional

- NEED – The new ERP system must:
 - Automate the current manual Payment Authorization process; for example, the payment authorization process becomes a workflow in the new ERP system
 - Include both corporate name and DBA name in Vendor setup. For example, Stan The Hot Water Man (Doing Business As) is Spirit Enterprises of Oregon (Corporate), and Eden has the corporate name while invoice has DBA name. There is no query in Eden to associate Corporate to DBA name.
 - Provide an improved user interface. Eden requires use of 15 different tabs to enter an invoice in AP. All invoice data entry fields should be on one invoice input screen. It is particularly challenging when entering 100 invoices.
 - Include increased detail in the Trial Check list. Eden only gives Vendor name and amount, which isn't sufficient to validate the check list.
 - Improve ACH security. In Eden, the export file is editable and there is no audit log.
 - Increase the size of the Vendor name field. Eden has a limit on the Vendor name field size, which impacts W-9 processing. The IRS wants the full name, not the truncated name.
 - Improve data validation in new Vendor creation. For example, confirm that W-9 tax id, name, and address all match to avoid duplicate vendor names. Eden has many duplicate Vendors, which cannot be deleted because each has history.
 - Provide mechanism to store invoice in new ERP system
- WANT – The new ERP system should:
 - Allow for editing before posting/printing checks, while maintaining internal financial controls.
 - Include duplicate invoice detection on quick invoice entry

Integration

- No needs or wants for integration were described by the finance staff interviewed.

Business Process Change

- Currently, employee reimbursements are run through AP, but should be moved to Payroll.
- Enter payment terms when Vendor setup is done. Not clear that payment terms are entered on all new Vendor setups, and this may not be necessary.

Reporting

- No additional reporting requirements were described by the Finance staff interviewed.

Mobility

- No additional requirements for capability via mobile devices were described by the Finance staff interviewed.

Citizen Access

- No additional requirements for on-line services were described by the Finance staff interviewed.



Accounts Receivable & Cash Receipts

From the perspective of personnel in the Finance Department

Background

- The AR and Cash Receipts system requirements were obtained through interviews with the Finance Director, Assistant Finance Director, Finance Operations Manager and Accountant. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- FY 15-16 revenue was \$53.9M
- Eden's Accounts Receivable module is not used
 - AR invoices created by Finance are tracked in QuickBooks
 - AR invoices created by other departments, in which Finance is copied, are also tracked in QuickBooks
 - Other than Utility Billing, the City does not generate many invoices
 - Eden and QuickBooks are not integrated, and no desire to integrate to new ERP system
 - Centralizing AR would need to be reviewed, because so much different detail data from all the different types of revenue
 - When payment is received, cash receipt entered in CORE and QuickBooks updated
- Eden does not have an embedded cash receipting tool
 - Finance uses a Tyler product called CORE for cash receipting
 - CORE is integrated with Eden
 - CORE being replaced by Tyler Cashiering if a Tyler ERP solution is selected
 - Monies are received in City Hall Finance (upstairs) from Parks & Rec, Library, and Transit
 - Front desk enters cash receipt into CORE
- There are about 40-50 City revenue sources which include:
 - Property Taxes
 - Other Taxes
 - Licenses, Franchise Fees & Permits
 - Revenue from other governments
 - Revenue from other City departments
 - Charges for Services (Utility Billing)
 - System Development fees
 - There are several types of license/tax revenues
 - Business License
 - Street lighting fee – Invoiced through Utility Billing
 - Transit Tax
 - Lodging Tax - for hotels in Clackamas County
 - Solicitor Permits for businesses that solicit within Wilsonville
 - There are some franchise fees
 - Comcast
 - PGE
 - NW Natural
 - Frontier



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- **Business License**
 - All businesses doing business in Wilsonville obtain a yearly business license
 - Business license is based on fiscal year
 - Amount is \$100 plus \$3 for each employee of the business (subject to change by City Council)
 - This is a manual process, managed outside of Eden. Eden is used just to enter business information and the amount paid for the license
 - Business licenses paid are tracked but not invoiced. It is a self-reporting model.
 - Business license applications cannot be filled out online, and cannot be paid for online
 - Business fills out application which can be obtained online, and either mails application and check or brings them to City Hall
 - This is self-reporting revenue
 - Wilsonville does not verify the number of employees of the business
 - Wilsonville has no knowledge of a business that may cross over city limits, i.e. housed in Tualatin but occasionally does business in Wilsonville
 - Because of the self-reporting nature and the \$3/employee, cannot invoice this through UB, because don't know how much to invoice

- **Transit Tax (aka Payroll Tax)**
 - Transit Tax is a tax on businesses in Wilsonville. Any business with Business License in Wilsonville, also pays a Transit Tax
 - This is a self-reporting model
 - The transit tax supports the bus system, since all bus service within Wilsonville city limits is free service
 - The Transit Tax is 0.5% of business' payroll (subject to change by City Council). It is paid quarterly
 - Eden doesn't have Transit tax functionality.
 - Eden's Business License module was tweaked to create quarterly forms for Transit Tax
 - Quarterly, the tax forms are manually created in Crystal Reports and mailed in US Mail to each business with Business License.
 - Business fills out the form and sends in check with payment. It is self-reporting since Wilsonville doesn't know the actual payroll of each business.
 - Businesses who use ADP or Paychecks use their own Transit Tax form, not Wilsonville's

- **Utility Billing**
 - UB annual revenue is approximately \$20M
 - Monthly invoice combining water, sewer, storm water, road utility, street lighting, fire, and SDCs in one invoice



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- Government Revenue is received from Clackamas County, State of Oregon, Metro, and the Federal Government, for example:
 - Clackamas County
 - \$1M grant for library
 - Clackamas county invoices and collects property taxes, and distributes to cities; Wilsonville receives about \$16M
 - 4 to 5 grants for Parks & Rec from Clackamas or Oregon for senior citizen programs, such as Meals on Wheels
 - Several Federal Transit grants
 - Current Metro grants for affordable housing and community enhancement such as recycling

- Revenue from other City departments
 - Community Development
 - Collects cash at City Hall (downstairs) and enters in Eden cash receiving via Permitting module
 - CD also receives revenue via their own credit card merchant account
 - Transit
 - Transit receives revenue for bus passes via their own credit card merchant account, which can be purchased online or at City Hall
 - Transit receives cash on bus in cash fare boxes, which are delivered daily to Finance; the cash is never touched by transit
 - Parks and Recreation
 - Does not use Eden
 - Uses ActiveNet for cash receipts and cash register functions
 - Receives revenue via their own credit card merchant account, also through ActiveNet
 - ActiveNet sends check to City every two weeks; a typical check is \$14K
 - Each day any funds (cash or checks) received are delivered to Finance at City Hall
 - Library
 - Does not use Eden
 - Library is part of Clackamas County LINCC library system
 - Library also has a credit card merchant account
 - Each day any funds (cash or checks) received, for example for copy fees, late fees, or lost books, are delivered to Finance at City Hall; typically, \$50 or less per day
 - Public Works
 - Finance does invoicing for Public Works bulk water meters (bulk meters attached to hydrants), typically for developers
 - Deposit checks are received at Public Works for new bulk water account setup
 - Municipal Court
 - Does a nightly true-up and upload into Eden for cash receipts



- System Development Charges
 - SDC are invoiced to developer above and beyond permitting such as charges for additional usage/strain of system such as water, streets, and sewer
- Unrestricted vs. Restricted Revenue Sources
 - Unrestricted sources go to General Fund and can be used for any expenses, for example:
 - Property Taxes
 - Franchise Taxes from Comcast, PGE, others
 - Miscellaneous taxes such as cigarette tax, alcohol tax, hotel tax
 - Self-reporting revenue such as business licenses
 - Restricted sources go to specific fund types, for example:
 - Gas tax allocation from Oregon, which is restricted to Road Operating Fund
 - Transit tax, which is restricted to Public Transit
 - Utility Billing
 - UB system allocates the revenue to the right buckets for expense allocation
 - System Development Charges
 - Permitting system allocates the revenue for expense allocation

Functional

- NEED – The new ERP system must be tailored to municipalities having many sources of revenue.
- NEED – The new ERP system must handle Transit Tax better than Eden. In Eden, the Business License module is tweaked to do quarterly “licenses” for the Transit Tax.
- NEED – The new ERP system must include an Accounts Receivable module.
- WANT – The ability to invoice Business Licenses, for example through the Utility Billing module
 - This is not done currently, because the License includes \$3 per business employee
 - Utility Billing is responsible for billing the street light fee. For businesses, the fee is calculated using the full-time equivalent number of employees that is reported in the business license module.
 - WANT - to obtain the number of employees directly from the business license module instead of manually entering the information in the UB module (THIS IS ALSO AN INTEGRATION (between modules) REQUIREMENT).
 - Utility Billing invoices businesses for street lighting; a \$1 fee per employee
 - Alternatively, the number of employees can be determined by most recent Payroll Tax
- WANT – The ability to invoice Transit Tax, for example through the Utility Billing module

Integration

- NEED – If the new ERP system is a Tyler product, then the new Tyler cash receipting tool, Tyler Cashiering, must replace the existing cash receipting tool, CORE, and must be integrated with the new Tyler ERP system
- NEED – If the new ERP system is not a Tyler product, then the new ERP system must include a new cash receipting tool, replacing the current CORE cash receipting tool used from Tyler



Business Process Change

- WANT – All departments who invoice should instead notify Finance to invoice
- WANT – To automate self-reporting revenue. Frequently, a check is received from a business, but there is no documentation indicating whether it is for business license, payroll tax, or bulk water meter
- WANT – The ability to allow for additional data fields in the Business License application that might be used by the City for marketing and other purposes

Reporting

- WANT – The ability to pull demographics on Business Licenses or Transit Tax to enable mass communications by other organizations.

Mobility

- No additional requirements for capability via mobile devices were described by the Finance staff interviewed.

Citizen Access

- NEED – Businesses must be able to fill out Business License applications online. Currently, businesses can only obtain the blank license online, but must mail or hand-deliver the completed form.
- WANT – Business should be able to pay for the Business License online.



Budgeting

From the perspective of personnel in the Finance Department

Background

- The Budgeting system requirements were obtained through interviews with the Finance Director and Assistant Finance Director. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- Budget is based on Fiscal year
- Budget process is managed outside of Eden in Excel
- Final budget entered in Eden
- Eden does a good job of managing budget day-to-day
- No real desire to move the budget development process into the new ERP

Functional

- NEED – The new ERP system must provide ability for budget figures to roll forward automatically, either as is, or with formula applied, as well as provide ability to edit the resulting numbers.
- NEED – New ERP system must be able to report on current and historical fiscal periods side by side, for example, monthly or quarterly actuals, and be easily exported into Excel for analytical purposes.
- WANT – Better ability to manage project budgets that span multiple years, particularly during the transition from one fiscal year to the next.
- WANT - The ability to distinguish between an annual budget for projects, and a multi-year or "lifetime" project budget.
- WANT - The ability to use old project reports to estimate budget for new projects.

Integration

- No additional requirements for integration were described by the Finance staff interviewed.

Reporting

- WANT – Flexible reporting abilities regarding project revenue allocations to the capital project budget and expenses applied to the budget.

Mobility

- No additional requirements for capabilities via mobile devices were described by the Finance staff interviewed.

Citizen Access

- WANT – The ability to create better high-level reports for City Council and the public. Currently, data is pulled from Eden and the public report is created in Adobe.



Capital Project Accounting

From the perspective of personnel in the Finance Department and Community Development Department

Background

- The Capital Project Accounting (CPA) system requirements were obtained through interviews with the Finance Director, Assistant Finance Director and several personnel from Engineering. See “[Appendix C -- Wilsonville Personnel Interviewed.](#)”
- CPA is a module in Eden and is used daily
- Eden’s Capital Project Accounting tool is considered average
- Engineering typically manages 10-12 Capital Accounting Projects concurrently
- Capital Project Accounting is used for very large projects such as building construction, installing or repairing a sewer line, water line, or a road
- Capital Project Accounting is not used for a department purchasing a large piece of equipment
- Types of Capital Projects include:
 - Infrastructure projects from the Capital Improvement Program (CIP) – typically for design and construction for utilities, transportation and parks. These are managed predominantly by Community Development but may be managed by Parks or Public Works.
 - Operations and Maintenance projects – typically annual programs that are managed by Public Works and may have assistance from Community Development.
 - Planning projects – typically for long-range planning and managed by Community Development.
 - Facilities projects – are related to improvements for City buildings.
 - Miscellaneous projects such as Community Enhancement grants.
- Many different revenue sources fund capital projects
- Operations and Maintenance projects are funded by money received from corresponding utility bills
- A CPA project requires creation and approval of a Purchase Order
- Revenue Allocations: Currently, “clunky” in Eden, but Wilsonville has made it work over time. Much of process is done manually. There are 40-50 revenue sources that are allocated.
- Replicon tracks project time in Community Development, but is not integrated with Eden
- Capital Project Phases: Capital Accounting Projects have phases such as: planning, pre-design, design, acquisition, construction. Each phase might have its own budget and revenue allocation.
- Capital Projects can have sub-projects. For example, a Water Hydrant Capital Project might have new hydrants and replacement hydrants which are different sub-projects.



Functional

- NEED – The new ERP system must track various revenue sources by project.
- NEED – The new ERP system must track project time itself, or via integration with Replicon.
- WANT – The ability to open an invoice easily from within the Capital Projects module. In current system, it is easier for users to exit Capital Projects and open the invoice in GL or AP.
- WANT – The ability to track various revenue sources by phases or tasks of a project.
- WANT – An improved user interface for tracking revenue sources. Currently must drill down into the accounting detail too much.
- WANT – The ability to transfer funds between projects in a transparent and efficient manner. Some projects may be delayed due to field conditions or permit delays, while another one can proceed. Currently, managing the transfer of spending authority and revenue sources can be cumbersome.

Integration

- NEED – The new ERP system must either provide ability to allocate labor time to projects for tracking or integrate with a 3rd party project resource tracking system like Replicon.
- NEED – The new ERP system must better integrate Capital Projects module and GL module
 - Currently, GL tracks Capital Projects and is not aware of sub-projects, only the master project. So, if one sub-project is a System Development project and another an Operations project, cannot easily manage revenue allocations. Additionally, revenue allocations can be different for different phases of the project.
 - A current example is a Congestion Improvement Capital Project with three sub-projects
 - One is a striping project and considered 100% operations
 - Second is changing a lane configuration and is split between System Development and Operations
 - Third is adding a lane and which could be all SDC but chose to split it between System Development and Operations

Reporting

- NEED - The new ERP system must include the following Revenue Allocation features
 - Provide daily, real time budget reports or dashboards of Capital Projects by Revenue Allocation
 - Include allocated project time and overhead time in real time reports or dashboards
 - Provide better analytics
- NEED – The new ERP system must have very flexible reporting abilities to provide detail reports for engineering program management and high-level reports for City Council
- NEED – The new ERP system must provide flexible and customizable reports that can:
 - Report on revenue allocations to the budget
 - Report on expenses applied to the budget
 - Break down reports on whole project or project phases
 - Report on Fiscal Year to Date, Monthly, or Daily (live view)



- Report on labor distribution by project
- Report on overhead distribution by project

Manual Processes

- NEED – The new ERP system must automate the process of collecting project time. Currently, the Replicon project time is manually entered in Capital Accounting Projects.
- NEED – The new ERP system must automate the process of collecting overhead time. Currently, the “Overhead” time from Finance, HR, and Legal is calculated manually and entered in Eden manually.
- NEED – The new ERP system must automate and simplify revenue allocations.

Citizen Access

- NEED – The new ERP system must provide high-level reports for City Council and Citizens



Fixed Assets

From the perspective of personnel in the Finance Department

Background

- The Fixed Assets system requirements were obtained through interviews with the Finance Director, Assistant Finance Director, Accounting Operations Manager and Accountant. See [“Appendix C -- Wilsonville Personnel Interviewed.”](#)
- Fixed Assets, i.e. Inventory, is a module in Eden, but it is a stand-alone module, meaning it does not integrate with any other Eden modules.
- The Fixed Asset functionality in Eden does not fit Finance’s business processes.
- Fixed Assets is mostly a manual process, with results entered in Eden.
- About 60 hours per year are spent in Accounting on Fixed Assets, kicking off the process in March. The actual Eden usage time is about a quarter of the 60 hours; the remainder being manual tracking time.
- A considerable amount of time is spent by Facilities and other Public Works staff compiling and reconciling the current value of public assets managed by the City. See the section for [“Public Works”](#) for more requirements related to asset management.
- The Fixed Assets process is done once a year from March to June timeframe, and must be completed by end of Fiscal Year.
- The definition of Fixed Assets is very broad. It not only includes physical equipment over \$5K in value, but also includes: street lights, roads, sewers, infrastructure, busses, a park, and anything in the park over \$5K in value.
- Fixed Assets Process:
 - Fixed assets inventory is pulled from Eden into Crystal reports by department.
 - The Fixed Assets are found in Eden FA Module with Browse function
 - To identify new assets not recorded yet in FA Module, manually search through all GL accounts capturing all items over \$5K in value.
 - The reports are distributed to appropriate departments for them to update the fixed assets.
 - Departments update report indicating new assets and removed assets.
 - Departments return updated reports
 - Katie enters Fixed Asset updates in Eden

Functional

- WANT – Better integration of Fixed Assets with other ERP modules

Integration

- WANT - See the section for [“Public Works”](#) for a description of integration desired between several current systems used to track assets.

Reporting – Mobility – Citizen Access

- No additional requirements in these categories were described by the Finance staff interviewed.



General Ledger

From the perspective of personnel in the Finance Department

Background

- The GL system requirements were obtained through interviews with the Finance Director, Assistant Finance Director, Finance Operations Manager and Accountant. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- All of GL is performed in Eden.
- Eden General Ledger is used daily.
- There are many exports to Excel to better analyze data.
- There are duplicate and unnecessary Accounts in the Chart of Accounts that been created over the years.

Functional

- NEED – The new ERP GL system must handle large journal entries seamlessly, with an intuitive user interface. Eden was not well designed for large journal entries.
- NEED – The new ERP GL system must provide a better user experience with less navigation and button clicks than Eden for example regarding post journal entry.
- NEED/WANT – The new ERP GL system must provide better management of Accounts in the Chart of Accounts, for example:
 - NEED - There must be a permanent Chart of Accounts structure, but also the ability to create temporary Accounts that might only be necessary for a brief amount of time.
 - NEED - There must be an ability to avoid creating duplicate Accounts.
 - WANT - There should be an ability to avoid creating unnecessary Accounts, for example, if there is a Supplies account that is used across all departments, an attempt to create Library-Supplies should be questioned.
- NEED – The new ERP GL system must allow editing a journal post, for example if the date was entered incorrectly, and the edit must be logged in the audit.
- WANT – The capability of a “reverse” or “undo” button to undo the last action, where appropriate. The audit should show the creation and reversal.

Integration

- NEED – The new ERP GL system must integrate better with Accounts Payable, Utility Billing, and Permitting, allowing better drill downs to see more consistent data views.



Reporting

- NEED – The new ERP system must provide a better reporting system. For example, in the current system when running a report, if one item is wrong in the report criteria, all report criteria must be re-entered.
- NEED – The new ERP system must provide full entity-wide balance sheet views.
- NEED – The new ERP system must provide better ability to extract data and compare Accounts side-by-side from month to month.
- NEED – The new ERP system must provide reporting on all or part of a department as well as city-wide, for example, all the following are needed:
 - Ability to report by General Ledger object code in detail (Library training) and across the City
 - Ability to report by program area (Library)
- NEED – The new ERP system must provide the ability to have multiple Fiscal years open:
 - Recent Past – Audit
 - Current – Current
 - Next – Budget
- NEED – The new ERP system must provide the ability to roll the Budget column over to following year and populate next year's budget column, as well as ability to edit those numbers or start from scratch.

Mobility

- No additional requirements for capabilities via mobile devices were described by the Finance staff interviewed.

Citizen Access

- No additional requirements for online services were described by the Finance staff interviewed.



Human Resources

From the perspective of personnel in the Human Resources Department

Background

- The HR system requirements were obtained through interviews with the HR Manager and Assistant City Manager. See “[Appendix C -- Wilsonville Personnel Interviewed.](#)”
- There are three FTE in HR. The Assistant City Manager manages the HR department. The HR Manager leads most HR Operations with the help of an HR assistant.
- In addition to typical HR functions, HR is also responsible for City Insurance.
- There are approximately 200 employees in the City of Wilsonville
 - 100 are Union and hourly
 - 50 are management and some exempt, some non-exempt
 - 50 are on-call or seasonal hourly and non-union
 - All 200 are W2 employees
- Eden is the official record of employee data.
- HR uses Eden daily.
- Hiring, Policies, Performance, and City Insurance are handled outside of Eden with several additional systems:
 - NeoGov is used for recruiting, job descriptions, and performance reviews and plans
 - Insight module used for recruiting and job descriptions
 - Perform module used for reviews and performance plans
 - Onboarding module is not currently used
 - Currently there is no integration between NeoGov and Eden
 - CIS is used for health benefits, short term disability, life insurance, COBRA, and the City’s insurance
 - Lincoln Financial is used for long term disability
 - Empower is used for 457 and 401a (management) plans
 - Pacific Source is used for Flexible Spending Account (FSA)
 - SAIF is used for Workman’s Comp
 - Drug tests and background checks are both external systems
- HR maintains the following spreadsheets – these are not in Eden
 - Who has turned in their Policy acknowledgements including handbook
 - Who has taken training
 - FMLA / OFLA - used and remaining
 - Pay tables
 - PAF – tracking employee and supervisor signatures
 - Claims – Citizen, Workman’s Comp, Employment claims
 - Accidents with City vehicles
 - Labor Relations and Employee Relations. Approximately 20 cases in a year.
- Citizen Request Module (CRM) is a website, linked to City Website, that Citizens use to report complaints.



Functional

- NEED/WANT – There are many HR documents that are not stored in Eden. The new ERP system must/should allow the following document to be uploaded and stored in the new system:
 - NEED - Reports downloaded from benefits providers
 - WANT - Performance Action Form (PAF)
 - WANT - Signed policy statements
- NEED/WANT – There are many Excel spreadsheets used to manually manage HR functions. The new ERP system must automatically manage/handle/track these functions:
 - NEED - Track Citizen, Workman’s Comp, and Employment claims
 - NEED - Track Labor/Employee Relations cases – approximately 20 per year
 - NEED - Track and manage PAF forms including collection of employee and supervisor signatures
 - WANT – Track policy acknowledgements (i.e. which employees have signed)
 - WANT – FMLA/OFLA used and remaining
 - WANT – Accidents with City vehicles
- WANT – The ability to track employees requiring a drug test, allowing HR to print a report of those employees to submit to TPA for testing.

Integration

- NEED – The new ERP system must integrate with NeoGov importing data, such as performance reviews, from NeoGov into the new ERP system
- WANT – Human Resources uses approximately a half-dozen systems for benefits. Where appropriate, the new ERP system should integrate with these systems.
- WANT – The new ERP system should store drug test reports per records retention schedule.
- WANT – The new ERP system HR module should create PAF forms with the vital employee information auto-populated. Currently PAF forms are created in Word.

Reporting

- NEED – The new ERP system must have useful HR reports, and allow them to be exported to Excel. In Eden, the only useful HR report is the Total Compensation report, and when exported to Excel, substantial data massaging is required to make it useful.
- NEED – The new ERP system must have the ability to allow Payroll to have read/print access to Human Resource reports.
- NEED – The new ERP system must automate generation of required annual OSHA reports. Currently, it is done manually, collecting data from various sources.
- NEED – The new ERP system must have the ability to create EEO reports.

Mobility

- NEED – HR must create a policy for remote access and work from home.

Citizen Access

- WANT – The new ERP system should allow Citizens to enter liability claims on the City Website .



Payroll

From the perspective of personnel in the Finance Department

Background

- The Payroll system requirements were obtained through interviews with the Finance Operations Manager and several personnel in Payroll and Accounting. See “[Appendix C -- Wilsonville Personnel Interviewed.](#)”
- Payroll is a Finance function, not Human Resources.
- Eden is a full payroll processing system -- it processes payroll creating live checks, check stubs, and direct deposits.
- Payroll is processed entirely in Eden except for timesheets.
- Payroll period is the 21st of this month to 20th of next month, and Employees are paid at the end of the month, with an optional mid-month draw.
- Timesheets are manually processed in Excel. Eden has an electronic timesheet, but it didn’t function well.
 - Project timesheets for allocating time to projects is also manual and is a separate manual process from payroll timesheets.
- There is strong interest in moving to bi-weekly (26 pay periods) or semi-monthly (24 pay periods). Decision to be made by Executive Management team.
- Semi-monthly (twice per month) is already used in Eden for seasonal employees.

Functional

- NEED – The new ERP system must perform all standard operations associated with a Payroll system used by a municipality. Payroll is one of the four key modules in Wilsonville requirements.
- NEED – The new ERP system must be more flexible in fixing errors and restarting payroll process from that point, without re-starting payroll process over from the beginning.
- NEED – The new ERP system should include electronic timesheets that function well and automatically populate Payroll. In Eden, the electronic timesheets did not work well, and Wilsonville has used manual Excel timesheets. Payroll staff manually enter all timesheet data into Eden.
- NEED – The new ERP system must allow exempt employees to only enter exception time on the electronic timesheet.
- NEED – The new ERP system must be able to allocate employee time to different departments for overhead or grant related purposes. For example, Eden can allocate the Accounting Specialist’s time to Finance, but can also allocate time to Transit, when she’s doing Transit work.
- WANT – The new ERP system should allow managers to approve their employee’s timesheets electronically. Currently, they are all approved on paper.



Business Process Change

- NEED – The benefits providers must provide benefits selection changes in a report so that Payroll can enter the changes in the new ERP system. Currently, Payroll must manually look at invoices from prior month and current month to see who has changed benefit selections and update the data in Eden. This is not an Eden issue. HR is working with Benefits providers to get automated.

Reporting

- NEED – The new ERP system must include filter and sorting abilities when creating reports or pulling data out of the ERP system. Eden does not have filter/sort when pulling Payroll data.
- NEED – The new ERP system must create an easy to read payroll fix audit report. Eden's report is combined with other data, and therefore is hard to use.
- NEED – The new ERP system must have the ability to allow Human Resources to have read access to Payroll reports.

Mobility

- No additional requirements for capabilities via mobile devices were described by the Finance staff interviewed.

Citizen Access

- No additional requirements for online services were described by the Finance staff interviewed.



Purchasing

From the perspective of personnel in the Finance Department, Community Development Department and Fleet Services Department

Background

- The Purchasing system requirements were obtained through interviews with the Assistant Finance Director and several personnel involved in purchasing from Fleet, Engineering and Accounting. See “[Appendix C -- Wilsonville Personnel Interviewed.](#)”
- The City has decentralized purchasing; each department is responsible for its own purchasing, from supplies to million-dollar projects.
- Community Development (CD) uses Purchase Orders (POs) for everything over \$10K.
- CD has multi-million-dollar, multi-year POs, like \$2.8M example for a new road.
- Fleet uses POs for everything over \$5K.
- Fleet POs are for purchases, such as a new bus.
- Purchase Order module of Eden is used daily by some to apply invoices to existing POs and used less frequently by others to create and/or approve POs (called “requisitions” until approved, then “purchase order”).
- Purchase Order user interface is complex and cumbersome; it has too many tabs.
- Eden’s process to create a PO requisition contains four steps – Generate, Edit, Post, Print – and it is cumbersome. For example, if vendor name not in system, must exit, create vendor, and start over.
- Any change to an approved PO requires a Change Order, even simple edits.
- Process Summary
 - Project created in Capital Project Accounting module
 - Go out for bids
 - Write contract with one vendor
 - Create PO for that vendor
 - Attach the project number to PO
- Purchase Cards (P-Cards)
 - Departments use P-Cards to make purchases
 - P-Cards are Bank of America (B of A) credit cards
 - P-Cards are managed outside of Eden
 - There is no desire on the part of Finance to move this processing into the new ERP system
 - Each department authorizes some of its employees to have P-cards
 - Each card is an individual account number
 - Limits vary on each individual card
 - Each department has an overall limit, and within that limit, sets its own policies on how many cards, limits on cards, size of purchases permitted on cards. For example, in IS, the IS Manager and Systems Analyst have cards while Public Works has many more personnel with cards P-cards.



- P-cards intended for ad-hoc purchases, such as an inspector in field needs to purchase some inspection equipment or supplies, or IT needs to make a trip to Fry's for networking equipment.
- Every P-card purchase receipt is turned into department and forwarded to the Assistant Finance Director.
- Each department is supposed to approve each P-Card purchase using a B of A website called Works.
- P-Card Processing in Finance
 - The Assistant Finance Director receives about 30 P-Card credit card statements per month.
 - P-Card statements can average 10 purchases per month, but there can be 50 purchases on a P-Card in a busy month.
 - B of A automatically withdraws via EFT the full amount on each P-Card each month. There is no concept of partial payment.
 - The Assistant Finance Director processes each transaction on P-Card in Eden
 - Each credit card receipt is matched with purchase on credit card statement
 - All data entered into Eden for the purchase, including coding transaction, GL entry, creation of fake check number in AP, and expense allocation.

Functional

- NEED – The new ERP system must include the ability for users to apply electronic signatures to documents in work flows.
- WANTS – The new ERP system should:
 - allow certain edits to approved PO's without a Change Order such as editing a task name in the PO (but changes to vendor or \$ amounts require Change Orders).
 - perform text recognition on vendor name field as user starts typing the vendor name
 - have a field to indicate a new vendor when creating a new PO
 - prompt for a W9 when creating a PO with a new vendor
 - simplify the work flow for PO approvals
 - simplify finding POs; in Eden they may reside in requisition folder, PO folder, or Change Order folder, and are hard to search for
 - allow for PO attachments such as bid, quote, or contract (currently capable, but uses a lot of space and cumbersome)
 - attach W9 to vendor
 - allow the usage of electronic signatures in PO approval process (current capability in Eden not used)
 - allow POs to be emailed to Vendors. Currently, the paper PO is scanned and emailed to Vendor.



Integration

- WANT – The new ERP system should allow configurability on what PO detail to show when looking at a PO in GL or Project Accounting. The current Eden system only shows the PO number and Vendor and can't configure to show anything further without cumbersome drill-downs.

Business Process Change

- The City would like to consider standardizing the purchasing processes where applicable.
- Purchasing is de-centralized. Departments determine at what level to do purchase order. Some departments don't do purchase orders at all. Public Works and Library do not create purchase orders. Public Works will make \$100K purchases without using a PO. New system implementation is an opportunity to create some standard city-wide guidelines.
- Departments make many purchases on P-Cards (i.e. Credit Cards). Departments determine on their own, within an overall limit, how many cards, who gets them, what limits, what types of things purchased on P-Cards. More difficult to track credit card purchases to budgets. Manual process. The Assistant Finance Director does this. Regulate and centralize P-Card usage. Consider reducing the amount of P-card usage. Very manual, tedious process.
- Following are some policies/processes that were discussed regarding changes to P-Card usage
 - Want to allocate some P-Card charges to vendors and appropriate budget's. Want better integration here.
 - Need better drill downs in GL and others on P-Card purchases.
 - Need to integrate P-Card purchases with vendor file/account ... to see payments on vendor account that went through a P-card.
 - Want to know how much paid to vendor via check run vs. P-Card
 - P-card purchases do not include invoice numbers.

Reporting – Mobility – Citizen Access

- No additional requirements in these categories were described by the staff interviewed.



Utility Billing

From the perspective of personnel in the Finance Department and Public Works Department

Background

- The Utility Billing system requirements were obtained through interviews with several personnel from Finance and Public Works. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- The Utility Billing (UB) Accounting Specialist uses Eden all day every day to manage approximately 6,000 accounts.
- Services billed include water, sewer, street lights, storm drains, road maintenance, irrigation, fire and SDCs.
 - The Utility Billing capability in Eden is also used to bill health insurance for City Council members.
- There is a combined monthly bill for various types of services.
- Only commercial properties are billed for street lights based on the fixture type multiplied by the number of employees reported via their Wilsonville business license.
- UB revenue is allocated appropriately to separate funds for water, sewer, storm, roads, street lights and others.
- The City's current UB billing rates are complex, based on meter size and include base rate, tiered rate, winter average for water and sewer, separate summer rate for water. Eden currently handles these.
- The UB Accounting Specialist also handles service calls from customers and coordinates the work required with Public Works.
- The UB Accounting Specialist works with customers, Public Works personnel, the City's GIS and Cartegraph system administrators, the Building division, and the City's Accounting team to coordinate installation of new meters/new accounts, meter reads, delinquent payment notices (approximately 400/month) and shutoffs (approximately 25/month).
- NOTE: Bulk water meters (needed by building contractors at construction sites) is currently handled by the City's Accountant and the Public Works Administrative Assistant.
- There is a single Utility Billing Account Specialist, a new person in a backup role currently being trained, and 4-5 personnel who help answer phones and take customer calls. The Accounting Specialist in Municipal Court has also served as Utility Billing and Accounts Payable backup.
- All utility and related billing is managed using Eden.
- There are things that Eden does well -- such as good search features for query and reporting, ability to do "mass additions" of mailing addresses (e.g. for a new apartment building) and of water meters (e.g. to add 50 new meters of same type easily with a range of serial numbers). Issuing refunds is very efficient in Eden Utility Billing (unlike refunds in Eden permitting).
- There are many things that Eden Utility Billing could do better, some requiring significant manual effort and tracking to ensure that bills are accurate. These needs are described in more detail below.
- Another Tyler product, "Tyler Notify," is used to generate calls to customers before shut-off and offer them a chance to pay via the phone call. This system does not work well. Customers often



don't receive the message and those who try to pay using the "automatic" system often need assistance from the City's staff to do so.

- The City also uses Tyler's "Citizen Services Module" which provides the ability to pay utility bills online. This service is working well for one-time and recurring payments but allows customers to make address and phone number changes that are NOT recorded in the Eden UB module.

Functional

- NEED – The new system must provide effective integration to Cartegraph to automate Utility Billing service requests and resulting Work Orders for Public Works staff. See Integration below.
- NEED – The new system must provide effective integration to Cartegraph and to the City's ESRI GIS database to facilitate location mapping of new meters. See Integration below.
- NEED – The new system must provide effective integration between the City's ESRI GIS database and the Permitting and Utility Billing modules to avoid re-entry of new addresses in multiple places. See Integration below.
- NEED – The new system must provide an effective means of notifying customers pre-shutoff. Currently, the UB Account Specialist runs an Eden report of non-payers and sends out delinquent notices (approximately 400/month). The "Tyler Notify" system is used to generate calls to customers warning them of shutoff and offering ability to pay by phone. The message is slow, robotic and often not listened to by customers. The calls sometimes disconnect requiring customers to call City staff to pay. Two rounds of generated calls typically reduce the number of non-paying customers to about 25 accounts. The UB Specialist uses Eden to print labels to put on door hangers. Public Works picks up and distributes the door hangers. An improved method of notifying non-paying customers and providing ability to make a payment without City staff assistance is needed.
- NEED – The City also can use the "Tyler Notify" system to send the same message to all customers in a specific location, e.g. for water boil requirements or snow removal. A substitute method is needed for broadcast messages in emergencies to select groups of utility customers.
- NEED – The new system must be intuitive and easy to learn. The UB Account Specialist is currently training her 4th new assistant in 4 years.
- NEED – Data migration and implementation of the new system must result in utility billing amounts that are accurate. This is one of the City's top priorities.
- NEED – The new system must provide the ability to apply payments and overpayments to accounts specified by the customer. For example, a customer may want to apply a payment to the account for their second home. Currently Eden tracks both Customer Number and Account Number but receipts all UB payments "on Account" and not "for Customer". Payments can be applied to the wrong account unless caught and adjusted manually (and the adjustment process is currently difficult to do).
- NEED – The new system must provide the ability to transfer partial payments. Currently Eden requires that an entire payment be moved or voided and re-entered.



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- NEED – The new system must provide ability to import payment batches from other sites.
- NEED – The new system must provide a clean process for “closing the cash drawer” so that everything received after that point in time is recorded as occurring the next day. Currently, Eden moves all transactions to the next day except voids, which causes reconciliation issues.
- NEED – The new system must support real-time payments via the Web site and IVR (phone) system.
- NEED – The new system must be able to handle the City’s complex UB fee structure. Must include the ability to pro-rate just base fees and not usage fees. Eden can only pro-rate all fees.
- NEED – The new system must enable the creation of future fee schedules and track effective date of each. This allows entry and testing of fee schedules before the date they go into effect.
- NEED – The new system must provide the ability for accounts to have multiple meters that can be billed on the same invoice. Eden can do this currently.
- NEED – The new system must be able to flag an ‘estimated read’ so the UB Specialist knows which numbers are actual readings and which are estimated based on prior use. Eden currently provides this.
- NEED – The new system must track, and process payment plans correctly, i.e. the customer is not delinquent if they are making payments equal to those identified in a payment plan. Currently Eden reports these customers as “delinquent.” The UB Account Specialist keeps track of these accounts separately from Eden.
- NEED – The new system must not generate shut offs on non-sufficient funds (NSFs) (checks that don’t clear due to insufficient funds) if payment for a later month clears successfully for that customer.
- NEED – The new system must provide the ability to change the text of delinquent notices and other customer notices as needed. Currently these types of changes in Eden require a contracted “report change” by Eden technical staff.
- NEED – The new system must provide templates for various types of billings to aid in selecting correct fees. Eden currently provides this capability.
- NEED – The new system must generate delinquent notices to customers based on either a % due or a minimum of \$5. Eden currently provides this.
- NEED – The system must generate shutoffs only if a threshold amount is past due (currently \$10). Eden currently provides this.
- NEED – The new system must be able to identify multiple people on a customer’s account and to send the utility bill to the correct person. Currently in Eden can identify owner and tenant, but not Property Manager.
- NEED – The new system must provide the ability to email bills, flyers or 2nd attachments to customers.



- NEED – Utility Billing refunds work well in Eden. Need to keep this!
- NEED – The new system needs to provide strong edits on fields with strict requirements. Currently, when entering auto-pay for an ACH payment, Eden allows any number of digits and spaces to be entered, when it must be 9-digits-no-spaces to process correctly. Currently, payments can be posted to closed accounts by mistake.
- NEED – The new system must provide an error message if a recurring credit card payment fails and automatically email it to the customer. The UB Specialist would like to be able to modify the message text (and the email address shown as “sender”).
- WANT – The ability to put a “multiplier” on fees for apartment complexes, or to calculate fees based on SQFT.
- WANT – The ability to do a billing adjustment to an earlier bill than the customer’s last transaction. Currently in Eden you cannot adjust an earlier bill, you must do a credit to the next bill, and when you adjust a bill, you cannot print it.
- WANT – New system functionality to flag payment plan accounts to help the UB Account Specialist provide additional assistance typically needed by these customers to stick to their payment plans.
- WANT – The ability to automatically handle “snow birds” – i.e. customers who spend winter months at a 2nd permanent address and then return to the City in the summer. Currently the UB Specialist must manually adjust their accounts to charge base rate only and to enter winter address. The UB Specialist must then re-enter their City address when they return.
- WANT – The ability of the system to track 5/8” meters currently in use. These must be entered as “0.75 meters” in Eden.
- WANT – The ability to identify and correct negative meter reads, i.e. when a meter has turned over from all 9’s to 0. Currently the UB Specialist must run a report to identify these and then manually calculate them correctly.
- WANT – The ability to copy customer account information to multiple new accounts. Currently in Eden can copy account information to up to 20 new accounts, saving time and reducing data entry errors.
- WANT – The ability to add the same note to multiple accounts instead of having to enter the same message on each account.
- WANT – The ability to automatically pull in the number of employees reported in the Business License module for billing Commercial accounts for Street Lighting. Currently, the UB Specialist must pull up each account in Eden, check the number of FTE reported, and adjust the UB street light bill accordingly.



Integration

- NEED – The new system must provide an effective interface to Cartegraph for Utility Billing (UB). This is a top priority need of the new system in Utility Billing. Currently the UB Coordinator receives customer service requests, enters them into Eden, and then creates paper Work Orders manually, scans and emails them to Public Works. The Public Works Administrative Assistant enters this same information into Cartegraph to create the task for Public Works personnel. Public Works personnel enter the completion date and relevant notes into Cartegraph. The PW Administrative Assistant monitors Cartegraph for completed tasks – fills out the paper Work Order, scans and emails that information back to the UB Coordinator, who enters the same information (date completed, meter serial number (if changed), current meter reading, notes about the work done) into Eden.
- NEED – Public Works is moving to automatic meter reading (meters with sensors). The new system ideally would be compatible with SENSUS FLEXNET, the automated sensing system for all water meters currently in use in the City. Currently, the UB Coordinator exports a file from Eden for meter readers, who return the file with current readings for billing. The sensors will provide real-time meter reads as needed. The UB Account Specialist will need the ability to access this information, for example, to pull usage for a 24-hour period to help customers resolve water issues.
- NEED – The new system must provide an effective interface between Cartegraph, the City's ESRI GIS database, and the Permitting and Utility Billing modules to streamline installation of new water meters. Currently, the UB Accounting Specialist runs a report of newly purchased meters (i.e. paid for by building contractors), prepares paper work orders for Public Works requesting installation of the meters (specifying meter size), and scans and emails the work orders to Public Works GIS Analyst. The GIS Analyst maps the location in the City's GIS database and enters the work orders into Public Works' Cartegraph system. The water crew install the new meters, enter relevant information (meter serial number, initial meter reading, work notes) into Cartegraph, add that same information to the associated paper work order, and scans and emails it to the UB Specialist, who enters that same information, plus location, into Eden.
- NEED – The new system must provide effective integration between the City's ESRI GIS database and Permitting and Utility Billing modules for address lookup so that new addresses (created in Community Development and mapped in GIS) do not have to be re-entered in UB introducing potential error. Currently Eden provides new address lookup for UB.



Business Process Change

- NEED – The City may consider eliminating the Budget Billing program. Since 2009, customers have been able to pay a monthly-average amount toward their annual utility bill via the “budget billing” program. Eden supports the setup of monthly average billings, but it creates issues for staff (e.g. staff must guess the percentage increase across all fees from year to year and make the total billed work out correctly) as well as for customers (e.g. typically usage goes up when customers use ‘budget billing’ because they aren’t watching their water bill and usage, resulting in a larger, unexpected payment due at year end). Budget Billing also makes it difficult for customers to detect when they have a water leak, although the City tries to use reporting to identify and assess large over and under billings throughout the year.
- WANT – The City would like to consider simplifying the formulas used to calculate utility bills.

Reporting

- NEED – The new system must provide the ability to report both UB account information and meter information together. Currently in Eden, you must run two separate reports and manually compile what you need.
- NEED – The new system must provide the ability to run reports to identify UB accounts for various scenarios – based on account type, dollar amount, date range, etc.

Mobility

- No additional mobility needs from the new system were noted for Utility Billing. The Public Works field staff completing UB work orders use mobility capabilities provided by the Cartegraph system.

Citizen Access

- NEED – Tyler provides a Citizen Services Module that includes the ability to make Utility Billing payments online. This is working well for both one-time and recurring payments. The vendor’s payment partner stores customers’ credit card information eliminating the need for the City to assume this liability.
- NEED – The new system should provide a web portal for customers with the ability to make UB payments (as described above), as well as to make address changes, phone number changes, and potentially other capabilities. Any information changed by customers on the portal must be recorded and saved in the system for City staff (not happening in current system).
- WANT – The ability for customers to fill out Utility Billing applications online.



Permitting and Public Works Requirements

The City oversees land use and construction, renovation and reclamation projects within city limits. Projects include private development (residential and commercial) as well as public assets (City-owned buildings, streets, sewer, water, and storm water management).

The **Community Development Department** consists of the following divisions which manage land use decisions, permitting, and development approval:

- **Planning and Economic Development** – The Planning division reviews applications for proposed land use to ensure compliance with the City’s land use Development and Zoning Code. This division also maintains and augments the Zoning Code to express the community’s values around economic development, housing affordability, natural resource protection, transportation and livability, and sustainability.
- **Building** – The Building division oversees development of property, buildings and private infrastructure by reviewing applications and construction plans, issuing permits, and conducting inspections. A project is completed when the permit passes final inspection and/or when the Building division issues a Certificate of Occupancy.
- **Engineering and Natural Resources** – The Engineering division provides professional engineering services to other departments overseeing land use design and development, including technical construction, architectural, and infrastructure requirements (e.g. streets, sewer, water, storm water management, etc.). Engineering leads the design and development of the City’s public infrastructure projects (also referred to as Capital Improvement Projects, CIP).

The **Public Works (PW) Department** collaborates with Engineering to design and develop public infrastructure and assumes responsibility for maintaining and operating those public assets once constructed. The PW department at the City of Wilsonville consists of the following divisions:

- **Facilities**
- **Roads (Streets, Signs, Traffic Lights, Street Trees, Snow Removal)**
- **Utilities (Water, Sewer, Storm water, pretreatment)**
- **Water Treatment** (contracted Treatment Plant)
- **Wastewater Treatment** (contracted Treatment Plant)

The ERP requirements for each of these work groups will be described below.



Building

From the perspective of personnel in the Building Division of the Community Development Department

Background

- The Building division system requirements were obtained through interviews with the Community Development Director, Building division personnel and several building contractors. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- The Building division currently issues 500-600 permits per year.
- There are currently 114 different types of permits with different fee structures.
- There are 8 FTE in the Building Division including the Building Official, 4 plan reviewers/inspectors and 3 permit technicians.
- Everyone in the Building division uses Eden daily except the Building Official.
- Most Eden use is limited to entering/creating permits, calculating and processing fees, scheduling inspections, entering inspection results, searching for previous permits, some reporting (e.g. the weekly permits issued report and daily permit inspections report), and printing permits and certificates of occupancy.
- Many processes are performed manually or using desktop tools (email, Word, Excel, Adobe) including assigning and routing permit applications and construction plans for review, performing reviews (a .pdf of review notes is linked to the Eden permit record), notifying each other and applicants of status (email), and tracking internal processes (review started, review completed, more information requested from applicant, review of resubmitted materials, etc.). A metal file structure in one inspector's office orders the physical permit folders to coordinate priorities and "holds."
- The Building Official and one inspector have previous experience using a different permitting system to automate some of the processes currently performed manually at Wilsonville. The Building Official has started using Bluebeam Revu, a desktop-based electronic plan review package, to perform construction plan review and markups. The inspector referenced above is currently using the Eden module for inspections on an iPad.
- Eden provides a web portal and IVR system (Integrated Voice Response) for inspection scheduling by external customers. The City would like to discontinue use of the IVR system since it requires staff to listen to the messages and enter them in Eden. The Eden web portal is not well designed ("submit" button not in a logical place) so customers often also call the front desk to make sure their inspection request was received.

Functional

- NEED – The new system must be easy to use so that all departments within Community Development can use it. When customers call to ask the status of their permit request, anyone answering the phone should be able to see the work completed, the work left to do, and who currently is working on it. Currently, staff spend a lot of time "tracking things down" to answer customer questions.



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- NEED – The new system must automate assignment and routing of work to the next process step(s) and responsible personnel, to track start and completion dates of process steps, and to notify personnel of assigned work and target dates due. Currently work routing and tracking is done manually and will become untenable as City growth and permit volume continue to increase.
- NEED – The new system must automatically assign the next permit number and by type (e.g. plumbing, structural, mechanical). While this capability exists in Eden, once certain configurations are set-up, they are cumbersome to modify over time. Current permit numbers indicate permit type with a code, followed by the year and a sequential number.
- NEED – The new system must provide the ability to link multiple permits to a master permit.
- NEED – The new system must enable permits to be linked to addresses, and where an address has not yet been assigned, the ability to link permits to parcels (tax lot).
- NEED – The City of Wilsonville has a complicated fee structure. The new system must be able to handle all types of fees and enable new fees to be created and tested before implementation.
- NEED – The new system must process payments and provide receipts for customers.
- NEED – The new system must provide an efficient and effective method of issuing refunds. Currently a complicated multi-step process is required. The ability to process refunds must be limited to authorized personnel only.
- NEED – The new system must track multiple people and addresses for each permit. Currently the “applicant” is the one you must receipt money to but is not always the person making payment.
- NEED – Searching the new system for past permits related to the current applicant must be intuitive (to avoid search criteria errors), efficient (quick), and effective (return valid results).
- NEED – Authorized City staff need the ability to place a “HOLD” on further processing of a permit application (with auto notification to other staff working on the project), and to clear the “HOLD” when the required condition is met (again, notifying other staff that work may be resumed on that project). The ability to place a “HOLD” must be limited to authorized personnel only. Several types of “HOLDS” may be needed – e.g. all work must stop, inspections may continue but permit issuance cannot, etc.
- NEED – City staff need the ability to send comments to each other, linked to a specific permit application, within the permitting system or with integration to Outlook email.
- NEED – The new system needs to be able to determine when all required reviews have been completed successfully and notify the permit technicians to prepare the permit for issuance (check fees, packaging, printing, notifying customer, etc.). While this capability exists in Eden, it is cumbersome to modify over time and requires specialized knowledge regarding the initial set up in Eden, in terms of user groups, types, and work flow process.



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- NEED – The new system must download inspection requests entered via the customer portal, enable inspection assignment and scheduling, and confirm the scheduled date/time with the customer.
- NEED – The new system must provide the ability to attach line drawings (storm, sanitary, water, etc.) for both residential and commercial inspections to the permit record. These are currently kept in a paper file. Residential Services plans are currently uploaded to Wilsonville maps and are viewable to inspector. Commercial plans are archived electronically and attached to Wilsonville maps where staff can view these records electronically.
- NEED – The new system must provide the ability to see the case history of a specific site (by address and/or permit number), including previous inspection comments, fees, conditions of approval, contractor comments.
- NEED – Implementation must include migration/conversion of current permit data in Eden into the new system without data loss.
- WANT – Outlook integration is desired to generate email notifications to applicants at selected process steps, informing them of permit status. City personnel need to be able to establish the content of the various messages and to change content as needed. In addition, the Building Official would like to consider automating notifications to applicants when their building permits are about to expire.
- WANT – At permit intake, front counter staff must do a search in Eden to determine if the applicant has a Wilsonville business license and a State of Oregon CCB#. Would like this information to auto-populate in the permit applicant's record if available in the business license module. The license information also needs to be refreshed in the permit applicant's record after renewal to show new expiration date.
- WANT – Payments could be more efficient, both online and at the permit counter. Payments made at the counter currently require "dragging out the credit card reader." (May be a Bank – PCI Compliance issue more than an ERP issue). Would like to consider having customers enter their own applications and make payments via a kiosk at the permit counter. Would also like the ability to review plans with customers at the same kiosk.
- WANT – When all required reviews have been completed successfully and the permit technician has determined that the permit is ready for issuance, it would streamline the process if the new system could send an automated email notification to the applicant with the balance due, and any other instructions needed.
- WANT – The City would like to accept electronic copies of construction plans from developers rather than requiring them to provide multiple printed copies for plan review.
- WANT – The Building Official would like the ability to track the time required to complete selected business processes, e.g. for work performed off-hours to meet customer need.
- WANT – The Building Official would like to consider conducting repeat inspections remotely, i.e. live video via the customer's cell phone, to eliminate additional travel to the same site.



Integration

- NEED – The new system must integrate with ESRI GIS and provide effective mapping capability. City staff need to be able to locate and retrieve permit and project information via a map as well as research potential permit restrictions and other information stored in GIS map layers, e.g. flood plain, heritage trees, rights of way, etc.
- NEED – The new system must provide the ability to refresh the GIS data from Clackamas and Washington Counties more frequently, at least quarterly, preferably monthly via an automated process. This is currently performed twice/year and takes 1-2 weeks to complete. However, this is contingent on the data quality received from the two counties.
- NEED – The new system must provide the ability to attach documents to the permit record e.g. plan review markups and comments, additional specifications and other information provided by the applicant, a copy of the Planning Division sign-off with conditions of approval (if any), etc.
- NEED – The new system must include an integrated online plan review tool or provide a method for integrating a 3rd party electronic plan software tool, to record markups and comments electronically and have them uploaded to the permit record.
- NEED – The new system must be able to capture and integrate selected emails from the customer into the permit record. Some emails contain specs and instructions.
- NEED – The new system must integrate with the City's record management system, LASERFICHE. The records system may serve as the historical repository of land use decisions, permits issued, approved construction plans and various related documents.
- NEED – The new system must integrate with Microsoft Outlook for inspections scheduling and automated email notifications.
- WANT – City staff would like to be able to create a permit from a map, e.g. where address may not be known but a point on the map can be identified.

Reporting

- NEED – The new system must provide:
 - A report of permits issued each week
 - A report of permits about to expire
 - A report of inspections scheduled each day
 - A report showing number of inspections by discipline for a specified date range with summary information such as the number of inspections by type, by inspector, the number rescheduled, the number by inspection result (pass, fail, partial, conditional approval), etc.
 - A report showing permits/projects by valuation for a specified date range.



- A report showing work volume for each year for the previous 10 years, e.g. the number of inspections completed, the number of plan reviews completed, the number of permits issued
- NEED – The new system must provide a report of single family permits by date showing application date and permit issuance date for performance monitoring (as single-family permits tend to be a leading economic indicator).
- NEED – The financial component of the new system must provide:
 - Real-time reports of current budget and expenses to date
 - Annual reports of budget and expenses
 - Drill down capability in online reports to see greater detail, particularly on expenses
- NEED – The new system must automate delivery of Certificates of Occupancy, e.g. if the applicant has an email address on file, automatically email them a PDF copy of a link to download the C of O as soon as it is approved. The ability for applicants to print an additional copy of an approved permit is also needed.
- WANT – The ability to run reports automatically as needed (weekly, monthly, etc.) via an automated scheduler.
- WANT – The ability to receive report results at a summary level (dashboard style view), detailed level (typical report), and/or raw data for extract into Excel or other tool for additional analysis.
- WANT – The ability for staff to create ad-hoc reports as needed.

Mobility

- NEED – The new system must provide a tablet and/or mobile phone application designed for inspectors to identify the inspections scheduled for them each day, to suggest an efficient order of inspections and route for travel, and to record inspection results and send inspection results to the customer. iPad compatibility is preferred.
- NEED – Inspectors need the ability to access the approved construction plan online from the inspection site, including detailed plan review comments and conditions of approval.
- NEED – Inspectors need the ability to reschedule inspections from the field – to another day and potentially to another inspector.
- NEED – Inspectors need the ability to upload attachments and photos to the new permit system.
- NEED – Inspectors need the ability to view completed inspections from the field. The Eden iPad application drops inspections off the device once completed. Inspectors must wait until they return to the office to update those inspections via desktop.
- WANT – Inspectors need access to a mapping and directions application for rerouting inspections when needed.



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- WANT – Inspectors would like access to the City’s GIS maps and/or the new system mapping capability from the field. Currently documents are attached to the City’s GIS maps.
- WANT – The ability to automatically email inspection results as soon as inspection “resulted,” if applicant has an email address on file. Also need ability to print a copy of inspection results to leave at the site for the customer if no email address available or if customer prefers hard copy.
- WANT – Staff would like ability to create a permit from a map in the field, e.g. “field-issued permits” where customer is in the field and knows location but not the address.
- WANT – Inspectors need Instant Messaging or “chat” ability from the field with other staff.

Citizen Access

- NEED – The new system must provide a well-designed web portal, intuitive to citizens and developers, enabling the online entry of permit applications, payment of fees, submission of construction plans and other documents, receipt of plan review results, entry of inspection requests, confirmation of inspection scheduling, receipt of inspection results, and ability to print permits and other related documents issued by the City as needed.
- NEED – The permitting web portal must provide security at various levels including ability of City staff to post information readable by all citizens, as well as the ability to communicate and exchange information with a specific applicant or outside agency (not viewable by others) or keep information confidential.
- WANT – The City would like to discontinue use of the State e-Permit system for minor residential mechanical and plumbing permits, using the new permit system web portal instead. The new system will have to meet minimum state requirements for this to occur such as online application, payment, contractor/licensing verification, online inspection scheduling, and online posting of inspection results.
- WANT – The City would like other departments and agencies (without direct access to the new permit system) who review selected permit applications and plans to be able to receive and record their “sign-offs” electronically in the permit system, e.g. the Public Works department, Clackamas County Building department, and Tualatin Valley Fire & Rescue (TVFR).
- WANT – The City Building Official would like to issue ‘simple permits’ entirely via the web portal.
- WANT – Citizen portal that is easy to use for users that have dual roles in the community, for instance, a Citizen who is also a Business Owner.



Engineering and Natural Resources

From the perspective of personnel in the Community Development Department

Background

- The Engineering division system requirements were obtained through interviews with the Community Development Director and several Engineering and Natural Resources personnel. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- The Engineering division currently issues 50-60 permits per year.
- There are currently 7 types of Engineering projects tracked via permits:
 - Bond Tracking Permits
 - Erosion Control Permits
 - Public Works – Capital Improvement Project Permits
 - Public Works – Private Projects Permits
 - Right-of-Way Permits
 - Traffic Study Permits
 - Utility Permits
- The Engineering Division consists of 4 Professional Engineers (PE), 4 other staff, and the Community Development Director who is also a PE and leads the Engineering Division. The Manager of Accounting Operations (in the Finance department) assists with bonds.
- The Natural Resources division is currently staffed by the Natural Resources Manager and the Storm water Management Coordinator. The Storm water Management Coordinator reviews engineering projects for storm water facilities, monitors storm water runoff, does preventive maintenance and required annual reporting to the Oregon state Department of Environment Quality (DEQ). She requests information from Eden for reporting from the Administrative Assistant.
- Only one person, the Engineering Administrative Assistant III, currently uses Eden daily. All other Engineering staff use desktop tools to coordinate and track their work.
- Most Eden use is limited to entering applications, calculating and processing fees, and printing permits.
- Most engineering processes are performed manually or using desktop tools (email, Word, Excel, Adobe). After an application is entered in Eden and a permit number is assigned, all engineering work is done outside of Eden until the project is complete. The Engineering Administrative Assistant III periodically sends a list of open Engineering projects from Eden to the Engineering staff to identify which are completed so that she can close them in Eden.
- Engineering personnel use a timekeeping application, Replicon, to record their time on various projects. They also complete separate timesheets for payroll purposes.
- Engineering staff coordinates with the Public Works department on public infrastructure development projects. This coordination is done via email, by phone or in person.
- There is considerable reliance on paper files by Engineering personnel currently.



Functional

- NEED – If Engineering staff were to use a single system to record, assign, route, track and report their work, their system needs would be similar to those described for the Building division.
- NEED – Engineering currently relies on information stored in multiple locations, both in electronic form and on paper. Personnel spend considerable time tracking down information and researching previous projects to guide new projects at the same or similar locations. A repository for all Engineering files (CAD, As Builts, Project/Permit files, Approved Construction Plans, Change Orders, etc.) is needed to streamline Engineering work as the City continues to grow and demand for Engineering services increases.
- NEED – The Storm water Coordinator needs a system to track permitting processes to ensure that storm water facilities are properly reviewed, built and inspected. Currently, storm water requirements may not be “caught” until late in other projects causing delays and customer frustration.
- NEED – The ability to create and enter new addresses in the system which can be ‘pulled’ by other departments and divisions rather than re-entered. Currently Engineering staff creates new addresses and inputs them into the Eden system. These addresses are used by Utility Billing, GIS, and Public Works.
- WANT – The Storm water Coordinator desires an effective means of tracking incidents and spills into catch basins and waterways.

Integration

- NEED – The need to track public assets, from design and development in Engineering through hand-off to Public Works for ongoing asset maintenance and reporting was identified by Public Works. This may be facilitated by integration of the new system with the City’s ESRI GIS database and Public Works’ Cartegraph asset management system.
- NEED – The Storm water Coordinator also uses the Cartegraph system and the City’s GIS maps to identify storm water infrastructure and location for site visits to check its integrity.

Reporting

- WANT – The Storm water Coordinator would like to automate the annual report required by DEQ. Currently, the Coordinator requests some Eden information from the Administrative Assistant, tracks other information needed for the report in Excel, and compiles the report manually. Information needed includes SQ FT of impervious surfaces installed during the previous year, number of storm water facilities installed, number of erosion control inspections performed, number of storm water spills that occurred.
- No other reporting needs were identified by the Engineering personnel interviewed.



Mobility

- No needs or wants for capability via mobile devices was described by the Engineering staff interviewed.

Citizen Access

- NEED – Engineering’s need for a secure web portal for receiving permit applications electronically and receiving plans and other documents from external customers is similar to the needs described in the Building division. Engineering currently receives all applications on paper except from Utility Companies which submit digital applications via email and requests for Traffic Studies, also often received by email.



Planning and Economic Development

From the perspective of personnel in the Community Development Department

Background

- The Planning division system requirements were obtained through interviews with the Community Development Director and several Planning and Economic Development personnel. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- The Planning division currently issues decisions on 350-400 Land Use Applications per year (with 35-85 of those requiring Development Review Board involvement). They also process Long Range Planning projects, approximately 10-12 projects per year.
- There are currently 58 types of Land Use Applications that are processed by Planning personnel.
- There are 8 FTE in the Planning Division consisting of a Planning Director, a Planning Manager, 4 Planners and 2 Administrative Assistants.
- The Economic Development division is currently staffed by one person who works with the community to direct economic development in a strategic manner, creating smart growth and using limited resources wisely. He requests Eden information from the Administrative Assistant, e.g. lists of business licensees and contact information for businesses and developers.
- All Planning personnel except the two managers access Eden, although for very limited functions. The two Administrative Assistants use Eden daily.
- Most Eden use is limited to entering applications, assigning a permit number, and calculating and processing fees. When plan review is done and approved, the permanent land use records (Adopted Staff Report and Adopted Resolution) are attached to the Eden permit record.
- Most planning processes are performed manually or using desktop tools (email, Word, Excel, Adobe). After an application is entered in Eden and a permit number is assigned, all planning work is done outside of Eden until the project is complete. A Word document is used to track status of the various application review steps including completeness review, plan review, resubmission review, and other reviews as needed by other agencies (business partners). An Excel spreadsheet is used to forecast target dates for various steps as required per the City's land use development process. Email is used to send notifications to the applicant.
- Planning personnel use a timekeeping application, Replicon, to record their time on various projects. They also complete separate timesheets for payroll purposes.
- Long Range Planning projects are managed outside of Eden until they are scheduled for a public hearing. These projects could be "in the works" for months or sometimes years before they go to hearing. They are entered in Eden only to assign them a permit number used for records management and retention.



Functional

- NEED – Planning personnel described similar needs for a new system as did the Building personnel – it MUST be easy and intuitive to use – it must include workflow to assign, route, and track required actions – it would be helpful to generate email notifications to applicants at selected steps to keep them apprised of status. See the [“Building”](#) section for more detail.
- NEED – The new system must provide the ability to calculate target dates for various required steps per requirements in the land use code. Due dates may need to be calculated based on a specified number of business days or calendar days.
- NEED – Reviews and sign-offs of Planning documents by other City departments and divisions need to be recorded in the same system. Reviews are currently requested via email and paper copies routed for review to: Building division, Engineering division, Natural Resources division, and Public Works department.
- NEED – For some projects, review by outside agencies is needed. Currently paper copies are distributed via US Mail and coordinated via email with: Tualatin Valley Fire & Rescue, Clackamas County, Washington County, Republic Services (trash and recycling), NW Natural (gas utility), PGE (electric utility) and Oregon Department of Transportation.
- NEED – The new system must provide the ability to record plan review comments and conditions of approval.
- NEED – As for the Building division, the new system must be able to identify when all required reviews are complete. The Planning division uses a “Blue Card” to signify this currently.
- NEED – The new system must facilitate the scheduling and tracking of inspections and recording of inspection results. Planning currently coordinates inspections with the Building division via paper notices and phone calls and provides inspection results via email and written notes.
- NEED – The new system will also need to track appeals and the appeals process once a decision is issued.
- NEED – The new system must provide the ability to link Planning land use decisions with subsequent permit records, and to do so accurately. Conditions of approval required by Planning need to carry through to Building permits to ensure compliance.
- WANT – A management dashboard showing assigned work and due dates.
- WANT – Ability to set reminders related to specific permits for later follow-up action by the person assigned (can be self), e.g. for tree permits to check that a tree has been replaced.
- WANT – Automated letter generation capability integrated with the permit/project tracking system – so that standard letters could be generated using contact information in the system and modified as needed by Planning personnel before distribution. Currently land use decisions are prepared in Word and sent to applicants via US Mail.



Integration

- NEED – Planning personnel described many of the same system integration needs as did Building personnel -- including integration of permitting functions with the City’s ESRI GIS mapping database, integration with Bluebeam REVU online plan review software (already being used by one planner), integration with Microsoft Office tools, ability to attach PDFs to permit records in the new system and to save documents to LASERFICHE for records retention. See the [“Building”](#) section for more detail.

Reporting

- NEED – Planning personnel described many similar reporting requirements of the new system as did Building personnel – including reports of number of permits and projects. See the [“Building”](#) section for more detail. Few Planning reports are produced from Eden currently due to missing data in the system and the difficulty retrieving the information desired.

Mobility

- No needs or wants for capability via mobile devices was described by the Planning staff interviewed.

Citizen Access

- NEED – Planning personnel noted the similar web-portal based capabilities for customers as described in the Building division requirements – the ability of customers to submit applications online, track review progress online, make payment online, and submit documents online. See the [“Building”](#) section for more detail. The Planning division currently uses DROPBOX to share large documents with external parties.



Public Works

From the perspective of personnel in the Public Works Department

Background

- The Public Works Department system requirements were obtained through interviews with the Public Works Director and several Public Works personnel. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- The Public Works (PW) Department manages and maintains all City-owned facilities, roads and utilities (water, sewer, storm water).
- There are 25 FTE in the Department including the Public Works Director, 3 Supervisors (Facilities/Landscapes, Roads and Utilities), and staff.
- There are approximately 5 additional "seasonal staff" during summer.
- The water and wastewater treatment plants and street sweeper are contracted services.
- All Public Works departments use Cartegraph OMS (cloud version) for asset management and work order tracking.
- All Public Works field staff have iPads – one large Sewer truck has a laptop on board.
- The Parks Department (no longer part of PW) also uses Cartegraph OMS.
- Cartegraph integrates well with the City's ESRI GIS database. Asset data is either stored in GIS or in Cartegraph and is not duplicated. All asset data (from GIS also) is viewable in Cartegraph.
- There is no automated interface between Cartegraph and Eden.
- Eden use in Public Works is primarily for approving Purchase Orders (POs) – Public Works is one of the larger City users of POs – and for tracking department budget and expenses using monthly Eden reports distributed by the Finance Department via email.

Functional

- NEED – The new system must automate Utility Billing service requests and resulting Work Orders for Public Works staff. This is a top need from the new ERP for Public Works.
- NEED – The new system must integrate public asset management with cost information in the ERP. This is a top need from the new ERP for Public Works.
- NEED – The new system must integrate all information on public assets to eliminate redundant and inconsistent information and the time spent reconciling asset information annually. **See Integration section** before for detail on these first three needs.
- NEED – The new system must provide the ability to track expenses against city-wide contracts. Currently Public Works tracks on-call contracts in an Excel spreadsheet. When departments other than Public Works use services under those contracts, the expenses may not be recorded as needed for tracking billed amounts and not-to-exceed limits.
- NEED – The new system must provide the ability to approve invoices online. Currently Public Works (and all other departments as well) receive a scanned copy of the invoice, they print it, add a cover sheet with budget line item to charge, sign and return to Finance.



Integration

- NEED – The new system must provide an effective interface to Cartegraph for Utility Billing (UB). This is a top priority need of the new ERP system in Public Works. Currently the UB Coordinator receives customer service requests, enters them into Eden, creates paper Work Orders, scans and emails them to Public Works. The Public Works Administrative Assistant enters them into Cartegraph to create the task for PW personnel. When the work is done, PW personnel enter the completion date and relevant notes into Cartegraph. The PW Administrative Assistant monitors for completed tasks and when found, adds information to the relevant paper work order, then scans and emails that information back to the UB Coordinator, who enters it into Eden. For more information, see the [“Utility Billing”](#) requirements in this report.
- NEED – The interface above between the new system and Cartegraph is also needed to enable City employees to enter service requests for City facility and office needs where Public Works services are needed.
- NEED – The new system must also interface effectively with Cartegraph for tracking costs (labor and materials) of assets and asset management. This is a top priority need of the new ERP system in Public Works. Currently PW staff enter labor rates into Cartegraph to estimate the cost per work order and enter invoice information in both Eden and Cartegraph to track cost of materials and supplies. PW also needs to be able to allocate items from a single Purchase Order from a single vendor to multiple Work Orders (this is not possible currently).
- NEED – The new system must provide effective integration for public asset management city-wide – i.e. between the Permitting and Capital Project Accounting modules (where Engineering oversees creation of public assets), Planning and Economic Development (where urban renewal brings new properties into the City), ESRI GIS (for mapping locations of assets), Cartegraph (where public assets are maintained and enhanced), and Fixed Assets (where asset value is assessed annually). Currently information on public assets (streets, water, sewer, facilities, parks, etc.) is maintained in separate data stores for each of these functions, resulting in redundant and inconsistent information, and time spent reconciling asset information annually.
- WANT – Public Works is moving to automatic meter infrastructure (meters with radios) rather than using a contracted meter reading service. It would be nice if the new system is compatible with SENSUS FLEXNET, the automated sensing system for all water meters currently in use in the City. Currently, the UB Coordinator receives a file with current meter readings for billing.

Reporting

- NEED – Ability to access real-time departmental budget and expense information online, and real-time capital project budget and expense information online, and to “drill down” into line items for more detail. Currently Public Works receives monthly reports from Finance via email. Eden currently has this capability, but it is not widely used, and obtaining information on capital projects is a bit cumbersome.

Mobility – Citizen Access

- No additional requirements in these areas were noted by Public Works staff interviewed.



Information Systems Services Requirements

City Website

From the perspective of personnel in the Information Systems Division of the Finance Department

Background

- The City Website system requirements were obtained through interviews with Information Services personnel. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- Website content management is distributed and not as well coordinated as it could be.
 - Each department designates a person who is the representative to website committee, and they work with IT to make website updates.
 - There has not been centralized management oversight for website and marketing / branding across the City. A new person is joining the City soon in this role.
- The City Website is being moved from CivicPlus to Aha.
- Citizens can make UB payments online.
- Citizens can pay traffic tickets online.
- Inspections can be scheduled online.
- There are many functions that cannot be performed online.
- Citizens can report complaints on Citizen Request Module (CRM) website, which is linked to the City Website.

Functional

- NEED – The new ERP system must integrate with the City Website. For example, the Citizen and Business Payment Portal must integrate payment data to the new system, without any PCI data.

Integration

- NEED – Any community facing capabilities of new system must integrate to the City Website.

Reporting

- No additional reporting requirements were identified by the IS staff interviewed.

Mobility

- No additional requirements for capabilities via mobile devices were identified by the IS staff.

Citizen Access

- NEED – The new system must provide the ability for customers to register and pay for Business Licenses online.
- NEED -- There must be a Citizen and Business payment portal linked to the City Website that accepts payments via credit card and integrates to new ERP system.
- NEED – The City Website must allow Citizens to submit liability claims online.
- WANT – The City Website should handle volunteer recruitment and sign-up.
- WANT – The City Website should allow new citizens to register for City utilities online.



GIS

From the perspective of personnel in the Information Systems Division of the Finance Department

Background

- The GIS requirements were obtained through interviews with the IS Manager and GIS Manager. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- The City's GIS database is currently consumed by the following applications:
 - AutoCAD (Engineering)
 - Cartegraph Asset Management (Public Works) – this is a good model for integration
 - Utility Billing (Eden)
 - Permitting (Eden) – Eden does not handle this integration well
 - CivicPlus (City web site)
 - Wilsonvillemaps.com (City's GIS department)
- City GIS staff currently maintain about 50 layers of data.
- GIS is used to:
 - Create notifications for land use mailings
 - Browse for City information (used at front desk and online via the Web)
 - Notify drivers of detours for road closures on Project web page (create maplets)
 - Access documents via map, e.g. Building plans, Certificates of Occupancy
- Currently there is no automated integration between Eden and GIS.
 - There is a Parcel Set Up and Refresh function (about 10 steps) that GIS staff do quarterly

Functional

- Will the new ERP provide an API to produce map applications to replace Wilsonvillemaps.com?
 - Wilsonvillemaps.com recognizes the IP of the user and provides employees accessing maps from City network extra features and information
 - WANT-- Maintain IP-based security to new ERP map applications to provide additional map features to City employees and a subset of those to the public.
 - Planning to redo Wilsonvillemaps.com site but waiting to see what new ERP provides.

Integration

- NEED – The new ERP system must integrate with the City's GIS.
- WANT -- Native integration (SQL databases, often on same server to avoid export/import of tables) -- the integration between City GIS and Public Works' Cartegraph system is a good model. See "[Public Works](#)" requirements for more information.
 - 2-way system interface between Cartegraph and GIS database (not copies of those DBs)
 - Runs automatically every night at midnight
 - Looks for new/changed asset information in GIS and Cartegraph and sync up both systems – mostly info is entered in GIS and Cartegraph is updated
 - Asset information is not duplicated in either system – a data point is stored in one system or the other – when asset accessed from Cartegraph it shows the GIS data about the asset as well.



Technical Requirements

From the perspective of personnel in the Information Systems Division of the Finance Department

This section addresses Technical Requirements of:

- The new ERP system including migration to it
- The City of Wilsonville Information Systems (IS) department

Background

- The technical requirements were obtained through interviews with Information Systems personnel. See "[Appendix C -- Wilsonville Personnel Interviewed](#)".
- Refer to the Information Technology Strategic Plan Final Report, written in September 2016 by Mindboard, updated in January 2017.
 - This report recommended an ERP replacement unrelated to Tyler Technologies plan to sunset support for Eden
- The IS department supports Eden for internal users and acts as primary system admins for Eden
- The IS department is not a heavy user of Eden. It is mostly used for creating purchase orders.
- Municipal Court desires to stay on Incode
- Tyler CORE tool is used for cash receipts. Tyler has a new product, Tyler Cashiering.

Functional

- NEED - The City of Wilsonville Information Services department must:
 - Increase internet bandwidth to 100MB with vendor redundancy
 - Increase space in SAN particularly if onsite
 - Upgrade VMWare servers to VMWare 6.5 or 7.0. Currently they are VMWare 5.5.
 - Revise remote access policy/plan
 - Decide between a SaaS vs. OnPrem ERP solution
- NEED – The new ERP system must:
 - Not store PCI data from any merchant accounts
 - Provide better integration of internal modules than Eden
 - Provide support for all major browsers including Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari (both Windows and Macintosh platforms).
 - Provide both OnPrem and SaaS solutions
 - Provide a web-based application; not PC client application
 - Provide a consistent look and feel across modules of the ERP system including at the level of Finance and Permitting
 - Provide Electronic Signature capabilities
 - Provide definition of business rules to define where/when Electronic Signature is used
 - Provide a flexible forms definition process. In Eden, if we want to change the PO form, we must engage Tyler to update it.



- WANT – The new ERP system should:
 - Provide an OS solution based on Microsoft Server 2012 R2 or later
 - Provide a database solution based on Microsoft SQL Server 2014 or later
 - Integrate with Active Directory
 - Include a forms portal for Employees of the City to create forms such as leave requests or policy acknowledgements – these tasks may be handled through Laserfiche.

Integration

- Refer to the Needs Assessment Key Findings -> [Integration Points section](#)
- NEED – The new ERP system must integrate with:
 - Cartegraph – Public Works
 - Eden – During the migration period
 - ESRI – GIS System
 - Incode (Tyler Technology) – Municipal Court
 - LaserFiche document and records management system
 - NeoGov – Human Resource
 - Replicon – Community Development
- WANT – The new ERP system should integrate with:
 - ActiveNet – Parks and Recreation
 - Credit Card Merchant Accounts

Reporting

- NEED – The new ERP system must provide a reporting system more flexible than Crystal Reports.
- NEED -- The new ERP system must allow the City to customize existing reports.
- NEED – The new ERP system must allow the City to create new reports.
- NEED – The new ERP system must provide sorting and filter options on reports.
- WANT – A reporting system with Business Intelligence capabilities.

Mobility

- No additional requirements for capabilities via mobile devices were identified by the IS staff.

Citizen Access

- Refer to the Information Systems Services Requirements -> [City Website](#) section

Security

- NEED - The new ERP system must:
 - Provide field level security
 - Provide record level security
 - Include Read/Write level security
 - Manage access privileges based on User Profiles, not by individual user ids
 - Manage security based on data access (fields, records), not UI access (tabs, screens)



- WANT – The new ERP system should:
 - Integrate with Active Directory for single sign-on

Migration

- NEED – During the migration, it must be determined which Accounts in the Chart of Accounts are being migrated. It should not be assumed that all Accounts migrate over. There should be some data scrubbing or cleansing to start with a cleaner Chart of Accounts.
- NEED -- Municipal Court must stay on Incode.
- NEED – Municipal Court Incode must be upgraded to version 10.
- NEED – The new ERP system vendor must have implementation and migration strategies.
- NEED – The new ERP system must have an ability to run both the old and new ERP systems in parallel for some time.
- NEED – The new ERP system vendor must have experience migrating Eden to its system.
- NEED – The new ERP system vendor must have a planned strategy regarding the sequence and phases of the implementation, such as Financial, Payroll/HR, Community Development.
- NEED – The migration and implementation must run smoothly, particularly during the time that two ERP systems will run in parallel; for example, the new ERP system vendor must sync databases appropriately during the parallel time.
- NEED -- A data migration plan must be created for the migration of Eden data to the new ERP system.
- NEED – The migration must archive, purge, clean-up existing data as appropriate.
- NEED – The migration must retain data as appropriate. For example,
 - AP payment data has a 3-year retention requirement
 - Vendor W-9s have 7-year retention requirement
- NEED – It must be determined how much data to migrate to the new ERP system
 - If retention requirement is X, do we want more? How much more?
 - If the new ERP system is Tyler Munis, can Tyler make an archive of all Eden data available for read-only access on a long-term basis
 - How much vendor history is desired? For active vendors? For inactive vendors?
 - How much UB history is desired?
- NEED – The new ERP system vendor should have a dedicated migration team.
- NEED – The City of Wilsonville IS department with input from L Yeo Consulting, must decide on the OnPrem vs. SaaS deployment model. The Needs Assessment phase of this project has uncovered substantial information about SaaS and OnPrem solutions, particularly regarding Tyler Technology solutions. Currently, there is not a clear preference. More research on this Technical Requirement is necessary during the Solutions Assessment phase.
- WANT – The new ERP system vendor should complete the migration within 24 months from start to finish.



Other City Services Requirements

City Administration and Records Management

From the perspective of personnel in the Administration Department

Background

- The City owns the Laserfiche Records Management system which automates storage, search, retrieval of documents as well as tracking minimum record retention required by the Oregon Secretary of State (and US Department of Defense).
- The City's Records Manager retired last year. A new Records Manager is getting up to speed.
- L. Yeo Consulting did not interview anyone about the status or roll-out plan for Laserfiche.
- The new ERP software may provide document management and/or records management capability.
- Implementing a new ERP system provides an opportune time to determine and implement a records management strategy and process, avoiding the duplication of records saved in multiple systems.
- Automated management of record retention and easy search and retrieval of records is particularly important with public records that must be provided whenever requested within timelines specified by the Secretary of State.

Functional

- NEED – The City must determine its document and records management strategy, for example:
 - LaserFiche
 - New ERP system
 - Another 3rd party system that integrates with new ERP system

Integration

- NEED – The new ERP system must include or integrate with a document and records management system

Reporting – Mobility – Citizen Access

- No additional requirements noted at this time.



Library

From the perspective of personnel in the Library Department

Background

- The Library requirements were obtained through interviews with one Library employee. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- Uses Eden to check on status of payments to Library vendors and to check budget for purchases such as office supplies, DVD's, media, and periodicals.
- Library is a member of Clackamas County LINCC library consortium, and the City of Wilsonville is a member city of the library district of Clackamas county.
- Has a credit card merchant account for room rentals through a 3rd party vendor; payments to the library are managed by the IS department.
- Libraries IN Clackamas County (LINCC) are independent libraries joined through consortium agreements facilitated by Clackamas County.
- If money in till, Library brings it over daily from copy fees, lost books, or late fees, etc.
- Cash register auto-counts money, and Library confirms the till matches.
- Revenue might be \$500 per week.
- Periodical renewals are tracked in Excel.
- Currently have credit card machine at Circulation Desk in use, matches with cash register.

Functional – Integration – Reporting – Mobility

- No additional requirements noted at this time.

Citizen Access

- WANT – Library wants ability for Citizens to make payments online with credit card in coordination with LINCC and make credit card payments through the self-check machines integrated with the LINCC catalog.



Municipal Court

From the perspective of personnel in the Finance Department

Background

- The Municipal Court requirements were obtained through interviews with the Court Accounting Specialist and Finance Operations Manager. See "[Appendix C -- Wilsonville Personnel Interviewed.](#)"
- The Court uses Tyler software called Incode version 9 for managing traffic citations and violations, preparing the Court docket, and posting payments to the General Ledger in Eden.
- Current volume is averaging 10 citations per day, about 280 per month.
- Court cash receipts are entered in Incode. The Court accepts cash, check, VISA, Mastercard and Discovery.
- At the end of the day, the Court Accounting Specialist runs an Incode process to prepare the end-of-day deposit – it launches Eden – and sends the cash receipts to Eden for posting in the GL. All court receipts post into a single GL account.
- Incode also hosts a web portal for Wilsonville Municipal Court enabling citizens to pay citations online. Currently about 2 payments per day are received via the web portal.
- The Court Accounting Specialist uses both Eden (as backup for the AP and UB modules) and Incode and is familiar with both so use is not difficult.
- Municipal Court personnel would like to stay on Incode because other city courts in the area and the Clackamas County Justice Center use Incode as well.
- Municipal Court personnel would like to upgrade to Incode to take advantage of significant improvements in the software (web client, fewer screens required, better reporting) and to be on the same version used by other courts in the area. There is a learning curve. Users would rather do sooner (maybe winter/spring 2018) than later (summer 2018 they expect to implement a red-light camera).

Functional

- NEED – Currently only the “front desk computers” provide the ability to issue credits and to run reports run for sending cash receipts to Eden. It would streamline operations if all Court workstations had this capability, with authorization to perform those processes managed by user security.

Integration

- NEED – Current integration between Incode and Eden for Municipal Court cash receipts works well. The same level of integration and ease of use is desired with the new system.

Reporting

- NEED – Better reporting capability (provided in Incode 10).



Mobility

- WANT – A PC or tablet computer in the court room would enable change to be made with the defendant before they approached the counter, to reduce lines and speed processing.

Citizen Access

- No additional citizen access, beyond the current ability for citizens to pay traffic citations online via the web portal hosted by the current vendor, is needed.



Parks and Recreation

From the perspective of personnel in the Parks and Recreation Department

Background

- The Parks and Recreation requirements were obtained through interviews with several personnel from the Parks and Rec Department. See “[Appendix C -- Wilsonville Personnel Interviewed.](#)”
- Parks and Rec staff do not use Eden.
- Parks and Recreation have an Admin Building and a Community Center.
- Staff use ActiveNet for
 - online credit card payments for class registrations
 - Yoga classes for example
 - Facility and field registrations
 - Email to 1000 people for fall schedule or 10 people for class cancellation or 1 person for class confirmation
- ActiveNet works well to manage class registrations and so forth.
- ActiveNet performs cashiering and cash register functions.
- ActiveNet tracks any cash received at Parks & Rec building or Community Center.
- ActiveNet has online schedules of Parks and Recreation facilities.
- Registrations for fields and shelters (covered areas in parks) must be reserved in person.
- At end of day they count their till and bring it to City Hall on daily basis.
- Credit card activity is managed by ActiveNet and ActiveNet sends a check to City every 2 weeks. Typical check is about \$14K.
- New ERP system could replace ActiveNet, but not in first phase and no strong desire.
- Some members of Finance team have ActiveNet logins.
- Parks and Rec not opposed to considering options to ActiveNet.
- ActiveNet is Parks and Rec leaders, and is used by Portland, West Linn, and Tualatin.

Functional – Integration – Reporting – Mobility

- No additional requirements in these areas were noted by the staff interviewed.

Citizen Access

- WANT – Parks and Rec would like the new ERP system to have automated volunteer management. They don’t have this now and are discussing it with Library.



SMART Transit

From the perspective of personnel in the South Metro Area Regional Transit Department

Background

- The Transit requirements were obtained through interviews with several SMART Transit and Fleet personnel. See [“Appendix C -- Wilsonville Personnel Interviewed.”](#)
- Bus service is free in Wilsonville city limits.
- Intercity bus service to South Portland, Canby, Salem, and Tualatin have fares.
- 28 revenue vehicles.
- Wilsonville withdrew from TriMet service territory in 1988.
- Transit is one of two Oregon municipalities operating in the black per ODOT and SMART is self-sufficient.
- Other than Purchase Orders, very little Eden usage.
- Want to learn more about and make more use of new ERP system.
- Bus drivers track ridership with a manual tally sheet and on ETA SPOT on-bus tablets.
- Transit evaluating methods to track ridership mileage, which some government agencies want.

- Reporting Details
 - Wilsonville had been considered rural, which meant fewer reporting requirements.
 - 2017 is first year Wilsonville has been upgraded from rural to full reporter, which means more reporting requirements. Transit determining how to obtain all required report data.
 - Eden has some required data but is hard to work with because it isn’t currently set up to track in a way that easily fits the reporting requirements.
 - Various monthly, quarterly, and annual reporting requirements.
 - Agencies Transit sends reports to:
 - Federal Government
 - Federal Transit Administration (FTA) -- primary funding source
 - National Transit Database (NTD) – primary reporting mechanism
 - Clackamas County
 - Metro
 - ODOT
 - TriMet (Portland)
 - Cherriot’s (Salem)
 - Types of data required in Reports:
 - fuel usage
 - sources of funding
 - operating expenses
 - total service hours on vehicles
 - vehicle miles (revenue and actual)
 - number of passengers
 - passenger miles traveled
 - unlinked passenger trips
 - number of days in operation



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- break downs by types of service – fixed route service vs. Demand Response
 - employee hours worked
 - operations, maintenance, general admin, capital
 - hours driving
 - Fleet info, such as VINs
 - Daily averages for vehicle miles, hours, fuel consumption
 - How much Demand Respond, which is ADA and Senior Citizen on-call service
- Systems required data comes from
 - Eden
 - Excel
 - ParaPlan software from Engraph – Transit routing software
 - RTA
 - ETA Spatial Positioning on Transit (SPOT) – Calculates miles on fixed routes
- Fleet Management Details
 - Scott Simonton is Fleet Manager.
 - Fleet is responsible for anything with a motor.
 - About 250 total units with motor in Wilsonville
 - 75 are vehicles
 - 28 are Transit busses
 - Fleet services all City departments with vehicles or tools that have engines.
 - RTA is fleet management tool, but no interface to Eden.
 - Cartegraph has a fleet management module. Fleet wants to evaluate Cartegraph for RTA replacement. Cartegraph could also track all parts (e.g. spark plugs) that go into a work order.
- Financial Details:
 - Bus passes for intercity fares can be purchased online or at City Hall or through Cherriots.
 - Cherriots and Wilsonville Transit true up later
 - Do not want to sell bus passes at Transit building.
 - Transit has their own merchant account for online and City Hall counter purchases.
 - Busses have cash fare boxes. Supervisor takes them to City Hall daily. Cash never touched by transit.
 - For a description of the Transit Tax (aka Payroll Tax) see the [“Accounts Receivable & Cash Receipts”](#) requirements section.
 - There is a new Oregon state tax that might add \$1M to Transit budget.



Functional

- NEED – The new ERP system HR function should track required license or certification renewals for:
 - Driver license expiration dates
 - Expiration of employee refrigerant certifications
 - Expiration of fork lift certifications
 - Required ODOT medical check-ups
- NEED – The new ERP system should have an automated time tracking system that tracks various types of sick time, such as planned sick time for doctor appointment verses unplanned sick time, and reasons for sick time. Currently Transit does this in Excel to help track patterns; such as frequently out on Friday's or Monday's.

Integration

- WANT – The new ERP system should interface with the Fleet Management Software.

Reporting

- NEED – The new ERP system must automate generation of various governmental (e.g. Federal, ODOT) reports meeting various federal regulations, such as triennial FTA audits.
- NEED – the new ERP system must provide real time dashboards of Key Performance Indicators (KPIs).
- WANT – The new ERP system should provide a flexible reporting system helping Transit to be able to create reports in their various required formats as automated as possible.

Business Process Change

- NEED – The Fleet department must decide on using Cartegraph's Fleet Management Software.
- NEED – Transit must evaluate how best to create all the reports it needs as a "full-reporter" municipality.
- WANT – The Fleet department wants to track all parts in a fleet maintenance work order.
- WANT – The Fleet department wants to evaluate new fueling systems interfacing to Cartegraph.

Mobility and Citizen Access

- No additional requirements in these areas were described by the personnel interviewed.



RECOMMENDATIONS & CONCLUSIONS

Wilsonville employees from all departments interviewed were very forthcoming on the challenges they experience with the current Eden system. The City has strong teams who have a good understanding of their business requirements. L. Yeo Consulting believes there is widespread support for change and improvements across the City. City managers have been engaged in the ERP Replacement Project and Needs Assessment and are well positioned to lead a successful transition to a new system. Benefits desired from the new system for all users include ease of use, automation of repetitive manual processes, effective integration between City systems, improved work tracking and reporting, and improved efficiency in the tools used. In addition, a new system can be expected to provide better system capabilities in specific areas such as Utility Billing and Permitting to meet current business needs, increased functionality on mobile devices for field staff, and the possibility of more web-based capabilities for external customers wanting to do business with the City online.

In working with the City on the Needs Assessment, we have developed the following recommendations:

- Like many organizations with a mix of automated and manual processes, department tasks at Wilsonville have evolved and are ripe for updating and streamlining. Business process change requires inspired, engaged leadership by City managers at all levels because it is easier to do things “the way we always have.” We recommend that City managers begin now by discussing how processes can be streamlined with staff and addressing policy changes that may be needed.
- Upgrading to a new ERP system is a major undertaking with implementation requiring at least 12 to 24 months. We recommend that Wilsonville identify significant business process changes needed or desired, such as a payroll cycle change, to be implemented before the new ERP.
- Wilsonville has had a good relationship with Tyler Technologies, and Tyler has been a good partner and provided good support to the City. We recommend that the next phase of this project, ERP Solutions Assessment, begin with reference calls and site visits to other local cities using Tyler’s new products to provide a good benchmark before assessing other products.

L. Yeo Consulting will do research to help identify ERP products currently used by other cities in the Pacific Northwest, and specifically in Oregon, and assist City staff by conducting and facilitating reference calls to other cities using those systems. We also recommend that a group of Wilsonville staff visit a few reference cities to see the software in action to gauge ease-of-use and to enable staff to ask more detailed questions of their functional peers to ensure that key requirements can be met. We will facilitate this process to help the City make an informed decision about the Tyler upgrade option.

The ERP Needs Assessment effort identified many business NEEDS and WANTS that have been documented in detail in this report. As the City progresses down the path of replacing its ERP system, this report will be valuable in developing procurement documents and contracts. This report can also be used by the City to clearly outline a scope of work based on system requirements for new system configuration, staff training and implementation planning.



Appendix A -- Wilsonville Needs Assessment SOW

Background

In Fiscal Year 17-18, the Information Technology Strategic Plan identified the purchase and replacement of the current enterprise system used for Financials, Human Resources (HR), Permitting & Inspections, and Utility Billing. This application, Eden Inforum Gold from Tyler Technologies, has been in place since 2005. While the vendor continues to support the application, major enhancements are no longer taking place and the vendor is offering incentives to move current customers to an alternate product.

Goals

Consultant will conduct an Enterprise Resource Planning (ERP) Software Needs Assessment. This Project will solicit feedback from users and take an in-depth look at the current enterprise system and business flow and create the following matrix of requirements for each functional area (module) included in Eden and/or identified as needed during this information gathering process. The information below, to be completed as part of the ERP Needs Assessment Project, will become the basis for the system requirements:

- Business requirements
- Functional/technical requirements
- Integration requirements
- System/Architecture requirements
- Mobility requirements for staff
- Citizen Access requirements
- System & Vendor Security requirements
- User Security

The Eden application includes modules for each of the areas in the table below. The City has elected not to use the Applicant Tracking, Accounts Receivable, or Special Assessments modules in Eden but may look for replacement system(s) to include a more usable version of these functions. The HR module is currently only partially used, and little of the online functionality for permits and inspections are utilized due to the application's cumbersome interface and lack of true mobility. Consultant will seek out and obtain improvements in these areas. The modules indicated in the table below are prioritized according to what the new system must do with relative ease and user efficiency.



Application Modules		
<u>High Priority</u>	<u>Medium Priority</u>	<u>Low Priority</u>
Accounts Payable	Budget Preparation	Accounts Receivable
General Ledger	Fixed Assets	Applicant Tracking (HR)
Parcels/Land Management/GIS	Human Resources	Special Assessments
Permits Plans and Inspections	Licensing	
Payroll	Project Accounting	
Purchasing	Document Management	
Utility Billing	IVR	

Web Modules
Utility Billing Online Payment and Consumption History
Online Citizen Access for Permit Applications, Electronic Plans Submittal and Review, Payments, Permit Status, Inspection Scheduling, History & Results
Apps for Mobile Inspections and Code Compliance
GIS

The Needs Assessment Project for replacement of the City's enterprise systems must meet the following goals:

- Incorporate "best practices" for enterprise systems;
- Identify improvements and additional functionality needed but not found in existing systems;
- Identify necessary points of integration and specific functionality and results required in fully integrated product(s);
- Enable e-Government initiatives that enhance customer service, increase web self-service, and improve field staff access and workflows;
- Identify and document key decision points in the replacement of the enterprise systems;
- Consider innovative and progressive functionality that would help future proof a new system such as an integrated enterprise single customer database or advanced web portal capabilities for greater citizen engagement and financial system transparency;
- Identify the benefits and drawbacks of an on-premise solution versus a Software as a Service (SaaS) solution and make a recommendation;
- Conduct market research on at least three solutions most likely to meet the City's needs;



Overview

With these goals in mind, Consultant must engage in the following activities:

- Review any current business process or systems documentation requested or provided;
- Project Management & Project Stakeholder Meetings;
- Conduct interviews, surveys, focus groups, and system observations with Executive Team, Primary System User, and IT, as needed;
- Map as-is business processes and provide recommendations for business process improvement;
- Analyze current IT environment and create a list of changes required to support a new ERP;
- Provide an estimated lifecycle of each product;
- Establish and utilize a weighting system for identified system needs and desires based on business requirements, impact, efficiency gains, to assist in an objective prioritization for future system evaluation;
- Create and deliver a final, comprehensive Needs Assessment report that utilizes the above services and indicates how each ERP solution meets the identified needs for the City of Wilsonville.

The City expects that the entire project should take around 8 weeks. The start date of the project would be negotiated with the vendor at the time of selection. Please provide the dates that you would be able to start and finish this project. This assessment would give the City the information necessary to select an ERP solution that would be cost effective but more importantly, provide a tool to enhance staff efficiency in their mission to serve the community's needs.

Please submit the proposal with costs to Andy Stone (astone@ci.wilsonville.or.us) by Friday, September 22nd, 2017.



Appendix B – L Yeo Consulting Project Approach

L. Yeo Consulting has developed a methodology to assist clients assess potential replacement systems and set the client up for a successful future implementation.

Before purchasing an enterprise system, it is crucial to evaluate both:

- **Software** -- how well the software meets requirements, *and*
- **Services** -- how effective the vendor will be in helping the client be successful

It is not enough to simply select “the right” software. In fact, the more important determinant of success is the latter – the vendor’s ability to implement the system to meet the client’s specific needs, to provide effective training and support, to continue to enhance the system in ways that meet the client’s evolving needs, and the degree of the vendor’s commitment to the client’s ongoing success. Our methodology includes thorough vetting of vendor capabilities and commitment.

Another critical success factor in a system replacement project is the readiness of the City’s staff. It is very important to engage key stakeholders in the selection process, to establish open and bi-directional communication about the project, to actively manage risks, and to prepare personnel for their roles in system implementation. Our methodology engages City personnel at all levels and includes elements of organizational change management crucial to the success of the subsequent system implementation project.

L. Yeo Consulting offers a team of two technology management consultants highly experienced in legacy system replacement projects to work with the City of Wilsonville. The consultants will work with the City’s assessment project sponsor(s), executive team members, key City personnel and other identified stakeholders to complete the following tasks.

We recommend breaking the project into two phases. The deliverables to be produced in each phase are listed on the next page.

Phase I. Needs Assessment

Identify and document the City’s requirements for a new system

Phase II. Solutions Assessment

Identify and assess the best fit systems for City consideration

**Phase I. Needs Assessment**

- Deliver Project Plan and Communications Plan
- Conduct Project Kickoff meetings with City project sponsors, City Executive Team, and Citywide Managers Group
- Provide bi-weekly status reports, including project issues, risks & recommendations
- Conduct stakeholder interviews, compile, assess and document requirements including:
 - Business requirements
 - Technical (including architectural and security) requirements
 - Integration requirements
 - Mobility requirements
 - Citizen access requirements
 - Business process changes
 - System integration points
 - Changes to current City IT infrastructure needed to support a new ERP
 - Potential project risks
- Present initial findings to the City ERP Steering Team
- Deliver a Needs Assessment Report describing all components above
- Present the Needs Assessment to the Executive Team and Citywide Managers Group

Phase II. Solutions Assessment

- Conduct research to identify ERP solutions for consideration by the City
- Facilitate conference calls by City ERP Steering Team to other Pacific Northwest cities using various ERP solutions
- Facilitate visits by small groups of city staff to see various ERP solutions and discuss business practices with their peers at other local cities
- Assist the City in assessing the pros and cons of cloud-based (SaaS) versus on-premise ERP solutions
- Assist the City in determining whether the upgrade offer extended by their current vendor is the best solution or whether the City may be better served by considering ERP solutions from other vendors.
- Deliver a Solutions Assessment Report containing conclusions and all supporting information
- Present the Solutions Assessment conclusions to the Executive Team and Citywide Managers Group



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Appendix C -- Wilsonville Personnel Interviewed

L Yeo Consulting talked with the following people to collect information for this report.

Name	Department	Title
Ante-Marandi, Ahsamon	Parks and Recreation	Administrative Assistant II
Baker, Matt	Public Works	Facilities Supervisor
Brashear, Dwight	SMART Transit	Director
Budlong, Kurt	Public Works	Public Works Analyst
Carlson, Dan	Building	Building Official
Cole, Susan	Finance	Director
Ditty, Mike	Building	Building Inspector
Erickson, Andrea	Library	Program Coordinator
Garrett, Candi	Engineering	Administrative Assistant III
Gitt, Melissa	Building	Building Inspector / Plans Examiner Lead
Gross, Richard	Information Systems	Network Admin
Hendrix, Nicole	SMART Transit	Transit Management Analyst
Jones, Cricket	Finance	Accounting Specialist
Katko, Keith	Finance	Finance Operations Manager
Kerber, Delora	Public Works	Director
Kraushaar, Nancy	Community Development	Director
Labrie, Jason	Public Works	Utilities Supervisor
Loomis, Eric	SMART Transit	Manager
Macadam, Katie	Finance	Accountant
Marcotte, Shelly	Finance	Accounting Specialist
McDonald, Shannon	Pahlisch Homes	CAD & Permit Specialist
Mende, Eric	Engineering	Engineering Manager
Munsterman, Pam	Finance – Muni Court	Accounting Specialist
Nightingale, Jamie	Finance	Accounting Technician
Pauly, Dan	Planning	Senior Planner
Rodocker, Cathy	Finance	Assistant Finance Director
Ruggles, Laura	Building	Permit Technician I
Rybold, Kim	Planning	Associate Planner
Sand, Sarah	Natural Resources	Stormwater Mgmt Coordinator
Sandoval, Frank	Polygon Homes	Project Manager



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Stark, Dan	Information Systems	GIS Manager
Simonton, Scott	Fleet	Fleet Manager
Stevenson, Brian	Parks and Recreation	Program Manager
Stone, Andy	Information Systems	IS Manager
Troha, Jeanna	HR Director	Assistant City Manager
Vance, Jordan	Econ Development	Econ Development Manager
Villagrana, Andrea	Human Resources	HR Manager
Ward, Mike	Engineering	Civil Engineer
White, Becky	Building	Permit Technician II
White, Shelley	Planning	Administrative Assistant II
Wolf, Beth	Information Systems	Systems Analyst

Enterprise Resource Planning Software Solutions Report

City of Wilsonville, Oregon



May 2018



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INTRODUCTION

Wilsonville has used Tyler's Eden system for financials and permitting for more than 10 years. Tyler is no longer enhancing the Eden software and is offering incentives to Eden customers to convert to other Tyler systems. The City is open to a new Tyler product and decided to assess its current business needs to determine whether Tyler offers the best solution or whether the City may be better served by considering other alternatives.

L. Yeo Consulting, LLC worked with 40 city staff to identify current needs and documented system requirements and priorities in the May 2018 Needs Assessment Report.

In addition to identifying top priority functions of General Ledger, Payroll, Utility Billing and Permitting, city leaders articulated three high-level goals for the new system:

- Modernize system tools to improve work process efficiency.
- Streamline procedures used by personnel city-wide to facilitate collaboration between City departments and improve services to a growing community.
- Make it easier for the community to do business with the City of Wilsonville.

The Needs Assessment report also identified three leading ERP solutions from well-established vendors serving the mid-size municipal market:

- Tyler Technologies – Munis financial software, Energov permitting software
- Superion (formerly Sungard) – ONESolution Finance, TRAKIT permitting software
- Accela – Accela Automation (formerly Springbrook finance) and permitting software

The objective of this document is to report on our assessment of these solutions and offer recommendations to the City of Wilsonville regarding best fit and next steps. Information was collected using industry research materials, calls to vendor representatives and reference calls to other municipalities using the software. See *Appendix A* for a list of customer reference calls made.



EXECUTIVE SUMMARY

Having evaluated the top 3 ERP system solutions for mid-sized cities (Accela, Superion and Tyler), the best-fit solution for the City of Wilsonville is very clear – Tyler Technologies’ Munis and Energov systems. L. Yeo Consulting worked with members of the City’s ERP Steering Team to assess industry research and conduct more than a dozen reference calls to other municipalities and vendor representatives to evaluate the products’ capabilities, strength in the market and future viability.

L. Yeo Consulting recommends Tyler’s Munis and Energov for the City of Wilsonville because:

- Munis and Energov are meeting the business needs of similar Pacific Northwest cities (*see reference list Appendix A*).
- Tyler has identified Munis and Energov as its flagship products and is committed to investing in their long-term enhancement and support.
- Tyler has had stable leadership, continued market growth, has demonstrated an ongoing commitment to serve mid-size public agencies and has a strong presence in Oregon.
- The City of Wilsonville has a good relationship with Tyler, and Tyler has been a good business partner with the City.
- Tyler is offering financial incentives to upgrade from the Eden system to Munis and Energov.
- The two top competitors, Accela and Superion, like Tyler have been developing software for the public sector for more than 20 years and have solid market share including a presence in Oregon. However, both are in transition in terms of current product offering and future vision (*see Key Findings section*). Several cities that evaluated these two products and selected Tyler feel that they made the right decision, especially in hindsight.

A key finding during this assessment is that Tyler is in the early curve of Eden migrations. Of approximately 200 total Eden clients, 10 have migrated off Eden and 10 more are in various stages of deployment. Tyler is nearing the end of the “early adopter” phase (typically 10% of a client base) when vendors typically offer the best incentives to customers. Therefore:

- **L. Yeo Consulting recommends that the City begin the contracting process with Tyler as soon as possible**, as Tyler may be less willing to negotiate price and terms as a more significant portion of the Eden customer base commits to migration. Note that the contract process may require several months, and that system implementation is not likely to begin for several months after contract signing at the earliest.

Another key finding is that several “early adopters” suffered significant issues during their implementations because the Tyler resources were inexperienced and learning the process themselves. Tyler is hiring and training new resources to meet the increasing demand of more Eden migrations as well as continued sales to an average of 80-100 new Munis customers per year. Therefore:

- **L. Yeo Consulting recommends scheduling deployment when experienced Tyler resources are available for assignment to Wilsonville.** Several other cities recognized they made a mistake in dictating desired project start dates, requiring Tyler to assign resources not yet ready.



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- **We recommend that Wilsonville implement Energov first, followed by Munis with some potential overlap.** The City’s Community Development department is having more difficulty using Eden. There also appears to be more availability currently of experienced Tyler resources to implement Energov than Munis. Several other clients have been using Eden Financials and Energov permitting with batch integration between the two working well.
- **We also recommend that the City deploy the “on premise” versions of Tyler software initially.** While “cloud-based” systems are clearly the direction of the industry, there are no Oregon cities or counties currently using cloud-based versions of Munis or Energov. Tyler provides the option for cities to convert from “on premise” to “cloud-based” software at any time.

Several other recommendations relate to information learned from other cities that have migrated from Eden to Munis and Energov or are in the process of doing so (*see the Lessons Learned and Contract Considerations sections*). There are several important items in these two sections relating to Wilsonville’s contract negotiations with Tyler Technologies and implementation plans. We highlight several below to help set expectations for Wilsonville’s ERP implementation project.

- Tyler Munis-Energov deployments take at least 24-36 months without significant business process redesign. **L. Yeo Consulting recommends considering an 18 to 24-month Energov implementation because significant business process change will be required in Community Development to use the new software** to benefit customers and employees (*see Lessons Learned – Workflow*). Wilsonville staff can and should begin workflow redesign before Tyler resources are available to lead system implementation.
- Data conversion into Munis and Energov has not gone well for any client (*see Lessons Learned – Data Migration*). **L. Yeo Consulting recommends limiting data conversion to the minimum necessary.** Several other cities are keeping Eden running for historical data access.
- Tyler does not offer pre-built integration between Munis and Cartegraph. **Wilsonville will need to work with Tyler developers and Cartegraph to build the integration important to the City’s top priority Utility Billing needs.** City of Hillsboro has a Munis-Cartegraph custom integration that they developed to meet their needs.
- When asked what they would do differently next time, most references said that they would **bring in additional implementation assistance – that it is too much for full-time staff to do.** Tyler expects clients to do most of the work involved in data migration and clean-up, testing, training, creating user documentation and initial trouble-shooting, while participating in other system design and configuration tasks. Hillsboro took an alternate approach: they assigned 9 city staff full-time to the Munis project and backfilled their positions to continue operations.

The next sections provide a summary list of *Recommendations* and *Key Findings*, followed by *Discussion* (detailed data and rationale), *Lessons Learned* from other customers, and *Contract Considerations*. A list of the reference calls made is provided in *Appendix A*.



SUMMARY OF RECOMMENDATIONS

A detailed description of all recommendations including rationale is provided in the *Discussion section* in this report.

- L. Yeo Consulting recommends Tyler as the vendor.
- L. Yeo Consulting recommends Tyler's Munis and Energov as the products for Finance and Permitting, respectively. Consider using Energov for Business Licenses.
- L. Yeo Consulting recommends deploying Energov first, using it with Eden Financials, and deploying Munis after that.
- L. Yeo Consulting recommends starting the contracting process with Tyler as soon as possible.
- L. Yeo Consulting recommends scheduling deployment when experienced Tyler resources are available for assignment to Wilsonville.
- L. Yeo Consulting recommends considering an 18 to 24-month Energov implementation schedule to include significant business process design and streamlining.
- L. Yeo Consulting recommends considering using Eden for access to historical data instead of attempting (largely unsuccessful) conversion of Eden permitting data into Energov.
- L. Yeo Consulting recommends working with Tyler and Cartegraph to implement a 2-way interface to automate coordination of Utility Billing service requests in Munis with Public Works utility work orders in Cartegraph.
- L. Yeo Consulting recommends numerous Service Level Agreement (SLA) items for the Tyler contract. See the *Contract Considerations section* in this report.
- L. Yeo Consulting recommends on-premise deployment at this time.
- L. Yeo Consulting recommends utilizing the higher-level Tyler support option.
- L. Yeo Consulting recommends Wilsonville consider options to augment resources and support staff during business process design and system implementation.



KEY FINDINGS

- Superior is in transition and does not currently offer a good ERP solution for the City of Wilsonville. They are re-engineering the Sungard finance and TRAKiT permitting software used currently by other mid-sized cities for larger municipalities. The Utility Billing module is not yet ready for release. With the enhancements to scalability and capability come higher price points. Superior plans to continue to sell and support the TRAKiT permitting system to mid-sized cities as a best-of-breed purchase.
- Accela achieved strong growth over the past decade with their focus on putting “Government in the Cloud” but extensive management turnover since 2016 has resulted in poor customer service and lack of clarity around future vision. Accela acquired Springbrook Finance in 2015 to strengthen their financial software capability. The acquisition of Accela by Berkshire Partners in September 2017 has not improved customer service nor clarified product vision, to date.
- Tyler has had stable leadership, continued market growth and has demonstrated an ongoing commitment to serve mid-size public agencies for the past 20 years.
- Tyler has a strong presence at municipalities in Oregon.
- Munis is Tyler’s flagship product. Tyler’s Incode is targeted to smaller municipalities.
- Tyler is in the early curve of Eden migrations. Of approximately 200 total Eden clients, 10 have migrated off Eden and 10 more are in various stages of deployment.
- No municipalities in Oregon have used both Energov and Munis with full deployments for more than one year. Lynnwood, WA has used Energov and Munis together since 2016.
- There are municipalities successfully using Eden for financials with Energov for permitting.
- Tyler Munis-Energov deployments take at least 24-36 months.
- There have been significant issues with some early Tyler Munis-Energov deployments (Grants Pass-2015 and Ashland-2016). There was little benefit from choosing two products from the same vendor – implementation processes were completely different and vendor resources were inexperienced. It appears that Tyler is learning and improving in these areas.
- Data migration from Eden has not been successful. Tyler to date has not provided pre-built conversion scripts. Many cities are keeping Eden running for historical data access. Some data conversions were done “manually” (re-entered) to have 1-2 years of data in the new system.
- There have been challenges with integrations between Tyler products (Munis-Energov-Tyler Cashiering) and little Tyler support for integrations with other products. Tyler has not provided API’s enabling other vendors to build integrations. Currently only batch file transfer integrations exist to Cartegraph. The exception is that Energov-ESRI GIS integration works well.
- When asked what they would do differently another time, several Tyler Munis and Energov references said they would bring in more help for staff – demand on staff time during deployment is significant and not short-term.
- Approximately 1/3 of Munis installations are SaaS (Software as a Service, i.e. software is hosted by Tyler and access is provided via the Internet). That is the direction that Tyler is promoting. However, there are no Munis SaaS installations currently at Pacific Northwest cities or counties.



DISCUSSION OF FINDINGS and RECOMMENDATIONS

1. Why Tyler Munis and Energov

- **Eden**

- Tyler purchased Eden in 2003. Eden has an installed base of approximately 200 clients, mostly on the West coast.
- Tyler has initiated a campaign to migrate all Eden users to Munis.
- At start of 2018, approximately 10 Eden clients had completed their migration to Munis, and another 10 were in various stages of implementation.
- Tyler's 2018 goal is to sign up another 20 Eden clients to migrate to Munis this year.
- If the first 10% of a client base to migrate are considered the early adopters, then Tyler is near the end of the early adopter phase, which makes this a good time for Wilsonville to initiate its migration plans with Tyler.

Note: when enough of the current Eden client base has committed to migrating, Tyler will be less willing to negotiate price and terms, so contracting with Tyler for the migration at the end of the early adopter phase is a good plan.

- Implementing Energov first and Munis second allows Tyler time to continue to refine its Munis installation procedures.

- **Munis**

- Tyler acquired Munis in 1999. Munis was already established as a strong product for many years. The founder of Munis is the father of Tyler's current President. Tyler is committed to Munis as its flagship product for the future.
- Munis makes up 60% of Tyler's current revenues.
- There are approximately 1600 Munis installations.
- 1000 - 1100 current Munis clients are On-Premise (software is hosted on client's servers) and 500 - 600 are SaaS (software is hosted by Tyler "in the cloud").
- There are 80 to 100 new Munis installations per year.
- Munis was rewritten in the last two years in HTML5 improving the user interface.
- Munis does not currently handle a payroll mid-month draw.
- There are approximately 12 Munis clients in Oregon and 20 in Washington including:
 - OR: Ashland, Benton County, Corvallis, Forest Grove, Grants Pass, Hillsboro
 - WA: Bothell, Issaquah, Kirkland, Lynnwood, Marysville, Mountlake Terrace, and Redmond, which are all in the Seattle area
- Ashland, Benton County, Forest Grove, Bothell, and Issaquah made decisions to migrate from Eden to Munis.



- **Energov**
 - Tyler acquired Energov in 2012. Energov had established itself as an industry leader in Community Development software in the previous decade. ESRI GIS named Energov its Worldwide Business Partner of the Year in 2009 and its Mobile Application of the Year in 2012.
 - Tyler has committed to integrating Energov with Munis as its flagship product for Community Development for the future.
 - There are approximately a half-dozen Energov installations each in Oregon and Washington, some of which are in production and some in implementation
 - OR: Ashland, Grants Pass, Oregon City
 - WA: Bothell, Kirkland, Lynnwood, Redmond, Renton

- **Oregon/Washington municipalities using both Munis and Energov**
 - OR: Ashland, Grants Pass
 - WA: Bothell, Kirkland, Lynnwood, Redmond
 - Ashland, Grants Pass, and Lynnwood were interviewed in this solution assessment
 - Lynnwood has used Energov since 2008 and Munis since 2014. Their population is about 37,000. They are a strong reference for Munis and Energov. Two important comments from Lynnwood:
 - Energov product implementation and support has substantially improved since acquired by Tyler.
 - The HTML 5 rewrite of Energov looks great but is not ready for release to clients.
 - Grants Pass and Ashland were early adopters of both Munis and Energov, beginning implementation in 2014 and 2016, respectively. Both installed Munis first and Energov second.
 - Both had significant installation issues and provided input to the Lessons Learned and Contract Considerations sections of this report.
 - Both municipalities reiterated that while there have been installation issues, they would both make the same decision again to implement Munis and Energov.



2. Why not Tyler Incode

- Munis is Tyler's flagship product and will continue to be the focus of new development.
- Tyler is recommending all Eden customers migrate to Munis.
- Incode is targeted to small municipalities with less than \$25M annual revenue.
- Munis likely has a much longer life-span than Incode.
- Tyler's ERP division has about 1400 employees. Tyler's ERP products include: Eden, Incode, Munis, New World, and Energov. 850 of the 1400 employees, more than 60%, are dedicated to Munis.
- To date, approximately 20 Eden clients have signed contracts with Tyler to migrate off Eden. One of those, Oregon City, selected Incode. All others, including approximately eight municipalities in OR/WA, have selected Munis.

3. Why not Superior ONESolution

- Superior's flagship product, ONESolution, is targeted for larger municipalities.
- The Utility Billing module of ONESolution is still in development and not currently available as part of the package.
- Superior's product for smaller municipalities, a system called "Plus" developed over the past 30 years by Pentamation provides all components needed for Finance, Utility Billing and Community Development but "is dated" per Superior's representative.
- Superior expects to direct new development to ONESolution, not to Plus.
- Superior was formed in 2017 by rebranding Sungard Public Sector and acquiring and merging several products into a new package called ONESolution. The merged products include Sungard HTE (a finance system previously used by Bend, Tualatin, Deschutes County and others), Pentamation "Plus" software targeted for small municipalities and CRW TRAKiT (a permitting system targeted to small and mid-size cities currently used by Cities of Tualatin and Newberg, and Douglas County).
- Although the merged products served small to mid-size municipalities in the past, Superior's ONESolution ERP is being re-engineered to serve the largest municipalities. The user interface is based on HTML 5, enabling screens to be easily customized and used across various platforms (desktop, tablet, phone). The increased functionality and scalability comes at the cost of higher product pricing.
- City of Medford and Linn County currently use ONESolution finance. Several municipalities in the State of Washington use ONESolution Finance including City of Bellingham, Sound Transit, City of Puyallup and Island County.
- Superior purchased CRW's TRAKiT permitting software rather than rewrite the Sungard HTE permit system. Superior plans to continue to sell and support TRAKiT to mid-sized cities wanting a best-of-breed permitting solution.
- There are many TRAKiT permitting customers in the states of California and Washington and several in Oregon.



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- There are customers currently using TRAKiT permitting with Tyler Munis for finance. Integration between the two exists. An important finding is that a Munis-TRAKiT solution is a viable option if Energov does not meet the City's needs (although that is not expected).
- Customer references who evaluated TRAKiT and Energov liked them equally, but most decided to go with Energov to keep all products from one vendor.

4. Why not Accela Automation

- Accela has had extensive management turnover since 2016 resulting in poor customer service and lack of clarity around future vision. Both issues are well documented in industry research and employee and customer comments online.
- The acquisition of Accela by Berkshire Partners in September 2017 has created more speculation about the future of the company. Industry analysts consider a future IPO a possibility to take the company public.
- Accela's flagship product, Automation, was developed with a focus on "connecting citizens with government via the cloud" with key modules such as Licensing, Land Management, Citizen Relationship Management, and Public Works management.
- Accela Automation did not include a strong finance module until the acquisition of Springbrook software in 2015.
- Accela software achieved strong growth under CEO Maury Blackman from the period of 2007 – 2015 while turning its focus from on-premise to "Government in the Cloud." Accela also offers on-premise solutions but their flagship product is SaaS.
- Customer references who considered the State of Oregon's Accela permit system decided against it universally citing the lack of Planning and Engineering functionality.
- Customer references who evaluated Accela, TRAKiT and Energov found Accela's permitting system less capable and less user-friendly than the other two.
- The City of Temecula migrated from Accela's Permits Plus system to Energov in 2014 and is using Energov successfully with the Eden financial system.
- In industry research, Energov scores higher than Accela in customer satisfaction and GIS integration ability.



5. Energov with Eden option

- L. Yeo Consulting recommendation for the City of Wilsonville:
 - Implement Energov first and Munis second
- Background:
 - Munis and Energov are not deployed simultaneously. They are implemented serially often with a bit of overlap.
 - The Munis deployment includes finance, HR, payroll, and utility billing.
 - It is estimated that the Munis deployment will take 18 to 24 months.
 - If Munis is deployed first, Community Development will have to use Eden for permitting for a longer period.
 - Community Development staff have more difficulty using Eden than Finance staff do, so it makes sense to replace the permitting system first if it is feasible to do so.
- Rationale:
 - We interviewed the City of Temecula, CA (population 113,000) who has used Energov for permitting with Eden for finance since 2014
 - The two systems operate well together – the integration is based on a daily batch transfer of cash receipts from Energov to Eden
 - This municipality plans to upgrade Eden to Munis in a few years
 - Tyler supports using Energov with Eden.

6. On-Premise vs SaaS (Cloud) solution

- L. Yeo Consulting recommendation for the City of Wilsonville at this time:
 - The preliminary recommendation is to use the On-Premise solution.
 - This decision can be revisited at any time, including a year after the Energov implementation is complete, and Munis implementation planning begins.
- Background:
 - SaaS or “Cloud” deployments have become popular and even the norm in many industries. Server vendors and distributors have lost revenue due to significant reductions in server purchases.
 - Amazon and Microsoft are two leading Cloud providers. Many software companies deploy their software in Amazon AWS or Microsoft Azure Cloud services or using other experienced Cloud service providers.
 - Security in a Cloud deployment using experienced, large-scale Cloud providers is known to be stronger than most on-premise server deployments. A small to medium-sized organization typically has an IT staff with one or two IT security



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- professionals. Amazon, for example, has more than a hundred IT security professionals who are leaders in the field.
- Many software vendors who offer SaaS software do so without utilizing servers hosted by the leading Cloud providers. Instead the vendor manages its own data center(s) to host its SaaS software. The level of security and dependability of the SaaS software depends on the vendor's infrastructure, staff and experience.
 - Tyler manages its own data centers in Maine and Texas and hosts Munis in those two data centers. Security and dependability is only as strong as the security and redundancy policies and infrastructure of Tyler Technologies.
 - L. Yeo Consulting did not assess Tyler Technologies data center policies and infrastructure in their data centers. If stronger consideration is given to using Munis in a SaaS environment, this analysis would have to be done.
- **Rationale:**
 - Of 1,600 Munis deployments, two-thirds are On-Premise and one-third SaaS.
 - Tyler is encouraging its Eden clients to consider the SaaS version of Munis.
 - It appears that upgrades are not forced onto SaaS clients; upgrades are more flexible for clients with a SaaS install versus On-Premise install; the SaaS and On-Premise versions of the software are the same, and the client has equal ability for configurability options on both.
 - There are no municipalities in Oregon or Washington using the Munis SaaS solution.
 - There are two very small SaaS installations in the Northwest:
 - There is a small public utility in Asotin County, which is a remote part of Southeast Washington using Munis SaaS for water utility billing.
 - The Clackamas County Fire District deployed Munis in a SaaS environment in July 2017. They commented that:
 - An On-Premise server would have been their preference if they had IT staff capacity.
 - The SaaS version has had some usability problems, such as double logins for users, having to go through Tyler for all changes, lack of full system administrative rights, and user accounts must be created identically in two places.
 - Wilsonville can convert from on-premise to SaaS version at any time in the future.
 - The SaaS version offers better upgrade options than On-Premise, but there is an option with the On-Premise version to purchase a higher support level from Tyler that lessens the difference.



LESSONS LEARNED FROM OTHER MUNICIPALITIES

This section summarizes the key “take-aways” from reference calls with other municipalities who have implemented or are in the process of implementing Tyler software. In addition to asking what was working well and less well, we asked what they would do differently if they had the implementation of Munis and/or Energov to do again. More details are available in the Reference Call Notes provided to Wilsonville staff who participated in the calls. See Appendix A for the list of municipalities called and the contacts who participated.

- **Munis and Energov are distinctly different products despite being supported by the same vendor currently**
 - The implementation processes for Munis and Energov have been distinctly different.
 - The Tyler customer support teams are different groups of staff in different cities.
 - The licensing models are different (Munis concurrent users and Energov named users).
 - The reporting tools are different.
 - Tyler Cashiering provides the integration between the two software packages.
- **Data Conversion has not gone well for any client**
 - Every client reference mentioned issues at some level with data migration into the new systems – both Energov and Munis from Eden and other systems.
 - Limit data conversion to minimal necessary and keep Eden for historical data access.
 - Tyler has not provided pre-written “out of the box” scripts for moving data from Eden to Munis and Energov – Tyler has charged extra for developing data conversion scripts. Clients have re-entered data themselves, spent significant time checking multiple iterations of Tyler conversion runs and then faced with lots of data cleanup afterwards; most have opted to keep Eden available for historical data access.
 - Clean up data BEFORE conversion (especially date values on Utility Billing records as Munis’ automatic functions are date-driven).
 - Expect significant IT support for data extraction and mapping.
- **Energov**
 - Use Energov for Business Licenses (more flexibility and better customer notification options than Munis) (Lynnwood, Temecula)
 - Dynamic GIS – Energov integration (versus batch approach) requires City GIS staff work directly with Tyler GIS staff (Ashland, Lynnwood)
 - Depending on City policy and system decisions, may require dual entry of cash receipts and/or refunds in Energov and Munis. Can batch cash receipts from Energov to Munis. Clients typically handle refunds differently for greater security.
 - New HTML 5 version of Energov is less “clicky” but not ready for release.



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- **Workflows – designing business processes to use the new systems is entirely on the client**
 - Ashland had significant Community Development business process change – their team of Building Official, Senior Planner, Development Services Coordinator and Executive Assistant designed their workflows.
 - Temecula recommended that all workflow designers receive Energov system administration training first (1.5 weeks, can be done onsite) to understand system capabilities and options.
 - Grants Pass spent an entire year designing workflows to get Building, Planning and Engineering on the same system – they made significant process change.

- **Integrations – Tyler products do not have a good reputation for integrating well with each other, nor with other products**
 - Ashland and Grants Pass had significant (system down) issues getting Tyler Cashiering to work with Energov. The problem appears to be resolved now.
 - Tyler does not publish API's enabling other developers to build integrations to their products. Wilsonville will need to work with Tyler developers and Cartegraph to build that integration.
 - Hillsboro has a 2-way custom integration between Munis and Cartegraph which they implemented themselves.
 - Energov-GIS integration is the exception – it works well.

- **Tyler Content Management (TCM) – for records management**
 - All references report users liking TCM
 - Several clients that had Laserfiche have converted to TCM
 - Several clients with both Laserfiche and TCM are undecided about their plan
 - Tyler considers TCM a requirement for Munis

- **Customer Portal**
 - Use CSS for portal – not CAP (earlier version of portal).
 - There are multiple CSS portals for various Munis and Energov modules. Tyler is building a “Constituency Portal” to pull together all portals and make more consistent for users.
 - Currently in CSS for business licenses:
 - Licenses must be looked up by license number (which most customers don't know). Tyler indicated they will consider adding lookup by business name in the future.
 - Users can renew licenses online but apply for new licenses online. Tyler indicated they will consider adding this feature in the future.



- **Reporting**
 - Different reporting tools for Munis and Energov
 - (Energov uses Crystal Reports)
 - Tyler offers Cube Reporting for Munis data analysis (but not Energov) (Lynnwood)
 - Energov canned reports are lacking
 - Even the basic Permit is a custom report
 - Ashland budgeted \$15K and spent \$70K on reports
 - Lynnwood is still trying to get a report of Energov receipts broken out by GL
 - Customers have also done Munis custom reports
 - For Payroll (Lynnwood)
 - For A/R (Hillsboro)
 - The capability to 'Extract to Excel' is good in both systems.
 - Tyler just acquired Socrata's business intelligence products to improve support for greater transparency for citizens and the increasing desire for "open data."

- **Customer Support**
 - Totally different Tyler teams support Munis (Maine) and Energov (Georgia).
 - Munis tech support runs Monday-Friday (4am – 3pm PST)
 - Tyler support is available until 6pm PST for key modules (Payroll, UB)
 - Typical response time to tickets entered in Tyler's customer portal:
 - "Critical" tickets – Tyler responds within 4 hours
 - "Normal" tickets – Tyler responds in 2-5 days
 - Quality of support depends on the Tyler resource assigned the issue. There is a wide range of effectiveness and knowledge across Tyler staffing.

- **Go Live date considerations**
 - End of Q1 is a good Go Live target for payroll. If Go Live is at calendar year-end, the new tax table makes it difficult to compare parallel runs in the old and new system. If Go Live is at fiscal year-end, staff must re-enter 6 months of payroll 'history' for all employees so that annual totals are correct on W-2 forms (or must print two W-2's for each employee). In addition, fiscal year-end is a busy time for finance and accounting staff.
 - Many clients have run payroll in parallel (Eden and Munis) for several months.



CONTRACT CONSIDERATIONS

This section summarizes items for consideration during contract negotiation with Tyler for Munis and Energov purchase and implementation. All recommendations below came from other municipalities based on issues they faced during their implementations of Tyler products – i.e. things they would have done differently had they known then what they know now.

- **Don't rush the implementation schedule**
 - Wait until experienced Tyler resources are available to be assigned to the City to schedule implementation.
 - Don't rush the implementation period:
 - System configuration - Allow time for City staff to learn how to configure the system – not just depend on Tyler to do it.
 - Testing – don't rush testing. Problems not found in testing will be found after you Go Live. Much better to find them during testing. Testing also often uncovers data needing cleanup – which takes staff time.
 - Energov 18 -24 months – Perform business process redesign before beginning implementation with Tyler resources. Redesign should be performed collaboratively between Building, Planning, Engineering and Code Enforcement staff and can take up to a year. First Energov implementation phase typically consists of Over-the-Counter permitting and related processes for Planning, Building, Engineering and Code Enforcement including mobile application for inspectors. The second phase typically involves rolling out the web portal with inspection requests, online payment and e-permitting (simple permit types first), and electronic plan review (Bluebeam).
 - Munis –24-36 months – A typical order (varies somewhat) often begins with GL-AP-AR-Tyler Cashiering and TCM (records management) with Purchasing (and sometimes Project Accounting), followed by Payroll (sometimes with HR), followed by Utility Billing (UB) and CSS portal (online bill-pay), with ongoing rollout of additional modules e.g. Fixed Assets and Budget. NOTE: Several clients chose to use Energov for Business Licenses – better flexibility and customer notification.
- **Require experienced Tyler resources (Project Managers, Implementors and Trainers)** i.e. Tyler staff who have done several Munis/Energov implementations – with Eden experience a plus.
 - Temecula reference suggested Tyler resource have at least 5 years' Energov experience.
 - Wilsonville must be able to interview the resource before the resource is accepted.
- **Include option to have Tyler assign a different resource if resource is not moving project forward and meeting target dates.**
 - Both Grants Pass and Ashland had difficulty getting Tyler to replace resources.
 - It is important that Tyler may request this of the City project team as well.



- **Ensure that Tyler resources with various functions for different software components are communicating with each other regarding decisions made in one area that can affect another.**
 - Oregon City – Tyler initiated biweekly meeting involving all assigned Tyler resources.
- **Consider keeping Eden available for historical data research.**
 - Asotin PUD is paying \$3,000/year for Eden access to GL-AP data. Some clients indicated that they are not paying Tyler to keep Eden running.
 - Another potential option: Investigate having Tyler copy all Eden data to new system, accessible but not integrated with new system data. (Tyler offered to Oregon City).
- **Require Tyler to ensure data conversion scripts meet basic written specifications before sending results to client to check.**
 - Several clients expressed frustration that Tyler personnel delivered scripts that had obvious problems the developer could have fixed before sending it to the client.
 - Ashland had 11 conversion passes on Utility Billing data over a year's time. Some scripts sent to the client to validate did not put any data in required fields.
 - Perhaps provide incentive for completing data conversion script within 3 passes, beyond which, there is a cost to the vendor – e.g. vendor provides additional user training free of charge to client if project is delayed so users get refresher training before Go Live.
- **Select the higher Customer Support option under which Tyler performs software upgrades for the client.**
 - Typically, Tyler does upgrades on the 1st Friday of every month.
 - Having Tyler do the upgrades has worked well with few issues. (Ashland, Hillsboro)
- **Clarify the licensing models (different for Energov and Munis) and how the appropriate number of licenses will be determined for Wilsonville.**
 - Oregon City “got” 29 Energov named user licenses and feel that is not going to be sufficient.
- **Determine the type of GIS-Energov integration desired (batch, dynamic).**
 - A dynamic integration requires City GIS team to work with Tyler GIS team outside of the Energov implementation contract (Ashland, Lynnwood)



- **Negotiate Service Level Agreement verses time-based agreement.**
 - If a Go Live date is missed due to things Tyler controls and the City does not, make sure that Tyler has incentives to make the next Go Live (versus moving the City's project to "ongoing support" status: Only 1 day/week (Fridays) allocated to ongoing, 4 days/week allocated to new installs).
 - Ashland and Grants Pass and others indicated that they received "X" amount of time for project management, "Y" amount for data conversion, "Z" amount for training, and so forth. If the project wasn't done within that timeframe, even if it was due to Tyler issues, the client was then forced to buy more time, or even worse, the client's implementation project went to the back of the queue and received Tyler support only one day per week on Fridays.
 - Tyler must be committed to completing the project regardless of time. Include incentives if done early and penalties if done late, just like construction projects.
- **Cartegraph – Munis UB integration is critical to the City.** Make sure that Tyler has incentives to work with Cartegraph in creating the necessary integration. To date, Tyler has expressed no interest in publishing API's that other developers could use to write such integrations.
 - Hillsboro has their own 2-way integration between Cartegraph and Munis.
 - Lynnwood also uses Cartegraph OMS and needs integration to Munis.
 - Identify and partner with other clients needing Cartegraph-Munis integration to share cost of vendor development.
- **Reduce on-site requirements to get more service in lieu of travel cost.**
 - Several references indicated that online meetings with Tyler were effective for planning, configuration and testing.
 - Ashland reported that they received better training via web sessions than on-site. However, training quality still depends on the trainer assigned.
 - Clients may get more experienced Tyler resources via web meetings. Many experienced Tyler staff stay at headquarters to serve as an on-call resource to less experienced Tyler employees who do more traveling to client sites.
- **Require training documentation be provided IN ADVANCE of training sessions.**
 - Several clients had trouble getting any documentation from Tyler trainers.



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- **Require Tyler provide at least one workflow example from another City the size of Wilsonville as a starting point.**
 - Several clients had trouble getting any examples from Tyler of workflow.
 - Arrange for Energov system administration training for all Wilsonville staff who will be involved in designing workflows. Temecula had 8 people in 1.5 weeks of onsite training – and redesigned their workflows effectively after receiving the training.
 - Developing workflows is all on the client – allow time for this – Grants Pass spent 1 year getting all building, planning and engineering workflows done.
- **Require the vendor provide an example or template for test scripts for their system – and to train city staff how to test their software.**
 - Several clients mentioned that testing was their responsibility – without knowing how to test Tyler’s software. The vendor should train client staff how to test the system configuration, provide templates to help identify test cases and document results, and instruct the client how to report errors found.
- **Be aware of “additional” costs. References were surprised by some of the following costs:**
 - Energov mobile licenses (IG-Inspect for inspectors and IG-Enforcement for code enforcement personnel)
 - Citizen self-service (CSS) and vendor self-service (VSS) – these may be the same thing
 - Online plan review software (Adobe or Bluebeam) licenses for each reviewer
 - IVR (Integrated Voice Recognition) is an extra cost
 - Custom reports including the Building Permit are extra
 - Integrations are extra
 - Data migrations are extra
- **Bring in additional implementation assistance**
 - Most references commented that the client’s responsibilities during system implementation were too much for full-time staff to do in addition to regular duties.
 - Areas where help most needed by client staff include data migration and clean-up, testing, training, creating your user documentation, and assisting with trouble-shooting.
 - Hillsboro assigned 9 staff to their Munis project team full-time and backfilled their positions to continue regular operations.
 - Grants Pass and Temecula both mentioned that next time they would do a better job of change management for users – i.e. help employees adjust to and be successful using the new system – by involving them earlier in the project than just before Go Live.



Appendix A – Research and Reference Calls

Reference Client	Contacts	Products Used	On Premise or SaaS (Cloud)
City of Ashland, OR (pop 22,000)	Cindy Hanks (Deputy Finance Mgr) Bryn Morrison (UB lead) Brandon Goldman (Energov lead)	From Eden to Munis FIN (July 2016) From Springbrook UB to Munis UB (target live March 2018) From Eden Permitting to Energov (target live March 2018)	On Premise
Asotin County PUD (water utility) Clarkson, WA	Bob Sischo (Finance & Admin Director)	From Eden to Munis FIN (live Jan 2018) and UB (target live Oct 2018)	SaaS
Clackamas County Fire District	Shelby Hopkins (Management Analyst)	Munis FIN (2018)	SaaS
City of Grants Pass, OR (pop 38,000)	Jay Meredith (Finance Director) Tammy Cannady (Munis lead) Wendy Giordano (Energov lead)	From Sungard HTE to Munis FIN (2015); Munis UB (Dec 2016); to Energov OTC (Jan 2015); Energov online permitting (target live March 2018)	On Premise
City of Hillsboro, OR (pop 105,000)	Jill Schwab (IS Business Analyst for Munis; former UB Specialist)	From in-house developed system to Munis FIN and UB (2008)	On Premise
City of Lynnwood, WA (pop 37,000)	Robert Bartram (Applications Support Manager)	From GMS to Munis FIN (2014), PAY (2015) and UB (2016) Energov (2008) Upgraded to Tyler's Energov (2013)	On Premise
Oregon City, OR (pop 39,000)	Ryan Bredehoeft (Project Manager for Incode and Energov)	From Eden to Energov (target live June 2018), and Incode FIN (target Sept 2018) and Incode UB (target Oct 2018)	On Premise
City of Temecula, CA (pop 113,000)	Sara Seng (Senior IT Specialist)	Running Eden (2000) w/Energov (2014) Planning upgrade to Munis (2-3 years)	On Premise



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 16, 2018		Subject: 2019-20 LOC State Legislative Priorities Survey	
		Staff Member: Mark Ottenad, Public/Government Affairs Director	
		Department: Administration	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd 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	
		Comments: The League of Oregon Cities (LOC) seeks member cities' feedback by Aug. 3 on the top four of 29 potential priorities for the 2019 state legislative session, plus any input for up to two additional priorities.	
Staff Recommendations: City Council advises LOC that top-four 2019 legislative priorities for City are F, I, L and T, plus two additional priorities pertaining to water and wastewater.			
Recommended Language for Motion: N/A.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: 2017-18 City of Wilsonville/SMART State Legislative Agenda adopted January 19, 2017		<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Of 29 potential legislative priorities under consideration by the League of Oregon Cities (LOC), which four are of the highest priority to the City that Council would like to see LOC focus on? Additionally, LOC invites cities to consider submitting two additional legislative priorities.

EXECUTIVE SUMMARY:

LOC seeks feedback via a survey (Exhibit A) from member cities by Aug. 3 on the top four of 29 potential specific priorities that fall under eight general topics/issues that LOC should focus on for the 79th session of the Oregon Legislative Assembly that commences in January 2019. Additionally, LOC has offered member cities the option to suggest up to two additional priorities for consideration.

City staff members have reviewed the 29 potential priorities and recommend to Council a list of the City's prospective top-four priorities for consideration by Council, plus two additional legislative priorities for important issues that have recently surfaced, for a total of six priorities.

Based upon the City Council's adopted 2016-17 State Legislative Agenda (Exhibit B) and new issues, the top-four recommended 2019 LOC legislative priorities by City staff are F, I, L and T, plus two additional priorities pertaining to water and wastewater.

Six recommended priorities listed in alpha order with a brief summary:

1. **Item "F." Carbon Cap-and-Invest Program Adoption:** The League's Energy & Environment Policy Committee has recommended support, if specific principles are recognized and codified, of legislation that would implement a statewide cap on carbon emissions over time and that would generate revenues for strategic investments that further Oregon's greenhouse gas reduction goals. The cap on emissions would apply to certain "regulated entities" with carbon emissions over 25,000 metric tons annually. Regulated entities would receive allowances, or would generate offset credits, to emit carbon. The revenue from the purchase of allowances would be invested in specified programs aimed at furthering GHG reductions and mitigating program impacts. It is anticipated that funds generated from a cap on the transportation fuel industry may be subject to use per state Constitutional requirements related to the state highway fund. The statewide cap on carbon would be reduced over time to meet updated greenhouse gas reduction goals for Oregon. *For details, see Exhibit A, pages 6-7.*
2. **Item "I." Infrastructure Financing and Resilience:** The League will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, and Regionally Significant Industrial Site loan program. The advocacy will include seeking an investment and set aside through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient. *For details, see Exhibit A, pages 8-9.*
3. **Item "L." Lodging Tax Definition Broadening:** The League proposes adjusting and broadening the definitions of tourist, tourism promotion, and tourism-related facility as those terms are defined in the lodging tax statutes to ensure state-wide continued tourism and related economic and tax growth, assist with city tourist costs, and provide local choice and revenue flexibility. *For details, see Exhibit A, pages 9-10.*
4. **Item "T." Right-of-Way and Franchise Fee Authority:** Oppose legislation that, in any way, preempts local authority to manage public rights-of-way and cities' ability to set the rate of compensation for the use of such rights-of-way. [NOTE: Similar and more comprehensive than Item "V" Small Area Cell Deployment.] *For details, see Exhibit A, page 13.*

5. **NEW - Mercury wastewater discharge limits:** Propose legislation to modify the Oregon Department of Environmental Quality’s (DEQ) proposed new NPDES wastewater discharge permitting process establishing effluent limits for mercury that are unachievable with any available technology and a corresponding unrealistic compliance schedule to meet these technically infeasible limits. Legislation would direct DEQ to develop realistic discharge limits for mercury that are technically feasible.
6. **NEW - Public water systems improvements:** Legislation addressing issues raised by the “blue-green algae” cyanotoxin drinking-water crisis, including restoring state funding to OHA’s Drinking Water Services division, creating an in-state water-testing facility, developing standardized and coordinated water-testing and communications protocols, advancing a state watershed-notification system for public drinking-water systems, and recognizing and crediting water systems with ozonation disinfection process.

Background

In January 2017, the City Council adopted a Wilsonville legislative agenda for the 2017-18 session of the legislature. The City’s legislative agenda provides staff and consultants with general policy guidance that may be used to evaluate individual pieces of legislation that address specific issues of concern. Staff are scheduled to present to the City Council in January 2019 a recommended City legislative agenda for the 2019-20 legislative session.

In a similar manner, the LOC board adopts a legislative agenda that focuses resources on the key issues of concern to member cities. For the past three months, eight LOC policy committees have been working to identify and propose specific actions as part of the League’s effort to develop a pro-active legislative agenda for the 2019-20 session. Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors by Aug. 3 as the board prepares to adopt the League’s 2019-20 legislative agenda.

The City has found that working closely with LOC staff on various legislative issues can produce successful results for the City or reduce potentially negative impacts of new laws. The City’s legislative-affairs consultant, Greg Leo of The Leo Co., has established a mutually-beneficial, effective working relationship with LOC’s intergovernmental relations associates, along with other public- and private-sector public-affairs consultants.

EXPECTED RESULTS:

N/A

TIMELINE:

LOC requests timely feedback on 2019-20 legislative priorities by August 3.

CURRENT YEAR BUDGET IMPACTS:

No immediate budget impacts are anticipated from a recommendation on LOC priorities.

FINANCIAL REVIEW / COMMENT:

Reviewed by: SCole Date: 6/27/2018

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 7/9/2019

COMMUNITY INVOLVEMENT PROCESS:

N/A

CITY MANAGER COMMENT:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

N/A

ALTERNATIVES:

N/A

ATTACHMENTS:

- A. League of Oregon Cities (LOC) 2019-2020 Legislative Priorities Survey of Cities
- B. Categorized Listing of LOC Priorities Most Relevant to Wilsonville
- C. City of Wilsonville / SMART 2017-18 State Legislative Agenda

**LOC 2019-20
Legislative
Priorities Survey of**

June 6, 2018

Dear Chief Administrative Official:

For the past three months, eight policy committees have been working to identify and propose specific actions as part of the League's effort to develop a pro-active legislative agenda for the 2019 session. They have identified legislative objectives as set forth in the enclosed ballot and legislative recommendation materials. These objectives span a variety of issues and differ in the potential resources required to seek their achievement. Therefore, it is desirable to prioritize them in order to ensure that efforts are focused where they are most needed.

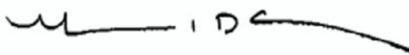
While the attached ballot reflects the top policies developed in each of the policy committees, each undertook a broad look at a range of issues impacting cities. Many issues reflect the League's ongoing mission to support cities' work and their home rule authority to develop and use a variety of tools to meet the needs of residents but were not included in the ballot. Additional issues, such as addressing the housing shortage and the opioid crisis, are multifaceted and did not fit concisely into policy priorities. However, they remain as work the League intends to accomplish as it works with large groups of stakeholders in search of solutions.

Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors as it prepares to adopt the League's 2019 legislative agenda. After your city council has had the opportunity to review the proposals and discuss them with your staff, please return the enclosed ballot indicating the top four issues that your city council would like to see the League focus on during the 2019 session. **The deadline for response is August 3, 2018.** The board of directors will then review the results of this survey of member cities, along with the recommendations of the policy committees, and determine the League's 2019 legislative agenda.

Your city's participation and input will assist the board in creating a focused set of specific legislative targets that reflect the issues of greatest importance to cities. Thank you for your involvement, and thanks to those among you who gave many hours of time and expertise in developing these proposals.

Do not hesitate to contact me or Craig Honeyman, Legislative Director, with questions.

Sincerely,



Mike Cully
Executive Director



Craig Honeyman
Legislative Director

P.S. If you are reviewing the hard copy of this ballot and would like to view the linked material please visit the following web address and click on the links there:

<http://www.orcities.org/Portals/17/Legislative/2019PolicyBallotInformation.pdf>

INSTRUCTIONS

1. Each city should submit one form that reflects the consensus opinion of its city council on the **top four** legislative priorities for 2018.
2. Simply place an **X or a check mark** in the space to the left of the city's top four legislative proposals (last pages of the packet).
3. The top four do not need to be prioritized.
4. Return by **August 3rd** via mail, fax or e-mail to:

Jenna Jones
League of Oregon Cities
1201 Court St. NE, Suite 200
Salem, OR 97301
Fax – (503) 399-4863
jjones@orcities.org

Thank you for your participation.

Please check or mark 4 boxes with an X that reflects the top 4 issues that your city recommends be added to the priorities for the League’s 2019 legislative agenda.

City of: _____

Legislation

A. 9-1-1 Tax	
B. Annexation Flexibility	
C. Auto Theft	
D. Beer and Cider Tax Increase	
E. Broadband Infrastructure	
F. Carbon Cap-and-Invest Program Adoption	
G. City Comparability for Compensation	
H. Green Energy Technology Requirement Changes	
I. Infrastructure Financing and Resilience	
J. Least Cost Public Contracting	
K. Local Control Over Speed Limits on City Streets	
L. Lodging Tax Definition Broadening	
M. Mental Health Investment	
N. Permanent Supportive Housing Investment	
O. PERS Reform	
P. PERS Unfunded Liability Revenue Stream Dedication	
Q. Place-Based, Water Resource Planning (Program Support)	
R. Property Tax Reform	
S. Qualification Based Selection (QBS)	
T. Right-of-Way and Franchise Fee Authority	
U. Safe Routes to School Match	
V. Small Area Cell Deployment	
W. Speed Cameras	
X. Speed Limit Methodology	
Y. Third Party Building Inspection	
Z. Tobacco Taxes Share Increase	
AA. Waste Water Technical Assistance Program	
BB. Wetland Development Permitting	
CC. Wood Smoke Reduction Program Support	

In addition to your ranking of the priorities shown above, please use this space to provide us with any comments (supportive or critical) you may have on these issues, or thoughts on issues or potential legislative initiatives that have been overlooked during the committee process.):

A. 9-1-1 Tax

Legislation:

Support legislation enhancing the effectiveness of the state’s emergency communications system by increasing the 9-1-1 tax and/or seeking other sources of revenue and prohibiting legislative “sweeps” from emergency communications accounts managed by the Oregon Office of Emergency Management.

Background:

The League worked with other stakeholder groups in 2013 to extend the sunset date on the statewide 9-1-1 emergency communications tax to January 1, 2022 ([HB 3317](#)). In 2014, the League also worked to pass legislation including prepaid cellular devices and services under the 9-1-1 tax ([HB 4055](#)). As concerns mount with regard to disaster preparedness and recovery and as upgrades to communications technology become available, it is apparent that state and local governments do not have the resources necessary to address challenges or take advantage of opportunities (see an analysis in the League’s 2018 State Shared Revenue Report, [here](#), and the Oregon Office of Emergency Management’s “Emergency Communications Tax” webpage, [here](#)). Additional funding is needed and the practice of periodically sweeping funds out of the state’s emergency management account for other uses must cease. It is worthy of note that the practice of “sweeps” disqualifies the state from receiving federal funds for emergency communications. It is unknown how many federal dollars have been foregone as a result of this policy.

Presented by the Telecom, Broadband & Cable Committee and endorsed by the Finance & Taxation Committee

B. Annexation Flexibility

Legislation:

The League will work to increase the flexibility for cities to annex residential areas and to encourage voluntary annexations, with a primary focus on improving the island annexation process.

Background:

There is a significant disconnect between the state’s land use process and the [process of annexation](#), which has created issues for a variety of cities. The annexation process requirements are particularly difficult for areas known as “islands”. Even though cities can involuntarily annex islands, most cities have adopted a policy to only engage in voluntary annexation. This has left significant islands un-annexed. In addition, waiting for surrounding properties to voluntarily annex often means the process and order of annexation does not necessarily match the plans for infrastructure development. Unannexed lands remain on the buildable land supply but much of it will contain some level of development that was approved by the county, but is often underdeveloped when compared to the comprehensive plan.

However, there have been bills that have been introduced over the last few sessions that aim to make non-voluntary annexation more difficult (see e.g., [HB 2039](#) and [HB 2040](#)). As these bills have gotten hearings, the League has taken the opportunity to discuss how annexation and land use are very disconnected. This is particularly of interest as interest in housing development remains at the top of the list of legislative priorities. If local governments have greater control over the annexation process and can better incentivize voluntary annexation, they can better meet the development expectations of the land use system and their comprehensive plans. It also assists in the orderly development of infrastructure.

Tools that were recommended to consider included partial island annexation in residential areas, relaxation of the limit of 10 years to bring a property fully onto the city’s property tax level, changing the boundary requirements for islands, and looking at how the withdrawal of special district territory can be better regulated.

Presented by the Community Development Committee

C. Auto Theft

Legislation:

Address the deficiencies in the Unauthorized Use of a Motor Vehicle statute that were created after an adverse court ruling.

Background:

A 2014 Oregon Court of Appeals ruling requires that prosecutors prove beyond a reasonable doubt that a person driving a stolen car knew they were in violation of the law prohibiting the unauthorized use of a motor vehicle. Because of this ruling, unless confesses to the crime, obtaining a conviction for stealing a car is near impossible. The National Insurance Crime Bureau's 2017 "Hot Spots" report stated that Oregon experienced a 19 percent increase in auto theft over 2016. News stories on this issue may be found [here](#), [here](#) and [here](#).

Because of the ruling, auto theft has increased exponentially across rural and urban Oregon. A legislative fix was proposed in 2018 and was generally agreed to but was never voted on by either chambers due to the fiscal impact it would have on the state. A copy of the legislation can be found [here](#). This issue was brought to the Committee by a representative of the Oregon Association of Chiefs of Police and they have requested the League's supported in seeking to fix this issue. Of particular concern to the General Government Committee was the fact that vehicles being stolen tend to be older cars and trucks that are more likely to be owned by people of more modest means who would be unable to readily replace their vehicles without considerable impact.

Presented by the General Government Committee

D. Beer and Cider Tax Increase

Legislation:

The League proposes increasing the state taxes on malt beverages and cider to assist with rising public safety costs, improve public health, reduce alcohol consumption by minors, and provide alcohol tax equity with wine and liquor.

Background:

Oregon's tax has not been increased since 1978 and is currently \$2.60 per barrel which equates to about 8 cents on a gallon of beer. The tax is by volume and not on the sales price. (Yes, the bottle deposit is 60 cents and the tax is only about 4 cents on a six-pack!) Oregon is tied with Kentucky for the lowest beer taxes of all [states](#) (see page 98 in link). To get to the middle, Oregon would need to raise the tax to 80 cents per gallon (10-fold increase). Cities are [preempted](#) from imposing alcohol taxes. In exchange, cities receive approximately [34% of the state alcohol revenues](#) (see page 9 in link)(beer and wine taxes, license fees, and liquor profit sharing) as state shared revenues. However, because the tax is so small on beer, the share is also small. The beer tax brings in only about \$7 million per year state-wide; thus, the city share is about \$2.3 million of the total shared revenues. The total share for cities for all alcohol-based state shared revenues is estimated at over \$86 million. The League anticipates that excise tax increases including those on alcohol will be a part of revenue package discussions in 2019, and the League sees this concept as an important leveraging tool.

Presented by the Finance and Tax Committee and endorsed by the General Government Committee

E. Broadband Infrastructure

Legislation:

Seek additional state support and funding for increased and equitable broadband infrastructure deployment, especially in rural areas. Oppose legislative efforts to restrict existing municipal authority to provide broadband services.

Background:

The deployment of broadband and telecommunications networks and services (public and/or private) throughout Oregon is critical to economic development, education, health and safety and the ability of residents to be linked to their governments. Mapping research shows large areas of the state either not served or underserved by competitive broadband technology. A significant barrier to the deployment of broadband infrastructure is funding. Cities need additional funding and support from various sources, including the state and federal government, allocated for increased or new broadband infrastructure, especially for fiber connections to schools, community libraries, and public safety buildings. Also, oppose efforts by private internet service providers to restrict local efforts to make broadband technology available within their jurisdiction.

Presented by the Telecom, Broadband & Cable Committee

F. Carbon Cap-and-Invest Program Adoption

Legislation:

The League's Energy & Environment Policy Committee has recommended support, if specific principles are recognized and codified, of legislation that would implement a statewide cap on carbon emissions over time and that would generate revenues for strategic investments that further Oregon's greenhouse gas reduction goals. The cap on emissions would apply to certain "regulated entities" with carbon emissions over 25,000 metric tons annually. Regulated entities would receive allowances, or would generate offset credits, to emit carbon. The revenue from the purchase of allowances would be invested in specified programs aimed at furthering GHG reductions and mitigating program impacts. It is anticipated that funds generated from a cap on the transportation fuel industry may be subject to use per state Constitutional requirements related to the state highway fund. The statewide cap on carbon would be reduced over time to meet updated greenhouse gas reduction goals for Oregon.

For the League to support a statewide cap on carbon, the following principles would need to be recognized and codified in any legislation:

- The legislation and subsequent rulemaking processes would need to establish a forum to generate meaningful dialogue with rural Oregon communities and those with energy-intensive, trade-exposed industries. Equity considerations should be considered throughout this process by including cities and counties representing a variety of populations, regions of the state, and community demographics (e.g. low-income and underserved populations). Specific action should be taken to have representation from cities with populations of less than 1,500.
- The cap would need to apply to all sectors including utilities, industry and the transportation fuels sector (e.g. fuel producers) if annual carbon emissions exceed 25,000 metric tons.
- The program should be designed to link to the Western Climate Initiative which has a multi-jurisdictional carbon market (linking with programs in California, Ontario and Quebec)
- The revenue from the purchase of allowances would be invested in evidence-based technologies to reduce emissions from regulated sectors with excess revenues being invested in statewide programs to support climate resilience and rural Oregon economies. Requiring the reinvestment of allowance revenue will help regulated sectors become more efficient over time and less carbon intensive.

- In addition, LOC will advocate that additional revenues generated be dedicated to support programs including:
 - Technical assistance grants that local governments could access to help fund the adoption and implementation of local climate action/sustainability plans.
 - Funding for local woodstove smoke reduction programs to help communities in, or at risk of, non-attainment from woodstove smoke.
 - Funding to study and incentivize an expanded, yet sustainable, cross-laminated timber industry in Oregon with the intent of stimulating job creation in rural Oregon communities.
 - Funding for drought mitigation planning and resilience for Oregon water systems.

Background:

The League anticipates that the Legislature is very likely to pass legislation during the 2019 session that would implement a “cap-and-invest” program in Oregon, similar to the program adopted by California. Similar legislation has been considered by the Oregon Legislature during previous legislative sessions, but has failed to be brought for a vote. The political will to pass such a policy/program for Oregon appears to be incredibly strong; the Speaker of the House and President of the Senate are co-chairing the Joint Interim Committee on Carbon Reduction and the Governor’s team is staffing a new Carbon Policy Office to assist in the Committee’s efforts. The League’s Energy & Environment Committee has spent considerable time discussing this policy, including how best to craft a policy recommendation that makes both environmental and economic sense for the state and cities.

Presented by the Energy & Environment Committee

G. City Comparability for Compensation

Legislation:

The League will seek legislation to ensure that cities are compared only with cities of a similar cost of living when negotiating with strike prohibited bargaining units.

Background:

Oregon labor law doesn’t allow police officers, firefighters, emergency communicators and other public safety critical employees to strike. Instead when an impasse is reached when bargaining with labor unions that represent those workers, the state proscribes a set procedure involving an outside arbitrator to resolve those contract disputes. In that process the arbitrator will compare the city to other cities of similar size. As a result, the cities in rural areas are being compared with to cities in metropolitan areas that have different economic circumstances. Klamath Falls with 20,000 people in it and a median home value of \$160,000 could be compared to Tualatin with a similar population and a median home value of \$355,000. This is not a reasonable comparison.

The Human Resources Committee notes that the Legislature created a variable minimum wage in Oregon in recognition of the different costs of living across the state. Each Oregon county is assigned to one of three wage zones with one being the Portland Metropolitan area, that second are less populous regions and the third are rural counties. The Committee recommends that cities only be compared to cities in the same wage zones. A detailed explanation and graphics of the proposal may be found here.

Presented by the Human Resources Committee

H. Green Energy Technology Requirement Changes

Legislation:

Advance legislation to statutorily modify the existing “1.5 percent green energy technology for public buildings” requirement to allow for alternative investment options such as offsite solar or energy efficiency projects.

Background:

Oregon statute currently requires public contracting agencies to invest 1.5% of the total contract price for new construction or major renovation of certain public buildings on solar or geothermal technology. The requirement allows for offsite technology, but only if the energy is directly transmitted back to the public building site and is more cost-effective than onsite installation. Removing the requirement that an offsite project be directly connected to the public building project could result in increased flexibility for local governments to invest in solar projects that are more cost-effective and provide for increased solar energy generation. In addition, the League will advocate to allow 1.5 percent funds to be invested in alternative projects that provide a greater economic or social return on investment including energy efficiency.

Presented by the Energy & Environment Committee

I. Infrastructure Financing and Resilience

Legislation:

The League will advocate for an increase in the state’s investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, and Regionally Significant Industrial Site loan program. The advocacy will include seeking an investment and set aside through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.

Background:

A key issue that most cities are facing is how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia and the funds are depleting and unsustainable without significant program modifications and reinvestments.

The funds are insufficient to cover the long-term needs across the state. While past legislative sessions have focused on finding resources for transportation infrastructure, the needs for water, wastewater, and storm water have not been given the same attention. A LOC survey of cities in 2016 identified a need of \$7.6 billion dollars over the next 20 years to cover water and wastewater infrastructure projects for the 120 cities who responded. This shows a significant reinvestment in the Special Public Works Fund (SPWF) is needed to help meet the needs of local governments. Without infrastructure financing options, cities cannot meet the needs of new housing or new business – high priorities for cities across the state.

In addition, there is a critical need to improve upon the seismic resilience of public drinking water and wastewater systems. The Oregon Resilience Plan (2013) identified Oregon’s water and wastewater systems as especially vulnerable to damage resulting from a Cascadia subduction zone earthquake. The plan recommended all public water and wastewater systems complete a seismic risk assessment and mitigation plan for their system. This plan would help communities identify and plan for a backbone water system that would be capable of supplying critical community water needs after a significant seismic event.

However, there is currently no dedicated funding to assist communities with this planning effort and the funding needed to repair/retrofit water infrastructure is significantly inadequate. Investments have been made in Oregon to seismically retrofit public safety facilities and schools, but without planning for infrastructure resilience, communities may not have access to water for critical needs, including drinking water and water for fire suppression, in the immediate aftermath of a seismic event.

This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment.

Presented by the Community Development Committee and endorsed by the Finance & Taxation and Water/Wastewater committees

J. Least Cost Public Contracting

Legislation:

Introduce and/or support legislation repealing Section [45\(2\)\(a\)\(G\)](#) and Section [45\(3\)\(a\)\(G\)](#) of HB 2017 (enacted in 2017) relating to compliance with least cost public contracting requirements as a condition for fuel tax increases after 2020.

Background:

As a matter of public policy, the League fundamentally disagrees with this linkage of transportation projects funding with public contracting standards applicable to specific local projects. Under HB 2017 (enacted in 2017) cities must comply with least cost public contracting standards set forth by [ORS 279C.305](#) for subsequent the two-cent increases in the state gas tax to occur in 2020, 2022 and 2024. Literally interpreted, one recalcitrant city *might* be able to stop the next gas tax increase by its failure to comply with this statute.

Presented by the Transportation Committee and endorsed by Finance and Taxation Policy Committee

K. Local Control Over Speed Limits on City Streets

Legislation:

Introduce legislation that allows Oregon cities to opt-in (voluntarily) to adjust their speed limits on residential streets 5 mph lower than the statutory speed limit.

Background:

[HB 2682](#) (enacted in 2017) allows the city of Portland to establish by ordinance a designated speed for a residential street under the jurisdiction of the city that is five miles per hour lower than the statutory speed provided the street is not an arterial highway. This authority should be extended to all cities and be considered permissive (not required). Cities should be able to determine speeds that are adequate and safe for their communities.

Presented by the Transportation Committee

L. Lodging Tax Definition Broadening

Legislation:

The League proposes adjusting and broadening the definitions of tourist, tourism promotion, and tourism-related facility as those terms are defined in the lodging tax statutes to ensure state-wide continued tourism and related [economic](#) (see page 17 of link) and [tax growth](#) (see page 223 of link), assist with city tourist costs, and provide local choice and revenue flexibility.

Background:

In 2003, when the state imposed a state lodging tax, the Legislature preempted cities by imposing restrictions on the use of local lodging tax revenues. (The percentage of restricted revenues varies by city.) Restricted tax revenues must be used for tourism promotion or tourism-related facilities. While the League will support all legislation that provides more flexibility on local tax usage, the League will advocate for lodging tax legislation that broadens those terms to clearly cover city costs of tourist events, tourism-related facility maintenance, tourist amenities, tourist attraction enhancement and public safety costs for special tourist events. Language from Section 3 of the [dash 1 amendment to HB 2064](#) (2017) and [Section 1 of HB 2064 \(2017\)](#) will likely serve as a starting place. See also this [power point presentation](#) and this [LOC testimony](#) (supporting HB 2064) for further information.

Presented by the Finance and Tax Committee

M. Mental Health Investment**Legislation:**

The League will seek to protect and enhance the investments made to Oregon's treatment of the mentally ill.

Background:

In 2015, the Legislature funded rental and housing assistance for persons suffering from mental illness, specialized training for police officers to assist people in mental health crisis, multi-disciplinary crisis intervention teams and expanded access to treatment. While providing direct mental health services is not a standard city service, the state of care for persons in crisis had deteriorated to the point city police officers were regularly the primary public employee to provide interventions. The December, issue of Local Focus was devoted to cities and mental health, those articles may be found [here](#).

Because of the anticipated budget shortfalls in 2019, the General Government Committee would like the League to ensure that services established in 2015 are not cut and to capitalize on any opportunities that may exist or be created to enhance those investments.

Presented by the General Government Committee

N. Permanent Supportive Housing Investment**Legislation:**

The League will support increased investments in the services that are provided to people who are living in permanent supportive housing.

Background:

[Permanent supportive housing](#) serves specific populations that traditionally face difficulty in remaining in housing due to additional, complex needs by providing housing and other services at the same time. A [variety of populations](#), such as seniors, veterans, families, and those with mental health conditions, have different services that accompany their housing support. Permanent supportive housing models that use a Housing First approach have been proven to be highly effective for ending homelessness, particularly for people experiencing chronic homelessness who have higher service needs. Investment in the services is as important as the housing because residents that do not receive these additional supports often end up returning to homelessness based on issues related to their other issues.

However, in many areas the funding for housing is not well matched with the funding for the services. The state is the primary funding source for these services. However, there is some disconnect between the housing support provided by the [Oregon Housing and Community Services Department \(OHCS\)](#) and the [Oregon Health Authority \(OHA\)](#).

To help communities that are working to provide opportunities for permanent supportive housing and those seeking to find long-term solutions to local homelessness issues, better investment in the services is vital to success of these programs. By supporting appropriations to OHCS and OHA for these services, more support services can be provided to those that are in permanent supportive housing and lead to better outcomes.

Presented by the Community Development Committee

O. PERS Reform

Legislation:

The League will seek legislation to modernize the PERS investment pool, ensure proper financial controls are adhered to, and give cities a greater voice in how their monies are invested. The League will also seek legislation that shares the risk and costs of the pension benefit with employees but does so in a manner that impacts employees based on the generosity of the benefit plan they will retire under.

Background:

Oregon's Public Employee Retirement System (PERS) is a three-tiered program that provides a defined benefit pension (a pension that pays a retiree and their beneficiary a set amount for the length of their retirement) and a deferred compensation program that is funded through employee contributions. Each of the three tiers pays a different benefit and an employee's placement in a given tier is based on the date they were hired. Tier I is the most generous benefit and has an option for an annuity based retirement that has been incredibly expensive to maintain. Tier I was replaced by Tier II in 1996. Tier II costs, though reduced, were also unsustainable and were replaced with a third tier, known as the Oregon Public Service Retirement Plan (OPSRP) which is designed to provide a 45 percent salary replacement after a full career. A primer on the PERS system may be found [here](#).

The cost to employers for this system has risen steadily since the market crash of 2008, and will increase again on July 1, 2019 (projected individual employer rates may be found [here](#)) and then again in 2021 and possibly again in 2023. Rates are anticipated to remain at a system wide average of around 29 percent of payroll and remain at that level until 2035 without reforms.

Adverse court rulings to previous attempts at reforms have limited our options to addressing benefits not yet earned. With that in mind the Human Resources Committee recommends reforms in the three following areas:

- Ensure that investments into the PERS system are achieving the maximum possible return in the most efficient manner possible while safeguarding the funds with proper financial controls.
- Requiring that employees absorb some of the costs for the pension system but ensure that OPSRP employees are impacted more favorably than Tier I and Tier II employees who will receive more generous retirement benefits.
- Establishing a fourth tier that provides similar benefits to employees but is funded in a more sustainable manner. Providing incentives to retirees and current employees in the other tiers to switch to the fourth tiers should be explored as well.

Presented by the Human Resources Committee

P. PERS Unfunded Liability Revenue Stream Dedication

Legislation:

The League proposes that a new state revenue stream be dedicated to paying down the unfunded liability over a period of years to sustain the Public Employees Retirement System (PERS).

Background:

The present unfunded liability has grown extraordinarily large and is causing rate increases for most local governments and schools that are not sustainable. The League would support all reasonable revenue stream ideas. Ideas include but are not limited to a new temporary limited sales tax, a new payroll tax, and a new temporary state property tax. The League will advocate that PERS cost-containment measures be pursued along-side revenue raising efforts to pay down the liability; both seem necessary to address the state-created problem.

Presented the Finance and Tax Committee and endorsed by the Human Resources Committee

Q. Place-Based, Water Resource Planning (Program Support)

Legislation:

The League will advocate for the funding needed to complete existing place-based planning efforts across the state.

Background:

Oregon's water supply management issues have become exceedingly complex. Lack of adequate water supply and storage capacity to meet existing and future needs is an ongoing concern for many cities in Oregon and is a shared concern for other types of water users including agricultural, environmental and industrial. Most of the surface water in Oregon (during peak season months) is fully allocated with no new water available. As a result, the ability to meet existing and future demand for various water uses will require collaboration, improved management and coordinated conservation among a variety of stakeholders, including municipalities. For this reason, the Legislature passed legislation to create a place-based planning pilot program in Oregon. This program, administered through the Oregon Water Resources Department, is providing a framework and funding for local stakeholders to collaborate and develop solutions to address water needs within a watershed, basin or groundwater area. Place-based planning is intended to provide an opportunity for coordinated efforts and the creation/implementation of a shared vision to address water supply challenges. Four place-based planning efforts are currently underway across the state in the Malheur Lake Basin, Lower John Day sub-basin, Upper Grande Ronde sub-basin and mid-coast region. Without continued funding, these efforts will not be able to complete their work. The LOC Water & Wastewater Policy Committee recognized that while this funding is limited to specific geographic areas, they also recognize the importance of successfully completing these pilot efforts and conducting a detailed cost/benefit analysis. It is a critical step in order to demonstrate the benefits of this type of planning. If these local planning efforts prove to be successful, there will likely be future efforts to secure additional funding for other place-based planning projects across the state.

R. Property Tax Reform

Legislation:

The League of Oregon Cities proposes that the property tax system should be constitutionally and statutorily reformed as part of the 2019 session work on state and local tax reform and improving funding for [schools](#) (see pages 69-72 of link; property taxes make up 1/3 of school funding).

Background:

The property tax system is [broken and in need of repair](#) due to [Measures 5 and 50](#), which are both now over 20 years old. All local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. Therefore, the League will participate in coalitions to help draft and advocate for both comprehensive and incremental property tax reform option packages. The League will remain flexible to support all legislation that improves the system, with a focus on a property tax package with these elements:

- To achieve equity, a system that transitions to a market-based property tax valuation system (RMV) rather than the present complex valuation system from Measure 50 (requires constitutional referral).
- To enhance fairness and adequacy, a system that makes various statutory changes, some of which would adjust the impact of a return to RMV. For example, the League supports a new reasonable homestead exemption (percentage of RMV with a cap) but also supports limiting or repealing various property tax exemptions that do not have a reasonable return on investment.
- To restore choice, a system that allows voters to adopt tax levies and establish tax rates outside of current limits (requires constitutional referral).

[SJR 3](#) (see page 50 of link)(constitutional referral with return to real market value system) and [SB 151](#) (see page 48 of link) (homestead exemption bill) from the 2017 session will likely serve as starting points. City property tax data including real market values and assessed values can be accessed [here](#).

Presented by the Finance and Tax Committee

S. Qualification Based Selection (QBS)

Legislation:

The League will seek to reform the Qualification Based Selection (QBS) requirements to allow for the consideration of price in the initial selection of architects, engineers, photogrammetrists and surveyors.

Background:

The state currently prohibits the consideration of price when making an initial selection when awarding contracts for certain design professionals when conducting public improvements. Instead of issuing a request for proposals as is done with most public improvement projects, contracting agencies issue “requests for qualifications” on a project. Cities may negotiate price only after the initial selection of a contractor is made. Under this system a city or other contracting agency will never know the price of other qualified and responsible bidders on a project.

The League’s General Government Committee concluded that this process is not in the interests of cities or tax payers as it precludes the use of competitive bids. There is no other area in which a consumer, public or private, would procure a service or product without considering the price.

Presented by the General Government Committee

T. Right-of-Way and Franchise Fee Authority

Legislation:

Oppose legislation that, in any way, preempts local authority to manage public rights-of-way and cities’ ability to set the rate of compensation for the use of such rights-of-way.

Background:

In its commitment to the protection of Home Rule and local control, the League consistently opposes restrictions on the rights of cities to manage their own affairs. From time to time, in the context of public rights-of-way management authority discussions, proposals to restrict to this authority arise. Such was the case during the 2017 legislative session with [SB 202](#) and [SB 840](#). These efforts to restrict local authority often include proposals for a statewide right-of-way access policy and compensation system as well as limiting the ability of cities to charge fees of other government entities. This is contrary to local government management authority; the ability to enter into agreements with users of the right-of-way either by agreement/contract or ordinance; and to set the rate of compensation.

Presented by the Telecom, Broadband & Cable Committee

U. Safe Routes to School Match

Legislation:

Introduce legislation lowering the local Safe Routes to Schools matching grant requirement to 20 percent from 40 percent and lowering the matching grant requirement for areas qualifying for exceptions to 10 percent from 20 percent.

Background:

[Section 123 of HB 2017](#) (enacted in 2017) authorizes the Oregon Transportation Commission to provide matching grants for safety improvement projects near schools. To receive the grant cities must provide a 40 percent cash match unless the school is located in a city with a population of less than 5,000; is within a safety corridor; or qualifies as a Title I school in which case the cash match requirement is reduced to 20 percent. While cities support the availability of matching grant funds provided by the state, the current cash match requirements are too high for most cities to participate in the program.

Presented by the Transportation Committee

V. Small Area Cell Deployment (also known as “Small Cell Deployment”)

Legislation:

Oppose legislation that preempts local authority to manage public property while supporting deployment of wireless technology, including small area cell and 5G.

Background:

Legislative efforts involving the deployment of small area cell facilities are increasing around the nation. Currently 20 states ([Arizona](#), [Colorado](#), [Delaware](#), [Florida](#), [Hawaii](#), [Illinois](#), [Indiana](#), [Iowa](#), [Kansas](#), [Minnesota](#), [North Carolina](#), [New Mexico](#), [Ohio](#), [Oklahoma](#), [Rhode Island](#), [Tennessee](#), [Texas](#), [Utah](#), [Virginia](#), and [Washington](#)) have passed bills that limit cities ability to collect appropriate and fair rights-of-way, permitting, and lease fees on municipal property; to control their own design and aesthetics; or otherwise manage wireless technology deployment within their jurisdictions. This type of legislation is not going away. In fact, it is just beginning.

During the 2017 session, the League was approached independently by representatives of two wireless companies with draft concepts that could have resulted in legislation compromising local authority to manage the deployment of small area cell and 5G technology. Issues raised included “shot clock” (time allowed for cities to rule on applications), fee structures and limits, contract terms and duration, land use issues etc. These efforts are expected to continue in 2019 and with greater urgency as the technology approaches deployment status. While cities in Oregon support the advent of new wireless technology including small cell and 5G, authority to ensure their deployment complies with local laws and policies must be maintained.

Presented by the Telecom, Broadband & Cable Committee

W. Speed Cameras

Legislation:

Introduce and/or support legislation authorizing cities to use fixed speed cameras at locations other than intersections.

Background:

Speeding is a public safety issue. The Oregon Transportation Safety Action Plan envisions no deaths or life-changing injuries on Oregon’s transportation system by 2035. Currently, cities have the authority as a result of [HB 2409](#) (enacted in 2017) to issue a speeding citation from the same camera and sensor system used to enforce red light compliance at intersections.

Further, speeding does not only occur at intersections. Additional automated enforcement, outside of intersections, would be a valuable a tool allowing cities to mitigate dangerous behaviors and speeding. In 2015, the Oregon Legislature granted the city of Portland the authority to implement a fixed speed safety camera program ([HB 2621](#)). The fixed speed camera systems have been operating on “urban high crash corridors” that are also part of the city of Portland’s High Crash Network. While this program has not been in place long, the comparison of before and after speeds near the fixed photo radar system is indicating that the automated enforcement is positively influencing speed reduction (see [PBOT report](#)). This legislation would extend the authority to all Oregon cities to implement fixed speed safety camera programs to help reduce the number of deaths and serious injuries that occur as a result of speeding.

Presented by the Transportation Committee

X. Speed Limit Methodology

Legislation:

Introduce legislation that directs the Oregon Department of Transportation to develop a new speed setting methodology for cities and other urban areas that uses a safe systems approach validated by expert system tools as recommended by [NTSB Safety Study SS-17/01](#).

Background:

The NTSB safety recommendations represent current data-driven best practices to determine speed limits. Currently, Oregon speed limits are set based on the guidance that speed limits in speed zones within cities should be within 10 mph of the 85th percentile speed as determined by [The NTSB Safety Study SS-17/01](#), “Reducing Speeding-Related Crashes Involving Passenger Vehicles” concludes,

- “Speed increases the injury severity of a crash;”
- “...that unintended consequences of the reliance on using the 85th percentile speed for changing speed limits in speed zones include higher operating speeds and new, higher 85th percentile speeds in the speed zones, and an increase in operating speeds outside the speed zones;”
- “...that the safe system approach to setting speed limits in urban areas is an improvement over conventional approaches because it considers the vulnerability of all road users.”

Presented by the Transportation Committee

Y. Third Party Building Inspection

Legislation:

The League will clarify the ability for local government programs to have private party building officials and building inspectors provide services for local building inspection programs, including recognizing that privately employed specialized inspectors can to perform specialized inspections.

Background:

Beginning in 2017, the League has been working to defend local building inspection programs that contract with third-party companies to provide building official and inspectors to run the local program. However, the Oregon Building Codes Division (BCD) has stated that the Oregon Department of Justice (DOJ) [has informed BCD](#) that programs that are structured this way violate the constitutional prohibition on delegating government authority. The League has repeatedly asserted that we disagree with that legal assessment. There was a bill introduced in 2018, [HB 4086](#), that would have adopted new requirements for

local governments running programs. The League worked with other stakeholders to prevent passage of the bill, but we committed to working on a legally defensible solution that does not prevent these locally run programs from continuing.

After the session, the BCD determined that it would implement new rules for locally run inspection programs to meet the asserted legal opinion on delegation. On April 23, the BCD enacted [emergency, temporary rules](#) that added significant requirements for local building inspection programs. The new rules required local programs to designate a government employee as a city's building official. The rules also required the city to have a government- employed, certified electrical inspector. Both positions could be filled by hiring the person directly or by an agreement between municipalities to share the employee(s). The rules further stated that a shared employee could only service three jurisdictions.

In May, the Director of the Consumer and Business Services, who oversees the BCD, informed the League that the temporary rules were rescinded. The Department's decision to rescind the rules included a statement that they would seek a formal opinion from the DOJ to clarify the issue of delegation. However, the BCD did replace the rescinded rules with [another temporary, emergency rule](#). This new rule was enacted on May 18 and states that a local government must appoint a government-employed building official.

In addition to the concerns about using third-party building officials, there is currently statutory prohibition on specialized inspectors that are employed in the private sector to complete specialized inspections. There are a limited number of these inspectors, and, without removal of this prohibition, larger scale projects will not be able to move forward because they cannot be inspected and permitted. This issue was the catalyst for the overall discussion related to third-party building officials, but is not related to the asserted legal claims.

There is a commitment to work on this issue in the 2019 session, but it remains an issue of high concern as it directly impacts the flexibility of local government choice on how to provide services at the local level. Using third-party providers allows smaller jurisdictions to have local, efficient programs that provide clarity for the local development community. It also allows a base of business for these companies, which also serve to provide over-flow capacity to programs that primarily staff these programs with government staff. Therefore, this issue is vital to the long-term success of locally run building inspection programs.

Presented by the Community Development Committee

Z. Tobacco Taxes Share Increase

Legislation:

The League proposes seeking a share of all state tobacco product tax revenues .to assist with rising public safety costs and provide state shared revenue equity.

Background:

Only cigarette tax revenues are included in the [state-shared revenue](#) distribution to cities and those revenues are decreasing; cities receive about 2% of the cigarette tax revenues or \$3.6 million a year under the formula. [Other tobacco](#) (chew, snuff, cigars, pipe tobacco, etc.) is also taxed by the state and those revenues have been increasing ([now over \\$60 million a year](#)), but those revenues are distributed only to the state. Cities are preempted from taxing cigarettes and other tobacco products. However, cities are often left to enforce tobacco laws and handle sales and use complaints. The League proposes that cities should receive a fair share of all the tobacco tax revenues. The League anticipates that excise tax increases to cigarettes and other tobacco products, and a new vaping tax will be a part of revenue package discussions in 2019, and the League sees this concept as an important leveraging tool.

Presented by the Finance and Tax Committee

AA. Waste Water Technical Assistance Program

Legislation:

The League will advocate for the creation of a circuit rider program, within the Department of Environmental Quality, to provide needed technical assistance for communities on water quality issues, including wastewater treatment and permit compliance options. Staffing for the circuit rider program would be provided through a third-party contract (or contracts). The League will work to identify funding resources to support this program, including a possible set aside of Oregon's federal Clean Water State Revolving funds.

Background:

As Clean Water Act requirements for public wastewater systems continue to evolve, with new and more stringent requirements being placed on a number of Oregon communities; cities have expressed concern over how best to comply with those requirements, especially with the limited technical and financial resources that many face. The League's Water & Wastewater Committee discussed the need for technical assistance for communities experiencing these challenges and looked to an existing program within the Oregon Health Authority's (OHA) Drinking Water Services division as a template for addressing this need. The OHA funds a circuit rider program through a third-party contract. The program is funded through federal Drinking Water State Revolving Loan Funds. The program is intended to help more communities be successful in complying with state and federal requirements. The services provided through the program are free for communities with populations of less than 10,000.

Presented by the Water/Wastewater Committee

BB. Wetland Development Permitting

Legislation:

The League shall work to establish legislative authority for the Department of State Lands to assume the federal program from the U.S. Army Corps of Engineers under section 404 of the Clean Water Act.

Background:

In many communities looking to develop in the wetlands creates regulatory uncertainty, particularly where development is occurring in previously un-identified wetlands, because there are two agencies that must provide permits, the Oregon Department of State Lands (DSL) and the U.S. Army Corps of Engineers (USACE). The state's process has set deadlines which provides certainty for developers. However, the USACE process is much less consistent or timely. This uncertainty increases risk related to development that can cause projects to stop before they start. In a time where cities are trying to encourage development to meet the housing shortages and economic development goals to support citizens, any increased barriers can impact success.

There is a process in place at the federal level that would allow for the state to assume the USACE permitting process increasing the efficiency and certainty in the process. The [state has taken steps](#) in the past to ensure alignment of the state program to the requirements for federal approval. However, there were concerns raised at the time that the process related to the Endangered Species Act and cultural resource protections. The DSL has continued to work on these conflicts and believes it is positioned to work with the federal government to assume the federal permitting process if so authorized by the state legislature. For further information, the DLS provided a presentation for the committee, available [here](#).

Presented by the Community Development Committee

CC. Wood Smoke Reduction Program Support

Legislation: Support increased funding to support local wood smoke reduction programs and efforts. The League will advocate the need for an additional \$3-5 million, recognizing that any additional funding to assist communities is helpful.

Background: Woodstove smoke is one of the most significant sources of fine particulate and toxic air pollution in Oregon, often jeopardizing public health and putting communities at risk of violating federal air quality standards. Woodstove smoke is a problem for many Oregon communities that struggle with both the public health impacts and economic threat of being designated as nonattainment under the federal Clean Air Act. To address this challenge, local governments need access to funding for wood smoke reduction programs. Such programs have proven effective at reducing wood smoke in communities and include public education, enforcement, incentives for woodstove change-outs (to ductless heat pumps or certified stoves, weatherization assistance for low-income households and providing residents with dry, seasoned fire wood which burns cleaner. A 2016 taskforce report that was submitted to the Legislature indicated that there are approximately 150,000 uncertified stoves in the state, and that while Oregon has a long and successful history of replacing woodstoves in certain communities, money is sporadic and limited. The report went on to suggest that “an allocation in the range of \$3-5 million per biennium could target high-risk communities and would support a meaningful level of effort to replace old, dirty woodstoves.”

In 2017, the Legislature provided \$250,000 in funding for community wood smoke reduction programs. The need for local communities, including a number of small cities, is much greater.

Presented by the Energy & Environment Committee

Categorized Listing of LOC 2019-20 Legislative Priorities Most Relevant to Wilsonville's Legislative Priorities

June 15, 2018

Following is a listing of 11 of 29 LOC priorities most relevant to the City's interests that are categorized by major topic or issue.

Rights-of-Way & Franchise Fee Authority

T. Right-of-Way and Franchise Fee Authority: Oppose legislation that, in any way, preempts local authority to manage public rights-of-way and cities' ability to set the rate of compensation for the use of such rights-of-way.

V. Small Area Cell Deployment (also known as "Small Cell Deployment"): Oppose legislation that preempts local authority to manage public property while supporting deployment of wireless technology, including small area cell and 5G.

Increased State Investment in Local Infrastructure and Industrial Development

I. Infrastructure Financing and Resilience: The League will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, and Regionally Significant Industrial Site loan program. The advocacy will include seeking an investment and set aside through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.

Lifting Preemption on Local Tax Revenue Use

L. Lodging Tax Definition Broadening: The League proposes adjusting and broadening the definitions of tourist, tourism promotion, and tourism-related facility as those terms are defined in the lodging tax statutes to ensure state-wide continued tourism and related economic and tax growth, assist with city tourist costs, and provide local choice and revenue flexibility.

Climate Change / Greenhouse Gas Emissions

F. Carbon Cap-and-Invest Program Adoption: The League's Energy & Environment Policy Committee has recommended support, if specific principles are recognized and codified, of legislation that would implement a statewide cap on carbon emissions over time and that would generate revenues for strategic investments that further Oregon's greenhouse gas reduction goals. The cap on emissions would apply to certain "regulated entities" with carbon emissions over 25,000 metric tons annually. Regulated entities would receive allowances, or would generate offset credits, to emit carbon. The revenue from the purchase of allowances would be invested in specified programs aimed at furthering GHG reductions and mitigating program impacts. It is anticipated that funds generated from a cap on the transportation fuel industry may be subject to use per state Constitutional requirements related to the state highway fund. The statewide cap on carbon would be reduced over time to meet updated greenhouse gas reduction goals for Oregon.

Speed Limits

K. Local Control Over Speed Limits on City Streets: Introduce legislation that allows Oregon cities to opt-in (voluntarily) to adjust their speed limits on residential streets 5 mph lower than the statutory speed limit.

X. Speed Limit Methodology: Introduce legislation that directs the Oregon Department of Transportation to develop a new speed setting methodology for cities and other urban areas that uses a safe systems approach validated by expert system tools as recommended by [NTSB Safety Study SS-17/01](#).

Building Inspection Services

Y. Third Party Building Inspection: The League will clarify the ability for local government programs to have private party building officials and building inspectors provide services for local building inspection programs, including recognizing that privately employed specialized inspectors can to perform specialized inspections.

Finance / PERS Reform

O. PERS Reform: The League will seek legislation to modernize the PERS investment pool, ensure proper financial controls are adhered to, and give cities a greater voice in how their monies are invested. The League will also seek legislation that shares the risk and costs of the pension benefit with employees but does so in a manner that impacts employees based on the generosity of the benefit plan they will retire under.

Increased Taxes for State-Shared Revenues

D. Beer and Cider Tax Increase: The League proposes increasing the state taxes on malt beverages and cider to assist with rising public safety costs, improve public health, reduce alcohol consumption by minors, and provide alcohol tax equity with wine and liquor.

Z. Tobacco Taxes Share Increase: The League proposes seeking a share of all state tobacco product tax revenues to assist with rising public safety costs and provide state shared revenue equity.

2017-18



State Legislative Agenda



Wilsonville City Council

Tim Knapp, Mayor

Scott Starr, Council President

Charlotte Lehan, Councilor

Susie Stevens, Councilor

Kristin Akervall, Councilor

City Appointed Management

Bryan Cosgrove, City Manager

Barbara Jacobson, City Attorney

CITY OF WILSONVILLE, OREGON / SOUTH METRO AREA REGIONAL TRANSIT (SMART)

Mark Ottenad, Public/Government Affairs Director

503-570-1505; ottenad@ci.wilsonville.or.us

Greg Leo, Public Affairs Consultant, The Leo Co.

503-804-6391; greg@theleocompany.com

29799 SW Town Center Loop East

Wilsonville, OR 97070

www.ci.wilsonville.or.us



Acting on behalf of the residents and businesses of the City of Wilsonville and SMART, the City Council adopts this legislative agenda to guide municipal policy positions in the 2017-18 session of the Oregon Legislative Assembly.

Wilsonville City Council, January 19, 2017



1. GOVERNANCE

■ Local Autonomy

1.1 The City of Wilsonville supports the home-rule autonomy of local governments and opposes efforts to preempt local-government authority to work on behalf of the city’s residents and businesses. The City seeks opportunities to restore municipal authority where it has previously been pre-empted by state law.

■ State Shared Revenues / Unfunded Mandates

1.2 The City of Wilsonville supports the State Shared Revenue formula and opposes efforts to shift service-costs from the State to local governments, often referred to as “unfunded mandates.” The City opposes efforts to reduce traditional “shared revenues,” which include liquor, beer and wine, and cigarette taxes that pay for essential local services.

2. TRANSPORTATION & TRANSIT INFRASTRUCTURE

■ Transportation

2.1 The City of Wilsonville supports multi-modal transportation options—including roadways, transit services and bike/ped alternatives—for residents, commuting workers and businesses.

2.2 The City of Wilsonville supports strategies and plans that maintain or increase the traffic-handling capacity of I-5 for the timely movement of freight and conduct of commerce, including the stretch of I-5 Boone Bridge crossing the Willamette River.

2.3 The City of Wilsonville supports increased funding by federal and state governments of public transportation infrastructure.

2.4 The City of Wilsonville supports efforts to re-open and maintain the operations of the Willamette Falls Locks and Canal.



■ Transit

2.5 The City of Wilsonville supports increased funding and access to increased transit services that provide residents and commuting workers with an affordable option for personal mobility.

2.6 The City of Wilsonville supports expanded Westside Express Service (WES) commuter rail transit service for full-day and Saturday service and extension of service to Salem.

3. ECONOMIC & COMMUNITY DEVELOPMENT

■ Land Use and Development

3.1 The City of Wilsonville supports sustainable, “smart-growth” concepts that include objectives such as walkable neighborhoods, compact urban development, the conservation of valuable resource lands and the protection of prime agricultural soils outside the urban growth boundary (UGB).

3.2 The City of Wilsonville supports Oregon land-use law that calls for urban-development activities to occur in cities—areas with municipal governance and supporting infrastructure—and opposes efforts to encourage activities outside of cities that result in urban-level development.

3.3 The City of Wilsonville supports initiatives that reclaim industrial “brownfield” sites in urban settings for productive re-use and that assists cities to develop existing industrial lands.



These kinds of initiatives maximize the benefit from existing public resources and reduce the need for urban-growth boundary expansions to accommodate industrial development.

3.4 The City of Wilsonville supports the creation or extension of additional economic-development tools that cities may utilize as they wish, including implementing the Oregon Industrial Site Readiness Program that complies with current state law and making the state “Enterprise Zone” and similar designations available to more cities.

■ Workforce Development

3.5 The City of Wilsonville supports adequate funding for institutions of higher education in order to provide more comprehensive workforce development opportunities for future and current employees of industrial employers.

3.6 The City of Wilsonville supports efforts to improve the overall quality of K–12 education, and in particular to strengthen Science-Technology-Engineering-Math (STEM) education, as well as post-secondary education that prepare tomorrow’s workforce.

4. ENVIRONMENTAL IMPACT

4.1 The City of Wilsonville supports the protection of the environment and important natural resources for the benefit of human health, quality of life for citizens, recreational opportunities, and wildlife habitat.



FAST FACTS: City of Wilsonville & South Metro Area Regional Transit (SMART)

Population: *One of Oregon's fastest growing cities*

For the past 20 years, Wilsonville has been one of Oregon's fastest growing cities with population over 10,000. Wilsonville is now the state's 22nd largest city.

Jurisdiction	2000 Census	2016 PSU Est.	% Change
City of Wilsonville	13,991	23,740	69.7%
Portland metro region*	1,444,219	1,779,245	23.0%
State of Oregon	3,421,399	4,076,350	19.1%

* Clackamas, Multnomah and Washington Counties

SMART Transit: *I-5 Corridor Public Transportation Service*

South Metro Area Regional Transit (SMART) provides transit services six days per week for 300,000 riders composed of commuting workers and residents. SMART links with regional transit providers, including TriMet and WES (Westside Express Service) commuter trains, Salem Area Mass Transit District ("Cherriots") and Canby Area Transit (CAT), as well as providing in-town fixed-route and paratransit services.



Education & Workforce Development: *High-quality skills training*

OregonTech Wilsonville is the metro-area campus of the Oregon Institute of Technology (OIT), the state's premier university of advanced engineering and applied-technology studies. OregonTech Wilsonville works closely with the region's high-tech employers and area high schools to promote hands-on, practical Science-Technology-Engineering-Math (STEM) curriculum.



Clackamas Community College, Wilsonville Training Center Campus
West Linn-Wilsonville School District and Canby School District



Employment: *\$1.1 Billion Direct Annual Payroll, Mostly in Family-Wage Industrial Jobs*

Wilsonville's 1,050 businesses provide over 20,000 jobs, of which half are in high-wage industrial occupations of manufacturing, primarily in high-tech and software engineering, wholesale distribution and professional services. Nine out of 10 employees commute to jobs in Wilsonville primarily from the greater Portland metro-area, Canby, Woodburn and Salem/Keizer.

20,165 Wilsonville Jobs by Employment Sector, 2015



Total annual payroll in Wilsonville exceeds \$1.1 billion annually—an +80% increase since 2000—that generates a total direct/indirect regional economic-multiplier impact of over \$3.2 billion per year.

Top-10 Private-Sector Wilsonville Employers

Sorted descending by Number of Full-Time Equivalent (FTE) Jobs

Business	Type	Jobs
1. Siemens Mentor Graphics Corp.	Software	997
2. Convergys (fka Stream Internat'l)	Call center	798
3. Xerox Corp.	Manufacturing	706
4. Sysco Food Services	Wholesale Dist.	557
5. Rockwell Collins	Manufacturing	488
6. TE Medical Tyco Electronics Connectivity	Manufacturing	329
7. Costco Wholesale	Retail	305
8. Southern Wines & Spirits	Wholesale Dist.	300
9. Swire Coca-Cola Bottling	Manufacturing	272
10. Fred Meyer Stores	Retail	249



The Wilsonville SMART Transit Center serves as the Tri-Met Westside Express Service (WES) commuter rail train station that features an expandable 400-car park-and-ride lot. Each WES train is met by SMART buses that whisk employees to the worksite within 10 minutes of arrival in Wilsonville, which provides key 'last-mile' public transit service.

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2018

Items known as of 07/10/18

July

DATE	DAY	TIME	EVENT	LOCATION
7/23	Thursday	6:30 p.m.	DRB Panel B	Council Chambers
7/25	Wednesday	6:30 p.m.	Library Board Meeting	Library

August

DATE	DAY	TIME	EVENT	LOCATION
8/6	Monday	7:00 p.m.	City Council Meeting	Council Chambers
8/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
8/8	Wednesday	1:00 p.m.	Wilsonville Community Seniors, Inc. Advisory Board	Community Center
8/8	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
8/20	Monday	7:00 p.m.	City Council Meeting	Council Chambers
8/22	Wednesday	6:30 p.m.	Library Board Meeting	Library
8/27	Monday	6:30 p.m.	DRB Panel B	Council Chambers

September

DATE	DAY	TIME	EVENT	LOCATION
9/6	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
9/10	Monday	6:30 p.m.	DRB Panel A	Council Chambers
9/12	Wednesday	1:00 p.m.	Wilsonville Community Seniors, Inc. Advisory Board	Community Center
9/12	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
9/17	Monday	7:00 p.m.	City Council Meeting	Council Chambers
9/24	Monday	6:30 p.m.	DRB Panel B	Council Chambers
9/26	Wednesday	6:30 p.m.	Library Board Meeting	Library

Community Events:

7/18 Walk at Lunch, noon - 1:00 p.m., at BenchMark Physical Therapy

7/19 Wilsonville Farmers Market, 4:00 p.m. - 8:00 p.m., at Sofia Park

7/25 Walk at Lunch, noon - 1:00 p.m., at Orangetheory Fitness

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.

- 7/26** Wilsonville Farmers Market, 4:00 p.m. - 8:00 p.m., at Sofia Park
- 7/27** Movies in the Park, lawn opens at 8:15 p.m. at Memorial Park
- 7/30** Teen Summer Reading Program Annual Party in the Park, 4:00 p.m., - 6:00 p.m., at Murase Plaza
- 7/31** History Pub, 6:30 p.m. - 8:00 p.m. at Wilsonville McMenamins' Old Church
- 8/2** Wilsonville Farmers Market, 4:00 p.m. - 8:00 p.m., at Sofia Park
- 8/4** Fun in the Park, 10:00 a.m. - 4:00 p.m. at Town Center Park
- 8/9** Wilsonville Farmers Market, 4:00 p.m. - 8:00 p.m., at Sofia Park
- 8/10** Movies in the Park, lawn opens at 8:15 p.m. at Memorial Park
- 8/16** Wilsonville Farmers Market, 4:00 p.m. - 8:00 p.m., at Sofia Park
- 8/16** Relay For Life Evening of Hope, 5:00 p.m. at Town Center Park
- 8/22** Community Block Party, 5 p.m. - 8 p.m. at Town Center Park
- 8/23** Wilsonville Farmers Market, 4:00 p.m. - 8:00 p.m., at Sofia Park
- 8/24** Movies in the Park, lawn opens at 8:15 p.m. at Memorial Park
- 8/28** History Pub, 6:30 p.m. - 8:00 p.m. at Wilsonville McMenamins' Old Church
- 8/30** Wilsonville Farmers Market, 4:00 p.m. - 8:00 p.m., at Sofia Park
- 9/30** City offices closed in observance of Labor Day.

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: July 16, 2018</p>	<p>Subject: Resolution No. 2696 Intergovernmental Agreement with Metro for a Federal Fund Exchange Associated with the I-5 Pedestrian (And Bikeway) Bridge (CIP #4202).</p> <p>Staff Member: Zachary Weigel, P.E. Capital Projects Engineering Manager</p> <p>Department: Community Development</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1st Reading Date:</p> <p><input type="checkbox"/> Ordinance 2nd Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input checked="" type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p>Comments:</p>	
<p>Staff Recommendation: Staff recommends that Council adopt Resolution No. 2696.</p>		
<p>Recommended Language for Motion: I move to approve Resolution No. 2696.</p>		
<p>Project / Issue Relates To:</p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities 9. Build fully interconnected and effective transportation modes.</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s) Transportation System Plan – Project BW-09</p>	<p><input type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

A City of Wilsonville resolution authorizing the Mayor to sign an Intergovernmental Agreement (IGA) with Metro enabling the federal fund exchange between the I-5 Pedestrian & Bikeway Bridge (CIP #4202) and the Kinsman Road Extension (CIP #4004) projects.

EXECUTIVE SUMMARY:

On February 10, 2017, the City of Wilsonville obtained a \$1.55 million Regional Flexible Fund Allocation (RFFA) grant through Metro for the design of the I-5 Pedestrian & Bikeway Bridge project (the City's local match commitment for the grant was \$700,000).

At the December 18, 2017 work session, City Council directed staff to proceed with the I-5 Pedestrian & Bikeway Bridge project without use of federal funds provided by the RFFA grant. This approach reduces mandatory FHWA and ODOT project oversight and allows for local control of project decisions; eliminates the FHWA requirement that the project be fully funded for construction within six years of federal fund obligation, allowing the City to set the project construction schedule; and avoids federal mandates that supersede local design preferences, allowing for more flexibility during design and construction of the project. The approach also results in more efficient project costs and progress.

Council encouraged staff to work with other agencies to try and exchange the RFFA federal funds with local matching funds on other federal grant funded projects, so as to not lose the RFFA grant funds awarded to Wilsonville's I-5 Pedestrian & Bikeway Bridge project.

City and Metro staff determined that a RFFA grant fund exchange could occur with the City's existing Kinsman Road Extension (CIP #4004) project, which was already partially funded with federal grant funds and was nearing construction completion. For the Kinsman Road Extension project, Wilsonville is providing an estimated local match of \$3.3 million (funded by Transportation System Development Charges (SDCs), exceeding the minimum required by the federal grant funds. As a result, the full \$1.55 million RFFA grant funds from the I-5 Pedestrian & Bikeway Bridge can be exchanged with \$1.55 million in local overmatch from the Kinsman Road Extension project. This fund exchange will allow the City to retain funding equivalent to the RFFA grant funds without the added obligations associated with federal requirements on a City project.

Because the RFFA grant funds were awarded by Metro for the I-5 Pedestrian & Bikeway Bridge project, the City needs to enter into an Intergovernmental Agreement with Metro agreeing to deliver the bridge project elements described in the RFFA application. The IGA generally defines the project work and outlines the City's and Metro's obligations with regards to performance of the project work. The project work under the IGA includes preliminary engineering, environmental permitting, and property acquisition phases to be completed by September 30, 2021. The construction phase of work is not included as part of the IGA and is subject to future funding and scheduling as determined by the City. Recognizing advancement of any project is subject to available funding and priorities, and that this Council cannot legally bind a future Council as to selection of those priorities, the City should view the fund exchange as a good faith commitment to this project. The IGA is attached as Exhibit 1 to Resolution No. 2696.

EXPECTED RESULTS:

Upon execution of the IGA, the City will need to amend the Kinsman Road Extension IGA with the Oregon Department of Transportation (ODOT) to add the RFFA grant funds to the Kinsman project. The exchanged local funds will be credited to the City's Local Governmental Investment Pool account with ODOT specific to the Kinsman Road Extension project. Upon closeout of the Kinsman Road Extension project, the remaining LGIP account funds will be released back to the City.

The City will solicit proposals from qualified engineering firms to perform the I-5 Pedestrian and Bikeway Bridge project work outlined in Metro IGA No. 935323. Upon completion of the project work, the City will have a complete set of contract bid documents, ready to construct the bridge project when construction funds are available and authorized by the City.

TIMELINE:

Once the IGA has been executed, the City will begin the process to procure engineering design services, expected to occur in January 2019. Project design is expected to begin in February 2019 and take approximately 2.5 years to complete.

CURRENT YEAR BUDGET IMPACTS:

The adopted budget for FY18/19 includes \$1,741,000 in Transportation SDCs for CIP project #4202. The total project work stated in the IGA is estimated at \$2.25 million over the 2.5 years to complete. This project is included in the City's current five-year capital improvement plan and will need to carry into the next fiscal year.

FINANCIAL REVIEW / COMMENT:

Reviewed by: SCole Date: 7/5/2018

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 7/9/2018

COMMUNITY INVOLVEMENT PROCESS:

The pedestrian and bikeway bridge was identified as a high priority project through the last update to the Wilsonville Transportation System Plan, which included an extensive community involvement process. Likewise, the RFFA grant process included a public review and comment period in which the project garnered positive feedback from the community.

The Town Center Plan has again raised the awareness of the project as an important and meaningful connection between west of I-5 and the Town Center. Public feedback has reinforced it as a key element of the Town Center Plan.

The project has been included on various regional Active Transportation lists as a high priority for future regional funding opportunities.

The design phase of the project will include a public involvement plan that provides for broad-based community involvement.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The bridge will provide a safe bike and pedestrian crossing of I-5 that is separated from vehicular traffic with direct access to essential services in the Wilsonville Town Center, SMART Central Station and WES commuter rail, employment areas, and educational resources. In the future, the bridge will be a critical east-west connection for Wilsonville – one that is safe, comfortable, and accessible for all populations of pedestrians and cyclists.

ALTERNATIVES:

1. Approve the IGA in its current form. Recommended.
2. Deny the IGA and return the Federal grant funding. This is not recommended as the City would be losing \$1.55 million dollars to apply to project without having to comply with federal requirements.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Resolution No. 2696

RESOLUTION NO. 2696

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE MAYOR TO SIGN AN INTERGOVERNMENTAL AGREEMENT WITH METRO FOR A FEDERAL FUND EXCHANGE ASSOCIATED WITH THE I-5 PEDESTRIAN (AND BIKEWAY) BRIDGE (CAPITAL IMPROVEMENT PROJECT #4202).

WHEREAS, the City has planned and budgeted for Capital Improvement Project (CIP) #4202, known as the I-5 Pedestrian Bridge project (the Project); and

WHEREAS, the Project includes preliminary engineering, environmental due diligence, and property acquisition work necessary to ready the project for construction; and

WHEREAS, the Project was awarded federal funds through Metro’s Regional Flexible Funds Allocation (RFFA) program for the Project in the amount of \$1.55 million; and

WHEREAS, the Kinsman Road Extension (Kinsman Project) (CIP #4004) is a federally funded project for which the City provided significant local funding in excess of the federal funding requirement for minimum local match, called overmatch;

WHEREAS, the City provided sufficient local overmatch for the Kinsman Project to exchange with the federal funds awarded to the Project; and

WHEREAS, the fund exchange will “defederalize” the Project and provide the Project both cost and schedule efficiencies; and

WHEREAS, the City of Wilsonville is required to enter into Intergovernmental Agreement (IGA) No. 935323 with Metro, attached hereto and incorporated herein as **Exhibit 1**, to complete the fund exchange and ensure the exchanged local funds are expended on the Project as set forth in the City’s RFFA application (included with the IGA as Attachment 1 to Exhibit A – Scope of Work).

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

1. The City Council does hereby approve and authorize the Mayor to sign Intergovernmental Agreement No. 935323 between the City of Wilsonville and Metro to ensure the project known as the I-5 Pedestrian

Bridge (CIP #4202), now financed with local funds, proceeds as set forth in the City's RFFA application. A copy of Intergovernmental Agreement No. 935323 marked **Exhibit 1** is attached hereto and incorporated herein.

2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 16th day of July 2018, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachment:

1. Exhibit 1 – IGA No. 935323

Intergovernmental Agreement

Metro Contract No. 935323

Project: I-5 Bike/Ped O-xing: SW Barber-SW Town Center Loop

This Intergovernmental Agreement (the Agreement) is between **Metro**, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 N.E. Grand Avenue, Portland, Oregon 97232-2736, and the **City of Wilsonville**, referred to herein as "the City," located at 29799 S.W. Town Center Loop, E, Wilsonville, Oregon 97070.

1. Background

Metro is the federally mandated metropolitan planning organization (MPO) designated by the Governor to develop an overall transportation plan for the region. The Metropolitan Transportation Improvement Program (MTIP) documents how all federal transportation money is spent in the Portland metropolitan area. It also documents state- and locally-funded projects that may significantly affect the region's air quality. As the MPO for the Portland region, Metro is required to prepare the MTIP documenting funded projects scheduled for the next four years.

Regional flexible funds are money from the federal government that may be used for a wide range of projects. These funds come from three federal grant programs. Surface Transportation Block Grant Program (STBG) funds may be used for projects to preserve and improve conditions and performance on public roads, pedestrian and bicycle infrastructure, and transit capital projects. Congestion Mitigation/Air Quality Program (CMAQ) funds may be used for surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief. Transportation Alternatives Program (TAP) funds may be used for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities and environmental mitigation.

In 2016, the Metro Council adopted the recommendation of the Joint Policy Advisory Committee on Transportation and authorized funding of the 2019-21 Regional Flexible Funds ("RFF") Allocation projects and programs (Metro Resolution No. 16-4756). The City of Wilsonville – I-5 Walking and Biking Bridge ("the Project") was included in the 2019-21 RFF allocation. The total RFFA award amount is \$1,550,000, excluding the local match. A copy of the City's application for the Project is attached to this Agreement's Scope of Work.

On May 1, 2018, the City proposed to replace the Project's RFFA funds with local funds and to apply the RFF funds to the construction phase of an existing federally funded project – Kinsman Rd.: SW Boeckman – SW Barber (key 14429). Metro has agreed to the proposal and will take all necessary steps to exchange the funds, including facilitation of an amendment to the 2018-2021 MTIP.

The purpose of this Agreement is to ensure the Project, now financed with local funds, proceeds as set forth in the City's RFF application.

2. Term

The term of this Agreement will be from the latest signature date set forth below until **September 30, 2021**, unless terminated or extended as provided in this Agreement.

3. Scope of Work

The City and Metro must perform all activities specified in the attached "Exhibit A – Scope of Work," which is incorporated into this Agreement by this reference as if set forth in full.

4. Changes to Scope of Work

The City and Metro authorize Metro's Planning and Development Director or Deputy Director and the Wilsonville Community Development Director or other defined designee to modify the Scope of Work, upon mutual agreement,

Intergovernmental Agreement

Metro Contract No. 935323

provided that there are no changes to the City's contribution nor substantial changes to the schedule covered by the Scope of Work and so long as the change does not require adoption by JPACT or the Metro Council.

The City will deliver the I-5 Walking and Biking Project with local funds and cannot request funding from Metro for the purposes of completing the project as awarded in the 2019-2021 RFFA.

5. Records Maintenance

The City must maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles ("GAAP"). In addition, the City must maintain any other records pertinent to this Agreement in such a manner as to clearly document the City's performance. The City must retain and keep accessible all such fiscal records, books, documents, timesheets, papers, plans, and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

6. No Third-Party Beneficiary

Except as set forth herein, this Agreement is between the Parties and creates no third-party beneficiaries. Nothing in this Agreement gives or will be construed to give or provide any benefit, direct, indirect, or otherwise to third parties unless third persons are expressly described as intended to be beneficiaries of its terms.

7. Indemnity

To the extent permitted by Oregon law and subject to the limitations of the Oregon Tort Claims Act and the Oregon Constitution, the City agrees to indemnify and defend Metro and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees at trial and on appeal, arising out of or in any way connected with its performance of this Agreement.

8. Oregon Law, Dispute Resolution, and Forum

This Agreement is to be construed according to the laws of the State of Oregon. The City and Metro shall negotiate in good faith to resolve any dispute arising out of this Agreement. If the Parties are unable to resolve any dispute within fourteen (14) calendar days, the Parties shall attempt to settle any dispute through mediation. The Parties shall attempt to agree on a single mediator. The cost of mediation will be shared equally. If the parties agree on a mediator, the mediation must be held within 60 days of selection of the mediator unless the Parties otherwise agree. If the Parties cannot agree on a mediator, or the matter is not settled during mediation, the Parties will have all other remedies available at law or in equity. Any litigation between Metro and the City arising under this Agreement or out of work performed under this Agreement will occur, if in the state courts, in the Multnomah County Circuit Court, and if in the Federal courts, in the United States District Court for the District of Oregon located in Portland, Oregon.

9. State and Local Law Compliance

The City must comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement. The City must comply with the State of Oregon requirements for crossing an interstate highway.

10. Discrimination Prohibited

No recipient or proposed recipient of any services or other assistance under the provisions of this Agreement or any program related to this Agreement may be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available through this Agreement on the

Intergovernmental Agreement

Metro Contract No. 935323

grounds of race, color, or national origin, 42 U.S.C. §2000d (Title VI), or on the grounds of religion, sex, ancestry, age, or disability as that term is defined in the Americans with Disabilities Act. For purposes of this section, "program or activity" is defined as any function conducted by an identifiable administrative unit of the City receiving funds pursuant to this Agreement.

11. Project Information

The City must share all major project information and fully cooperate with Metro, informing Metro of all keys aspects of the project including actual or potential problems or defects. Metro and the City will determine the aspects of the Project that trigger this information sharing requirement.

12. Independent Contractor Status

The City is an independent Contractor for all purposes and is entitled only to the compensation provided for in this Agreement. Under no circumstances will the City be considered an employee of Metro. The City must provide all tools or equipment necessary to carry out this Agreement, and will exercise complete control in achieving the results specified in the Scope of Work.

The City is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement.

13. Notice and Parties Representatives

The parties must address any notices permitted or required by this Agreement to the other party's representative(s) as set forth below and will be deemed received (a) on the date they are personally delivered, (b) on the date they are sent via facsimile, or (c) on the third day after they are deposited in the United States mail, postage fully prepaid, by certified mail return receipt requested. Either party may change its representative(s) and the contact information for its representative(s) by providing written.

The City's Designated Representatives:

Nancy Kraushaar, Community Development Director
 Zachary Weigel, Capital Projects Engineering Manager
 Barbara Jacobson, City Attorney
 City of Wilsonville
 29799 S.W. Town Center Loop, E
 Wilsonville, OR 97070

Metro's Designated Representatives:

Grace Cho
 Metro Regional Center
 600 N.E. Grand Avenue
 Portland, OR 97232-2736

with copy to:
 Metro Attorney
 600 N.E. Grand Avenue
 Portland, OR 97232-2736

Intergovernmental Agreement

Metro Contract No. 935323

14. Assignment

The City may not assign or transfer this Agreement without written permission from Metro.

15. Interpretation of Agreement

This Agreement will not be construed for or against any Party by reason of authorship or alleged authorship of any provision. The Section headings contained in this Agreement are for ease of reference only and may not be used in constructing or interpreting this Agreement.

16. Entire Agreement; Modification; Waiver

This Agreement constitutes the entire agreement between the Parties on the subject matter hereof and supersedes all prior or contemporaneous written or oral understandings, representations, or communications of every kind. 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 will bind either Party unless in writing and signed by both Parties. Such waiver, consent, modification, or change, if made, will be effective only in the specific instance and for the specific purpose given. The failure of a Party to enforce any provision of this Agreement will not constitute a waiver by a Party of that or any other provision.

17. Choice of Law

The situs of this Agreement is Portland, Oregon. Any litigation over this Agreement will be governed by the laws of the State of Oregon and will be conducted in the Circuit Court of the State of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

18. No Waiver of Claims

The failure to enforce any provision of this Agreement does not constitute a waiver by Metro of that or any other provision.

19. Modification

Notwithstanding and succeeding any and all prior agreements or practices, this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing, signed by both parties.

20. Severability

If any clause, sentence or any other portion of the terms and conditions of this Grant Agreement becomes illegal, null or void for any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law.

21. Authority

The representatives signing on behalf of the Parties certify they are duly authorized by the Party for whom they sign to make this Agreement.



Intergovernmental Agreement

Metro Contract No. 935323

22. Further Assurances

Each of the Parties shall execute and deliver any and all additional papers, documents, and other assurances, and shall do any and all acts and things reasonably necessary in connection with the performance of their obligations hereunder and to carry out the intent and agreements of the Parties hereto.

23. No Special or Consequential Damages

The City expressly waives any claims against Metro regarding the Scope of Work under this Agreement. In no event will Metro be liable for and the City specifically releases Metro from any liability for special, punitive, exemplary, consequential, incidental or indirect losses or damages (in tort, contract or otherwise) under or in respect of this Agreement or for any failure of performance related to the Scope of Work or this Agreement, however caused, whether or not arising from Metro's sole, joint or concurrent negligence.

24. Counterparts

This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which will constitute one and the same instrument.

THE CITY, BY EXECUTION OF THIS AGREEMENT TO AGREE, HEREBY ACKNOWLEDGES THAT THE CITY HAS READ THIS AGREEMENT TO AGREE, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

City of Wilsonville

Metro

By: _____

By: _____

Printed: _____

Printed: Martha Bennett

Title: _____

Title: Chief Operating Officer

Date: _____

Date: _____

Exhibit A – Scope of Work

Metro Contract No. 935323

Metro's duties:

Metro will support and facilitate the City's fund exchange proposal.

The City's duties:

The City agrees to deliver the project as described in the 2019-2021 RFFA application and awarded funding.

The City agrees to coordinate the project work with any future I-5 Mobility Corridor Study.

The City will provide the following information to Metro and will proceed with the Project:

1. Project Title/Project Number: I-5 Pedestrian Bridge (Project #4202) – The project consists of preliminary engineering, environmental due diligence, and property acquisition for a pedestrian and bicycle bridge over Interstate 5 connecting S.W. Barber Street and the Wilsonville Town Center necessary to make the project construction ready, subject to availability of construction funds.

2. Estimated budget at time of award:

Total Cost of Project:	\$2,250,000
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3. Budget by phase:

Preliminary Engineering	\$1,550,000
Environmental Permitting	\$50,000
Property Acquisition	\$550,000

Metro Award Amount by Phase:	
Preliminary Engineering	\$ 1,550,000
Environmental Planning	\$ 0
Property Acquisition	\$0

Preliminary Project Schedule:	
Preliminary Engineering:	February 2019 – March 2021
Environmental Planning:	January 2020 - June 2020
Property Acquisition:	September 2020 - September 2021

4. Project Location: Interstate 5 at S.W. Barber Street and S.W. Boones Ferry Road Intersection and at S.W. Town Center Loop West. Beginning at Interstate 5 milepost 284.4 and ending at milepost 284.2 in Wilsonville, Clackamas County.

5. The City agrees to submit to Metro the following project deliverables:

Instruction: The Project Deliverables includes the work and requirements the City will undertake. The original Regional Flexible Fund Application and project budget is attached for reference.

- Phase 1: Pre-construction activities including design, permits, construction documents and contractor selection:
- The City will submit 30%, 60%, 90% and final design documents to Metro staff for review and notify Metro when permits are acquired.

Exhibit A – Scope of Work

Metro Contract No. 935323

- The City will submit an updated cost estimate with each plan set.
- The City will submit an updated timeline based on final design documents.
- The design of the project must be consistent with industry design standards.

Phase 2: Right-of-way easements and acquisition (if completed).

- The City will submit the final adopted survey filed with assessment OR document of legal conveyance of easement.
- The City must substantially comply with the Federal Acquisition Guidelines.
- The City will comply with the State of Oregon's requirements for temporary construction easements, permanent right-of-way, and interstate highway crossings.

6. The City agrees to submit to Metro regular progress reports. The reporting requirements are below:
- a) Quarterly Progress Reports: In addition to the Project Deliverables set forth above, once work has begun, the City must provide to Metro a progress report, documenting the status of the Project. The City must submit the progress report to Metro quarterly and when Project Deliverables are met.
 - b) The City must include the following details in all progress reports:
 - i. An account of the work accomplished to date.
 - ii. A statement regarding the City's progress on meeting benchmarks.
 - iii. The percentage of the Project completed.
 - iv. A statement as to whether the Project is on schedule or behind schedule.
 - v. A description of any unanticipated events.
 - c) The City must submit all progress reports in a memorandum format with the title of "Progress Report: (insert name of project) or in another Metro approved and documented reporting method.
 - d) Final Report:
 The City must submit a final report within sixty (60) days of the earlier of (a) the Project completion date or (b) the expiration date of the Intergovernmental Agreement. The final report must include:
 - i. Full and final accounting of all expenditures.
 - ii. The value and source of all matching funds.
 - iii. A description of work accomplished.
 - iv. Volunteer hours and participation (if applicable).
 - v. Project photos (including a photo of the signage acknowledging Metro during construction), if used.
 - e) The final report submitted by the City must be in the Final Report Form provided by Metro unless Metro approves in writing another reporting method.



Exhibit A – Scope of Work

Metro Contract No. 935323

**ATTACHMENT 1
FUND APPLICATION
FOLLOWS**



Active Transportation & Complete Streets Projects

Name of Project I-5 Pedestrian & Bikeway Bridge (Town Center Loop to Barber Street)

(project name will be adjusted to comply with ODOT naming convention if necessary)

Project application

The project application provides in depth process, location and project definition details and serves as the nomination form for project funding consideration. **Project applications should be kept to 12 pages total per project.** The application form is available electronically at: <http://www.oregonmetro.gov/rffa>. Please complete the following:

Project Definition

Project Description

- Facility or area: street(s), intersection(s), path or area. Interstate 5 at SW Barber Street and SW Boones Ferry Road Intersection and at SW Town Center Loop West
- Beginning facility or milepost. 284.4 (Interstate 5)
- Ending facility or milepost. 284.2 (Interstate 5)
- Provide a brief description of the project elements. The project consists of a new 14-foot wide pedestrian and bicycle bridge spanning 290 feet over SW Boones Ferry Road and Interstate 5, connecting SW Barber Street with SW Town Center Loop West. The bridge approaches will include retaining walls and be constructed to meet ADA standards with a grade of less than 5% and will tie into existing pedestrian and bike facilities on SW Barber Street, SW Boones Ferry Road, and SW Town Center Loop West. The project will include a public art component, relocation of conflicting utilities and the collection and treatment of stormwater runoff.
- City (ies). Wilsonville
- County(ies). Clackamas

Base project information

- Corresponding RTP project number(s) for the nominated project. 11554
- Attach a completed Public Engagement and Non-discrimination checklist (Appendix A).
- Purpose and need statement (The purpose and need statement should address the criteria as they apply to the project, for example: increase non-auto trip access to essential services in the X town center, particularly for the high concentration of Y and Z populations in the project area). The project purpose is to increase safety and volume of non-auto trip access to essential services in the Wilsonville 2040 Town Center, SMART Central Station and WES commuter rail, employment areas, and educational resources, particularly for the elderly, disabled, and disadvantaged populations within and around the project area.

- Attach a completed Active Transportation Design checklist (Appendix C).
- Description of post implementation measurement of project effectiveness (Metro staff is available to help design measurement methodologies for post-construction project criteria performance).
 - Decrease in combined total local vehicle trips crossing Interstate 5 between west and east Wilsonville at Boeckman Road and Wilsonville Road, accounting for population growth.
 - Increase in pedestrian and bike trips on Barber Street between Boones Ferry Road and Boberg Road.
 - Increase in combined total pedestrian and bike trips crossing Interstate 5 at Boeckman Road, new ped/bike bridge, and Wilsonville Road.
 - Increase in total pedestrian and bike trips to and from SMART Central Station and WES commuter rail.

Project Cost and Funding Request Summary

- Attach a completed Cost Methodology workbook (Appendix E) or alternative cost methodology. Describe how the project cost estimate was determined, including details on project readiness and ability for project funding to be obligated within the 2019-21 timeframe. Reference availability of local match funds, status of project development relative to the requirements of federal-aid projects, and indicators of political and community support

The RFFA funding request is for Preliminary Engineering, Environmental, and ROW acquisition to make the I-5 Pedestrian and Bikeway Bridge project shovel ready for construction. In 2013, the City in consultation with OBEC Consulting Engineers performed conceptual design and cost estimating of three bridge types. In 2015, the bridge cost estimates were updated and a preliminary engineering, environmental, and ROW acquisition scope of work and schedule developed (See attached supporting information). As a result, the project is ready to enter into the preliminary engineering phase of work immediately.

Data from the conceptual design was input into the RFFA Cost Estimate Workbook (See attached Appendix E) to determine the project cost. Although the RFFA funding request does not include construction, the City is planning for self-funded construction within 10 years of preliminary engineering funds being obligated in accordance with FHWA requirements. Beginning next fiscal year, the City will begin to set aside funds specific to the construction of the I-5 Pedestrian and Bikeway Bridge project at an average rate of \$550,000 per year, fully funding construction within 10 years of the PE fund obligation. At the end of the City's 5-year capital improvement plan forecast, adopted as part of the City's FY16/17 Budget, the I-5 Pedestrian and Bikeway Bridge project account balance is \$1,842,500 in Street System Development Charges. This amount will fund the City's match for the RFFA request and begin building a healthy reserve for construction.

Although the City is planning for self-funded construction, the City will continue to pursue all federal funding and private investment opportunities utilizing the City's project set aside account as a source of matching funds to help construct the bridge on a shorter timeframe.

The project has been through an extensive public approval process being identified as a high priority project in the adopted 2013 Transportation System Plan. It also is identified as one of the

City's top bike and pedestrian needs in the adopted 2013 Bicycle & Pedestrian Connectivity Action Plan. This project is also included in the 2014 Metro Regional Transportation Plan (RTP ID No. 11554) identified as a significant improvement to the regional active transportation system.

The Wilsonville City Council has provided support for this project and Resolution No. 2598 authorizing staff to apply for regional flexible funding for the design and construction of the I-5 Pedestrian and Bikeway Bridge project is included as part of this proposal.

- Total project cost
(Include and describe any cost elements beyond those funded by the request + match):
The total project cost is \$9.1 Million. The RFFA funding request is for preliminary engineering, environmental permitting, and right-of-way acquisition with a total project cost of \$2.25 Million. Future construction costs are estimated at \$6.85 Million.
- RFFA funding request by project phase:
(e.g. Project Development, P.E., Environmental, ROW acquisition, Construction)
Preliminary Engineering Phase: \$1,550,000 (total including City match)
Environmental Permitting Phase: \$50,000 (total including City match)
ROW Acquisition Phase: \$650,000 (total including City match)
Total request: \$2,250,000 (total including City match)
- Local match or other funds
(minimum match = 10.27% of funds requested + match):
Total City match: \$700,000, 31.11% of total funding request

Map of project area

- Provide a map of the project consistent with GIS shapefile standards found in Appendix B

Project sponsor agency

- Contact information (phone # & email) for:
- Application lead staff
Zachary J. Weigel, P.E., 503 570-1565, weigel@ci.wilsonville.or.us
- Project Manager (or assigning manager)
Zachary J. Weigel, P.E., 503 570-1565, weigel@ci.wilsonville.or.us
- Project Engineer (or assigning manager)
Nancy Kraushaar, P.E., 503 570-1562, kraushaar@ci.wilsonville.or.us
- Describe the agencies record in delivering federal aid transportation projects on time and budget or whether the lead agency has failed to deliver a federal aid transportation project and if so, why. The City of Wilsonville has a long track record of successfully delivering federal aid transportation projects. These projects include:
 - Key #15108: I-5 Wilsonville Road Interchange (completed).
 - Key #16515: Barber Street – Boones Ferry to Boberg (completed).
 - Key #12400: Boeckman Road – 95th to Tooze Rd (completed).

Key #14058: Barber Street - Coffee Lake Drive to Kinsman Road (Bridge) (completed).

Key #14429: Kinsman Road - Boeckman Rd to Barber St (construction – completion June 2018).

Key #17212: Tooze Road – 110th Avenue to Grahams Ferry Road (PE - completion Dec. 2018).

Key #17264: French Prairie Bridge - Boones Ferry Rd to Butteville Rd (project development currently underway with 30% design documents scheduled for completion in June 2018).

The number of projects completed and currently underway is a good indicator of the City's success of delivering projects. The City does not have a recorded instance of failing to deliver on a federal aid transportation project.

- Describe how the agency currently has the technical, administrative and budget capacity to deliver the project, with an emphasis on accounting for the process and requirements of federal aid transportation projects.

As a non-certified agency, the City of Wilsonville retains qualified and experienced consulting firms with the technical and administrative capacity to successfully deliver federal aid transportation projects. All current Wilsonville staff, including the city engineer, civil engineers, inspectors, and administrative staff have previous experience with federal aid transportation projects, as is evidenced by the 7 federal aid projects listed above, as well as projects while working in previous other jurisdictions. As a result, Wilsonville staff is familiar with and understands the process and requirements associated with federal aid projects.

The I-5 Pedestrian and Bikeway Bridge project is identified in the City's 5-year Capital Improvement Plan (CIP) forecast, adopted as part of the City's Fiscal Year 16/17 Budget. As a result, the project is incorporated into the City's work plan with the necessary administrative and engineering staff resources assigned to manage the project. Also, the I-5 Bridge is identified as a project of high importance to the Wilsonville City Council and citizens. The City is committed to assigning resources necessary to complete the project within the timeframe proposed.

The City's adopted 5-year CIP forecast also identifies a balance of \$1,842,500 in Street System Development Charges for the I-5 Pedestrian and Bikeway Bridge project in FY2020. This will fund the City's match for the RFFA request and begin building a healthy reserve for construction.

Highest priority criteria

1. What communities will the proposed project serve? What are the estimated totals of low-income, low-English proficiency, non-white, elderly and young, and persons with disabilities populations that will benefit from this project, and how will they benefit?

The City of Wilsonville is bisected by Interstate 5, splitting the City into east and west halves connected by only 3 existing roadway crossings that are primarily designed for high volume, motorized vehicles. The I-5 Pedestrian and Bikeway Bridge provides an additional connection across Interstate 5 that is designed for active transportation modes and separated from vehicular traffic.

This new bridge crossing is proposed at a strategic location, directly linking communities west of Interstate 5 to Wilsonville's Metro designated 2040 Town Center and high tech employment centers, as well as linking communities east of Interstate 5 to the SMART Central Station, the hub of Wilsonville's transit system, south terminus of TriMet's WES commuter rail and 450-car park and ride. The bridge location optimizes transportation alternatives by providing safe, separated bike and pedestrian facilities and improved access to transit and commuter rail at a centralized location. Many communities within Wilsonville depend on these alternative transportation modes for travel within the region, including those who cannot afford or are unable to operate a passenger vehicle.

According to Regional Equity Atlas, portions of Wilsonville have a population above the regional average in poverty, with west Wilsonville at 18.2% and south Wilsonville at 7.5%. The I-5 Pedestrian and Bikeway Bridge will provide those in poverty with a safer, more direct transportation alternative to the Town Center businesses and services, including Wilsonville City Hall and Library, and high tech job opportunities and educational resources.

Additionally, Wilsonville as a whole has a higher than average number of households with low English proficiency (7.3%) and above average non-white population (25%) in eastern and southern Wilsonville. The project will provide a benefit to these communities by providing better access to local and regional transit via the WES commuter rail and SMART Central Station, jobs in the City's high tech employment areas, higher education opportunities at Oregon Institute of Technology, Clackamas Community College, Pioneer Pacific College, and regional trail systems and open space, such as the Ice Age Tonquin Trail and Graham Oaks Nature Park.

Wilsonville is home to a higher than average percentage of young persons between the age of 0 and 17 (26% – 30%). Currently, the City's only high school is located in east Wilsonville and a single middle school in west Wilsonville. The project will provide better, safer transportation choices for Wilsonville's youth in crossing Interstate 5 to get to school.

Although the Regional Equity Atlas indicates an average population of elderly, there are pockets of elderly housing adjacent to the I-5 Pedestrian and Bikeway Bridge, including the extensive Villebois neighborhood, Elder Care of Wilsonville, The Springs of Wilsonville, and Brookdale Wilsonville. This project will help to improve mobility of Wilsonville's elderly residents by providing safer more direct connections to Town Center services and shopping, as well as regional transit.

The extensive Villebois neighborhood on the west side of Wilsonville includes a number of mental health and disability housing units as part of an agreement to develop the former Dammasch State Hospital property. The I-5 Pedestrian and Bikeway Bridge provides direct, non-motorized access via Barber Street to shopping, medical facilities, and educational institutions in the Town Center area, so important to those disadvantaged populations.

2. What safety problem does the proposed project address in an area(s) with higher-than-average levels of fatal and severe crashes? How does the proposed project make people feel safer in an area with high walking and bicycling demand by removing vehicle conflicts?

The project is a key component to improving the safety of the region's multi-modal transportation network as identified in the Wilsonville Transportation System Plan and Bicycle & Pedestrian Connectivity Action Plan, as well as the Metro 2014 Regional Active Transportation Plan.

Currently, there is high demand for alternative modes of transportation crossing Interstate 5 in southern Wilsonville to better connect Wilsonville's Metro designated 2040 Town Center and high tech employment centers to the SMART Central Station and extensive Villebois neighborhood. This demand is anticipated to increase in the future as the Villebois neighborhood continues to develop, regional transit use via the SMART Central Station increases, and the Wilsonville Town Center evolves into a modern, walkable, and commercially vibrant, mixed use district.

Currently, pedestrians and bicyclists crossing Interstate 5 must navigate either the Wilsonville Road Interchange or the Boeckman Road I-5 Over-Crossing. Wilsonville Road is classified as a major arterial roadway and handles the most traffic of all City streets. The current Average Daily Traffic (ADT) of Wilsonville Road is 27,000 trips and is projected to increase to 31,000 trips by 2035. The I-5 interchange at Wilsonville Road includes 8 separate pedestrian and bike crossings and two instances of vehicle right turn lane movements crossing bike lanes.

An analysis of ODOT crash data from 1/1/2011 -12/31/2015 shows a total of 284 crashes along the Wilsonville Road corridor with three severe injuries reported. Of these crashes, 11 involved pedestrians with one severe injury and 5 involved cyclists. At the Wilsonville Road / I-5 Interchange, there were 66 crashes within the same time frame, 4 pedestrian crashes and 3 bike crashes, ranging from minor to moderate injuries.

Boeckman Road is classified as a major arterial roadway and transports a significant volume of traffic between east and west Wilsonville, approximately 8,000 ADT. Boeckman Road traffic is anticipated to increase to 15,000 trips by 2035. Originally designed as a rural farm road, the existing Boeckman Bridge crossing I-5 consists of two travel lanes and narrow shoulders. Modern bike and pedestrian facilities, such as sidewalks, bike lanes, and roadway lighting, are not provided along the Boeckman Bridge crossing Interstate 5. Analysis of the same ODOT crash data along the Boeckman Road corridor identified one pedestrian and one bicycle crash.

These existing I-5 crossings present a significant barrier for the typical bicyclist and pedestrian traveling between the east and west sides of the City. The I-5 Pedestrian and Bikeway Bridge will improve the experience and help users feel safer in walking and biking between east and west Wilsonville, by shifting the Interstate 5 crossing away from the congested, intimidating Wilsonville Road interchange and outdated Boeckman Road Over-Crossing.

The proposed bridge will connect Barber Street, a collector roadway with bike lanes and sidewalks and Town Center Loop, a major arterial roadway with an existing multi-use pathway. ODOT crash data identifies only one pedestrian crash between both the Barber Street and Town Center Loop West corridors over the last 5 years. This new multi-modal route, along with a non-motorized crossing of I-5, will eliminate conflicts with motor vehicles and freight in crossing Interstate 5, significantly reducing the frequency of bicycle and pedestrian injury crashes.

3. What priority destinations will the proposed project will serve? How will the proposed project improve access to these destinations?

Identified as a bikeway need in the ODOT Region 1 Active Transportation Assessment, this project provides a new and convenient link for Oregon’s transportation system. In addition, the project fills a gap in the bicycle and pedestrian transportation network between the west and east side of Wilsonville by directly linking Town Center Loop West with Barber Street and Boones Ferry Road.

Metro’s designated 2040 Town Center in Wilsonville is located on the east side of the proposed project. The town center area consists of a varied mix of uses, including residential populations, elderly care facilities, employment areas, shopping areas, educational institutions, medical services, and parks. Recently, two multi-family apartment complexes consisting of approximately 700 units were completed immediately north of the Town Center and would benefit from a direct connection across I-5 to west side of Wilsonville.

Many of the services located within the town center area are essential destinations for environmental justice/underserved communities within Wilsonville many of whom live on the other side of I-5. These destinations include Wilsonville City Hall and Library, medical facilities such as Providence Medical Plaza, high tech employment areas such as Xerox, Rockwell Collins, Sysco, Mentor Graphics, and Flir, education opportunities through Oregon Institute of Technology, Clackamas Community College, and Pioneer Pacific College, and regional parks such as Town Center Park and Memorial Park. Additionally, the city’s primary social service referral agency and food-bank operated by the nonprofit Wilsonville Community Sharing is located two blocks from the bridge site.

Regional publications have identified a need to better connect Wilsonville’s Town Center. The Metro Weekly Digest for July 25, 2016 includes an article titled [Dispatches: Seeing Change in 4 Oregon Communities](#) which states:

“But only three roads link the growing west and east sides of Wilsonville across the freeway. ...it remains a barrier to making the so-called Wilsonville Town Center feel like the true heart of the community, particularly since thousands of Wilsonville residents live across the freeway in neighborhoods like the fast-growing Villebois.”

West of the proposed bridge project, destinations include local and regional travel options at the SMART Central Station on Barber Street, the hub of Wilsonville’s transit system and the south

terminus of TriMet's WES commuter rail line. Improved connection to the SMART Central Station is particularly important to the elderly, disabled, and disadvantaged populations who reside in the Town Center and are dependent on local and regional alternative transportation options.

In addition, the I-5 Pedestrian and Bikeway Bridge provides access to the extensive manufacturing facilities, office parks, and supporting service industries located in western Wilsonville, including Coca-Cola, Microsoft, Convergys, and Rite Aid distribution to name a few. Other destinations include access to regional trail systems, such as the Ice Age Tonquin Trail.

4. How will the proposed project support the existing and planned housing/employment densities in the project area?

The City of Wilsonville is the fifth fastest growing city in Oregon and home to major employers such as Xerox, Sysco, Microsoft, Flir, Mentor Graphics and Rockwell Collins. The 2012 census data reports that the City has over 20,000 residents and the population nearly doubles during the day as commuters travel from around the region to work in Wilsonville.

The I-5 Pedestrian and Bikeway Bridge will serve both residents and employees by providing a safe, inviting crossing of I-5, separated from motor vehicles, improving multi-modal access between housing, such as the extensive Villebois urban village neighborhood and apartments in the Town Center area, the high tech employment centers in east Wilsonville, the manufacturing and business parks in west Wilsonville, the service oriented jobs in the Town Center area; and regional and local transit access via the SMART Central Station and WES commuter rail.

In addition to recent employment growth, new residential areas in Wilsonville are increasing demand for connectivity within the community. The Frog Pond / Advance Rd. area (500-acre residential development with 1932 homes anticipated), Coffee Creek Industrial Area (250-acre industrial development with 1800 projected jobs), Basalt Creek planning area (400-acre industrial development with 2500 projected jobs) and remaining Villebois planned development will only increase the demand for additional access points across I-5 for bicyclists and pedestrians.

Over the next couple of years, the City will be developing strategies for how the Town Center area can evolve into a more walkable, attractive, and commercially vibrant, mixed-use district. Currently, the 100-acre 1980's era commercial area is prime for redevelopment into a more modern, mixed use district, with increased housing and employment densities and supportive active transportation connections. This plan, a priority of the City Council, will culminate in a set of actions and investments. The I-5 Pedestrian and Bikeway Bridge will provide a key connection to the Town Center area and is essential to the success of its transformation.

Higher priority criteria

5. How does the proposed project complete a gap or improve a deficiency in the Regional Active Transportation network? (See Appendix 1 of the Regional ATP: Network Completion, Gaps and Deficiencies).

The I-5 Pedestrian and Bikeway Bridge completes a gap in the regional active transportation network. According to both the Regional Bicycle Network and Regional Pedestrian Network Active Transportation Plan, the project is identified as Bicycle Parkway and Pedestrian Parkway, the highest functional class for bike and pedestrian routes. The project connects two regional bicycle and pedestrian districts, Wilsonville 2040 Town Center and the SMART Central/WES Station, and removes a major barrier currently imposed by Interstate 5 between the two districts.

The project is included in Appendix 1 of the 2014 Regional Active Transportation Plan as ATP ID# D29, Wilsonville – WES Bicycle/Pedestrian District. This project is also included in the 2014 Metro Regional Transportation Plan (RTP ID No. 11554).

6. What design elements of the proposed project will lead to increased use of Active Transportation modes by providing a good user experience/increasing user comfort? What barriers will be eliminated or mitigated?

The project is a key component in the expansion of the region's multi-modal transportation system, tying the two sides of the Wilsonville community together across the barrier presented by I-5. The project will provide a safe and inviting bicycle and pedestrian crossing of I-5 that is separated from vehicular traffic and removes barriers posed by the other crossings. The bridge will lead to increased use of Active Transportation modes between the two sides of Wilsonville.

The project consists of a new 14-foot wide pedestrian and bicycle bridge spanning 290 feet over SW Boones Ferry Rd and Interstate 5, connecting SW Barber St with SW Town Center Loop West. The bridge approaches will meet ADA standards with a grade of less than 5%, making it safe, comfortable, and accessible to all residents. The bridge approaches will tie into existing pedestrian and bike facilities on SW Barber St, SW Boones Ferry Rd, and SW Town Center Loop West.

The project will incorporate at least 20 of the active transportation design guidelines of Appendix C. Where facilities are adjacent to a roadway, a minimum 5' separation will be provided. Pedestrian crossings with high visibility markings will be added at appropriate locations on Boones Ferry Road and Town Center Loop. A raised pedestrian refuge median will be provided on Town Center Loop where appropriate. Pedestrian scale lighting will be provided along the bridge and approaches. Modifications to the City's wayfinding and interpretive signage and striping will be incorporated into the project. Benches, gateway features, and street trees will be integrated into the design to create a more pedestrian and bike friendly environment.

Included as part of the project scope is an architectural and artistic design component that provides an opportunity to increase awareness of cultural or natural, historic, scenic features along the route of travel. These features are intended to enhance user experience and provide enjoyment and comfort, encouraging use of the facility and promoting active transportation throughout the community. Determination of the exact features will involve discussions with community members and groups and will be incorporated into preliminary design of the project.

7. How does the proposed project complete a so-called 'last-mile' connection between a transit stop/station and an employment area(s)?

The SMART Central Station is the hub of Wilsonville's transit system, south terminus of TriMet's WES commuter rail and 450-car park and ride. With an annual ridership of 340,000, Wilsonville's SMART system not only provides transit services throughout Wilsonville, but also provides regional connections to TriMet in Beaverton and Portland, as well as the Cherriots system in Salem. The WES commuter rail provides commuter transit service between Wilsonville and Beaverton, averaging nearly 1900 passengers per weekday.

One of the region's largest employment centers is located within Wilsonville. The 2012 census data reports that the City has over 20,000 residents and the population nearly doubles during the day as commuters travel from around the region to work in Wilsonville.

Currently, active transportation connections between these employment centers and the transit center are shared with congested roadways, are intimidating, and out of direction adding significant distance and time to access these destinations. However, the Town Center and employment areas are within a mile of the SMART Central Station as the "crow flies". The I-5 Pedestrian and Bikeway Bridge literally completes the "last mile" between local and regional transit connections and the City's main employment areas.

Also, as other employment lands within Wilsonville continue to development, such as the Town Center, Coffee Creek Industrial Area, and Basalt Creek planning area, the demand for additional access points across I-5 for bicyclists and pedestrians will only increase.

Priority criteria

8. How the public will be engaged relative to the proposed project? Include description of engagement during project development and construction, as well as demand management efforts to increase public awareness and utilization of the project post-construction. (Metro Regional Travel Options staff is available to help design an effective and appropriate level of education and marketing for your project nomination).

The project includes extensive public involvement throughout the development and construction of the project. During project development, the City will implement the public engagement and non-discrimination checklist in Appendix A and the Public Engagement Quick Guide to ensure broad based, early and continuing public involvement throughout the project. The City will publish and update regularly a project website, provide public open houses and forums for public input, post project information and documents to the City website for public review and comment, post project updates and notices through local publications, such as the Boones Ferry Messenger, and press releases through social media, maintain a list of interested and affected groups, compile public comments and responses, and other outreach as needed. Visual aids will be utilized to help condense complex information and material in a visible, easy to understand format. A

demographic analysis will be conducted to make sure communities of color, limited English proficiency, low-income populations, disabled, seniors and youth are included in engagement opportunities.

Throughout construction, the City will continue regular update of the project website and publish notices through local publications. In addition, the City will install project information signs with contact information and utilize door hangers and mailers to affected residents and businesses, and other outreach as needed.

Post-construction, the City will utilize ongoing demand management efforts to increase public awareness and utilization of the project. These efforts include an update of City maps, bikeway and pedestrian guides, wayfinding signage and striping, and public notices in local publications and press releases through email and social media. The City will work with other agencies and businesses, such as SMART and the business community to educate riders and employees on alternative transportation methods and routes. This type of outreach has proved to be very successful in the past with businesses such Microsoft, Xerox, and Mentor Graphics.

9. What additional sources of funding, and the amounts, will be leveraged by an investment of regional flexible funds in the proposed project?

The total cost to complete the project according to the RFFA Cost Estimate Workbook is \$9.1 Million. The RFFA funding request is for Preliminary Engineering, Environmental, and ROW acquisition to make the project shovel ready for construction. The total project cost for this work is \$2.25 Million, with \$1.55 Million in federal aid and \$700,000 in City street system development charges as the match. For this preliminary phase of the work, the City is proposing a 31.11% match of the total funding request.

To complete the project through construction, the City is planning for self-funded construction within 10 years of preliminary engineering funds being obligated in accordance with FHWA requirements. Beginning next fiscal year, the City will begin to set aside funds specific to the construction of the I-5 Pedestrian and Bikeway Bridge project at an average rate of \$550,000 per year, fully funding construction within 10 years of the PE fund obligation. The City's 5-year capital improvement plan forecast, adopted as part of the City's Fiscal Year 16/17 Budget, includes an I-5 Pedestrian and Bikeway Bridge project account balance of \$1,842,500 utilizing Street System Development Charges in FY2020. This amount will fund the City's match for the RFFA request and begin building a healthy reserve for construction.

Although the City is planning for self-funded construction, the City will continue to pursue all federal funding and private investment opportunities utilizing the City's project set aside account as a source of matching funds to help construct the bridge on a shorter timeframe.

10. How will the proposed project provide people with improved options to driving in a congested corridor?

Currently, all pedestrian and bicycle traffic moving from one side of Wilsonville to the other are funneled through three existing I-5 street crossings, the Elligsen Road interchange, the Boeckman Road Overcrossing, and the Wilsonville Road interchange. The existing Elligsen Road interchange is located approximately 1.3 miles north of the Boeckman Road I-5 Over-Crossing, too far north of significant residential neighborhoods and the transit center, as well as being too distressing for bikes and pedestrians to navigate the interchange to be considered a viable active transportation crossing connecting the east and west sides of south Wilsonville.

The existing Boeckman Road I-5 Over-Crossing is generally unimproved, consisting of narrow bike lanes and lacking sidewalks. While the Wilsonville Road undercrossing has modern bike lanes and wide sidewalks, the roadway is Wilsonville's busiest roadway, carrying 27,000 vehicle trips per day over six lanes of travel, consistent with an urban interstate interchange. During the PM peak hour of traffic, Interstate 5 consistently backs up due to an existing bottleneck at the Boone Bridge crossing of the Willamette River. Due to the proximity of the Wilsonville Road Interchange to this bottleneck, Wilsonville Road becomes severely congested, blocking major intersections such as Boones Ferry Road, causing significant delay on almost a daily basis for traffic traveling in southern Wilsonville. The frequent congestion and blockage not only leads to frustrated drivers, but creates an unsafe situation for bikes and pedestrians where drivers are less likely to pay attention to other modes of travel. As a result, it makes it increasingly difficult for pedestrians and bicyclists to navigate safely and comfortably on Wilsonville Road.

The I-5 Pedestrian and Bikeway Bridge will provide a safe, inviting, and less-congested I-5 crossing alternative that is separated from vehicular traffic. The transition from local vehicle trips on Wilsonville Road to non-motorized trips utilizing the I-5 Pedestrian and Bikeway Bridge will also improve the existing roadway capacity and reduce transportation delay.

Process

- Describe the planning process that led to the identification of this project and the process used to identify the project to be put forward for funding consideration. (Answer should demonstrate that the process met minimum public involvement requirements for project applications per Appendix A)

For the past decade, Wilsonville has identified the I-5 Pedestrian and Bikeway Bridge as a high priority multi-modal transportation improvement. The proposed project is consistent with the following adopted plans.

Bicycle and Pedestrian Master Plan (2006) - Medium priority, project C4 on page 22.

Transportation System Plan (2013 TSP) - High priority, project BW-09 on page 5-12

Bicycle & Pedestrian Connectivity Action Plan (2013) - High priority, project no. 13

Metro Regional Transportation Plan (2014): Active transportation project on the financially constrained project list (RTP ID No. 11554)

The project has been through a robust planning process as part of the Wilsonville TSP, Bike/Ped Action Plan and METRO RTP that included all actions identified in the attached Public Engagement and Non-Discrimination Certification - Appendix A with one exception. Although the City is in compliance with Title VI of the Civil Rights Act during the Wilsonville TSP process and at no time discriminated against regarding the receipt of benefits or services because of race, color, national origin, sex, age or disability, a statement of non-discrimination was not included on public engagement reports or notices. However, the non-discrimination statement will be included on all project public engagement efforts throughout the course of the project.

The I-5 Pedestrian and Bikeway Bridge project was selected for funding consideration by first identifying all projects in the Wilsonville TSP and Bike/Ped Action Plan that would likely need to be supplemented with federal aid funding to ensure project completion. All identified projects were compared with the MTIP RFFA criteria and staff recommendations presented to the Wilsonville City Council. Council directed staff through Resolution No. 2598 (attached) to apply for regional flexible funding for the design and construction of the I-5 Pedestrian and Bikeway Bridge project, judging it best fit the RFFA criteria and determining it the top priority.

- Describe how you coordinated with regional or other transportation agencies (e.g. Transit, Port, ODOT, Metro, Freight Rail operators, ODOT Region 1, Regional Safety Workgroup, and Utilities if critical to use of right-of-way) and how it impacted the project location and design.

The I-5 Pedestrian and Bikeway Bridge will be located within ODOT property as it crosses over Interstate 5. In 2013, the City began initial discussion with ODOT regarding the project that helped guide the conceptual design work. During the proposed preliminary engineering work, further ODOT coordination and agreement is necessary to determine the required bridge clearance and permissible locations for placement of bridge supports within the ODOT right-of-way. Approval from FHWA will also be required to cross Interstate 5, who will be engaged during the project.

6. Project Summary Sheet

I-5 Pedestrian and Bikeway Bridge

Over Interstate 5 between Town Center Loop West and Barber Street

A new 14-foot wide bike and pedestrian bridge spanning over Interstate 5 connecting the east and west sides of Wilsonville and separated from vehicular traffic.

City of Wilsonville

6.A - Cost Summary in 2007\$

	Item Total	Phase Total
<u>Preliminary Engineering (PE)</u>		\$1,562,347
Surveying, design, coordination	\$1,115,962	
Contingency at 20%	\$223,192	
Administration at 20%	\$223,192	
<u>Right-of-Way (ROW)</u>		\$604,800
Right-of-Way (moderate confidence)	\$432,000	
Contingency at 40%	\$172,800	
Right-of-Way (low confidence)	\$0	
Contingency at 50%	\$0	
<u>Construction (Const)</u>		\$6,249,389
Construction (Section 1)	\$3,719,874	
Contingency at 20%	\$743,975	
Environmental (Section 2)	\$0	
Contingency at 20%	\$0	
Construction Engineering	\$743,975	
Contingency at 20%	\$148,795	
Administration at 20%	\$892,770	
		Total
		\$8,416,536

6.B - Funding Summary by Year of Expenditure

Phase		2007 Dollars	YOE Year	Escalation	YOE Cost
Preliminary Engineering	PE	\$ 1,562,347	2019	1.52%	\$ 1,586,041
Right-of-Way	ROW	\$ 604,800	2020	5.58%	\$ 638,531
Construction	Const	\$ 6,249,389	2021	9.80%	\$ 6,861,846
	Total	\$ 8,416,536			\$ 9,086,417

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, June 18, 2018. Mayor Knapp called the meeting to order at 7:02 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Council President Starr
Councilor Stevens
Councilor Lehan - Excused
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Kerry Rappold, Natural Resources Manager
Daniel Pauly, Senior Planner, Planning
Nancy Kraushaar, Community Development Director
Delora Kerber, Public Works Director
Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Cathy Rodocker, Assistant Finance Director
Kimberly Rybold, Associate Planner
Chris Neamtzu, Planning Director
Bill Evans, Communications & Marketing Manager

Motion to approve the order of the agenda.

Motion: Councilor Starr moved to approve the order of the agenda. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

CITIZEN INPUT & 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.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

None.

MAYOR’S BUSINESS

A. Citizens Academy Graduation

Angela Handran, Assistant to the City Manager talked about the activities the Citizens Academy participated in during their six-months of classes. Then speeches were given by past Citizens Academy participants and current committee volunteers.

Diplomas were awarded to the graduating class of the 2018 Citizens Academy by the Mayor and Councilors followed by a group photo with Council.

Additionally, it was announced that Angela Handran had accepted employment elsewhere. Council appreciated Angela for her many years of service with the City.

A break for refreshments followed.

B. Pollinator Week Proclamation

Kerry Rappold, Natural Resources Manager presented the staff report on the 2018 Pollinator Week Proclamation.

Mayor Knapp read the proclamation declaring the week of June 18 to 24, 2018 as “2018 Pollinator Week ” into the record and presented staff with a signed copy of the proclamation.

C. Placeholder for Board and Committee Reappointments and Appointments

Library Board – Appointment

Appointment of Yasmin Ismail to Library Board for a term beginning 7/1/18 to 6/30/22.

Motion: Councilor Stevens moved to ratify the appointment of Yasmin Ismail to the Library Board for a term beginning 7/1/18 to 6/30/22. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

**CITY OF WILSONVILLE
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Library Board – Reappointment

Reappointment of Megan Chrisman to Library Board for a term beginning 7/1/18 to 6/30/22.

Motion: Councilor Starr moved to recommend the reappointment of Megan Chrisman to the Library Board for a term beginning 7/1/18 to 6/30/22. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

Community Enhancement Committee - Reappointment

Reappointment of Jimmy Lee to Community Enhancement Committee for a term beginning 7/1/18 to 6/30/21.

Motion: Councilor Akervall moved to ratify the reappointment of Jimmy Lee to the Community Enhancement Committee for a term beginning 7/1/18 to 6/30/21. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

Tourism Promotion Committee – Reappointment

Reappointment of Darren Harmon to Tourism Promotion Committee, Position No. 5 for a term beginning 7/1/18 to 6/30/21.

Motion: Councilor Stevens moved to ratify the reappointment of Darren Harmon to the Tourism Promotion Committee, Position No. 5 for a term beginning 7/1/18 to 6/30/21. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

Tourism Promotion Committee – Reappointment

Reappointment of David Stead to Tourism Promotion Committee, Position No. 6 for a term beginning 7/1/18 to 6/30/21.

Motion: Councilor Starr moved to ratify the reappointment of David Stead to the Tourism Promotion Committee, Position No. 6 for a term beginning 7/1/18 to 6/30/21. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

D. Upcoming meetings

Mayor Knapp announced upcoming meetings, as well as the regional meetings he attended on behalf of the City.

COUNCILOR COMMENTS

A. Council President Starr

Announced the below:

- Wilsonville Library Summer Reading Program registration open. Program runs June 11, 2018 to August 8, 2018.
- Briefed the audience on the Willamette Locks Commission meeting he attended last week.

B. Councilor Stevens

Mentioned the below events:

- Wilsonville Wellness Fair scheduled for July 14, 2018 at Town Center Park.
- Wilsonville Community Sharing Family Bingo Night at Wilsonville Subaru dealership on July 11, 2018.

C. Councilor Lehan - Excused

D. Councilor Akervall

Reported on the following past and upcoming events:

**CITY OF WILSONVILLE
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- Attended and spoke at the Safe & Hound Doggy Daycare ribbon cutting.
- Reflected on her experience and attendance at the Korean War Memorial Commemoration.
- Walk at Lunch scheduled for noon on June 20, 2018 at American Family Insurance.
- Walk at Lunch scheduled for noon on July 11, 2018 at Allstate Insurance.
- Signage and Wayfinding Open House to be held at Wilsonville City Hall on June 26, 2018.

PUBLIC HEARING

A. Resolution No. 2691

A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2018-19.

Ms. Jacobson read the title of Resolution No. 2691 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:29 p.m.

Susan Cole, Finance Director provided the staff report on Resolution No. 2691. Following the Budget Committee vote to approve the budget the City Council must hold a public hearing and receive comments on the budget prior to adoption. Council must adopt the budget no later than June 30, 2018.

By law, the Council may make changes in the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Council can reduce the budget from that approved by the Budget Committee.

The Budget Committee made one change to the FY 2018-19 Proposed Budget prior to approving it; based upon staff recommendation, the Budget Committee increased resources for the Water Capital Improvement Program project #1111, Water Treatment Plant Surge Tank. The total budget increased by \$785,884, for additional construction and overhead costs associated with the project.

The Mayor invited public testimony, seeing none he closed the public hearing at 8:32 p.m.

Motion: Councilor Akervall moved to approve Resolution No. 2691 as amended and approved by the Budget Committee. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Resolution No. 2692

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

C. Resolution No. 2693

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

Ms. Jacobson read the titles of Resolutions No. 2692 and 2693 into the record. She noted one public hearing for Resolutions No. 2692 and 2693 may be conducted; however, a separate motion is needed for each resolution.

Susan Cole, Finance Director noted a typo on the agenda. Resolution No. 2693 should read as follows: A Resolution Declaring The City’s Election To Receive State Shared Revenues.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:37 p.m.

Mayor Knapp invited additional speakers, seeing none he closed the public hearing at 8:39 p.m.

Resolution No. 2692

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

Motion: Councilor Starr moved to approve Resolution No. 2692. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

Resolution No. 2693

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

Motion: Councilor Starr moved to approve Resolution No. 2693 on. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

D. Ordinance No. 821 - 1st Reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 20 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2400, 2600, And 2700, And Portions Of Tax Lot 2300 And Boeckman Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. James H. Wolfston, Jr., West Linn-Wilsonville School District, And City Of Wilsonville, Petitioners.

Ms. Jacobson read the title of Ordinance No. 821 into the record on first reading.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:41 p.m.

Kimberly Rybold presented on both Ordinance No. 821 and 822. Ms. Rybold explained that this is the second annexation and zone map amendment in the Frog Pond West Master Plan area, following the Stafford Meadows subdivision further to the east. This site is located in the southwest corner of Frog Pond West, approximately 20 acres in size. Ms. Rybold stated the proposal for an 82-lot subdivision is in line with the Master Plan that Council previously approved, which went through a robust public process.

Staff informed that approximately 20.8 acres proposed for annexation are contiguous to land currently in the City, are within the Urban Growth Boundary, and are master planned for residential development. Furthermore, the proposed annexation includes a strip of land owned by the West Linn-Wilsonville School District to be dedicated as right-of-way for a street along the eastern edge of the subdivision, along with a portion of Boeckman Road right-of-way in between the subject property and the City boundary.

It was noted that the following applications had been unanimously approved by DRB:

- Stage I Master Plan
- Stage II Final Plan
- Site Design Review
- Tentative Subdivision Plat
- Type C Tree Removal Plan
- SRIR (Significant Resource Impact Review)
- SROZ Boundary Verification

Moreover, staff informed no public testimony was received at the DRB hearing.

After staff presentations Council asked clarifying questions. Council collectively voiced concerns of the lack of green space, usable open space and pocket parks.

Mayor Knapp invited public testimony.

Ben Altman of Pioneer Design Group, representative of the applicant James Wolfston spoke in support of Ordinance Nos. 821 and 822. Mr. Altman also appreciated City and School District staff for their role in the design process. Mr. Altman informed that he would share Council's concerns regarding the lack of green space and pocket parks with his client.

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The Mayor invited additional public testimony.

Maureen O'Hogan shared that the plan presented by the applicant included the removal of six trees located on her mother Sharon O'Hogan's property. Ms. O'Hogan informed that her mother has not given consent to remove those trees.

Mr. Altman confirmed he is aware the status on the removal of the trees had not been successful and that the condition of approval requires the written consent of the property owner. Furthermore, he mentioned his client had not yet thought of next options if the street trees are unable to be removed.

Staff advised that Council has the option to make a motion to keep the record open until second reading. Therefore, allowing the applicant to address Council's concerns. Concerns include the approval needed to remove the six trees on Sharon O'Hogan's property and Council's desire to see more usable green space in the design

Motion: Councilor Starr moved to approve Ordinance No. 821 on first reading while keeping the hearing open until the individuals are able to respond to some of the questions Council has posed. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

E. Ordinance No. 822 - 1st Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Residential Neighborhood (Rn) Zone On Approximately 20 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2400, 2600, And 2700, And Portions Of Tax Lot 2300 And Boeckman Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Jim Wolfston, Owner / Applicant.

Ms. Jacobson read the title of Ordinance No. 822 into the record on first reading.

It was declared that the comments heard on Ordinance No. 821 will also be added to the record for Ordinance No. 822. Furthermore, it was asked if there were any additional comments from the public or applicant. No other additional comments were made.

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Motion: Councilor Stevens moved to approve Ordinance No. 822 on first reading and keeping the record open until second reading. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

NEW BUSINESS

A. Resolution No. 2694

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

Ms. Jacobson read the title of Resolution No.2694 into the record.

Ms. Cole presented the staff report. This resolution authorizes an agreement between the City and Wilsonville Community Sharing (WCS), for WCS to provide certain assistance to Wilsonville residents for FY 2018-19 in the total amount of \$50,740.

Motion: Councilor Stevens moved to approve Resolution No. 2694. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

B. Resolution No. 2695

A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District.

Ms. Jacobson read the title of Resolution No. 2695 into the record.

Ms. Cole informed that Resolution No. 2695 provides resources to fund Urban Renewal projects underway in FY 2017-18 and continuing into FY 2018-19.

**CITY OF WILSONVILLE
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Motion: Councilor Starr moved to approve Resolution No. 2695. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

CONTINUING BUSINESS

Ms. Jacobson read the title of Ordinance Nos. 819 and 820 into the record for second reading.

There was no additional staff input on either of the ordinances.

A. Ordinance No. 819 - 2nd Reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 16 Acres On The North Side Of Boeckman Road Just West Of Stafford Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2001, 2100, 2201, 2202 Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Thelma J. Roethe, Dale Krielkamp, Verla Krielkamp, Louie Pike, Gayla Cushman-Pike, Amy Pike, Matt Wingard, And Doris A. Wehler, Petitioners.

Motion: Councilor Akervall moved to approve Ordinance No. 819 on second reading. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

B. Ordinance No. 820 - 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Residential Neighborhood (RN) Zone On Approximately 16 Acres On The North Side Of Boeckman Road Just West Of Stafford Road; The Land Is More Particularly Described As Tax Lots 2001, 2100, 2201, 2202 Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.

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Motion: Councilor Stevens moved to approve Ordinance No. 820 on second reading. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

CITY MANAGER'S BUSINESS

Informed that the City's redesigned website is live. Appreciated staff for their efforts in the website redesign. Mr. Cosgrove mentioned he would be on vacation the remainder of the week.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 9:52 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, July 2, 2018. Mayor Knapp called the meeting to order at 7:03 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Starr
- Councilor Stevens
- Councilor Lehan
- Councilor Akervall

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Daniel Pauly, Senior Planner, Planning
- Nancy Kraushaar, Community Development Director
- Dwight Brashear, SMART Director
- Kimberly Rybold, Associate Planner
- Bill Evans, Communications & Marketing Manager
- Jake Jensen, Deputy
- Matt Brown, Deputy

Motion to approve the order of the agenda.

Motion: Councilor Starr moved to approve the order of the agenda. Councilor Stevens seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CITIZEN INPUT & 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.

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CITY COUNCIL MEETING MINUTES

Adi Essinger, spoke about the Declaration of Independence. Mr. Essinger desired for Council to read Declaration of Independence at the meeting.

Council then proceeded to take turns reading portions of the Declaration of Independence.

MAYOR'S BUSINESS

- A. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COUNCILOR COMMENTS

A. Council President Starr
Reminded the audience of the following:

- Wilsonville Community Sharing Family Bingo Night at Wilsonville Subaru dealership on July 11, 2018.
- 2018 Community Survey is available online until Friday, July 6.

B. Councilor Stevens
Appreciated Wilsonville Community Sharing for hosting the upcoming bingo night and encouraged all to attend. Ms. Stevens also made mention of the community survey.

C. Councilor Lehan
Mentioned the below:

- Wellness Fair scheduled for Saturday, July 14, 2018 Town Center Park
- Community Center hosts a Foot Care Clinic the third Tuesday of each month. Ms. Lehan appreciated the service and the nurses that provide the service.
- Community Block Party is scheduled on August 22, 2018 from 5:00 p.m. to 8:00 p.m. This year's party will be in conjunction with the City's 50-year anniversary.
- Rotary Concert series begins July 19, 2018, with a performance from Johnny Limbo & the Lugnuts.

D. Councilor Akervall
Talked about the upcoming summer events occurring in the parks. Events included:

- The Movies in the Park series.
- Fun in the Park on Saturday, August 4, 2018.

CONSENT AGENDA

Ms. Jacobson read the titles of the Consent Agenda items into the record.

- A. Minutes of the May 7, 2018; May 21, 2018 and June 4, 2018 Council Meetings.

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Mayor Knapp requested that the minutes of the May 7, 2018 Council meeting be amended. The opening paragraph eluded to Mayor Knapp presiding over the meeting however he was not in attendance. Council President Starr had called the meeting to order.

Motion: Councilor Lehan moved to approve the Consent Agenda with Amendment to May 7, 2018 minutes. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

PUBLIC HEARING

A. **Ordinance No. 818**

An Ordinance Of The City Of Wilsonville Amending Chapter 8 –Environment Of The Wilsonville Code To Revise WC 8.500 Through 8.536 And To Make Other Revisions And To Repeal Ordinance No. 482.

Ms. Jacobson read the title of Ordinance No. 818 into the record.

Mayor Knapp shared that staff requests Council continue the public hearing for Ordinance No. 818 to a date certain of August 6, 2018.

Motion: Councilor Lehan moved to continue the public hearing for Ordinance No. 818 on second reading to August 6, 2018. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

NEW BUSINESS

A. **Resolution No. 2700**

A Resolution Of The City Of Wilsonville Clarifying Appendix B – Route Priorities Of The 2017 Transit Master Plan.

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Ms. Jacobson read the title of Resolution No. 2700 into the record.

Mayor Knapp recapped that this item was discussed prior to the Council meeting in Work Session. House Bill 2017 provides a new state revenue source for additional funding to public transportation providers across the state. Funds are drawn from an employee tax that is being instituted statewide, with the intent to make the transit system more robust and provide extra connections.

Council had no questions for staff on the resolution.

Motion: Councilor Stevens moved to approve Ordinance No. 2700. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CONTINUING BUSINESS

A. **Ordinance No. 821** – 2nd Reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 20 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2400, 2600, And 2700, And Portions Of Tax Lot 2300 And Boeckman Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. James H. Wolfston, Jr., West Linn-Wilsonville School District, And City Of Wilsonville, Petitioners.

Ms. Jacobson read the title of Ordinance No. 821 into the record for second reading.

Kimberly Rybold, Associate Planner presented the revised description plat which displays one lot removed and a revision on street G. Below is an excerpt from the staff report for Ordinance Nos. 821 and 822 on second reading.

Beginning of staff report Executive Summary.

The applicant provided additional information to address these issues raised by Council and through public testimony (Exhibit D).

1. Usable Open Space: While the findings note that the application meets the minimum standards for usable open space in small-lot sub-districts, Council suggested that additional usable open space be provided in a centralized location, such as an expansion of Tract F into the present location of Lot 15. The applicant’s revised plans remove this lot, adding

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3,085 square feet to Tract F for a total size of 11,083 square feet. The applicant applied a small remainder of the original Lot 15 to widening revised Lots 15-19.

2. Adjacent Property Owner Consent for Tree Removal: A condition of approval of the Type C Tree Plan request requires the applicant/owner to obtain written consent of the adjoining property owner prior to issuance of a tree removal permit for trees along or on the adjacent owner's property. As noted during public testimony, if the applicant/owner cannot obtain this permission, he would have to redesign this portion of the site where Street G is proposed to avoid any impacts to these trees. Following the public hearing, the applicant indicated that attempts to obtain this consent have been unsuccessful, and approval of an alternative option for the construction of Street G to avoid these trees is desired. The southward shift of Street G forced adjustments to Lots 47-62 to maintain the minimum lot area of 4,000 square feet, resulting in a reduction of one lot in this block. The revised plat provides a total of eight attached single-family dwelling units, continuing to meet the 10 percent minimum requirement for duplex/attached single-family dwelling units in small lot sub-districts.

End of staff report Executive Summary.

Ben Altman of Pioneer Design Group, representative of the applicant James Wolfston spoke in support of Ordinance Nos. 821 and 822. With the below response provided to the two concerns voiced from Council during first reading of the ordinances:

1. Adding additional open space, to Tract F for child play area.

To provide additional Tot Lot area within Tract F, we have removed Lot 15. Section 4.127(.09)B.2.c. Open Space requires that any open space provided must be a minimum of 2,000 square feet.

If the requested Tot Lot were proposed as a stand-alone tract, it would need to be at least 2,000 square feet. The revised plan provides an additional 3,085 square feet added to Tract F, increasing it to 11,083 square feet.

The small remainder of the original Lot 15 has been applied to widening Revised Lots 15-19, to improve the quality of these lots.

2. Obtaining property owner approval for removal of 6 Off-site Trees to allow construction of Street G, along the north boundary of the property.

Mike Morse, Pahlisch Homes, met with the adjacent property owner and offered additional visual buffering in the form of a berm and trees. However, this proposal was rejected, and the owner has not granted approval to remove any trees on her property.

Consequently we have adjusted the alignment of Street G to shift a segment of the road south. This shift forced adjustments to the lots 47-62 to maintain the minimum lot area of 4,000 square feet. As a result there is a reduction of 1 lot in this block, which was one of the attached units.

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This shift in the road alignment allows for a 5 foot offset from the Off-Site trees, as supported by the findings of the attached Revised Arborist's Report.

The combination of these two revisions reduces the total number of lots by 2, resulting in a Revised Preliminary Plat for 80 lots.

Council collectively appreciated the applicants flexibility in making suggested changes of including more open/green space in the design.

Motion: Councilor Starr moved to approve Ordinance No. 821 on second reading as amended. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

A. Ordinance No. 822 – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Residential Neighborhood (Rn) Zone On Approximately 20 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2400, 2600, And 2700, And Portions Of Tax Lot 2300 And Boeckman Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Jim Wolfston, Owner / Applicant.

Ms. Jacobson read the title of Ordinance No. 822 into the record for second reading.

It was recalled that the record had been left open on Ordinance Nos. 821 and 822. To back track Mayor Knapp asked if any member of the public wished to speak on either of the ordinances.

Maureen O'Hogan spoke in regards to Ordinance Nos. 821 and 822. Ms. O'Hogan thanked Council and the development company for their assistance in the matter of the six trees located on her mother Sharon O'Hogan's property. She also suggested in the future a step be added to the process to require the developer to receive approvals needed from the adjacent owner before the item is brought to Council.

Mayor Knapp invited additional public testimony on Ordinance Nos. 821 and 822. Hearing none he closed the record at 7:59 p.m.

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No Council member desired to change their vote on Ordinance No. 821 after hearing the comment of Ms. O'Hogan.

Motion: Councilor Lehan moved to approve Ordinance No. 822 on second reading. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CITY MANAGER'S BUSINESS

Wished Council a safe and happy 4th of July. Reminded that if illegal fireworks are being fired off those can be reported to the Police Department's non-emergency phone line.

LEGAL BUSINESS

Reported on the recent Kinder Morgan boat tour. Kinder Morgan is working on formulating a proposal mitigation plan and response protocols.

ADJOURN

Mayor Knapp adjourned the meeting at 8:04 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: July 16, 2018</p>	<p>Subject: Ordinance Nos. 823 and 824 – 1st Reading Comprehensive Plan Map Amendment and Zone Map Amendment for 5-Lot Subdivision named Aspen Meadows No. 2.</p> <p>Staff Member: Kimberly Rybold, AICP, Associate Planner</p> <p>Department: Community Development</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion</p> <p><input checked="" type="checkbox"/> Public Hearing Date: July 16, 2018</p> <p><input checked="" type="checkbox"/> Ordinance 1st Reading Date: July 16, 2018</p> <p><input checked="" type="checkbox"/> Ordinance 2nd Reading Date: August 6, 2018</p> <p><input type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input checked="" type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input type="checkbox"/> Not Applicable</p> <p>Comments: Following their review at the June 25, 2018 meeting, the Development Review Board unanimously recommended approval of a Comprehensive Plan Map Amendment and a Zone Map Amendment for the subject property. The DRB also approved with conditions, contingent on the Comprehensive Plan Map Amendment and Zone Map Amendment, a Stage I Master Plan, Stage II Final Plan, Tentative Subdivision Plat, Type C Tree Removal Plan, and Tentative Partition Plat, copies of which are included for reference.</p>	
<p>Staff Recommendation: Staff recommends that the City Council adopt Ordinance Nos. 823 and 824 .</p>		
<p>Recommended Language for Motion: Two separate motions: I move to approve Ordinance No. 823 on first reading. I move to approve Ordinance No. 824 on first reading.</p>		
<p>Project / Issue Relates To:</p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

Ordinance Nos. 823 and 824 Staff Report

ISSUE BEFORE COUNCIL:

Approve, modify, or deny Ordinance Nos. 823 and 824 to modify the Comprehensive Plan Map designation from Residential 0-1 dwelling units per acre to Residential 4-5 dwelling units per acre and rezone from Residential Agriculture-Holding (RA-H) to Planned Development Residential-3 (PDR-3) approximately 2.22 acres on the east side of Canyon Creek Road South, south of McGraw Avenue, enabling development of a 5-lot single-family subdivision.

EXECUTIVE SUMMARY:

The proposed Comprehensive Plan Map Amendment and Zone Map Amendment, along with associated development applications, will allow the development of five single-family lots.

The subject property is part of the 1964 Bridle Trail Ranchetts subdivision where each lot was approximately two acres in size. When the City adopted the current Comprehensive Plan Map a density of 0-1 dwelling units per acre was designated for this area. Beginning in the mid-2000s, the City approved a series of requests to increase the density from 0-1 to 4-5 dwelling units an acre. The City has previously approved single-family applications on 14 of the original 19 lots.

Contingent on approval of the Comprehensive Plan Map Amendment of 4-5 dwelling units per acre, the subject properties would receive a corresponding zoning designation of PDR-3. The City previously approved the same zoning for other portions of Bridle Trail Ranchetts.

To enable a more coordinated development pattern between Aspen Meadows No. 2 and the previously approved Aspen Meadows subdivision to the north, the applicant has requested removal of a 24-foot non-access line recorded on Tract A, a private drive tract, of the Aspen Meadows Plat. When the City approved Aspen Meadows, development of the subject property was not anticipated and this reserve strip was required to prevent vehicular access to the subject property consistent with the requirements for private residential access drives.. Because reserve strips are placed under the jurisdiction of the City Council, formal action is required to authorize removal of the non-access line recorded on the Aspen Meadows Plat. The applicant is in the process of obtaining written consent from the owner of the private drive tract, Aspen Meadows Homeowners Association, currently under the sole control of JB Custom Homes, LLC. A resolution for removal of this non-access line is anticipated at the second reading of Ordinances 823 and 824 on August 6, 2018, assuming such written consent is obtained. If consent is not obtained, a DRB condition of approval will require a locked gate with a Knox box, preventing vehicular access across the reserve strip.

EXPECTED RESULTS:

Adoption of Ordinance Nos. 823 and 824 will enable redevelopment of the subject property consistent with prior redevelopment in the Bridle Trail Ranchetts subdivision. Adoption of a resolution to remove the non-access line is anticipated at the second reading of these ordinances.

TIMELINE:

The Comprehensive Plan Map Amendment and Zone Map Amendment will be in effect 30 days after ordinance adoption on second reading.

CURRENT YEAR BUDGET IMPACTS:

None.

FINANCIAL REVIEW / COMMENT:

Reviewed by: SCole Date: 7/5/2018

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 7/9/2018

COMMUNITY INVOLVEMENT PROCESS:

Staff sent the required public hearing notices.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The development of the subject land will provide additional housing choices within the current urban growth boundary.

ALTERNATIVES:

The alternatives are to approve or deny the Comprehensive Plan Map Amendment, Zone Map Amendment, and reserve strip removal requests.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

Exhibit A – Annexation Ordinance No. 823

Attachment 1 – Comprehensive Plan Map Order DB18-0027 Including Legal Description and Sketch Depicting Zone Map Amendment

Attachment 2 – Comprehensive Plan Map Amendment Findings

Attachment 3 – Development Review Board Panel B Resolution No. 355 Recommending Approval of Comprehensive Plan Map Amendment

Exhibit B – Zone Map Amendment Ordinance No. 824

Attachment 1 – Zoning Order DB18-0028 Including Legal Description and Sketch Depicting Zone Map Amendment

Attachment 2 – Zone Map Amendment Findings

Attachment 3 – Development Review Board Panel B Resolution No. 355 Recommending Approval of Zone Map Amendment

Exhibit C – Amended and Adopted DRB Staff Report and DRB Recommendation

ORDINANCE NO. 823

AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL 0-1 DWELLING UNITS PER ACRE TO RESIDENTIAL 4-5 DWELLING UNITS PER ACRE ON APPROXIMATELY 2.22 ACRES LOCATED AT 28600 SW CANYON CREEK ROAD SOUTH; THE LAND IS MORE PARTICULARLY DESCRIBED AS TAX LOT 6200, SECTION 13BD, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. SCOTT MILLER, SAMM-MILLER, LLC – APPLICANT FOR DAVID KERSTEN – OWNER.

WHEREAS, David Kersten (“Owner”) and Scott Miller of SAMM-MILLER LLC (“Applicant”) have made a development application requesting, among other things, a Comprehensive Plan Map Amendment for the Property; and

WHEREAS, the development application form has been signed by the Owner of the real property legally described and shown in Attachment 1, attached hereto and incorporated by reference herein (“Property”); and

WHEREAS, the City of Wilsonville Planning Staff analyzed the Comprehensive Plan Map Amendment request and prepared a staff report for the Development Review Board, finding that the application met the requirements for a Comprehensive Plan Map Amendment and recommending approval of the Comprehensive Plan Map Amendment, which staff report was presented to the Development Review Board on June 25, 2018; and

WHEREAS, the Development Review Board Panel B held a public hearing on the application for a Comprehensive Plan Map Amendment on June 25, 2018, and after taking public testimony and giving full consideration to the matter, adopted Resolution No. 355 which recommends City Council approval of the Comprehensive Plan Map Amendment request (Case File DB18-0027), adopts the staff report with findings and recommendation, all as placed on the record at the hearing; and; and

WHEREAS, on July 16, 2018, the Wilsonville City Council held a public hearing regarding the above described matter, wherein the City Council considered the full public record made before the Development Review Board, including the Development Review Board and City Council staff reports; took public testimony; and, upon deliberation, concluded that the proposed Comprehensive Plan Map Amendment meets the applicable approval criteria under the City of Wilsonville Development Code.

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

1. The City Council adopts, as findings and conclusions, the forgoing Recitals and the Comprehensive Plan Map Amendment Findings in Attachment 2, as if fully set forth herein.
2. The official City of Wilsonville Comprehensive Plan Map is hereby amended by Comprehensive Plan Map Order DB18-0027, attached hereto as Attachment 1, from Residential 0-1 dwelling units per acre to Residential 4-5 dwelling units per acre.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 16th day of July, 2018, and scheduled for a second reading at a regular meeting of the Council on the 6th day of August, 2018, commencing at the hour of 7:00 P.M. at the Wilsonville City Hall.

Kimberly Veliz, City Recorder

ENACTED by the City Council on the 6th day of August, 2018 by the following votes:

Yes:___ No: ___

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this ____ day of August, 2018.

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachments:

Attachment 1 – Comprehensive Plan Map Order DB18-0027 Including Legal Description and Sketch Depicting Comprehensive Plan Map Amendment

Attachment 2 – Comprehensive Plan Map Amendment Findings

Attachment 3 – Development Review Board Panel B Resolution No. 355 Recommending Approval of Comprehensive Plan Map Amendment

**BEFORE THE CITY COUNCIL OF THE
CITY OF WILSONVILLE,
OREGON**

In the Matter of the Application of)	
SAMM-MILLER LLC)	
for an Amendment)	COMPREHENSIVE PLAN MAP
of the City of Wilsonville)	ORDER DB18-0027
Comprehensive Plan Map)	

The above-entitled matter is before the Council to consider the application of DB18-0027, for a Comprehensive Plan Map Amendment and an Order, amending the official Comprehensive Plan Map of the City of Wilsonville.

The Council finds that the subject property (“Property”), legally described and shown in the attached legal description and sketch, has heretofore appeared on the City of Wilsonville Comprehensive Plan Map with a designation of Residential 0-1 dwelling units per acre.

The Council having heard and considered all matters relevant to the application for a Comprehensive Plan Map Amendment, including the Development Review Board record and recommendation, finds that the application should be approved.

THEREFORE IT IS HEREBY ORDERED that The Property, consisting of approximately 2.22 acres located at 28600 SW Canyon Creek Road South comprising Tax Lot 6200 of Section 13BD, T3S, R1W, City of Wilsonville, Clackamas County, Oregon, as more particularly shown and described in the attached legal description and sketch, is hereby designated as Residential 4-5 dwelling units per acre, subject to conditions detailed in this Order’s adopting Ordinance. The foregoing designation is hereby declared an amendment to the Wilsonville Comprehensive Plan Map and shall appear as such from and after entry of this Order.

Dated: This 6th day of August,
2018.

TIM KNAPP, MAYOR

APPROVED AS TO FORM:

Barbara A. Jacobson, City Attorney

ATTEST:

Kimberly Veliz, City Recorder

Attachment: Legal Description and Sketch Depicting Land/Territory Subject to the Comprehensive Plan Map Amendment



Civil Engineering
Land Survey
Land Use Planning
Construction Management

TAX LOT 6200 3 1W 13BD
ASPEN MEADOWS 2

JOB NO. 463-002
JUNE 26, 2018

EXHIBIT A (PAGE 1 OF 2)

LOT 7, "BRIDLE TRAIL RANCHETTS", AND OTHER LAND LOCATED IN THE N.W. 1/4 OF SECTION 13, TOWNSHIP 3 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

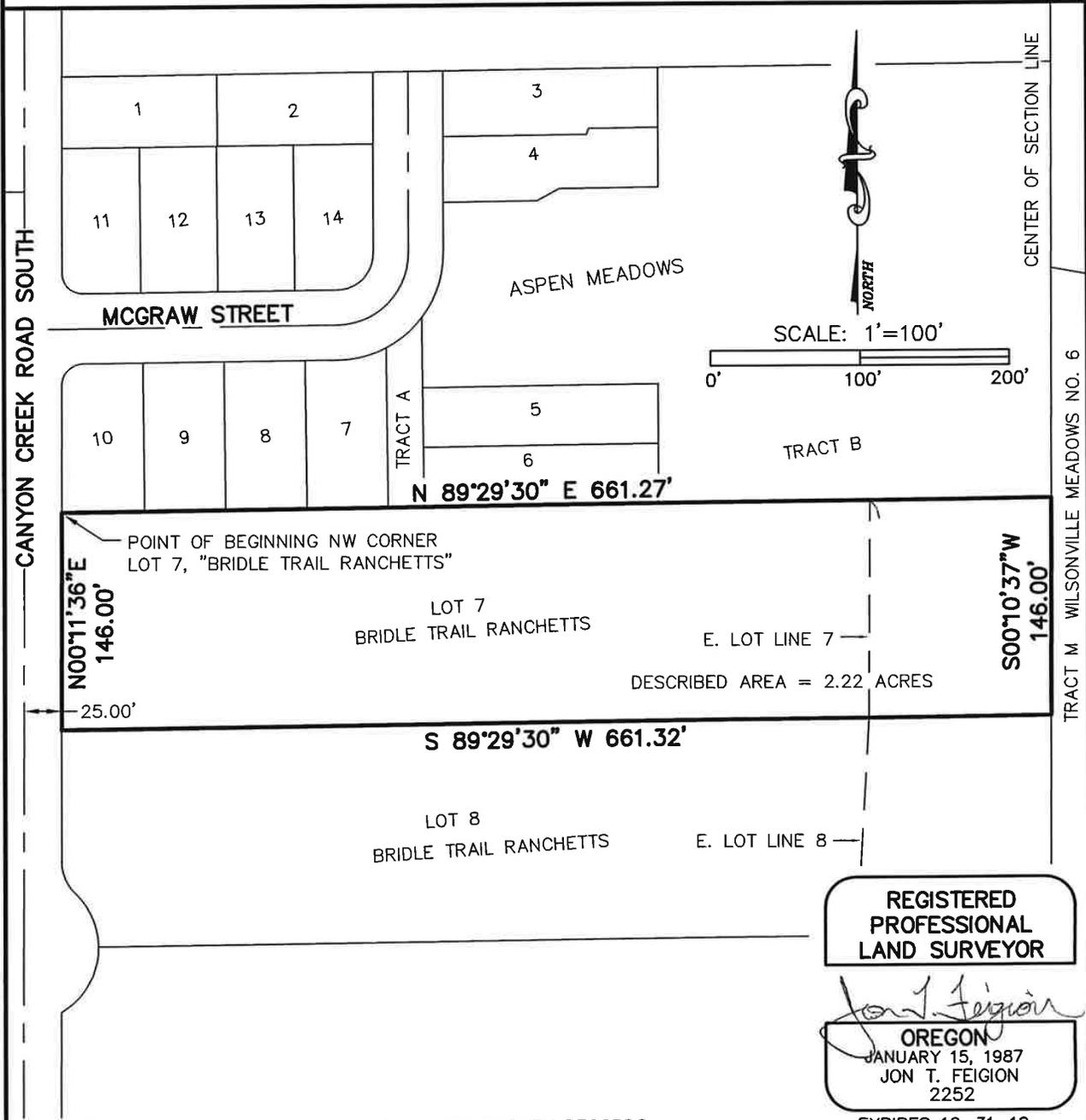
BEGINNING AT THE NORTHWEST CORNER OF LOT 7, "BRIDLE TRAIL RANCHETTS", BEING ON THE EAST RIGHT OF WAY LINE OF CANYON CREEK ROAD SOUTH (50.0 FEET WIDE); THENCE ALONG THE NORTH LINE OF SAID LOT 7 AND ITS EASTERLY EXTENSION, NORTH 89°29'30" EAST, 661.27 FEET TO THE WEST LINE OF TRACT M, "WILSONVILLE MEADOWS NO. 6"; THENCE ALONG SAID WEST LINE, SOUTH 00°10'37" WEST, 146.00 FEET TO THE EASTERLY EXTENSION OF THE SOUTH LINE OF SAID LOT 7; THENCE ALONG SAID EASTERLY EXTENSION AND SOUTH LINE, SOUTH 89°29'30" WEST, 661.32 FEET TO THE SOUTHWEST CORNER OF SAID LOT 7 ON THE EAST RIGHT OF WAY LINE OF SAID CANYON CREEK ROAD SOUTH; THENCE ALONG SAID EAST RIGHT OF WAY LINE, NORTH 00°10'36" EAST, 146.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 96,544 SQUARE FEET (2.22 ACRES), MORE OR LESS.



REFERENCE: SN 2016-249, CLACKAMAS COUNTY SURVEY RECORDS

EXHIBIT A (PAGE 2 OF 2)
 LOT 7, "BRIDLE TRAIL RANCHETTS" AND
 OTHER LAND LOCATED IN THE
 N.W. 1/4 OF SEC. 13, T.3S., R.1W., W.M.
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON



N00°11'36"E
146.00'

POINT OF BEGINNING NW CORNER
LOT 7, "BRIDLE TRAIL RANCHETTS"

LOT 7
BRIDLE TRAIL RANCHETTS

E. LOT LINE 7

DESCRIBED AREA = 2.22 ACRES

S00°10'37"W
146.00'

25.00'

S 89°29'30" W 661.32'

LOT 8
BRIDLE TRAIL RANCHETTS

E. LOT LINE 8

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

Jon T. Feigon
OREGON
 JANUARY 15, 1987
 JON T. FEIGON
 2252

REFERENCE: SN 2016-249, CLACKAMAS COUNTY SURVEY RECORDS

EXPIRES 12-31-19

DRAWN BY: JTF	
JOB NO.: 463-002	ASPEN MEADOWS 2
SCALE: 1" = 100'	TL 6200 3 1W 13BD
DATE: 6-26-18	

EMERIO
Design

6445 SW FALLBROOK PLACE, SUITE 100
 BEAVERTON, OREGON 97008
 TEL: (503) 746-8812
 FAX: (503) 639-9592
 www.emeriodesign.com



Ordinance No. 823 Attachment 2
 Comprehensive Plan Map Amendment Findings

Aspen Meadows No. 2 5-Lot Single-Family Subdivision

City Council
 Quasi-Judicial Public Hearing

Hearing Date:	July 16, 2018
Date of Report:	June 29, 2018
Application No.:	DB18-0027 Comprehensive Plan Map Amendment

Request/Summary: The request before the City Council is a Comprehensive Plan Map Amendment for approximately 2.22 acres.

Location: 28600 SW Canyon Creek Road South, east side of SW Canyon Creek Road South, south of SW McGraw Avenue. The property is specifically known as Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

Owner: David Kersten

Applicant: Scott Miller, Samm-Miller, LLC

Applicant's Rep.: Steve Miller, Emerio Design, LLC

Comprehensive Plan Designation (Current): Residential 0-1 dwelling units per acre (du/ac)

Comprehensive Plan Designation (Proposed): Residential 4-5 dwelling units per acre (du/ac)

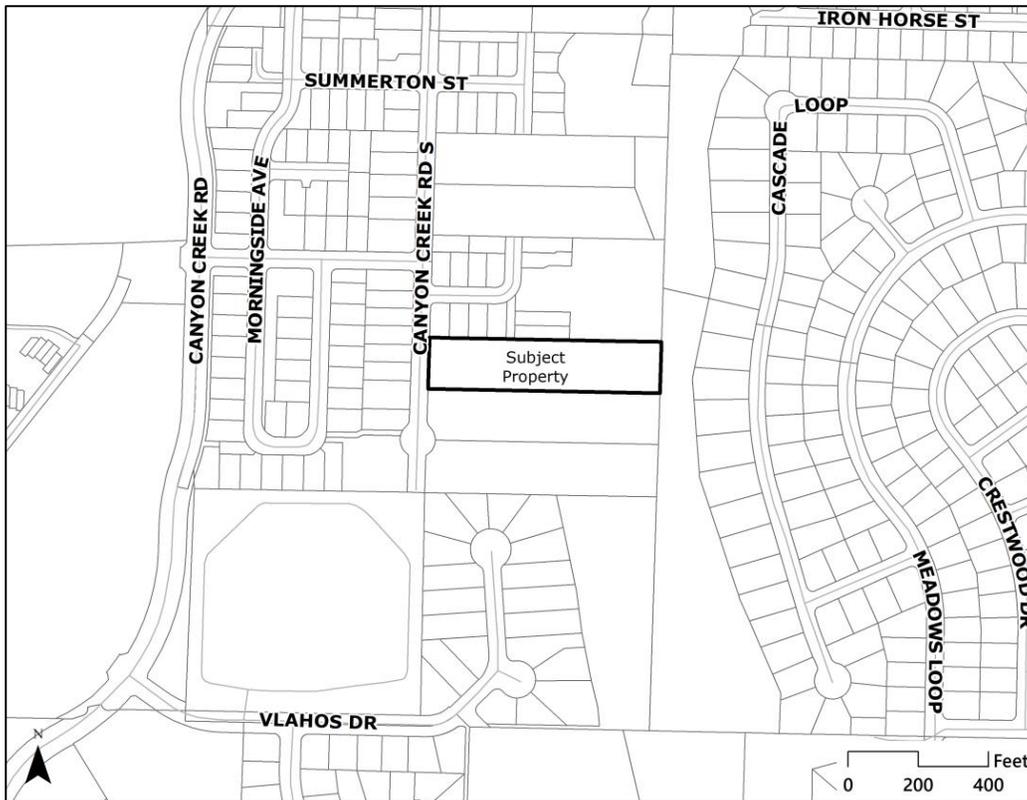
Staff Reviewer: Kimberly Rybold, AICP, Associate Planner

Staff/DRB Recommendation: Adopt the requested Comprehensive Plan Map Amendment.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.198	Comprehensive Plan Changes
<u>Comprehensive Plan and Sub-elements:</u>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Transportation Systems Plan	
<u>Regional and State Law and Planning Documents</u>	
Oregon Statewide Planning Goals	

Vicinity Map



Background/Summary:

The subject property is part of the 1964 Bridle Trail Ranchetts subdivision, developed prior to Wilsonville’s incorporation as a city. Each lot in the subdivision is approximately 2 acres in size, and adoption of the current Comprehensive Plan Map included a residential density for this area

reflecting the existing subdivision. Beginning in the mid-2000s, the City approved many of the Bridle Trail Ranchetts lots for Comprehensive Plan Map amendments to increase the density from 0-1 to 4-5 dwelling units an acre (du/ac). Currently, the City has approved portions of 14 of the original 19 Bridle Trail Ranchetts lots for increased density.

The first and largest approved change in this area from 0-1 to 4-5 du/ac was in 2004 with the adoption of Ordinance No. 570 for Renaissance at Canyon Creek. The supporting staff report discussed the need of additional single-family homes to provide housing for people working in Wilsonville as well as others desiring to live here. In addition, the findings point out the limited amount of vacant residential land within the City, and that designations for higher residential density surround the subject area.

In early 2006, Ordinance No. 604 similarly changed the Comprehensive Plan designation for approximately four acres on the east side of Canyon Creek Road South from 0-1 to 4-5 du/ac for the development of the 13-lot Cross Creek Subdivision. The City made the same findings regarding the need of additional housing units, the limited amount of vacant land within the City, and the density of surrounding areas.

In 2007, Ordinance No. 635 approved a similar Comprehensive Plan designation change for approximately 0.69 acres on the west side of Canyon Creek Road South, north of Renaissance at Canyon Creek. The City made findings consistent with the previously approved amendments.

In 2014, Ordinance No. 738 approved the same density change in 2014 for a property whose owners had elected not to participate in the 2004 project and now desired to redevelop.

In 2016, Ordinance No. 790 changed the Comprehensive Plan designation from 0-1 to 4-5 du/ac for the 14-lot Aspen Meadows subdivision to the immediate north of the subject property. At the time, the owner of the subject property did not elect to participate in the planning and development of Aspen Meadows. The owner now requests a similar change of density for similar reasons as the other lots redeveloped in Bridle Trail Ranchetts.

The applicant proposes to change the Comprehensive Plan Map designation for the 2.22-acre subject property from 0-1 du/ac to 4-5 du/ac, consistent with previous Comprehensive Plan Map amendments for properties in the Bridle Trail Ranchetts subdivision.

Conclusion and Conditions of Approval:

Staff and the Development Review Board recommend approval of this request with no additional conditions.

Findings:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

General Information

Application Procedures-In General Section 4.008

The City's processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

The property owner, David Kersten, signed the submitted application form.

Request: DB18-0027 Comprehensive Plan Map Amendment

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Development Code - Comprehensive Plan Amendment Process

Procedures and Criteria in Comprehensive Plan Subsection 4.198 (.01)

A1. The lot of the subject development site is of sufficient size for development in a manner consistent with the purposes and objectives of Section 4.140.

Review Bodies Subsection 4.198 (.02)

A2. The DRB and City Council are considering the request as described.

Applicant Agreeing to Conditions of Approval Subsection 4.198 (.05)

A3. The owner will be required to sign a statement accepting conditions for approvals granted contingent on the Comprehensive Plan Map Amendment and Zone Map Amendment.

Comprehensive Plan Amendment Required Findings

Meets Identified Public Need Subsection 4.198 (.01) A.

A4. The "Residential Development" portion of the Comprehensive Plan (Policy 4.1.4) identifies the need for additional housing within the City to serve housing and economic needs of residents and employees working within the City.

On the basis of the Housing Data used for the 2017 City of Wilsonville Housing Report, of the City's 10,866 housing units, 52 percent are multi-family (apartments and condos) and 48 percent are single-family.

Policy 4.1.4 and its implementation measures, seek to "provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville." The proposal provides additional single-family homes supporting an ongoing desire for single-family homes at various price levels as part of Wilsonville's strong diversity of housing unit types.

Meets Identified Public Need As Well As Reasonable Alternative
Subsection 4.198 (.01) B.

- A5.** The proposed subdivision has similarities in site density and housing product to other subdivisions nearby such as Renaissance at Canyon Creek and Aspen Meadows, and provides a consistent density and development type as the area becomes more dense and urban over time. The consistency with nearby development makes the proposed continued residential use at the proposed density meet the need for a variety of single-family homes better than other density or design options for the site.

Supports Statewide Planning Goals
Subsection 4.198 (.01) C.

- A6.** The City's Comprehensive Plan complies with the Statewide Planning Goals. The consistency of the proposal with the Comprehensive Plan, as stated in the findings for this request, demonstrates the proposal also complies with the Statewide Planning Goals. See also Findings A33-A37.

No Conflict with Other Portions of Plan
Subsection 4.198 (.02) D.

- A7.** The applicant is requesting an amendment of the Comprehensive Plan Map for the subject properties. The applicant does not propose to modify or amend any other portion of the Comprehensive Plan or Plan Map.

Comprehensive Plan-Initiating, Applying for, and Considering Plan Amendments

Who May Initiate Plan Amendments
Introduction Page 7 "Plan Amendments" 1.

- A8.** The property owner of the subject lot has initiated the proposed amendment.

How to Make Application

Introduction Page 7 "Plan Amendments" 2.

- A9.** The property owner of the subject lots, who has submitted a signed application form provided by the City and paid the required application fee, initiated the proposed amendment.

Consideration of Plan Amendments

Introduction Page 7 "Plan Amendments" 3.

- A10.** The City Council will consider the plan amendment only after receiving a recommendation from the Development Review Board.

Standards for Approval of Plan Amendments

Conformance with Other Portions of the Plan

Introduction Page 7 "Plan Amendments" 4. a.

- A11.** The change of residential density for the subject properties does not lead to nonconformance with other portions of the Comprehensive Plan.

Public Interest

Introduction Page 7 "Plan Amendments" 4. b.

- A12.** The request is in the public interest by providing needed housing. See also Finding A4.

Public Interest Best Served by Timing of Amendment

Introduction Page 7 "Plan Amendments" 4. c.

- A13.** The timing of the amendment is appropriate. See Finding A5.

Factors to Address in Amendment

Introduction Page 7 "Plan Amendments" 4. d.

- A14.** The area is suitable for the proposed development as it is in a residential area with similar development and has the necessary public services, including streets, available. It is similar to and follows the trends in recent nearby developments such as Renaissance at Canyon Creek and Aspen Meadows. The density is consistent with these other recent nearby developments. No parties submitted evidence that the development would negatively affect property values. Preservation of natural resource areas is part of the development. The application of design standards ensures healthful, safe and aesthetic surroundings.

Conflict with Metro Requirements

Introduction Page 7 "Plan Amendments" 4. e.

- A15.** The review did not identify any conflicts with Metro requirements. Particularly, Wilsonville's housing mix continues to exceed Metro's requirements.

Public Notice Requirements

Introduction Page 8 "Plan Amendments" 5.

A16. The City has or will send all required public hearing notices.

Urban Growth Management

Urbanization for Adequate Housing

Implementation Measure 2.1.1.b.

A17. The proposal provides for additional housing density to accommodate those employed with the City. See also Finding A4.

Revenue Sources for Urbanization

Implementation Measure 2.1.1.d.

A18. Existing requirements for improvements and systems development charges apply to the development proposed concurrently with the Comprehensive Plan Map amendment.

New Development and Concurrency

Implementation Measure 2.1.1.e.

A19. The City's concurrency requirements in the Development Code apply to the concurrently proposed development.

Encourage Master Planning

Implementation Measure 2.1.1.f.2.

A20. The subject property is large enough, being greater than the two-acre threshold for planned development established in Section 4.140, for design consistent with the City's planned development regulations to support design quality and conformity with the Comprehensive Plan.

Public Facilities and Services

Urban Development Only Where Facilities and Services Can Be Provided

Implementation Measure 3.1.2.a.

A21. Application of the concurrency standards of the City's Development Code ensures the development proposed concurrently with this amendment request will have all necessary facilities and services provided.

Paying for Facilities and Services

Implementation Measures 3.1.3.a., 3.1.4.f., 3.1.5.c., 4.1.4.h.

A22. The City has all necessary codes and processes in place to ensure the development pays for public facilities/services directly related to the development.

Growth and Sewer Capacity Implementation Measure 3.1.4.b

A23. The City will not allow development without adequate sanitary sewer capacity. As reviewed in the Stage II Final Plan, adequate sanitary sewer capacity exists by connecting to the existing sewer in Canyon Creek Road South.

Land Use and Development

Variety of Housing Types Implementation Measures 4.1.4.b, 4.1.4.j., and 4.1.4.o.

A24. Wilsonville has a rich diversity of housing types. Infill in other areas of the Bridle Trail Ranchetts involved single-family residential development of a similar density as proposed (including Renaissance at Canyon Creek and Aspen Meadows subdivisions). The proposal supports the area's continued role as a single-family area amongst Wilsonville's housing mix.

Encouraging Variety Implementation Measure 4.1.4.c

A25. Being relatively small for a planned development, not a lot of variety would be expected within the development. However, the proposal provides a variety of lot sizes allowing diversity of housing products.

Housing Balance Implementation Measure 4.1.4.d

A26. On the basis of the Housing Data used for the 2017 City of Wilsonville Housing Report, of the City's 10,866 housing units, 52 percent are multi-family and 48 percent are single-family.

The proposal adds single-family to the housing mix having a minor impact on making single-family housing more balanced with multi-family. In addition, the development is proposed in a single-family area of the community where multi-family is not planned thus supporting the planned geographic distribution.

Housing Needs of Existing Residents Implementation Measure 4.1.4.f.

A27. The proposed housing will fit into the rich diversity of Wilsonville's housing to allow existing residents to move up or move down, thus opening their units to others.

Housing Development and the Social and Economic Needs of the Community Implementation Measure 4.1.4.g.

A28. Wilsonville has a rich diversity of housing types, to which these additional single-family homes would contribute. The diversity of housing types supports the variety of needs of members of the community.

Jobs Housing Balance

Implementation Measures 4.1.4.l. and 4.1.4.p.

A29. It is anticipated the planned homes could be occupied by people working in Wilsonville. The location is close to employment centers including Town Center and the industrial area north of Boeckman between Canyon Creek Road and Parkway Avenue.

Residential Districts and Density

Implementation Measures 4.1.4.u. and 4.1.4.z.

A30. The applicant requests the density to change from 0-1 du/ac to 4-5 du/ac in an area transitioning from rural residential to denser urban residential. Similar changes have occurred on other nearby properties including the areas currently occupied by Renaissance at Canyon Creek and Aspen Meadows subdivisions.

2-3 or 4-5 Dwelling Unit Per Acre Residential District

"Residential Planning Districts" page D-19

A31. The 4-5 du/ac designation is appropriate as adequate access to streets is available creating traffic volumes within the limits set by the City, it is adjacent to a variety of residential densities, including low density, and it is an appropriate density to allow development while preserving the natural slope and riparian areas of the properties.

Metro Urban Growth Functional Plan

Maintaining or Increasing Housing Capacity

Title 1 3.07.110

A32. The proposal will increase the City's housing capacity within the current City limits.

Statewide Planning Goals

Citizen Involvement

Goal 1

A33. A thorough citizen involvement process, as defined in Wilsonville's Development Code and Comprehensive Plan, ensures citizen involvement in the decision.

Land Use Planning

Goal 2

A34. The Comprehensive Plan Amendment is required to meet policies based on the statewide framework and is required to provide adequate facts to make a decision based on the applicable review criteria.

Agriculture Lands

Goal 3

A35. The areas proposed for new housing development are not currently in commercial agriculture use. Increasing development within the City limits has the potential to lessen slightly the demand for housing on land currently in use for commercial agriculture.

Natural Resources, Scenic and Historic Areas, and Open Spaces

Goal 5

A36. The City's SROZ overlay standards ensure protection of significant natural resources on the eastern portion of the subject properties.

Air, Water and Land Resources Quality

Goal 6

A37. The requirements to preserve the natural area as well as stormwater requirements help maintain water quality. No significant negative impacts to air and land resources can reasonably be anticipated.

Ordinance No. 823 Attachment 3

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 355**

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF A COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL 0-1 DWELLING UNITS PER ACRE TO RESIDENTIAL 4-5 DWELLING UNITS PER ACRE, A ZONE MAP AMENDMENT FROM RESIDENTIAL AGRICULTURE-HOLDING (RA-H) TO PLANNED DEVELOPMENT RESIDENTIAL 3 (PDR-3) AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I MASTER PLAN, STAGE II FINAL PLAN, TENTATIVE SUBDIVISION PLAT, TYPE C TREE PLAN AND TENTATIVE PARTITION PLAT FOR A 2-LOT PARTITION AND SUBSEQUENT 5-LOT SINGLE-FAMILY SUBDIVISION LOCATED AT 28600 SW CANYON CREEK ROAD SOUTH. THE SUBJECT SITE IS LOCATED ON TAX LOT 06200 OF SECTION 13BD, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. SCOTT MILLER, SAMM-MILLER, LLC – APPLICANT FOR DAVID KERSTEN – OWNER.

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated June 18, 2018, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on June 25, 2018, at which time exhibits, together with findings and public testimony were entered into the public record, and

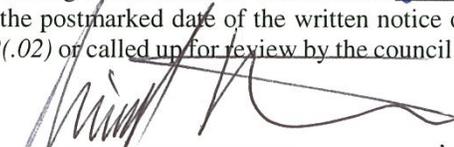
WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated June 18, 2018, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations, subject to City Council approval of the Comprehensive Plan Map Amendment and Zone Map Amendment Requests (DB18-0027 and DB18-0028) for:

DB18-0029 through DB18-0033; Stage I Master Plan, Stage II Final Plan, Tentative Subdivision Plat, Type C Tree Removal Plan, and Tentative Partition Plat for an new 5-lot single-family subdivision and associated improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 25th day of June, 2018 and filed with the Planning Administrative Assistant on June 26, 2018. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per WC Sec 4.022(.09) unless appealed per WC Sec 4.022(.02) or called up for review by the council in accordance with WC Sec 4.022(.03).


Richard Martens, Chair, Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant

ORDINANCE NO. 824

AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A ZONE MAP AMENDMENT FROM THE RESIDENTIAL AGRICULTURE-HOLDING (RA-H) ZONE TO THE PLANNED DEVELOPMENT RESIDENTIAL-3 (PDR-3) ZONE ON APPROXIMATELY 2.22 ACRES LOCATED AT 28600 SW CANYON CREEK ROAD SOUTH; THE LAND IS MORE PARTICULARLY DESCRIBED AS TAX LOT 6200, SECTION 13BD, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. SCOTT MILLER, SAMM-MILLER, LLC – APPLICANT FOR DAVID KERSTEN – OWNER.

WHEREAS, David Kersten (“Owner”) and Scott Miller of SAMM-MILLER LLC (“Applicant”) have made a development application requesting, among other things, a Zone Map Amendment of the Property; and

WHEREAS, the development application form has been signed by the Owner of the real property legally described and shown in Attachment 1, attached hereto and incorporated by reference herein (“Property”); and

WHEREAS, concurrently with the Zone Map Amendment the Applicant is requesting a change of the Comprehensive Plan Map designation to “Residential 4-5 dwelling units per acre”; and

WHEREAS, the City of Wilsonville desires to have the properties zoned consistent with the Comprehensive Plan Map designation of “Residential 4-5 dwelling units per acre”, upon approval of the requested Comprehensive Plan Map designation; and

WHEREAS, the City of Wilsonville Planning Staff analyzed the Zone Map Amendment request and prepared a staff report for the Development Review Board, finding that the application met the requirements for a Zone Map Amendment and recommending approval of the Zone Map Amendment, which staff report was presented to the Development Review Board on June 25, 2018; and

WHEREAS, the Development Review Board Panel B held a public hearing on the application for a Zone Map Amendment on June 25, 2018, and after taking public testimony and giving full consideration to the matter, adopted Resolution No. 355 which recommends City Council approval of the Zone Map Amendment request (Case File DB18-0028), adopts the staff report with findings and recommendation, all as placed on the record at the hearing; and

WHEREAS, on July 16, 2018, the Wilsonville City Council held a public hearing regarding the above described matter, wherein the City Council considered the full public record made before the Development Review Board, including the Development Review Board and City Council staff reports; took public testimony; and, upon deliberation, concluded that the proposed Zone Map Amendment meets the applicable approval criteria under the City of Wilsonville Development Code;

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

1. The City Council adopts, as findings and conclusions, the forgoing Recitals and the Zone Map Amendment Findings in Attachment 2, as if fully set forth herein.
2. The official City of Wilsonville Zone Map is hereby amended, upon finalization of the annexation of the property to the City, by Zoning Order DB18-0028, attached hereto as Attachment 1, from the Residential Agriculture-Holding (RA-H) Zone to Planned Development Residential-3 (PDR-3) Zone.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 16th day of July, 2018, and scheduled for a second reading at a regular meeting of the Council on the 6th day of August, 2018, commencing at the hour of 7:00 P.M. at the Wilsonville City Hall.

Kimberly Veliz, City Recorder

ENACTED by the City Council on the 6th day of August, 2018 by the following votes:

Yes:___ No: ___

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this _____ day of August, 2018.

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachments:

Attachment 1 – Zoning Order DB18-0028 Including Legal Description and Sketch
Depicting Zone Map Amendment

Attachment 2 – Zone Map Amendment Findings

Attachment 3 – Development Review Board Panel B Resolution No. 355 Recommending
Approval of Zone Map Amendment

**BEFORE THE CITY COUNCIL OF
THE CITY OF WILSONVILLE,
OREGON**

In the Matter of the Application of)
SAMM-MILLER LLC)
for a Rezoning of Land and Amendment) **ZONING ORDER DB18-0028**
of the City of Wilsonville Zoning Map)
Incorporated in Section 4.102 of the)
Wilsonville Code.)

The above-entitled matter is before the Council to consider the application of DB18-0028, for a Zone Map Amendment and an Order, amending the official Zoning Map as incorporated in Section 4.102 of the Wilsonville Code.

The Council finds that the subject property (“Property”), legally described and shown on the attached legal description and sketch, has heretofore appeared on the City of Wilsonville zoning map zoned as Residential Agriculture-Holding (RA-H).

The Council having heard and considered all matters relevant to the application for a Zone Map Amendment, including the Development Review Board record and recommendation, finds that the application should be approved.

THEREFORE IT IS HEREBY ORDERED that The Property, consisting of approximately 2.22 acres located at 28600 SW Canyon Creek Road South comprising Tax Lot 6200 of Section 13BD, T3S, R1W, City of Wilsonville, Clackamas County, Oregon, as more particularly shown and described in the attached legal description and sketch, is hereby rezoned to Planned Development Residential-3 (PDR-3), subject to conditions detailed in this Order’s adopting Ordinance. The foregoing rezoning is hereby declared an amendment to the Wilsonville Zoning Map (Section 4.102 WC) and shall appear as such from and after entry of this Order.

Dated: This 6th day of August,
2018.

TIM KNAPP, MAYOR

APPROVED AS TO FORM:

Barbara A. Jacobson, City Attorney

ATTEST:

Kimberly Veliz, City Recorder

Attachment: Legal Description and Sketch Depicting Land/Territory to be Rezoned



Civil Engineering
Land Survey
Land Use Planning
Construction Management

TAX LOT 6200 3 1W 13BD
ASPEN MEADOWS 2

JOB NO. 463-002
JUNE 26, 2018

EXHIBIT A (PAGE 1 OF 2)

LOT 7, "BRIDLE TRAIL RANCHETTS", AND OTHER LAND LOCATED IN THE N.W. 1/4 OF SECTION 13, TOWNSHIP 3 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

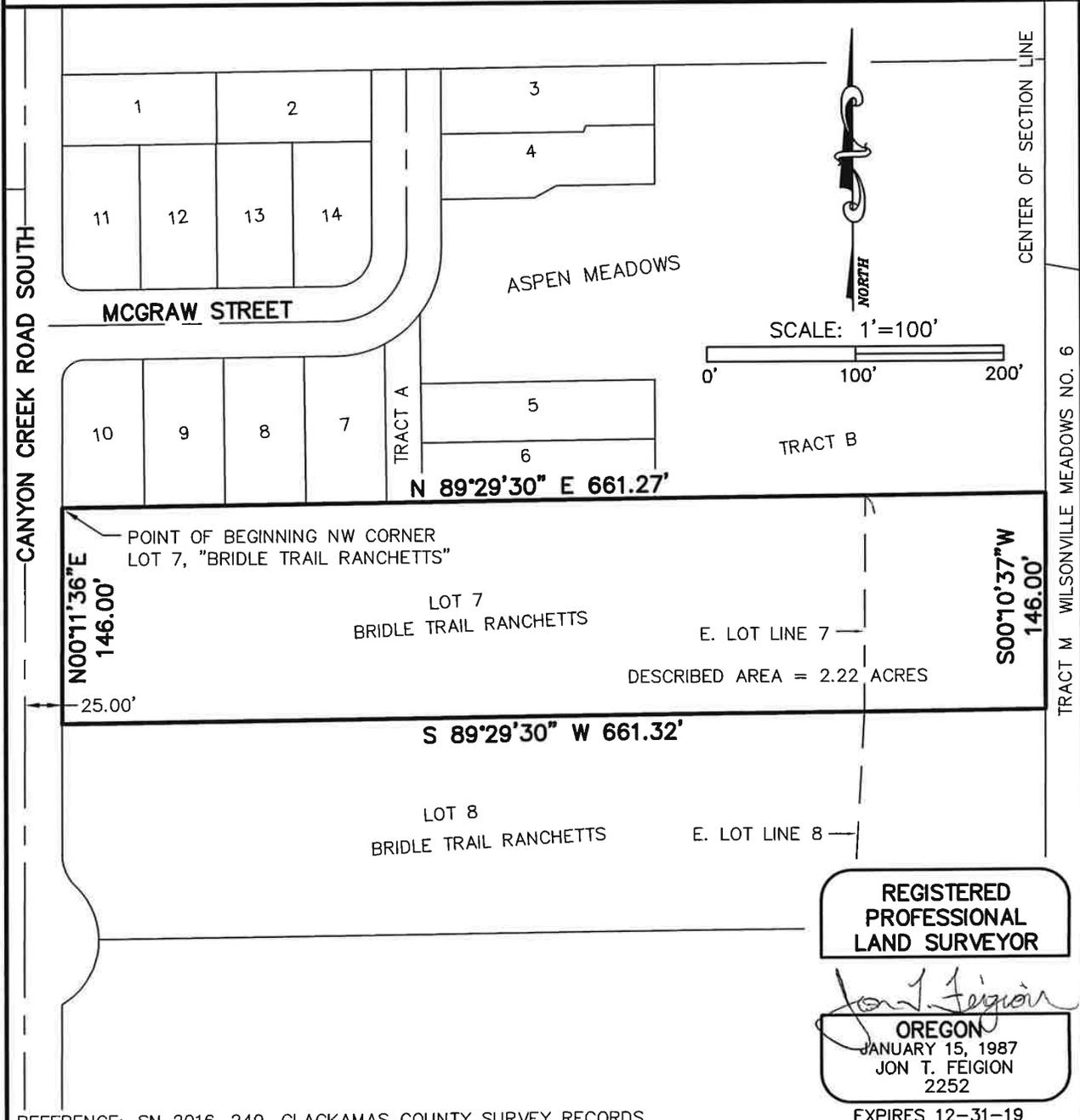
BEGINNING AT THE NORTHWEST CORNER OF LOT 7, "BRIDLE TRAIL RANCHETTS", BEING ON THE EAST RIGHT OF WAY LINE OF CANYON CREEK ROAD SOUTH (50.0 FEET WIDE); THENCE ALONG THE NORTH LINE OF SAID LOT 7 AND ITS EASTERLY EXTENSION, NORTH 89°29'30" EAST, 661.27 FEET TO THE WEST LINE OF TRACT M, "WILSONVILLE MEADOWS NO. 6"; THENCE ALONG SAID WEST LINE, SOUTH 00°10'37" WEST, 146.00 FEET TO THE EASTERLY EXTENSION OF THE SOUTH LINE OF SAID LOT 7; THENCE ALONG SAID EASTERLY EXTENSION AND SOUTH LINE, SOUTH 89°29'30" WEST, 661.32 FEET TO THE SOUTHWEST CORNER OF SAID LOT 7 ON THE EAST RIGHT OF WAY LINE OF SAID CANYON CREEK ROAD SOUTH; THENCE ALONG SAID EAST RIGHT OF WAY LINE, NORTH 00°10'36" EAST, 146.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 96,544 SQUARE FEET (2.22 ACRES), MORE OR LESS.



REFERENCE: SN 2016-249, CLACKAMAS COUNTY SURVEY RECORDS

EXHIBIT A (PAGE 2 OF 2)
 LOT 7, "BRIDLE TRAIL RANCHETTS" AND
 OTHER LAND LOCATED IN THE
 N.W. 1/4 OF SEC. 13, T.3S., R.1W., W.M.
 CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON



N00°11'36"E
146.00'

POINT OF BEGINNING NW CORNER
LOT 7, "BRIDLE TRAIL RANCHETTS"

LOT 7
BRIDLE TRAIL RANCHETTS

E. LOT LINE 7

DESCRIBED AREA = 2.22 ACRES

S00°10'37"W
146.00'

S 89°29'30" W 661.32'

LOT 8
BRIDLE TRAIL RANCHETTS

E. LOT LINE 8

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

Jon T. Feigon
OREGON
 JANUARY 15, 1987
 JON T. FEIGON
 2252

REFERENCE: SN 2016-249, CLACKAMAS COUNTY SURVEY RECORDS

EXPIRES 12-31-19

DRAWN BY: JTF

JOB NO.: 463-002

SCALE: 1" = 100'

DATE: 6-26-18

ASPEN MEADOWS 2

TL 6200 3 1W 13BD

EMERIO
Design

6445 SW FALLBROOK PLACE, SUITE 100
 BEAVERTON, OREGON 97008
 TEL: (503) 746-8812
 FAX: (503) 639-9592
 www.emeriodesign.com



Ordinance No. 824 Attachment 2
 Zone Map Amendment Findings

Aspen Meadows No. 2 5-Lot Single-Family Subdivision

City Council
 Quasi-Judicial Public Hearing

Hearing Date:	July 16, 2018
Date of Report:	June 29, 2018
Application No.:	DB18-0028 Zone Map Amendment

Request: The request before the City Council is a Zone Map Amendment for approximately 2.22 acres.

Location: 28600 SW Canyon Creek Road South, east side of SW Canyon Creek Road South, south of SW McGraw Avenue. The property is specifically known as Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

Owner: David Kersten

Applicant: Scott Miller, Samm-Miller, LLC

Applicant's Rep.: Steve Miller, Emerio Design, LLC

Comprehensive Plan Designation: Residential Neighborhood

Zone Map Classification (Current): RA-H (Residential Agricultural-Holding)

Zone Map Classification (Proposed): PDR-3 (Planned Development Residential-3)

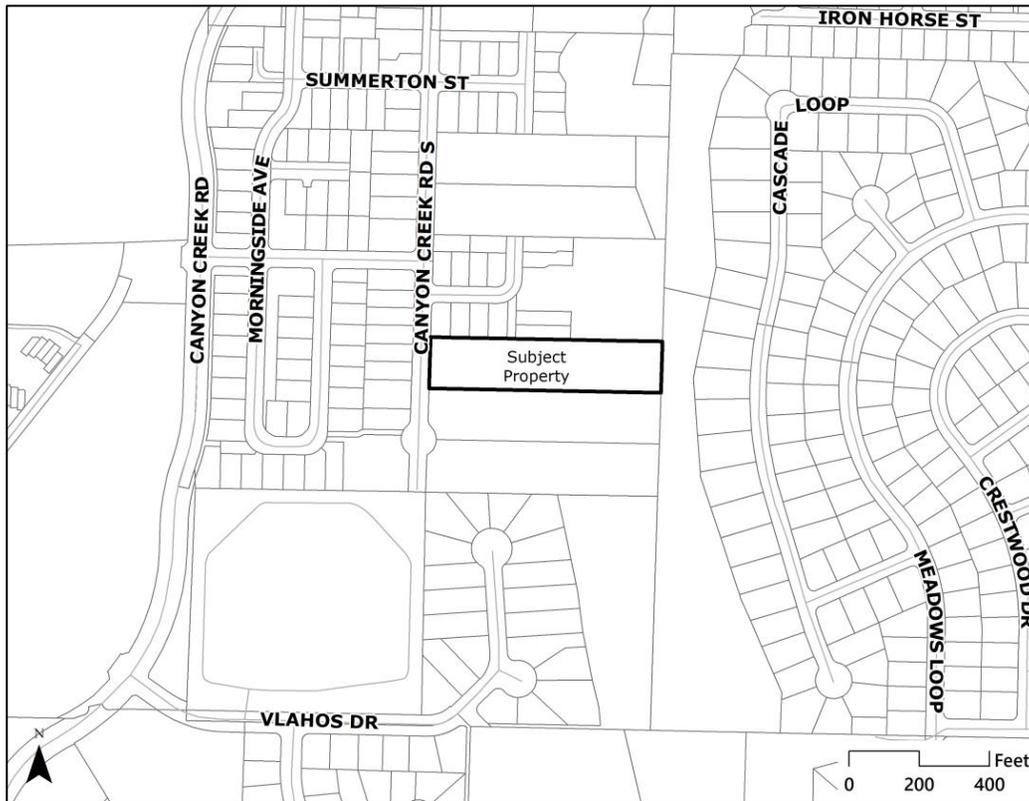
Staff Reviewers: Kimberly Rybold, AICP, Associate Planner

Staff/DRB Recommendation: Adopt the requested Zone Map Amendment.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.110	Zones
Section 4.124	Planned Development Residential Zones
Section 4.197	Zone Changes
<u>Comprehensive Plan and Sub-elements:</u>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Transportation Systems Plan	
<u>Regional and State Law and Planning Documents</u>	
Oregon Statewide Planning Goals	

Vicinity Map



Summary:

Zone Map Amendment (DB18-0028)

Contingent on approval of the Comprehensive Plan Map Amendment for an increased density of 4-5 du/ac, the applicant proposes a corresponding PDR zoning of PDR-3. Other portions of Bridle Trail Ranchetts with past approval of increased density to 4-5 du/ac have the same PDR-3 zoning.

Conclusion and Conditions of Approval:

Staff and the Development Review Board recommend approval with the following condition:

Request: DB18-0028 Zone Map Amendment

This action is contingent upon the Comprehensive Plan Map Amendment (DB18-0027).
--

Findings:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

General Information

Application Procedures-In General Section 4.008

The City's processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

The property owner, David Kersten, signed the submitted application form.

Request: DB18-0028 Zone Map Amendment

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Comprehensive Plan

Diversity of Housing Types Implementation Measure 4.1.4.b.,d.

B1. Based on the housing data used in the 2017 City of Wilsonville Housing Report, of the City's 10,866 housing units, 52 percent are multi-family and 48 percent are single-family. The City has approved hundreds of new single-family home lots, mainly in Villebois, for development over the next few years. In addition, adopted plans designate Frog Pond West

exclusively for single-family homes as it begins to develop in the coming years. The proposal will provide additional single-family options outside of Villebois and Frog Pond West within the existing City limits, supporting a trend of increasing the number of single-family homes in relation to multi-family homes.

Safe, Convenient, Healthful, and Attractive Places to Live
Implementation Measure 4.1.4.c.

B2. The proposed Planned Development Residential-3 (PDR-3) zoning allows the use of planned development to enable development of safe, convenient, healthful, and attractive places to live.

Residential Density
Implementation Measure 4.1.4.u.

B3. The subject area will be zoned PDR-3, allowing the application of the proposed residential density of 4-5 du/ac to the subject property.

Development Code

Zoning Consistent with Comprehensive Plan
Section 4.029

B4. The applicant requests a zone change concurrently with a Stage I Master Plan, Stage II Final Plan, and other related development approvals. The proposed zoning designation of PDR-3 is consistent with the proposed Comprehensive Plan Residential 4-5 du/ac designation. The approval of the Zone Map Amendment is contingent on City approval of the related Comprehensive Plan Map Amendment.

List of Base Zones
Subsection 4.110 (.01)

B5. The requested zoning designation of PDR-3 is among the base zones identified.

Standards for All Planned Development Residential Zones

Typically Permitted Uses
Subsection 4.124 (.01)

B6. The list of typically permitted uses includes single-family dwelling units, and open space, covering all proposed uses on the subject properties.

Appropriate PDR Zone
Subsection 4.124 (.05)

B7. PDR-3 is the appropriate PDR designation based on the Comprehensive Plan density designation, as proposed, of 4-5 du/ac.

Zone Change Procedures

Subsection 4.197 (.02) A.

B8. The applicant submitted the request for a Zone Map Amendment as set forth in the applicable code sections.

Conformance with Comprehensive Plan Map, etc.

Subsection 4.197 (.02) B.

B9. The proposed Zone Map Amendment is consistent with the proposed Comprehensive Map designation of Residential 4-5 du/ac. As shown in the Comprehensive Plan Map Amendment request and Findings B1 through B3, the request complies with applicable Comprehensive Plan text.

Specific Comprehensive Plan Findings for Residential Designated Lands

Subsection 4.197 (.02) C.

B10. Findings B1 through B3 under this request and A24 through A30 under the Comprehensive Plan Map Amendment request provide the required specific findings for Implementation Measures 4.1.4.b, d, e, q, and x.

Public Facility Concurrency

Subsection 4.197 (.02) D.

B11. The applicant's Exhibits B1, B2, and B3 (compliance report and the plan sheets) demonstrate the existing primary public facilities are available or can be provided in conjunction with the project.

Impact on SROZ Areas

Subsection 4.197 (.02) E.

B12. The proposed design of the development preserves and protects the SROZ area on the property.

Development within 2 Years

Subsection 4.197 (.02) F.

B13. Related land use approvals will expire after 2 years, so requesting the land use approvals assumes development would commence within two (2) years. However, in the scenario where the applicant or their successors do not commence development within two (2) years allowing related land use approvals to expire, the zone change shall remain in effect.

Development Standards and Conditions of Approval

Subsection 4.197 (.02) G.

B14. As can be found in the findings for the accompanying requests, the proposal meets the applicable development standards either as proposed or as a condition of approval.

Ordinance No. 824 Attachment 3

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 355**

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF A COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL 0-1 DWELLING UNITS PER ACRE TO RESIDENTIAL 4-5 DWELLING UNITS PER ACRE, A ZONE MAP AMENDMENT FROM RESIDENTIAL AGRICULTURE-HOLDING (RA-H) TO PLANNED DEVELOPMENT RESIDENTIAL 3 (PDR-3) AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I MASTER PLAN, STAGE II FINAL PLAN, TENTATIVE SUBDIVISION PLAT, TYPE C TREE PLAN AND TENTATIVE PARTITION PLAT FOR A 2-LOT PARTITION AND SUBSEQUENT 5-LOT SINGLE-FAMILY SUBDIVISION LOCATED AT 28600 SW CANYON CREEK ROAD SOUTH. THE SUBJECT SITE IS LOCATED ON TAX LOT 06200 OF SECTION 13BD, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. SCOTT MILLER, SAMM-MILLER, LLC – APPLICANT FOR DAVID KERSTEN – OWNER.

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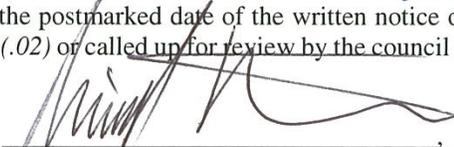
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Richard Martens, Chair, Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



VIA: Certified Mail, Return Receipt Requested

June 26, 2018

Dave Kersten
28600 SW Canyon Creek Rd S
Wilsonville, OR 97070

Re: Aspen Meadows Phase II

Case Files:	Request A:	DB18-0027	Comprehensive Plan Map Amendment
	Request B:	DB18-0028	Zone Map Amendment
	Request C:	DB18-0029	Stage I Master Plan
	Request D:	DB18-0030	Stage II Final Plan
	Request E:	DB18-0031	Tentative Subdivision Plat
	Request F:	DB18-0032	Type C Tree Plan
	Request G:	DB18-0033	Tentative Partition Plat

Two copies of the Development Review Board’s decision on your referenced project, including conditions of approval rendered are attached. *Please note that these approvals are contingent upon the City Council’s approval of the Comprehensive Plan Map Amendment and Zone Map Amendment, which are scheduled for a hearing on July 16, 2018.*

Please note that your signature acknowledging receipt and acceptance of the Conditions of Approval is required to be returned to the Planning Office before the decision is effective. One copy is provided for this purpose. Please sign and return to the undersigned. Thank you.

Thank you.



Shelley White
Planning Administrative Assistant

CC: Scott Miller – SAMM-MILLER, LLC
Steve Miller – Emerio Design, LLC

June 26, 2018

DEVELOPMENT REVIEW BOARD PANEL B

DEVELOPMENT REVIEW BOARD NOTICE OF DECISION AND RECOMMENDATION TO CITY COUNCIL

Project Name: Aspen Meadows Phase II

Case Files:	Request A:	DB18-0027	Comprehensive Plan Map Amendment
	Request B:	DB18-0028	Zone Map Amendment
	Request C:	DB18-0029	Stage I Master Plan
	Request D:	DB18-0030	Stage II Final Plan
	Request E:	DB18-0031	Tentative Subdivision Plat
	Request F:	DB18-0032	Type C Tree Plan
	Request G:	DB18-0033	Tentative Partition Plat

Owner: David Kersten

Applicant: Scott Miller, Samm-Miller, LLC

Applicant's Representative: Steve Miller, Emerio Design, LLC

Property Description: Tax Lots 6200 in Section 13BD; T3S R1W; Clackamas County; Wilsonville, Oregon.

Location: 28600 SW Canyon Creek Road South

On June 25, 2018 at the meeting of the Development Review Board Panel B, the following action was taken on the above-referenced proposed development applications:

Requests A and B: The DRB has forwarded a recommendation of approval to the City Council. *A Council hearing date is scheduled for Monday, July 16, 2018 to hear these items.*

Requests C, D, E, F, and G:
Approved with conditions of approval.
These approvals are contingent upon City Council's approval of Requests A and B.

An appeal of Requests C, D, E, F, and G to the City Council by anyone who is adversely affected or aggrieved, and who has participated in this hearing, orally or in writing, must be filed with the City Recorder within fourteen (14) calendar days of the mailing of this Notice of Decision. *WC Sec. 4.022(.02)*. A person who has been mailed this written notice of decision cannot appeal the decision directly to the Land Use Board of Appeals under *ORS 197.830*.

This decision has been finalized in written form and placed on file in the City records at the Wilsonville City Hall this 26th day of June 2018 and is available for public inspection. The decision regarding Requests C, D, E, F, and G shall become final and effective on the fifteenth (15th) calendar day after the postmarked date of this written Notice of Decision, unless appealed or called up for review by the Council in accordance with *WC Sec. 4.022(.09)*.

Written decision is attached

For further information, please contact the Wilsonville Planning Division at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon 97070 or phone 503-682-4960

Attachments: DRB Resolution No. 355, including adopted staff report with conditions of approval.

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 355**

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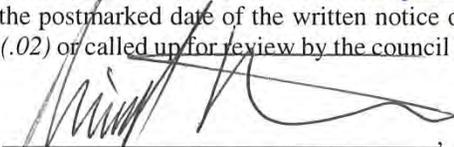
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Richard Martens, Chair, Panel B
Wilsonville Development Review Board

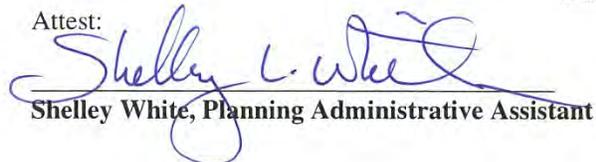
Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Aspen Meadows No. 2 Subdivision – 5 New Single-Family Lots

Development Review Board Panel 'B'
Quasi-Judicial Public Hearing
Added language ***underline***

Hearing Date:	June 25, 2018
Date of Report:	June 18, 2018

Application Nos.: DB18-0027 Comprehensive Plan Map Amendment
DB18-0028 Zone Map Amendment
DB18-0029 Stage I Preliminary Plan
DB18-0030 Stage II Final Plan
DB18-0031 Tentative Subdivision Plat
DB18-0032 Type C Tree Removal Plan
DB18-0033 Tentative Partition Plat

Request/Summary: The requests before the Development Review Board include a Comprehensive Plan Map Amendment, Zone Map Amendment, Stage I Master Plan, Stage II Final Plan, Tentative Subdivision Plat, Type C Tree Removal Plan, and Tentative Partition Plat

Location: 28600 SW Canyon Creek Road South, east side of SW Canyon Creek Road South, south of SW McGraw Avenue. The property is specifically known as Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

Owner: David Kersten

Applicant: Scott Miller, Samm-Miller, LLC

Applicant's Rep.: Steve Miller, Emerio Design, LLC

Comprehensive Plan Designation (Current): Residential 0-1 dwelling units per acre (du/ac)
Comprehensive Plan Designation (Proposed): Residential 4-5 dwelling units per acre (du/ac)

Zone Map Classification (Current): RA-H (Residential Agricultural-Holding)
Zone Map Classification (Proposed): PDR-3 (Planned Development Residential-3)

Staff Reviewers: Kimberly Rybold, AICP, Associate Planner
Steve Adams, PE, Development Engineering Manager
Kerry Rappold, Natural Resources Program Manager

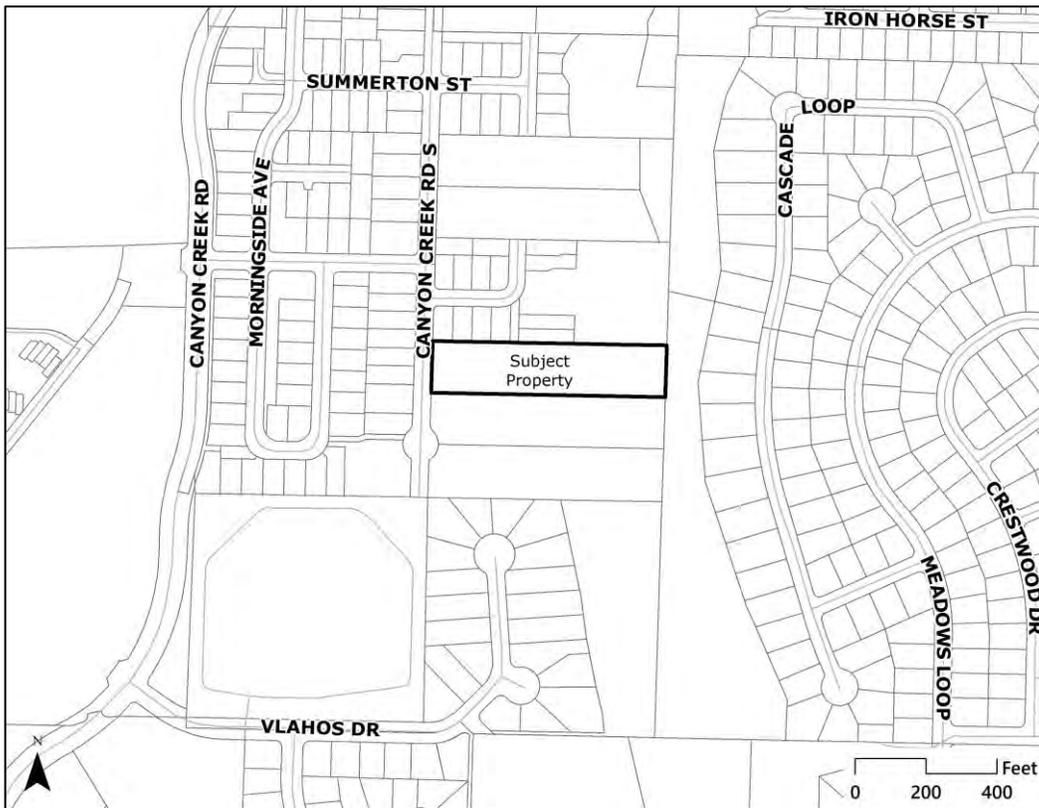
Staff Recommendation: Recommend approval to the City Council of the Comprehensive Plan Map Amendment and Zone Map Amendment; approve with conditions the Stage I Master Plan, State II Final Plan, Tentative Subdivision Plat, Type C Tree Plan, and Tentative Partition Plat contingent on City Council approval of the Comprehensive Plan Map Amendment and Zone Map Amendment.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.033	Authority of the City Council
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.113	Standards Applying to Residential Development in All Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.124	Standards Applying to All Planned Development Residential Zones
Section 4.124.3	PDR-3 Zone
Sections 4.139.00 through 4.139.11	Significant Resource Overlay Zone (SROZ)
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.197	Zone Changes
Section 4.198	Comprehensive Plan Changes
Sections 4.200 through 4.290	Land Divisions
Sections 4.300 through 4.320	Underground Utilities
Sections 4.600-4.640.20	Tree Preservation and Protection
<u>Comprehensive Plan and Sub-elements:</u>	

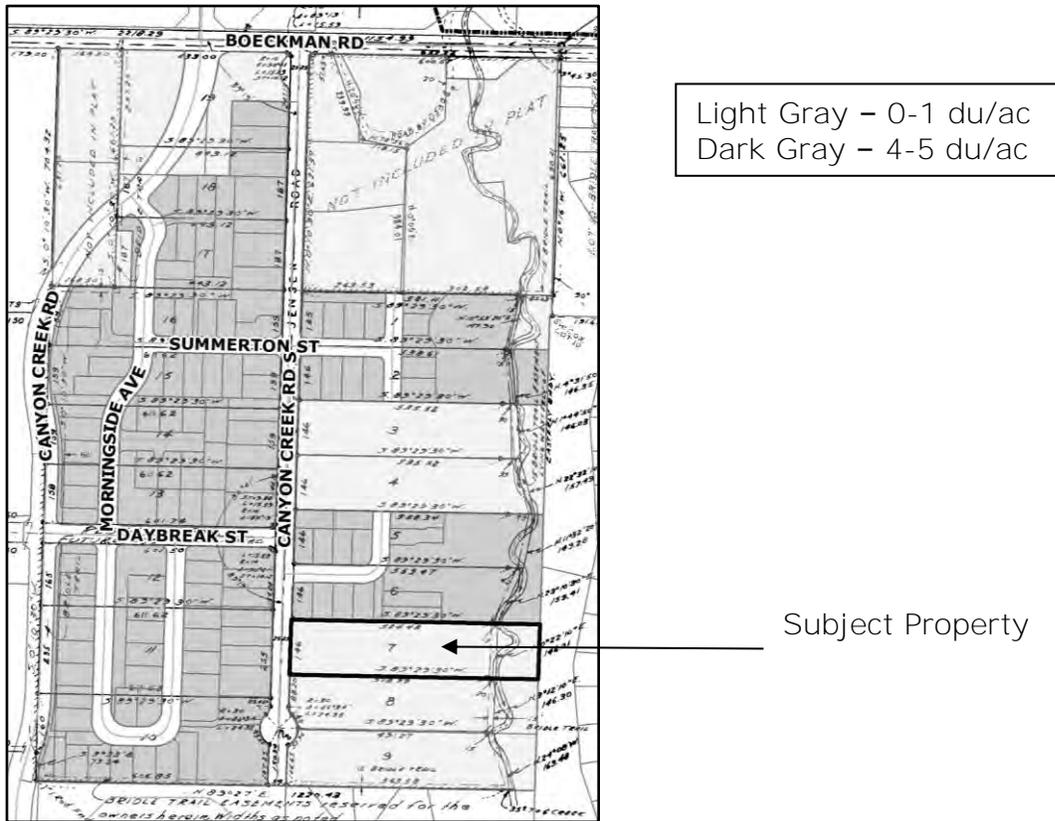
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Transportation Systems Plan	
<u>Regional and State Law and Planning Documents</u>	
Oregon Statewide Planning Goals	

Vicinity Map



Background:

The subject property is part of the 1964 Bridle Trail Ranchetts subdivision, developed prior to Wilsonville’s incorporation as a city. Each lot in the subdivision was approximately 2 acres in size, and adoption of the current Comprehensive Plan Map included a residential density for this area reflecting the existing subdivision. Beginning in the mid-2000s, the City approved many of the Bridle Trail Ranchett lots for Comprehensive Plan Map amendments to increase the density from 0-1 to 4-5 dwelling units an acre (du/ac). Currently, the City has approved portions of 14 of the original 19 Bridle Trail Ranchett lots for increased density.



The first and largest approved change in this area from 0-1 to 4-5 du/ac was in 2004 with the adoption of Ordinance No. 570 for Renaissance at Canyon Creek. The supporting staff report discussed the need of additional single-family homes to provide housing for people working in Wilsonville as well as others desiring to live here. In addition, the findings point out the limited amount of vacant residential land within the City, and that designations for higher residential density surround the subject area.

In early 2006, Ordinance No. 604 similarly changed the Comprehensive Plan designation for approximately four acres on the east side of Canyon Creek Road South from 0-1 to 4-5 du/ac for the development of the 13-lot Cross Creek Subdivision. The City made the same findings regarding the need of additional housing units, the limited amount of vacant land within the City, and the density of surrounding areas.

In 2007, Ordinance No. 635 approved a similar Comprehensive Plan designation change for approximately 0.69 acres on the west side of Canyon Creek Road South, north of Renaissance at Canyon Creek. The City made findings consistent with the previously approved amendments.

In 2014, Ordinance No. 738 approved the same density change in 2014 for a property whose owners had elected not to participate in the 2004 project and now desired to redevelop.

In 2016, Ordinance No. 790 changed the Comprehensive Plan designation from 0-1 to 4-5 du/ac for the 14-lot Aspen Meadows subdivision to the immediate north of the subject property. At the time, the owner of the subject property did not elect to participate in the planning and development of Aspen Meadows. The owner now requests a similar change of density for similar reasons as the other lots redeveloped in Bridle Trail Ranchetts.

Summary:

Comprehensive Plan Map Amendment (DB18-0027)

The applicant proposes to change the Comprehensive Plan Map designation for the 2.22-acre subject property from 0-1 du/ac to 4-5 du/ac, consistent with previous Comprehensive Plan Map amendments for properties in the Bridle Trail Ranchetts subdivision.

Zone Map Amendment (DB18-0028)

Contingent on approval of the Comprehensive Plan Map Amendment for an increased density of 4-5 du/ac, the applicant proposes a corresponding PDR zoning of PDR-3. Other portions of Bridle Trail Ranchetts with past approval of increased density to 4-5 du/ac have the same PDR-3 zoning.

Stage I Master Plan (DB18-0029)

The Stage I Master Plan generally establishes the location of housing, streets, and open space tracts on the site, reviewed in more detail with the Stage II Final Plan. The Development Code lists the planned uses of single-family residential and open space as allowed in the PDR-3 zone.

Stage II Final Plan (DB18-0030)

The applicant proposes installing necessary facilities and services concurrent with the development of the proposed subdivision. Proposed lot layout and size as well as block size and access demonstrate consistency with development standards established for Planned Development Residential Zones.

Regarding the protection of natural features and other resources, the design of the project avoids disturbance of the significant natural features on the site, particularly the Boeckman Creek Canyon. The applicant proposes development on the portion of the site behind the existing house, which drops by approximately 15 feet to the edge of the SROZ. This slope necessitates some grading, particularly along the front of Lots 3-5, to prepare lots for development with single-family homes.

Tentative Subdivision Plat (DB18-0031)

The tentative subdivision plat shows all the necessary information consistent with the Stage II Final Plan for dividing the property in a manner to allow the proposed development.

Type C Tree Removal Plan (DB18-0032)

While the development plans preserve the large forested area in the eastern portion of the site, the plans include removal of 10 trees that are either not viable or not practicable to preserve with proposed grading for development.

The proposed planting of 16 trees, including street trees and additional trees in the SROZ, will mitigate for the removals.

Tentative Partition Plat (DB18-0033)

The applicant proposes a tentative partition plat so that the existing single family home on the subject property is separate from the Aspen Meadows No. 2 subdivision. The tentative partition plat shows all the necessary information for dividing the property in a manner to allow the subsequent subdivision for Aspen Meadows No. 2.

Discussion Points:

Redevelopment of Bridle Trail Ranchetts

The 1964 Bridle Trail Ranchetts Subdivision created 19 lots, many of which were approximately 2 acres in size. In the most recent adoption of the Comprehensive Plan map, the entire subdivision was designated Residential 0-1 dwelling units per acre, and had a Zone Map designation of RA-H. Subsequently, portions of 14 of the 19 have been changed to 4-5 dwelling units per acre and rezoned. The current request continues the trend reflecting the continued infill with urban single-family densities of this area.

Balancing Uses in Planter Strips

Many design elements compete for space within the planter strips between sidewalks and streets. These elements include street trees, stormwater facilities, and streetlights while accommodating appropriate spacing from underground utilities and cross access by pedestrians. For various reasons, it is not practical to place street trees and streetlights in stormwater swales. As directed by the City, the applicant's plans show a priority to laying out street trees and street lighting keeping appropriate spacing from utility laterals and water meters, and then placing stormwater facilities where space remains available and placement is desirable.

Land Division

The applicant proposes two tentative plats with this development application. The tentative partition plat would split the subject property into two separate parcels. Parcel 1 contains the existing dwelling unit, which would remain, while the applicant would subsequently subdivide Parcel 2 as shown on the tentative subdivision plat. The applicant's reason for partitioning the property prior to subdividing the land is to keep the existing dwelling unit separate from the Aspen Meadows subdivision and CC&R's. Both land divisions are contingent upon approval of

the zone map amendment, as the lot size and dimensions proposed in the tentative partition plat do not meet the minimum requirements of the existing zoning classification, RA-H. A condition of approval ensures that recording of the final partition plat occurs prior to recording of the final subdivision plat.

Residential Private Access Drives

The applicant proposes Tract A as a residential private access drive connecting to an existing residential private access drive to the north in Aspen Meadows. The connection of these private drives would provide access to a total of four dwelling units. The connection of these private drives enables the turnaround of emergency vehicles entering the subdivision, but does not provide access to any destination points beyond the Aspen Meadows subdivision. Trash collection will only occur on the public streets. The extension of the private street will be limited to the boundaries of the Aspen Meadows subdivision and it will facilitate the orderly development of the subject property. Given the isolated location at the eastern edge of Aspen Meadows, no through vehicular access is expected. To ensure that Development Code standards regarding residential private access drives are met, Condition of Approval PDD 5 requires signs stating “no through access” or similar language approved by the City Engineer to be installed.

Additionally, Condition of Approval PFD 2 ensures that Lot 5 is accessed via the public street, not the private access drive.

Aspen Meadows Reserve Strip

When the City approved the first phase of Aspen Meadows, a reserve strip was required on the private street to prevent access to the subject property. At that time, the applicant had not secured a right to purchase the subject property and it was not anticipated that this would occur. Since the approval of Aspen Meadows, the applicant has secured the right to purchase the subject property and is now requesting that the reserve strip be removed in order to allow for the extension of the private street into the second phase of the Aspen Meadows subdivision. The extension of the private street will provide access for two additional lots and will terminate into a public street that will prevent any future extension of the private street.

The Development Code states that any required reserve strips are placed under the jurisdiction of the City Council. As such, the City Council will have to pass a resolution removing this reserve strip in Aspen Meadows in order to facilitate the connection of the residential private access drive proposed in the proposed subdivision. As an alternative, if the reserve strip is to remain, the applicant would be required to install a barrier preventing vehicular access across this reserve strip from the proposed subdivision. While technically feasible, this approach would make emergency vehicular access to this drive more difficult and would result in a less coordinate development pattern between the two phases of Aspen Meadows.

Usable Open Space Requirements

The applicant proposes the five-lot subdivision as an extension of the Aspen Meadows subdivision to the north. Development plans for Aspen Meadows include a 0.29-acre usable open space tract serving 14 lots. Where SROZ lands exceed 25 percent of the total site area, development must provide ¼ acre of usable open space per 100 dwelling units. Given the integration of only five additional lots into the existing Aspen Meadows subdivision, the proposed development does not require additional usable open space.

Conclusion and Conditions of Approval:

Staff has reviewed the applicant's analysis of compliance with the applicable criteria. The Staff Report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board recommend approval or approve, as relevant, the proposed application (DB18-0027 through DB18-0033) with the following conditions:

Planning Division Conditions:

Request A: DB18-0027 Comprehensive Plan Map Amendment

This action recommends to the City Council approval of the Comprehensive Plan Map Amendment for the subject property. The Zone Map Amendment (DB18-0028) and all approvals contingent on it are contingent on the Comprehensive Plan Map Amendment.

No conditions for this request

Request B: DB18-0028 Zone Map Amendment

This action recommends adoption of the Zone Map Amendment to the City Council for the subject property. This action is contingent upon the Comprehensive Plan Map Amendment (DB18-0027). Case files DB18-0029, DB18-0030, DB18-0031, DB18-0032, and DB18-0033 are contingent upon City Council's action on the Zone Map Amendment request.
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No conditions for this request

Request C: DB18-0029 Stage I Master Plan

Approval of DB18-0029 (Stage I Master Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).

No conditions for this request

Request D: DB18-0030 Stage II Final Plan

Approval of DB18-0030 (Stage II Final Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).

PDD 1. The approved Stage II Final Plan (Final Plan) shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. The Planning Director through the Class I Administrative Review Process may approve minor changes to the Final Plan if such changes are consistent with the purposes

	and general character of the Final Plan. All other modifications shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. See Finding D7.
PDD 2.	All crosswalks shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-colored concrete inlay between asphalt, or similar contrast). See Finding D34.
PDD 3.	Any area, whether in a garage or in a driveway, counted as a required parking space shall have the minimum dimensions of 9 feet by 18 feet. See Finding D37.
PDD 4.	A waiver of remonstrance against formation of a local improvement district shall be recorded in the County Recorder's Office as well as the City's Lien Docket as part of the recordation of the final subdivision plat. See Finding D59.
PDD 5.	At the entrance to the private access drive in Tract A, signs stating "no through access" or similar language approved by the City Engineer shall be installed. See Finding D66.
PDD 6.	The design of the private access drive in Tract A shall provide for a useful lifespan and structural maintenance schedule comparable to a public local residential street. See Finding D68.
PDD 7.	All travel lanes shall be constructed to be capable of carrying a twenty-three (23) ton load. See Finding D70.
PDD 8.	On the final subdivision plat, public pedestrian and bicycle access easements, including egress and ingress, shall be established across the entirety of all pathways located in private tracts. See Finding D31.
PDD 9.	All street trees and other right-of-way landscaping shall be installed fronting a lot prior to issuance of an occupancy permit for a home on the lot. See Finding D51.
PDD 10.	The approved landscape plan is binding upon the applicant/owner. Substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan shall not be made without official action of the Planning Director or Development Review Board, pursuant to the applicable sections of Wilsonville's Development Code. See Finding D52.
PDD 11.	All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Board, unless altered as allowed by Wilsonville's Development Code. See Findings D53 and D54.
PDD 12.	The following requirements for planting of shrubs and ground cover shall be met: <ul style="list-style-type: none"> • Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch. • Native topsoil shall be preserved and reused to the extent feasible. • Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings.

<ul style="list-style-type: none"> • All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10" to 12" spread. • Shrubs shall reach their designed size for screening within three (3) years of planting. • Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4" pot spaced 2 feet on center minimum, 2-1/4" pots spaced at 18 inch on center minimum. • No bare root planting shall be permitted. • Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. • Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations. <p>Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding D47.</p>
<p>PDD 13. All trees shall be balled and burlapped and conform in size and grade to "American Standards for Nursery Stock" current edition. See Finding D47.</p>
<p>PDD 14. Plant materials shall be installed to current industry standards and be properly staked to ensure survival. Plants that die shall be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. The applicant shall provide specific details on the proposed irrigation method prior to installation of street trees. See Finding D48.</p>

Request E: DB18-0031 Tentative Subdivision Plat

<p>Approval of DB18-0031 (Tentative Subdivision Plat) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).</p>	
PDE 1.	Any necessary easements or dedications shall be identified on the final subdivision plat.
PDE 2.	The final subdivision plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or type, and any other information that may be required as a result of the hearing process for the Stage II Final Plan or the Tentative Subdivision Plat.
PDE 3.	Where any street will be extended signs stating "street to be extended in the future" or similar language approved by the City Engineer shall be installed. See Finding E14.
PDE 4.	Prior to the recording of the final subdivision plat, the applicant/owner shall submit for review and approval by the City Attorney CC&R's, bylaws, etc. related to the maintenance of the open space tracts. Such documents shall assure the long-term protection and maintenance of the open space tracts.
PDE 5.	For all public pipeline easements, public access easements, and other easements, as required by the city, shown on the final subdivision plat, the applicant/owner and

	the City shall enter into easement agreements on templates established by the City specifying details of the rights and responsibilities associated with said easements and such agreements will be recorded in the real property records of Clackamas County.
PDE 6.	With the final subdivision plat, a street tree easement shall be granted for Lots 3-5 along the private drive guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees located on private property. See Finding E21.

Request F: DB18-0032 Type C Tree Plan

	Approval of DB18-0032 (Type C Tree Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).
PDF 1.	This approval for removal applies only to the 10 trees identified in the applicant's submitted Tree Maintenance and Protection Plan, see Exhibit B3. All other trees on the property shall be maintained unless removal is approved through separate application.
PDF 2.	The applicant/owner shall submit an application for a Type 'C' Tree Removal Permit on the Planning Division's Development Permit Application form, together with the applicable fee. In addition to the application form and fee, the applicant/owner shall provide the City's Planning Division an accounting of trees to be removed within the project site, corresponding to the approval of the Development Review Board. The applicant/owner shall not remove any trees from the project site until the tree removal permit, including the final tree removal plan, have been approved by the Planning Division staff. See Finding F18.
PDF 3.	The applicant/owner shall install the required 10 mitigation trees, as shown in the applicant's sheets 4 and L1 of Exhibit B3, per Section 4.620 WC.
PDF 4.	The permit grantee or the grantee's successors-in-interest shall cause the replacement trees to be staked, fertilized and mulched, and shall guarantee the trees for two (2) years after the planting date. A "guaranteed" tree that dies or becomes diseased during the two (2) years after planting shall be replaced.
PDF 5.	Prior to site grading or other site work that could damage trees, the applicant/owner shall install six-foot-tall chain-link fencing around the drip line of preserved trees. The fencing shall comply with Wilsonville Public Works Standards Detail Drawing RD-1230. See Finding F24.

Request F: DB18-0033 Tentative Partition Plat

	Approval of DB18-0033 (Tentative Partition Plat) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).
PDG 1.	Any necessary easements or dedications shall be identified on the final partition plat.
PDG 2.	The final partition plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or

	type, and any other information that may be required as a result of the hearing process for the Stage II Final Plan or the Tentative Plat.
PDG 3.	The final partition plat shall be recorded prior to the recording of the Final Subdivision Plat for Aspen Meadows No. 2.
PDG 4.	<u>No home construction shall occur on Parcel 2 prior to the recording of a final subdivision plat for Aspen Meadows No. 2.</u>

The following Conditions of Approval are provided by the Engineering, Natural Resources, or Building Divisions of the City's Community Development Department or Tualatin Valley Fire and Rescue, all of which have authority over development approval. A number of these Conditions of Approval are not related to land use regulations under the authority of the Development Review Board or Planning Director. Only those Conditions of Approval related to criteria in Chapter 4 of Wilsonville Code and the Comprehensive Plan, including but not limited to those related to traffic level of service, site vision clearance, recording of plats, and concurrency, are subject to the Land Use review and appeal process defined in Wilsonville Code and Oregon Revised Statutes and Administrative Rules. Other Conditions of Approval are based on City Code chapters other than Chapter 4, state law, federal law, or other agency rules and regulations. Questions or requests about the applicability, appeal, exemption or non-compliance related to these other Conditions of Approval should be directed to the City Department, Division, or non-City agency with authority over the relevant portion of the development approval.

Engineering Division Conditions:

Request D: DB18-0030 Stage II Final Plan

PFD 1.	Public Works Plans and Public Improvements shall conform to the "Public Works Plan Submittal Requirements and Other Engineering Requirements" in Exhibit C1.
PFD 2.	The existing home on Parcel 1 will be allowed one driveway access onto Canyon Creek Road South. Lots 1, 2, and 5 shall obtain access via the proposed A-Street. Lots 3 and 4 shall obtain access from the private street located in Tract A.
PFD 3.	On frontage to Canyon Creek Road South the applicant shall be required to construct a 14-foot half-street improvement, face of curb to street centerline (asphalt roadway, curb and gutter, sidewalk, stormwater system, street lights and street trees) in compliance with Residential Street Standards as provided in the 2015 Public Works Standards. Existing street right-of-way is 50 feet; no additional right-of-way dedication is required.
PFD 4.	For emergency access purposes, the applicant shall provide looped roadway access by connecting the proposed private street in Tract A with the existing private street in the adjacent Aspen Meadows. The applicant shall provide a public access easement over the entirety of Tract A. If the reserve strip in the Aspen Meadows subdivision to the north is not removed, the applicant shall provide a locked gate with Knox box preventing vehicular access across the reserve strip.
PFD 5.	The applicant shall construct and dedicate the proposed A-Street as a public street. A-Street shall be constructed with a shed cross-section to bring all storm runoff to

	the north side to be treated in the proposed water quality facilities. The applicant shall install a vertical curb on the south side of A-Street.
PFD 6.	Submitted plans show the proposed A-Street as having a 24-foot width. The applicant shall install “No Parking” signage along either the north or south side of the street.
PFD 7.	The applicant shall obtain water and sanitary sewer service from the existing systems in Canyon Creek Road South.
PFD 8.	The applicant shall provide a looped water system by connecting to the existing 4” water line in the private street in Aspen Meadows to the north.
PFD 9.	The existing home on Parcel 1 will be allowed to install a SS service to the main line in Canyon Creek Road South via using a 36” long radius bend, connecting the service into the upper surface of the main line using a saddle T connection.
PFD 10.	Where feasible, stormwater connections may be made to the public storm main in Canyon Creek Road South, provided stormwater quality and retention requirements are met.
PFD 11.	Where is it not feasible to connect to the stormwater main in Canyon Creek Road South, the applicant shall obtain and submit to the City written permission allowing connection to the storm system in the Aspen Meadows 15-lot subdivision to the north to use that storm system outfall.

Natural Resources Division Conditions:

All Requests

NR 1.	Natural Resource Division Requirements and Advisories listed in Exhibit C3 apply to the proposed development.
NR 2.	The Significant Resource Overlay Zone (SROZ) identified as Tract B and portions of Lots 3-5 shall be identified in a conservation easement. The applicant shall record the conservation easement with Clackamas County Clerk’s office. The conservation easement shall include language prohibiting any disturbance of natural vegetation without first obtaining approval from the City Planning Division and the Natural Resources Program Manager. The conservation easement shall be reviewed by the City Attorney prior to recording.
NR 3.	All plantings in the SROZ shall be approved by the City’s Natural Resources Manager prior to installation.

Building Division Conditions:

All Requests

BD1.	Prior to construction of the subdivision’s residential homes, designated through approved planning procedures, the following conditions must be met and approved through the Building Official: <ol style="list-style-type: none"> a. Street signs shall be installed at each street intersection and approved per the public work design specifications and their required approvals.
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- b. All public access roads and alleys shall be complete to “Base Lift” for access to the residential home sites.
- c. All public and service utilities to the private building lots must be installed, tested and approved by the City of Wilsonville’s Engineering/Public Works Department or other service utility designee.
- d. All required fire hydrants and the supporting piping system shall be installed tested and approved by the Fire Code Official prior to model home construction. (OFC 507.5).

Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB18-0027 through DB18-0033. The exhibit list below reflects the electronic record posted on the City's website and retained as part of the City's permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City's website and retained as part of the City's permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

- A1.** Staff report and findings (this document)
- A2.** Staff's Presentation Slides for Public Hearing (to be presented at Public Hearing)
- A3.** Staff Memorandum to DRB Dated June 21, 2018 Regarding Staff Report Changes

Materials from Applicant

- B1. Applicant's Narrative and Materials**
 - Application
 - Supplementary Partition Narrative
 - Reduced Partition Plans 11x17
 - Narrative
 - Reduced Subdivision Plans 11x17
 - Preliminary Title Report
 - Draft Bylaws
 - Draft CC&Rs
 - Preliminary Stormwater Management Plan
 - Technical Memorandum – Conveyance Analysis
 - DKS Trip Generation Memorandum
 - Natural Resource Assessment
 - Republic Services Letter
- B2. Drawings and Plans – 2-Lot Partition**
 - 1 Cover Sheet
 - 2 Existing Conditions Map
 - 3 Partition Plat
 - 4 Shadow Partition Plat
- B3. Drawings and Plans – 5-Lot Subdivision**
 - 1 Cover Sheet
 - 2 Existing Conditions Map
 - 3 Tree Preservation and Removal Plan
 - 4 Tree Mitigation Plan
 - 5 Preliminary Grading Plan

- 6 Preliminary Plat
- 7 Preliminary Storm Water and Utilities Plan
- 8 Street 'A' Plan and Profile
- 9 Private Street Plan and Profile
- 10 Lighting Plan
- L1 Street Tree Plan

Development Review Team Correspondence

- C1. Engineering Requirements
- C2. Public Works Comments
- C3. Natural Resource Requirements
- C4. TVF&R Standards

Other Correspondence

None Received

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application on February 27, 2018. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on March 28, 2018. The applicant submitted additional material on May 10, 2018. Planning Staff deemed the application complete on May 24, 2018. The City must render a final decision for the request, including any appeals, by September 21, 2018.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDR-3	Single-family residential (under construction)
East:	PDR-4	SROZ, Single-family residential
South:	RA-H	Single-family residential
West:	PDR-3	Single-family residential

3. Previous City Planning Approvals: Current subdivision (Bridle Trail Ranchetts) approved prior to City incorporation.
4. The applicant has complied with Sections 4.013-4.031 of the Wilsonville Code, said sections pertaining to review procedures and submittal requirements. The required public notices have been sent and all proper notification procedures have been satisfied.

Findings:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

General Information

Application Procedures-In General
Section 4.008

The City's processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application
Section 4.009

The property owner, David Kersten, signed the submitted application form.

Pre-Application Conference
Subsection 4.010 (.02)

Following a request from the applicant, the City held a pre-application conferences for the proposal on November 9, 2017 (PA17-0021) in accordance with this subsection.

Lien Payment before Approval
Subsection 4.011 (.02) B.

No applicable liens exist for the subject property. The application can thus move forward.

General Submission Requirements
Subsection 4.035 (.04) A.

The applicant has provided all of the applicable general submission requirements contained in this subsection.

Zoning-Generally
Section 4.110

This proposed development is in conformity with the applicable zoning district and general development regulations listed in Sections 4.150 through 4.199, applied in accordance with this Section.

Request A: DB18-0027 Comprehensive Plan Map Amendment

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Development Code - Comprehensive Plan Amendment Process

Procedures and Criteria in Comprehensive Plan
Subsection 4.198 (.01)

- A1.** The lot of the subject development site is of sufficient size for development in a manner consistent with the purposes and objectives of Section 4.140.

Review Bodies
Subsection 4.198 (.02)

- A2.** The DRB and City Council are considering the request as described.

Applicant Agreeing to Conditions of Approval
Subsection 4.198 (.05)

- A3.** The owner will be required to sign a statement accepting conditions for approvals granted contingent on the Comprehensive Plan Map Amendment and Zone Map Amendment.

Comprehensive Plan Amendment Required Findings

Meets Identified Public Need
Subsection 4.198 (.01) A.

- A4.** The “Residential Development” portion of the Comprehensive Plan (Policy 4.1.4) identifies the need for additional housing within the City to serve housing and economic needs of residents and employees working within the City.

On the basis of the Housing Data used for the 2017 City of Wilsonville Housing Report, of the City’s 10,866 housing units, 52 percent are multi-family (apartments and condos) and 48 percent are single-family.

Policy 4.1.4 and its implementation measures, seek to “provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville.” The proposal provides additional single-family homes supporting an ongoing desire for single-family homes at various price levels as part of Wilsonville’s strong diversity of housing unit types.

Meets Identified Public Need As Well As Reasonable Alternative
Subsection 4.198 (.01) B.

- A5.** The proposed subdivision has similarities in site density and housing product to other subdivisions nearby such as Renaissance at Canyon Creek and Aspen Meadows, and

provides a consistent density and development type as the area becomes more dense and urban over time. The consistency with nearby development makes the proposed continued residential use at the proposed density meet the need for a variety of single-family homes better than other density or design options for the site.

Supports Statewide Planning Goals
Subsection 4.198 (.01) C.

A6. The City's Comprehensive Plan complies with the Statewide Planning Goals. The consistency of the proposal with the Comprehensive Plan, as stated in the findings for this request, demonstrates the proposal also complies with the Statewide Planning Goals. See also Findings A33-A37.

No Conflict with Other Portions of Plan
Subsection 4.198 (.02) D.

A7. The applicant is requesting an amendment of the Comprehensive Plan Map for the subject properties. The applicant does not propose to modify or amend any other portion of the Comprehensive Plan or Plan Map.

Comprehensive Plan-Initiating, Applying for, and Considering Plan Amendments

Who May Initiate Plan Amendments
Introduction Page 7 "Plan Amendments" 1.

A8. The property owner of the subject lot has initiated the proposed amendment.

How to Make Application
Introduction Page 7 "Plan Amendments" 2.

A9. The property owner of the subject lots, who has submitted a signed application form provided by the City and paid the required application fee, initiated the proposed amendment.

Consideration of Plan Amendments
Introduction Page 7 "Plan Amendments" 3.

A10. The City Council will consider the plan amendment only after receiving a recommendation from the Development Review Board.

Standards for Approval of Plan Amendments

Conformance with Other Portions of the Plan
Introduction Page 7 "Plan Amendments" 4. a.

A11. The change of residential density for the subject properties does not lead to nonconformance with other portions of the Comprehensive Plan.

Public Interest

Introduction Page 7 "Plan Amendments" 4. b.

A12. The request is in the public interest by providing needed housing. See also Finding A4.

Public Interest Best Served by Timing of Amendment

Introduction Page 7 "Plan Amendments" 4. c.

A13. The timing of the amendment is appropriate. See Finding A5.

Factors to Address in Amendment

Introduction Page 7 "Plan Amendments" 4. d.

A14. The area is suitable for the proposed development as it is in a residential area with similar development and has the necessary public services, including streets, available. It is similar to and follows the trends in recent nearby developments such as Renaissance at Canyon Creek and Aspen Meadows. The density is consistent with these other recent nearby developments. No parties submitted evidence that the development would negatively affect property values. Preservation of natural resource areas is part of the development. The application of design standards ensures healthful, safe and aesthetic surroundings.

Conflict with Metro Requirements

Introduction Page 7 "Plan Amendments" 4. e.

A15. The review did not identify any conflicts with Metro requirements. Particularly, Wilsonville's housing mix continues to exceed Metro's requirements.

Public Notice Requirements

Introduction Page 8 "Plan Amendments" 5.

A16. The City has or will send all required public hearing notices.

Urban Growth Management

Urbanization for Adequate Housing

Implementation Measure 2.1.1.b.

A17. The proposal provides for additional housing density to accommodate those employed with the City. See also Finding A4.

Revenue Sources for Urbanization

Implementation Measure 2.1.1.d.

A18. Existing requirements for improvements and systems development charges apply to the development proposed concurrently with the Comprehensive Plan Map amendment.

New Development and Concurrency
Implementation Measure 2.1.1.e.

A19. The City’s concurrency requirements in the Development Code apply to the concurrently proposed development.

Encourage Master Planning
Implementation Measure 2.1.1.f.2.

A20. The subject property is large enough, being greater than the two-acre threshold for planned development established in Section 4.140, for design consistent with the City’s planned development regulations to support design quality and conformity with the Comprehensive Plan.

Public Facilities and Services

Urban Development Only Where Facilities and Services Can Be Provided
Implementation Measure 3.1.2.a.

A21. Application of the concurrency standards of the City’s Development Code ensures the development proposed concurrently with this amendment request will have all necessary facilities and services provided. See Stage II Final Plan in Request D.

Paying for Facilities and Services
Implementation Measures 3.1.3.a., 3.1.4.f., 3.1.5.c., 4.1.4.h.

A22. The City has all necessary codes and processes in place to ensure the development pays for public facilities/services directly related to the development.

Growth and Sewer Capacity
Implementation Measure 3.1.4.b

A23. The City will not allow development without adequate sanitary sewer capacity. As reviewed in the Stage II Final Plan, adequate sanitary sewer capacity exists by connecting to the existing sewer in Canyon Creek Road South.

Land Use and Development

Variety of Housing Types
Implementation Measures 4.1.4.b, 4.1.4.j., and 4.1.4.o.

A24. Wilsonville has a rich diversity of housing types. Infill in other areas of the Bridle Trail Ranchetts involved single-family residential development of a similar density as proposed (including Renaissance at Canyon Creek and Aspen Meadows subdivisions). The proposal supports the area’s continued role as a single-family area amongst Wilsonville’s housing mix.

Encouraging Variety

Implementation Measure 4.1.4.c

A25. Being relatively small for a planned development, not a lot of variety would be expected within the development. However, the proposal provides a variety of lot sizes allowing diversity of housing products.

Housing Balance

Implementation Measure 4.1.4.d

A26. On the basis of the Housing Data used for the 2017 City of Wilsonville Housing Report, of the City's 10,866 housing units, 52 percent are multi-family and 48 percent are single-family.

The proposal adds single-family to the housing mix having a minor impact on making single-family housing more balanced with multi-family. In addition, the development is proposed in a single-family area of the community where multi-family is not planned thus supporting the planned geographic distribution.

Housing Needs of Existing Residents

Implementation Measure 4.1.4.f.

A27. The proposed housing will fit into the rich diversity of Wilsonville's housing to allow existing residents to move up or move down, thus opening their units to others.

Housing Development and the Social and Economic Needs of the Community

Implementation Measure 4.1.4.g.

A28. Wilsonville has a rich diversity of housing types, to which these additional single-family homes would contribute. The diversity of housing types supports the variety of needs of members of the community.

Jobs Housing Balance

Implementation Measures 4.1.4.l. and 4.1.4.p.

A29. It is anticipated the planned homes could be occupied by people working in Wilsonville. The location is close to employment centers including Town Center and the industrial area north of Boeckman between Canyon Creek Road and Parkway Avenue.

Residential Districts and Density

Implementation Measures 4.1.4.u. and 4.1.4.z.

A30. The applicant requests the density to change from 0-1 du/ac to 4-5 du/ac in an area transitioning from rural residential to denser urban residential. Similar changes have occurred on other nearby properties including the areas currently occupied by Renaissance at Canyon Creek and Aspen Meadows subdivisions.

2-3 or 4-5 Dwelling Unit Per Acre Residential District
"Residential Planning Districts" page D-19

A31. The 4-5 du/ac designation is appropriate as adequate access to streets is available creating traffic volumes within the limits set by the City, it is adjacent to a variety of residential densities, including low density, and it is an appropriate density to allow development while preserving the natural slope and riparian areas of the properties.

Metro Urban Growth Functional Plan

Maintaining or Increasing Housing Capacity
Title 1 3.07.110

A32. The proposal will increase the City's housing capacity within the current City limits.

Statewide Planning Goals

Citizen Involvement
Goal 1

A33. A thorough citizen involvement process, as defined in Wilsonville's Development Code and Comprehensive Plan, ensures citizen involvement in the decision.

Land Use Planning
Goal 2

A34. The Comprehensive Plan Amendment is required to meet policies based on the statewide framework and is required to provide adequate facts to make a decision based on the applicable review criteria.

Agriculture Lands
Goal 3

A35. The areas proposed for new housing development are not currently in commercial agriculture use. Increasing development within the City limits has the potential to lessen slightly the demand for housing on land currently in use for commercial agriculture.

Natural Resources, Scenic and Historic Areas, and Open Spaces
Goal 5

A36. The City's SROZ overlay standards ensure protection of significant natural resources on the eastern portion of the subject properties.

Air, Water and Land Resources Quality
Goal 6

A37. The requirements to preserve the natural area as well as stormwater requirements help maintain water quality. No significant negative impacts to air and land resources can reasonably be anticipated.

Request B: DB18-0028 Zone Map Amendment

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Comprehensive Plan

Diversity of Housing Types
Implementation Measure 4.1.4.b.,d.

- B1.** Based on the housing data used in the 2017 City of Wilsonville Housing Report, of the City's 10,866 housing units, 52 percent are multi-family and 48 percent are single-family. The City has approved hundreds of new single-family home lots, mainly in Villebois, for development over the next few years. In addition, adopted plans designate Frog Pond West exclusively for single-family homes as it begins to develop in the coming years. The proposal will provide additional single-family options outside of Villebois and Frog Pond West within the existing City limits, supporting a trend of increasing the number of single-family homes in relation to multi-family homes.

Safe, Convenient, Healthful, and Attractive Places to Live
Implementation Measure 4.1.4.c.

- B2.** The proposed Planned Development Residential-3 (PDR-3) zoning allows the use of planned development to enable development of safe, convenient, healthful, and attractive places to live.

Residential Density
Implementation Measure 4.1.4.u.

- B3.** The subject area will be zoned PDR-3, allowing the application of the proposed residential density of 4-5 du/ac to the subject property.

Development Code

Zoning Consistent with Comprehensive Plan
Section 4.029

- B4.** The applicant requests a zone change concurrently with a Stage I Master Plan, Stage II Final Plan, and other related development approvals. The proposed zoning designation of PDR-3 is consistent with the proposed Comprehensive Plan Residential 4-5 du/ac designation. The approval of the Zone Map Amendment is contingent on City approval of the related Comprehensive Plan Map Amendment.

List of Base Zones
Subsection 4.110 (.01)

- B5.** The requested zoning designation of PDR-3 is among the base zones identified.

Standards for All Planned Development Residential Zones

Typically Permitted Uses
Subsection 4.124 (.01)

B6. The list of typically permitted uses includes single-family dwelling units, and open space, covering all proposed uses on the subject properties.

Appropriate PDR Zone
Subsection 4.124 (.05)

B7. PDR-3 is the appropriate PDR designation based on the Comprehensive Plan density designation, as proposed, of 4-5 du/ac.

Zone Change Procedures
Subsection 4.197 (.02) A.

B8. The applicant submitted the request for a Zone Map Amendment as set forth in the applicable code sections.

Conformance with Comprehensive Plan Map, etc.
Subsection 4.197 (.02) B.

B9. The proposed Zone Map Amendment is consistent with the proposed Comprehensive Map designation of Residential 4-5 du/ac (see Request A). As shown in Request A and Findings B1 through B3, the request complies with applicable Comprehensive Plan text.

Specific Comprehensive Plan Findings for Residential Designated Lands
Subsection 4.197 (.02) C.

B10. Findings B1 through B3 under this request and A24 through A30 under Request A provide the required specific findings for Implementation Measures 4.1.4.b, d, e, q, and x.

Public Facility Concurrency
Subsection 4.197 (.02) D.

B11. The applicant's Exhibits B1, B2, and B3 (compliance report and the plan sheets) demonstrate the existing primary public facilities are available or can be provided in conjunction with the project.

Impact on SROZ Areas
Subsection 4.197 (.02) E.

B12. The proposed design of the development preserves and protects the SROZ area on the property.

Development within 2 Years
Subsection 4.197 (.02) F.

- B13.** Related land use approvals will expire after 2 years, so requesting the land use approvals assumes development would commence within two (2) years. However, in the scenario where the applicant or their successors do not commence development within two (2) years allowing related land use approvals to expire, the zone change shall remain in effect.

Development Standards and Conditions of Approval
Subsection 4.197 (.02) G.

- B14.** As can be found in the findings for the accompanying requests, the proposal meets the applicable development standards either as proposed or as a condition of approval.

Request C: DB18-0029 Stage I Preliminary Plan

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Comprehensive Plan

City Support Development of Land Within City Consistent with Land Use Designation
Goal 2.1, Policy 2.1.1., Implementation Measure 2.1.1.a.

- C1.** The City's Comprehensive Plan designates the subject property for residential use. The proposed Comprehensive Plan Map amendment would increase the density for the subject property and would continue to be supportive of the development of the subject land for residential dwellings as long as proposed development meets applicable policies and standards.

Urbanization for Adequate Housing for Workers Employed in Wilsonville, Jobs and Housing Balance
Implementation Measures 2.1.1.b., 4.1.4.l., 4.1.4.p.

- C2.** The proposal provides for urbanization of an area planned for residential use to provide additional housing within the City available to workers employed within the City. However, no special provisions or programs target the units to workers employed within the City.

City Obligated to do its Fair Share to Increase Development Capacity within UGB
Implementation Measure 2.2.1.b.

- C3.** The property is within the urban growth boundary and available for use consistent with its residential designation. Allowing development of the property for additional residential units supports the further urbanization and increased capacity of residential land within the Urban Growth Boundary.

Urban Development Only Where Necessary Facilities can be Provided
Implementation Measure 3.1.2.a.

- C4.** As can be found in the findings for the Stage II Final plan, the proposed development provides all necessary facilities and services.

Provision of Usable Open Space
Implementation Measures 3.1.11.p, 4.1.5.kk

- C5.** The second phase of Aspen Meadows meets the usable open space requirement through the usable open space provided within the subdivision's first phase. Findings related to Section 4.113 of the Development Code offer additional details related to provision of usable open space.

Wide Range of Housing Choices, Planning for a Variety of Housing
Policy 4.1.4., Implementation Measures 4.1.4.b., 4.1.4.c., 4.1.4.d., 4.1.4.j., 4.1.4.o.

- C6.** Previous Comprehensive Plan Map amendments for the Bridle Trail Ranchetts subdivision have identified a variety of single-family homes as the appropriate housing type for the subject area as part of the broader mix of housing in Wilsonville.

Accommodating Housing Needs of Existing Residents
Implementation Measure 4.1.4.f.

- C7.** The applicant intends on providing a housing product attractive to existing residents of the City as a whole including current homeowners and current renters looking to purchase in a medium to high price range, similar to other nearby homes. The number of units and location context do not lend themselves to creation of housing units at a lower price point to accommodate existing residents looking at the low to medium low price range

Planned Development Regulations

Planned Development Lot Qualifications
Subsection 4.140 (.02)

- C8.** The planned five-lot subdivision will accommodate detached single-family homes, a functional public street, and preserved open space consistent with the purpose of Section 4.140.

Ownership Requirements
Subsection 4.140 (.03)

- C9.** The owner of the subject property has signed an application form included with the application.

Professional Design Team
Subsection 4.140 (.04)

C10. Steve Miller of Emerio Design is the coordinator of a professional design team with all the necessary disciplines including an engineer, a surveyor, and a planner among other professionals.

Planned Development Permit Process
Subsection 4.140 (.05)

C11. The subject property is greater than 2 acres, is designated for residential development in the Comprehensive Plan, and is proposed to be zoned Planned Development Residential. The property will be developed as a planned development.

Comprehensive Plan Consistency
Subsection 4.140 (.06)

C12. The proposed project, as found elsewhere in this report, complies with the PDR-3 zoning designation, which implements the proposed Comprehensive Plan designation of Residential 4-5 du/ac.

Planned Development Application Requirements
Subsection 4.140 (.07)

C13. Review of the proposed Stage I Master Plan has been scheduled for a public hearing before the Development Review Board in accordance with this subsection and the applicant has met all the applicable submission requirements as follows:

- The property affected by the Stage I Master Plan is under an application by the property owner.
- The applicant submitted a Stage I Master Plan request on a form prescribed by the City.
- The applicant identified a professional design team and coordinator. See Finding C10.
- The applicant has stated the uses involved in the Master Plan and their locations.
- The applicant provided the boundary information.
- The applicant has submitted sufficient topographic information.
- The applicant provided a tabulation of the land area to be devoted to various uses.
- The applicant proposes a single phase of development.
- Any necessary performance bonds will be required.

Standards for Residential Development in Any Zone

Outdoor Recreational Area and Open Space Land Area Requirements
Subsections 4.113 (.01) and (.02)

C14. The proposed five-lot subdivision will be the second phase of the previously approved Aspen Meadows subdivision located immediately to the north. The outdoor recreational area developed as part of the Aspen Meadows subdivision will be available for use by residents of the second phase. 1.23 acres of SROZ is located on the eastern portion of the subject property. The proposal will preserve a majority of this area as open space within a conservation easement in Tract B. See Finding D9.

Other Standards
Subsections 4.113 (.03) through (.14)

C15. The applicant proposes meeting these standards. See Request D, Stage II Final Plan.

Standards for All Planned Development Residential Zones

Typically Permitted Uses
Subsection 4.124 (.01)

C16. The list of typically permitted uses includes single-family dwelling units and open space on the subject property.

Accessory Uses
Subsection 4.124 (.02)

C17. While the proposal does not specifically propose any of the listed accessory uses, they continue to be allowed accessory uses.

Appropriate PDR Zone
Subsection 4.124 (.05)

C18. PDR-3 is the appropriate PDR designation based on the Comprehensive Plan density designation, as proposed, of 4-5 du/ac. See Requests A and B.

Block and Access Standards
Subsection 4.124 (.06)

C19. Street locations and lot configurations are such as to support the development of blocks supportive of these standards with existing and potential future development of adjacent properties.

PDR-3 Zone

Development Standards
Section 4.124.3

C20. Each lot meets or exceeds the minimum lot size standard of 5,000 square feet. The lots exceed the average lot size requirements of 7,000 square feet. All lots are at least 40 feet wide and 60 feet deep. All structures will meet setbacks as well as maximum height and lot coverage.

Request D: DB18-0030 Stage II Final Plan

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Planned Development Regulations

Planned Developments Lot Qualifications
Subsection 4.140 (.02)

D1. The planned five-lot subdivision will accommodate detached single-family homes, a functional public street, and preserved open space consistent with the purpose of Section 4.140. The subject property is 2.21 acres and is suitable for a planned unit development. Concurrent with the request for a Stage II Final Plan, the applicant proposes to rezone the property to PDR-3.

Ownership Requirements
Subsection 4.140 (.03)

D2. The owner of the subject property signed an application form included with the application.

Professional Design Team
Subsection 4.140 (.04)

D3. Steve Miller of Emerio Design is the coordinator of a professional design team with all the necessary disciplines including an engineer, a surveyor, and a planner among other professionals.

Stage II Final Plan Submission Requirements and Process

Consistency with Comprehensive Plan and Other Plans
Subsection 4.140 (.09) J. 1.

D4. With the requested Comprehensive Plan Map Amendment, Request A, the project is consistent with the Comprehensive Plan and other applicable plans of which staff is aware.

Traffic Concurrency

Subsection 4.140 (.09) J. 2.

- D5.** As shown in the Trip Generation Memorandum, Exhibit B1, the City expects the proposed subdivision to generate five new p.m. peak hour trips. Of the studied intersections, the City expects the proposed development to generate one p.m. peak hour trip through the I-5/Elligsen Road interchange area and one p.m. peak hour trip through the I-5/Wilsonville Road interchange area. No identified intersection would fall below the City's Level of Service D.

Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

- D6.** The applicant proposes sufficient facilities and services, including utilities, concurrent with development of the residential subdivision.

Adherence to Approved Plans

Subsection 4.140 (.09) L.

- D7.** Condition of Approval PDD 1 ensures adherence to approved plans except for minor revisions approved by the Planning Director.

General Residential Development Standards

Purpose of Outdoor Recreational Area

Subsection 4.113 (.01) A.

- D8.** No additional open space or recreational area is required for the proposed subdivision as the requirement is met in the first phase of Aspen Meadows to the north. See Finding D10.

25 % Open Space Required

Subsection 4.113 (.02) A.

- D9.** As over half of the subject property is classified as SROZ, well in excess of 25 percent of the property is proposed as open space.

Usable Open Space When SROZ is Greater than 25 % of Developable Area

Subsection 4.113 (.02) A.

- D10.** The proposed five-lot subdivision is an extension of the Aspen Meadows subdivision to the north. Aspen Meadows includes a 0.29-acre usable open space tract serving 14 lots. As this Development Code criterion requires ¼ acre per 100 dwelling units, no additional usable open space is required to serve the proposed development.

Building Setbacks – Lots Over 10,000 Square Feet
Subsection 4.113 (.03) A.

D11. The existing single-family structure will remain on a lot exceeding 10,000 square feet in size. The proposed lot will allow the existing home to meet the front yard setback of 20 feet, garage door setback of 20 feet, side yard setbacks of 10 feet, and rear yard setback of 20 feet.

Building Setbacks – Lots Not Exceeding 10,000 Square Feet
Subsection 4.113 (.03) B.

D12. The proposed lots will allow homes to be built to meet the front yard setback of 15 feet, garage door setback of 20 feet, side yard setbacks of five (one story) to seven (two stories) feet, and rear yard setback of 15 (one story) to 20 (two stories) feet.

Effects of Compliance Requirements and Conditions on Cost of Needed Housing
Subsection 4.113 (.14)

D13. No parties have presented evidence nor has staff discovered evidence that provisions of this section are in such a manner that additional conditions, either singularly or cumulatively, have the effect of unnecessarily increasing the cost of housing or effectively excluding a needed housing type.

Underground Utilities Required
Subsection 4.118 (.02) and Sections 4.300 to 4.320

D14. The developer will install all utilities underground.

Habitat Friendly Development Practices to be Used to the Extent Practicable
Subsection 4.118 (.09)

D15. The portions of the subject property proposed for development do not contain any wildlife corridors or fish passages. Consistent with City and other standards, the applicant proposes protection of the SROZ, and no disturbance within this area is proposed. Outside the SROZ, the developer will minimize grading to only what is required to install site improvements and build homes. The applicant has designed, and will construct, water, sewer, and storm water infrastructure in accordance with the applicable City requirements in order to minimize adverse impacts on the site, adjacent properties, and surrounding resources.

Permitted Uses
Subsections 4.124 (.01) and (.02)

D16. The applicant proposes open space and detached single-family homes, allowed uses in the PDR zones. While no allowed accessory uses are specifically mentioned in the applicant's materials, they will continue to be allowed.

Block and Access Standards in PDR Zones

Maximum Block Perimeter: 1800 Feet
Subsection 4.124 (.06) 1.

D17. Three new blocks will be created by the subdivision. Of these, only one block is surrounded entirely by streets or private drives. The perimeter of this block, which includes the existing house (Parcel 1) and Lots 1-2 will measure \pm 880 feet.

Maximum Spacing Between Streets for Local Access: 530 Feet
Subsection 4.124 (.06) 2.

D18. The proposed public street providing access to the project is approximately 230 feet south of McGraw Avenue. The distance between the subdivision entrance and the private street is approximately 210 feet.

Maximum Block Length Without Bicycle or Pedestrian Crossing: 330 Feet
Subsection 4.124 (.06) 3.

D19. When combined with the Aspen Meadows subdivision to the north, all proposed blocks are less than 330 feet.

PDR-3 Zone Standards

Average (7,000 sf) and Minimum (5,000 sf) Lot Size
Subsections 4.124.3 (.01) and (.02)

D20. The Preliminary Subdivision Plans show lots ranging in size from \pm 5,060 square feet to \pm 11,948 square feet, with an average lot size of \pm 7,357 square feet. The average lot size calculation includes Parcel 1, as this lot is included as a part of the zone map amendment request.

Minimum Density: One Unit per 8,000 sf
Subsection 4.124.3 (.03)

D21. Minimum density has been calculated based on the Comprehensive Plan density range, understood to be the controlling standard for density, as historically applied elsewhere with Planned Development Residential zoning. The minimum density calculation is as follows:

Usable (non-SROZ) acres $.98 \times 4 \text{ du/ac} = 3.92$ or 4 lots minimum

In addition, the property is permitted a density transfer from the SROZ portion of the property equal to 50% of the expected maximum density for the SROZ area, calculated as follows:

SROZ acres $1.23 \times 5 \text{ du/ac} = 6.15 \times 0.5$ (50% SROZ transfer credit = 3.08 or 3 units)

The proposed unit count (six) exceeds the minimum density of four units.

Minimum Lot Width: 40 Feet
Subsection 4.124.3 (.04) A.

D22. The Preliminary Subdivision Plans show all lots with more than a 40-foot width.

Minimum Street Frontage: 40 Feet, 24 Feet on Cul-de-sac
Subsection 4.124.3 (.04) B.

D23. The tentative subdivision plat shows Parcel 1 and Lots 1-4 having a minimum street frontage of at least 40 feet. Lot 5 has frontage on both a cul-de-sac and a private drive, with the combined frontage exceeding 40 feet.

Minimum Lot Depth: 60 Feet
Subsection 4.124.3 (.04) C.

D24. The tentative subdivision plat shows the minimum lot depth for all lots exceeds 60 feet.

Maximum Height: 35 Feet
Subsection 4.124.3 (.04) E.

D25. No homes will be approved for construction in this subdivision with a height greater than 35 feet.

Maximum Lot Coverage
Subsection 4.124.3 (.04) F.

D26. Lots 1-3 are less than 7,000 square feet in size and thus would be allowed up to 50 percent lot coverage. Lots 4-5 are between 7,000 and 8,000 square feet in size and would be allowed up to 45 percent lot coverage. Parcel 1 exceeds 8,000 square feet in size and would be allowed up to 40 percent lot coverage.

SROZ Regulations

Prohibited Activities
Section 4.139.04

D27. The rear portions of Lots 3-5 include a combined 8,200 square feet of SROZ. Condition of Approval NR 2 requires these portions of Lots 3-5 be identified in a conservation easement along with Tract B to prohibit any disturbance of natural vegetation without first obtaining approval from the City.

Uses and Activities Exempt from These Regulations
Section 4.139.04

D28. The regulations apply to a significant portion of the property within the SROZ. The applicant proposed no development within the SROZ; however, the applicant limits plantings in the SROZ to those identified as native on the Metro Native Plant List.

Condition of Approval NR 3 requires that the City's Natural Resources Manager approve the SROZ plantings prior to their installation.

Density Transfer from Significant Resource Overlay Zone

Transfer of Density from SROZ Permitted
Subsection 4.139.11 (.02)

D29. The applicant proposes a density transfer of two units consistent with this subsection. The permitted density transfer is three units based on the following calculation:
SROZ acres 1.23×5 du/ac (maximum density per proposed Comprehensive Plan designation) = 6.15×0.5 (50% SROZ transfer credit) = 3.08 or 3 units

SROZ Density Transfer Limiting Standards.
Subsection 4.139.11 (.02) B. 2.-3.

D30. The standards for outdoor living area, landscaping, building height and parking are still met as established by other findings under this request. The proposed lots are of a similar size as many in the area and meet the minimum of the PDR-3 zone and will allow development of homes similar to many in the area. Setbacks and relationships to adjacent properties are similar with or without the density transfer. Setbacks for the PDR-3 zone are met. Permitted single-family homes and parks and open space continue to be the only uses proposed with the density transfer. All other applicable standards are able to be met with the density transfer.

On-site Pedestrian Access and Circulation

Continuous Pathway System
Section 4.154 (.01) B. 1.

D31. The submitted plans show sidewalks along the frontages of all lots providing a continuous pathway system throughout the proposed subdivision. To ensure full access and function of the planned pathway system for the public, Condition of Approval PDD 8 requires public access easements across all pathways within private tracts or lots.

Safe, Direct, and Convenient
Section 4.154 (.01) B. 2.

D32. The submitted plans show sidewalk and pathways providing safe, direct, and convenient access to homes and open spaces in the adjacent Aspen Meadows subdivision.

Vehicle/Pathway Separation
Section 4.154 (.01) B. 3.

D33. The proposed design vertically and or horizontally separates all sidewalks and pathways from vehicle travel lanes except for driveways and crosswalks.

Crosswalks Delineation
Section 4.154 (.01) B. 4.

D34. Condition of Approval PDD 2 requires the clear marking of all crosswalks with contrasting paint or paving materials (e.g., pavers, light-colored concrete inlay between asphalt, or similar contrast).

Pathway Width and Surface
Section 4.154 (.01) B. 5.

D35. The applicant proposes all pathways to be concrete or asphalt, meeting or exceeding the 5-foot required width.

Parking Area Design Standards

Minimum and Maximum Parking
Subsection 4.155 (.03) G.

D36. Each dwelling unit requires one parking space. The applicant states each lot will accommodate at least one exterior parking space, which will be a minimum of 20 feet long by 12 feet wide. Additionally, the proposed homes will have at least a single-car garage, providing an additional parking space.

Other Parking Area Design Standards
Subsections 4.155 (.02) and (.03)

D37. The applicable standards are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. All spaces accessible and usable for Parking	<input checked="" type="checkbox"/>	Though final design of garages and driveways is not part of the current review they are anticipated to meet the minimum dimensional standards to be considered a parking space as well as fully accessible. Condition of Approval PDD 3 requires meeting the dimensional standards.
I. Surfaced with asphalt, concrete or other approved material.	<input checked="" type="checkbox"/>	Garages and driveways will be surfaced with concrete.
Drainage meeting City standards	<input checked="" type="checkbox"/>	Drainage is professionally designed and being reviewed to meet City standards
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate.	<input checked="" type="checkbox"/>	The parking areas will be typical single-family design adequate to maneuver vehicles and serve the needs of the homes.

<p>A.2. To the greatest extent possible, vehicle and pedestrian traffic separated.</p>	<input checked="" type="checkbox"/>	<p>Pursuant to Section 4.154 pedestrian circulation is separate from vehicle circulation by vertical separation except at driveways and crosswalks.</p>
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Other General Regulations

Access, Ingress and Egress
 Subsection 4.167 (.01)

D38. Planned access points are typical of local residential streets. The City will approve final access points for individual driveways at the time of issuance of building permits.

Protection of Natural Features and Other Resources

General Terrain Preparation
 Section 4.171 (.02)

D39. The major natural feature associated with this development is Boeckman Creek and its associated riparian canyon. This area is designated for protection as SROZ and will not be disturbed. Prior to any site earth work a grading permit must be issued by the City’s Building Division ensuring planned grading conforms with the Uniform Building Code. Contractors will also use erosion control measures, and stake and protect SROZ and preserved trees prior to commencement of site grading. The applicant designed the development to limit the extent of disturbance of soils. Tree removal is limited to those that are non-viable, dead, diseased, dying, or those that will impede construction of infrastructure, street improvements, driveways and future building sites.

Trees and Wooded Areas
 Section 4.171 (.04)

D40. The major natural feature associated with this development is Boeckman Creek and its associated riparian canyon. The applicant proposes preserving all trees within the SROZ. Outside of the SROZ, the applicant proposes retaining all trees except those that are in the way of the required frontage improvements, the new public street, the proposed private road or future dwellings. As noted in Request F, the applicant proposes removing 10 trees outside of the SROZ.

Earth Movement and Soil Hazard Areas
 Subsections 4.171 (.07) and (.08)

D41. The applicant states the subject property does not contain any earth movement or soil hazard areas.

Historic Resources
Subsection 4.171 (.09)

D42. The applicant nor the City have identified any historic, cultural, or archaeological items on the sites, nor does any available information on the history of the site compel further investigation.

Public Safety and Crime Prevention

Design for Public Safety, Addressing, Lighting to Discourage Crime
Section 4.175

D43. The development will be a traditional single-family subdivision to create a quiet area with eyes on the street to discourage crime. Lighting will be typical of other subdivisions in Wilsonville. The Building Permit process will ensure appropriate addresses are affixed to the homes for emergency responders.

Landscaping Standards

Landscape Standards Code Compliance
Subsection 4.176 (.02) B.

D44. The applicant requests no waivers or variances to landscape standards. Thus all landscaping and screening must comply with standards of this section.

Intent and Required Materials
Subsections 4.176 (.02) C. through I.

D45. The planting areas along the street and the open spaces within the subdivision are generally open and are not required to provide any specific screening, thus the design of the landscaping follows the general landscaping standards. The plantings include a mixture of trees and stormwater swale plantings. Except where driveways and utility conflicts prevent, street trees are placed 30 feet on center.

Types of Plant Material, Variety and Balance, Use of Natives When Practicable
Subsection 4.176 (.03)

D46. The applicant proposes a professionally designed landscape using a variety of plant material. The design incorporates native plants, including coastal strawberry and spreading rush.

Quality and Size of Plant Material
Subsection 4.176 (.06)

D47. Trees are specified at 2" caliper or greater than 6 foot for evergreen trees. Shrubs are all specified 2 gallon or greater in size. Ground cover is all specified as greater than 4". Turf or lawn is used for minimal amount of the proposed public landscape area. Conditions of

Approval PDD 12 and PDD 13 ensure other requirements of this subsection are met including use of native topsoil, mulch, and non-use of plastic sheeting.

Landscape Installation and Maintenance
Subsection 4.176 (.07)

D48. The installation and maintenance standards are or will be met by Condition of Approval PDD 14 as follows:

- Plant materials are required to be installed to current industry standards and be properly staked to ensure survival.
- Plants that die are required to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City.
- An irrigation system is required to ensure the plant materials survive during the establishment period. – need additional condition?

Landscape Plans
Subsection 4.176 (.09)

D49. The applicant's submitted landscape plans in Exhibit B3 provide the required information.

Completion of Landscaping
Subsection 4.176 (.10)

D50. The applicant has not requested to defer installation of plant materials.

Landscape Installation or Bonding
Subsection 4.450 (.01)

D51. Condition of Approval PDD 9 further requires all street trees and other right-of-way landscaping be installed fronting a lot prior to issuance of an occupancy permit for a home on the lot.

Approved Landscape Plan
Subsection 4.450 (.02)

D52. Condition of Approval PDD 10 ensures the approved landscape plan is binding upon the applicant/owner. It prevents substitution of plant materials, irrigation systems, or other aspects of an approved landscape without official action of the Planning Director or Development Review Board, as specified in this Code.

Landscape Maintenance and Watering
Subsection 4.450 (.03)

D53. Condition of Approval PDD 11 ensures continual maintenance of the landscape, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Board, unless altered with appropriate City approval.

Modifications of Landscaping
Subsection 4.450 (.04)

D54. Condition of Approval PDD 11 provides ongoing assurance by preventing modification or removal without the appropriate City review.

Street Improvement Standards-Generally

Conformance with Standards and Plan
Subsection 4.177 (.01)

D55. The proposed streets appear to meet the City's public works standards and transportation systems plan. Further review of compliance with public works standards and transportation plan will occur with review and issuance of the Public Works construction permit. The required street improvements are a standard local residential street proportional to and typical of the single-family development proposed.

Street Design Standards-Future Connections and Adjoining Properties
Subsection 4.177 (.02) A.

D56. The proposed design provides for continuation of A-Street onto the adjacent property to the south.

City Engineer Determination of Street Design and Width
Subsection 4.177 (.02) B.

D57. The City Engineering Division has preliminarily found the street designs and widths as consistent with the cross sections shown in Figure 3-9 of the 2013 Transportation Systems Plan. The Engineering Division will check final conformance with the cross sections shown in the Transportation Systems Plan during review of the Public Works Permit.

Right-of-Way Dedication
Subsection 4.177 (.02) C. 1.

D58. The tentative subdivision plat shows right-of-way dedication. See Request E.

Waiver of Remonstrance Required
Subsection 4.177 (.02) C. 2.

D59. Condition of Approval PDD 4 requires a waiver of remonstrance against formation of a local improvement district be recorded in the County Recorder's Office as well as the City's Lien Docket as a part of the recordation of a final plat.

Dead-end Streets Limitations
Subsection 4.177 (.02) D.

D60. The full length of the proposed public street exceeds the 200-foot maximum for a dead-end street. However, the street may be extended in the future with development of the property

to the south. The project contains a private drive, providing an outlet and turn-around for emergency services. The number of homes accessing the street is less than the maximum allowed for a dead-end street.

Street Improvement Standards-Clearance

Corner Vision Clearance
Subsection 4.177 (.02) E.

D61. Street locations and subdivision design allow the meeting of vision clearance standards.

Vertical Clearance
Subsection 4.177 (.02) F.

D62. Nothing in the proposed subdivision design would prevent the meeting of vertical clearance standards.

Street Improvement Standards-Interim Improvements

Interim Improvement Standards
Subsection 4.177 (.02) G.

D63. The City Engineer has or will review all interim improvements to meet applicable City standards.

Street Improvement Standards-Sidewalks

Sidewalk Requirements
Subsection 4.177 (.03)

D64. The applicant proposes sidewalks along all public street frontages abutting proposed lots and along the project frontage with Canyon Creek Road South.

Street Improvement Standards-Bicycle Facilities

Bicycle Facility Requirements
Subsection 4.177 (.04)

D65. The streets within and adjacent to the project do not require any bike facilities per the Transportation Systems Plan.

Residential Private Access Drives

Definition
Subsection 4.001 (224.) B

D66. The applicant proposes Tract A as a residential private access drive that would connect to an existing residential private access drive to the north in Aspen Meadows. The connection of these private drives would provide access to a total of four dwelling units. The

connection of these private drives enables the turnaround of emergency vehicles entering the subdivision, but does not provide access to any destination so as to encourage through traffic. This connection does not contribute to the larger public vehicular connectivity network, consistent with the intent of private drives. Condition of Approval PDD 5 requires signs stating “no through access” or similar language approved by the City Engineer to be installed.

Access to No More Than 4 Dwelling Units
Subsection 4.177 (.07) A.

D67. The proposed private access drive provides access to two homes, less than the four home limit set by this subsection. When connected to the private access drive within Aspen Meadows, a total of four homes may be connected by this access drive. To ensure this criterion is met, Condition of Approval PFD 2 ensures that Lot 5 is accessed via the public street, not the private access drive.

Lifespan and Structure Similar to Public Local Street for Private Access Drives
Subsection 4.177 (.07) B.

D68. Condition of Approval PDD 6 ensures the design of the private access drives provides for a useful lifespan and structural maintenance schedule comparable to a public local residential street.

Addresses for Private Access Drives
Subsection 4.177 (.07) C.

D69. The orientation of the homes fronting the private access drive and the short length of the drive enables addressing the homes off the nearby public street.

Access Drive Development Standards
Subsection 4.177 (.07) D. and 4.177 (.08)

D70. Condition of Approval PDD 7 ensures the responsible parties keep the access drives clear and the access drives are capable of carrying a 23-ton load.

Street Improvement Standards-Intersection Spacing

Offset Intersections Not Allowed
Subsection 4.177 (.09) A.

D71. The applicant does not propose any offset intersections.

Transportation System Plan Table 3-2
Subsection 4.177 (.09) B.

D72. All involved streets are local streets with no spacing standard.

Request E: DB18-0031 Tentative Subdivision Plat

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Land Division Authorization

Plat Review Authority
Subsection 4.202 (.01) through (.03)

- E1.** The Development Review Board is reviewing the tentative subdivision according to this subsection. The Planning Division will review the final subdivision plat under the authority of the Planning Director to ensure compliance with the DRB review of the tentative subdivision plat.

Undersized Lots Prohibited
Subsection 4.202 (.04) B.

- E2.** The proposed land division does not divide lots into smaller sizes than allowed by the PDR-3 zone. See Finding D20 under Request D.

Plat Application Procedure

Pre-Application Conference
Subsection 4.210 (.01)

- E3.** The applicant requested and attended a pre-application conference in accordance with this subsection.

Tentative Plat Preparation
Subsection 4.210 (.01) A.

- E4.** Following gathering information from Planning staff, the appropriate professionals from the applicant's design firm, Emerio Design, prepared the tentative subdivision plat.

Tentative Plat Submission
Subsection 4.210 (.01) B.

- E5.** The applicant has submitted a tentative subdivision plat with all the required information.

Phases to Be Shown
Subsection 4.210 (.01) D.

- E6.** The applicant proposes development in a single phase with subsequent home development pursuant to the market and other factors.

Remainder Tracts
Subsection 4.210 (.01) E.

- E7.** The tentative subdivision plat accounts for all land within the plat area as lots, tracts, or right-of-way.

Street Requirements for Land Divisions

Master Plan or Map Conformance
Subsection 4.236 (.01)

- E8.** As found in other findings in this report, the land division is in harmony with the Transportation Systems Plan and other applicable plans.

Adjoining Streets Relationship
Subsection 4.236 (.02) A.

- E9.** The proposed public street allows for the potential future extension of the street to the south. The three remaining lots within the Bridle Trail Ranchetts subdivision have a Comprehensive Plan designation of 0-1 dwelling units an acre reflecting the current development. While no plans or requirements, short or long term, exist to require the these lots to develop and connect to the proposed subdivision it is possible that the property owners may elect to change the Comprehensive Plan and Zone Map and pursue development similar to the subject lots. Therefore, the provision for street continuation should be provided.

Planning for Further Land Divisions
Subsection 4.236 (.02) C.

- E10.** No further land divisions are planned or anticipated requiring consideration in arrangement of lots and streets.

Streets Standards Conformance
Subsection 4.236 (.03)

- E11.** As part of the Stage II Final Plan approval, the streets conform with Section 4.177 and block sizes requirements. See Request D.

Topography
Subsection 4.236 (.05)

- E12.** No significant topography exists affecting street layout decisions.

Reserve Strips
Subsection 4.236 (.06)

- E13.** The City does not require any reserve strips for the reasons stated in this subsection. However, when the City approved the first phase of Aspen Meadows, which is located

immediately north of the subject property, a reserve strip was required on the private street to prevent access to the subject property. At that time, the applicant had not secured a right to purchase the subject property and it was not anticipated that this would occur. Since the approval of Aspen Meadows, the applicant has secured the right to purchase the subject property and is now requesting that the reserve strip be removed in order to allow for the extension of the private street into the second phase of the Aspen Meadows subdivision. The extension of the private street will provide access for two additional lots and will terminate into a public street that will prevent any future extension of the private street. The extension of the private street will be limited to the boundaries of the Aspen Meadows subdivision and it will facilitate the orderly development of the subject property. Given the isolated location at the eastern edge of Aspen Meadows, no through vehicular access is expected. As stated in Exhibit B1, trash collection will be limited to public streets. See Finding D66.

Future Street Expansion
Subsection 4.236 (.07)

- E14.** The proposed public street is extended to the boundary of the land division to allow for potential future extension. Condition of Approval PDE 3 requires signs stating “street to be extended in the future” or similar language approved by the City Engineer.

Additional Right-of-Way
Subsection 4.236 (.08)

- E15.** No additional right-of-way is required for the proposed subdivision plat.

Street Names
Subsection 4.236 (.09)

- E16.** No street names are proposed with this application. The City Engineer will check all street names to not be duplicative of existing street names and otherwise conform to the City’s street name system at the time of the final subdivision plat review.

General Land Division Requirements-Blocks

Blocks for Adequate Building Sites in Conformance with Zoning
Subsection 4.237 (.01)

- E17.** Streets and block size for Planned Development Residential zones are addressed in the Stage II Final Plan. See Request D. The tentative subdivision plat provides adequate building sites for detached single-family homes, and safe and convenient access and circulation will be provided by the project for vehicles, pedestrians, and bicycles in compliance with applicable requirements in the Wilsonville Development Code and Transportation System Plan.

General Land Division Requirements-Easements

Utility Line Easements
Subsection 4.237 (.02) A.

- E18.** As will be further verified during the Public Works Permit review and final subdivision plat review, the applicant will install all utility lines in right-of-way or dedicated easements. Franchise utility providers will install their lines within public utility easements established on the plat.

Water Courses
Subsection 4.237 (.02) B.

- E19.** The applicant proposes a dedicated tract for the drainage way and associated riparian area of the Boeckman Creek SROZ.

General Land Division Requirements-Pedestrian and Bicycle Pathways

Mid-block Pathways Requirement
Subsection 4.237 (.03)

- E20.** No mid-block pathways are proposed or required.

General Land Division Requirements-Tree Planting

Tree Planting Plan Review and Street Tree Easements
Subsection 4.237 (.03)

- E21.** The City is reviewing the tree planting plan concurrently with the tentative subdivision plat, see Request D. Condition of Approval PDE 6 ensures that street tree easements will be provided for Lots 3-5, which are accessed via a private tract.

General Land Division Requirements-Lot Size and Shape

Lot Size and Shape Appropriate
Subsection 4.237 (.05)

- E22.** Proposed lot sizes, widths, shapes and orientations are appropriate for the proposed single-family residential development and meet standards for the PDR-3 zone.

General Land Division Requirements-Access

Minimum Street Frontage
Subsection 4.237 (.06)

- E23.** The full width of the front lot line of each lot fronts a public street or private drive. Each lot meets or exceeds the minimum lot width at the front lot line. See Finding D23 in Request D.

General Land Division Requirements-Other

Lot Side Lines
Subsection 4.237 (.08)

E24. Side lot lines run at or near a 90-degree angle to the front line. Angles and curves of streets necessitate the exceptions, including Lots 3-5.

Corner Lots
Subsection 4.237 (.13)

E25. All corner lots have radii exceeding the 10-foot minimum.

Lots of Record

Lots of Record
Section 4.250

E26. The applicant provided documentation all subject lots are lots of record.

Request F: DB18-0032 Type C Tree Removal Plan

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Type C Tree Removal

Review Authority When Site Plan Review Involved
Subsection 4.610.00 (.03) B.

F1. The requested tree removal is connected to site plan review by the Development Review Board. Review is thus under the authority of the DRB.

Reasonable Timeframe for Removal
Subsection 4.610.00 (.06) B.

F2. It is understood the tree removal will be completed by the time the applicant completes construction of all homes and other improvements in the subdivision, which is a reasonable time frame for tree removal.

Security for Permit Compliance
Subsection 4.610.00 (.06) C.

F3. As allowed by Subsection 4.610.00 (.06) C. 1. the City is waiving the bonding requirement as the application is required to comply with WC 4.264(1).

General Standards for Tree Removal, Relocation or Replacement

Preservation and Conservation
Subsection 4.610.10 (.01) B.

- F4.** The applicant has taken tree preservation into consideration, and has limited tree removal to non-viable trees and trees necessary to remove for development.

Development Alternatives
Subsection 4.610.10 (.01) C.

- F5.** No significant wooded areas or trees would be preserved by design alternatives.

Land Clearing Limited to Right-of-Way and Areas Necessary for Construction
Subsection 4.610.10 (.01) D.

- F6.** The proposed clearing is necessary for streets, homes, and related improvements.

Residential Development to Blend into Natural Setting
Subsection 4.610.10 (.01) E.

- F7.** Preservation and enhancement of the SROZ area allows the development to blend with the significant natural elements of the property. The project area is otherwise relatively flat land without significant natural features with which to blend.

Compliance with All Applicable Statutes and Ordinances
Subsection 4.610.10 (.01) F.

- F8.** This standard is broad and duplicative. As found elsewhere in this report, the City is applying the applicable standards.

Tree Relocation and Replacement, Protection of Preserved Trees
Subsection 4.610.10 (.01) G.

- F9.** Reviews of tree removal, replacements, and protection is in accordance with the relevant sections related to replacement and protection.

Tree Removal Limitations
Subsection 4.610.10 (.01) H.

- F10.** The proposed tree removal is due to health or necessary for construction.

Additional Standards for Type C Permits

Tree Survey and Tree Maintenance and Protection Plan to be Submitted
Subsection 4.610.10 (.01) I. 1.-2.

- F11.** The applicant submitted the required Tree Survey Maintenance and Protection Plan.

Utilities Locations to Avoid Adverse Environmental Consequences
Subsection 4.610.10 (.01) I. 3.

F12. The Utility Plan shows a design to minimize the impact upon the environment to the extent feasible given existing conditions, particularly the Boeckman Creek SROZ. The City will further review utility placement in relation to preserved trees during review of construction drawings and utility easement placement on the final subdivision plat.

Type C Tree Plan Review

Tree Removal Related to Site Development at Type C Permit
Subsection 4.610.40 (.01)

F13. The review of the proposed Type C Tree Plan is concurrent with other site development applications.

Standards and Criteria of Chapter 4 Applicable
Subsection 4.610.40 (.01)

F14. This standard is broad and duplicative. As found elsewhere in this report, this review applies applicable standards.

Application of Tree Removal Standards Can't Result in Loss of Development Density
Subsection 4.610.40 (.01)

F15. Review of the proposal allows residential unit counts consistent with the proposed Comprehensive Plan Map density range.

Type C Tree Plan Review with Stage II Final Plan
Subsection 4.610.40 (.01)

F16. The applicant submitted the Type C Tree Plan concurrently with the landscape plan for the proposed development. Review of the proposed Type C Tree Plan is concurrent with the Stage II Final Plan. See Request D.

Required Mitigation May Be Used to Meet Landscaping Requirements
Subsection 4.610.40 (.01)

F17. The applicant proposes counting the proposed street trees and SROZ plantings as the mitigation for removal.

No Tree Removal Before Decision Final
Subsection 4.610.40 (.01)

F18. Review of the proposed Type C Tree Plan is concurrent with other necessary land use approvals. The City will not issue any tree removal permit prior to final approval of concurrent land use requests.

Tree Maintenance and Protection Plan Submission Requirements
Section 4.610.40 (.02)

F19. The applicant submitted the necessary copies of a Tree Maintenance and Protection Plan.

Tree Relocation, Mitigation, or Replacement

Tree Replacement Required
Subsection 4.620.00 (.01)

F20. The applicant proposes removal of 10 trees 6 inches d.b.h. or greater. The applicant will plant 10 trees as street trees and six trees within the SROZ, exceeding a one to one ratio.

Replacement Requirement: 1 for 1, 2" Caliper

Subsection 4.620.00 (.02)

F21. The applicant proposes tree mitigating removed trees on the basis of one tree for each tree removed. Staff does not recommend any inch per inch mitigation. The applicant proposes planting more trees than trees proposed for removal. The tree mitigation and street tree plans show each tree, including street trees and trees in the SROZ, meets or exceeds the minimum diameter requirement.

Replacement Plan and Tree Stock Requirements
Subsections 4.620.00 (.03) and (.04)

F22. Review of the tree replacement and mitigation plan is prior to planting and in accordance with the Tree Ordinance, as established by other findings in this request. The applicant's landscape plans show tree stock meeting the tree stock requirements.

Replacement Locations Requirements: On Site and Same General Area to Extent Feasible and Desirable
Subsection 4.620.00 (.05)

F23. The applicant proposes to mitigate for all removed trees on site and in the appropriate locations for the proposed development.

Protection of Preserved Trees

Tree Protection During Construction
Section 4.620.10

F24. Condition of Approval PDF 5 ensures tree protection measures, including fencing are in place consistent with Public Works Standards Detail Drawing RD-1240.

Request G: DB18-0033 Tentative Partition Plat

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Land Division Authorization

Plat Review Authority
Subsection 4.202 (.01) through (.03)

G1. The Development Review Board is reviewing the tentative partition plat according to this subsection. The Planning Division will review the final partition plat under the authority of the Planning Director to ensure compliance with the DRB review of the tentative subdivision plat.

Undersized Lots Prohibited
Subsection 4.202 (.04) B.

G2. The proposed land division does not divide lots into smaller sizes than allowed by the PDR-3 zone.

Plat Application Procedure

Pre-Application Conference
Subsection 4.210 (.01)

G3. The applicant requested and attended a pre-application conference in accordance with this subsection.

Tentative Plat Preparation
Subsection 4.210 (.01) A.

G4. Following gathering information from Planning staff, the appropriate professionals from the applicant's design firm, Emerio Design, prepared the tentative partition plat.

Tentative Plat Submission
Subsection 4.210 (.01) B.

G5. The applicant has submitted a tentative partition plat with all the required information.

Phases to Be Shown
Subsection 4.210 (.01) D.

G6. The purpose of the partition is to separate the existing house on the subject property from the remaining land that will be subdivided under Request E. Parcel 2 will be developed in a single phase with subsequent home development pursuant to the market and other factors. Exhibit B2 illustrates the proposed future subdivision of Parcel 2. To prevent

development of a single home this parcel, Condition of Approval PDG 4 requires that no home construction occur on Parcel 2 prior to the recording of a final subdivision plat.

Remainder Tracts
Subsection 4.210 (.01) E.

G7. The tentative partition plat accounts for all land within the plat area as lots, tracts, or right-of-way.

Street Requirements for Land Divisions

Master Plan or Map Conformance
Subsection 4.236 (.01)

G8. As found in other findings in this report, the land division is in harmony with the Transportation Systems Plan, and other applicable plans.

Adjoining Streets Relationship
Subsection 4.236 (.02) A.

G9. No streets are required or proposed related to the subject partition.

General Land Division Requirements-Easements

Utility Line Easements
Subsection 4.237 (.02) A.

G10. As will be further verified during the Public Works Permit review and final partition plat review, the applicant will install all utility lines in right-of-way or dedicated easements. Franchise utility providers will install their lines within public utility easements established on the plat.

Water Courses
Subsection 4.237 (.02) B.

G11. No water course easements have been identified to be recorded with the requested partition.

General Land Division Requirements-Lot Size and Shape

Lot Size and Shape Appropriate
Subsection 4.237 (.05) C

G12. The size, width, shape, and orientation of lots comply with the standards for the PDR-3 zone. See Findings D20 through D26 in Request D. No waivers are proposed with the land division.

General Land Division Requirements-Access

Minimum Street Frontage
Subsection 4.237 (.06)

G13. The full width of the front lot line of each lot fronts a public street or private drive. Each lot meets or exceeds the minimum lot width at the front lot line. See Finding D23 in Request D.

General Land Division Requirements-Other

Through Lots
Subsection 4.237 (.07)

G14. No parcels are proposed as described in this subsection.

Lot Side Lines
Subsection 4.237 (.08)

G15. The side lines for the parcels generally run at a right angle to the street and the front lot lines. The southern lot line between Parcel 1 and Parcel 2 is curved to accommodate the future right-of-way for A-Street to be dedicated as part of the proposed 5-lot subdivision.

Large Lot Divisions
Subsection 4.237 (.09)

G16. The proposed partition enables the future subdivision of Parcel 2 as demonstrated in Request E.

Corner Lots
Subsection 4.237 (.13)

G17. No corner lots are proposed; however, the boundary between Parcel 1 and Parcel 2 enables Parcel 1 to meet this criterion upon subdivision of Parcel 2 consistent with the Stage II Final Plan.

Lots of Record

Defining Lots of Record
Section 4.250

G18. The applicant provided documentation that the subject lot is a lot of record.

Sign off accepting Conditions of Approval

Project Name: Aspen Meadows Phase II

Case Files:

Request A:	DB18-0027	Comprehensive Plan Map Amendment
Request B:	DB18-0028	Zone Map Amendment
Request C:	DB18-0029	Stage I Master Plan
Request D:	DB18-0030	Stage II Final Plan
Request E:	DB18-0031	Tentative Subdivision Plat
Request F:	DB18-0032	Type C Tree Plan
Request G:	DB18-0033	Tentative Partition Plat

The Conditions of Approval rendered in the above case files have been received and accepted by:

Signature

Title

Date

Signature

Title

Date

This decision is not effective unless this form is signed and returned to the planning office as required by WC Section 4.140(.09)(L).

Adherence to Approved Plan and Modification Thereof: The applicant shall agree in writing to be bound, for her/himself and her/his successors in interest, by the conditions prescribed for approval of a development.

Please sign and return to:
 Shelley White
 Planning Administrative Assistant
 City of Wilsonville
 29799 SW Town Center Loop E
 Wilsonville OR 97070



Planning Division Memorandum

From: Kimberly Rybold, AICP, Associate Planner
To: Development Review Board Panel 'B'
Date: June 21, 2018
RE: Amendment to Staff Report for Aspen Meadows No. 2

Staff recommends an amendment to the Staff Report published June 18, 2018 for Aspen Meadows No. 2. This change adds a condition of approval, PDG 4, which was referenced in the findings but omitted from the published report.

Add Condition of Approval PDG 4 to read:

No home construction shall occur on Parcel 2 prior to the recording of a final subdivision plat for Aspen Meadows No. 2.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 16, 2018		Subject: Resolution No. 2699 Adoption of FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy	
		Staff Member: Mark Ottenad, Public/Government Affairs Director; Mike McCarty, Parks and Recreation Director	
		Departments: Administration; Park and Recreation	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval: Tourism Promotion Committee <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments:	
Staff Recommendations: Staff recommends that Council adopt Resolution No. 2699.			
Recommended Language for Motion: I move to approve Resolution No. 2699.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s): Resolution No. 2468 adopting the <i>Wilsonville Tourism Development Strategy</i> (2014); Resolution No. 2669 adopting the <i>FY17/18 & 18/19 Tourism Promotion Marketing Plan</i> (2018).	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

City Council adoption of the *FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*.

EXECUTIVE SUMMARY:

The Tourism Promotion Committee unanimously recommended on May 31, 2018, adoption by Council of the *FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*. This is the third, rolling version of the Plan, which acts as a business plan to guide tourism promotion program activities and investments, and is updated annually as required by Resolution No. 2541 that formed the Committee.

Essentially, this update to the Plan continues to advance the longer-term five-year strategy of the action plan. That is, the short-term one-year implementation plan seeks to advance the top priorities of the larger five-year action plan.

The FY 18/19 tourism work plan is segmented into three main sections that are detailed in the Plan:

- 1. Implement the Tourism Promotion Marketing Plan:** The Committee will work with staff of the City Manager’s Office, the Parks & Recreation Dept. and Tourism Development and the City’s Tourism Development and Operations Consultant Vertigo Marketing to advance the March 2017 Council-adopted FY17/18 and 18/19 Tourism Promotion Marketing Plan.

Specific components include refining tourism branding strategy, developing marketing and online/Internet website products and processes, creating a specific set of themed day trips, producing promotional print products, and finalizing specific metrics/evaluation criteria to gauge effectiveness of tourism marketing efforts.

- 2. Advance Study Efforts for City to Advance Tourism Development:** The Committee worked with staff of the City Manager’s Office, the Parks & Recreation Department, and the City’s Tourism Development and Operations Consultant Vertigo Marketing in order to make the following four specific recommendations to the City Council for study efforts to advance tourism:

- Visitor profile study to be undertaken in FY 17/18 and 18/19.
- Feasibility study for an all-weather or indoor, multi-purpose athletic facility for sports tournaments and recreational and entertainment activities to be undertaken in FY 18/19 or 19/20.
- Destination marketing strategy plan that could be undertaken in FY 18/19 or 19/20.
- Hotel/conference center feasibility study as follow-up to Town Center Master Plan redevelopment project that could be undertaken in FY 19/20.

- 3. Tourism Promotion Committee Business:** The Committee is responsible for executing all Council-mandated activities, including electing a chair and vice chair at the first meeting

of the new fiscal year, holding at last four meetings during the fiscal year, overseeing the applications and awards of the tourism grant programs, and drafting an updated version of the Five-Year Action Plan and Annual One-Year Implementation Plan.

Past Year's Performance of Tourism Promotion Committee

The Tourism Promotion Committee had a successful 2017-18 year, advancing key objectives as set-out in the prior fiscal year's Plan, including:

- Continuing full responsibility for overseeing the administration and award-allocation for the City's two tourism grant programs, including the City's Community Tourism Matching Grant Program (\$25,000) and the Clackamas County Community Partnership Program (\$20,000).
- Overseeing development of the initial, top-priority tourism website and an ad campaign on behalf of community tourism events and to support attracting regional visitors to "linger longer" in support of local businesses. The new ExploreWilsonville.com tourism website soft-launched on May 31, 2017.
- Developing a full Request for Proposal for "Tourism Development and Operations Consultant" to implement the City's Tourism Promotion Program, and conducting interviews of proposers and making a recommendation for a successful proposer that City intends to retain for tourism promotion services for FY17/18 and beyond if appropriate.

More information concerning the Committee's work over the past year is detailed in "Section E. Past Year's Accomplishments, FY 2017/18" of the Plan attached to the resolution.

The Committee met on eight occasions in FY 2017-18, surpassing the minimum required four meetings per fiscal year per Resolution No. 2541. Meeting of the committee were held on Sept. 19, Nov. 7, and Dec. 12, 2017; and Jan. 30, Feb. 13, March 15, April 12, and May 31, 2018.

Background

When the City Council adopted Resolution No. 2541 in June 2015 to advance the Tourism Development Strategy adopted by Council in May 2014, the Council directed the new Tourism Promotion Committee to develop an annual business plan, formally known as a "Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy."

Staff understand the Council's intent was to ensure that the expenditure of tourism transient lodging tax revenues to advance the larger tourism development strategy and specific tourism promotion programs was guided by a Council-adopted business plan. The business plan is to enunciate a long-term roadmap as a "Five-Year Action Plan" that guides the immediate, next fiscal year's "Annual One-Year Implementation Plan."

In May 2017, the City Council adopted the FY 2017/18 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy as recommended by the Committee. That Plan has guided the work program and deliverables of the City's tourism promotion program over the past year.

EXPECTED RESULTS:

N/A

TIMELINE:

N/A

CURRENT YEAR BUDGET IMPACTS:

The City's FY 2018/19 Budget dedicates approximately 50% of the anticipated transient lodging tax revenues to tourism, estimated to be \$200,000 budgeted for tourism promotion, inclusive of \$25,000 for the City's tourism matching grant program. The budget includes an additional amount of approximately \$94,000 for the visitor profile study.

FINANCIAL REVIEW / COMMENT:

Reviewed by: SCole Date: 6/26/2018

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 7/9/2018

COMMUNITY INVOLVEMENT PROCESS:

N/A

CITY MANAGER COMMENT:

The FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy appears to be in alignment with and advance the Tourism Development Strategy adopted by Council.

ATTACHMENTS:

- A. Resolution No. 2699: A Resolution of the City of Wilsonville City Council Adopting the FY 2018/19 Five-Year Action Plan And Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy
Attachment: FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy, May 31, 2018

RESOLUTION NO. 2699

A RESOLUTION OF THE CITY OF WILSONVILLE CITY COUNCIL ADOPTING THE FY 2018/19 FIVE-YEAR ACTION PLAN AND ANNUAL ONE-YEAR IMPLEMENTATION PLAN FOR THE WILSONVILLE TOURISM DEVELOPMENT STRATEGY.

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

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

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

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

WHEREAS, on Feb. 22, 2018, the City Council adopted Resolution No. 2669, which approved the *FY17/18 & 18/19 Tourism Promotion Marketing Plan* composed of the “FY17/18 & 18/19 Marketing Playbook” Plan, dated February 2018, and supporting “Scope of Work 2018/2019 Advertising & Marketing Services,” dated January 19, 2018, to implement the *Wilsonville Tourism Development Strategy*; and

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

WHEREAS on May 30, 2018, the Tourism Promotion Committee worked to produce and voted unanimously to recommend to the City Council adoption of the updated, third annual rolling

FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy (“Plan”);

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

1. The City Council adopts *FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy*.
2. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof on 16th day of July 2018, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Attachment:

1. FY 2018/19 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy, May 31, 2018

Wilsonville Tourism Promotion Committee



**FY 2018/19 Five-Year Action Plan and Annual
One-Year Implementation Plan for the
Wilsonville Tourism Development Strategy**



May 31, 2018

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A. Introduction

The Wilsonville Tourism Promotion Committee on May 31, 2018, recommended for adoption to the City Council the third rolling Five-Year Action Plan and Annual One-Year Implementation Plan (“Plan”) for FY 2018/19. Each year, the committee updates the plan to account for work accomplished during the prior year and to plan for the following year-plus. Members of the committee have worked diligently to advance the objectives of the Council as outlined in Resolution No. 2541 (2015), which created the City’s Tourism Promotion Program and Committee to further goals and objectives of the *Wilsonville Tourism Development Strategy* adopted by Council in May 2014.

B. Tourism Promotion Committee Members

Housed in the Parks and Recreation Department with support from the City Manager’s Office, the Wilsonville Tourism Promotion Committee is composed of the 11 members total, with seven voting positions and five ex-officio advisory positions, as established by Resolution No. 2541, sorted descending alphabetically by last name.

The seven voting members of the committee include:

1. **Jeff Brown, Chair:** Former General Manager of Holiday Inn Wilsonville and member of the Tourism Development Strategy Task Force; Position No. 3, term ends 6/30/20.
2. **Darren Harmon:** General Manager of Family Fun Center and member of Tourism Development Strategy Task Force; Position No. 5, term ends 6/30/21.
3. **Al Levit:** Retired resident who is a Bike Club Coordinator; former Commissioner on the Wilsonville Planning Commission; Position No. 4, term ends 6/30/20.
4. **David Stead:** General Manager of Langdon Farms Golf Club and member of the Tourism Development Strategy Task Force; Position No. 6, term ends 6/30/21.
5. **Brandon Roben:** CEO of Oaks Amusement Park, Portland; formerly Executive Director of Evergreen Aviation and Space Museum, McMinnville; Position No. 2, term ends 6/30/19.
6. **Dave Pearson:** Executive Director, World of Speed Motorsports Museum; Position No. 1, term ends 6/30/19.
7. **Vacant:** Position No. 7, term ending 6/30/2021.

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

8. **Clackamas County Tourism and Cultural Affairs**, dba Oregon’s Mt Hood Territory: Danielle Cowan, Executive Director, or designee, including Samara Phelps, Tourism Development Lead; Casey Knopik, Development Specialist; or Jim Austin, Community Relations Lead.
9. **Washington County Visitors Association (WCVA):** Carolyn McCormick, President/CEO, or designee Sylke Neal-Finnegan, Vice President of Marketing & Communications.
10. **Wilsonville Area Chamber of Commerce:** Kevin Ferrasci O’Malley, CEO.

11. **City of Wilsonville Parks and Recreation Dept.** Director or designee: Mike McCarty, Director, or Brian Stevenson, Recreation Manager; or Erica Behler, Recreation Coordinator.
12. **City of Wilsonville City Council:** Councilor Charlotte Lehan, who also serves as the City Council liaison to the committee.

C. Committee Meetings

The committee met on eight occasions in FY 2017-18, surpassing the minimum required four meetings per fiscal year per Resolution No. 2541. Meeting of the committee were held on Sept. 19, Nov. 7, and Dec. 12, 2017; and Jan. 30, Feb. 13, March 15, April 12, and May 31, 2018.

D. Advancing Tourism Development Priorities

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

Top Priorities and “Themed Issues” for Additional Work

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

E. Past Year's Accomplishments, FY 2017/18

The Tourism Promotion Committee had a successful year, advancing key objectives as set-out in the prior fiscal year's Plan. Following is an accounting of accomplishments achieved towards meeting this year's objectives.

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

The Committee lost two members and gained two members over the course of the fiscal year. New appointed committee members include Dave Pearson, Executive Director of the World of Speed Motorsports Museum in Position No. 1, term ending 6/30/19; and Brandon Roben, CEO of Oaks Amusement Park and formerly Executive Director of Evergreen Aviation and Space Museum in Position No. 2, term ending 6/30/19. Position No. 7 remained vacant.

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

Jeff Brown was re-elected as chair and Darren Harmon as vice chair during the first meeting of the new fiscal year in September 2017.

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

The Committee oversaw the tourism grant review and award process for both the City of Wilsonville Community Tourism Matching Grant program and the Clackamas County Tourism Community Partnership Program. In March 2018, the committee awarded \$44,000 in grants to assist seven local organizations in providing events and attractions that attract visitors.

City of Wilsonville Community Tourism Awards — \$25,000

- Wilsonville Celebration Days: \$7,000 to produce the 17th annual Aug. 5 Fun in the Park event.
- Brews for Community: \$5,000 to produce the Aug. 12 Wilsonville Brewfest summer event.
- Wilsonville Arts & Cultural Council: \$5,000 for producing the June 2-3 Wilsonville Festival of the Arts.
- Wilsonville Kiwanis: \$4,000 to produce the Aug. 25 Kiwanis Kids Fun Run [subsequently, Kiwanis announced cancellation of event].
- Rotary Club of Wilsonville: \$4,000 to produce the annual, four-show Wilsonville Rotary Summer Concert Series.

Clackamas County Tourism Community Partnership Awards — \$19,000

- World of Speed Motorsports Museum: \$10,000 towards out-of-area marketing efforts to promote this summer's exhibit, "Porsche 911—55 Years of Driving Greatness."
 - Wilsonville Celebration Days: \$5,000 to increase out-of-area marketing efforts for the annual Fun in the Park festival, including radio, magazine and newspaper ads.
 - Willamette Falls Heritage Coalition: \$4,000 for new marketing materials highlighting the Willamette Falls Heritage Area, including attractions, activities, events and services.
- **Tourism Development and Operations Consultant contractor commences first annual contract to advance Tourism Promotion Program as outlined in the RFP and Plan, including development of business and marketing plans.**

The Tourism Development and Operations Consultant contractor, Vertigo Marketing LLC of Bend, worked closely with the committee over the course of several months to develop an integrated Tourism Promotion Marketing Plan, which is composed of:

1. The overarching FY17/18 & 18/19 “Marketing Playbook” dated February 2018; and
2. The implementing Scope of Work for specific Advertising & Marketing Services dated January 19, 2018.

Vertigo Marketing, developed the “Marketing Playbook” Plan, which was approved by the Committee on January 30, 2018. This marketing plan includes background information on tourism’s economic impact of visitor expenditures, a plan for tourism promotion for Wilsonville using print and online advertising, a set of goals and objectives, a Strength-Weaknesses-Opportunities-Threat (SWOT) analysis, metrics of success, a logo and style branding guide and ad campaigns and media buys.

Vertigo Marketing also developed a scope of work for specific Advertising & Marketing Services that implements the overarching “Marketing Playbook” Plan. The Advertising and Marketing Services Scope of Work was approved by the Tourism Promotion Committee on December 12, 2017.

The Tourism Promotion Marketing Plan was adopted by the City Council under Resolution No. 2669 on Feb. 22, 2018, and the implementing Advertising & Marketing Services professional services agreement under Resolution No. 2681 on March 19, 2018.

- **Tourism branding strategy is developed by contractor as component of Plan.**

A tourism branding strategy, as shown in the Marketing Playbook, was developed.

- **Tourism website is monitored by committee and improved as recommended.**

The tourism website, ExploreWilsonville.com, has continued to be revised and updated. Vertigo Marketing is working on a re-launch of the website to provide better consistency in style and looks based on the adopted Marketing Playbook.

- **Committee develops and recommends to City Council for adoption the update to the FY 18/19 Five-Year Action Plan and Annual One-Year Implementation Plan.**

The committee has developed and recommends to City Council adoption of this FY18/19 update to the tourism business plan known as the 19 Five-Year Action Plan and Annual One-Year Implementation Plan.

- **Two recommended studies are commenced, including a visitor profile study (Plan item 3.1) and a feasibility study for all-weather or indoor, multi-purpose athletic facility (Plan item 3.2)**

The committee is working with Vertigo Marketing to advance a visitor profile study that is set to occur over the course of two fiscal years, FY 17/18 and FY 18/19. The City intends to contract with RRC Associates of Boulder, CO, and Vertigo Marketing for the visitor profile study.

- **Committee monitors and participates in Town Center Plan redevelopment effort.**

The committee monitored and participated in providing feedback to the Planning Division on the Town Center Plan redevelopment effort.

F. Five-Year Action Plan for Tourism Development: FY 18/19 – 22/23

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

This third, rolling annual one-year implementation action plan follows directly from the committee's review of the most-pressing, "Top Priorities." While the committee recognizes that adjustments are to be made to the longer-range plan via annual 'course corrections,' the five-year plan is outlined below in fiscal years, July 1 of one year to June 30 of the following year.

- Year 1, 2018/19**
- Continue recruitment efforts to fill all voting positions for the Tourism Promotion Committee.
 - Elect committee chair/vice-chair leadership positions.
 - Committee continues to oversee City and County tourism grant programs.
 - Tourism Development and Operations Consultant contractor advances components of the Tourism Promotion Marketing Plan.
 - The committee monitors implementation of the Tourism Promotion Marketing Plan, including features and operation of the tourism website.
 - Committee develops evaluation criteria for Consultant work performance and Benchmark tourism metrics to establish baseline for future quarterly reports.
 - Internet/website and social media products are researched and reviewed by staff/contractor with committee to target product recommendation and selection.
 - New tourism promotional programs are implemented with key partners.
 - Committee develops and recommends to City Council for adoption the update this business plan as the new FY 19/20 Five-Year Action Plan and Annual One-Year Implementation Plan.
 - The visitor profile study (item G 3.1) is completed and results analyzed; consideration is given to modifying components of the Tourism Promotion Marketing Promotion Plan based on results of the survey.
 - The committee advances a feasibility study for all-weather or indoor, multi-purpose athletic facility (item G 3.2) this year or next.
 - Committee monitors and participates in Town Center Plan redevelopment effort.

- Year 2, 2019/20**
- Tourism Development and Operations Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan.
 - New tourism promotional programs are implemented with key partners.
 - One of two recommended studies are commenced, either destination marketing strategy plan (item G.3.3) or hotel/conference center feasibility study as follow-up to Town Center Master Plan redevelopment project (item G 3.4)

Year 3, 2020/21	<ul style="list-style-type: none"> • Tourism Development and Operations Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan. • Internet/website and social media products are researched and reviewed by staff/contractor with committee to target product recommendation and selection.
Year 4, 2021/22	<ul style="list-style-type: none"> • Tourism Development and Operations Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan. • Website is further refined and major marketing promotion continues. • New tourism promotional programs are implemented with key partners. • Committee recommends to Council to advance formation of nonprofit DMO.
Year 5, 2022/23	<ul style="list-style-type: none"> • Tourism Development and Operations Consultant contractor continues to advance Tourism Promotion Program as outlined in the Plan. • Committee obtains legal assistance; reviews federal and state requirements for forming 501(c)(6) nonprofit DMO called “Explore Wilsonville”; creates bylaws.

G. Annual One-Year Implementation Plan: July 2018 – June 2019

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

- 1. Implement the Tourism Promotion Marketing Plan:** The committee works with staff of the City Manager’s Office and Parks & Recreation Dept. and Tourism Development and Operations Consultant contractor Vertigo Marketing to advance the March 2017 Council-adopted FY17/18 and 18/19 Tourism Promotion Marketing Plan.

Specific components include refining as needed the tourism branding strategy, developing marketing and online/Internet website products and processes, creating a specific set of themed day trips, producing promotional print products, and finalizing specific metrics/evaluation criteria to gauge effectiveness of tourism marketing efforts.
- 2. Advance Study Efforts for City to Advance Tourism Development:** The committee works with staff of the City Manager’s Office and Parks & Recreation Dept. to work with Tourism Development and Operations Consultant contractor Vertigo Marketing four specific recommendations to the City Council for study efforts to advance tourism:

 - Visitor profile study to be undertaken in FY 17/18 and 18/19.
 - Feasibility study for an all-weather or indoor, multi-purpose athletic facility for sports tournaments and recreational and entertainment activities to be undertaken in FY 18/19 or 19/20.
 - Destination marketing strategy plan that could be undertaken in FY 18/19 or 19/20.
 - Hotel/conference center feasibility study as follow-up to Town Center Master Plan redevelopment project that could be undertaken in FY 19/20.
- 3. Tourism Promotion Committee Business:** The committee executes all Council-mandated activities, including electing a chair and vice chair at the first meeting of the

new fiscal year, holding at last four meetings during the fiscal year, overseeing the applications and awards of the tourism grant programs, and drafting an updated version of the Five-Year Action Plan and Annual One-Year Implementation Plan.

Following are more details on the top priorities summarized above.

1. Implement the Tourism Promotion Marketing Plan

1.1 Tourism Branding Strategy: Tourism Development and Operations Consultant contractor Vertigo Marketing has developed an Explore Wilsonville tourism branding strategy. A successful marketing plan requires first development of a larger, over-arching tourism branding strategy that control key messages, marketing content and design and the look and feel of other promotional advertising products for print or online media.

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

1.2 Tourism Website: The committee has worked to launch an initial tourism website known as ExploreWilsonville.com that is scheduled for a redesign to match the new branding and to offer improved content by Tourism Development and Operations Consultant contractor Vertigo Marketing. Improvement of the tourism website responds to a primary weakness for Wilsonville tourism promotional efforts — namely, a lack of an “authoritative website” on Wilsonville tourism recognized by Google and other Internet search engines. The committee believes improvement of a tourism website and associated marketing efforts as outlined in the Plan are continuing priorities in this upcoming fiscal year.

Increasingly, travelers are using online websites, including social media sites, that work on desktop and mobile devices to obtain information on areas to be visited, as well as to book lodging and other services. Hence, the committee’s focus in the larger marketing realm is on online, Internet media as both an economical way to publish up-to-date content and reach the widest audience feasible.

A growing component of Internet-based products features the ability for users to check lodging, vehicle rental and other services’ date-availability and book reservations directly online. Tourism Development and Operations Consultant contractor Vertigo Marketing plans to implement an improved online directories of local area tourism businesses and attractions (rather than relying on commercial services like Yelp) and potential online transactional marketing products and other features as noted below.

Authority for recommendation: Wilsonville Tourism Development Strategy, May 2014, Action Item 5.1: Establish a stand-alone Wilsonville tourism website.

1.3 Content Collection / Organization / Sharing: An important feature for marketing efforts is the ability to use copyright-free content—including text, images and videos—that may be utilized and shared freely or as desired without additional overhead royalty and license expenses. Considerable effort is required to acquire and catalog area attractions, features, etc., that then may be used in website, social media and other platforms.

Tourism Development and Operations Consultant contractor Vertigo Marketing is looking at options for the integration of online video and use of linking strategies to drive traffic and

search-engine optimization. Integral to developing an image and video content collection is obtaining services of a contracted photographer/videographer(s).

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 5.13:* Develop an active content management and co-op marketing program; *Item 5.11:* Develop and maintain a library of high-quality images and videos; *Item 5.5:* Optimize the online use of video; *Item 5.6:* Optimize linking strategies.

1.4 Email Marketing: A primary tool of Internet-based marketing is the use of database email “notifiers” to alert interested parties to events, special deals and other attractors to the Wilsonville area. Tourism Development and Operations Consultant contractor Vertigo Marketing is researching email marketing tools, especially ones that are integrated into the website and social media products that encourage ‘opt-in’ sign-ups to receive emails.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 5.4:* Develop database and email marketing programs.

1.5 Social Media: Social media is a component of the larger online marketing promotional effort. Tourism Development and Operations Consultant contractor Vertigo Marketing is planning to utilize social media platforms and programs that are targeted to specific niche markets, and ones that preferably offer integration with the website product.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 5.3:* Develop social media programs relevant to key markets.

1.6 Website Analytics: One of the most powerful features of the Internet is to be able to used website traffic data to determine user interests and preferences, problems with the website content or functionality, where users are located, etc. Tourism Development and Operations Consultant contractor Vertigo Marketing is planning to integrate website analytic tools for the website product.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 5.12:* Optimize the use of website and social media analytics.

1.7 Internet Marketing Campaigns: Tourism Development and Operations Consultant contractor Vertigo Marketing is researching various kinds of services that are available for Internet marketing promotions that are targeted to specific, niche markets and that utilize database marketing.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 5.12:* Introduce an ongoing internet marketing campaign.

1.8 Wilsonville Visitors Guide and Related Publications: Tourism Development and Operations Consultant contractor Vertigo Marketing is planning production of one or more print and online versions of a Wilsonville Visitors Guide, as well as other potential publications such as Pocket Trips (day trips) guide helpful to visitors and marketers.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 5.7:* Produce a Wilsonville Visitors Guide annually.

2. Advance Study Efforts for City to Advance Tourism Development

The committee recommends to the City Council funding of three studies or research/planning efforts to advance tourism development in the greater Wilsonville market. The funds for these studies would be sourced from prior, unspent budgeted tourism funds from the prior two fiscal years, FY 15/16 and FY 16/17, while the City's tourism program was being developed by the committee and be approved by City Council with a separate budget adjustment.

2.1 Visitor profile study: This study is now underway and is scheduled to conclude in FY 18/19.

2.2 Feasibility study for all-weather or indoor, multi-purpose athletic facility for sports tournaments and recreational and entertainment activities: The *Tourism Development Strategy* identified that the City may be well positioned to take advantage of non-summer, shoulder-season activities such as youth and league sporting activities when local lodging occupancy is lower. The study for an indoor or all-weather-use facility that includes courts and fields for year-round use should include a detailed market analysis, financial feasibility and potential financing strategies. This study is a priority for the committee that is recommended for implementation during FY 18/19 or 19/20 with a separate budget adjustment.

2.3 Destination marketing strategy plan: The committee recommends that a focused tourism and visitor destination-marketing strategy is developed that complements the City's larger branding strategy in order to maximize branding integration and marketing expenditures. The committee recommends advancing this study during FY 19/20.

2.4 Hotel/conference center feasibility study as part of Town Center Master Plan redevelopment project: The committee requests that the pending Town Center Master Plan redevelopment project being undertaken by the Planning Division of the Community Development Dept. specifically advance the feasibility study of a private-sector or public/private partnership development and operation of a conference center and adjoining hotel. The study should include a detailed market analysis, financial feasibility and potential financing strategies. Funding for these studies could come from transient lodging-tax revenues. The Committee assumes that staff would research vendors and cost estimates and advance accordingly in FY19/20.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 4.9:* Support the development of all-weather, multi-purpose playing fields for sports tournaments; *Item 5.16:* Conduct ongoing visitor-satisfaction research.

3. Tourism Promotion Committee Business

1.1 Staffing/Contractor Resource: In order to advance components of the Explore Wilsonville tourism development strategy and the Plan, the committee continues advancing work with staff of the City Manager's Office and Parks & Recreation Dept. to collaborate with the Tourism Development and Operations Consultant contractor Vertigo Marketing to advance the fledgling tourism program.

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

1.2 Budget Allocation: The committee recognizes the City intends to dedicate 50% of transient lodging tax revenues for tourism promotion and has budgeted \$200,000 for FY 18/19. The committee recommends that the City Council dedicate a portion of unspent, prior years' transient lodging-tax revenues budget for feasibility study for an all-weather or indoor, multi-purpose athletic recreation facility for sports tournaments and other recreational/entertainment purposes and/or the destination marketing strategy plan, depending on staff/consultant capacity.

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

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

The committee seeks to fine-tune the tourism-related grants program to focus on attracting visitors from over 50 miles away who require overnight lodging accommodations, as well as encouraging visitors to linger longer and patronize local businesses when visiting Wilsonville. The committee seeks to cultivate increased tourism awareness among both members of the community and grant recipients. Increasing overnight stays and transient lodging tax revenues is one of the primary goals for the Tourism Promotion Program and Committee, according to Resolution No. 2541.

Authority for recommendation: *Wilsonville Tourism Development Strategy, May 2014, Action Item 1.5:* Review Wilsonville Tourism Grants Program; *Item 5.14:* Increase public awareness of the benefits of tourism.



JUNE 2018 MONTHLY REPORT

From The Director's Office

Happy Summer! Welcome to our summer Engineering Intern Eidy Bambang-Sunaryo who just graduated from Oregon State University (Baseball World Series Champs) with a degree in Environmental Engineering. Eidy grew up loving outdoor and creative activities. Over the past few years, he has combined the two with photography, becoming an avid nature and adventure photographer. If people are curious, check it out on Instagram @eidysufyan. This same love led him to pursue engineering, aspiring to provide a better environment for all.

June brought the first applications for two developments in the Frog Pond West neighborhood. Looking ahead, Chris and Miranda completed their whirlwind tour informing the region about why expanding the Urban Growth Boundary to include Frog Pond East and South is the smart thing to do. Their compelling presentation was well-received by all.

On June 29-30, Mayor Knapp, Dwight Brashear, and I attended the C4 Retreat. C4 (Clackamas County Coordinating Committee) includes representatives of the County and its cities, special districts, and other organizations such as hamlets). The retreat was devoted to transportation issues. Discussion and presentation topics included: County Transportation Goals and Transit Goals; the proposed 2020 Regional Transportation Bond; County adoption of a Vehicle Registration Fee (VRF); updates on the I-205 Widening Project and Congestion/Value Pricing (tolling) Recommendation. C4 Retreat attendance was higher than ever with nearly the entire C4 membership represented. Engaged and frank discussion resulted with honest sharing of ideas and positions amongst participants – from both the urban and rural perspectives. While ideas and positions varied, there was agreement on the need for more unified and integrated countywide transit planning and a broader vision for a connected transportation system that provides a range of alternatives to get where you need to go. There was unanimous support for the County Commission to adopt a county-wide VRF.

The formal comment period for the 2018 Regional Transportation Plan (RTP) is now open. This RTP will provide the blueprint for the next 25 years of investment in the region's transportation system. Find out more at <https://www.oregonmetro.gov/public-projects/2018-regional-transportation-plan> Please let me know if you have any questions about the RTP. Happy 4th of July!

–Nancy Kraushaar, PE, Director



Coming Soon—New Ramp Meters

Building Division

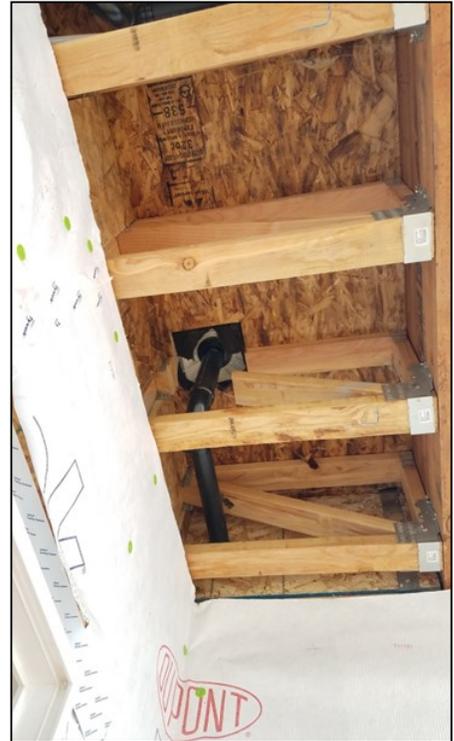
What-cha Looking A?

Building safety inspectors are trained to recognize construction defects and to ensure they are corrected before contractors are allowed to cover their work.

It's been said that the average home takes around 2,500 hours to build. While inspectors are not able to watch every nail being driven, they do inspect at critical progress points such as the framing stage. The framing inspection is one of the most difficult and time consuming inspections. There are a lot of critical elements to review and inspect and it takes a highly trained eye to recognize issues. In addition, many jobs have complex engineering to decipher and inspectors must make sure the installation matches the engineers design.

The quality of framing in a home is similar to having good bones in your body. If the bones are bad the whole house suffers. This is why it's important that building inspectors take their time, follow the plans, and provide a thorough framing inspection.

During a recent framing inspection, Building Inspector Mike Ditty discovered a major issue where a plumber cut a floor truss in order to accommodate drainage piping for a shower (shown above). Each wood member in a truss is engineered to transfer loads. Some wood members are under tension loads and others under compression loads. When one member is compromised with a cut, or notch, or is undersized, structural failure will likely occur. Cutting or notching trusses is a definite red flag. All components of a truss have to work together as a system in order to transfer loads.



In some cases structural failure is not noticed until the building is lived-in for several years and gravity gets the best of it. That's when sheetrock buckles, floors squeak, cabinets don't close, or other deficiencies occur. These symptoms can often be traced back to the quality of the framing – the bones. In other cases failure is more sudden and dramatic when the whole building system becomes overloaded and that's when it gets scary. Bridges often utilize truss systems to span great distances and bridge collapses are dramatic examples of truss failures. Fortunately these types of failures are very rare in homes as inspectors and plans examiners work with contractors to correct mistakes and ensure a safe built environment.

In the photo above, the contractor had to get an engineer to design a special fix. When completed, the fix was then reinspected to ensure the engineers design was followed.

For questions about construction inspections, Building staff are a resource and happy to answer questions. And that's what we're looking at.

Economic Development

- **Business Retention/Expansion**

- Elligsen Site

- We have information that the 32 acre, Tier-1, industrial site on SW Parkway Avenue north of Printer Parkway was sold to a local employer for a business expansion. We have not seen any development proposals and this information is confidential at this time.

- **Regional Activities**

- ODEA Summer Conference, June 7-8

- Economic Development practitioners from around the state met at the annual Oregon Economic Development Association summer conference to exchange best practices, ideas, and new ways to create more high-quality jobs and vibrant communities throughout Oregon. We heard fascinating presentations from OSU about creating a workforce for the future, Business Oregon about Regionally Significant Industrial Sites (RSIS) Program application for which we plan to apply for Coffee Creek, and HP on 3D materials and advanced applications.

- Mentor Graphics Presentation in Portland, June 20

- Interesting presentation from Wilsonville's largest employer, Mentor Graphics, to regional audience about industry trends, the future of automation, and what cities can do to create a supportive business ecosystem to fuel innovation and growth. The four requirements they noted were education infrastructure (that includes a research university), business friendly climate, risk capital ecosystem, and culture of failure.

- Regional Economic Indicators (June 2018 Report)

Tri-County Economic and Demographic Indicators

	<i>Clackamas</i>	<i>Multnomah</i>	<i>Washington</i>	<i>Oregon / U.S.</i>
Resident Population (July 1, 2017)	413,000	803,000	595,860	4,141,100
Total non-farm employment:				
Public and Private Sectors (May 2018)	162,300	518,600	294,200	1,915,900
Percentage of resident work force who are currently unemployed (May 2018)	3.5%	3.5%	3.3%	4.1% (Oregon) 3.8% (U.S.)
Adjusted Gross Incomes (2016 tax returns)	\$15.68 billion	\$26.22 billion	\$20.89 billion	\$125.7 billion
	(12.5% of statewide totals) (24.97% of tri-county totals)	(20.9% of statewide totals) (41.76% of tri-county totals)	(16.6% of statewide totals) (33.27% of tri-county totals)	
State Income Taxes Paid (2016 tax returns)	\$999.3 million	\$1.68 billion	\$1.32 billion	\$7.58 billion
	(13.2% of statewide totals) (24.96% of tri-county totals)	(22.2% of statewide totals) (41.96% of tri-county totals)	(17.5% of statewide totals) (33.07% of tri-county totals)	
Median Household Income (2016)	\$74,891	\$62,629	\$75,634	\$54,148 (Oregon) \$56,516 (U.S.)
Average age of county residents	41.3 years	36.8 years	36.6 years	39.2 years
Education attainment levels:				
High School Diploma or GED among residents age 25 or older	93.7%	91.2%	91.5%	90.3% (Oregon) 86.7% (U.S.)
Bachelor's degree or higher among residents age 25 or older	36.0%	45.2%	43.0%	32.7% (Oregon) 29.8% (U.S.)

Note: The figures shown here in blue represent all-time record levels

Sources:

U.S. Census Bureau

WorkSource Oregon

Updated: 6/19/18

Portland State Univ. Population Research Center Oregon Dept. of Revenue

Engineering Division, Capital Projects

Charbonneau High Priority Utility Repair Phase II (2500/7500)

This project continues the replacement and repair of the most deficient sewer and storm pipes within Charbonneau. This project represents the second of three planned phases to construction over three years. Construction is nearly complete with final paving and concrete work underway. Final completion is expected in July 2018.

Charbonneau High Priority Utility Repair Phase III (7500)

This project continues the replacement and repair of the most deficient storm pipes within Charbonneau. This project represents the last of three planned phases to construction over three years. Construction is nearly complete with final paving and concrete work underway. Final completion is expected in July 2018.

Exit 283 Southbound Ramps (4199)

Project is almost complete. A third lane has been added and the new ramp meter signal has been installed (see right). The signal will be energized soon.

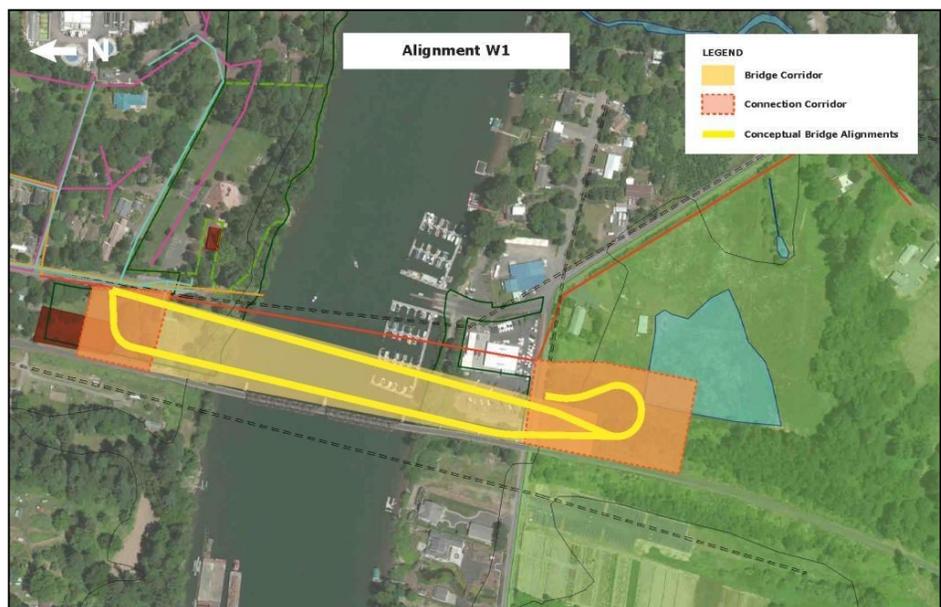
Fred Meyer Signal Improvements (4199)

Project will begin July 10. Traffic signals (see right) will be relocated and the corner nearest Wow Burger will be pulled back to allow two lanes through the intersection.

French Prairie Bridge (9137)

This project will determine the final location, alignment, and design type and includes preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. Staff is coordinating with ODOT to determine the

Environmental Assessment scope of work and cost. On May 24, the Clackamas Board of County Commissioners passed a resolution supporting the Task Force recommendation of Alignment W1 as the preferred bridge location. At a public hearing on June 4, City Council likewise passed a resolution selecting Alignment W1 as the preferred bridge location. Public outreach to begin the preferred bridge type process is scheduled to begin in August 2018.



Engineering Division, Capital Projects

Garden Acres Road (4201)

The project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan. Property acquisition work is kicking off with selection of appraisal and right-of-way agent firms. 90% design plans are currently under staff review.

I-5 Pedestrian Bridge (4202)

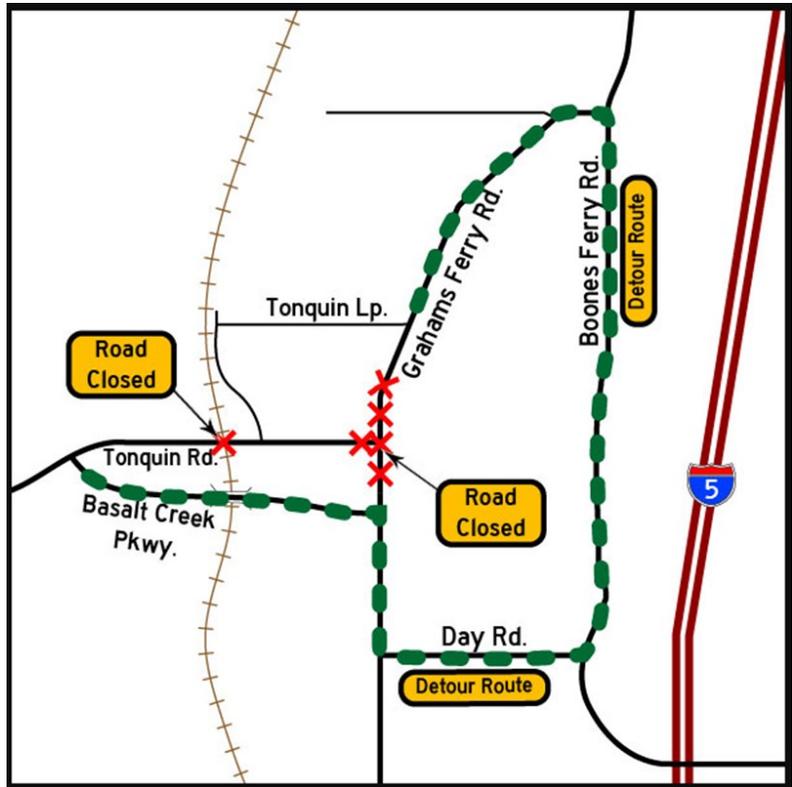
This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. Working with Metro to exchange grant funds with the Kinsman Road Extension project, allowing the bridge project to be de-federalized, but the grant funds to apply to a City project. An IGA with Metro for the grant exchange is tentatively scheduled before City Council on June 16. Design of the bridge will begin after completion of the Town Center Plan.

124th Avenue Extension

Washington County continues construction of the 124th Avenue Extension project. Construction on Grahams Ferry began earlier this month at Tonquin Road and is expected to extend into early fall. The work will continue south along Grahams Ferry Road down to Day Road. Along with the roadway improvements, Willamette Water Supply will be placing their large pipeline under the roadway. We are coordinating with the County on the portions of work within the City limits.

Memorial Park Sewer Pump Station (2065)

The pump station replacement and upgrade project design continues with Murraysmith. The land use process, site design and architecture design are underway and the geotechnical investigation is wrapping up.



Engineering Division, Capital Projects (Cont.)

Tooze Road to Grahams Ferry Road (4146)

To allow for reconstruction of sections of Tooze Road and Grahams Ferry Road there were closures and detours from May 21 to June 22. Current detour route is via Malloy Way. When circumstances allow for safe passage the roads will be open during the weekends. (See photos right.)

Water Telemetry (1114)

Brown & Caldwell is helping us develop the standards that align with our water system's communication hardware and control needs. They recently completed their site visit to further evaluate our existing fiber network and assess site specific communication needs. Brown & Caldwell will also be developing a network and communication upgrade plan that will include a project list and estimates for future upgrades.

WWSP Coordination (1127)

Ongoing coordination efforts are occurring for the Garden Acres Road project (4201), the 5th/Kinsman project (4196), and the Kinsman/Wilsonville Road truck turning improvements. Submittal of 90% design plans for the 5th/Kinsman project and Kinsman/Wilsonville Road truck turning improvements is anticipated within the next month.

WWTP Outfall Replacement (2095)

The Wilsonville Wastewater Treatment Plant is under a directive from DEQ to replace the damaged outfall pipe with a new, upsized outfall that meets current discharge compliance requirements. Site clearing and erosion control work is underway. Outfall pipe installation work is scheduled to begin the first part of July. Construction is anticipated to finish at the end of October.



Engineering Division, Private Developments

Marion's Carpets

Construction is ongoing. Includes widening of Boones Ferry Road adjacent to the development and a sidewalk expansion.



Engineering Division, Private Developments (Cont.)

Frog Pond—Stafford Meadows

Staff has reviewed the first set of plans for this 44-46 lot subdivision and are waiting on the second submittal. Developer plans to get the project under construction in July or early August after Council approves the land annexation. See right for Conceptual Development Plan.



Regional Parks 7 & 8

Permit issued for stockpile of soils and early grading for future park at the corner of Coffee Lake and Villebois Drive. (See photo 1 below.)

Villebois Calais East

Subdivision is almost complete. Model home construction will get underway in June. Construction of the Villebois Fir Terrace subdivision (11 lots near Villebois Drive and Stockholm Drive) is underway. The Villebois Mont Blanc subdivision (68 lots near Villebois Drive and Orleans Ave) is underway. Construction of Villebois Drive North is almost complete and will soon be open to traffic. (See photo 2 below.)

Wood Middle School Sports Field

The school is installing a new turf sports field and water quality pond. (See photo 3 below.)



Natural Resources

Pollinator Week Celebration

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 a healthy habitat. One of the requirements of the Bee City USA designation is to hold an annual celebration of National Pollinator Week.

Bee City USA corresponds with many of the existing “Bee Stewards” program initiatives, such as creating pollinator habitat, developing an integrated pest management plan for City properties and facilities, and raising community awareness and participation in pollinator conservation.

On June 20, City staff celebrated Pollinator Week at City Hall. The event included a screening of the documentary film “The Guardians,” which tells the story of the monarchs’ migratory journey and the people fighting to protect their habitat; a brief presentation about monarchs by a staff person from the Xerces Society; informational tables; and free native plants. Other partners participating in the event included the Northwest Center for Alternatives to Pesticides and the Backyard Habitat Certification Program.

More than twenty people attended the event. The celebration allowed the public to gain a deeper appreciation of pollinators and the critical role they play on Earth.



Planning Division, Current

Projects Being Prepared for DRB Hearings

- New Bowling Center and Expansion of Family Fun Center
- Three home development on the southeast corner of Villebois Drive and Barber Street

Administrative Land Use Decisions Issued

- Addition of Silo at 26994 SW 95th Avenue for AB Mauri Baking Solutions
- Replacement of cellular antenna/equipment on BPA tower off Ridder Road
- 120-day Temporary Use Permit for Coffee Cart at Parkway Woods Business Park
- New tenant sign for Sig Sauer at 27200 SW Parkway Avenue
- 2 Class I Administrative Reviews
- 6 Type A Tree Permits
- 4 Type B Tree Permit
- 2 Class I Sign Permits
- New Single-family building permits

Board and Commission Updates

City Council

City Council heard annexation and rezoning request for the first two subdivisions in the Frog Pond West Planning Area. City Council approved the annexation and rezoning for the 44-lot Stafford Meadows subdivision with a first reading on June 4 and second reading on June 18. City Council approved on first reading the annexation and rezoning for the 82-lot Morgan Farm subdivision with direction to the applicant and staff to address concerns regarding amount of usable open space and development impacts on certain neighboring trees prior to the second reading.

Development Review Board (DRB)

The DRB Panels convened on June 11 and June 25. During the June 11 meeting the DRB approved two new developments. The first, Fir Avenue Commons, is development of ten detached condo units along with associated open space at the corner of Fir Avenue and 4th Street in Old Town. The second, EyeHealth Northwest, is an approximately 7,700 square feet optical health clinic in Town Center. During the June 25 meeting DRB approved a the development of five additional homes off Canyon Creek Road South. The June 25 action is contingent on City Council approval of a Comprehensive Plan Map Amendment and Zone Map Amendment.

Planning Commission

On June 13, the Planning Commission held a work session on three different topics: Accessory Dwelling Unit (ADU) code updates, SMART Program Enhancement Strategy, and the Basalt Creek Concept Plan. Planning staff presented information on Senate Bill 1051 and proposed edits to the Wilsonville Development Code related to reducing barriers to ADUs for compliance with new State law. SMART staff presented information on Oregon's new State Transportation Improvement Fund (STIF) and potential SMART projects to be funded with this new revenue source. City planning staff presented the draft Basalt Creek Concept Plan, prepared by the project team, for adoption later this summer by both the Cities of Tualatin and Wilsonville. The Planning Commission asked clarifying questions and provided guidance to staff for upcoming hearings on these topics.

The informational session updated Commissioners on their upcoming work program and Council Action items from the Council's last three meetings. The next regular Planning Commission meeting will be Wednesday, July 11 at 6:00 pm, which will include hearings on the Basalt Creek Concept Plan and the ADU code update, as well as a work session on the Boones Ferry Park Master Plan.

Planning Division, Long Range



Basalt Creek Concept Plan

On June 13, Planning staff presented the draft Basalt Creek Concept Plan to the Planning Commission for a work session, and they presented it on June 18 to the City Council for a work session. Staff from both the Cities of Tualatin and Wilsonville are working with the consultant team to prepare final edits and revisions to the document for adoption in August 2018. Hearings are scheduled for July 11 with the Wilsonville Planning Commission and August 8 with the Wilsonville City Council, and for July 19 for Tualatin Planning Commission and July 23 for Tualatin City Council.

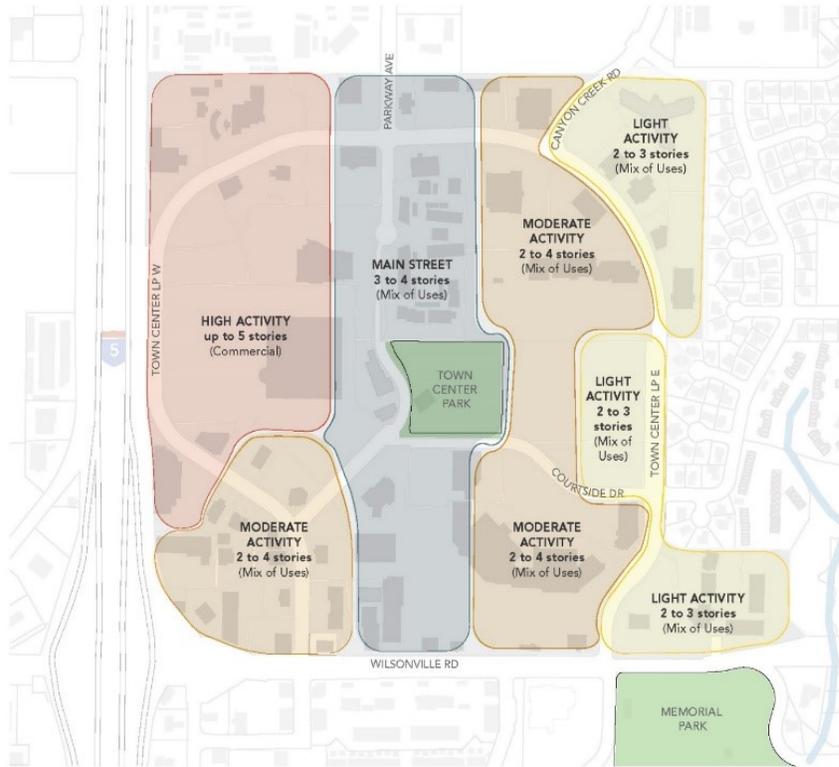
Two property owners in the Central Subarea filed a Notice of Intent to Appeal Metro's decision to the Land Use Board of Appeals. All parties to the IGA filed a Notice to Intervene the appeal. Despite the potential appeal, the project team is still preparing to fulfill the IGA and adopt the Concept Plan this summer.

General project information is available on the project website <http://www.basaltcreek.com/>.

Sign Design and Wayfinding Signage Plan

The project team prepared three design styles, with a series of sign types for each design, to be reviewed by the public. The team presented this information at the Sign and Wayfinding Open House, which was open to the public, on Tuesday, June 26 at 5:30 pm at City Hall. At the open house, attendees listened to a brief presentation about wayfinding, viewed the three different wayfinding design concepts and provided feedback about preferences. For those unable to attend the meeting, an online survey went live later in the week of June 26 to gather design feedback from the larger community. The project is anticipated to be completed over the next eight months.

Planning Division, Long Range



LEGEND

- Building Footprint
- Parcel
- Highway
- Existing Park
- LAND USE**
- Main Street (mixed use buildings with active ground floor uses, generally 3 to 4 stories)
- High Activity (mix of office, entertainment, hospitality, civic uses, generally 3 to 5 stories)
- Moderate Activity (mix of residential, retail, office, services, generally 2 to 4 stories)
- Light Activity (mix of townhomes, small-scale commercial businesses, generally 2 to 3 stories)

22ND JANUARY, 2018
 SCALE: 1" = 500'

DRAFT COMMUNITY DESIGN CONCEPT: PROPOSED LAND USE

The Town Center Task Force met June 5 at 6:00 pm at City Hall. The group reviewed community input on the Draft Community Design Concept for Town Center and discussed various development code options to achieve the desired land use and built form and the goal for harmonious design. The group also reviewed draft cross sections for the difference proposed street types. Draft design and implementation strategies will be the focus of work sessions with the Planning Commission and City Council later this summer.

In addition, the project team is planning for a Main Street Pop-up as part of the Community Block Party on August 22 to demonstrate the community’s ideas for their future Main Street. The project team is also working on a financial analysis of the desired building types for the Main Street and other areas of future Town Center. This information, paired with the market analysis, will be a topic of conversation for an event in the fall and will help finalize the implementation actions included in the plan.

For additional information about the Town Center Plan project, visit the project website www.wilsonvilletowncenter.com.



Wilsonville Public Library Monthly Report to Council July 2018

Library Renovation Update

Substantial Completion is upon us. The building is largely finished, and as I type the Library's new security gates are being installed. Over the past few days the new doors to the children's patio have been installed, and smaller punch list items are being taken care of. Yea!!

Over the next few months, we will be purchasing furniture and signage. Our goal is to use furniture to create an inviting seating area by the magazine area that is now directly viewable from the front doors, and to make sure that power is available throughout the building at seating. For signage, the goal is for folks to be able to find stuff. Stay tuned.

Summer Reading is in full swing

As of July 1st, 1,878 children and teens have signed up for the Summer Reading Program. Teen signups are about 20% higher this year. For the first time, Library staff signed up kids directly during visits to Wood and Meridian Park Middle Schools. We hope that this leads to increased teen participation and completion of the program. Adults are in on the fun as well and are picking up Bingo forms and Reading logs to measure their reading and enter the prize drawings. Adult prizes include movie tickets and gift certificates to local restaurants.

Library Programming returns

With the completion of the Library's renovation construction, the scheduled a full list of programs for the summer have returned to the Library. To provide a sense of what this is, below is a complete list of the Library's programming for July.

Wilsonville Library Children's Events

Toddler Time

On Tuesdays, July 3rd, 10th, 17th, and 24th at 10:00 AM in the library's Oak Room
Join us for an interactive program that includes songs, parachute fun, bubbles, puppets, and stories for our youngest patrons. This program is designed with even the most active toddler in mind!

Baby Time

On Tuesdays, July 3rd, 10th, 17th, and 24th at 11:00 AM in the library's Oak Room
Moms, Dads, Grandmas and Caregivers join us for songs, rhymes, and special bonding time with your baby.

Stay afterward to play and chat with other caregivers about all things baby!

Family Storytime

On Tuesdays, July 3rd, 10th, 17th, and 24th at 6:30 PM in the library's Oak Room, and then TWICE on Wednesdays, July 11th, 18th, and 25th at 10:30 AM, and 1:00 PM
Bring the whole family for fun with creative storytelling with stories, songs, and puppets, along with a science demonstration. The program is intended for all ages.

Friday Family Films

On Fridays (duh!) July 13th, 20th, and 27th at 10:00 AM. (y 12:00 en espanol!)

A new kid-friendly film every week – Call or come by the library for movie titles!

And don't forget our ever-popular Thursday Fun Shows! Please arrive early, as they tend to fill up quickly!

Mo Phillips: Music Mania!

Thursday, July 5th at 11:00 AM and again at 12:30 PM in the library's Oak Room
Do your kids rock? They will today! This energetic show will get kids creating and connecting with music.

Ballet Papalotl

Thursday, July 12th at 11:00 AM and again at 12:30 PM in the library's Oak Room
Discover Mexican culture and folk dance with this talented troupe of young performers.

Eric Herman & The Thunder Puppies

Thursday, July 19th at 11:00 AM and again at 12:30 PM in the library's Oak Room
A family concert filled with comedy, audience participation, and outrageously fun songs.

The Reptile Man

Thursday, July 19th at 11:00 AM (1 show only) in the Grove Shelter at Murase Park
(across the street from the Library)

Bring your friends and join us for summer reptile fun in the park.

Science Class: Wee Wonders in Science

Tuesday, July 31st at 10:00 AM, and again at 11:30 AM

Free one-hour hands-on science class for kids entering pre K-Kindergarten.

This introductory class has the little ones exploring the wonders of chemistry, physics and biology.

Presented by OMSI. Sign-up online starting July 9. Space is limited, so register early.

Wilsonville Library Adult Events

Wilsonville Library Book Club

Thursday, July 12th at 6:00 PM in the library's Oak Room

This month, we'll be reading the non-fiction book 'Hillbilly Elegy' by J. D. Lance. The Book Club meets monthly for informal discussion, and invites fellow readers for a lively and thought-provoking conversation about excellent books. Books to be discussed are available for check out a month before the meeting - just ask at the Circulation Desk.

Genealogy Club

Monday, July 16th at 1:00 PM in the library's Rose Room

Discover new genealogical resources and tools, discuss personal research and goals, and learn from experienced genealogists at monthly meetings. Open to seasoned genealogists and beginners.

Great Books Discussion Group

Tuesday, July 17th at 6:00 PM in the library's Rose Room

Interested in philosophy and the big questions of life? Please join us each month for a roundtable discussion of how modern day issues are reflected and illuminated by the great Western classic books. This month, we're reading and discussing *Ecclesiastes* from the Bible.

History Pub

Tuesday, July 31st at 6:30 PM at McMenemy's Old Church (in the Fred Meyer Shopping Center)

The Wilsonville Public Library Foundation, the Wilsonville/Boones Ferry Historical Society, and McMenemy's have teamed up to present monthly programs focusing on Oregon's rich history. This month we'll be presenting *West Coast Hurricane: The Great Columbus Day Storm* by Sig Unander.

Wilsonville Library Teen Events

Summer Reading Kick-Off Party

Monday, July 2nd at 4:00 PM in the library's Oak Room

Kick off the Summer Reading Program right! A great movie and ice cream sundaes provided. For students in grades 6-12.

Break Out Box

Monday, July 9th at 4:00 PM in the library's Oak Room

Are you up for the challenge? Solve the puzzles to break out of the escape room. For students in grades 6-12.

Game Day

Monday, July 16th at 4:00 PM in the library's Oak Room

Table Games, Video Games, Group Games, Reindeer Games, Head Games. You name it, we play it! For students in grades 6-12.

Library After Dark

Monday, July 23rd at 9:00 PM, all over the dark library!

When the sun goes down, the fun comes out. For students in grades 6-12.

Party in the Park & Grand Prize Drawing

Monday, July 30th at 4:00 PM in the library's Oak Room

All our favorite outdoor excitement, including the exploding watermelon, the Grand Prize Drawing, and of course the 9th annual Teen Water Fight! For students in grades 6-12.

Its going to be fun.

The next Library Board meeting will be July 25th at 6:30pm at the Library.



JUNE 2018 MONTHLY REPORT

Recreation Updates:

Mother & Son Night Out—Bowling with the Boys Superhero Style

The first Mother and Son Night out event was held on June 22nd at Wilsonville Lanes and had a superhero theme. For \$20, attendees enjoyed 2 hours of bowling, a superhero themed photo booth, pizza, and games. The department is hoping to grow this event and host it annually with a different theme each year, similar to the very popular Daddy Daughter Dance held in March.



Flag Retirement Ceremony—Town Center Park

The annual flag retirement ceremony was held at Town Center Park on June 14th. The local Boy Scout troops collected several hundred well worn flags to be retired, and the community was invited to attend.

Korean War Remembrance

Over 100 individuals attended the Korean War Remembrance Ceremony. Korean photographer, Rami Hyun, presented veterans with self-portraits that will be a great keepsake not only for the veterans themselves but for their families.



Western Dance—A Country Inspired Party

The Community Center was host to a free senior country western themed dance party on June 21st. Chili and cornbread was served along with sarsaparilla root beer, and line dancing lessons were given by our very own Brenda Howe. Country western themed attire was encouraged.

Board Updates:

Parks and Rec. Advisory Board: The Parks and Recreation advisory board meeting was canceled this month.

Wilsonville Community Seniors Inc: Information and Referral Specialist, Sadie Wallenberg, gave a report to the board on the 100+ clients she serves on an annual basis and the services/support she provides. The Board brainstormed on ways to further outreach and be sure those within the community are receiving the social services they need.

Parks Maintenance Updates

Three of the Parks team members, including Tod Blankenship, Tommy Reeder and Courtney Burdick received their National Recreation and Parks Association (NRPA) Certified Playground Safety Inspector (CPSI) certificates this month! The training consists of two full days of intensive course work and a final exam one must pass in order to receive their certificate. The certifications last three years.



The parks team assisted the Boy Scout Plant Sale in plant pick up and distribution after the sale. They brought the plants down to the community garden for those who wanted and needed them free of charge.

The parks team also hosted 105 volunteer 5th graders and 20 teacher/adult volunteers of Lowrie Primary School to help do some cleanup and bark chipping in some of the parks in the Villebois Community.



Parks Maintenance Updates:

This month came with many repairs due to a large windstorm, and vandalism incidents in the parks (primarily Memorial Park). The parks team responded to a number of pager calls during the windstorm, including several regarding large downed trees in the roads.



A new addition to Murase plaza this month included a pollinator habitat. Other parks maintenance tasks this month included:

- Hosted Final Boones Ferry Park Master Plan Open House
Robby Layton from Design Concepts joined the group to present a working edition or “road map” of the future park master plan. The turn out was fantastic, and a lot of very valuable feedback and input was given by participants that will be incorporated into the final plan. A total of 23 community members were present.
- Repaired irrigation at Memorial Park fields
- Prepared for and Hosted Flag Day flag retirement ceremony
- Attended wayfinding open house



MONTHLY NEWS City of Wilsonville Police

VOLUME 1 | ISSUE 1 | PUBLISHED JUNE 12, 2018 | **May 2018**

Wilsonville Police @WilsonvillePD · May 14
We were happy to be caught in the act over the weekend. We do this in partnership with @PFBSunshineD and help with emergency food and clothing.

feeling wonderful.
5 friends · 1 retweet

Witnessed a wonderful act of kindness by our Wilsonville Police Officers today helping some of our struggling citizens. I watched this officer bring a family bags of food that was in desperate need during a tough time. Not all good deeds go unnoticed. Thank you Wilsonville Police!!

120



It's been a great Spring and we've been busy! Here's an overview of some the activity we experienced:

- Officers Brett Ethington and Matt Brown, on separate calls for service, each used AEDs and put their CPR skills to use. While sadly neither party survived, there was no hesitation to take care of business when needed and the families were thankful for quick, professional action.
- Chief Rob Wurpes met with a school district representative to discuss possible strategies that could help us deal with the ever-increasing demand on our School Resource Officer, Jason Dolan. We looked at various options and are considering what will fit best as we move forward.
- Chief Wurpes taught a class at the metro area sergeants academy about use of the Incident Command System (ICS). In attendance were 40 newly promoted police supervisors who represented agencies from all over the metro area.
- Officer Ben Toops and K-9 Sergeant Brad O'Neil made a presentation to the Wilsonville Citizen's Academy and discussed the Police Department, traffic enforcement, and police K-9's.
- Sergeant Ritter instructed various City employees in Mental Health First Aid, which provided information about mental self-care and recognizing issues in others.
- Chief Wurpes was nominated to chair the Clackamas County Emergency Communications (911 call center) user board.
- Sergeant Lee connected with our State Police partners, who work out of the local lottery office on SW Wilsonville road.
- We coordinated with the Oregon Liquor Control Commission (OLCC) and conducted 24 randomly-selected alcohol purchases using a minor decoy. We had an 80% compliance rate.
- Finally, we were able to make an appearance at the local *Cars and Coffee* event held on a Saturday at the World of Speed where we "showed off" a brand new police vehicle. The public was able to get a close-up look and it received a lot of great feedback.
- We toured the grand opening of our local business partner DW Fritz.



We're looking forward to what June brings. Be well, be safe.

(1 & 4) Wilsonville Police felt the "love" this month from the public, citizens thanked us publicly and anonymously with shout outs on Twitter and goodie bags; (2) Sgt. Jason Ritter, with Deputy Tim Jackson, teamed up with City Staff and taught Mental Health First Aid May 11, 2018; (3) We showed off a new Police Dodge Charger at the World of Speed during a Cars & Coffee event May 19, 2018 (5) May 19, 2018, we responded with TVFR to a single vehicle crash on SW Wilsonville Rd.

Wilsonville May 2018



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

In Partnership with

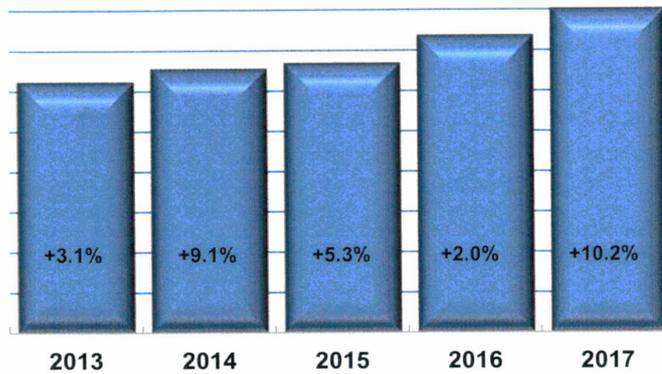


Monthly Summary

During May 2018, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time deputies assigned to Wilsonville responded to 615 calls for service, which was an average of 19.8 calls a day.

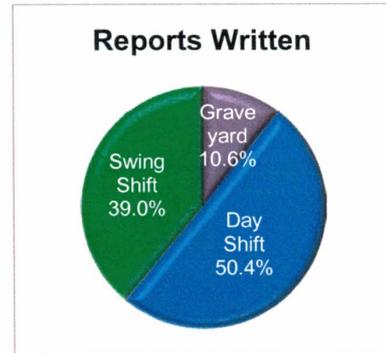
Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2013	6,230	519.2	17.1
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3
2016	7,369	614.1	20.2
2017	8,021	668.4	22.0



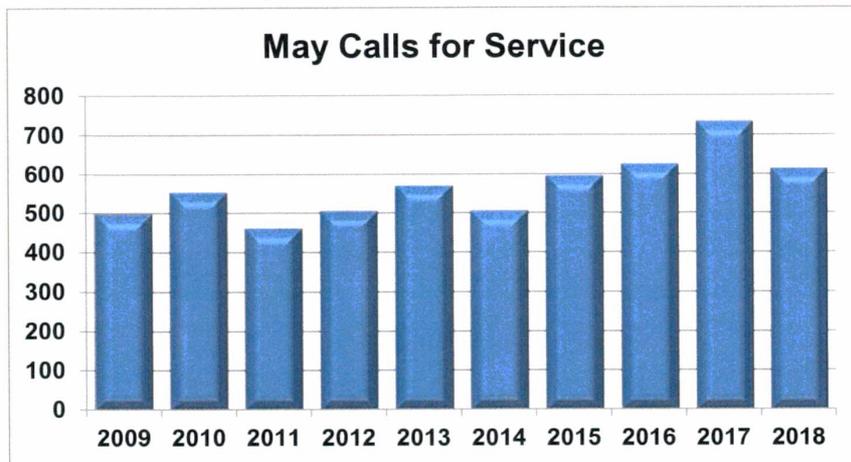
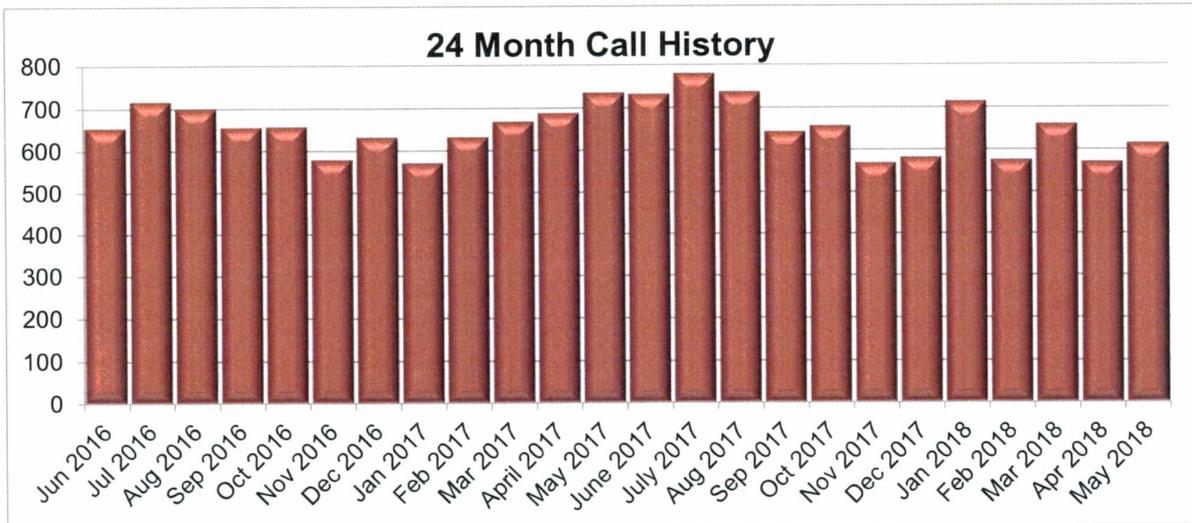
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for May.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	23.4%	26.1%	10.6%
Day Shift	43.4%	34.3%	50.4%
Swing Shift	33.2%	39.6%	39.0%



Calls for Service

Number of Calls Per Shift	May 2018	May 2017	Monthly Average 2017
Graveyard (2100-0700)	144	147	131.4
Day Shift (0700-1700)	267	352	320.3
Swing Shift (1100-0300)	204	237	216.7
Monthly Total	615	736	668.4
Daily Average	19.8	23.7	22.0



Types of Calls

This chart shows the types of calls for service during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Type of Call	May 2018	May 2017	2017 Monthly Avg.
Alarm	58	63	66.8
Suspicious Person	50	43	33.2
Welfare Check	47	27	27.9
Parking Complaint	38	55	51.6
Assist Public	32	47	42.8
Traffic Crash	29	28	27.8
Theft	28	43	42.0
Traffic Complaint	28	42	35.0
Disturbance	25	30	34.5
Threat / Harassment	23	21	20.0
Suspicious Vehicle	22	16	16.2
Unwanted / Trespass	21	32	20.5
Property Investigation	19	18	16.2
Juvenile Problem	17	16	17.0
Hazard	15	12	10.3
Suspicious Circumstances	15	11	13.8
Noise Complaint	13	11	7.7
Animal Complaint	12	25	12.4
Assist Agency	12	32	30.5
Other	11	21	11.2
Fraud	10	20	18.6
Runaway	10	6	5.3
Mental	9	4	6.1
Suicide Attempt / Threat	8	9	8.2
Unknown / Incomplete	7	13	9.0
Abandoned Vehicle	6	4	3.5
Assault	6	11	5.3
Stolen Vehicle	6	3	5.7
Burglary	5	4	5.0
Fire Services	5	9	9.7
Vice Complaint	5	10	8.7
Criminal Mischief	4	10	12.1
Sex Crimes	4	3	2.7
Viol. Restraining Order	4	4	2.3
Missing Person	2	1	3.9
Promiscuous Shooting	2	1	1.1
Prowler	2		0.5
Recovered Stolen Vehicle	2		1.9
Death Investigation	1	1	1.8
Extra Patrol Request	1	7	2.1
Open Door / Window	1	2	1.2
Minor in Possession		3	1.9
Provide Information		18	13.5
Robbery			0.8
Shooting			0.1
Total Calls:	615	736	668.4

Other / Self-Initiated Activity

Type of Call	May 2018	May 2017	2017 Monthly Avg.
Traffic Stop	391	337	339.8
Follow-Up Contact	70	75	92.3
Suspicious Veh. Stop	59	50	53.4
Subject Stop	22	42	28.2
Premise Check	11	9	8.8
Warrant Service	6	6	7.7
Detail	3	58	32.7
Suspect Contact	1	2	4.6
Court		4	4.8
Foot Patrol		5	4.2
Meeting		20	10.6
Training		18	15.5
Total Calls:	563	626	602.6

Reports Written

During May, 141 reports were written. 10.6% were written by the graveyard shift, 50.4% by the dayshift units and 39.0% were written by the swing shift units.

Type of Report	May 2018
Theft	29
Traffic Crash	13
Criminal Mischief	5
Burglary	4
Stolen Vehicle	4
Drug Crimes	4
Assault	2
Identity Theft	1
Other Reports	79
Total Calls:	141

May 2017	2017 Monthly Avg.
35	31.1
11	10.9
8	9.0
	3.2
1	3.6
7	6.3
2	4.9
1	2.5
110	114.4
175	185.9

Shift Totals	May 2018
Graveyard	15
Day Shift	71
Swing Shift	55

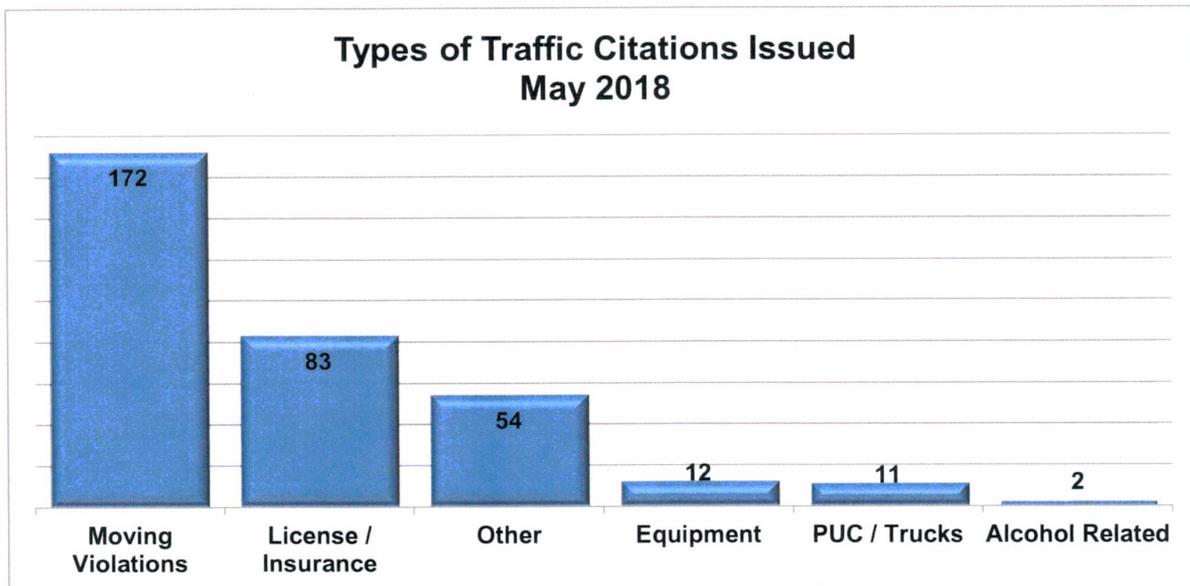
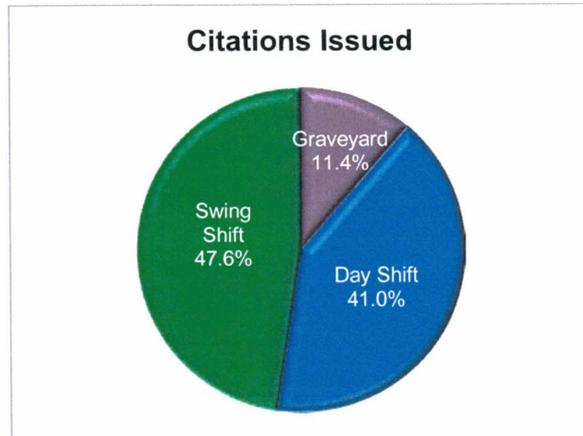
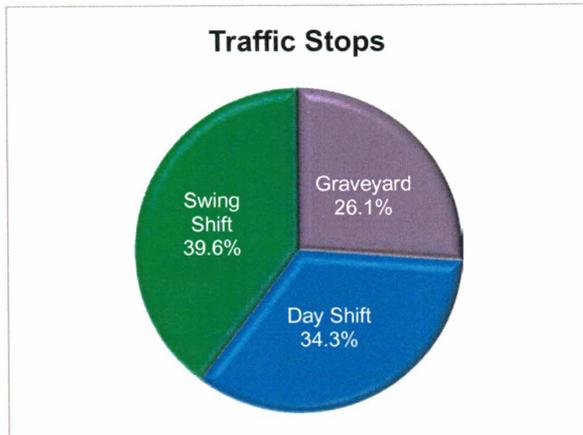
May 2017	2017 Monthly Avg.
34	38.2
85	86.0
56	61.7

Traffic

During May 2018, 391 traffic stops were made in the City and 334 traffic citations were issued. Included in these totals are 211 traffic stops (54.0%) and 280 (83.8%) citations issued by the traffic deputies.

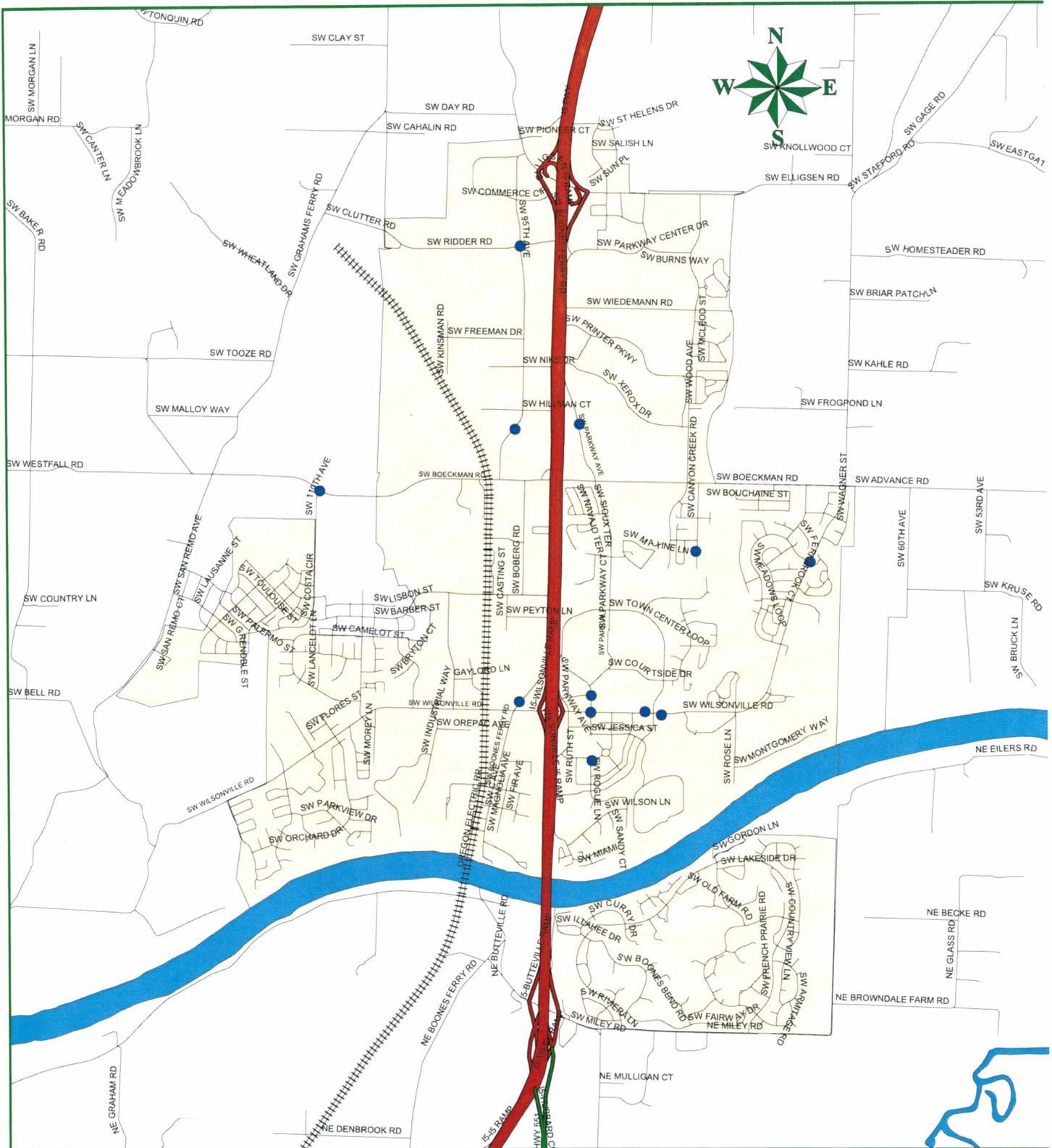
There were 5 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	102	38
Day Shift	134	137
Swing Shift	155	159
Total:	391	334





Wilsonville Traffic Crashes May 2018



MONTHLY NEWS

City of Wilsonville Police

VOLUME 1 | ISSUE 2 | PUBLISHED JULY 2, 2018 | **June 2018**

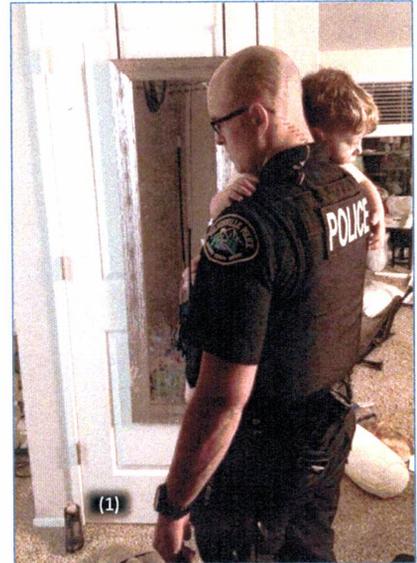
The beginning of summer is upon us. As it gets hotter we typically see an increase in calls. Here are some highlights from June:

- Officers, working with a witness citizen, were able to catch a porch package thief. Always a great deal to get someone their packages back!
- Officers responded to an unattended backpack near the front doors of the Citizen's Drive Starbucks location. To err on the side of caution, an x-ray machine was used to examine its contents. We learned it was not a hazard. (2)
- Officer Julie Fanger assisted with scam prevention classes teaching seniors about what to look out for in a digital environment. An excellent resource for those interested in keeping up on what types are circulating is the Federal Trade Commission's site: FTC.gov.

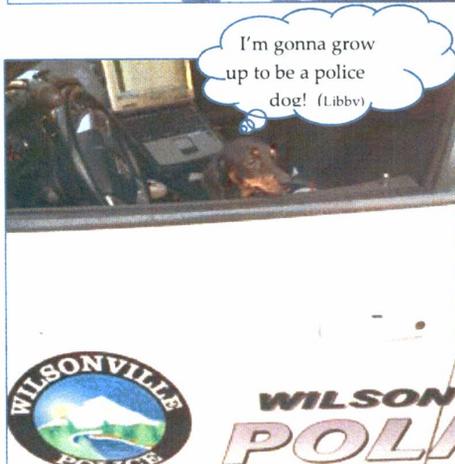
Nice work such as that, when it comes to the welfare of the kids, is greatly appreciated.

Positive Feedback!

I wanted to pass along my thanks...I appreciate my concern was taken seriously.



- Officer Toops coordinated a crosswalk enforcement detail bringing in other county officers to assist. More than 30 citations were issued to drivers for crosswalk violations. (3)
- We assisted in coordinating a drug drop and shredding event in Charbonneau.
- Officer Ethington was recently trained to become a field training officer. He currently has a trainee assigned to him learning the art of police work in the City.
- Officers Toops and Van Wormer coordinated a traffic speed enforcement detail in Villebois with focus on SW Barber.
- Sergeant Ajir, and Officers Jensen and Anderson were commended for their handling of a call involving two young kids that'd been left alone, three and five-year-olds. (1)



Wilsonville June 2018



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

In Partnership with

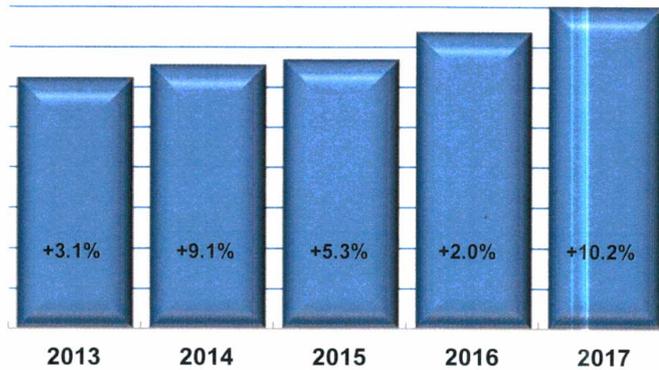


Monthly Summary

During June 2018, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time deputies assigned to Wilsonville responded to 653 calls for service, which was an average of 21.8 calls a day.

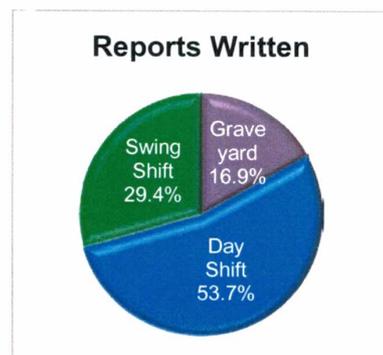
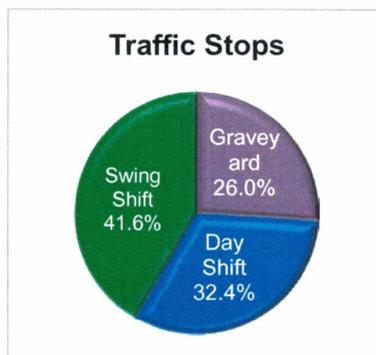
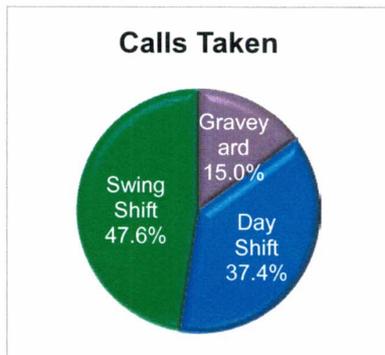
Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2013	6,230	519.2	17.1
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3
2016	7,369	614.1	20.2
2017	8,021	668.4	22.0



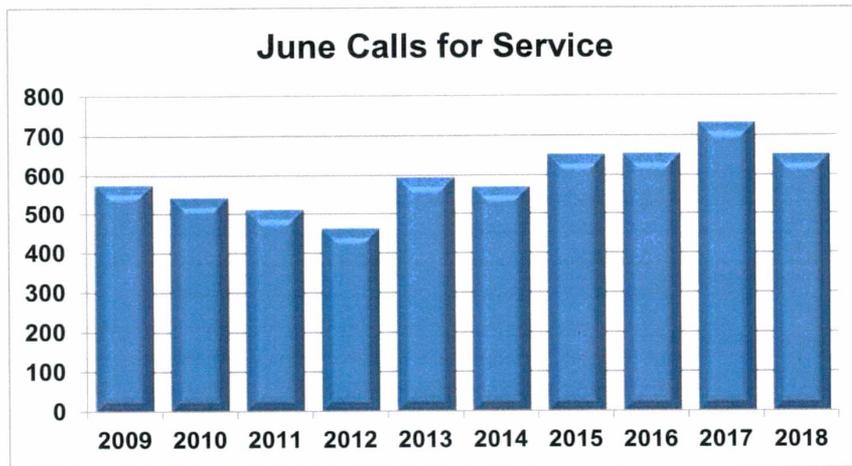
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for June.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	15.0%	26.0%	16.9%
Day Shift	37.4%	32.4%	53.8%
Swing Shift	47.6%	41.6%	29.4%



Calls for Service

Number of Calls Per Shift	June 2018	June 2017	Monthly Average 2017
Graveyard (2100-0700)	98	142	131.4
Day Shift (0700-1700)	244	341	320.3
Swing Shift (1100-0300)	311	249	216.7
Monthly Total	653	732	668.4
Daily Average	21.8	24.4	22.0



Types of Calls

This chart shows the types of calls for service during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Type of Call	June 2018	June 2017	2017 Monthly Avg.
Alarm	65	66	66.8
Parking Complaint	62	74	51.6
Assist Public	47	48	42.8
Theft	33	38	42.0
Disturbance	32	37	34.5
Animal Complaint	31	22	12.4
Juvenile Problem	31	24	17.0
Traffic Complaint	30	33	35.0
Suspicious Person	28	49	33.2
Threat / Harassment	23	15	20.0
Welfare Check	23	28	27.9
Other	24	8	11.2
Traffic Crash	19	32	27.8
Property Investigation	17	17	16.2
Unwanted / Trespass	17	28	20.5
Assist Agency	16	37	30.5
Suicide Attempt / Threat	15	6	8.2
Suspicious Vehicle	15	19	16.2
Hazard	14	8	10.3
Fire Services	12	13	9.7
Suspicious Circumstances	11	15	13.8
Criminal Mischief	10	14	12.1
Fraud	9	10	18.6
Mental	9	7	6.1
Noise Complaint	8	8	7.7
Stolen Vehicle	7	4	5.7
Viol. Restraining Order	6		2.3
Abandoned Vehicle	5	2	3.5
Unknown / Incomplete	5	7	9.0
Assault	4	5	5.3
Extra Patrol Request	4	1	2.1
Vice Complaint	4	13	8.7
Open Door / Window	3	1	1.2
Sex Crimes	3	5	2.7
Burglary	2	5	5.0
Death Investigation	2	1	1.8
Robbery	2	1	0.8
Runaway	2	11	5.3
Promiscuous Shooting	1		1.1
Prowler	1		0.5
Recovered Stolen Vehicle	1	2	1.9
Minor in Possession		3	1.9
Missing Person		1	3.9
Provide Information		14	13.5
Shooting			0.1
Total Calls:	653	732	668.4

Other / Self-Initiated Activity

Type of Call	June 2018	June 2017	2017 Monthly Avg.
Traffic Stop	488	313	339.8
Follow-Up Contact	96	89	92.3
Suspicious Veh. Stop	79	26	53.4
Subject Stop	25	22	28.2
Premise Check	23	8	8.8
Warrant Service	15	3	7.7
Suspect Contact	4	6	4.6
Detail	3	36	32.7
Court		9	4.8
Foot Patrol		8	4.2
Meeting		12	10.6
Training		15	15.5
Total Calls:	733	547	602.6

Reports Written

During June, 160 reports were written. 16.9% were written by the graveyard shift, 53.8% by the dayshift units and 29.4% were written by the swing shift units.

Type of Report	June 2018
Theft	32
Criminal Mischief	16
Traffic Crash	6
Identity Theft	4
Stolen Vehicle	3
Burglary	2
Assault	2
Drug Crimes	1
Other Reports	94
Total Calls:	160

June 2017	2017 Monthly Avg.
25	31.1
9	9.0
13	10.9
1	2.5
3	3.6
3	3.2
6	4.9
8	6.3
101	114.4
169	185.9

Shift Totals	June 2018
Graveyard	27
Day Shift	86
Swing Shift	47

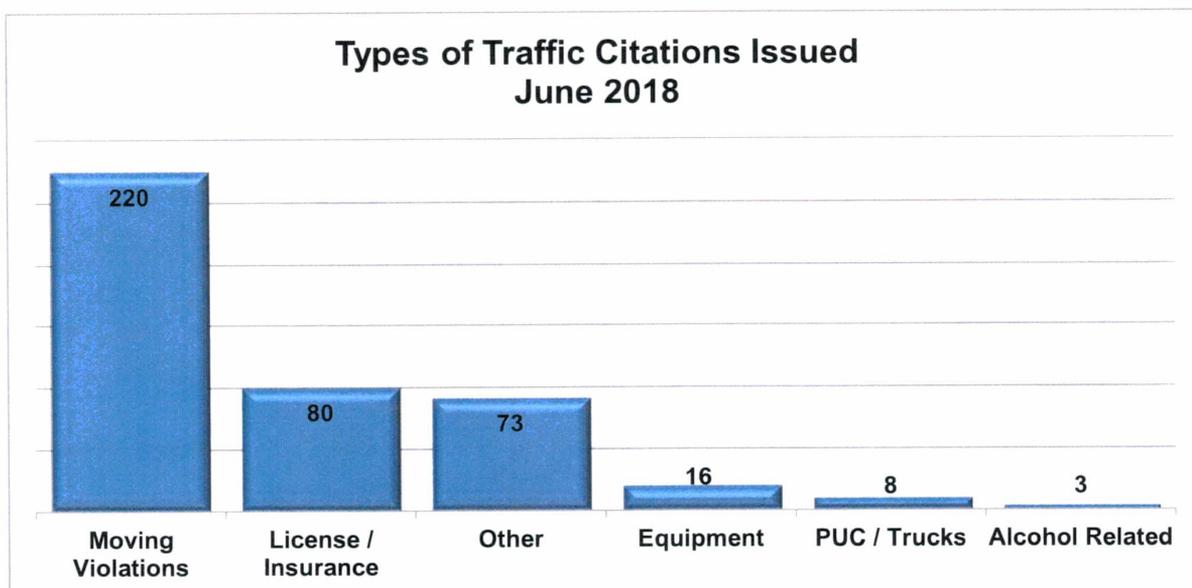
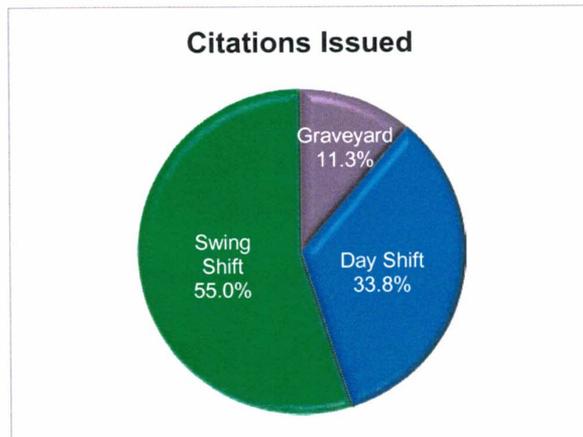
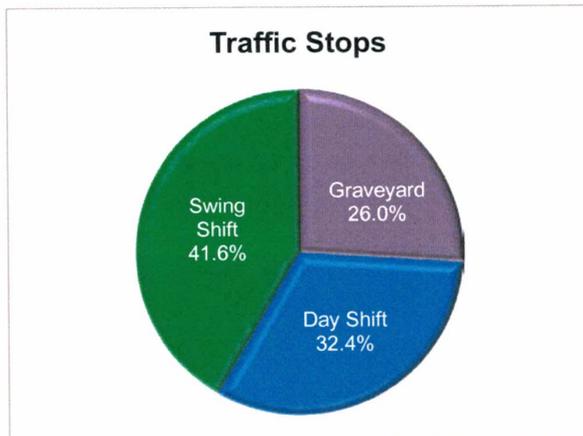
June 2017	2017 Monthly Avg.
36	38.2
80	86.0
53	61.7

Traffic

During June 2018, 488 traffic stops were made in the City and 398 traffic citations were issued. Included in these totals are 268 traffic stops (54.9%) and 346 (86.5%) citations issued by the traffic deputies.

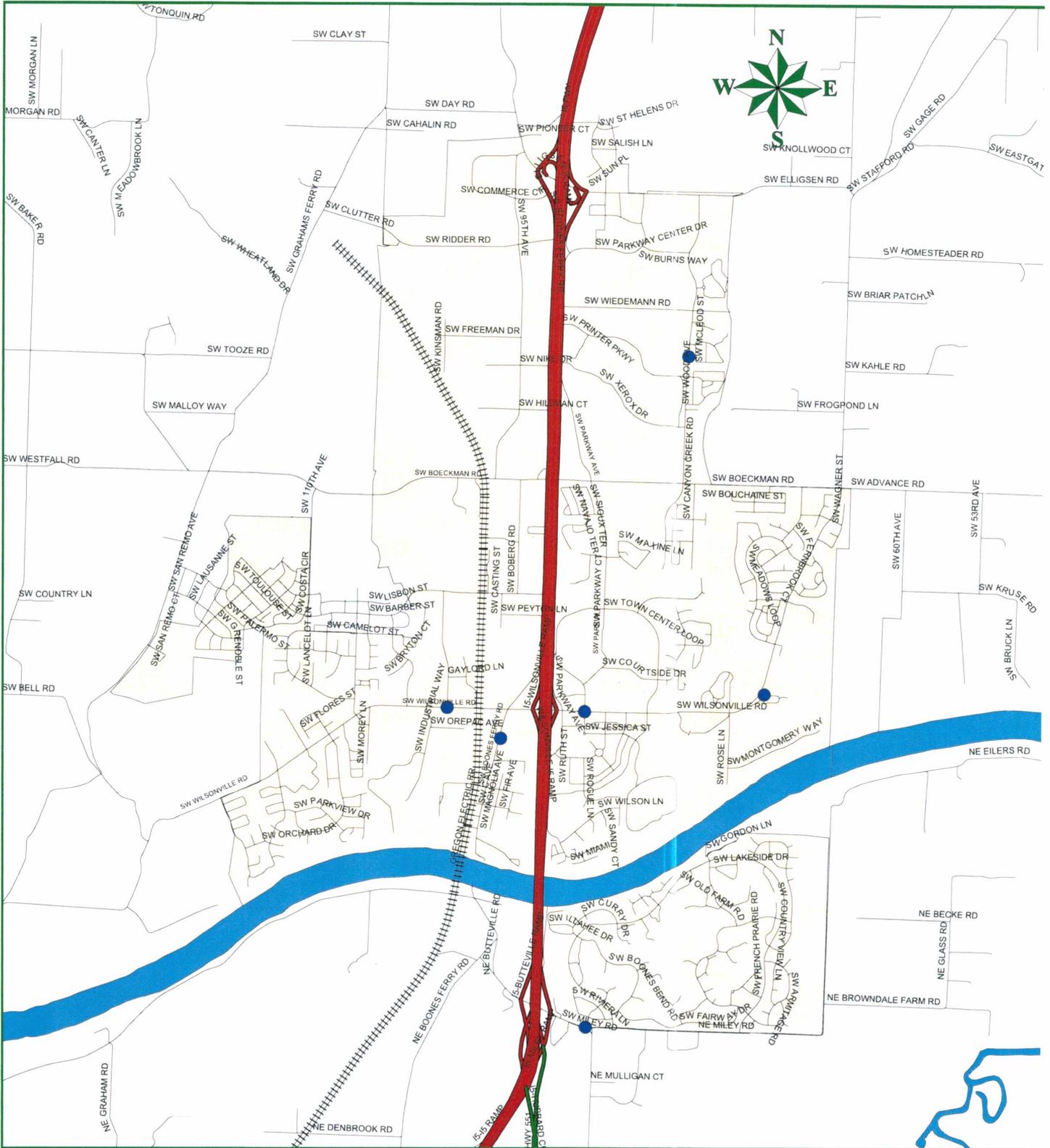
There were 7 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	127	45
Day Shift	158	135
Swing Shift	203	220
Total:	488	400





Wilsonville Traffic Crash Reports June 2018



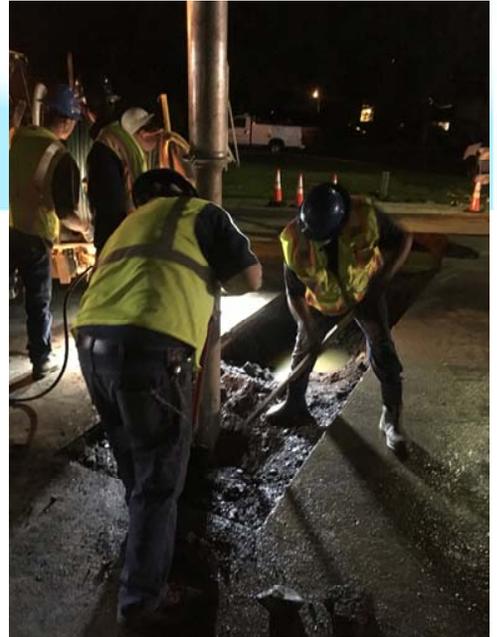
PUBLIC WORKS IN JUNE

UTILITIES

Parkway Service Line Repair

A water leak on Parkway Avenue, north of Elligsen Road, required an overnight emergency repair on June 26/27, 2018. When the leak was initially discovered, nine requests for bid were sent out. Only one qualifying bid response was received, but was much too high for the anticipated scope of work. This temporarily put the project on hold until the leak worsened rapidly over a weekend, causing minor damage to the roadway. The water and sewer crews responded to the emergency repair by working through the night, after their normal shifts, in order

to minimize impacts to local businesses and heavy commuter traffic in the area. Instead of a spot repair, the crew had to replace two individual service lines from the main all the way across the road to the existing meters. Water service was restored to the affected businesses by 6 am, and the roadway was opened by 8 am. The crew did a fantastic job on very short notice, a job well done!



UTILITIES

Annual Water Main Flushing

The water crew performed part of its annual water main flushing in June, which is a routine maintenance task recommended for all public water systems. Flushing ensures optimum water quality throughout the city and provides an opportunity to exercise valves and hydrants along the way. Flushing will continue through July 13.



ROADS

The Roads Crew constructed a temporary repair to Cypress Point roundabout in Charbonneau as one of the first projects to perform more work in-house. The completed project is shown below. This repair resolved major trip hazards and improved aesthetics. This fix will last until a Capital Improvement Project for repaving is scheduled for this area.

By performing this work in-house the City of Wilsonville was able to save about \$14,000. The Roads Crew will continue to look for opportunities to perform in-house work to provide savings and quality infrastructure for the citizens of Wilsonville.



STORMWATER

As part of our annual inspection of outfalls a culvert was discovered which provided a great opportunity to, once again save the City money. Below is a photo of the equipment used for the replacement project. On this small project we were able to save around \$3,500 by performing work in-house.



FACILITIES

The Facilities division was hard at work this month completing two CIP projects before the end of the fiscal year. The four HVAC rooftop units on top of the Public Works/Police building reached the end of their respective lives as this summer marked 20 years of service. The old units were replaced with new Carrier units that have a much higher rated efficiency. One outdoor condensing unit and lineset (also 20 years old) was replaced as well. Like the new rooftop units, the new condensing unit is higher efficiency and uses an updated, more eco-friendly refrigerant.

The Kiva Center and Art Tech School are currently undergoing a face lift. Phase 1 of the project has been completed, as both buildings now have new roofs. Over the course of the next month, the buildings will receive new siding and paint. Kudos to our awesome legal team for drafting the more-intricate-than-normal contract to complete this multi-phase project.



The semi-annual lamp/battery/ballast recycling run was made this month. The Facilities crew rounded up over 250 lamps of various styles, 85 pounds of batteries, and 87 pounds of ballasts then delivered them to Batteries Plus for responsible disposal and recycling.



The Facilities department organized the in-depth inspection of all fall-arrest equipment used throughout the departments within Parks and Public Works this month. The safety consultant found most things to be in working order, but had to tag 5 items due to failure. This inspection and others like it are vital to the continuous safety of staff throughout the year.



June Report
July 5, 2018

Director's Report
Dwight Brashear,
Transit Director

A Few of Our Favorite Things

If you have ever lamented about being stuck in the longest day ever; a day that just will not end, then you may have recently experienced June 21...also known as the summer solstice. This phenomenon occurs once yearly when the tilt of the Earth's axis is most inclined towards the sun directly above the Tropic of Cancer. What does all this mean for SMART? Well, nothing to speak of, just a fun fact.

Now that summer in the Pacific Northwest has shifted into high gear, the SMART team is engaged in a few our favorite things:

- Our two summer interns arrived in June as expected; a warm SMART welcome to Sahalee and Kelley.
- The trolley is out of hibernation and has begun making special appearances throughout Wilsonville.
- New driver assignments are in effect.
- SMART is now operating midday service to and from the City of Canby; and Charbonneau residents can now take their very own shuttle to and from Wilsonville proper.



Kelly Deas



Sahalee McFarland



Operations Report

Eric Loomis, Operations Manager

New Service

The Charbonneau Shuttle began operating June 21. The team at SMART worked diligently to understand the needs and desires of the neighborhood's residents. The shuttle is focused on getting customers from the neighborhood to shopping centers in Wilsonville. It will operate during the middle of the day into the early evening. SMART staff will continue to reach out to residents about the shuttle and monitor the success of the new route.



The revised 3X route also began June 21, with the notable addition of midday service. SMART has partnered with Canby Area Transit (CAT) to fill the gap and now provide all day service for customers needing to get to and from Canby. The program is funded by a state grant through CAT to provide service for a year. SMART will be monitoring the success of the midday trips and determine if there are benefits and funding to extend this pilot program beyond a year.

Ridership by Route

Route	1X Salem	2X Barbur	2X Sat Barbur	3 Canby	4 Wilsonville	4 Sat Wilsonville	5 95th Commerce	6 Argyle Square	C Charb Shuttle	7 Villebois	Villebois Shuttle	Total
May 2017	3971	5762	238	956	8376	397	1218	1523		183	1729	24253
May 2018	3173	6742	252	675	8153	488	1186	1186	Coming Soon	151	1602	24179
% Change	-20.10%	+17%	+5.88%	-29.4%	-2.66%	+22.92%	-2.63%	+15.36%		-17.49%	-7.35%	-0.71%

Fleet Report

Scott Simonton, Fleet Manager

Compressed Natural Gas

Amongst many other projects, an RFP was prepared to procure three compressed natural gas cutaway buses. This will bring our total number of CNG buses to seven, which equates to roughly half of our small bus fleet.

We expect to have the RFP released in the coming week, and anticipate the arrival of the buses in late 2018/early 2019.

These three buses will replace aging diesel buses, which have long exceeded their useful life. The vehicles are funded with Federal 5307 dollars, with 80% of the vehicle costs being covered by the grant.



Outreach - Michelle Marston Marketing and Outreach Coordinator

Events SMART was on hand at the annual Festival of Arts providing information on the expanded 3X service as well as encouraging participation in our planning survey that closes at the end of the month.

Two Transit Interns, Sahalle and Kelley, started this month. They will be conducting marketing and outreach. They will also be working on a special project to conduct outreach to communities of color, English language learners, and low-income families.

Marketing Updated system maps, routes and marketing materials were distributed during the month of June. Five Eco Surveys were underway. SMART will be hosting our first Bike Rodeo July 14 in conjunction with the City Wellness Fair. Design and marketing currently underway.



The cinema ad "Free" is now showing at the Regal Theater in Wilsonville. The SMART ad, produced with federal grant monies, runs through December 2018. The 60 second spot features Transit Director Dwight Brashear extolling SMART services. It also includes seniors, students, and City staff. Operations Manager Eric Loomis's dog, Buttercup – however – steals the show. Follow the link here to view.

<https://app.frame.io/d/107ac657-98d1-4795-8d15-35061f0efc24>

Travel Training - Sydney Herbst Travel Trainer

The new Charbonneau Shuttle launched and SMART hosted two classes to prepare residents on how to use the new service. 11 seniors attended the class at the Charbonneau Clubhouse and 45 seniors attended the class at SpringRidge. Both classes included a real-time shopping experience for interested participants at Safeway and Fred Meyer. A third class will be held July 10th at the Charbonneau Clubhouse.



Grants & Procurement - Elli Work Grants and Programs Manager

Seven larger trash receptacles are on order for the new bus shelters through Oregon Corrections Enterprises (OCE). OCE has a talented group of inmates who drew what we needed in CADD. The the drawings were then sent to the metal shop where inmates will fabricate our bus shelters and bus shelter amenities.

Several FTA grants are pending including monies for Senior Trips, buses, and parking lot improvements.

Planning - Nicole Hendrix Transit Management Analyst

SMART staff presented at Planning Commission work session in June to share preliminary results of the Programs Enhancement Strategy survey. This two-minute survey was open to the public online and available on paper at community events for the entire month of June. The survey had a total of 159 responses and staff will now review the responses to develop a prioritized list of projects for inclusion in the Transit Master Plan amendment.

This planning process is in response to the recent passage of Oregon House Bill 2017, Keep Oregon Moving. For updates on the planning process, please visit our website: www.ridesmart.com/tmp